



**SAN DIEGO ASSOCIATION OF GOVERNMENTS  
JOBS COORDINATOR PRE-QUALIFICATION REQUEST**

**SANDAG Vision Statement**

Pursuing a brighter future for all.

**SANDAG Mission Statement**

We are the regional agency that connects people, places, and innovative ideas by implementing solutions with our unique and diverse communities.

**Our Commitment to Equity**

We hold ourselves accountable to the communities we serve. We acknowledge we have much to learn and much to change; and we firmly uphold equity and inclusion for every person in the San Diego region. This includes historically underserved, systemically marginalized groups impacted by actions and inactions at all levels of our government and society.

We have an obligation to eliminate disparities and ensure that safe, healthy, accessible, and inclusive opportunities are available to everyone. SANDAG is in the process of developing an equity action plan that will inform how we plan, prioritize, fund, and build projects and programs; frame how we work with our communities; define how we recruit and develop our employees; guide our efforts to conduct unbiased research and interpret data; and set expectations for companies and stakeholders that work with us.

We are committed to creating a San Diego region where every person who visits, works, and lives can thrive.

## **I. INTRODUCTION**

The San Diego Association of Governments (SANDAG) is seeking applications from qualified firms with experience in providing Jobs Coordinator services. SANDAG has developed a list of pre-qualified Jobs Coordinators to support construction projects subject to the Community Benefits Agreement (CBA). Jobs Coordinators who submit Jobs Coordinator Pre-Qualification Applications and are approved by SANDAG will be added to this list.

The Minimum Qualification Requirements are listed in Section IV of this document and the Jobs Coordinator Pre-Qualification Application (Application) can be found in Attachment A. Failure to submit information in accordance with the Jobs Coordinator Pre-Qualification Request (JCQR) requirements and procedures may cause your application to be rejected.

## **II. BACKGROUND**

The San Diego Association of Governments (SANDAG) is a legislatively authorized regional government agency that is primarily focused on transportation planning and construction in the San Diego region. SANDAG works with the County of San Diego, the cities within the County, as well as state and federal agencies to make policy decisions related to population growth, transportation planning and transit construction, environmental management, housing, open space, energy, public safety, and binational matters. In addition, SANDAG operates toll roads (State Route (SR) 125 and Interstate 15), administers the Automated Regional Justice Information System (ARJIS), and serves as a data clearinghouse for the region. SANDAG's Board of Directors is made up of mayors, council members or a supervisor from each of the region's 18 cities and the County Board of Supervisors. Additional information regarding SANDAG and its projects can be found at [www.sandag.org](http://www.sandag.org).

## **III. PROJECT SUMMARY AND PURPOSE**

### **1. Brief Project Description**

SANDAG has established a list of pre-qualified Jobs Coordinators to act in partnership with the Prime Contractors working on projects subject to the SANDAG Community Benefit Agreement (CBA). Here is a link to the [SANDAG CBA](#) that is referenced throughout this JCQR.

The pre-qualified Jobs Coordinators will enter into contractual agreement(s) directly with Prime Contractors for applicable projects and provide the services described within this document and the SANDAG CBA. There will be no contractual relationship between SANDAG and the Jobs Coordinators. Prime Contractors will select Jobs Coordinators that have been pre-qualified by SANDAG or can request SANDAG's approval of a Jobs Coordinator who is a current employee of the Prime

Contractor or another firm, as listed in the CBA. Once approved, this Jobs Coordinator will be added to the pre-qualified list.

The pre-qualified list of Jobs Coordinators facilitates implementation of the targeted hiring requirements of the CBA for the Prime Contractors. Jobs Coordinators must be able to demonstrate that they meet the requisite qualifications and experience to fulfill the duties and responsibilities of the Jobs Coordinator functions.

The SANDAG Pre-Qualification Application is intended to verify the qualifications of the Jobs Coordinators to be on the SANDAG pre-qualified list. SANDAG will reevaluate Jobs Coordinators qualifications on a rolling basis.

## **2. Project Background**

The CBA is an agreement negotiated between SANDAG and the San Diego County Building and Construction Trades Council. The CBA was approved by the SANDAG Board of Directors on December 17, 2021. The SANDAG CBA is designed to facilitate careers in the construction industry and to promote employment opportunities during the construction of the Capital Improvement Projects awarded by SANDAG that are subject to the CBA. The SANDAG CBA is applicable to capital improvement construction projects with a contract value of \$5,000,000 or more.

Under the CBA, construction trades unions will serve as the primary source of labor to supply skilled workers to these construction projects.

