



When every detail counts...

SUBCONTRACTOR PRE-QUALIFICATION FORM

This must be submitted for your company to be eligible to bid or perform work on any of R.D. Olson's projects.

Upon completion of the pre-qualification process your company will be added to our subcontractor database, allowed to bid future projects and participate in work with R.D. Olson Construction.

This Package includes:

- Subcontractor Pre-Qualification Form
- R.D. Olson Construction's General Insurance Requirements - **Insurance is not required to be submitted at this time.**

This information is a requirement to be considered for any project.

Return this form to Tiffany Caruthers – tcaruthers@rdolson.com



Subcontractor Pre-Qualification Form

Company Information

Company Name _____

dba (doing business as) _____

Street Address _____

Suite _____

City _____

State _____ Zip Code _____

P.O. Box Address _____

P.O. Box City _____

P.O. Box State _____ P.O. Box Zip Code _____

Company Phone _____ Company Fax _____

Company Website _____

Is the Company Street Address (above) also your shipping address? Yes

If not, please fill in your shipping address below:

This address is (check one) Commercial Residential

Street Address _____

Suite _____

City _____

State _____ Zip Code _____

P.O. Box Address _____

P.O. Box City _____

P.O. Box State _____ P.O. Box Zip Code _____

Company Function

Check all that apply: Subcontractor Engineer Supplier
 Manufacturer Architect GC

If Other, please list: _____

Licensing

Type	State	License Number
License		
State Professionals License		
Other		

If no license is held, please list the reason: _____

Minority Qualification

N/A - No minority affiliations

Check all that apply:

MBE

DBE

SBE

DVBE

WBE

HUBZone

Federal ID #

Dun/Brad #

Union

Non-Union

Prevailing Wage

Bondable?

Yes

No

Service Area

List any specific cities, counties or states your company performs work in:

All 50 States (USA)

International

Division / CSI Information

Please list all trades your company is licensed to perform: *(Please list trades in words, not CSI Codes)*

Safety / Other Information

What is your company's Experience Modification Rate (EMR)?

%

*** Please submit a WCIRB Report that confirms your EMR. (Ask your insurance company who handles your Workers Compensation for this report.)**

If your EMR is 1.25 or above, you will be asked to provide an OSHA 300 Log Run/Loss when a Job Safety Analysis meeting is scheduled by RDOC Safety Dept.

Does Your Company have an Injury Illness Prevention Program (IIPP)?

Yes

No

Does your company have written safety programs to mitigate risk in high hazard operations?

Yes

No

Does your company have a Department of Occupational Safety and Health (DOSH)

Annual Permit? (Applicable only to Demolition, Excavation, Structural, Scaffold)

Yes

No

OSHA 10/30 Certification - Is anyone at your company certified? (If yes, please list the name and certification they have below or on an attachment.)

Yes

No

Does your company have a workplace violence prevention program?

Yes

No

Has OSHA cited your company in the last 5 years? (If yes, explain on an attachment.)

Yes

No

Does your company use temporary labor?

Yes

No

If so, what percent of the time are they used?

Are you currently involved in any lawsuits related to work in progress or completed work? (If yes, explain on an attachment.)

Yes

No

R.D. Olson's policy is to withhold 10% (ten percent) retention from all monthly progress payments. Do you agree to these terms? (If you do not agree, please explain below or on an attachment.)

Yes

No

For contracts over \$150,000, R.D. Olson requires the Subcontractor to provide certified financial statements (as stated in the GC101, Section 15.1) Do you agree to these terms?

Yes

No

Insurance

R.D. Olson Construction's minimum insurance requirements are listed on the enclosed attachments.



All subcontractors working on R.D. Olson projects are required to provide copies of certificates of insurance as proof of coverage at the time of any contract award.



Please review these attachments and forward them to your insurance company(s) for verification that the coverage required can be supplied and maintained.

Can your company comply with the attached insurance requirements? Yes No

If you cannot meet these insurance requirements, please explain here or attach a letter from your insurance company(s) explaining why:

Contact Information

Please list the person to receive bid invitations:

First Name

Last Name

Title

Contact's Phone (If different from Company Phone)

Contact's Mobile Phone

Contact's Fax (If different from Company Fax)

Email (If different from Company Email)

Your email is for the use by R.D. Olson Construction, Inc. in sending Bidding Invitations through BidMail and project correspondence only. We do not send out advertisements, spam or share your email information with anyone else unless specifically authorized by you.

Signature

The undersigned certifies that the information provided herein is true and sufficiently complete so as not to be misleading.

Signature

Signed By (Please print or type)

Title (Please print or type)

Date Signed

Insurance is not required to be submitted at this time. This is for informational purposes only.



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Exhibit F
Subcontractor Insurance Requirements
General Insurance Requirements Sample

Certificate Holder(s) for This Project:

- R.D. Olson Construction, Inc.
400 Spectrum Center Drive, Suite 1200
Irvine, CA 92618

! *If there are multiple Certificate Holders each entity must have their own separate certificate issued to them.*

Please supply Certificate Holder(s) a Certificate of Insurance showing evidence(s) of:

- Commercial General Liability
- Umbrella/Excess Liability
- Workers' Compensation
- Pollution Liability
- Automobile Liability
- Professional Liability

Additional Insureds for This Project:

- R.D. Olson Construction, Inc., including their affiliates, directors, officers, agents, and employees

Please supply Additional Insured Endorsements for:

- Commercial General Liability
- Umbrella/Excess Liability
- Automobile Liability
- Pollution Liability

Please supply Waiver of Subrogation Endorsements for:

- Commercial General Liability
- Workers' Compensation
- Automobile Liability

- ❖ Prior to commencement of Work, Subcontractor shall provide and maintain Certificates of Insurance, Additional Insured Endorsement forms, and Waiver of Subrogation forms throughout the life of this agreement, including the duration the Warranty period.
- ❖ All Coverages - Deductible should not exceed \$25,000 and should be clearly declared on Subcontract Insurance Certificate.
- ❖ All Coverages - "Blanket wording" is acceptable in lieu of listing each Additional Insured entity.
- ❖ Should Subcontractor's scope of services or work involve the use of cranes, subcontractor shall provide Contractor with proof of liability insurance from the entity providing the crane services which shall name the Owner and Contractor and wording as stated in AI language.
- ❖ If this project requires that multiple Certificate Holders be named, please give R.D. Olson Construction a copy of the certificates provided to the other Certificate Holders.
- ❖ Project name and the project address must be listed on each certificate.
- ❖ If Subcontractors are hired by you (Sub-Subcontractors, aka as sub-tier) to perform any portion of the Work you must ensure they obtain and maintain the insurance listed in this Exhibit F prior to commencing any portion of their Work. Please provide a copy of these insurance documents to R.D. Olson Construction. Subcontractor's failure to provide R.D. Olson Construction, Inc. with fully conforming insurance certificates and endorsements shall serve as grounds for withholding payment until requirement is met.
- ❖ Subcontractor is responsible for giving thirty (30) days' notice of cancellation to all Additional Insureds in event of cancellation, non-renewal, or reduction in coverage.
- ❖ Contractors shall purchase and maintain the required insurance with companies having an A.M. Best Rating of AVII (Article 7) or better, or from an insurer acceptable to R.D. Olson.
- ❖ Subcontractor is responsible for its construction trailers, machinery, tools, equipment, and similar property located on the Project Site or "in transit". The policy will contain a waiver of subrogation endorsement in favor of the Contractor.



