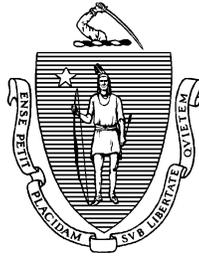


The Commonwealth of Massachusetts

Executive Office
for
Administration & Finance

Division of Capital Asset Management & Maintenance



**Request for Qualifications for TRADE CONTRACTORS
Construction Manager at Risk – M.G.L. c.149A, §8**

For the Following Trades: (Insert Trades)

Massachusetts State Project (Insert Project Number)

(Insert Full Project Name, Town, Massachusetts)

Submission Deadline:

(Date) at 12:00 PM

Submit Statement of Qualifications to:

DCAM Bid Room
Division of Capital Asset Management
One Ashburton Place, 16th Floor
Boston, MA 02108

(Date Issued)

Part One: Request for Qualifications to Trade Contractors

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Part Two: Trade Contractor SOQ Application Forms/Schedules *(To be completed by Trade Contractor)*

- Trade SOQ Form 1:** RFQ Interest Form
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- Schedule M:** Sub-bidder Certificate of Eligibility & Sub-bidder Update Statement

****PLEASE NOTE: THE SUB-BIDDER UPDATE STATEMENT MUST BE “UPDATED”
ON A PROJECT BY PROJECT BASIS ****

Part One: Request for Qualifications to Trade Contractors

Section I: General Information

A. Introduction

This Request for Qualifications (“RFQ”) is the first phase of a two-phase procurement process as set forth in MGL Chapter 149A. DCAM through its Trade Contractor Prequalification Committee is prequalifying firms interested in providing public Trade Contractor services on this Public Construction Manager at Risk (“CM” or “CM at Risk”) project through this RFQ process. DCAM will evaluate submitted Statements of Qualifications (“SOQs”) based upon the identified evaluation criteria and points set forth in Section VI below and only those firms obtaining the required minimum points will be deemed prequalified. Only those respondents deemed prequalified will be invited to submit a bid in response to a Request for Bids (“RFB”) which will be issued in the second phase of the procurement process. The project delivery method for construction will be public CM at Risk with a Guaranteed Maximum Price (“GMP”) under M.G.L. Chapter 149A.

B. General Project Information

Awarding Authority:	<i>Division of Capital Asset Management</i>
Project No.:	<i>(Insert Project Number)</i>
Project Name:	<i>(Insert Project Name in Full)</i>
Project Location:	<i>(Insert Project Location)</i>
Project Description:	<i>(Insert Overall Project Description)</i>
RFQ Informational Meeting (if applicable):	<i>(Insert Date and Time)</i> <i>(Insert Location) if applicable; otherwise N/A</i>
Optional Site Visit (if applicable):	<i>(Insert Date and Time)</i> <i>(Insert Location) if applicable; otherwise N/A</i>
Submission Deadline: (for submission of SOQs in response to this RFQ)	<i>(Insert Date)</i> <i>12:00 pm (noon)</i>
Submission Address:	<i>DCAM BID ROOM</i> <i>Room 1610</i> <i>One Ashburton Place, 16th Floor</i> <i>Boston, MA 02108</i> <i>(617) 727-4003</i>
Estimated Total Overall Project Construction Cost (does not include CM Fee/General Conditions):	<i>\$ (Insert total amount for entire project)</i>
Estimated Total Project Duration:	<i>(Insert days/weeks from Notice to Proceed)</i>
CM at Risk Firm:	<i>(Insert Firm Name)</i>
Project Architect:	<i>(Insert Firm Name)</i>
DCAM Project Manager:	<i>(Insert Name)</i>

C. Trade Contractors to be Prequalified

This RFQ seeks firms interested in providing Trade Contractor services on the Project in the trades identified in the table below. Interested Trade Contractors in the categories identified in the table below are invited to submit a Trade Contractor Statement of Qualifications (“SOQ”) to DCAM. Trade Contractors in the various trades will be prequalified either on a trade by trade basis, in phases, in groups of trades, or all at once depending on the project needs and phasing.

Trade Contractors seeking prequalification for this project MUST submit a commitment letter stating its ability to obtain bonding for 110% of the estimated trade contract value for the particular Trade Contract from a surety company licensed to do business in the Commonwealth or appearing on the U.S. Treasury Department Circulate 570. The selected Trade Contractors on this CM at Risk project will then be required to provide payment and performance bonds for the full value of their subcontracts and Trade Contractors must include the cost of these bonds in their bids.

See “X” Below For ALL Trades Subject To Prequalification (at this time)	Section #	Trade Category	Estimated Construction Cost For Each Trade
<input type="checkbox"/>	040001	Masonry	<i>(Insert \$ amount or N/A for each trade)</i>
<input type="checkbox"/>	050001	Miscellaneous and Ornamental Iron	
<input type="checkbox"/>	070001	Waterproofing, Dampproofing and Caulking	
	070002	Roofing and Flashing	
<input type="checkbox"/>	080001	Metal Windows	
<input type="checkbox"/>	080002	Glass and Glazing	
<input type="checkbox"/>	090001	Lathing and Plastering	
<input type="checkbox"/>	090002	Tile	
<input type="checkbox"/>	090003	Acoustical Tile	
<input type="checkbox"/>	090004	Marble	
<input type="checkbox"/>	090005	Resilient Floors	
<input type="checkbox"/>	090006	Terrazzo	
<input type="checkbox"/>	090007	Painting	
<input type="checkbox"/>	140001	Elevators	
<input type="checkbox"/>	210001	Fire Protection Sprinkler System	
<input type="checkbox"/>	220001	Plumbing	
<input type="checkbox"/>	230001	Heating, Ventilation & Air-Conditioning	
<input type="checkbox"/>	260001	Electrical	
<input type="checkbox"/>	(Sec. #)	Other Designated Trade Categories (if any)	

Section II: Detailed Project Description

(Detailed project description inserted here)

The project will be subject to the minimum wage rates set under the Massachusetts Prevailing Wage Laws.