The CBA will require that 30 percent of the total construction craft hours worked on each Covered Project be performed by Disadvantaged Workers who live in economically disadvantaged neighborhoods or veterans residing anywhere, and 10 percent of the total construction craft hours worked will be performed by Targeted Workers, which could include veterans or individuals who are struggling with poverty, chronic unemployment and other hardships, referred to and defined in the CBA as “Disadvantaged Workers” and “Targeted Workers”.

## **3. CBA Hiring Requirements**

Firms seeking a place on the Pre-Qualified Jobs Coordinator list shall be familiar with all hiring requirements in the SANDAG CBA, including the identified referral and dispatch process.

The Prime Contractor shall ensure that the following targeted hiring requirements are met for each project subject to the SANDAG CBA, described generally as follows but more specifically addressed in the CBA:

A minimum of 30% percent of the total construction craft hours worked on each SANDAG CBA covered project is to be performed by Disadvantaged Workers. If the Covered Project does not receive federal funding, or if local hiring requirements are pre-approved by federal funding sources, then the definition of “Disadvantaged Workers” may include a Local Employment Project Radius, which shall consist of a

modified definition of Disadvantaged Workers to focus employment and training opportunities on the community impacted by the project. In such cases SANDAG will specify in the Prime Contractor's contract whether a Local Employment Project Radius applies, and the details of such modified definition.

A minimum of 10% of the total construction craft hours worked on each SANDAG CBA covered project is to be performed by Targeted Workers. Hours worked by Targeted Workers who are also Disadvantaged Workers may be applied to the Disadvantaged Worker participation goal as listed in the CBA.

#### **IV. MINIMUM QUALIFICATION REQUIREMENTS**

Per the attached Application, provide supporting information and documentation demonstrating **a minimum of 3 years' experience during the last 5 years** with assisting workers similar to Disadvantaged and Targeted Workers to gain employment on public works projects.

##### **Project Experience**

Applicants must demonstrate the minimum experience by providing project experience for each of the following:

- Experience working on 2 public works projects with a Project Labor Agreement, Community Benefits Agreement, or similar negotiated labor agreement **during the last 5 years**. At least one of the projects must have had a minimum construction value of \$5 million.
- Experience coordinating with Building Trades councils and local unions to help workers gain employment on at least 2 projects during the last 5 years. At least one of the projects must have had a minimum construction value of \$5 million.
- Experience achieving Disadvantaged and Targeted Worker hiring goals as described in the SANDAG CBA, or similar workforce hiring goals.
- Experience with outreach methods that resulted in meeting or exceeding goals similar to the Disadvantaged and Targeted Worker goals listed in the SANDAG CBA.
- Experience coordinating with programs or organizations that have access to targeted demographics listed in the SANDAG CBA, which may include America's Job Center of California (AJCCs), Faith-Based Organizations (FBOs), County Foster Youth, Department of Parole and Community Based Organizations (CBOs), or similar workforce development organizations.

## **V. SUBMITTAL REQUIREMENTS**

Jobs Coordinators interested in requesting approval, and Contractors interested in requesting approval of a firm or employee must follow the submittal requirements below:

- Complete the Jobs Coordinator Program Pre-Qualification Application in Attachment A
- Save completed application as “Jobs Coordinator Pre-Qualification – [Firm Name]”
- Submit completed application to [SANDAGCBA@sandag.org](mailto:SANDAGCBA@sandag.org).
- Applications are due no later than 10 calendar days prior to the deadline for Bid Submittal

Failure to respond to the Minimum Qualification Requirements of the JCQR listed above may cause your application to be rejected. SANDAG is not responsible for finding, correcting, or seeking clarification regarding ambiguities or errors in submitted applications. SANDAG may, but is not required to, seek clarification from an applicant regarding information in the Application.

## **VI. SELECTION PROCESS**

### **A. Selection**

SANDAG will determine the applicant(s) to be placed on the pre-qualified Jobs Coordinators listed based on the Minimum Qualification Requirements listed in this JCQR.

#### Pre-Qualification Review Status

Firms selected as pre-qualified Jobs Coordinators shall submit a firm/team and personnel qualifications update upon request by SANDAG to determine continuing eligibility. SANDAG shall make the final determination as to whether the Jobs Coordinator shall maintain their pre-qualified status based on the minimum qualification's standards set forth herein, or as periodically updated by SANDAG.

#### Jobs Coordinator Performance Evaluation

SANDAG shall require its Prime Contractors to conduct a performance evaluation of the Jobs Coordinator delivery of services twice during the life of the project, with the first performance evaluation to occur at 50% project completion and a final performance evaluation to occur at the end of the project. The final performance evaluation shall incorporate the project final CBA workforce attainment.

SANDAG has created a Jobs Coordinator Performance Evaluation template to be utilized by the Prime Contractor to conduct the performance evaluation.

In the event a pre-qualified Jobs Coordinator has received an unsatisfactory review from the Prime Contractor at end of the project and fails to meet the SANDAG 30% Disadvantaged Worker or 10% Targeted Worker requirements on two (2) separate occasions, SANDAG has the right to suspend the Jobs Coordinator's pre-qualified status for a period of twelve (12) months from the close-out date of its last project wherein it failed to meet the goal.

#### Denied Firms

Firms denied and/or removed from the pre-qualified Jobs Coordinator list shall be able to re-apply for pre-qualification consideration in twelve (12) months from the date of denial/removal.

## **VII. JCQR TERMS AND CONDITIONS**

### **A. No Commitment by SANDAG**

Submission of an Application to SANDAG does not guarantee that the applicant will receive any work from SANDAG or a Prime Contractor. By submitting an Application, the applicant is agreeing that SANDAG shall have no liability for any claims or damages based on SANDAG use or posting of the Application or Jobs Coordinator list.

SANDAG will not be providing compensation to proposers to this JCQR. This JCQR does not commit SANDAG to award any contracts, to defray any costs incurred in the preparation of an Application pursuant to this JCQR, or to procure or contract for work. SANDAG may reject Applications without providing the reason underlying the declination. A failure to fully evaluate or determine if an Application is feasible for future consideration shall not constitute a valid cause of action against SANDAG.

SANDAG shall not, in any event, be liable to pay proposers for any of the following:

1. Any activities to support preparing an Application;
  2. The materials within an Application submitted to SANDAG;
  3. SANDAG's use of Application materials or concepts in other reports or materials (to the extent not marked by a proposer as confidential trade secret);
  4. SANDAG's discussion of proposers' concepts with experts, regional stakeholders, and the public;
  5. Time a proposer may spend on a voluntary basis answering follow-up questions from SANDAG regarding submitted Applications or concepts;
- or

6. Any other activity for which SANDAG has not executed a written contract committing to payment of compensation.

## **B. Conflicts Of Interest**

The only known potential conflict for applicants to this JCQR would arise if an applicant or employee or representative thereof to this JCQR assists SANDAG in evaluating the Applications or subsequent bids where applicant is or may be a prime contractor or subcontractor. SANDAG prohibits its employees from accepting gifts from current or potential SANDAG vendors. Applicants should read Section 7 of [Board Policy No. 016](#), which concerns conflicts of interest for consultants and Section 4 of [Board Policy No. 004](#), which contains provisions regarding conflicts of interest for SANDAG Board members.

## **C. Public Records**

All Applications submitted in response to this JCQR become the property of SANDAG and public records and, as such, may be subject to public review. Additionally, the Jobs Coordinator list will be posted on the SANDAG website and will be available for viewing by others. Submittal of an Application shall be considered as an irrevocable grant to SANDAG with permission to post the Application and/or the Jobs Coordinator list to disclose it to the public without restriction or liability. Documents protected by law from public disclosure will not be disclosed by SANDAG if clearly marked with the work "confidential" on each applicable page. Trade secrets may be marked as confidential only to the extent they meet the requirements of California Civil Code Section 3426.1(d). Only information claimed to be a trade secret at the time of submittal to SANDAG and marked as "confidential" will be treated as a trade secret. To the extent that an entire Application is marked as confidential or a trade secret, such designations will not be effective, and the entire document will thereby be subject to disclosure. To the extent that an Application marks any information as either confidential or a trade secret, the applicant thereby agrees to defend and indemnify SANDAG in the event that SANDAG's non-disclosure of the claimed confidential content is challenged in any legal action. Please see SANDAG [Board Policy No. 015](#), Records Management Policy for information regarding the treatment of documents designated as confidential by SANDAG. Please see [SANDAG's Public Records Request Guidelines](#) for information regarding SANDAG's treatment of documents designated as confidential.

## **D. Amendment To JCQR**

SANDAG reserves the right to amend or cancel the JCQR before the final Application submittal due date.

## **E. Additional Information**

Although under no obligation, SANDAG reserves the right to request additional information and/or clarifications from any or all applicants submitting an Application to this JCQR.

## **F. INSURANCE REQUIREMENTS**

Jobs Coordinators entering into contracts with Prime Contractors must obtain insurance coverage in accordance with the Insurance Requirements set forth in the project-specific prime contract and any applicable subcontracts between the Prime and the Jobs Coordinator. Insurance coverage minimums may vary depending on the complexity of the project.

## **VIII. INCORPORATION OF ATTACHMENTS**

The following document is attached and incorporated by reference.

- A. Jobs Coordinator Pre-Qualification Application

**JOBS COORDINATOR PRE-QUALIFICATION  
ATTACHMENT**

**ATTACHMENT A**

**JOBS COORDINATOR PRE-QUALIFICATION APPLICATION**



**San Diego Association of Governments**

**Jobs Coordinator Program**

**Pre-Qualification Application**

**INSTRUCTIONS**

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To apply for the SANDAG Jobs Coordinator Program, complete the Pre-Qualification Application below for consideration. Please ensure to fill out each section with complete and full responses and use additional pages as necessary. Applicants may submit additional documentation with this application supporting or substantiating the minimum qualifications.

<b>General Information</b>	
Legal Name of Company/Organization	
Legal Status	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other: _____
Street Address	
City	
State	
Zip Code	
Website (if available)	
Main Contact First & Last Name	
Main Contact Title/Position	
Main Contact Phone Number	
Main Contact Email Address	



# Jobs Coordinator Program Pre-Qualification Application

Community Benefits Agreement

Jobs Coordinator Questionnaire	
1	Does your firm have a minimum of 3 years' experience of providing Jobs Coordinator services during the last 5 years with assisting workers similar to Disadvantaged and Targeted Workers to gain employment on public works projects? <span style="float: right;"><input type="checkbox"/>Yes <input type="checkbox"/>No</span>
	If you selected yes, please provide a brief explanation below:          
2	Does your firm have experience working on 2 public works projects with a Project Labor Agreement, Community Benefits Agreement, or similar negotiated labor agreement during the last 5 years? At least one of the projects must have had a minimum construction value of \$5 million. <span style="float: right;"><input type="checkbox"/>Yes <input type="checkbox"/>No</span>
	If you selected yes, please provide a brief explanation below:          
3	Does your firm have experience coordinating with Building Trades councils and local unions to help workers gain employment on at least 2 projects during the last 5 years? At least one of the projects must have had a minimum construction value of \$5 million. <span style="float: right;"><input type="checkbox"/>Yes <input type="checkbox"/>No</span>
	If you selected yes, please describe previous partnerships with these parties/groups below:          



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<b>Jobs Coordinator Questionnaire (continued)</b>	
4	Does your firm have experience achieving Disadvantaged and Targeted Worker hiring goals as described in the SANDAG CBA, or similar workforce hiring goals? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If you selected yes, please briefly list your most significant projects below:
5	Does your firm have experience with outreach methods that resulted in meeting or exceeding goals similar to the Disadvantaged and Targeted Worker goals listed in the SANDAG CBA? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If you selected yes, please describe your experience, outreach methods and outcomes in targeting the described populations, as well as your experience working with other public agencies and private entities that have similar hiring programs.
6	Does your firm have experience coordinating with programs or organizations that have access to targeted demographics listed in the SANDAG CBA? For example, these may include America's Job Center of California (AJCCs), Faith-Based Organizations (FBOs), County Foster Youth, Department of Parole and Community Based Organizations (CBOs), or similar workforce development organizations. <input type="checkbox"/> Yes <input type="checkbox"/> No
	If you selected yes, please provide a list of collaborators, describe the working relationship/collaboration, and outcomes below:



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**Jobs Coordinator Questionnaire - Additional Responses**

Use this area if you need additional space to add responses for the Jobs Coordinator Questionnaire section. Please include the reference number for the question you are responding to.

A large, empty rectangular box with a black border, intended for providing additional responses to the questionnaire questions.



# Jobs Coordinator Program Pre-Qualification Application

Community Benefits Agreement

<b>Project Experience</b>			
<b>Please identify the projects you have provided Jobs Coordinator services or similar to this section below.</b>			
Information	Project A	Project B	Project C
Project Name			
Project Location			
Project Start & End Date			
Type of Labor Agreement	<input type="checkbox"/> CBA <input type="checkbox"/> PLA <input type="checkbox"/> Other: _____	<input type="checkbox"/> CBA <input type="checkbox"/> PLA <input type="checkbox"/> Other: _____	<input type="checkbox"/> CBA <input type="checkbox"/> PLA <input type="checkbox"/> Other: _____
Total Contract Value	\$	\$	\$
Applicant's Role	<input type="checkbox"/> Prime <input type="checkbox"/> Sub	<input type="checkbox"/> Prime <input type="checkbox"/> Sub	<input type="checkbox"/> Prime <input type="checkbox"/> Sub
Agency Name Address Contact Person Phone Number Email Address			
Prime Contractor Address Contact Person Phone Number Email Address			
Project Hiring Goal(s) Description			
Project Hiring Goal(s) Percentage			
Project Hiring Goal(s) Percentage Completed			



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<b>Key Staff</b>			
<b>Please provide the list of key staff who will be responsible for providing Jobs Coordinator services for the SANDAG CBA. Please use additional pages as necessary.</b>			
<b>Key Staff</b>			
First & Last Name			
Position/Title			
Year Started with Firm		Office Location	
Education Degrees, Licenses & Certifications			
Major Project Roles & Responsibilities			
<b>Key Staff</b>			
First & Last Name			
Position/Title			
Year Started with Firm		Office Location	
Education Degrees, Licenses & Certifications			
Major Project Roles & Responsibilities			
<b>Key Staff</b>			
First & Last Name			
Position/Title			
Year Started with Firm		Office Location	
Education Degrees, Licenses & Certifications			
Major Project Roles & Responsibilities			



# Jobs Coordinator Program Pre-Qualification Application

Community Benefits Agreement

Clients/References			
<b>Please provide the list of reliable clients/references to verify experience in providing Jobs Coordinator services to similar projects. Please use additional pages as necessary.</b>			
<b>Clients/References</b>			
Agency/Client Name			
Contact Person (First & Last Name)			
Phone		Email	
Project Title			
Work Performed			
Contract Amount		Year Completed	
<b>Clients/References</b>			
Agency/Client Name			
Contact Person (First & Last Name)			
Phone		Email	
Project Title			
Work Performed			
Contract Amount		Year Completed	
<b>Clients/References</b>			
Agency/Client Name			
Contact Person (First & Last Name)			
Phone		Email	
Project Title			
Work Performed			
Contract Amount		Year Completed	



**Jobs Coordinator Program  
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**Additional Information for Prime Contractor's Consideration (Optional)**

**Applicants are asked to provide additional information for contractors to consider for hiring purposes. The information provided below will not be considered by SANDAG in determining the applicants' qualifications.**

**Knowledge of Laws, Regulations, and Policies**

Is your firm able to demonstrate knowledge of laws, regulations, and policies that impact construction workers in general?  Yes  No

If yes, please briefly explain the laws, regulations, and policies your firm is familiar with:

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Is your firm able to demonstrate knowledge of policies that affect targeted worker hiring requirements?  Yes  No

If yes, please briefly explain the policies your firm is familiar with:

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**Helmets to Hardhats Program Experience**

Do you have experience working with the Helmets to Hardhats program?  Yes  No

If yes, please briefly explain the experience below:

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# Jobs Coordinator Program Pre-Qualification Application

Community Benefits Agreement

Additional Information for Prime Contractor's Consideration (Optional) - Continued	
<b>Languages</b>	
Does your firm have the ability to provide bilingual services and documentation for the Jobs Coordinator Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide a description of the languages and services your firm provided:	
<b>Records Management System</b>	
Does your firm have experience working with a system (LCPtracker or similar) for documenting, tracking, and record-keeping the eligibility of targeted workers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please name the system your firm utilizes and briefly describe your experience with it:	
<b>Certifications</b>	
Is your firm certified as a Small Business (SB) by the California Department of General Services (DGS)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Please provide SB Certification ID# (if applicable)</i>	
Is your firm a Disadvantaged Business Enterprise (DBE) by the California Unified Certification Program (CUCP)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Please provide DBE Certification ID# (if applicable)</i>	



# Jobs Coordinator Program Pre-Qualification Application

*Community Benefits Agreement*

## Additional Information for Prime Contractor's Consideration (Optional) - Continued

### Methodology

Provide a comprehensive plan detailing your firm's methodology for documenting, monitoring, tracking, reporting, conducting outreach, etc. to increase Disadvantaged and Targeted Worker participation through the SANDAG Jobs Coordinator Program. Please use additional pages as necessary.

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**Additional Information for Prime Contractor's Consideration (Optional) - Continued**

**Innovative Management Approach**

Please describe your firm's use of innovative management approaches to ensure the success of Disadvantaged and Targeted worker participation.

[Empty response area for Innovative Management Approach]

**Success Stories**

If applicable, please provide success stories of Disadvantaged and Targeted Worker (or similar workforce utilization goals) results on current or previous projects.

[Empty response area for Success Stories]