

PREQUALIFICATION INSTRUCTIONS AND INFORMATION FOR  
FIBER OPTIC NETWORK – HORIZONTAL DIRECTIONAL DRILL  
SPECIFICATION NO. 2737  
CITY OF LOS ANGELES  
HARBOR DEPARTMENT  
CONSTRUCTION DIVISION

The information requested in Attachment 1 – Prequalification Submittals will be the basis for prequalifying Applicants desiring to bid or perform Specialty Work on the Fiber Optic Network – Horizontal Directional Drill. Only those Applicants meeting the prequalification requirements will be invited to submit bids for, or allowed to be a horizontal directional drill contractor for the project. Prequalification of the Applicant does not relieve the Applicant from compliance with Department contracting policies or requirements.

Firms prequalified by the Department for previous projects must reapply for the Project.

Pursuant to the provisions of the City of Los Angeles Charter, the Department reserves the right to refuse to prequalify any Applicant who has previously failed to timely and satisfactorily perform any contract with the City.

**SUBMITTAL – WHEN, WHERE, AND TO WHOM**

Completed Prequalification Submittals for the Fiber Optic Network – Horizontal Directional Drill will be accepted by the Chief Harbor Engineer-Construction Division until 4:00 p.m. local time [TBD]. Mail or deliver two sets of forms from Attachment 1 – Prequalification Submittals to:

Port of Los Angeles Administrative Offices  
Construction Division, 3<sup>rd</sup> Floor  
425 S. Palos Verdes Street  
San Pedro, CA 90731

Attention: Christopher Trinidad

Applicants are cautioned that security measures may delay building entry and early arrival is recommended.

### **SUBMITTAL INSTRUCTIONS**

1. General:
  - a. The forms required to apply for prequalification are included in Attachment 1 – Prequalification Submittals.
  - b. In each case of joint ventures, each member of a joint venture must prepare separate application packages and execute separate declarations. Please submit joint venture information packages together for review. Requirements for the proposed joint venture are the same as for other Applicants.
2. Section 1
  - a. Applicants shall complete and submit the appropriate forms from Section 1.
  - b. Applicants shall complete the form “General Information and Declaration”.
  - c. Applicants shall complete the Declaration form that applies to their type of firm (individual, partnership, or corporation).
  - d. Applicants shall complete the Safety and Regulatory Compliance Questionnaire.
  - e. Applicants shall complete the Contract Performance Questionnaire.
3. Section 2
  - a. Applicants desiring to become prime contractor on the project shall complete the forms in Section 2.
  - b. Following the additional directions given on the first page of Section 2.
4. Section 3
  - a. Applicants desiring to perform the specialty work shall complete the forms in this Section.
  - b. Applicants who are applying to become bidders and also plan to perform the specialty work shall also fill out the forms in Section 3.
  - c. Follow the additional directions given at the start of Section 3.
  - d. Specialty work subcontractors may be submitted for prequalification as part of any bidder’s prequalification package or may submit separately.

### **HOW THE SUBMITTALS WILL BE EVALUATED**

1. The Department will grant prequalified status when it has determined the following:
  - a. Applicant has completely filled out and delivered the prequalification submittals to the Department prior to the date and time for submittal.

- b. The Department has been able to verify the information received.
  - c. The Applicant has all of the qualifications.
- 2. Pursuant to the provisions of the City of Los Angeles Charter, the Department reserves the right to refuse to prequalify any Applicant who has previously failed to timely and satisfactorily perform any contract with the City.

#### **NOTIFICATION OF PREQUALIFICATION**

Applicants will be notified of their status by electronic mail, telephone, or fax followed by mail confirmation when the Department has verified the Applicant's statements. Advertisement of the project for bids will not be delayed if the Department is unable to verify information submitted by Applicant.

#### **APPEAL OF PREQUALIFICATION DETERMINATION**

If the Applicant is denied prequalification and desires to appeal the decision, the Applicant shall submit a letter of protest to the Chief Harbor Engineer – Construction Division within 5 working days of receipt of the notice denying prequalification. The Chief Harbor Engineer will review the determination and notify the Applicant within 30 days of receipt of letter of protest whether the finding has been reversed. If the denial of prequalified status is not reversed, Applicant may within 5 working days of notification of the denial of the protest, request a public hearing before the Board of Harbor Commissioners.

#### **REMOVAL FROM THE PREQUALIFIED DESIGNATION**

The Department will withdraw the prequalified status of any Applicant that have falsified information when such falsification becomes known to the Department.

#### **IMPACT OF PREQUALIFICATION DURING BIDDING AND CONSTRUCTION**

- 1. A bidder will not be disqualified for substituting in its bid a prequalified specialty subcontractor for work for which the bidder has also been prequalified.
- 2. Bids listing a specialty work subcontractor that has not been prequalified for prequalification required Specialty Work will be declared nonresponsive.
- 3. Only prequalified specialty subcontractors, or the bidder, if prequalified for specialty work, may be utilized to perform the listed specialty work. Prequalification of a subcontractor shall not relieve the successful bidder of any responsibility to Department for full and satisfactory performance of all subcontractor work in accordance with the plans and specifications.
- 4. The prequalification package and submittals from the successful Applicants will become a part of the contract for the Project.

5. The Applicant that becomes the contractor shall provide, and require the person(s) named on the Personnel Assignment Form to perform the work. If the named person is no longer available, submit to the Department the name, experience, and resume of a person meeting the same qualification requirements. If the Department deems the substitute qualified, that person may be used on the Project. If the proposed replacement person is rejected by the Department, the process shall be continued until an acceptable replacement is found. Applicant is responsible for any resulting delays to contract completion.

#### **ATTACHMENT 1 – PREQUALIFICATION SUBMITTALS**

Applicants shall fill out and submit all portion of the submittals that pertain to them, including specialty work of horizontal directional drilling whether performed by subcontractor or prime contractor.

#### **ATTACHMENT 2 – CONTRACTUAL REQUIREMENTS**

Applicants who become bidders must comply with the bidding requirements. The Applicant who becomes the contractor must comply with the general conditions and shall ensure that their subcontractors comply with these general conditions. The following shall have been included as information, and are not required to be submitted with the Prequalification Submittals:

- Notice Inviting Bids
- Information for Bidders
- Bidding Documents
- Contract
- Performance Bond
- Payment Bond
- Insurance Requirements
- Affidavits of Completion
- Small Business Enterprise (SBE) Information
- Section 01000-General Conditions
- Electrical Safety Policy Implementation Plan
- American Recovery and Reinvestment Act (ARRA) Requirements including the Buy America Act

The contractual requirements in Attachment 2 are for references only and are subject to change without notice.

Enclosures: Attachment 1 – Prequalification Submittals

Attachment 2 – Contractual Requirements

**ATTACHMENT 1 -  
PREQUALIFICATION  
SUBMITTALS**

SPECIFICATION NO. 2737  
FIBER OPTIC NETWORK – HORIZONTAL DIRECTIONAL DRILL

INCLUDED SUBMITTALS: Page No.

SECTION 1

- General Information and Declaration 1
- Declarations (Use appropriate declaration)
  - Declarations of Individual or Sole Proprietorship 2
  - Partnership Declaration 3
  - Declaration of Corporate Officer 4
- Safety and Regulatory Compliance Questionnaire 5-6
- Contract Performance Questionnaire 7-8

SECTION 2

- Specific Information Required for the Project 9
- Form 1 – Previous Construction Projects 10
- Form 1A – Project Reference Verification 11
- Form 2 – Personnel to be Assigned to the Project 12

SECTION 3

- Specialty Work Applicant's Experience, Personnel, and Equipment Commitment 13
- Questionnaire – Horizontal Directional Drilling Capability 14
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- Form 3B – Personnel to be Assigned to the Project 16
- Form 3C – Equipment to be Assigned to the Project 17

