**NOTICE TO CONTRACTORS**

**Request for Qualifications**

**FOR COLLABORATIVE DESIGN-BUILD SERVICES**

**{insert Project Name), Project Number {insert #}**

**{insert Campus name]**

**{insert Address}**

**{insert City, ST Zip}**

The Trustees of The California State University are requesting Statements of Qualifications (SOQ) from interested and qualified design-builders (Respondents) to provide design, preconstruction, and design-build construction services for the above-named Project. The Trustees will select a design-build team consisting of a general contractor and architect (Design-Builder) using a two-step process: (1) this Request for Qualifications (RFQ) from which Respondents may submit SOQ to the Trustees, and (2) the Request for Proposals (RFP) which the Trustees will issue to the shortlisted firms. A technical review committee shall review the respondents’ SOQ and, based on the criteria identified in the RFQ, the committee shall select no more than five finalists to receive the Request for Proposals. Selection of the winning Proposer will be based on qualifications and proposed fees (a design competition is not utilized). Collaborative Design-Build is a two-phased delivery process: Design Phase and Design-Build Phase, and the Trustees will issue a separate contract for each phase.

The Project consists of:

{insert bulleted or numbered statements describing the Project.}

SOQ Submittal Due Date and Time: {insert date & time}

Estimated Design and Construction Cost: $ {insert cost}

Contractor License Requirement: B {insert other license as applicable}

RFQ Respondents Conference and Site Inspection to be held on {insert date, time and location}.

CSU Point of Contact for Information: {insert name, phone, e-mail} .

To search for and view this project advertisement, Respondents shall register and log in on the “California State Contracts Register” (CSCR) at {insert CSCR website URL, currently on Cal eProcure}. If Respondent experiences problems viewing this website, contact the CSU point of contact named above for assistance.

RFQ documents will be available on or after {insert date} on the “PlanetBids Public Solicitation Portal” website, <http://psp.planetbids.com/g/81563/>. Respondents shall first register as a vendor and then log in to the PlanetBids Public Solicitation Portal to search for this project and download the RFQ documents. If Respondent experiences problems viewing this website, contact the CSU point of contact named above for assistance.

Respondents must be prequalified with the Trustees. To do so, submit the prequalification applications no less than ten business days prior to SOQ submittal due date. Respondents shall go to the following PlanetBids website to register, log in and then select the Prequalification tab to apply.

“California State University, Office of the Chancellor, Vendor Portal”

(<https://www.planetbids.com/portal/portal.cfm?CompanyID=15331>)

Direct any prequalification questions to the Trustees’ Prequalification Administrator at [cocm.prequal@calstate.edu](mailto:cocm.prequal@calstate.edu).

The Trustees shall give a small business a bid advantage of five percent up to a maximum of $50,000 to contracting firms that have been certified as a “Small Business” by the Department of General Services, Office of Small Business and DVBE Services, in accordance with Contract General Conditions (and Supplementary General Conditions) for Collaborative Design-Build Major Projects, Article 32.10, Small Business Five Percent Bid Advantage.

Additionally, the Trustees require three percent Disabled Veteran Business Enterprise (DVBE) participation in all contracts, in accordance with Contract General Conditions (and Supplementary General Conditions) for Collaborative Design-Build Major Projects, Article 32.12-g, DVBE Incentive. {Campus shall describe the DVBE incentive herein, as it must be in the advertisement.} When it nears time to bid trades, the selected design-builder shall contact the Trustees’ DVBE Coordinator {insert name, at phone no., e-mail}.

Respondents shall be familiar with all of the provisions in the Contract General Conditions and Supplementary General Conditions, especially the insurance requirements for the CSU Builders Risk Insurance Program (BRIP) and for the CSU Owner-Controlled Insurance Program (OCIP). This Project will be enrolled into the BRIP, and may be enrolled into the OCIP, if so specified in the Supplementary General Conditions. Respondents may review OCIP documents online at [www.calstate.edu/ConstructionInsurancePrograms](http://www.calstate.edu/ConstructionInsurancePrograms).

*(Campus: If Project is to be enrolled into the OCIP, Campus shall review the requirements on the above Insurance Programs website and notify Alliant prior to advertising this Project. Copy the Trustees’* [*Prequalification Administrator*](mailto:cocm.prequal@calstate.edu) *on this notification.)*

This Project is a public works project and is subject to prevailing wage rate laws (Contract General Conditions, Article 36.02). All Respondents/Proposers and all tiers of subcontractors who will work on this Project shall register to bid and work on public works projects with the Dept. of Industrial Relations (DIR), and maintain current this registration per Labor Code section 1725.5. For more information, go to <http://www.dir.ca.gov/Public-Works/PublicWorks.html>.

-End Notice to Contractors-