

**EXHIBITS
TO
GUIDELINES FOR PREQUALIFICATION
OF
GENERAL CONTRACTORS
AND
SUBCONTRACTORS
TO WORK ON PUBLIC BUILDING CONSTRUCTION PROJECTS**

Table of Exhibits

Exhibit	Description
Exhibit A	Standard Forms for General Contractor Prequalification (includes Request for Qualifications and Statement of Qualifications)
Exhibit B	Standard Forms for Subcontractor Prequalification (includes Request for Qualifications and Statement of Qualifications)
Exhibit C	Standard Evaluation Form for General Contractor Prequalification
Exhibit D	Standard Evaluation Form for Subcontractor Prequalification
Exhibit E	Sample Legal Advertisements for Request for Qualifications (includes sample form for general contractor and subcontractor services)
Exhibit F	Sample Register of Responders (includes sample register for general contractor and subcontractors responses)
Exhibit G	Sample Credit Reference Report (applicable to both general contractors and subcontractors)
Exhibit H	Sample Project Reference Report (applicable to both general contractors and subcontractors)
Exhibit I	Sample Prequalification Approval Letters (includes sample for general contractors and subcontractors)
Exhibit J	Sample Prequalification Rejection Letter (applicable to both general contractors and subcontractors)
Exhibit K	Sample Legal Advertisement Soliciting Bids From Prequalified Contractors (includes sample for general contractors and subcontractors)

EXHIBIT A

Standard Forms for General Contractor Prequalification

(includes Request for Qualifications and Statement of Qualifications)

COMMONWEALTH OF MASSACHUSETTS
STANDARD FORMS
FOR
GENERAL CONTRACTOR PREQUALIFICATION

(pursuant to M.G.L. c. 149, § 44D½ and 810 CMR 9.00)

REQUEST FOR QUALIFICATIONS
and
STATEMENT OF QUALIFICATIONS

[Awarding Authority Name]

[Project Name]
[Project Number]
[Project Location]

INDEX

Part One: Request for Qualifications

(to be completed by Awarding Authority)

- Section I:** *General Project Information*
- Section II:** *Detailed Project Description*
- Section III:** *General Instructions*
- Section IV:** *Overview Of Prequalification Process*
- Section V:** *Administration/Schedule For Prequalification Process*
- Section VI:** *Evaluation Procedure/Criteria For Prequalification Selection*
- Section VII:** *Additional Information*

Part Two: SOQ Application Forms/Schedules

(to be completed by General Contractor)

- GC SOQ Form 1:** *RFQ Interest Form*
- GC SOQ Form 2:** *SOQ Application Form*
- Schedule A:** *Business Owner Information*
- Schedule B:** *Management Personnel Information*
- Schedule C:** *Similar Project Experience*
- Schedule D:** *Terminations*
- Schedule E:** *Legal Proceedings*
- Schedule F:** *Safety Record*
- Schedule G:** *MBE/WBE and Workforce Compliance Records*
- Schedule H:** *Project References*
- Schedule I:** *Credit References*
- Schedule J:** *Public Project References*
- Schedule K:** *Revenue Under Contract*
- GC SOQ Form 3:** *RFQ Response Checklist*

Part One: RFQ - (to be completed by Awarding Authority)

Section I: General Project Information

Awarding Authority:	<i>[Insert Awarding Authority Name]</i>
Project No.:	<i>[Insert Project No.]</i>
Project Name:	<i>[Insert Project Name]</i>
Project Location:	<i>[Insert Project Location]</i>
Project Description:	<i>[Insert Brief Project Description]</i>
RFQ Informational Meeting (if applicable):	<i>[Insert Date]</i> <i>[Insert Time]</i> <i>[Insert Location]</i>
Optional Site Visit (if applicable):	<i>[Insert Date]</i> <i>[Insert Time]</i>
Submission Deadline: (for submission of SOQs in response to this RFQ)	<i>[Insert Date]</i> <i>[Insert Time]</i>
Submission Address:	<i>[Insert Address]</i> <i>[Insert Address]</i> <i>[Insert Contact Name]</i> <i>[Insert Title]</i>
Estimated Construction Cost:	\$ <i>[Insert Amount]</i>
Estimated Project Duration:	<i>[Insert Days/Weeks From Notice to Proceed]</i>
Owner's Project Manager:	<i>[Insert Firm Name (if not Awarding Authority employee)]</i> <i>[Insert Address]</i> <i>[Insert Telephone]</i> <i>[Insert Fax]</i>
Project Architect:	<i>[Insert Firm Name]</i> <i>[Insert Address]</i> <i>[Insert Telephone]</i> <i>[Insert Fax]</i>
Project Specific Requirements (if applicable):	<i>[Insert PLA, MBE, WBE or other applicable requirements]</i>

Section II: Detailed Project Description

*[Insert Detailed Project Description (including general summary of scope of work)]**

***Note:** In order to get the best quality responses to this RFQ, the Awarding Authority is advised to provide as much information as possible in this section.

Section III: General Instructions

In response to this *RFQ*, interested General Contractors are 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. *GC RFQ Form 2*
2. *Schedules A through K to GC RFQ Form 2;*
3. all supporting documentation referenced and required therein; and
4. required number of copies of items 1-3 above.

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

An original and _____ complete copies of the interested General Contractor's *SOQ application package* must be received by the Awarding Authority on or before the Submission Deadline as set forth in *Section I*, as determined by the Awarding Authority's date/time stamp. All envelopes should be mailed or delivered to:

<u>[Awarding Authority's Name]</u>
<u>[Awarding Authority's Street Address]</u>
<u>[Awarding Authority's City/State/Zip]</u>

SOQ application packages received by the Awarding Authority later than the Submission Deadline specified in Section I will be rejected and returned to the respondent General Contractor. Respondent General Contractors are cautioned to allow sufficient time for mailed materials to be received. Telecopied, faxed, or e-mailed qualifications will not be accepted. Awarding Authority 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 General Contractor Services
Awarding Authority Name:
Project Name:
Project Number:
Respondent General Contractor's Name:
Respondent General Contractor's Address:
Respondent General Contractor's Telephone #:
Respondent General Contractor's Contact Person:

D. RFQ Informational Meeting (if applicable)

If indicated in *Section I*, an informational meeting regarding the prequalification process for this Project will be held. (If applicable, attendance is optional for those interested in responding to the *RFQ*.)

E. Optional Site Visit

If indicated in *Section I*, a site visit will be available during the *RFQ* Phase. (If applicable, attendance is optional for those interested in responding to the *RFQ*.)

F. Review/Availability Of Contract Documents

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

G. Subcontractor Prequalification

The Project [will/will not] require prequalification of Subcontractors. If applicable, the following Subcontractors will be prequalified to submit **filed sub-bids** under a separate **RFQ** and prequalification process:

Check Below If Trade Will Be Prequalified On This Project	Section #	Trade Category
<input type="checkbox"/>	04101	Masonry
<input type="checkbox"/>	04401	Stone
<input type="checkbox"/>	05101	Miscellaneous and Ornamental Iron
<input type="checkbox"/>	07101	Waterproofing, Dampproofing and Caulking
<input type="checkbox"/>	07201	Roofing and Flashing
<input type="checkbox"/>	08501	Metal Windows
<input type="checkbox"/>	08801	Glass and Glazing
<input type="checkbox"/>	09201	Lathing and Plastering
<input type="checkbox"/>	09301	Tile
<input type="checkbox"/>	09401	Terrazzo
<input type="checkbox"/>	09501	Acoustical Tile
<input type="checkbox"/>	09601	Marble
<input type="checkbox"/>	09701	Resilient Floors
<input type="checkbox"/>	09901	Painting
<input type="checkbox"/>	14201	Elevators
<input type="checkbox"/>	15301	Fire Protection
<input type="checkbox"/>	15401	Plumbing
<input type="checkbox"/>	15501	Heating, Ventilation & Air-Conditioning
<input type="checkbox"/>	16101	Electrical
<input type="checkbox"/>	[Section #]	Other

H. 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. 149, § 44D½. Firms interested in providing General 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 the Awarding Authority as instructed in *Section III and Section VIII*, herein.
- The General Contractor selection process for this Project is a two-phase process as set forth in M.G.L. c. 149, § 44D½. The project delivery method for construction will be under M.G.L. c. 149. The Awarding Authority is prequalifying firms interested in providing General Contractor services for the Project through this *RFQ* prequalification process.

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

Participation in the RFP Bidding Phase of this Project will be limited to **ONLY** those General Contractor firms who have submitted a *SOQ* (and required supporting documentation) in response to this *RFQ* and that have been deemed prequalified by the Awarding Authority. **General Contractors that fail to respond to this *RFQ* and submit a *SOQ* with the required supporting documentation by the Submission Deadline set forth in *Section I* and General Contractors that have not been deemed prequalified by the Awarding Authority shall be automatically disqualified from bidding on this Project.**

The Awarding Authority is prequalifying General Contractors and [Insert Whether Prequalifying Some/All Subcontractors] for this Project. Therefore, responses to this *RFQ* will be considered **ONLY** for the prequalification of General Contractors that, if deemed prequalified will be invited to submit a bid pursuant to M.G.L. c. 149, § 44E. Any contractor seeking to be prequalified as both a General Contractor and Subcontractor for a particular filed sub-bid trade(s) shall be required to file separate responses to **BOTH** this *RFQ* and the *RFQ* issued to prospective filed sub-bidders for this Project.

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

Section V: Administration/Schedule For Prequalification Process

A. "Two-Phase" Selection Process

Selection of the General Contractor for the Project will be conducted in a **two-phase** process as set forth in M.G.L. c. 149, § 44D½. General Contractor firms must first be prequalified in the *Phase One – RFQ/Prequalification Phase* in order to bid on the Project in *Phase 2 – RFP/Bidding Phase*.

1. *Phase One – RFQ/Prequalification Phase*

- **Submission Of Statement Of Qualifications ("SOQ") -** Interested General Contractor firms must submit a completed SOQ; completed *Schedules A through K*, and all required supporting documentation referenced therein in response to this *RFQ* by the *Submission Deadline* set forth in *Section I*.
- **Prequalification Committee** –The Awarding Authority has appointed a *Prequalification Committee* to review and evaluate the SOQs (and supporting documentation) submitted by interested General Contractors. The *Prequalification Committee* shall consist of one (1) representative from the Project Designer and three (3) representatives from the Awarding Authority.
- **Evaluation By Prequalification Committee -** The *Prequalification Committee* shall meet as necessary to evaluate and review the SOQs (and supporting documentation) submitted by each respondent General Contractor firm in accordance with the evaluation criteria set forth in *Section VI*.
- **Notice To Respondent General Contractors** – The Awarding Authority anticipates concluding the *RFQ* evaluation and review process within the time set forth in *Section V(B) herein*. Upon completion of the evaluation and review process described herein, the *Prequalification Committee* shall provide written notice to all respondent General Contractors as to whether they are deemed prequalified or not. Prequalified General Contractor firms shall also be invited to participate in *Phase Two*, the *RFP/Bidding Phase* of the General Contractor selection process.

2. Phase Two – RFP/Bidding Phase

- General 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 RFP/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 RFP Bidding/Phase.**

B. Anticipated Schedule For Prequalification/Bidding

Anticipated Completion of Prequalification Evaluations:	[Insert Date]
Anticipated RFP to Prequalified Bidders:	[Insert Date]
Anticipated Notice To Proceed:	[Insert Date]
Anticipated Construction Schedule:	[Insert Days/Weeks from NTP]

Section VI: Evaluation Procedure/Criteria For Prequalification Selection

A. Sources of Information Considered

Respondent General 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 the Awarding Authority.

Do not include superfluous material. You must include the SOQ *Response Form*, *GC RFQ Form 2* and *Schedules A through K* attached hereto. You 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. 149, § 44D½ and 810 CMR 9.00, the Awarding Authority has established a *Prequalification Committee* for the purpose of reviewing and evaluating responses to this RFQ. The *Prequalification Committee* shall evaluate interested General 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 General 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. 149 and herein. The *Prequalification Committee* shall only prequalify those General 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 General 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. 149, § 44E. An interested General Contractor's score shall be made available to the General Contractor upon request.

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 *GC RFQ Form 2* attached hereto. Interested General 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 General Contractors in accordance with the statutory point scheme set forth in M.G.L. c. 149, § 44D½. Also in accordance with § 44D½, the RFQ shall set forth the available points for each evaluation sub-category in order to provide interested General Contractors prior notice of the points available in each sub-category.

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 General

Contractor is a partnership, **YOU MUST** provide the requested information for each general and limited partner. If the respondent General Contractor is a corporation or limited liability company, **YOU MUST** provide the requested information for each officer, director and/or member.
(_____ points 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. (_____ points available)
- c. **Similar Project Experience:** Provide the project name(s), description, scope of work, original contract sum, final contract sum with explanation, and date of completion for each and every similar project undertaken by the firm in the last [Awarding Authority Insert Reporting Time Period] years. For purposes of this RFQ, "similar projects" shall mean [Insert Awarding Authority Description of Similar Project]. (_____ points available)
- d. **Terminations:** Provide a list of any projects on which the firm was the General Contractor and was terminated, held in default, or failed to complete the work. Include the name of the project, the timeframe of the project and circumstances surrounding the termination or default. (Note: Awarding Authority may elect to limit reporting time period.) (_____ points available)
- e. **Legal Proceedings:** Provide information regarding each and every legal proceeding, administrative proceeding and arbitration pending against the General Contractor. In addition, provide information regarding each and every legal proceeding, administrative proceeding or arbitration concluded adversely to the General Contractor within the past five (5) years, which relate to the procurement or performance of any public or private construction contract. (_____ points available)
- f. **Safety Record:** Provide the three (3) year history of the General Contractor's workers' compensation experience modifier. In addition, provide documentation from the

General Contractor's insurance carrier supporting the rating history provided. (_____ points available)

- g. MBE/WBE and Workforce Compliance Record:** Provide information and evidence of the General Contractor's compliance record with respect to Minority Business Enterprise and Women Business Enterprise goals and workforce inclusion goals for all projects completed which had such goals. (Note: Awarding Authority may elect to limit reporting time period.) (_____ 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 your response to *Section VI(C)(1)(c)*. 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 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. (_____ 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). (_____ 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. **Audited Financial Statement:** Submit an audited financial statement for the most recent fiscal year. The financial information submitted shall remain confidential and shall not be a public record. (____ points)
- b. **Revenue:** Submit revenue under contract for the next three (3) years. (____ points)

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

- a. **Bonding Capacity:** Interested General 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 percent (100%) of the estimated construction cost for Project as set forth in *Section I*.
- b. **DCAM Certification:** Interested General Contractors must provide a currently valid *Certificate of Eligibility* issued by DCAM to the General Contractor pursuant to M.G.L. c. 149, § 44D, showing a single and aggregate capacity rating sufficient for the Project.
- c. **Update Statement:** Interested General Contractors must provide a current and completed Update Statement prepared by the interested General Contractor.

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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 General Contractor. The Awarding Authority shall not be responsible under any circumstances for any costs incurred by any respondent General Contractors to this *RFQ*. The Awarding Authority reserves the right to cancel this procurement at any time if it is in its the best interest to do so.

B. Treatment Of Information Submitted

With the exception of the required audited financial statements, the Awarding Authority shall have no obligation to treat any information submitted by an interested General Contractor in or in connection with a *SOQ* as proprietary or confidential unless the Awarding Authority determines that the information legitimately requires such treatment. In such case, the Awarding Authority's obligation with respect to protection and disclosure of such information shall at all times be subject to applicable laws. The Awarding Authority 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 General Contractor thereby grants to the Awarding Authority an unrestricted license to use the *SOQ*, including all materials submitted therewith, in connection with the project.

C. Communication Between Awarding Authority and Respondent General Contractors

Unauthorized communications or contact between General Contractors, their employees, agents or other related entities interested in submitting a *SOQ* and the Awarding Authority, the project designer, the project manager, 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 the Awarding Authority 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 the official Pre-*RFQ* Submission meeting held by the Awarding Authority. If applicable, the official Pre-*RFQ* Submission Meeting will be held at the date and time set forth in *Section I*.

Any issues brought to the Awarding Authority's attention at the Pre-*RFQ* Submission meeting, which the Awarding Authority 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 General

Contractor shall be required to acknowledge receipt of all addenda on the RFQ Proposal Response Form attached to this RFQ. The Awarding Authority will mail addenda to all respondent General Contractors that have mailed or faxed an RFQ Interest Form, GC RFQ Form 1 to the Awarding Authority or have received the RFQ directly from the Awarding Authority and will post the addenda on the web site <http://www.commpass.com> in the listing for this Project. It shall be the sole responsibility of the respondent General Contractor to ascertain the existence of any and all addenda issued by the Awarding Authority.

From the date of issuance of this RFQ, any respondent General Contractor that contacts directly or indirectly any member or employee of the Awarding Authority, or the project designer, or the project manager, 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 Pre-RFQ Submission meeting as set forth in *Section I*.

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**Statement of Qualifications Application for General Contractors
GC RFQ Form 2**

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

Project Name:	
Project No:	
Awarding Authority:	
General Contractor Name:	
General Contractor Mailing Address:	
General Contractor Street Address:	
Telephone Number:	
Facsimile Number:	
Contact Person/Title:	

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

- a. **Business Owners (____ points):** Interested General Contractors **MUST COMPLETE Schedule A** and **MUST ATTACH** to it a resume for each and every business owner of your firm as set forth in Section VI(C)(1)(a) of Part One, the RFQ for this Project.

- b. **Management Personnel (____ points):** Interested General Contractors **MUST COMPLETE Schedule B** and **MUST ATTACH** to it 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 (____ points):** Interested General Contractors **MUST COMPLETE Schedule C** and list similar projects for the last [Awarding Authority To Set Reporting Time Period] years. For each project, you must include the name, description of project, description of your firm's scope of work, original contract sum, final contract sum (with explanation) 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.

- d. **Terminations (_____ points):** Interested General Contractors **MUST COMPLETE Schedule D** and list each and every project on which your firm was terminated or failed to complete the work as set forth in *Section VI(C)(1)(d) of Part One*, the RFQ for this Project.
- e. **Legal Proceedings (_____ points):** Interested General Contractors **MUST COMPLETE Schedule E** and list any and all legal proceeding or administrative proceeding or arbitration currently pending against your firm. Interested General Contractors must also list each and every legal proceeding or administrative proceeding or arbitration concluded adversely against your firm within the past five (5) years as set forth in *Section VI(C)(1)(e) of Part One*, the RFQ for this Project.
- f. **Safety Record (_____ points):** Interested General 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.
- g. **MBE/WBE and Workforce Compliance Record (_____ points):** Interested General Contractors **MUST COMPLETE Schedule G** and provide copies of documents providing evidence of the firm's compliance record with respect to Minority Business Enterprise and Women's Business Enterprise participation goals and workforce inclusion goals for each and every project completed that had a contractual MBE/WBE participation goal or minority and women workforce goals as set forth in *Section VI(C)(1)(g) of Part One*, the RFQ for this Project. In addition, interested General Contractors **MUST ATTACH** documentation supporting the actual participation and inclusion amounts reported in **Schedule G**.

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

- a. **Project References (_____ points):** Interested General Contractors **MUST COMPLETE Schedule H** and provide project references from owners and architects for all projects as required in *Section VI(C)(2)(a) of Part One*, the RFQ for this Project.
- b. **Credit References (_____ points):** Interested General Contractors **MUST COMPLETE Schedule I** 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 (_____ points):** Interested General Contractors **MUST COMPLETE Schedule J** and list all completed public building

construction projects completed by your firm 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. **Audited Financial Statement (____ points):** Interested General Contractors **MUST ATTACH** to the *GC RFQ Form 2* an audited financial statement for the most recent fiscal year (may be submitted in a sealed envelope). (Note: whether submitted in a sealed envelope or not, such audited financial statements shall not be considered public records).
- b. **Revenue Under Contract (____ points):** Interested General Contractors **MUST COMPLETE Schedule K** and list revenue under contract for the next three (3) fiscal years. Such financial information shall not be considered public records.

4. **Mandatory Requirements: (no points are assigned)**

- a. **Payment and Performance Bonds:** Interested General Contractors **MUST ATTACH** to the *GC RFQ Form 2* 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 percent (100%) of the estimated construction cost of this Project.
- b. **Certificate of Eligibility:** Interested General Contractors **MUST ATTACH** to the *GC RFQ Form 2* a currently valid *Certificate of Eligibility* (issued by DCAM) showing a single and aggregate capacity rating sufficient for the Project.
- c. **Update Statement:** Interested General Contractors **MUST ATTACH** to the *GC RFQ Form 2* a current and completed *Update Statement*.

5. **Execution Requirements**

- a. **RFQ Response Checklist:** Before signing and submitting its SOQ application package for this Project, interested General Contractors are advised to carefully review the *RFQ Response Checklist – GC RFQ Form 3*.
- b. **Acknowledgement of Addenda.** By signing below, the interested General Contractor **acknowledges receipt of the following addenda** to this RFQ: [Insert Addenda #]
- c. **Incomplete or Inaccurate Information:** Failure to accurately and completely provide the information requested may result in the 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 General Contractor certifies that it is not currently debarred from performing public work for the Commonwealth of Massachusetts or the Federal Government.

SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY:

Signature: _____

Print Name:
Title:
Telephone:
Date:

[Insert GC Firm Name]

SCHEDULE F – SAFETY RECORD: Interested General Contractors are required to provide the three (3) three year history of its workers' compensation experience modifier and attached 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

[Insert GC Firm Name]

SCHEDULE G – MBE/WBE and WORKFORCE COMPLIANCE RECORDS: Interested General Contractors are required to list each and every project completed within the time frame set forth in *Section VI(C)(1)(g) of Part One*, the RFQ for this Project, that had contractual MBE/WBE participation goals or minority and women workforce goals. For the actual participation or workforce inclusion amounts listed, you must attach documentation from the owner supporting the amount reported. In addition, if the goals were not met, then you must explain why and indicate whether any sanctions or penalties were imposed.

PROJECT NAME, LOCATION & AWARDING AUTHORITY	CONTRACT VALUE	MBE GOAL	ACTUAL MBE PARTICI- PATION	WBE GOAL	ACTUAL WBE PARTICI- PATION	WORK- FORCE GOALS	ACTUAL WORK- FORCE PARTICI- PATION	IF GOALS NOT MET EXPLAIN WHY	SANCTION OR PENALTY AND AMOUNT

[Insert GC Firm Name]

SCHEDULE H - PROJECT REFERENCES: Interested General Contractors are required to list references for prior work your firm has performed 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:			

[Insert GC Firm Name]

SCHEDULE I - CREDIT REFERENCES: Interested General 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				

[Insert GC Firm Name]

SCHEDULE J - PUBLIC PROJECT RECORD: – Interested General 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. (You 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:

[Insert GC Firm Name]

SCHEDULE K – REVENUE UNDER CONTRACT: – Interested General 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 (\$)

RFQ RESPONSE CHECKLIST - GC RFQ Form 3

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

- Did you fax or mail the RFQ Interest Form (*GC RFQ Form 1*) to the Awarding Authority?
- Did you complete the entire SOQ Form (*GC RFQ Form 2*)?
- Did you fully complete *Schedules A through K*?
- Did you attach the resumes of owners and management personnel identified in your responses to *Schedule A* and *Schedule B*?
- Did you attach the required documentation from your insurance company supporting the workers' compensation modifier history you reported in *Schedule F*?
- Did you attach the required documentation supporting the MBE/WBE and Workforce Compliance record you reported in *Schedule G*?
- Do you have the current contact information for all of the references you reported in *Schedule H*, *Schedule I* and *Schedule J*?
- Did you attach an audited financial statement as required in *Section 3(a)* of *Part Two, GC RFQ Form 2*?
- Did you attach a commitment letter for payment and performance bonds as required in *Section 4(a)* of *Part Two, GC RFQ Form 2*?
- Did you attach a currently valid DCAM *Certificate of Eligibility* as required in *Section 4(b)* of *Part Two, GC RFQ Form 2*?
- Did you attach a completed and signed *Update Statement* as required in *Section 4(c)* of *Part Two, GC RFQ Form 2*?
- Did you include the original and all required copies of your entire SOQ application package?
- Did you address the SOQ envelop correctly (i.e. to reference the Project and other required information set forth herein)?
- Did you 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?

EXHIBIT B

Standard Forms for Subcontractor Prequalification

**(includes Request for Qualifications and Statement of
Qualifications)**

COMMONWEALTH OF MASSACHUSETTS

STANDARD FORMS

FOR

SUBCONTRACTOR PREQUALIFICATION

(pursuant to M.G.L. c. 149, § 44D¾ and 810 CMR 10.00)

REQUEST FOR QUALIFICATIONS

and

STATEMENT OF QUALIFICATIONS

[Awarding Authority Name]

[Project Name]

[Project Number]

[Project Location]

INDEX

Part One: Request for Qualifications

(to be completed by Awarding Authority)

- Section I:** *General Project Information*
- Section II:** *Detailed Project Description*
- Section III:** *General Instructions*
- Section IV:** *Overview Of Prequalification Process*
- Section V:** *Administration/Schedule For Prequalification Process*
- Section VI:** *Evaluation Procedure/Criteria For Prequalification Selection*
- Section VII:** *Additional Information*

Part Two: SOQ Application Forms/Schedules

(to be completed by Subcontractor)

- Sub SOQ Form 1:** *RFQ Interest Form*
- Sub SOQ Form 2:** *SOQ Application Form*
- Schedule A:** *Business Owner Information*
- Schedule B:** *Management Personnel Information*
- Schedule C:** *Similar Project Experience*
- Schedule D:** *Terminations*
- Schedule E:** *Legal Proceedings*
- Schedule F:** *Safety Record*
- Schedule G:** *Project References*
- Schedule H:** *Credit References*
- Schedule I:** *Public Project References*
- Schedule J:** *Prior Revenue*
- Schedule K:** *Revenue Under Contract*
- Sub SOQ Form 3:** *RFQ Response Checklist*

Part One: RFQ - (to be completed by Awarding Authority)

Section I: Project Information

A. General Information

Awarding Authority:	<i>[Insert Awarding Authority Name]</i>
Project No.:	<i>[Insert Project No.]</i>
Project Name:	<i>[Insert Project Name]</i>
Project Location:	<i>[Insert Project Location]</i>
Project Description:	<i>[Insert Brief Project Description]</i>
RFQ Informational Meeting (if applicable):	<i>[Insert Date]</i> <i>[Insert Time]</i> <i>[Insert Location]</i>
Optional Site Visit (if applicable):	<i>[Insert Date]</i> <i>[Insert Time]</i>
Submission Deadline: (for submission of SOQs in response to this RFQ)	<i>[Insert Date]</i> <i>[Insert Time]</i>
Submission Address:	<i>[Insert Address]</i> <i>[Insert Address]</i> <i>[Insert Contact Name]</i> <i>[Insert Title]</i>
Estimated Construction Cost:	<i>\$ [Insert Amount]</i>
Estimated Project Duration:	<i>[Insert Days/Weeks From Notice to Proceed]</i>
Owner's Project Manager:	<i>[Insert Firm Name (if not Awarding Authority employee)]</i> <i>[Insert Address]</i> <i>[Insert Telephone]</i> <i>[Insert Fax]</i>
Project Architect:	<i>[Insert Firm Name]</i> <i>[Insert Address]</i> <i>[Insert Telephone]</i> <i>[Insert Fax]</i>
Project Specific Requirements (if applicable):	<i>[Insert PLA, MBE, WBE or other applicable requirements]</i>

B. Subtrades Subject to Prequalification

This RFQ is to prequalify Subcontractors in accordance with M.G.L. c. 149, § 44D^{3/4} and 810 CMR 10.00. Subcontractors in the following subtrades will be prequalified for this Project:

"X" Below All Trades Subject To Prequalification On The Project	Section #	Trade Category	Estimated Construction Cost for Subtrade
<input type="checkbox"/>	04101	Masonry	
<input type="checkbox"/>	04401	Stone	
<input type="checkbox"/>	05101	Miscellaneous and Ornamental Iron	
<input type="checkbox"/>	07101	Waterproofing, Dampproofing and Caulking	
<input type="checkbox"/>	07201	Roofing and Flashing	
<input type="checkbox"/>	08501	Metal Windows	
<input type="checkbox"/>	08801	Glass and Glazing	
<input type="checkbox"/>	09201	Lathing and Plastering	
<input type="checkbox"/>	09301	Tile	
<input type="checkbox"/>	09401	Terrazzo	
<input type="checkbox"/>	09501	Acoustical Tile	
<input type="checkbox"/>	09601	Marble	
<input type="checkbox"/>	09701	Resilient Floors	
<input type="checkbox"/>	09901	Painting	
<input type="checkbox"/>	14201	Elevators	
<input type="checkbox"/>	15301	Fire Protection	
<input type="checkbox"/>	15401	Plumbing	
<input type="checkbox"/>	15501	Heating, Ventilation & Air-Conditioning	
<input type="checkbox"/>	16101	Electrical	
<input type="checkbox"/>	[Section #]	[Insert Any Other Subtrades]	

Section II: Detailed Project Description

*[[Insert Detailed Project Description (including general summary of scope of work)]**

***Note:** In order to get the best quality responses to this RFQ, the Awarding Authority is advised to provide as much information as possible in this section.

Section III: General Instructions

In response to this *RFQ*, interested Subcontractors are 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. *Sub RFQ Form 2*
2. *Schedules A through K to Sub RFQ Form 2;*
3. all supporting documentation referenced and required therein; and
4. required number of copies of items 1-3 above.

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

An original and _____ complete copies of the interested Subcontractor's SOQ *application package* must be received by the Awarding Authority on or before the Submission Deadline as set forth in *Section I*, as determined by the Awarding Authority's date/time stamp. All envelopes should be mailed or delivered to:

<i>[Awarding Authority's Name]</i>
<i>[Awarding Authority's Street Address]</i>
<i>[Awarding Authority's City/State/Zip]</i>

SOQ application packages received by the Awarding Authority later than the Submission Deadline specified in Section I will be rejected and returned to the respondent Subcontractor. Respondent Subcontractors are cautioned to allow sufficient time for mailed materials to be received. Telecopied, faxed, or e-mailed qualifications will not be accepted. Awarding Authority 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 Subcontractor Services
Awarding Authority Name:
Project Name:
Project Number:
Respondent Subcontractor's Name:
Respondent Subcontractor's Address:
Respondent Subcontractor's Telephone #:
Respondent Subcontractor's Contact Person:

D. RFQ Informational Meeting (if applicable)

If indicated in *Section I*, an informational meeting regarding the prequalification process for this Project will be held. (If applicable, attendance is optional for those interested in responding to the *RFQ*.)

E. Optional Site Visit

If indicated in *Section I*, a site visit will be available during the *RFQ* Phase. (If applicable, attendance is optional for those interested in responding to the *RFQ*.)

F. Review/Availability Of Contract Documents

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

G. General Contractor Prequalification

The Project [will/will not] require prequalification of General Contractors. If applicable, General Contractors will be prequalified to submit general bids under a separate ***RFQ*** and prequalification process:

H. 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. 149, § 44D¾. Firms interested in providing Subcontractor 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 the Awarding Authority as instructed in *Section III and Section VIII*, herein.
- The Subcontractor selection process for this Project is a two-phase process as set forth in M.G.L. c. 149, § 44D¾. The project delivery method for construction will be under M.G.L. c. 149. The Awarding Authority is prequalifying firms interested in providing Subcontractor services for the Project through this *RFQ* prequalification process.

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

Participation in the RFP Bidding Phase of this Project will be limited to ONLY those Subcontractor firms who have submitted a *SOQ* (and required supporting documentation) in response to this *RFQ* and that have been deemed prequalified by the Awarding Authority. Subcontractors that fail to respond to this *RFQ* and submit a *SOQ* with the required supporting documentation by the Submission Deadline set forth in *Section I* and Subcontractors that have not been deemed prequalified by the Awarding Authority shall be automatically disqualified from bidding on this Project.

The Awarding Authority is prequalifying *[Insert Whether Prequalifying All or Some] Subcontractors and [Insert Whether Prequalifying General Contractors]* for this Project. Therefore, responses to this *RFQ* will be considered ONLY for the prequalification of Subcontractors that, if deemed prequalified will be invited to submit a bid pursuant to M.G.L. c. 149, § 44F. Any contractor seeking to be prequalified as both a General Contractor and Subcontractor for a particular filed sub-bid trade(s) shall be required to file separate responses to BOTH this *RFQ* and the *RFQ* issued to prospective General Contractors for this Project.

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

Section V: Administration/Schedule For Prequalification Process

A. “Two-Phase” Selection Process

Selection of Subcontractors for the Project will be conducted in a **two-phase** process as set forth in M.G.L. c. 149, § 44D^{3/4}. Subcontractor firms must first be prequalified in the *Phase One – RFQ/Prequalification Phase* in order to bid on the Project in *Phase 2 – RFP/Bidding Phase*.

1. *Phase One – RFQ/Prequalification Phase*

- **Submission Of Statement Of Qualifications (“SOQ”)** - Interested Subcontractor firms must submit a completed SOQ; completed *Schedules A through K*, and all required supporting documentation referenced therein in response to this *RFQ* by the *Submission Deadline* set forth in *Section I*.
- **Prequalification Committee** –The Awarding Authority has appointed a *Prequalification Committee* to review and evaluate the SOQs (and supporting documentation) submitted by interested Subcontractors. The *Prequalification Committee* shall consist of one (1) representative from the Project Designer and three (3) representatives from the Awarding Authority.
- **Evaluation By Prequalification Committee** - The *Prequalification Committee* shall meet as necessary to evaluate and review the SOQs (and supporting documentation) submitted by each respondent Subcontractor firm in accordance with the evaluation criteria set forth in *Section VI*.
- **Notice To Respondent Subcontractors** – The Awarding Authority anticipates concluding the *RFQ* evaluation and review process within the time set forth in *Section V(B) herein*. Upon completion of the evaluation and review process described herein, the *Prequalification Committee* shall provide written notice to all respondent Subcontractors as to whether they are deemed prequalified or not. Prequalified Subcontractor firms shall also be invited to participate in *Phase Two*, the *RFP/Bidding Phase* of the Subcontractor selection process.

2. Phase Two – RFP/Bidding Phase

- Subcontractor 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 RFP/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 RFP Bidding/Phase.**

B. Anticipated Schedule For Prequalification/Bidding

Anticipated Completion of Prequalification Evaluations:	[Insert Date]
Anticipated RFP to Prequalified Bidders:	[Insert Date]
Anticipated Notice To Proceed:	[Insert Date]
Anticipated Construction Schedule:	[Insert Days/Weeks from NTP]

Section VI: Evaluation Procedure/Criteria For Prequalification Selection

A. Sources of Information Considered

Respondent Subcontractors 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 the Awarding Authority.

Do not include superfluous material. You must include the SOQ *Response Form*, *Sub RFQ Form 2* and *Schedules K through J* attached hereto. You 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. 149, § 44D³/₄ and 810 CMR 9.00, the Awarding Authority has established a *Prequalification Committee* for the purpose of reviewing and evaluating responses to this RFQ. The *Prequalification Committee* shall evaluate interested Subcontractors 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 Subcontractor that provides a composite point rating and a specific point rating for each of the evaluation criterion set forth in M.G.L. c. 149 and herein. The *Prequalification Committee* shall only prequalify those Subcontractor firms that have achieved the minimum points required in each category set forth herein and a minimum total score of seventy (70) points.

Only Subcontractor 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. 149, § 44F. An interested Subcontractor's score shall be made available to the Subcontractor upon request.

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 *Sub RFQ Form 2* attached hereto. Interested Subcontractors 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 Subcontractors in accordance with the statutory point scheme set forth in M.G.L. c. 149, § 44D³/₄. Also in accordance with § 44D³/₄, the RFQ shall set forth the available points for each evaluation sub-category in order to provide interested Subcontractors prior notice of the points available in each sub-category.

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

Subcontractor is a partnership, **YOU MUST** provide the requested information for each general and limited partner. If the respondent Subcontractor is a corporation or limited liability company, **YOU MUST** provide the requested information for each officer, director and/or member. (____ points 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. (____ points available)
- c. **Similar Project Experience:** Provide the project name(s), description, scope of work, original contract sum, final contract sum with explanation, and date of completion for each and every similar project undertaken by the firm in the last [Awarding Authority Insert Reporting Time Period] years. For purposes of this RFQ, "similar projects" shall mean [Insert Awarding Authority Description of Similar Project]. (____ points available)
- d. **Terminations:** Provide a list of any projects on which the firm was the Subcontractor and was terminated, held in default, or failed to complete the work. Include the name of the project, the timeframe of the project and circumstances surrounding the termination or default. (Note: Awarding Authority may elect to limit reporting time period.) (____ points available)
- e. **Legal Proceedings:** Provide information regarding each and every legal proceeding, administrative proceeding and arbitration pending against the Subcontractor. In addition, provide information regarding each and every legal proceeding, administrative proceeding or arbitration concluded adversely to the Subcontractor within the past three (3) years, which relate to the procurement or performance of any public or private construction contract. (____ points available)
- f. **Safety Record:** Provide the three (3) year history of the Subcontractor's workers' compensation experience modifier. In addition, provide documentation from the Subcontractor's

insurance carrier supporting the rating history provided.
(_____ 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 your response to *Section VI(C)(1)(c)*. 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 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. (_____ 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). (_____ points available)

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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 last three (3) fiscal years. (____ points)
- b. **Revenue Under Contract:** Submit revenue under contract for the next three (3) years. (____ points)

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

- a. **Bonding Capacity:** Interested Subcontractors 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 percent (100%) of the estimated construction cost for the subtrade that the Subcontractor is seeking prequalification as set forth in *Section I*.
- b. **DCAM Certification:** Interested Subcontractors must provide a currently valid *Certificate of Eligibility* issued by DCAM to the Subcontractor pursuant to M.G.L. c. 149, § 44D.
- c. **Update Statement:** Interested Subcontractors must provide a current and completed Update Statement prepared by the interested Subcontractor.

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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 Subcontractor. The Awarding Authority shall not be responsible under any circumstances for any costs incurred by any respondent Subcontractors to this *RFQ*. The Awarding Authority reserves the right to cancel this procurement at any time if it is in its the best interest to do so.

B. Treatment Of Information Submitted

With the exception of the required audited financial statements, the Awarding Authority shall have no obligation to treat any information submitted by an interested Subcontractor in or in connection with a *SOQ* as proprietary or confidential unless the Awarding Authority determines that the information legitimately requires such treatment. In such case, the Awarding Authority's obligation with respect to protection and disclosure of such information shall at all times be subject to applicable laws. The Awarding Authority 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 Subcontractor thereby grants to the Awarding Authority an unrestricted license to use the *SOQ*, including all materials submitted therewith, in connection with the project.

C. Communication Between Awarding Authority and Respondent Subcontractors

Unauthorized communications or contact between Subcontractors, their employees, agents or other related entities interested in submitting a *SOQ* and the Awarding Authority, the project designer, the project manager, 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 the Awarding Authority 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 the official Pre-*RFQ* Submission meeting held by the Awarding Authority. If applicable, the official Pre-*RFQ* Submission Meeting will be held at the date and time set forth in *Section I*.

Any issues brought to the Awarding Authority's attention at the Pre-*RFQ* Submission meeting, which the Awarding Authority 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 Subcontractor

shall be required to acknowledge receipt of all addenda on the RFQ Proposal Response Form attached to this RFQ. The Awarding Authority will mail addenda to all respondent Subcontractors that have mailed or faxed an RFQ Interest Form, *Sub RFQ* Form 1 to the Awarding Authority or have received the RFQ directly from the Awarding Authority and will post the addenda on the web site <http://www.comm-pass.com> in the listing for this Project. It shall be the sole responsibility of the respondent Subcontractor to ascertain the existence of any and all addenda issued by the Awarding Authority.

From the date of issuance of this RFQ, any respondent Subcontractor that contacts directly or indirectly any member or employee of the Awarding Authority, or the project designer, or the project manager, 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 Pre-RFQ Submission meeting as set forth in *Section I*.

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**Statement of Qualifications Application for Subcontractors
Sub RFQ Form 2**

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

Project Name:	
Project No:	
Awarding Authority:	
Subcontractor Name:	
Subcontractor Mailing Address:	
Subcontractor Street Address:	
Telephone Number:	
Facsimile Number:	
Contact Person/Title:	

Note: YOU MUST indicate in the table below each and every subtrade for which you are seeking prequalification. YOU MUST submit a separate SOQ for each and every one.

	Section #	Trade Category
<input type="checkbox"/>	04101	Masonry
<input checked="" type="checkbox"/>	04401	Stone
<input type="checkbox"/>	05101	Miscellaneous and Ornamental Iron
<input type="checkbox"/>	07101	Waterproofing, Dampproofing and Caulking
<input type="checkbox"/>	07201	Roofing and Flashing
<input type="checkbox"/>	08501	Metal Windows
<input type="checkbox"/>	08801	Glass and Glazing
<input type="checkbox"/>	09201	Lathing and Plastering
<input type="checkbox"/>	09301	Tile
<input type="checkbox"/>	09401	Terrazzo
<input type="checkbox"/>	09501	Acoustical Tile
<input checked="" type="checkbox"/>	09601	Marble
<input type="checkbox"/>	09701	Resilient Floors
<input type="checkbox"/>	09901	Painting
<input type="checkbox"/>	14201	Elevators
<input type="checkbox"/>	15301	Fire Protection
<input checked="" type="checkbox"/>	15401	Plumbing
<input type="checkbox"/>	15501	Heating, Ventilation & Air-Conditioning
<input type="checkbox"/>	16101	Electrical
<input type="checkbox"/>	[Section #]	Other

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

- a. **Business Owners (____ points):** Interested Subcontractors **MUST COMPLETE Schedule A** and **MUST ATTACH** to it a resume for each and every business owner of your firm as set forth in *Section VI(C)(1)(a) of Part One*, the RFQ for this Project.
- b. **Management Personnel (____ points):** Interested Subcontractors **MUST COMPLETE Schedule B** and **MUST ATTACH** to it 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 (____ points):** Interested Subcontractors **MUST COMPLETE Schedule C** and list similar projects for the last [*Awarding Authority To Set Reporting Time Period*] years. For each project, you must include the name, description of project, description of your firm's scope of work, original contract sum, final contract sum (with explanation) 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.
- d. **Terminations (____ points):** Interested Subcontractors **MUST COMPLETE Schedule D** and list each and every project on which your firm was terminated or failed to complete the work as set forth in *Section VI(C)(1)(d) of Part One*, the RFQ for this Project.
- e. **Legal Proceedings (____ points):** Interested Subcontractors **MUST COMPLETE Schedule E** and list any and all legal proceeding or administrative proceeding or arbitration currently pending against your firm. Interested Subcontractors must also list each and every legal proceeding or administrative proceeding or arbitration concluded adversely against your firm within the past five (5) years as set forth in *Section VI(C)(1)(e) of Part One*, the RFQ for this Project.
- f. **Safety Record (____ points):** Interested Subcontractors **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 (_____ points):** Interested Subcontractors **MUST COMPLETE Schedule G** and provide project references from owners and architects for all projects as required in *Section VI(C)(2)(a) of Part One*, the *RFQ* for this Project.
 - b. **Credit References (_____ points):** Interested Subcontractors **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 (_____ points):** Interested Subcontractors **MUST COMPLETE Schedule I** and list all completed public building construction projects completed by your firm 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 (_____ points):** Interested **Subcontractors MUST COMPLETE Schedule J** and list prior revenue for the last three (3) fiscal years. (Note: whether submitted in a sealed envelope or not, such audited financial statements shall not be considered public records).
 - b. **Revenue Under Contract (_____ points):** Interested Subcontractors **MUST COMPLETE Schedule K** and list revenue under contract for the next three (3) fiscal years. Such financial information shall not be considered public records.
4. **Mandatory Requirements: (no points are assigned)**
- a. **Payment and Performance Bonds:** Interested Subcontractors **MUST ATTACH** to the *Sub RFQ Form 2* 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 percent (100%) of the estimated construction cost of this Project.
 - b. **Certificate of Eligibility: (Required as of January 1, 2006)** Interested Subcontractors **MUST ATTACH** to the *Sub RFQ Form 2* a currently valid *Certificate of Eligibility* (issued by DCAM).
 - c. **Update Statement: (Required as of January 1, 2006)** Interested Subcontractors **MUST ATTACH** to the *Sub RFQ Form 2* a current and completed *Update Statement*.

5. **Execution Requirements**

- a. **RFQ Response Checklist:** Before signing and submitting its SOQ application package for this Project, interested Subcontractors are advised to carefully review the *RFQ Response Checklist – Sub RFQ Form 3*.
- b. **Acknowledgement of Addenda.** By signing below, the interested Subcontractor **acknowledges receipt of the following addenda** to this RFQ: [Insert Addenda #]
- c. **Incomplete or Inaccurate Information:** Failure to accurately and completely provide the information requested may result in the 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 Subcontractor certifies that it is not currently debarred from performing public work for the Commonwealth of Massachusetts or the Federal Government.

SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY:

Signature: _____

Print Name:
Title:
Telephone:
Date:

[Insert Sub Firm Name]

SCHEDULE F – SAFETY RECORD: Interested Subcontractors are required to provide the three (3) three year history of its workers' compensation experience modifier and attached 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

[Insert Sub Firm Name]

SCHEDULE G - PROJECT REFERENCES: Interested Subcontractors are required to list references for prior work your firm has performed 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:			

[Insert Sub Firm Name]

SCHEDULE H - CREDIT REFERENCES: Interested Subcontractors 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				

[Insert Sub Firm Name]

SCHEDULE I - PUBLIC PROJECT RECORD: – Interested Subcontractors 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. (You 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:

[Insert Sub Firm Name]

SCHEDULE J – PRIOR REVENUE: – Interested Subcontractors 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	REVENUE UNDER CONTRACT (\$)

[Insert Sub Firm Name]

SCHEDULE K – REVENUE UNDER CONTRACT: – Interested Subcontractors 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 (\$)

RFQ RESPONSE CHECKLIST - Sub RFQ Form 3

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

- Did you fax or mail the *RFQ Interest Form (Sub RFQ Form 1)* to the Awarding Authority?
- Did you complete the entire SOQ application package (*Sub RFQ Form 2*)?
- Did you fully complete *Schedules A through K*?
- Did you attach the resumes of owners and management personnel identified in your responses to *Schedule A* and *Schedule B*?
- Did you attach the required documentation from your insurance company supporting the workers' compensation modifier history you reported in *Schedule F*?
- Do you have the current contact information for all of the references you reported in *Schedule G*, *Schedule H* and *Schedule I*?
- Did you attach a commitment letter for payment and performance bonds as required in *Section 4(a)* of *Part Two, Sub RFQ Form 2*?
- Did you attach a currently valid DCAM *Certificate of Eligibility* as required in *Section 4(b)* of *Part Two, Sub RFQ Form 2*? (required as of January 1, 2006)
- Did you attach a completed and signed *Update Statement* as required in *Section 4(c)* of *Part Two, Sub RFQ Form 2*? (required as of January 1, 2006)
- Did you include the original and all required copies of your entire SOQ application package?
- Did you address the SOQ envelop correctly (i.e. to reference the Project and other required information set forth herein)?
- Did you 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?

EXHIBIT C

**Standard Evaluation Form for General Contractor
Prequalification**

Standard Evaluation Form for General Contractor Prequalification

PROJECT: Project # _____ Project Name _____

COMMITTEE VERIFICATION:
(Prequal Committee Members Initial Below)

CONTRACTOR: _____

1 MANAGEMENT EXPERIENCE **50 Points Available**
(awarding authority to insert # of points available in each subcategory)

- i. BUSINESS OWNERS ___ points
Points awarded:
 - ii. MANAGEMENT PERSONNEL ___ points
Points awarded:
 - iii. SIMILAR PROJECT EXPERIENCE ___ points
Points awarded:
 - iv. TERMINATIONS ___ points
Points awarded:
 - v. LEGAL PROCEEDINGS ___ points
Points awarded:
 - vi. SAFETY RECORD ___ points
Points awarded:
 - vii. MBE/WBE COMPLIANCE ___ points
Points awarded:
- TOTAL POINTS SECTION 1: 25 POINTS
REQUIRED FOR QUALIFICATION**
-

2 REFERENCES **30 Points Available**
(awarding authority to insert # of points available in each subcategory)

- i. PROJECT REFERENCES **10 points**
Points awarded:
 - ii. CREDIT REFERENCES **10 points**
Points awarded:
 - iii. PUBLIC PROJECT REFERENCES **10 points**
Points awarded:
- TOTAL POINTS SECTION 2: 15 POINTS
REQUIRED FOR QUALIFICATION**
-

	PG Comm. Mem	PQ Comm. Mem	PG Comm. Mem	PQ Comm. Mem
--	-----------------	-----------------	-----------------	-----------------

3 CAPACITY TO COMPLETE PROJECTS **20 Points Available**
(awarding authority to insert # of points available in each subcategory)

- i. AUDITED FINANCIAL STATEMENT MOST RECENT
FISCAL YEAR - **10 points**
Points awarded:
 - ii. REVENUE UNDER CONTRACT NEXT 3 YEARS **10 points**
Points awarded:
- TOTAL POINTS SECTION 3: 10 POINTS
REQUIRED FOR QUALIFICATION**
-

4 MANDATORY REQUIREMENTS (Y/N)

- i. BONDING CAPACITY – "Letter of Commitment" from surety
Requirement Met Y N
- ii. DCAM CERTIFICATION - CQ7 / CQ3
Requirement Met Y N

**TOTAL SCORE: 70
POINTS REQUIRED
FOR QUALIFICATION**

EXHIBIT D

**Standard Evaluation form for Subcontractor
Prequalification**

Standard Evaluation Form for Subcontractor Prequalification

PROJECT: Project # Project Name

COMMITTEE VERIFICATION:

PQ Comm. Mem	PQ Comm. Mem	PQ Comm. Mem	PQ Comm. Mem
--------------------	--------------------	--------------------	--------------------

CONTRACTOR: _____

TRADE: _____

1 MANAGEMENT EXPERIENCE 50 Points Available
(awarding authority to insert # of points available in each subcategory)

- i. **BUSINESS OWNERS 2 Points**
Points awarded:
 - ii. **MANAGEMENT PERSONNEL 12 points**
Points awarded:
 - iii. **SIMILAR PROJECT EXPERIENCE 12 points**
Points awarded:
 - iv. **TERMINATIONS 12 points**
Points awarded:
 - v. **LEGAL PROCEEDINGS 6 points**
Points awarded:
 - vi. **SAFETY RECORD 6 points**
Points awarded:
- TOTAL POINTS SECTION 1: 25 POINTS
REQUIRED FOR QUALIFICATION**

2 REFERENCES 30 Points Available
(awarding authority to insert # of points available in each subcategory)

- i. **PROJECT REFERENCES 10 points**
Points awarded:
 - ii. **CREDIT REFERENCES 10 points**
Points awarded:
 - iii. **PUBLIC PROJECT REFERENCES 10 points**
Points awarded:
- TOTAL POINTS SECTION 2: 15 POINTS
REQUIRED FOR QUALIFICATION**
- 3 CAPACITY TO COMPLETE PROJECTS 20 Points Available**
(awarding authority to insert # of points available in each subcategory)
- i. **ANNUAL REVENUE PREVIOUS 3 YEARS 10 points**
Points awarded:
 - ii. **REVENUE UNDER CONTRACT NEXT 3 YEARS 10 points**
Points awarded:
- TOTAL POINTS SECTION 3: 10 POINTS
REQUIRED FOR QUALIFICATION**

4 MANDATORY REQUIREMENTS (Y/N)

BONDING CAPACITY – "Letter of Commitment" from surety **Y N**

**TOTAL SCORE: 70 POINTS REQUIRED
FOR QUALIFICATION**

EXHIBIT E

**Sample Legal Advertisements for Request for
Qualifications
(includes sample forms for general contractor and
subcontractor services)**

SAMPLE LEGAL ADVERTISEMENT

Request for Qualifications
General Contractor Services
Project Name _____
Project # _____

The Division of Capital Asset Management (DCAM), Commonwealth of Massachusetts, invites qualified and experienced General Contractor (GC) firms to submit a Statement of Qualifications (SOQ) to the DCAM Bid Room no later than _____.

This Request for Qualifications (RFQ) is the first part of a two step RFP process as provided in M.G.L. c. 149, §44D½. Based on the SOQs received in this Phase I, DCAM will select respondents it deems to be prequalified in accordance with the criteria set forth in the RFQ. In Phase II, the prequalified respondents will be invited to submit bids in response to an RFP which DCAM anticipates to be issued _____ 2007. **Only GC firms prequalified for this project in Phase I will be permitted to submit bids in Phase II.**

The project delivery method for construction will be design-bid-build. The project includes approximately _____ gross square feet to serve

_____. The site of the Project is located on _____. The proposed building will be a _____ story slab on grade building and is classified as construction type 3B. Construction will consist of exterior masonry walls, interior partitions of masonry and gypsum board, and a pitched steel frame roof with shingles.

DCAM anticipates work on the project will commence in _____ and construction will be completed within _____ months from the date of the notice to proceed to the GC.

At the time a GC firm submits its SOQ it must have a DCAM Certification in the Contractor Category, "General Building Construction" with a single limit greater than the \$ _____. estimated construction cost. See <http://www.state.ma.us/cam/dlforms/eligible.pdf> for certification forms and http://www.state.ma.us/camdforms/fi_contractcert.html for the required Update Form. **This required SOQ is different from DCAM Certification, all GC firms must be prequalified for this project, even if the GC firm is already DCAM Certified.**

The successful respondent must be able to obtain bonding for the full construction cost. Women and Minority Business participation and minority work force goals will apply to this project.

The RFQ may be downloaded from <http://www.comm-pass> on _____, 2007. After that date, copies may also be obtained by contacting the DCAM Bid Room, Room 1610, One Ashburton Place, Boston, MA 02108, 617-727-4003, on. An information meeting will be held in DCAM's Bid Room (address above) at **on _____ 2007 at _____ AM, EST.** Further public notice information regarding the specifics of this project and the prequalification evaluation criteria and selection process is included in the RFQ.

Carole Cornelison
Commissioner

SAMPLE LEGAL ADVERTISEMENT

Request for Qualifications for Filed Sub-Bid Services
Project Name _____ Project # _____

For Trade Subcontractor Packages in the following categories:

Masonry, Miscellaneous & Ornamental Iron, Waterproofing, Dampproofing & Caulking, Roofing & Flashing, Metal Windows, Lathing & Plastering, Tile, Resilient Flooring, Painting, Fire Protection, Plumbing Systems, HVAC, Electrical

The Division of Capital Asset Management (DCAM), Commonwealth of Massachusetts, invites qualified and experienced Filed Sub-Bidder (FSB) firms to submit a Statement of Qualifications (SOQ) to the DCAM Bid Room no later than _____.

This Request for Qualifications (RFQ) is the first part of a two step RFP process as provided in M.G.L. c. 149, §44D¾. Based on the SOQs received in this Phase I, DCAM will select respondents it deems to be prequalified in accordance with the criteria set forth in the RFQ. In Phase II, the prequalified respondents will be invited to submit filed sub-bids in response to an RFP which DCAM anticipates to be issued _____ 2007. **Only Filed Sub-Bid firms prequalified for this project in Phase I will be permitted to submit bids in Phase II.**

The project delivery method for construction will be design-bid-build. The project includes approximately _____ gross square feet to serve

The site of the Project is located on _____.
The proposed building will be a _____ story slab on grade building and is classified as construction type 3B. Construction will consist of exterior masonry walls, interior partitions of masonry and gypsum board, and a pitched steel frame roof with shingles.

DCAM anticipates work on the project will commence in _____ and construction will be completed within _____ months from the date of the notice to proceed to the GC.

DCAM is prequalifying the following FSB trades for this project (with estimated costs as indicated): Masonry (\$ _____), Miscellaneous & Ornamental Iron (\$ _____), Waterproofing, Dampproofing & Caulking (\$ _____), Roofing & Flashing (\$ _____), Metal Windows (\$ _____), Lathing & Plastering (\$ _____), Tile (\$ _____), Resilient Flooring (\$ _____), Painting (\$ _____), Fire Protection (\$ _____), Plumbing Systems (\$ _____), HVAC (\$ _____), Electrical (\$ _____). **Only FSB firms prequalified for this project in Phase I will be permitted to submit bids in Phase II.**

At the time a Filed Sub-Bidder firm submits its SOQ it must have a DCAM Certification in the Trade Contractor Category for which it is seeking to be prequalified and submit a copy of its Certificate of Eligibility and Update Statement with its SOQ. See <http://www.state.ma.us/cam/dlforms/eligible.pdf> for certification forms and http://www.state.ma.us/camdlforms/fi_contractcert.html for the required Update Form. **This required SOQ is different from DCAM Certification, all filed sub-bid firms must be prequalified for this project, even if the filed sub-bid firm is already DCAM Certified in the trade category for which it is applying.**

The successful respondent must be able to obtain bonding for the estimated construction cost for the sub-trade work. Women and Minority Business participation and minority work force goals will apply to this project.

The RFQ may be downloaded from <http://www.comm-pass> on _____, 2007. After that date, copies may also be obtained by contacting the DCAM Bid Room, Room 1610, One Ashburton Place, Boston, MA 02108, 617-727-4003, on. An information meeting will be held in DCAM's Bid Room (address above) at on _____ 2007 at _____ AM, EST. Further public notice information regarding the specifics of this project and the prequalification evaluation criteria and selection process is included in the RFQ.

Carole Cornelison
Commissioner

Exhibit E
Subcontractor

EXHIBIT F

**Sample Register of Responders
(includes sample register for general contractor
and subcontractors responses)**

PROJECT NO.

AWARDING AUTHORITY

PROJECT NAME

REQUEST FOR
QUALIFICATIONS FOR TRADE
SUB-CONTRACTORS

DUE: _____, 2008 @
_____AM/PM

Roofing and Flashing

sub-trade firm name
sub-trade firm name

Metal Windows

sub-trade firm name
sub-trade firm name

**Waterproofing, Damp-
proofing and Caulking**

sub-trade firm name
sub-trade firm name

**Miscellaneous and Ornamental
Iron**

sub-trade firm name
sub-trade firm name
sub-trade firm name
sub-trade firm name
sub-trade firm name

Lathing and Plastering

sub-trade firm name
sub-trade firm name
sub-trade firm name
sub-trade firm name
sub-trade firm name

Acoustical Tile

sub-trade firm name
sub-trade firm name
sub-trade firm name
sub-trade firm name
sub-trade firm name

Marble

sub-trade firm name
sub-trade firm name
sub-trade firm name
sub-trade firm name
sub-trade firm name

Tile

sub-trade firm name
sub-trade firm name
sub-trade firm name
sub-trade firm name
sub-trade firm name

Terrazzo

sub-trade firm name
sub-trade firm name
sub-trade firm name
sub-trade firm name
sub-trade firm name

Resilient Floors

sub-trade firm name
sub-trade firm name
sub-trade firm name
sub-trade firm name
sub-trade firm name

Glass and Glazing

sub-trade firm name
sub-trade firm name
sub-trade firm name
sub-trade firm name
sub-trade firm name

Painting

sub-trade firm name
sub-trade firm name
sub-trade firm name
sub-trade firm name
sub-trade firm name

Plumbing

sub-trade firm name
sub-trade firm name
sub-trade firm name
sub-trade firm name
sub-trade firm name

**Heating, Ventilating and Air
Conditioning**

sub-trade firm name
sub-trade firm name
sub-trade firm name
sub-trade firm name
sub-trade firm name

Electrical Work

sub-trade firm name
sub-trade firm name
sub-trade firm name
sub-trade firm name
sub-trade firm name

Elevators

sub-trade firm name
sub-trade firm name
sub-trade firm name
sub-trade firm name
sub-trade firm name

Masonry Work

sub-trade firm name
sub-trade firm name
sub-trade firm name
sub-trade firm name
sub-trade firm name

PROJECT NO.

AWARDING AUTHORITY

PROJECT NAME

REQUEST FOR QUALIFICATIONS
FOR GENERAL CONTRACTORS

PROJECT NAME

DUE: _____, 2008 @
_____AM/PM

GC Firm #1
Address
Address
Telephone
Contact Person

GC Firm #1
Address
Address
Telephone
Contact Person

GC Firm #2
Address
Address
Telephone
Contact Person

GC Firm #3
Address
Address
Telephone
Contact Person

GC Firm #4
Address
Address
Telephone
Contact Person

GC Firm #5
Address
Address
Telephone
Contact Person

EXHIBIT G

Sample Credit Reference Report (applicable to both general contractors and subcontractors)

SAMPLE CREDIT REFERENCE REPORT

PROJECT No: _____ Project Name: _____

DATE: _____

CONTRACTOR: _____

REVIEWER: _____

SCORE:

REFERENCE COMPANY NAME: _____

REFERENCE CONTACT NAME: _____

Your firm was listed as a credit reference by (*contractor name*). Could you please provide the following information about this contractor?

1. Does this contractor have an account with your firm? If yes, how many years? Average credit limit or outstanding balance (if available)?
2. Has this contractor reliably met the terms of your financial agreement with them? (e.g. Credit limit, payment terms, timely settlement?)
3. Has your firm ever taken action against this contractor to obtain settlement? (e.g. collection proceedings, penalties, freezing accounts)
4. If so, what was the result of the action? (e.g. resolved satisfactorily, further action, litigation)

EXHIBIT H

**Sample Project Reference Report
(applicable to both general contractors and
subcontractors)**

SAMPLE PROJECT REFERENCE REPORT

<p>CONTRACTOR NAME _____</p> <p>DCAM PROJECT # / NAME _____</p> <p>Project Referenced Reference Name/Phone Provided _____</p> <p>Organization/Agency _____</p> <p>Initial Contract Value _____</p> <p>Completion Status _____</p>	<p>DATE: _____</p> <p>INTERVIEWER: _____</p> <p>Respondent (if different) _____</p> <p>Title/Role _____</p> <p>Final Contract Value _____</p> <p>Reference Provided for : SIMILAR PROJECT _____</p> <p>PUBLIC PROJECT _____</p>
---	---

Scope of Project Referenced	
Quality of Work (skill, staffing, scheduling)	
Cooperation (with contractors, owner, designer, others)	
Administration/ Paperwork (timeliness, completeness, responsiveness)	

EXHIBIT I

**Sample Prequalification Approval Letters
(includes sample for general contractors and
subcontractors)**

SAMPLE GENERAL CONTRACTOR PREQUALIFICATION APPROVAL LETTER – EXHIBIT I

DATE

Via Facsimile and First Class Mail

Re: Mass. State Project _____
Project # _____
REQUEST FOR QUALIFICATIONS
PREQUALIFICATION STATUS

Dear <General Contractor Name>:

Thank you for submitting your firm's *Statement of Qualifications* in response to *the Request for Qualifications for General Contractors* on the above referenced Division of Capital Asset Management ("DCAM") project. The *Prequalification Committee* established by DCAM for this project has reviewed your firm's *Statement of Qualifications* (along with the required attachments) and has found your firm to be prequalified as a general contractor to submit a general bid on this project. Your company name will be included in the list of prequalified general contractors. We anticipate that copies of the plans and specifications for this project will be available to you from the DCAM Bid Room, located at One Ashburton Place, Room 1610, on or after _____, 200_ at _____ PM. We will, however, issue a public notice confirming the availability of the plans and specifications.

Thank you again for your interest and participation in this process.

Sincerely,

DCAM
Director of Construction
Office of Planning, Design and Construction
Division of Capital Asset Management

SAMPLE SUBCONTRACTOR PREQUALIFICATION APPROVAL LETTER - EXHIBIT I

DATE

Via Facsimile and First Class Mail

Re: Re: Mass. State Project _____
Project # _____
REQUEST FOR QUALIFICATIONS
PREQUALIFICATION STATUS

Dear <Subcontractor Name>:

Thank you for submitting your firm's *Statement of Qualifications* in response to the *Request for Qualifications for Subcontractors* on the above referenced Division of Capital Asset Management ("DCAM") project. The *Prequalification Committee* for this project has reviewed your firms Statement of Qualifications and required attachments and has found your firm to be prequalified as a subcontractor to submit a filed sub-bid on this project. Your company name will be included in the list of prequalified filed sub-bidders. We anticipate that copies of the plans and specifications for this project will be available to you from the DCAM Bid Room, located at One Ashburton Place, Room 1610, on or after _____, 200_ at _____ PM. We will, however, issue a public notice confirming the availability of the plans and specifications.

Thank you again for your interest and participation in this process.

Sincerely,

DCAM
Director of Construction
Office of Planning, Design and Construction
Division of Capital Asset Management

EXHIBIT J

**Sample Prequalification Rejection Letter
(applicable to both general contractors and
subcontractors)**

SAMPLE REJECTION LETTER FOR PREQUALIFICATION - EXHIBIT J

DATE

Via Facsimile and First Class Mail

Contractor Name
Address
Address

Re: Project Name _____
Project # _____
REQUEST FOR QUALIFICATIONS

This letter is to inform you that the Division of Capital Asset Management (DCAM) has completed its review and evaluation of your firm's response to our Request for Qualifications for the above referenced project.

Upon review of your application, we regret to inform you that your firm did not achieve the minimum required threshold score of 70 needed to achieve prequalification. Therefore, your firm will not be invited to bid on this project.

Should you wish to review your score, you may submit a written request in that regard to my attention.

Thank you for your interest and participation in this process.

Sincerely,

DCAM
Director of Construction
Office of Planning, Design and Construction
Division of Capital Asset Management

EXHIBIT K

**Sample Legal Advertisement Soliciting Bids From
Prequalified Contractors (includes sample for general
contractors and subcontractors)**

SAMPLE NOTICE TO GENERAL CONTRACTORS – EXHIBIT K

CLASSIFIED LEGAL ADVERTISEMENT

COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE
DIVISION OF CAPITAL ASSET MANAGEMENT & MAINTENANCE (DCAM)

Sealed proposals from *prequalified* General Bidders and Sub-bidders submitted on a form furnished by the Division of Capital Asset Management & Maintenance (DCAM) and clearly identified as a bid, endorsed with the name and address of the bidder, the project and contract number, will be received at the Division of Capital Asset Management, 1 Ashburton Place, 16th Floor, Room 1610, Boston, MA 02108, no later than the date and time specified and will forthwith be publicly opened and read aloud.

Prequalified Sub-Bids before 12:00 Noon: _____, 2008

Prequalified General Bids before 2:00 PM: _____, 2008

Please be advised that General Bids and Sub-Bids will ONLY be accepted from contractors who have been *prequalified* for this project by the Division of Capital Asset Management pursuant to M.G.L. c. 149 § 44D¹/₂ and 44D³/₄. A list of *prequalified* General Bidders and Sub-Bidders will be included in the Bid Documents for this Project and will also be available for inspection at the Bid Room of the Division of Capital Asset Management.

In addition to being *prequalified* for this Project, every General Bidder *must also be certified* by the Division of Capital Asset Management for the category of work and for no less than the bid price plus all add alternates of this project.

The Category of Work is: GENERAL BUILDING CONSTRUCTION

Project No: _____

Project Name: _____

Project Location: _____

and the following Sub-trades: Masonry, Miscellaneous & Ornamental Iron, Waterproofing, Dampproofing & Caulking, Roofing & Flashing, Metal Windows, Lathing & Plastering, Tile, Resilient Flooring, Painting, Fire Protection, Plumbing Systems, HVAC, and Electrical.

E.C.C. \$ _____

This project is scheduled for _____ calendar days to substantial completion and in general includes:

DESCRIBE PROJECT

For further information regarding pre-bid or site visits ONLY contact _____ or
(617) 727-4030.

Minimum rates of wages to be paid on the project have been determined by the Commissioner of the Division of Occupational Safety under the provisions of Sections 26 and 27, Chapter 149 of the General Laws. Wage rates are listed in the contract form portion of specification book.

Each general bid and sub-bid proposal must be secured by an accompanying deposit of 5% of the total bid amount, including all alternates, in the form of a bid bond, in cash, a certified, treasurer's, or cashier's check issued by a responsible bank or trust company made payable to the Commonwealth of Massachusetts.

The bidding documents may be examined at the Division of Capital Asset Management Bid Room, 1 Ashburton Place, 16h Floor, Room 1610, Boston, MA 02108 Tel (617) 727-4003. Copies may be obtained by depositing a company check, treasurer's check, cashier's check, bank check or money order in the sum of \$100.00 payable to the Commonwealth of Massachusetts. No personal checks or cash will be accepted as deposits. Refunds will be made to those returning the documents in satisfactory condition on or before 2008 (ten business days after the opening of General Bids) otherwise the deposit shall be the property of the Commonwealth.

WE DO NOT MAIL PLANS AND SPECIFICATIONS.

Messenger and other type of pick-up and delivery services are the agent of the bidder and the Division of Capital Asset Management assumes no responsibility for delivery or receipt of the documents. Bidders are encouraged to take advantage of a rotating credit plans and specifications deposit program initiated by the Division of Capital Asset Management to encourage the easy accessibility of documents to contractors.

Designer: [Insert Name and Address of Designer]

CAROLE CORNELISON
COMMISSIONER