FIBER OPTIC NETWORK – HORIZONTAL DIRECTIONAL DRILL - SPEC NO. 2737

SECTION 1: GENERAL INFORMATION AND DECLARATION

Applicant: \_\_\_\_\_  
(name as appears on Contractor's license, valid California Contractor's license is required at the time of award)

Check One:

\_\_\_\_\_ Corporation \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_ Partnership \_\_\_\_\_ Joint Venture

Joint Venture partner (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number(s) \_\_\_\_\_ Fax Number \_\_\_\_\_

State of California License Number(s): \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Tax ID Number: \_\_\_\_\_

Describe the type of construction in which Applicant regularly engages: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How many years experience in construction work under current organization? \_\_\_\_\_

(a) As a Prime Contractor? \_\_\_\_\_ From \_\_\_\_\_ to 20 \_\_\_\_\_

(b) As a Subcontractor? \_\_\_\_\_ From \_\_\_\_\_ to 20 \_\_\_\_\_

DECLARATION OF INDIVIDUAL OR SOLE PROPRIETORSHIP

Applicant's Name: \_\_\_\_\_

Specification No. 2737

Project Title: FIBER OPTIC NETWORK – HORIZONTAL DIRECTIONAL DRILL

By signing, the Applicant declares under penalty of perjury that the information submitted by the Applicant on the forms provided by the City in Attachment 1 – Prequalification Submittals is true and correct.

I, \_\_\_\_\_, declare under the penalty of perjury that the foregoing is true and correct. Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_, California.

Signature of Declarant \_\_\_\_\_



## PARTNERSHIP DECLARATION

Applicant's Name: \_\_\_\_\_

Specification No. 2737

Project Title: FIBER OPTIC NETWORK – HORIZONTAL DIRECTIONAL DRILL

By signing, the Applicant declares under penalty of perjury that the information submitted by the Applicant on the forms provided by the City in Attachment 1 – Prequalification Submittals is true and correct.

I, \_\_\_\_\_, declare under penalty of perjury that I am

a partner of \_\_\_\_\_,  
(Name of Firm)

that I am duly authorized to execute this declaration, and that the foregoing is true and correct. Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_, California.

Signature of Declarant \_\_\_\_\_

Declaration Continued:

1. Date of Organization: \_\_\_\_\_
2. State whether partnership is general, limited, or association: \_\_\_\_\_
3. In what State: \_\_\_\_\_

Name and address of each partner:

Name _____	Title _____
Address _____	_____
Name _____	Title _____
Address _____	_____
Name _____	Title _____
Address _____	_____

Have there been any changes in control of the company in the past 3 years?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Is the company or its owners connected with other companies as a subsidiary, parent, holding, or affiliate? \_\_\_\_\_ Yes \_\_\_\_\_ No

If there is a "yes" answer to either of the two questions above, explain on a separate signed page.

## DECLARATION OF CORPORATE OFFICER

Applicant's Name: \_\_\_\_\_

Specification No. 2737

Project Title: FIBER OPTIC NETWORK – HORIZONTAL DIRECTIONAL DRILL

By signing, the Applicant declares under penalty of perjury that the information submitted by the Applicant on the forms provided by the City in Attachment 1 – Prequalification Submittals is true and correct.

I am the \_\_\_\_\_  
(Title of Corporation Officer)

of \_\_\_\_\_  
(Use Full Corporate Name)

I declare under penalty of perjury that I am duly authorized to execute this declaration, and that the foregoing is true and correct. Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_, California.

Signature of Declarant \_\_\_\_\_

Declaration Continued:

1. Date Incorporated: \_\_\_\_\_
2. In what State: \_\_\_\_\_

Name and address of each corporate officer:

President:	_____
Address:	_____
Vice President:	_____
Address:	_____
Secretary:	_____
Address:	_____
Treasurer:	_____
Address:	_____

Have there been any changes in control of the company in the past 3 years?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

Is the company or its owners connected with other companies as a subsidiary, parent, holding, or affiliate? \_\_\_\_\_ Yes \_\_\_\_\_ No

If there is a "yes" answer to either of the two questions above, explain on a separate signed page.

## SAFETY AND REGULATORY COMPLIANCE QUESTIONNAIRE

Applicant's Name: \_\_\_\_\_

Specification No. 2737

Project Title: FIBER OPTIC NETWORK – HORIZONTAL DIRECTIONAL DRILL

1. How often does Applicant require documented safety meetings to be held for construction employees and field supervisors during the course of a project?  
\_\_\_\_\_

2. Name employee of Applicant responsible for safety programs.

\_\_\_\_\_

Name

\_\_\_\_\_

Title or Position

Qualifications, training, and other duties:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Has CAL/OSHA or the Federal OSHA cited and assessed penalties against Applicant for any "serious", "willful", or "repeat" violations of safety or health regulations in the past 5 years?

Yes              No              (Circle One)

If "yes", attach a separate signed page describing the citations, including the dates of the citations, the nature of the violation, the project on which the citation(s) was (were) issued, the amount of penalty paid, if any. If the citation was appealed to the Occupational Safety and Health Appeals Board and a decision has been issued, state the case number and the date of the decision.

4. Has there been a period within the last 5 years when Applicant had employees but was without workers' compensation insurance or State-approved self-insurance?

Yes                      No                      (Circle One)

If no, provide a statement by Applicant's workers' compensation insurance carrier(s) that verifies periods of workers' compensation insurance coverage for the last 5 years.

If "yes", explain the reason for the absence of workers' compensation insurance on a separate signed page. (If Applicant has been in business for less than 5 years, provide a statement by Applicant's workers' compensation insurance carrier verifying continuous workers' compensation insurance coverage for the period that Applicant has been in business).

5. List Applicant's Experience Modification Rate (EMR) for each of the past 3 premium years:

Current Year: \_\_\_\_\_  
Previous Year: \_\_\_\_\_  
Year prior to Previous Year: \_\_\_\_\_

EMR for any of these 3 years shall be less than or equal to 1.00.

NOTE: Applicant's EMR is issued annually by Applicant's workers compensation insurance carrier.

6. Has the Environmental Protection Agency (EPA) or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against Applicant or the owner on the referenced project Applicant was working on in the past 5 years?

Yes                      No                      (Circle One)

If "yes" attach a separate signed page describing each citation.

## CONTRACT PERFORMANCE QUESTIONNAIRE

Applicant's Name: \_\_\_\_\_

Specification No. 2737

Project Title: FIBER OPTIC NETWORK – HORIZONTAL DIRECTIONAL DRILL

Has the Applicant in the last 5 years:

- a. been a party to any lawsuit involving construction contracts with the City of Los Angeles?

Yes

No

(Circle One)

- b. received notice(s) by a federal, state, or local agency of failure to timely or satisfactorily perform any contract?

Yes

No

(Circle One)

- c. been assessed liquidated damages?

Yes

No

(Circle One)

- d. been denied any prequalification or award of contract with a federal, state, or local agency?

Yes

No

(Circle One)

If answering "yes" to any above question, Applicant shall provide information requested below and on the reverse side of this page. Where "yes" answer applies to more than one project, Applicant shall make additional copies of this form and respond to the questions as they apply to the project listed.

Name of Project	
Project Location	
Project Start Date/Completion Date	
Agency	
Current Contact Name	
Contact Name at time work was performed	
Contract Amount	

Project Description:

Basis of claim/lawsuit:

Final resolution of claim/lawsuit:

---

Notices of failure to perform in a timely or satisfactory manner:

Final resolution:

---

Reasons for denial of prequalification or award of contract:

Final resolution:

## SECTION 2: SPECIFIC INFORMATION REQUIRED FOR THE PROJECT

1. Complete Form 1. To questions on previous experience, the experience must have been gained when the firm or joint venture member was responsible for the work or carried it out directly in one of the following capacities:
  - As a prime contractor
  - As a subcontractor
  - As joint venture partner with at least 40 percent interest in project
2. Applicants who answer "yes" to each question on Form 1 and whose claims for reference projects and personnel (Forms 1A and 2) can be verified will be considered qualified and will be invited to bid.
3. Fill in a separate Form 1A for each project claimed as Applicant's qualifying experience. The number of projects to be submitted for each question shall be as required by the question.
4. Complete a separate Form 2 for the project manager, project scheduler, site superintendent, and safety engineer the Applicant will commit to the project.
5. Projects listed for experience must be completed projects.

# Form 1 - PREVIOUS CONSTRUCTION PROJECTS

	Previous Construction	Circle One
1.	<p>Has the Applicant in the last 10 years:</p> <p>a. Successfully completed 2 or more horizontal directional drill projects with a minimum contract amount of \$2 million?</p> <p>b. Successfully completed at least 2 projects as a prime contractor with overall responsibility for the construction of a horizontal directional drill?</p>	<p>Yes No</p> <p>Yes No</p>
2.	<p>Will the Applicant commit:</p> <p>a. A project manager who has functioned in such capacity on 2 or more horizontal directional drill projects with a construction amount of at least \$2 million in the last 10 years?</p> <p>b. A safety engineer who has functioned in such capacity on 1 or more projects with a construction amount of at least \$2 million in the last 10 years?</p> <p>c. A project scheduler who has functioned in such capacity on 2 or more projects with a construction amount of at least \$2 million in the last 10 years?</p> <p>d. A project superintendent who, during the last 10 years, has had overall responsibility for the construction of 2 or more horizontal directional drilling projects?</p> <p>e. A drilling fluids engineer who has functioned in such a capacity on 2 or more horizontal directional drilling projects with the construction amount of \$2 million in the last 10 years?</p>	<p>Yes No</p> <p>Yes No</p> <p>Yes No</p> <p>Yes No</p> <p>Yes No</p>

Provide a minimum of 2 projects using Form 1A for Question No. 1a. Provide 1 project using Form 1A for Question No. 1b. (If the project qualifies as experience for Question 1a and 1b, indicate "1a and 1b" on a single Form 1A). Additional projects may be listed using Form 1A that may complement the requirements listed in 1a and 1b.

Complete a separate Form 2 for each of the proposed persons. Alternates may also be listed, but must be identified as alternates.



## Form 1A - PROJECT REFERENCE VERIFICATION

Please make additional copies of this Form and use a separate form for each project.

Projects must be completed projects. In progress projects are not acceptable for listing as experience.

Verification Question No. (1a through 1b)	
Name of Project	
Project Location	
Project Start Date/Finish Date	
Owner's Name, Address, Phone, Fax, current Contact Name, Contact Name at time work was performed.	
Contract Amount	

Please describe below the work items installed during this project that are required by the prequalification and any additional information on project that is pertinent.

## FORM 2 - PERSONNEL TO BE ASSIGNED TO THE PROJECT

Please make additional copies of Form 2 and complete a separate form for each person proposed to be the project manager, site superintendent, fluids engineer and safety engineer (position).

Name of Proposed Person	
Proposed Position	

### Qualifying Experience

1. Project Name and Address	
Contractor for Project	
Job Title During Project Construction	
Period of Time on Project	
Owners/CM Name, Address, Phone, Fax No., and Contact Name	
Contract Amount	

2. Project Name and Address	
Contractor for Project	
Job Title During Project Construction	
Period of Time on Project	
Owners/CM Name, Address, Phone, Fax No., and Contact Name	
Contract Amount	

The Applicant that becomes the contractor shall provide the person listed hereon to perform the work. If the person is no longer available to the Applicant, the Applicant shall submit the name, experience, and resumé of a person meeting the same qualification requirements to the Department. If the Department deems the substitute qualified, that person may be used on the project. If the proposed replacement person is rejected by the Department, the process shall be continued until an acceptable replacement is found.

Attach resume for each proposed person.

### SECTION 3: SPECIALTY WORK APPLICANT'S EXPERIENCE, PERSONNEL, AND EQUIPMENT COMMITMENT

1. Each proposed specialty work Applicant must fill out Section 1 - General Information and Declaration. Prime contractor Applicants may also apply for specialty work.
2. Complete the Section 3 questionnaire. The experience claimed must have been gained when the firm or joint venture member was responsible for the work and carried it out directly in one of the following capacities:
  - As a prime contractor
  - As a subcontractor
  - As a joint venture/partner with at least 40% interest in the project.
3. Applicants who complete the forms, have the required experience, commit personnel with the required experience, commit the required equipment, can accurately answer "yes" to the questions for their specialty work and the Department can verify the experience will be acceptable to perform the horizontal directional drill work.
4. Fill in a separate Form 3A - Project Reference Verification for each project claimed as Applicant's qualifying experience.
5. Complete Form 3B - Personnel to be Assigned to The Project for the horizontal directional drilling superintendent.
6. Complete Form 3C - Equipment to be Assigned to The Project.

### Section 3 Questionnaire – HORIZONTAL DIRECTIONAL DRILL

1. Will the Applicant commit a horizontal directional drill superintendent who had direct responsibility for three horizontal directional drillings, installation of steel casing and high density polyethylene conduit bundles across three channels, and manage drilling fluids?

Yes

No

(Circle One)

Complete Form 3B for the proposed person with the experience required. Alternates may also be proposed, but must be identified as alternates and a separate Form 3B must be completed.

2. Can the Applicant commit sufficient equipment and human resources to operate horizontal directional drill, install steel casing and high density polyethylene conduit bundles, and manage drilling fluids to complete the overall contract in the time allocated?

Yes

No

(Circle One)

Complete Form 3C indicating the equipment to be used, production approach, and production rate.

### Form 3A - PROJECT REFERENCE VERIFICATION

Please make additional copies of Forms 3A and 3B and use a separate form for each project/person.

Qualifying experience for Applicant

Project Name and Address	
Project Start Date/Finish Date	
Owners/CM Name, Address, Phone, Fax No., and Contact Name	

Please describe below the work items installed during the project that are required by the prequalification and any additional information on project that is pertinent.

### Form 3B - PERSONNEL TO BE ASSIGNED TO THE PROJECT

Name of Proposed Person	
Position	

#### Qualifying Experience

Project Name and Address	
Contractor for Project	
Job Title During Project Construction	
Period of Time on Project	
Owners/CM Name, Address, Phone, Fax No., and Contact Name	

Project Name and Address	
Contractor for Project	
Job Title During Project Construction	
Period of Time on Project	
Owners/CM Name, Address, Phone, Fax No., and Contact Name	

The Applicant that performs the specialty work shall provide the person listed hereon to perform the work. If the person is no longer available to the Applicant, the Applicant shall submit the name, experience, and resumé of a person meeting the same qualification requirements to the Department. If the Department deems the substitute qualified, that person may be used on the project. If the proposed replacement person is rejected by the Department, the process shall be continued until an acceptable replacement is found.

Attach resume for the proposed person and discuss the specific experience required by this prequalification.

Form 3C – EQUIPMENT TO BE ASSIGNED TO THE PROJECT

	Main Channel	Consolidated & Cerritos Channel
<b>Horizontal Directional Drilling Equipment</b>		
Is this equipment capable of accurately drilling the design alignment? Provide a description of how work will be performed, including the use and description of the size and specifications of the following: true tracking equipment, drilling fluids recycling equipment and any additional equipment necessary on additional sheets.	Yes                  No	Yes                  No
Number of feet to be drilled per day to complete the project on schedule		
Provide drilling rig equipment manufacturer, year and size.		
<b>Steel Casing</b>		
Has steel mill agreed to produce the required quantity and quality of steel casing in the time needed to meet the schedule and follow the Buy America Act restrictions? (See Attachment 3 for Buy America Agreement)	Yes                  No	Yes                  No

Use additional sheets to provide additional information.