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

Town of Scituate, MA

Construction of the New Public Safety Building
Chief Justice Cushing Highway
Scituate, MA 02066

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Part One: RFQ

Section I: General Project Information

Awarding Authority:	*Town of Scituate, MA*
Project No.:	*Not applicable*
Project Name:	*Construction of the New Public Safety Building*
Project Location:	*Chief Justice Cushing Highway Scituate, MA 02066*
Project Description:	*The Project includes the construction of a new fire and police station structure, including apparatus bay, business areas including offices, a residential "dormitory" area and a police detention area including a sally port.*
RFQ Informational Meeting (if applicable):	***There will NOT be an informational meeting for this RFQ.***
Optional Site Visit (if applicable):	***As this is new construction on currently wooded land, there will NOT be a site visit.***

Submission Deadline: (for submission of SOQs in response to this RFQ)	***Date: July 16, 2015*** ***Time: 1:00 PM***
Submission Address:	***Office of the Town Administrator*** ***Scituate Town Offices*** ***Attn: Patricia Vinchesi*** ***600 Chief Justice Cushing Highway*** ***Scituate, MA 02066***
Estimated Construction Cost:	*$13,000,000*
Estimated Project Duration:	*14 Months*
Owner's Project Manager:	*Mr. Jon Lemieux, PE* *The Vertex Companies, Inc.* *400 Libbey Parkway* *Weymouth, MA 02189* *781-952-6000* *781-952-6060 fax*
Project Architect:	*Dore & Whittier Architects, Inc.* *260 Merrimack Street* *Building 7, 2nd Floor* *Newburyport, MA 01950* *978-499-2999* *978-499-2944 fax*
Project Specific Requirements (if applicable):	*DCAM General Contractor Certification* *Any questions should be directed to the OPM at the contact numbers above or via email at scituateps@vertexeng.com. Email is the preferred method of contact.*

Please be aware that this Request for Qualifications will also be made available on the Town of Scituate's website: www.scituatema.gov

Section II: Detailed Project Description

The Project includes the construction of a new fire and police station structure, including apparatus bay, business areas including offices, a residential "dormitory" area and a police detention area including a sally port. 20,000 SF one and two story steel framed structure located at the intersection of Chief Justice Cushing Highway (Route 3A) and Mann Lot Road. The site is currently a wooded lot. The proposed structure is comprised of one and two story areas with a variety of pitched roofs.

In general, the work will include site work and utilities (soils mitigation, water, gas, drains, infiltration system, septic system and leaching field, paving, landscaping); new concrete foundations and steel superstructure; masonry veneer and cementitious siding; metal windows; shingle roofing system; interior finishes (including but not limited to ceramic tile, carpeting, sheet vinyl flooring, suspended ceilings, millwork, painting, doors & hardware, toilet accessories, signage); fire protection and alarm systems; plumbing; HVAC, tele/data and electrical.

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 **five (5)** complete copies – six (6) total –GBC bound to lay flat) 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:

Ms. Patricia Vinchesi
Office of the Town Administrator
600 Chief Justice Cushing Highway **Scituate, MA 02066**

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: Town of Scituate, MA
Project Name: Construction of the New Public Safety Building
Project Number: *Not applicable*
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** require prequalification of Subcontractors.

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 some 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, the Owner's project manager 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:	**Approximately July 22, 2015**
Anticipated RFP to Prequalified Bidders:	**Construction documents are anticipated to be available approximately the week of August 6, 2015**
Anticipated Notice To Proceed:	**September 2015**
Anticipated Construction Schedule:	**14 months**

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 <u>and</u> 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. *(5 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. *(10 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 *five(5)* years. For purposes of this RFQ, "similar

projects" shall mean *rehabilitation and restoration projects of similair size and building type*. *(15 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.) *(5 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. *(5 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. *(5 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.) *(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, DCAM's certification files and information provided in response to *Subsection 2(c)* herein. (*20 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. *(5 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). *(5 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. *(8 points)*

b. Revenue: Submit revenue under contract for the next three (3) years. *(12 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 www.commbuys.com in the listing for this Project. Information will also be available on the Town website www.scituatema.gov. 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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RFQ Interest Form - GC RFQ Form 1

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

Awarding Authority:	***Town of Scituate, MA***
Project No.:	*Not applicable*
Project Name:	*Construction of the New Public Safety Building*

Mail or Fax this *RFQ Interest Form* to[1]:

Jon K. Lemieux, P.E. **Vice President**
400 Libbey Industrial Parkway **Weymouth, MA 02189**
Fax – 781-952-6060

By submitting this *GC RFQ Interest Form* the below identified firm is expressing its interest in the above-referenced public building construction project and is requesting that it be added to the list of firms that will receive any addenda to the *RFQ* on the Project. ***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.***

General Contractor Firm Name:	
General Contractor Address:	
General Contractor Telephone:	
General Contractor Facsimile:	
General Contractor Contact Person/Title:	
Date Submitted:	

By: _____

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

(*Signature of Authorized Representative*)

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:	*Construction of the New Public Safety Building*
Project No:	Not applicable
Awarding Authority:	**Town of Scituate**
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 (5 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 (10 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 (15 points):*** Interested General Contractors **MUST COMPLETE** ***Schedule C*** and list similar projects for the last *five (5) 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 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 (5 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 (5 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 (5 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 fort 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 (20 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 (5 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 (5 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** (8 ***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 *(12 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 A – BUSINESS OWNERS: Interested General Contractor **MUST** provide the following information and attach a copy of the resume for each and every business owner of the firm in accordance with Section VI(C)(1)(a) of *Part One*, the *RFQ* for this Project.

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

[Insert GC Firm Name]

SCHEDULE B – MANAGEMENT PERSONNEL: Interested General Contractors **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 GC Firm Name]

SCHEDULE C - SIMILAR PROJECT EXPERIENCE: Interested General Contractor **MUST** list all similar projects your firm has completed during the last [Awarding Authority to Set Reporting Time Period]. 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 GC Firm Name]

SCHEDULE D - TERMINATIONS: Interested General Contractors 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 GC Firm Name]

SCHEDULE E - LEGAL PROCEEDINGS: Interested General Contractors 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 five (5) 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 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	SANCTIO N 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:**			
	OWNER: **DESIGNER:**			
	OWNER: **DESIGNER:**			
	OWNER: **DESIGNER:**			
	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#
☐ BANK ☐ SUPPLIER ☐ VENDOR				
☐ BANK ☐ SUPPLIER ☐ VENDOR				
☐ BANK ☐ SUPPLIER ☐ VENDOR				
☐ BANK ☐ SUPPLIER ☐ VENDOR				
☐ BANK ☐ SUPPLIER ☐ 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 INFORMATION	CONTACT INFORMATION Provide business and contact name, address, telephone and fax
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?