The Minority Business Enterprise and Women Business Enterprise (MBE/WBE) participation goal for this Contract is a combined goal of 10.4 %. The combined goal requires a reasonable representation of both MBE and WBE firm participation on the project.

Workforce utilization goals will apply to the project.

DCAM uses PMAS/PROLOG project management system for its projects and the selected Trade Contractors may be required to utilize the system for project communication, tracking, etc.

Drawings, specifications, and other documents will not be available to respondents during the RFQ phase.

Pursuant to M.G.L. c. 30, §39S(a)(2) all employees to be employed on the Project must have successfully completed a course in construction safety and health approved by OSHA and of at least 10 hours in duration. All Trade Contractors on the Project will also be required to provide written certification of compliance with applicable workforce related laws, including, Executive Order 481, Federal Department of Homeland Security Requirements, and laws relating to worker classification, workers' compensation, and applicable laws related to taxes and insurance.

Section III: General Instructions

In response to this *RFQ*, interested Trade Contractors are requested to submit a *Trade Contractor RFQ Interest Form* (attached hereto) and required to submit a *Statement of Qualifications* ("SOQ") application package as follows:

A. Contents of *Statement Of Qualifications Application Package*

The required *SOQ application package* consists of the following*:

1. *Trade Contractor Statement of Qualifications Form (Trade RFQ Form 3)*
2. *Schedules A through M to Trade RFQ Form 3;*
3. all supporting documentation referenced and required therein; and
4. required number of copies of items 1-3 above.

Do not submit Part One, Sections I-VII of this RFQ document with your SOQ submission. Only the Part II Trade Contractor SOQ Application Forms/Schedules and requested materials should be submitted.

*Trade RFQ Form 2 “Trade Contractor RFQ Response Checklist” is also included for the assistance of respondent Trade Contractors.

B. Submission Deadline: See *Section I: General Information*

An original, marked “Original” clipped together, not stapled, and **five (5)** complete copies of the interested Trade Contractor’s *SOQ application package* must be received by DCAM on or before the Submission Deadline. Copies should be stapled together and submitted without any binders, dividers or report covers. Deadline as set forth in *Section I*, as determined by DCAM’s date/time stamp. All envelopes should be mailed or delivered to:

DCAM Bid Room, Room 1610
Division of Capital Asset Management
One Ashburton Place, 16th Floor
Boston, MA 02108
Telephone: (617) 727-4003

SOQ application packages received by DCAM later than the Submission Deadline specified in Section I will be rejected and returned to the respondent Trade Contractor. Respondent Trade Contractors are cautioned to allow sufficient time for mailed materials to be received. Telecopied, faxed, or e-mailed qualifications will not be accepted. DCAM shall not be responsible for mail not received, deliveries not made, or SOQ application packages not received by the date and time set forth in Section I.

C. Required Exterior Label For SOQ Application Package Envelope

SOQs will not be read publicly and should be submitted in a sealed envelope. All envelopes **must be labeled on the outside** with the following information:

“RFQ for Trade Contractor Services”
Project Name
Project Number
Trade for Which Submission is Made (i.e. masonry, electrical)
Respondent Trade Contractor’s Name
Respondent Trade Contractor’s Address
Respondent Trade Contractor’s Telephone Number
Respondent Trade Contractor’s Contact Person

D. RFQ Informational Meeting and/or Optional Site Visit (if applicable)

If indicated in *Section I*, an informational meeting regarding the prequalification process for this Project will be held and/or a site visit will be available during the RFQ Phase.

E. Review/Availability Of Contract Documents

Drawings, specifications and other documents will not be available to respondent Trade Contractors during the *RFQ* Phase.

F. Additional Instructions

See *Section VII: Additional Information* for additional instructions regarding the prequalification process.

Section IV: Overview of Prequalification Process

- This *Request for Qualifications* (“*RFQ*”) is issued pursuant to M.G.L. c. 149A, §8. Firms interested in providing Trade Contractor Services for the construction of the project described in *Section I and Section II* (“the Project”) **MUST** submit a *Statement of Qualifications* (“*SOQ*”) in response to this *RFQ* to DCAM as instructed in *Section III and Section VIII*, herein.
- The Trade Contractor selection process for this CM at Risk Project is a two-phase process as set forth in M.G.L. c. 149A, §8. The project delivery method for construction will be under M.G.L. c. 149A. DCAM is prequalifying firms interested in providing Trade Contractor services for the Project through this *RFQ* prequalification process.

***** **IMPORTANT NOTICES** *****

Participation in the RFB Bidding Phase of this Project will be limited to ONLY those Trade Contractor firms who have submitted a *SOQ* (and required supporting documentation) in response to this *RFQ* and that have been deemed prequalified by DCAM.

Trade Contractors that fail to respond to this *RFQ* and fail to submit an *SOQ* with the required supporting documentation by the Submission Deadline set forth in *Section I*, and Trade Contractors that have not been deemed prequalified by DCAM shall be automatically disqualified from bidding on this Project.

***** **IMPORTANT NOTICES** *****

Section V: Administration/Schedule for Prequalification Process

- A. “Two-Phase” Selection Process** - Selection of Trade Contractors for the Project will be conducted in a two-phase process as set forth in M.G.L. c. 149A, §8. Trade Contractor firms must first be prequalified in the *Phase One – RFQ/Prequalification Phase* in order to bid on the Project in *Phase 2 – RFB/Bidding Phase*.

