



CITY COUNCIL STAFF REPORT

ITEM NO. 6.5

DATE: December 8, 2025

TO: Honorable Mayor and City Council

FROM: Brent Smith, Community Development Director

SUBJECT: Resolution adopting a pre-qualification process for contractors in substantial conformance with Public Contract Code § 20101 et. seq., authorizing the City Engineer to determine suitable projects for the Contractor Request for Qualifications process, and which contractors qualify based on the evaluation process, and authorizing the City Engineer to approve future revisions to the Contractor Request for Qualifications Questionnaire and related pre-qualification process documents.

RECOMMENDED ACTION

Staff recommends the City Council adopt a resolution taking the following actions:

1. Adopt a pre-qualification process for contractors that is in substantial conformance with the Public Contract Code § 20101 et. seq.;
2. Authorize the City Engineer to determine which projects are suitable for the contractor Request for Qualifications (RFQ) process and which contractors qualify based on the evaluation process; and
3. Authorize the City Engineer to approve future revisions to the Contractor RFQ and related pre-qualification process documents in accordance with Public Contract Code § 20101, as necessary and appropriate to carry out the purpose and intent of the pre-qualification process.

DECISION TYPE

Administrative

SUMMARY

The City of Livermore proposes to implement a contractor pre-qualification process for select City construction projects. This process will be applied primarily to projects that require specialized technical expertise, such as wastewater treatment facilities, municipal buildings, and to projects with the potential to significantly impact public access or daily activities, including those located in the downtown core.

In accordance with California Public Contract Code § 20101 et. seq., staff recommends adoption of a standardized, objective pre-qualification framework to evaluate contractor qualifications. Staff further recommends delegating authority to the City Engineer to determine appropriate projects for pre-

qualification, to evaluate contractor submissions using this framework and update the framework in the future as required.

DISCUSSION

The City's authority to prequalify contractors for public works projects is established under California Public Contract Code (PCC) § 20101 et. seq. On September 23, 2024, the City implemented its first pre-qualification process for the Flagpole Plaza project (DR202225), during which City Council approved the pre-qualification of four contractors who were then invited to submit bids. This process resulted in the selection of a highly qualified contractor who successfully delivered the project on time and within budget in a high-visibility downtown location.

Building on the success of that pilot effort, the City now proposes to formally adopt a pre-qualification process that is in substantial conformance with PCC § 20101 et. seq. The framework includes a standardized questionnaire and financial statement verified under oath, a uniform and objective rating system to assess contractor qualifications, and an appeal mechanism that allows prospective bidders to dispute their rating prior to bid deadlines. This approach ensures that only contractors who submit acceptable responses to the City's questions pursuant to a Request for Qualifications are invited to bid on City projects, thereby reducing risk, improving project outcomes, and promoting transparency and fairness in public contracting and ensuring that contractors are in compliance with Department of Industrial Relations requirements.

In addition, staff is requesting that the City Council authorize the City Engineer to determine which projects are suitable for the contractor pre-qualification process. This delegation allows the City Engineer to strategically apply the pre-qualification process to projects where it will provide the greatest benefit in terms of risk reduction, efficiency, and project delivery. Staff also recommends authorizing the City Engineer to evaluate contractor qualifications using an objective, standardized process, promoting efficiency by eliminating the need to return to City Council for approval on a project-by-project basis. The City Engineer will oversee the review and scoring of contractor submissions, applying an objective criteria and rating system established in the RFQ to ensure only qualified contractors are eligible to bid. To ensure the process remains effective and responsive to the City's needs and any future legislative updates, staff also recommends that the City Engineer be delegated authority to approve future revisions to the contractor RFQ documents in accordance with Public Contract Code § 20101 et. seq., as necessary and appropriate to carry out the purpose and intent of the pre-qualification process.

By implementing these actions, the City will be able to identify contractors who meet minimum requirements for experience, financial stability, compliance history, and determine the type and size of contracts for which each contractor is qualified to bid. This statutory framework enables the City to proactively reduce risks and delays on construction projects, by ensuring that only qualified contractors are invited to participate in the bidding process. The prequalification process promotes transparency, accountability, and efficiency in public contracting, aligning not only with state law but also with best practices adopted by other municipalities.

FISCAL AND ADMINISTRATIVE IMPACTS

The implementation of a contractor prequalification process is expected to result in the award of contracts to firms that meet defined qualifications through a standardized and objective evaluation framework. This approach is anticipated to improve efficiency by reducing the need for project-by-project

approvals from City Council. The prequalification process also has the potential to help keep projects on schedule and within budget by ensuring that only capable and experienced contractors are invited to bid, thereby potentially minimizing the need for extended oversight by City staff and consultants. No additional appropriations are necessary at this time.

COMMUNITY PILLAR

5: A City That Works

GOAL

5: Modernize key business systems and processes to increase efficiency and improve transparency.

ATTACHMENTS

[1. Resolution](#)

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