## Appendix B – Statement of Qualifications Forms

Appendix B contains forms necessary to complete the respondent’s SOQ and are required to be submitted as part of the response to the RFQ in accordance with Section 4 of the RFQ. A Microsoft Word version of Forms A & B should be downloaded from <http://www.csuci.edu/ci-2025/request-for-qualifications.htm>. An Excel version of Forms C-E should be downloaded from the same website.

### Appendix B.1 – Form A – Transmittal Letter

Form A shall be utilized to complete the Transmittal Letter as required in Section 4.3 of the RFQ. Fill in all necessary information in order to complete Form A.

Form A, in Word format, should be downloaded from the website above and utilized to complete Form A. Do not include the instruction page in the SOQ package.

### Appendix B.2 – Form B – Information Regarding the Respondent, Major Team Members, Financially Responsible Parties and Certifications

Form B shall be utilized to complete the Respondent Team Summary as required in Section 4.6 of the RFQ. Fill in all necessary information in order to complete Form B.

Form B, in Word format, should be downloaded from the website above and utilized to complete Form B. Do not include the instruction page in the SOQ package.

### Appendix B.3 – Form C – Listing of Project Completed in the Last 10 Years

Form C shall be used to provide a listing of projects that have been completed by the development team in the last ten (10) years, as required in Section 4.11 of the RFQ. Form C shall only be used to list completed projects. A separate Form C shall be provided for each member of the development team.

Form C, in Excel format, should be downloaded from the website above and utilized to compete Form C.

### Appendix B.4 – Form D – Listing of Projects Currently Under Construction

Form D shall be used to provide a listing of projects that are currently being developed by the development team, as required in Section 4.11 of the RFQ. Form D shall only be used to list projects currently being developed. A separate Form D shall be provided for each member of the development team.

Form D, in Excel format, should be downloaded from the website above and utilized to complete Form D.

### Appendix B.5 – Form E – Listing of Projects Currently in the Pipeline

Form E shall be used to provide a listing of projects that are currently in the pipeline but have not yet begun, as required in Section 4.11 of the RFQ. Form E shall only be used to list project that are in the pipeline. A separate Form E shall be provided for each member of the development team.

Form E, in Excel format, should be downloaded from the website above and utilized to complete Form E.

### Appendix B.1 – FORM A – Transmittal Letter

*INSTRUCTIONS – FORM A*

Form A shall be completed, signed and returned with the SOQ package.

Fill in all necessary information in order to complete Form A.

Form A, in Word format, is available at: <http://www.csuci.edu/ci-2025/request-for-qualifications.htm> and shall be used to complete Form A. The Site Authority will not accept SOQ packages without Form A, or packages that include Form A that have been amended or altered.

FORM A

TRANSMITTAL LETTER

RESPONDENT: [INSERT DEVELOPMENT TEAM’S NAME]

SOQ Date: [INSERT DATE], 2015

California State University – Channel Islands Site Authority

One University Drive – Lindero Hall Room 1807

Camarillo, CA 93012

Attention: Valerie Patscheck

Dir. Procurement & Logistical Services

Ladies and Gentlemen:

The undersigned (“**Respondent**”) submits this Statement of Qualifications (this “**SOQ**”) in response to the Request for Qualifications dated December 11, 2015 (the “**RFQ**”), issued by California State University – Channel Islands Site Authority (the “**Site Authority**”) for the opportunity to enter into a long-term ground lease for the development of 31.5-acres of land and the expansion of the existing Town Center (the “**Project**”), which are currently owned by the California State University, Channel Islands Site Authority. Initially capitalized terms not otherwise defined herein shall have the meanings set forth in the RFQ.

Enclosed, and by this reference incorporated herein and made a part of this SOQ, is the tabbed response to the RFQ as outlined in Section 4 including all forms and required material.

Respondent acknowledges access to all materials posted on the following website with respect to the Project: <http://www.csuci.edu/ci-2025/request-for-qualifications.htm> as of the SOQ Due Date, including all addenda and questions and answers matrices issued in connection with thisRFQ.

Respondent represents and warrants that it has read and understands the RFQ and agrees to abide by the contents and terms of the RFQ and the RFP if selected to participate in the RFP phase.

Respondent understands that the Site Authority is not bound to shortlist any Respondent and may reject each SOQ that the City may receive.

Respondent further understands that all costs and expenses incurred by it in preparing this SOQ and participating in the Project procurement process will be borne solely by Respondent.

Respondent agrees that the Site Authority will not be responsible for any errors, omissions, inaccuracies or incomplete statements in the RFQ.

This SOQ shall be governed by and construed in all respects according to the laws of the State of California.