1. Phase One – RFQ/Prequalification Phase

- **Submission Of Statement Of Qualifications (“SOQ”)** - Interested Trade Contractor firms must submit a completed *SOQ*; completed *Schedules A through M*, and all required supporting documentation referenced therein in response to this *RFQ* by the *Submission Deadline* set forth in *Section I*.
- **Prequalification Committee** –DCAM will appoint a *Prequalification Committee* to review and evaluate the *SOQs* (and supporting documentation) submitted by interested Trade Contractors. The *Prequalification Committee* shall consist of a representative from the Project Designer; a representative from the Construction Manager at Risk firm; and two (2) representatives appointed by DCAM.
- **Evaluation By Prequalification Committee** - The *Prequalification Committee* shall meet as necessary to evaluate and review the *SOQs* (and supporting documentation) submitted by each respondent Trade Contractor firm in accordance with the evaluation criteria set forth in *Section VI*.
- **Notice To Respondent Trade Contractors** – The names of the Trade Contractor firms responding to the *RFQ* will be posted in a Register of Responders but there will be no public opening of the *SOQs* submitted in response to the *RFQ*. Upon completion of the evaluation and review process described herein, the *Prequalification Committee* will provide written notice to all respondent Trade Contractors as to whether they are deemed prequalified or not. Prequalified Trade Contractor firms shall also be invited to participate in *Phase Two*, the *RFB/Bidding Phase* of the Trade Contractor selection process.

2. **Phase Two – RFB/Bidding Phase**

- Trade Contractor firms determined in *Phase One* by the *Prequalification Committee* to be prequalified will be invited to bid on the Project. **Only firms deemed prequalified during Phase One – RFQ/Prequalification Phase will be permitted to participate in Phase Two, the RFB/Bidding Phase. Firms that are not prequalified by the Prequalification Committee and firms that do not participate in the RFQ phase will be precluded from participating in Phase Two - the RFB Bidding/Phase.**

B. **Anticipated Schedule For Prequalification/Bidding**

Anticipated Completion of Trade Prequalification Evaluations:	<i>(Insert Date)</i>
Anticipated RFB to Prequalified Bidders:	<i>(Insert Date)</i>
Anticipated Notice To Proceed:	Varies Based on Trade
Anticipated Construction Schedule:	Total Project Completion Anticipated <i>(Insert Season, Year)</i>

Section VI: Evaluation Procedure/Criteria for Prequalification Selection

A. **Sources of Information Considered**

Respondent Trade Contractors must submit documentation for the four (4) statutory evaluation criteria categories listed herein. Prequalification will be based on the submitted information and materials as well as information on prior project performance, information obtained from references, information obtained from governmental agencies and entities, information contained within DCAM’s certification files, and such other information as may be obtained relating to the evaluation criteria categories. The *Prequalification Committee* may also request and review additional information as necessary to clarify or supplement the information provided to or obtained by DCAM.

Do not include superfluous material. Respondent Trade Contractor must include the Trade Contractor Statement of Qualifications Form, Trade RFQ Form 3 and *Schedules A through M* attached hereto. Respondent Trade Contractor must give complete and accurate answers to all questions and provide all of the information requested. Making a materially false statement in this SOQ submission is grounds for rejection and debarment.

B. Evaluation Procedure

As set forth herein and in accordance with M.G.L. c. 149A, §8, DCAM has established a *Prequalification Committee* for the purpose of reviewing and evaluating responses to this *RFQ*. The *Prequalification Committee* shall evaluate interested Trade Contractors based on the evaluation criteria set forth herein and assign points for each evaluation criterion category and subcategory provided herein. The *Prequalification Committee* shall prepare a written evaluation score form for each respondent Trade Contractor that provides a composite point rating and a specific point rating for each of the evaluation criterion set forth in M.G.L. c. 149A and herein. The *Prequalification Committee* shall only prequalify those Trade Contractor firms that have achieved the minimum points required in each category set forth herein and a minimum total score of seventy (70) points.

Only Trade Contractor firms achieving the minimum score required in each evaluation category set forth herein, as well as a minimum total score of seventy (70) points overall shall be prequalified and invited to submit bids consistent with M.G.L. c. 149A, §8(a)-(f). An interested Trade Contractor's score shall be made available to the Trade Contractor upon request but is not a public record.

The decision of the *Prequalification Committee* shall be final and shall not be subject to appeal except on grounds of fraud or collusion.

C. Criteria For Prequalification

SOQs must be submitted on the *Trade RFQ Form 3* attached hereto. Interested Trade Contractors submitting a *SOQ* and supporting information in any other form will not be prequalified. The *Prequalification Committee* shall review and evaluate the information submitted by interested Trade Contractors in accordance with the statutory point scheme set forth in M.G.L. c. 149A, §8(e). Also in accordance with §8(e), the *RFQ* shall set forth the available points for each evaluation sub-category in order to provide interested Trade Contractors prior notice of the points available in each sub-category. Joint ventures must provide information about each of the joint venture partners.

1. Management Experience - (50 points available in this category; minimum of 25 points required in this category for prequalification approval)

- a. *Business Owners:*** Provide the name, title, including a detailed description of the role and job responsibilities, scope of work and numbers of years with the firm for each of the business owner(s) of the firm. If the respondent Trade Contractor is a partnership, respondent Trade Contractor **MUST** provide the requested information for each general and limited partner. If the respondent Trade Contractor is a corporation or limited liability company, respondent Trade Contractor **MUST** provide the requested

information for each officer, director and/or member. If the respondent Trade Contractor is a joint venture, respondent Trade Contractor must provide information about the nature of the joint venture including the approximate percentage participation by each joint venture partner and the division of responsibility among the joint venture partners. point(s) available

b. *Management Personnel:* Provide the name, title, including a detailed description of the role and job responsibilities, scope of work, education, construction experience, years with the firm and list of all projects completed for all management personnel who will have any direct or indirect responsibility over the Project, including but not limited to project executives, project managers, field superintendents and field engineers along with an organizational chart. Joint ventures must identify the company that employs each individual listed. points available

c. *Similar Project Experience:* Provide the project name(s) and location, owner, description, a detailed scope of work, original contract sum, final contract sum, with explanation, for that scope of work only and date of completion for each and every similar project undertaken by the firm in the last five (5) years. Joint ventures must provide similar project experience for each individual joint venture partner. **For purposes of this RFQ, “similar projects” shall mean projects where: 1) the respondent was a Filed Sub bidder, Trade Contractor or subcontractor, preferably on a public building construction project in Massachusetts; 2) the respondent’s subcontract was for a similar dollar value as the work of its trade as stated in Section 1C of this RFQ; and 3) where the project was of similar size, scope and complexity as this Project. If specific criteria are required for a Trade such as prior experience, make sure those criteria are met and described by the projects listed.** (Note: See Legal if you wish to add or change definition of Similar Project and delete this note prior to finalizing document) points available

c. *Terminations:* Provide a list of any projects on which the firm was terminated, held in default, or failed to complete the work within the last five (5) years. Include the name of the project, the timeframe of the project and circumstances surrounding the termination or default. Joint ventures must a list of termination for each joint venture partner. points available

- d. *Lawsuits:*** Provide a list of all lawsuits in which the trade contractor is a defendant or defendant-in-counterclaim with regard to construction contracts within the last 3 years. Please include among the lawsuits requested in the previous sentence, payment bond lawsuits under G.L.c.149, §29 and mechanics lien lawsuits. If the lawsuit was pending at any time during the last three (3) years (which includes any lawsuit that was commenced, dismissed, or resolved by settlement or judgment during that time), then it must be listed. Please note that the lawsuits listed shall not include actions that primarily involve personal injury, workers' compensation claims, or where the sole cause of action involves the trade contractor's exercise of its rights for direct payment under MLG c 30, §39F. Joint ventures must provide information regarding lawsuits for each joint venture partner. *points available*
- e. *Safety Record:*** Provide the three (3) year history of the Trade Contractor's workers' compensation experience modifier. In addition, provide documentation from the Trade Contractor's insurance carrier supporting the rating history provided. Joint ventures must provide the safety history for each joint venture partner. *points available*

2. *References - (30 points available in this category; minimum of 15 points required in this category for prequalification approval)*

- a. *Project References:*** Provide reference information for owners and architects for each and every project listed in the response to *Section VI(C)(1)(c), "Similar Project Experience."* Joint ventures must provide project references for each joint venture partner. Information provided shall at least include project name and the names of the owners and architects, with current address, current telephone and fax numbers, and a contact person for each. Note: The Prequalification Committee may also consider project reference information and project evaluations obtained from the Update Statement, DCAM's certification files and information provided in response to *Subsection 2(c)* herein. *points available*
- b. *Credit References:*** Provide a minimum of five (5) credit references, including the telephone and fax numbers of a contact person from key suppliers, vendors and banks. Joint ventures must provide credit references for each joint venture partner. *points available*
- c. *Public Project Record:*** Provide a list of all completed public building construction projects (as defined by M.G.L. c. 149 §44A

worked on during the past three (3) years with the project name, scope of work, contract value, start date, completion date, status of the project, owner's name (including address, telephone number, fax number, and contact person) and architect's name (including address, telephone number, fax number and contact person). Joint ventures must provide public project record information for each joint venture partner. points available

3. **Capacity to Complete Projects - (20 points available in this category; minimum of 10 points required in this category for prequalification approval)**

- a. **Prior Revenue:** Submit the prior annual revenue for the prior three (3) fiscal years. Joint ventures must provide prior annual revenue for each joint venture partner. points
- b. **Revenue Under Contract:** Submit revenue under contract for the next three (3) years. Joint ventures must provide revenue under contract for each joint venture partner. points

4. **Mandatory Requirements - (no points assigned)**

- a. **Bonding Capacity:** Interested Trade Contractors must provide a commitment letter (from a surety company licensed to do business in the Commonwealth of Massachusetts and whose name appears on the United States Treasury Department Circular 570) for payment and performance bonds in an amount equal to or greater than **one hundred and ten percent (110%)** of the estimated trade contract value for the subtrade that the Trade Contractor is seeking prequalification as set forth in *Section I*. The required commitment letter must be dated within the time frame of the RFQ procurement.
- b. **DCAM Certification:** Respondent Trade Contractors **must be certified as a filed sub-bidder in the trade for which they seek to be prequalified** by DCAM and pursuant to M.G.L. c. 149, §44D must submit a copy of the Respondent's currently valid DCAM *Sub-bidder Certificate of Eligibility* with its *SOQ* (as set forth in the General Information section above). Note, however, that a joint venture team must be certified in specific trade(s) that it is seeking to be prequalified for this Project in the name of the joint venture and must submit a *Sub-bidder Certificate of Eligibility* for the joint venture in each such Trade. If a respondent to the RFQ is a proposed joint venture that is newly formed or is not currently certified, then: (i) each party to the proposed joint venture must be individually certified by DCAM and must submit a copy of its *DCAM Sub-bidder Certificate of Eligibility* with the JV *SOQ*; and (ii) the joint venture respondent must state in the

SOQ that it will seek certification from DCAM as a joint venture in the sub-bid category of the Trade for which they submit the RFQ, and state that it understands and agrees that if the joint venture respondent is selected to participate in the RFB phase it will be required to submit a DCAM *Sub-bidder Certificate of Eligibility* for the joint venture in the name of the joint venture with its response to the RFB. For certification forms and additional information see our web site:

www.mass.gov/dcam/certification

Or contact the Certification Office at:

DCAM Contractor Certification Office
One Ashburton Place,
Boston, Massachusetts 02108
Telephone Number (617) 727-4050 ext. 415

- c. Update Statement:** Interested Trade Contractors must provide a current and completed Sub-bidder Update Statement prepared by the interested Trade Contractor utilizing the current form of Update Statement available on the DCAM website. If a respondent to the RFQ is a proposed joint venture and the proposed joint venture is not yet certified, then: i) each party to the proposed joint venture must be certified by DCAM and each must submit its own signed Sub-bidder Update Statement as part of its SOQ; ii) at least one of the parties to the joint venture must be certified by DCAM in the Trade category of for which it is seeking prequalification. When the second phase of the selection process is undertaken through an RFB, a joint venture respondent that has been selected in the RFQ process will be required to submit its *Sub-bidder Certificate of Eligibility* for the joint venture meeting the above requirements with its proposal to the RFB.

For the required Sub-bidder Update Statement Form and additional information see our web site:

www.mass.gov/dcam/certification

Or contact the Certification Office at:

DCAM Contractor Certification Office
One Ashburton Place,
Boston, Massachusetts 02108
Telephone Number (617) 727-4050 ext. 415

Section VII: Additional Information

A. Status of Request for Qualifications

This *RFQ* is solely a request for information. It does not represent an offer nor does it confer any rights on any respondent Trade Contractor. DCAM shall not be responsible under any circumstances for any costs incurred by any respondent Trade Contractors in responding to this *RFQ*. DCAM reserves the right to cancel this procurement at any time if it is in its best interest to do so.

B. Treatment of Information Submitted

With the exception of the required Update Statement and financial information, DCAM shall have no obligation to treat any information submitted by an interested Trade Contractor in or in connection with a *SOQ* as proprietary or confidential unless DCAM determines that the information legitimately requires such treatment. In such case, DCAM's obligation with respect to protection and disclosure of such information shall at all times be subject to applicable laws. DCAM shall have the right to use all or portions of the *SOQ*, as it considers necessary or desirable in connection with the Project. By the submission of a *SOQ*, the respondent Trade Contractor thereby grants to DCAM an unrestricted license to use the *SOQ*, including all materials submitted therewith, in connection with the project.

C. Communication between DCAM and Respondent Trade Contractors

Unauthorized communications or contact between Trade Contractors, their employees, agents or other related entities interested in submitting a *SOQ* and DCAM, the project designer, the project manager, the construction manager at risk firm or any other person or entity participating on the Prequalification Committee with regard to the Project are strictly prohibited. The only authorized communications shall be 1) inquiries to DCAM for general information about obtaining the RFQ, RFQ submission deadlines, and the existence of any relevant addenda to the RFQ; and 2) inquiries made at any official RFQ Informational meeting and/or site visit held by DCAM. If applicable, the official RFQ Informational meeting will be held at the date(s) and time(s) set forth in *Section I*.

Any issues brought to DCAM's attention at the Pre-RFQ Informational meeting, which DCAM determines will require additional clarification will be addressed by issuing a written addendum. Oral and other clarifications will be without legal effect. All such addenda will be considered part of this RFQ, and the respondent Trade Contractor shall be required to acknowledge receipt of all addenda on the RFQ Proposal Response Form attached to this RFQ. DCAM will mail addenda to all respondent Trade Contractors that have mailed or faxed an RFQ Interest Form, *Trade RFQ* Form 1 to DCAM or have received the RFQ directly from DCAM. It

shall be the sole responsibility of the respondent Trade Contractor to ascertain the existence of any and all addenda issued by DCAM.

From the date of issuance of this RFQ, any respondent Trade Contractor that contacts directly or indirectly any member or employee of DCAM, or the project designer, or the project manager, or the construction manager at risk firm, or any member of the *Prequalification Committee* in connection with the selection process or the contract contemplated herein for this project is subject to disqualification. Contact is permitted for the purpose of obtaining a copy of this RFQ or to submit a verbal or written question or request for clarification at the RFQ Informational meeting as set forth in *Section I*.

SAMPLE

Part Two: Trade Contractor SOQ Application Forms/Schedules

(To be completed by Trade Contractor)

TRADE CONTRACTOR RFQ Interest Form (TRADE RFQ Form 1)

(For Submission to DCAM Immediately)

Instructions: If respondent Trade Contractor firm is interested in responding to the RFQ for Prequalification of Trade Contractors for this Project then Trade RFQ Form 1 MUST be submitted to DCAM BEFORE submitting the SOQ Application Trade RFQ Form 3.

Awarding Authority:	<i>Division of Capital Asset Management</i>
Project No.:	<i>(Insert Project No.)</i>
Project Name:	<i>(Insert Project Name)</i>

Mail or Fax this *RFQ Interest Form* to¹:

DCAM Bid Room, Room 1610
Division of Capital Asset Management
One Ashburton Place, 16th Floor
Boston, MA 02108
Facsimile number (617) 727-5514

By submitting this *Trade RFQ Interest Form* the below identified firm is expressing its interest in the above-referenced public building construction project and is requesting that it be added to the list of firms that will receive any addenda to the *RFQ* on the Project. DCAM *assumes no responsibility for a firm's failure to receive any addenda or other correspondence related to this RFQ due to the firm's failure to submit an RFQ Interest Form as directed above or for any other reason.*

Trade Contractor Category:	
Trade Contractor Firm Name:	
Trade Contractor Address:	
Trade Contractor Telephone:	
Trade Contractor Facsimile:	
Trade Contractor E-mail	
Trade Contractor Contact Person/Title:	
Date Submitted:	

By: _____
(Signature of Authorized Representative)

Date: _____

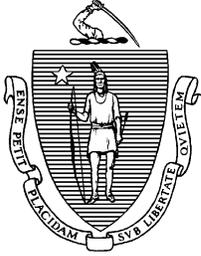
¹ Note: The Statement of Qualifications ("SOQ") application form (TRADE RFQ Form 3) and accompanying Schedules A through M, submitted in response to this RFQ **MAY NOT BE FAXED.**

TRADE CONTRACTOR RFQ RESPONSE CHECKLIST - TRADE RFQ Form 2

PLEASE NOTE THAT INCOMPLETE OR LATE APPLICATIONS FOR PREQUALIFICATION WILL NOT BE CONSIDERED. THEREFORE, BEFORE SUBMITTING A RESPONSE TO THIS RFQ, PLEASE REVIEW THE FOLLOWING:

- Did respondent Trade Contractor fax or mail the *RFQ Interest Form (Trade RFQ Form 1)* to DCAM?
- Did respondent Trade Contractor complete the entire *SOQ* application (*Trade RFQ Form 3*) and all required attachments and schedules?
- Did respondent Trade Contractor fully complete *Schedules A through M* and attach all required documentation?
- Did respondent Trade Contractor attach the resumes of owners and management personnel identified in respondent Trade Contractor's responses to *Schedule A* and *Schedule B*?
- Did respondent Trade Contractor attach the required documentation from respondent Trade Contractor's insurance company supporting the workers' compensation modifier history reported in *Schedule F*?
- Does respondent Trade Contractor have the current contact information for all of the references reported in *Schedule G*, *Schedule H* and *Schedule I*?
- Did respondent Trade Contractor attach a commitment letter for payment and performance bonds in the form required and for a value of 110% of the trade contract value as required in *Section 4(a) of Part Two, Trade RFQ Form 3*?
- Did respondent Trade Contractor attach a currently valid DCAM *Sub-bidder Certificate of Eligibility* as required in *Section 4(b) of Part Two, Trade RFQ Form 3*?
- Did respondent Trade Contractor attach a completed and signed *Sub-bidder Update Statement* using the most recent form available on the DCAM website as required in *Section 4(c) of Part Two, Trade RFQ Form 3*?
- Did respondent Trade Contractor include the original and all required copies of respondent Trade Contractor's entire *SOQ* application package?
- Did respondent Trade Contractor address the *SOQ* envelope correctly (i.e. to reference the Project and other required information set forth herein)?
- Did respondent Trade Contractor review all of the execution requirements before signing the *SOQ* application form?
- Is the person who signed the *SOQ* application form authorized to do so and did his or her correct and current contact information?

**DIVISION OF CAPITAL ASSET MANAGEMENT
TRADE CONTRACTOR STATEMENT OF QUALIFICATIONS FORM
(TRADE RFQ FORM 3)**



Massachusetts State Project (Insert Project Number)

(Insert Full Project Name, City/Town, Massachusetts)

Note: See Sections III and VII of Part One of the RFQ, for instructions on completing this Statement of Qualifications and accompanying Schedules A through M.

Trade Contractor Category	
Trade Contractor Name:	
Trade Contractor Mailing Address:	
Trade Contractor Street Address:	
Telephone Number:	
Trade Contractor E-mail	
Facsimile Number:	
Contact Person/Title:	
Trade Contractor Acknowledges	
Addenda Nos.	

Note: If Respondent Trade Contractor is “SDO Certified” as a MBE/WBE/MWBE, please indicate which below and attach letter from the Massachusetts Supplier Diversity Office (SDO) evidencing such certification.

MBE WBE M/WBE

***** IMPORTANT NOTICE *****

Interested TRADE CONTRACTORS must indicate in the table below the trade for which it is seeking prequalification in this SOQ submission and MUST submit SEPARATE individual SOQ forms for each and every other trade that it is also seeking prequalification for this Project.

***** IMPORTANT NOTICE *****

Mark "X" for Trade Seeking Prequalification	Section #	Trade Category
<input type="checkbox"/>	040001	Masonry
<input type="checkbox"/>	050001	Miscellaneous and Ornamental Iron
<input type="checkbox"/>	070001	Waterproofing, Dampproofing and Caulking
<input type="checkbox"/>	070002	Roofing and Flashing
<input type="checkbox"/>	080001	Metal Windows
<input type="checkbox"/>	080002	Glass and Glazing
<input type="checkbox"/>	090001	Lathing and Plastering
<input type="checkbox"/>	090002	Tile
<input type="checkbox"/>	090003	Acoustical Tile
<input type="checkbox"/>	090004	Marble
<input type="checkbox"/>	090005	Resilient Floors
<input type="checkbox"/>	090006	Terrazzo
<input type="checkbox"/>	090007	Painting
<input type="checkbox"/>	140001	Elevators
<input type="checkbox"/>	210001	Fire Protection Sprinkler System
<input type="checkbox"/>	220001	Plumbing
<input type="checkbox"/>	230001	Heating, Ventilation & Air-Conditioning
<input type="checkbox"/>	260001	Electrical
<input type="checkbox"/>	<i>(Sec. #)</i>	<i>Other Designated Trade Categories (if any)</i>

1. **Management Experience** - (50 points available; minimum of 25 points required for prequalification approval)
 - a. **Business Owners:** Interested Trade Contractors **MUST COMPLETE** *Schedule A* and **MUST ATTACH** to it a resume for each and every business owner of respondent Trade Contractor firm as set forth in *Section VI(C)(1)(a)* of *Part One*, the RFQ for this Project.
 - b. **Management Personnel:** Interested Trade Contractors **MUST COMPLETE** *Schedule B* and **MUST ATTACH** to it an organizational chart AND a resume for each and every person who will have **any** management responsibility, direct or indirect, for the Project, including, but not limited to, project executives, project managers, field superintendents and field engineers, as set forth in *Section VI(C)(1)(b)* of *Part One*, the RFQ for this Project.
 - c. **Similar Project Experience:** Interested Trade Contractors **MUST COMPLETE** *Schedule C* and list similar projects for the last five (5) years. For each project, respondent Trade Contractor must include the name, location, owner, description of project, a detailed description of respondent Trade Contractor's scope of work, original contract sum and final contract sum, with explanation, for this scope of work only and date completed. For the purpose of this RFQ, "similar projects" shall be defined as defined in *Section VI(C)(1)(c)* of *Part One*, the RFQ for this Project. **If specific criteria are required for a Trade, such as prior experience, make sure those criteria are met and described by the projects listed.**
 - c. **Terminations:** Interested Trade Contractors **MUST COMPLETE** *Schedule D* and list each and every project on which respondent Trade Contractor was terminated or failed to complete the work within the last five (5) years as set forth in *Section VI(C)(1)(d)* of *Part One*, the RFQ for this Project.
 - d. **Lawsuits:** Interested Trade Contractors **MUST COMPLETE** *Schedule E* and list of all lawsuits in which the trade contractor is a defendant or defendant-in-counterclaim with regard to construction contracts within the last 3 years. Please include among the lawsuits requested in the previous sentence, payment bond lawsuits under G.L.c.149, §29 and mechanics lien lawsuits. If the lawsuit was pending at any time during the last three (3) years (which includes any lawsuit that was commenced, dismissed, or resolved by settlement or judgment during that time), then it must be listed. Please note that the lawsuits listed shall not include actions that primarily involve personal injury, workers' compensation claims, or where the sole cause of action involves the trade contractor's exercise of its rights for direct payment under MLG c 30, §39F. Joint ventures must provide information regarding lawsuits for each joint venture partner as set forth in *Section VI(C)(1)(e)* of *Part One*, the RFQ for this Project.

- e. Safety Record:* Interested Trade Contractors **MUST COMPLETE** *Schedule F* and provide the three (3) year history of its workers' compensation modifier rating as set forth in *Section VI(C)(1(f) of Part One*, the *RFQ* for this Project, and **MUST ATTACH** to *Schedule F* documentation from its insurance carrier supporting the ratings reported therein or no points may be awarded.
2. **References** - (30 points available; minimum of 15 points required for prequalification approval)
- a. ***Project References:*** Interested Trade Contractors **MUST COMPLETE** *Schedule G* and provide project references from owners and architects for all projects listed in *Schedule C* as required in *Section VI(C)(2)(a) of Part One*, the *RFQ* for this Project.
- b. ***Credit References:*** Interested Trade Contractors **MUST COMPLETE** *Schedule H* and provide a minimum of five (5) credit references as required in *Section VI(C)(2)(b) of Part One*, the *RFQ* for this Project.
- c. ***Public Project Record:*** Interested Trade Contractors **MUST COMPLETE** *Schedule I* and list all completed public building construction projects completed by respondent Trade Contractor during the past three (3) years as required in *Section VI(C)(2)(c) of Part One*, the *RFQ* for this Project.
3. **Capacity to Complete Project** - (20 points available; minimum of 10 points are required for prequalification approval)
- a. ***Prior Revenue:*** Interested **Trade Contractors MUST COMPLETE** *Schedule J* and list prior revenue for the last three (3) fiscal years.
- b. ***Revenue Under Contract:*** Interested Trade Contractors **MUST COMPLETE** *Schedule K* and list revenue under contract for the next three (3) fiscal years.
4. **Mandatory Requirements:** (no points are assigned)
- a. ***Payment and Performance Bonds:*** Interested Trade Contractors **MUST ATTACH** to the *Trade RFQ Form 3* at *Schedule L* a commitment letter (from a surety company licensed to do business in the Commonwealth of Massachusetts and whose name appears on United States Treasury Department Circular 570) for payment and performance bonds in an amount equal to or greater than one hundred ten percent (110%) of the estimated trade contract value of this Project. The required commitment letter must be dated within the time frame of the *RFQ* procurement.
- b. ***Sub-bidder Certificate of Eligibility: (Required as of January 1, 2006)*** Interested Trade Contractors **MUST ATTACH** to the *Trade RFQ Form 3* at *Schedule M* a currently valid *Sub-bidder Certificate of Eligibility* (issued by DCAM) for each Trade in which it submits a *SOQ*.

- c. **Update Statement: (Required as of January 1, 2006)** Interested Trade Contractors **MUST ATTACH** to the *Trade RFQ Form 3* at **Schedule M** a current and completed *Sub-bidder Update Statement* for each Trade in which it submits and RFQ utilizing the current Update Statement form available on DCAM's website.

5. **Execution Requirements**

- a. **Submission Format:** Submit the original, marked "Original" clipped, not stapled, together and **five (5)** complete copies of the interested Trade Contractor's *SOQ*. Copies should be stapled together and submitted without any binders, dividers or report covers.
- b. **RFQ Response Checklist:** Before signing and submitting its SOQ application package for this Project, interested Trade Contractors are advised to carefully review the *RFQ Response Checklist – Trade RFQ Form 3*.
- c. **Incomplete or Inaccurate Information:** Failure to accurately and completely provide the information requested may result in disqualification.
- d. **Authorization to Sign:** This form **MUST** be signed by an officer of the firm or an individual so authorized by an officer of the firm who has personal knowledge regarding the information contained herein.
- e. **Debarment Status:** By signing below, the interested Trade Contractor certifies that it is not currently debarred from performing public work for the Commonwealth of Massachusetts or the Federal Government.

[THIS SPACE IS INTENTIONALLY BLANK]

Certification

The undersigned declares that he or she has carefully examined all the documents contained in the CM at Risk Request for Qualifications (RFQ) solicitation for the project, and certifies to the best of his/her knowledge, that this Statement of Qualifications fully complies with all of the requirements of the RFQ and all addenda and clarifications issued in regard to the RFQ.

The undersigned also hereby certifies that he or she (or, if he or she is the authorized representative of a company, the company) is the only person interested in this Statement of Qualifications and any subsequent proposal; that it is made without any connection with any other person making any submission for the same work; that no person acting for, or employed by, the Commonwealth of Massachusetts is directly or indirectly interested in this Statement of Qualifications or any subsequent proposal, or in any contract which may be made under it, or in expected profits to arise therefrom; that the undersigned Respondent has not influenced or attempted to influence any other person or corporation to file a Statement of Qualifications or subsequent proposal or to refrain from doing so or to influence the terms of the Statement of Qualifications or any subsequent proposal of any other person or corporation; and that this submission is made in good faith without collusion or connection with any other person applying for the same work.

The undersigned further certifies under pains and penalties of perjury that the undersigned is not debarred from doing public construction work in the Commonwealth of Massachusetts under the provisions of section twenty nine F of chapter twenty nine, or any other applicable debarment provision of any other chapter of the General Laws or any rule or regulation promulgated there under, and further is not debarred from doing public construction work under any law, rule or regulation of the federal government.

The undersigned states that he or she has carefully examined all of the information provided and representations made in this Statement of Qualifications and the documents submitted with the SOQ including all schedules, forms and materials, and certifies to the best of his/her knowledge, that this Statement of Qualifications in its entirety is complete, true and accurate.

Acknowledgement of Addenda. By signing below, the interested Trade Contractor **acknowledges receipt of the following addenda** to this RFQ:

Addenda No. (if any) _____

SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY:

Signature: _____
(Signature of Authorized Representative)

Print Name: _____

Title: _____

Firm Name: _____

Date: _____

Project Number: _____

Project Name: _____

Firm Name: _____

SCHEDULE A – BUSINESS OWNERS: Interested Trade Contractor **MUST** provide the following information and **attach a copy of the resume for each and every business owner of the firm** in accordance with Section VI(C)(1)(a) of *Part One*, the *RFQ* for this Project.

NAME	TITLE	ROLE/JOB RESPONSIBILITIES/ SCOPE OF WORK	# OF YEARS W/FIRM	EDUCATION/EXPERIENCE

Firm Name: _____

SCHEDULE E - LAWSUITS: Interested Trade Contractors are required to list of all lawsuits in which the trade contractor is a defendant or defendant-in-counterclaim with regard to construction contracts within the last 3 years. Please include among the lawsuits requested in the previous sentence, payment bond lawsuits under G.Lc.149, §29 and mechanics lien lawsuits. If the lawsuit was pending at any time during the last three (3) years (which includes any lawsuit that was commenced, dismissed, or resolved by settlement or judgment during that time), then it must be listed. Please note that the lawsuits listed shall not include actions that primarily involve personal injury, workers' compensation claims, or where the sole cause of action involves the trade contractor's exercise of its rights for direct payment under MLG c 30, §39F. Joint ventures must provide information regarding lawsuits for each joint venture partner as set forth in *Section VI(C)(1)(e) of Part One*, the *RFQ* for this Project.

PROJECT NAME & LOCATION	PROJECT OWNER	DESCRIPTION OF LEGAL PROCEEDING (include caption of case, parties, location of proceeding, description of the dispute and status and/or outcome)

Firm Name: _____

SCHEDULE F – SAFETY RECORD: Interested Trade Contractors are required to provide the three (3) three year history of its workers' compensation experience modifier and **attach documentation from its insurance carrier** supporting the ratings reported herein as set forth in *Section VI(C)(1)(f) of Part One*, the *RFQ* for this Project.

YEAR	WORKERS' COMP. EXPERIENCE MODIFIER	COMMENTS

Firm Name: _____

SCHEDULE G - PROJECT REFERENCES: Interested Trade Contractors are required to list references for prior work respondent Trade Contractor has performed which appears in *Schedule C* as set forth in *Section VI(C)(2)(a)* of *Part One*, the *RFQ* for this Project.

PROJECT TITLE	COMPANY NAME	CONTACT PERSON/ADDRESS	TELEPHONE#	FAX#
	OWNER: DESIGNER:			

Firm Name: _____

SCHEDULE H - CREDIT REFERENCES: Interested Trade Contractors are required to list a minimum of five (5) credit references from banks, suppliers and/or vendors as set forth in *Section VI(C)(2)(b) of Part One*, the *RFQ* for this Project.

CHECK ONE	COMPANY NAME	CONTACT PERSON	TELE#	FAX#
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				

Firm Name: _____

SCHEDULE I - PUBLIC PROJECT RECORD: – Interested Trade Contractors are required to list all completed public buildings during the past three (3) years in accordance with Section VI(C)(2)(c) of *Part One*, the *RFQ* for this Project. (Respondent Trade Contractor may attach additional pages if necessary).

PROJECT INFORMATION	CONTACT INFORMATION Provide business and contact name, address, telephone and fax
PROJECT NAME: CONTRACT VALUE: SCOPE: START DATE: FINISH DATE:	AWARDING AUTHORITY: DESIGNER:
PROJECT NAME: CONTRACT VALUE: SCOPE: START DATE: FINISH DATE:	AWARDING AUTHORITY: DESIGNER:
PROJECT NAME: CONTRACT VALUE: SCOPE: START DATE: FINISH DATE:	AWARDING AUTHORITY: DESIGNER:

Firm Name: _____

SCHEDULE J – PRIOR REVENUE: – Interested Trade Contractors are required to list prior revenue for the last three (3) fiscal years in accordance with Section VI(C)(3)(a) of *Part One*, the *RFQ* for this Project.

Firm's fiscal year runs _____ to _____.

YEAR	PRIOR ANNUAL REVENUE (\$)

Firm Name: _____

SCHEDULE K – REVENUE UNDER CONTRACT: – Interested Trade Contractors are required to list revenue under contract for next three (3) fiscal years in accordance with Section VI(C)(3)(b) of *Part One*, the *RFQ* for this Project.

Firm's fiscal year runs _____ to _____.

YEAR	REVENUE UNDER CONTRACT (\$)

Firm Name: _____

Schedule L – LETTER EVIDENCING BONDING CAPACITY

Respondent Trade Contractors must attach here a letter from a surety company (or from an agent meeting the criteria set forth above) evidencing that the surety will provide respondent with payment and performance bonds for the Project in an amount equal to or greater than One Hundred and Ten Percent (110%) of the estimated trade contract value of the Project. The surety company must meet the requirements set forth above. For Trade Contractors submitting SOQs for more than one Trade, a letter evidencing bonding capacity for each trade must be submitted. The required commitment letter must be dated within the time frame of the RFQ procurement.

Firm Name: _____

Schedule M – SUB-BIDDER CERTIFICATE OF ELIGIBILITY AND SUB-BIDDER UPDATE STATEMENT

Respondent Trade Contractors must attach here TWO different documents:

- 1) a copy of its current **DCAM Sub-Bidder Certificate of Eligibility** meeting the requirements set forth above in this RFQ; **and**
- 2) a completed and signed **DCAM Sub-bidder Update Statement** utilizing the most current form available on DCAM’s website. www.mass.gov/dcam/certification. Trade Contractors submitting an SOQ for more than one Trade must submit a DCAM Sub-bidder Certificate of Eligibility and Sub-bidder Update Statement for each Trade

****PLEASE NOTE: THE SUB-BIDDER UPDATE STATEMENT
MUST BE “UPDATED” ON A PROJECT BY PROJECT BASIS****