Exhibit F
Subcontractor Insurance Requirements

Commercial General Liability

The minimum limits are:

- \$1,000,000 each occurrence;
- \$2,000,000 general aggregate per project;
- \$2,000,000 products/completed operations aggregate;
- Comprehensive or Commercial Form General Liability Insurance **on an occurrence basis**.
- No Subsidence Exclusion or XCU coverage for explosion, collapse and underground hazards.
- Severability of Interests – The insurance afforded by this policy applies separately to each insured who is seeking coverage against whom a claim is made or a suit is brought, except with respect to the company’s limit of liability.

Commercial General Liability Additional Insured Endorsement Form

Form(s) must include:

- Products/Completed Operations wording.
 - Products and Completed Operations is to be maintained for ten (10) years following completion of the work and acceptance by the owner.
- Premises and Operation Coverage wording.
- Primary/Non-Contributory wording that applies to Completed Operations as well as during construction.
- General Liability Insurance, equivalent to ISO Occurrence Form that is primary for all occurrences at the Site.
- Contractual Liability insuring the obligations assumed by the Subcontractor in this subcontract.
- Broad Form Property Damage Liability.

Commercial General Liability Waiver of Subrogation Endorsement Form

Contractor’s Pollution Liability

The minimum limit:

- \$1,000,000 each occurrence and in the aggregate
- If your General Liability policy excludes mold, a minimum limit of \$1,000,000 is required via a Contractor's Pollution Liability policy, with **no exclusion for mold or EIFS**.
- Pollution Liability coverage must be carried for a 3-year period past the completion of the project.
- Policy form must be on an occurrence, not claims made basis.
- If Pollution Liability coverage is on a claims-made only basis, the retroactive date must be shown and must be before contractual work begins. If coverage is canceled, and not replaced with another claims-made policy with a retroactive date prior to the contract date, the Subcontractor must purchase “extended reporting” coverage for a minimum of one (1) year after Certificate of Occupancy.

Contractor’s Pollution Liability Additional Insured Endorsement Form

- Form(s) must include coverage for liability arising out of the Covered Operations performed by or on behalf of subcontractor.
 - Please include a copy of your Contractor’s Pollution Liability Policy’s Declarations Page.
-

Commercial Umbrella / Excess Liability

The minimum limit:

- \$1,000,000 each occurrence and in the aggregate
- Limits must be at least \$1,000,000 and sit over the General Liability, Auto Liability and Employer’s Liability coverages.
- Coverage must include as insureds all entities that are additional insureds on the Commercial General Liability policy.
- Coverage for such additional insureds shall apply as primary before any other insurance or self-insurance, including any deductible, maintained by, or provided to, the additional insured other than the Commercial General Liability, Auto Liability and Employer’s Liability coverages maintained by the Subcontractor.

Commercial Umbrella / Excess Liability Additional Insured Endorsement Form

- If an endorsement form is not available, and this policy follows-form, an email from your broker stating so or a comment added to the Certificate of Insurance Description of Operations will suffice (please add wording to ALL required Certificates of Insurance).
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Exhibit F
Subcontractor Insurance Requirements

Professional Liability (a.k.a. Errors and Omissions, E & O)

The minimum limit:

- \$1,000,000 each claim and all claims
 - This requirement applies to all architects, engineers, surveyors, subcontractors of all tiers performing design-build services as well as any other paid consultants.
 - Also applies to the extent any portion of Subcontractor’s scope of services or work involves Design/Build responsibility or otherwise requires the services of licensed professionals to furnish proper designs, calculations, drawings, services, etc.
-

Automobile Liability

The minimum limits:

- \$1,000,000 combined single limit-bodily injury and property damage each occurrence.
- Must include Owned, Non-Owned and Hired Autos OR “Any Autos” (symbol 1) wording.
- If subcontractor is responsible for the transport of any hazardous materials, the subcontractor must provide the following:
 - Endorsement CA 99 48 10 13 (Pollution Liability – Broadened Coverage for Coverage for Covered Auto)
 - MCS 90 (Endorsement for Motor Carrier Policies of Insurance for Public Liability under Sections 29 and 30 of The Motor Carrier Act of 1980)

Automobile Liability Additional Insured Endorsement

- Primary/Non-Contributory wording.

Auto Liability Waiver of Subrogation Endorsement

Workers’ Compensation

The minimum limits:

- Coverage A, California statutory limits
- Coverage B, Employer’s Liability
 - bodily injury by accident - \$1,000,000 each accident;
 - bodily injury by disease - \$1,000,000 policy limit;
 - and bodily injury by disease - \$1,000,000 each employee.

Workers’ Compensation Waiver of Subrogation Endorsement



Exhibit F
Subcontractor Insurance Requirements

Why is Contractors' Pollution Liability (CPL) Required?

What is Contractors' Pollution Liability (CPL)? A Contractors' Pollution Liability (CPL) policy pays for third party bodily injury and property damage claims as well as for remediation costs to clean up after a covered pollution event. The CPL policy is designed to prevent gaps in coverage due to pollution-related exclusions on standard commercial general liability programs.

Why is it required? This coverage is needed to satisfy contractual requirements. Project owners require that R.D. Olson and all subcontractors provide coverage for pollution losses arising out of contracting activities.

What are some examples of a "pollution event"?

- Water intrusion (resulting from improperly installed windows and doors or defective construction of the building envelope) leads to the growth of "toxic" mold.
- "Toxic" mold exposure, caused by water entering a building's basement or substructure due to improper grading or excavation during site preparation.
- Generation of dust containing multiple hazards (e.g., asbestos, PCBs, silica), during demolition activities.
- Impacting existing utility lines such as gas, fuel, leading to product discharge into the soil and or groundwater.
- Heating, ventilation, air conditioning (HVAC) construction errors causing release of airborne bacteria, mold or carbon monoxide build-up, in addition to mold resulting from water intrusion or moisture encapsulation.
- Paint waste enters storm drains from runoff or improper disposal, carrying untreated pollutants into streams and rivers, and exposing the contractor to civil and criminal penalties for the contamination of waters.
- Fumes, emissions and spills from chemicals (volatile organic compounds) applied during construction (finishers, sealants, curing compounds, floor coatings, roofing adhesives, etc.), resulting in respiratory hazards.

What contracting operations are most likely to give rise to pollution losses? All contracting activity has the potential for triggering a pollution incident; some examples of *higher* risk trades are:

- *HVAC
- Plumbers
- *Painters
- *Drywall Installation
- Demolition & Blasters
- Insulation
- Roofers
- Landscape Contractors
- *Exterior Envelope Trades (Framing, Curtain Wall, Storefront, Skylights, Plaster / EIFS, Precast Concrete, Exterior Windows / Exterior Doors / Sheet Metal)
- *Shower Doors / Shower & Tub Surrounds / Shower Pans
- Waterproofing & Sealants / Vapor Barriers
- Fire Sprinklers & Fireproofing
- Concrete & Masonry
- Wet & Dry Utilities / Grading & Excavating / Irrigation / other trades that perform any type of Excavation
- Flooring / Carpet / Tile / Countertops anything with adhesive products
- SWPPP

*No exclusion for EIFS

Isn't this covered by my Commercial General Liability (CGL) policy? Most CGL policies contain broad pollution exclusions that eliminate coverage for the majority of pollution exposures.

What if my insurance agent tells me that I don't have any pollution exposures? Virtually any contaminant can trigger a pollution exclusion in the CGL, depending on the case law in individual states. R.D. Olson requires that you provide pollution coverage.

Why is R.D. Olson Construction the only General Contractor requiring this coverage? While less sophisticated contractors may be comfortable relying on their subcontractors to pay for defense costs, damages and fines associated with pollution claims, R.D. Olson adheres to its owners' requirements as do the majority of contractors of our capacity and grade. This is an industry trend that will not be going away. If you are serious about your trade and want to work with top-notch GC's your most cost effective course of action will be to incorporate pollution coverage in your book of policies.