Authorized representative of Respondent: **[Insert Respondent’s Name]**

By executing this form each Team Member confirms that the representative named above is authorized to act as agent on behalf of the Respondent and the principal contact for the Respondent in dealings with the Regents.

Respondent's business address:

(No.) (Street) (Floor or Suite)

(City) (State or Province) (ZIP or Postal Code) (Country)

State or Country of Incorporation/Formation/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[insert appropriate signature block from following]*

1. Sample signature block for corporation or limited liability company:

*[Insert Respondent’s name]*

By:

Print Name:

Title:

2. Sample signature block for partnership or joint venture:

*[Insert Respondent’s name]*

By: *[Insert general partner’s or member’s name]*

By:

Print Name:

Title:

*[Add signatures of additional general partners or members as appropriate]*

3. Sample signature block for attorney in fact:

*[Insert Respondent’s name]*

Print Name:

Title:

 Attorney in Fact

4. Sample signature block for a Respondent not yet formed as a legal entity:

*[Insert Respondent name]*

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Appendix B.2 – Form B – Information Regarding the Respondent, Major Team Members, Financially Responsible Parties and Certifications

*INSTRUCTIONS – FORM B*

Form B shall be utilized to complete the Respondent Team Summary as required in Section 4.6 of this RFQ.

Fill in all necessary information in order to complete Form B.

Form B, in Word format, is available at: <http://www.csuci.edu/ci-2025/request-for-qualifications.htm> and shall be used to complete Form B. Do not include the instruction page in the SOQ.

A separate Form B should be completed for each major team member and financially responsible partner. This should include, at a minimum, the:

Lead Developer(s)

Equity Partners

Financial Partners

Architect and Design Firm

General Contractor

FORM B

INFORMATION REGARDING
RESPONDENT, MAJOR TEAM MEMBERS, FINANCIALLY RESPONSIBLE PARTIES AND CERTIFICATIONS

Name of Respondent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role of Firm on Respondent Team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Respondent [ ]  Equity Member [ ]  Major Non-Equity Member [ ]  Financially Responsible Party

Year Established: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Individual Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Individual’s Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Firm’s CEO/Chairman: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Federal Tax ID No. (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

North American Industry Classification Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Official Representative (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Organization (check one):

[ ]  Corporation (If yes, then indicate the State/Country/Province and Year of Incorporation and complete Sections A-C and the Certification form (**Form B**) for the entity.)

[ ]  Partnership (If yes, complete Sections A-C and the Certification form (**Form B**) for each member.)

[ ]  Joint Venture (If yes, complete Sections A-C and the Certification form (**Form B**) for each member.)

[ ]  Limited Liability Company (If yes, complete Sections A-C and the Certification form (**Form B**) for each member.)

[ ]  Other (If yes, describe and complete Sections A-C and the Certification form (**Form B**))

A. Business Name:

B. Business Address:

 Headquarters:

 Office Performing Work:

 Contact Telephone Number:

C. If the entity is a Joint Venture, Partnership or Limited Liability Company, indicate the name and role of each member firm in the space below. Complete a separate Information form (**Form C**) for each member firm and attach it to the SOQ. Also indicate the name and role of each other financially liable party and attach a separate form.

D. If the firm is the Lead Contractor, provide California general contractor license number (if available): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CERTIFICATION

1. Has the firm or any affiliate, or any current officer, director or employee of either the firm or any affiliate, been indicted or convicted of bid (i.e., fraud, bribery, collusion, conspiracy, antitrust, etc.) or other contract related crimes or violations or any other felony or serious misdemeanor within the past ten years (measured from the date of issuance of this RFQ)?

[ ]  Yes [ ]  No

If yes, please explain:

|  |  |
| --- | --- |
| Date |  |
| Jurisdiction |  |
| Type |  |
| Explanations |  |

2. Has the firm or any affiliate ever sought protection under any provision of any bankruptcy act within the past ten years (measured from the date of issuance of this RFQ)?

[ ]  Yes [ ]  No

If yes, please explain:

|  |  |
| --- | --- |
| Date |  |
| Jurisdiction |  |
| Type |  |
| Explanations |  |

3. Has the firm or any affiliate ever been disqualified, removed, debarred or suspended from performing work for the federal government, any state or local government, or any foreign governmental entity within the past ten years (measured from the date of issuance of this RFQ)?

[ ]  Yes [ ]  No

If yes, please explain:

|  |  |
| --- | --- |
| Date |  |
| Jurisdiction |  |
| Type |  |
| Explanations |  |

4. Has the firm or any affiliate ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or other material misrepresentation to a public entity within the past ten years (measured from the date of issuance of this RFQ)?

