



City of Woburn

**PURCHASING DEPARTMENT
Orazio DeLuca, MCPPO
Chief Procurement Officer**

**City Hall
10 Common Street ~ Woburn, MA 01801
Tel.: 781-897-5950 ~ Fax: 781-897-5954**

REGISTRATION FORM RFQ 21-05 GENERAL CONTRACTORS AND RFQ 2106 SUB-CONTRACTORS

**ALL VENDORS PLEASE REGISTER WITH THE CITY OF WOBURN, TO
RECEIVE ADDENDUM AND PROJECT UPDATES:**

EMAIL THE REGISTRATION FORM TO: ODELUCA@CITYOFWOBURN.COM

Vendor name: _____

Address: _____

Telephone # _____

EMAIL _____

REQUEST FOR QUALIFICATIONS
and
STATEMENT OF QUALIFICATIONS

City of Woburn

**Construction of New
Woburn Fire Headquarters**

CONTAINING:

COMMONWEALTH OF MASSACHUSETTS

STANDARD FORMS

FOR

FILED SUBCONTRACTOR PREQUALIFICATION

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

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Part One: Request for Qualifications

Section I: Project Information

A. General Information

Awarding Authority:	<i>City of Woburn, Massachusetts</i>
Project No.:	RFQ 21-06
Project Name:	<i>Woburn Fire Headquarters</i>
Project Location:	<i>Woburn, MA</i>
Project Description:	<i>New construction of a 33,800 SF Fire Headquarters Complex (design/bid/build)</i>
RFQ Informational Meeting (if applicable):	<i>None</i>
Optional Site Visit (if applicable):	<i>None</i>
Submission Deadline: (for submission of SOQs in response to this RFQ)	<i>February 10, 2021 11:30 AM, local legal time</i>
Submission Address:	<i>City of Woburn Purchasing Department Woburn City Hall 10 Common Street Woburn, MA 01801</i>
Estimated Construction Cost:	<i>\$17,000,000.00</i>
Estimated Project Duration:	<i>Notice To Proceed: On or about May 1, 2021 Substantial Completion: 30, June 2022</i>
Owner's Project Manager:	<i>Municipal Building Consultants 200 Sutton Street North Andover, MA 01845</i>
Project Architect:	<i>DiNisco Design 99 Chauncy Street Boston, MA 02111</i>
Project Specific Requirements (if applicable)*:	<i>The project will be subject to minimum wage rates set under the Massachusetts Prevailing Wage Laws</i>

B. Subtrades Subject to Prequalification

This RFQ is to prequalify Subcontractors in accordance with M.G.L. c. 149, § 44D¾ and 810 CMR 10.00. Subcontractors in the following sub trades will be prequalified for this Project:

Trades to Be Prequalified On This Project	Section #	Trade Category	Estimated Construction Cost for Subtrade
<input checked="" type="checkbox"/>	040001	Masonry	\$1,005,000
<input checked="" type="checkbox"/>	050001	Miscellaneous & Ornamental Iron	\$328,000
<input checked="" type="checkbox"/>	070001	Waterproofing, Damp proofing and Caulking	\$35,000
<input checked="" type="checkbox"/>	070002	Roofing & Flashing	\$453,000
<input checked="" type="checkbox"/>	080001	Metal Windows	\$275,000
<input checked="" type="checkbox"/>	080002	Glass & Glazing	\$60,000
<input checked="" type="checkbox"/>	090002	Tile	\$103,000
<input checked="" type="checkbox"/>	090003	Acoustical Tile	\$124,000
<input checked="" type="checkbox"/>	090005	Resilient Floors	\$91,000
<input checked="" type="checkbox"/>	090007	Painting	\$123,000
<input checked="" type="checkbox"/>	210001	Fire Protection	\$254,000
<input checked="" type="checkbox"/>	220001	Plumbing	\$756,000
<input checked="" type="checkbox"/>	230001	Heating, Ventilation & Air-Conditioning	\$1,513,000
<input checked="" type="checkbox"/>	260001	Electrical	\$1,345,000

Section II: Detailed Project Description

New Construction includes a two story 27,000 SF, Fire Headquarters Building, including apparatus bays, dormitory, and administrative offices and a one story 6,800 SF support building including vehicular maintenance bays, and workshops.

The New Headquarters will be constructed at 731 Main Street.

An early site preparation package for work under separate contract to the Owner has been completed. This contract includes installation of purchased Construction fencing to be owned by the City of Woburn and to be used for the duration of construction, construction of sedimentation and storm water controls, stripping of topsoil excavation of unsuitable soils and placement of new fill for building, parking and driveway areas.

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*

One (1) original (unbound) and four (4) complete bound paper 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. Included in the submittal materials shall be a disk in protective sleeve or cover, containing a PDF format version of the entirety of the printed submittal materials, clearly and legibly labeled with the Contractor’s name and the project name.

All envelopes should be delivered on or before Wednesday, February 10, 2021, at 11:30 AM to:

<i>City of Woburn</i>
<i>Office of the Purchasing Agent</i> <i>City Hall,</i> <i>10 Common Street</i>
<i>Woburn, MA 01801</i> <i>Attn: Orazio DeLuca</i>

SOQ application packages received by the Office of the Purchasing Agent later than the Submission Deadline specified above 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. Parties are solely responsible for having their materials received and time stamped at the Office of the Purchasing Agent on or before the date and time set forth above, in order to be considered for evaluation and final project prequalification.

C. Required Labels For SOQ Application Documents Exterior Envelope/Packaging

*SOQs will be identified by name only after deadline of submittals; the contents will not be read publicly. All requested sets of the SOQ documents are to be submitted in a sealed envelope or transmittal packing. All individual envelopes or packaging for delivery **must be labeled on the outside**, each with the following information:*

RFQ for Filed Subcontractor Services
Awarding Authority Name: City of Woburn, MA
Project Name: Woburn Fire Headquarters
Project Number: RFQ 21-06
Respondent Subcontractor's Name:
Respondent Subcontractor's Address:
Respondent Subcontractor's Telephone #:
Respondent Subcontractor's Contact Person:

D. RFQ Informational Meeting: None Scheduled

E. Optional Site Visit: None Scheduled

Note: the site of the new construction may be viewed from the roadways.
The address is 731 Main Street, Woburn, MA.

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 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, § 44D³/₄. 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, § 44D³/₄. 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.
- For this project in the City of Woburn, the legal binding authority shall be the Mayor of the City (funds obligation and commitment), designating the Office of the Purchasing Agent for administration of this *RFQ* solicitation.

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

Participation in the 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 All *filed* Subcontractors and 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 party 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, § 44D¾. Subcontractor firms must first be prequalified in the *Phase One – RFQ/Prequalification Phase* in order to bid on the Project in *Phase 2 – 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 Mayor has appointed a *Prequalification Committee* to review and evaluate the SOQs (and supporting documentation) submitted by interested Subcontractors. The *Prequalification Committee* consists of one (1) representative from the Project Designer, a representative of the Owner’s Project Manager, and two (2) representatives appointed by the Mayor.
- **Evaluation By Prequalification Committee** - The *Prequalification Committee* shall confer 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 Bidding Phase of the Subcontractor selection process.

2. Phase Two – 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 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 Bidding Phase.**

B. Anticipated Schedule For Prequalification/Bidding

Anticipated Completion of Prequalification Evaluations:	February 24, 2021
Anticipated Bid Documents Available to Prequalified Bidders:	March 1, 2021
Anticipated Notice To Proceed:	May 1, 2021
Anticipated Construction Schedule:	May 1, 2021 June 30, 2022 (Substantial Completion)

Section VI: Evaluation Procedure/Criteria For Prequalification Selection

A. Sources of Information Considered

Respondent Subcontractors must submit documentation for each of the four (4) statutory evaluation criteria categories listed herein. Prequalification will be based on 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 DCAMM'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 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 decisions of the *Prequalification Committee* shall be final and shall not be subject to appeal except on grounds prescribed in Mass. General Laws, or the Regulations at 810 CMR 9.00.

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, this RFQ sets 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.
(2 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. (8 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 ten (10) years. For purposes of this RFQ, “similar projects” shall mean Public Municipal Building Projects in Massachusetts in excess of \$15,000,000.00 construction in the last Ten (10) years.
(25 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.)
(5 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.
(3 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.
(5 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, DCAMM's certification files and information provided in response to *Subsection 2(c)* herein. (24 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. (2 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). (4 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. (10 points)
- b. **Revenue Under Contract:** Submit revenue under contract for the next three (3) years. (10 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. **DCAMM Certification:** Interested Subcontractors must provide a currently valid *Certificate of Eligibility* issued by DCAMM 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. *Making a materially false statement in this SOQ submission is grounds for rejection and debarment.*

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*.

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 through the Requests for Interpretation procedures described below.

REQUESTS FOR INTERPRETATION

Parties requiring clarification or interpretation of the RFQ solicitation materials shall do so only by written request to the City Purchasing Agent, odeluca@cityofwoburn.com. All requests filed, on or before the date and time noted below, shall be considered for a response.

Requests prior to close of RFQ submittals: 12:00 NOON, Thursday, February 4, 2021.

Requests properly presented which, in the opinion of the Prequalification Committee, require interpretation, correction or change to the RFQ solicitation document shall be responded to in the form of an Addendum.

Addendum will be issued to each party on record at the Office of the Purchasing Agent as having been issued the RFQ documents. Addendum may be mailed, issued by FAX, email, or by hand to parties, as determined by the City of Woburn to be the most expeditious method for distribution. A copy of any Addendum as may be issued will be on file at the Office of the Purchasing Agent Authority and will post notice of any addenda on Woburn's web site www.cityofwoburn.com in the listing for this Project.

No oral instructions shall be considered binding upon the City of Woburn unless confirmed in writing by Addendum as set forth herein.

The City of Woburn is not responsible for the accuracy or completeness of responses prepared, or information disseminated concerning this bid, using documents provided by any source other than as directly received from the City Purchasing Department. Only parties on record with the City Purchasing Department as being in receipt of the RFQ documents shall receive communications concerning this solicitation, as may be issued after the date which the RFQ documents were first made available.

It shall be the sole responsibility of the respondent Subcontractors to ascertain the existence of any and all addenda issued by the City of Woburn.

Part Two: Forms to Be Completed By Subcontractor

RFQ Interest Form

Sub RFQ Form 1

Instructions: If your firm is interested in responding to the RFQ for Prequalification of Subcontractors for this Project then Sub RFQ Form 1 MUST be submitted to the Awarding Authority BEFORE submitting the SOQ Application Sub RFQ Form 2.

Awarding Authority:	<i>City of Woburn, Woburn, MA</i>
Project No.:	RFQ 21-06
Project Name:	<i>New Fire Department Headquarters</i>

Present this *RFQ Interest Form* in person, or by Mail to:

City of Woburn Purchasing Department
Woburn City Hall, 10 Common Street Woburn, MA 01801

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

Subcontractor Firm Name:	
Subcontractor Address:	
Subcontractor Telephone:	
Subcontractor Facsimile:	
Subcontractor email:	
Subcontractor Contact	
Subtrade Category:	

By:

_____ ***(Signature of Authorized Representative)***

¹ Note: The Statement of Qualifications ("SOQ") application form (SUB RFQ Form 2) and accompanying Schedules A through K, submitted in response to this RFQ **MAY NOT BE FAXED.**

**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:	<i>New Fire Department Headquarters</i>
Project No:	RFQ 21-06
Awarding Authority:	<i>City of Woburn, MA</i>
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 sub-trade for which you are seeking prequalification. YOU MUST submit a separate SOQ for each and every one.

	Section #	Trade Category
<input checked="" type="checkbox"/>	040001	Masonry
<input checked="" type="checkbox"/>	050001	Miscellaneous and Ornamental Iron
<input checked="" type="checkbox"/>	070001	Waterproofing, Damp proofing and Caulking
<input checked="" type="checkbox"/>	070002	Roofing and Flashing
<input checked="" type="checkbox"/>	080001	Metal Windows
<input checked="" type="checkbox"/>	080002	Glass and Glazing
<input checked="" type="checkbox"/>	090002	Tile
<input checked="" type="checkbox"/>	090003	Acoustical Tile
<input checked="" type="checkbox"/>	090005	Resilient Floors
<input checked="" type="checkbox"/>	090007	Painting
<input checked="" type="checkbox"/>	140001	Elevators
<input checked="" type="checkbox"/>	210001	Fire Protection
<input checked="" type="checkbox"/>	220001	Plumbing
<input checked="" type="checkbox"/>	230001	Heating, Ventilation & Air-Conditioning
<input checked="" type="checkbox"/>	260001	Electrical

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

- a. **Business Owners (2 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 (8 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 (25 points):** Interested Subcontractors **MUST COMPLETE** **Schedule C** and list similar projects for the last ten (10) 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 (5 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 (3 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 (5 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 (24 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 (2 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 (4 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 (10 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 (10 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 DCAMM).

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

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

[Insert Sub Firm Name]

SCHEDULE B – MANAGEMENT PERSONNEL: Interested Subcontractors **MUST** provide the following information and attach a copy of the resume for each and every person who will have any direct or indirect management responsibility for the Project, including but not limited to, project executives, project managers, project superintendents, etc. in accordance with Section VI(C)(1)(b) of *Part One*, the *RFQ* for this Project.

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

[Insert Sub Firm Name]

SCHEDULE C - SIMILAR PROJECT EXPERIENCE: Interested Subcontractor **MUST** list all similar projects your firm has completed during the last ten (10) years. For the purpose of this *RFQ* “similar projects” shall be as defined in *Section VI(C)(1)(c) of Part One*, the *RFQ* for this Project.

PROJECT NAME & LOCATION	PROJECT OWNER	PROJECT DESCRIPTION AND SPECIFIC SCOPE	ORIGINAL AND FINAL CONTRACT AMOUNT AND EXPLANATION	DATE COMPLETED (M/D/YYYY)

[Insert Sub Firm Name]

SCHEDULE D - TERMINATIONS: Interested Subcontractors are required to list each and every project on which it was terminated or failed to complete the project as set forth in *Section VI(C)(1)(d) of Part One*, the RFQ for this Project.

PROJECT NAME & LOCATION	SCOPE OF WORK PERFORMED	CONTRACTED WITH	START & END DATES	ESTIMATED CONTRACT AMOUNT	% COMPLETE	REASON FOR TERMINATION

[Insert Sub Firm Name]

SCHEDULE E - LEGAL PROCEEDINGS: Interested Subcontractors are required to list each and every legal proceeding, administrative proceeding or arbitration currently pending and each and every legal proceeding, administrative proceeding and arbitration concluded adversely against it within the past three (3) years as set forth in *Section VI(C)(1)(e) of Part One*, the *RFQ* for this Project.

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

[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:			
	OWNER:			
	DESIGNER:			
	OWNER:			
	DESIGNER:			
	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 transmit 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 *DCAMM 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 envelope* 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 that person supply his or her correct and current contact information?