[ ]  Yes [ ]  No

If yes, as to each such inquiry, state the name of the public agency, the date of the inquiry, the grounds on which the public agency based the inquiry, and the result of the inquiry.

|  |  |
| --- | --- |
| Date |  |
| Jurisdiction |  |
| Grounds |  |
| Result |  |

5. Has any construction project performed or managed by the firm or, to the knowledge of the undersigned, any affiliate involved repeated or multiple failures to comply with safety rules, regulations, or requirements within the past ten years (measured from the date of issuance of this RFQ)?

[ ]  Yes [ ]  No

If yes, please identify the team members and the projects, provide an explanation of the circumstances, and provide owner contact information including telephone numbers and e-mail addresses.

|  |  |
| --- | --- |
| Date |  |
| Project |  |
| Explanation |  |
| Contact Name |  |
| Contact Phone |  |
| Contact E-mail |  |

6. Has the firm or any affiliate been found, adjudicated or determined by any federal or state court or agency (including, but not limited to, the Equal Employment Opportunity Commission, the Office of Federal Contract Compliance Programs and any applicable California governmental agency) to have violated any laws or Executive Orders relating to employment discrimination or affirmative action within the past ten years (measured from the date of issuance of this RFQ), including but not limited to Title VII of the Civil Rights Act of 1964, as amended (42 U.S.C. Sections 2000 *et seq*.); the Equal Pay Act (29 U.S.C. Section 206(d)); and any applicable or similar California law?

[ ]  Yes [ ]  No

If yes, please explain:

|  |  |
| --- | --- |
| Date |  |
| Jurisdiction |  |
| Type |  |
| Explanations |  |

7. Has the firm or any affiliate been found, adjudicated, or determined by any state court, state administrative agency, including, but not limited to, the California Department of Industrial Relations (or its equivalent), federal court or federal agency, to have violated or failed to comply with any law or regulation of the United States or any state within the past ten years (measured from the date of issuance of this RFQ) governing prevailing wages (including but not limited to payment for health and welfare, pension, vacation, travel time, subsistence, apprenticeship or other training, or other fringe benefits) or overtime compensation?

[ ]  Yes [ ]  No

If yes, please explain:

|  |  |
| --- | --- |
| Date |  |
| Jurisdiction |  |
| Type |  |
| Explanations |  |

8. With respect to each of Questions 1-7 above, if not previously answered or included in a prior response on this form, is any proceeding, claim, matter, suit, indictment, etc. currently pending against the firm that could result in the firm being found liable, guilty or in violation of the matters referenced in Questions 1-7 above and/or subject to debarment, suspension, removal or disqualification by the federal government, any state or local government, or any foreign governmental entity?

[ ]  Yes [ ]  No

If yes, please explain and provide the information requested as to such similar items set forth in Questions 1-7 above.

|  |  |
| --- | --- |
| Date |  |
| Jurisdiction |  |
| Type |  |
| Explanations |  |

9. Has the developer, or joint venture partner, including their parent corporation(s) or subsidiary(s) or affiliated corporation(s) as well as any of the development team’s officers, principal members, shareholders or investors been involved in litigation relating to a development project, either voluntary or involuntary, within the last ten (10) years?

[ ]  Yes [ ]  No

If Yes, provide the following information. If more room is necessary use a separate sheet and indicate as such in the description.

|  |  |
| --- | --- |
| Date |  |
| Jurisdiction |  |
| Type |  |
| Explanations |  |
| Current Status |  |

10. Total amount of development work completed by the developer during the last ten (10) years. Complete Appendix B.3 – Form C and list the total number of projects and the Total project cost below:

|  |  |
| --- | --- |
| Total Number of Projects Completed |  |
| Total Project Cost |  |

11. Total amount of development work currently under development. Complete Appendix B.4 – Form D and list the total number of projects and the total project cost below:

|  |  |
| --- | --- |
| Total Number of Projects  |  |
| Total Project Cost |  |

12. Total amount of development work currently in the pipeline. Complete Appendix B.5 – Form E and list the total number of projects and the total project cost below:

|  |  |
| --- | --- |
| Total Number of Projects  |  |
| Total Project Cost |  |

13. Does the developer, or joint venture partner, including their parent corporation(s) or subsidiary(s) or affiliated corporation(s) as well as any of the development team’s officers, principal members, shareholders or investors have a known relationship, as it relates to this proposal, with any member of the Site Authority, either elected officials or staff?

[ ]  Yes [ ]  No

If Yes, provide the following information. If more room is necessary use a separate sheet and indicate as such in the explanation.

Explanation:

I certify that the foregoing is true and correct, and that I am the firm’s Official Representative:

By:

Print Name:

Title:

Date: