

INVITATION TO RESPOND / LEGAL ADVERTISEMENT  
**Re-Bid for Request for Statement of Qualifications**  
Filed Sub-Bid Services  
**Purchasing Department File Number 5849B**  
**For Trade Subcontractor Packages:**  
Resilient Flooring and Elevators Only

The City of Cambridge, Massachusetts, the Awarding Authority, invites qualified and experienced Filed Subcontract Bidder firms (FSB) to submit a Statement of Qualifications (SOQ) to the Purchasing Department no later **2:00 P.M., EST, Thursday, August 15, 2013.** The project,

**Dr Martin Luther King Jr. School Construction Project**  
100 Putnam Avenue, Cambridge MA 02139

is estimated at **\$69,000,000.00** with a projected construction **duration of 20 months.**

This Request for Statement of Qualifications is the first part of a two-part process as provided in Section 19 of the Acts of 2004. Based on the SOQs received in this Phase I, the city's Pre-qualification Committee will select respondents that it deems to be pre-qualified for each of the above referenced FSB trades in accordance with the criteria set forth in the RFQ. In Phase II, the selected respondents will be invited to submit bids in response to M.G.L. c 149, § 44F that the Purchasing Department of the City of Cambridge anticipates to be issued during the month of October 2013.

**Only FSB firms pre-qualified for this project in phase I will be permitted to submit bids in Phase II.**

The Phase I will be available from 8:30 am to 8:00 pm, Mondays, 8:30 to 5:00 Tuesdays through Thursdays and 8:30 to 12:00 noon on Fridays, at the Purchasing Department, City Hall, 795 Massachusetts Avenue, Room 303, Cambridge, MA 02139 beginning on **July 31, 2013.**

Copies of the bid documents may be downloaded on the City's website: [www.cambridgema.gov](http://www.cambridgema.gov), Online Services, Purchasing Current Bid List, Construction

The project delivery method will be Construction Manager at Risk.

The project address, 100 Putnam Avenue Cambridge MA

*The project shall be constructed as follows:*

- *November 2012 – Construction Manager at Risk firm Rich – Caulfield MLK Venture enters into contract with City of Cambridge for pre-construction services.*
- *April 2013 - October 2013 – Abatement and demolition of the existing building, in progress.*
- *Fall 2013 – Early Structural and Geothermal Well package bid and start construction*
- *October 2013 – Construction Documents available for Bidding*

- *December 2013 – Award Guaranteed Maximum Price contract*
- *There will be site and sidewalk modifications.*
- *The project is estimated to be 20-months in duration.*
- *Public Safety and protection of abutter's property is of primary concern.*

**This required SOQ is different from the DCAM Certification. All Sub-bid firms must be pre-qualified for this project, even if the Sub-bidder is already DCAM certified.**

The successful respondent will be required to furnish a Performance Bond and a Labor and Material (Payment) bond each in the amount of one hundred percent (100%) of the sub-contract cost. Bonds shall be obtained from a surety licensed to do business in the Commonwealth of Massachusetts and the form shall be satisfactory to the City of Cambridge.

The City of Cambridge reserves the right to reject any or all Statement of Qualifications (SOQ) submitted if it is in the public interest to do so.

No less than the prevailing wage rate wage rates as set forth in the schedule contained in the Contract Documents must be paid on this project.

Attention is called to the following programs and ordinances of the City of Cambridge that are requirements of this project:

1. Supplemental Equal Employment Opportunity Anti-Discrimination and Affirmative Action Program
2. Minority Business Enterprise Program
3. Cambridge Employment Plan: minority/women/resident hiring ordinance
4. Cambridge Responsible Employer Plan
5. Living Wage.

Copies of the above are bound in the bid documents and are fully integral portions of the conditions of the contract with which each contractor (and sub-contractor) must comply.

Cynthia H. Griffin  
Purchasing Agent

**COMMONWEALTH OF MASSACHUSETTS**

**STANDARD FORMS**

**FOR**

**SUBCONTRACTOR PREQUALIFICATION**

**(pursuant to M.G.L. c. 149, § 44D<sup>3/4</sup> and 810 CMR 10.00)**

***RE-BID REQUEST FOR QUALIFICATIONS***

**and**

***STATEMENT OF QUALIFICATIONS***

***City of Cambridge***

***Dr. Martin Luther King Jr. School Construction Project***

***File No. 5849B***

***100 Putnam Avenue Cambridge MA 02139***

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

Section I: Project Information

A. General Information

<b>Awarding Authority:</b>	<i>City of Cambridge</i>
<b>Project No.:</b>	<i>5849B</i>
<b>Project Name:</b>	<i>Dr. Martin Luther King Jr. School Construction Project</i>
<b>Project Location:</b>	<i>100 Putnam Ave, Cambridge, MA 02139</i>
<b>Project Description:</b>	<i>This project is a MGL Ch.149A Construction Management at Risk Project. The existing school is presently being abated and demolished. The demolition is scheduled to be completed in October 2013. Early installation foundations, structural steel and installation of geothermal wells is anticipated to start in the Fall of 2103. Construction bid package shall be available in October 2013. Anticipated GMP is scheduled for December 2013.</i>

<b>Submission Deadline:</b> (for submission of SOQs in response to this RFQ)	<i>Thursday, August 15, 2013 2:00 PM</i>
<b>Submission Address:</b>	<i>City of Cambridge Purchasing Department 795 Massachusetts Avenue Cambridge, MA 02139  Cynthia H. Griffin Purchasing Agent</i>
<b>Estimated Construction Cost:</b>	<i>\$69,000,000</i>
<b>Estimated Project Duration:</b>	<i>20 Months</i>
<b>Owner's Project Manager:</b>	<i>Michael J. Black 795 Massachusetts Avenue Cambridge MA 02139 617.349.4251(T) <a href="mailto:mblack@cambridgema.gov">mblack@cambridgema.gov</a></i>
<b>Project Architect:</b>	<i>Perkins Eastman 50 Franklin Street, Suite 203 Boston, MA 02110 617.449.4000 (T)</i>
<b>Project Specific Requirements</b>	<i>Supplemental Equal Employment Opportunity, Anti-Discrimination, and Affirmative Action Programs; Minority Business Enterprise Program; Cambridge Employment Plan; Cambridge Responsible Employer Plan; and, Living Wage Ordinance, OSHA Certification. All workers are required to be paid the prevailing wage rate specific details of these rates available in bid documents.</i>

**B. Subtrades Subject to Prequalification**

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

<b>"X" Below All Trades Subject To Prequalification On The Project</b>	<b>Section #</b>	<b>Trade Category</b>	<b>Estimated Construction Cost for Subtrade</b>
X	040001	Masonry	\$ 1,272,000
X	050001	Miscellaneous Metals	\$ 822,000
X	070001	Waterproofing, Damproofing and Caulking	\$ 502,000
X	070002	Roofing and Flashing	\$ 1,288,000
X	080001	Glass and Glazing	\$ 337,000
X	090001	Tile	\$ 164,000
X	090002	Acoustical Tile	\$ 1,500,000
X	090003	Resilient Floors	\$ 667,000
X	090004	Terrazzo Flooring	\$ 618,000
X	090005	Painting	\$ 510,000
X	140001	Elevator	\$ 315,000
X	210001	Fire Protection	\$ 1,093,000
X	220001,220700	Plumbing	\$ 2,299,000
X	230001, 230593,230700, 230900,230993, 232500,233113	Heating, Ventilation & Air-Conditioning	\$ 7,877,000
X	260001,264113, 283111, 484100	Electrical	\$ 10,264,000

## Section II: Detailed Project Description

*The project address, 100 Putnam Avenue, is bound on the north by residential houses and Kinnaird Street, the east by residential houses the end of Hayes Street (dead end street) and the south by residential houses and Magee Street..*

*The totally accessible approx. 187,200 gross square foot (g.s.f.) building includes:*

- This shall be approx. 169,000 g.s.f. 4 story structure for Lower School grades JK-5<sup>th</sup>, Upper School grades and Human Services Departments spaces for Pre-School, Community and After School programs.*
- A small portion of the building to remain shall be used as a, 69-car, 18,200 g.s.f. underground parking garage.*
- The building also will include a lower level interior mechanical space, cafeteria, 2 gyms, and extensive site work including play structures an open space play areas.*
- This project has been designated to achieve NET ZERO status. Photovoltaic systems are located on the roof and façade. The building walls, window and roof systems are super-insulated.*
- This is a MGL c. 149A Construction Management at Risk project. The firm of Rich-Caulfield MLK Venture has been under contract with the City of Cambridge since November 2012. Presently they are performing pre-construction, abatement and demolitions services.*
- This project is located within a close residential neighborhood, the surrounding streets, many one-way, will make deliveries of materials a challenge to coordinate.*
- There will be street, sidewalk and underground utility modifications.*
- The project is estimated to be 20-months in duration.*
- Construction and Public Safety is of primary concern. This site is located within a congested residential neighborhood.*

### **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 eight (8) 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>City of Cambridge</i>
<i>Purchasing Department</i>
<i>795 Massachusetts Avenue</i>
<i>Cambridge, MA 02139</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:

<b>RFQ for Subcontractor Services</b>
<b>Awarding Authority Name: City Of Cambridge Purchasing Department</b>
<b>Project Name: Dr Martin Luther King Jr. School Construction Project</b>
<b>Project Number: 5849B</b>
<b>Respondent Subcontractor's Name:</b>
<b>Respondent Subcontractor's Address:</b>
<b>Respondent Subcontractor's Telephone #:</b>
<b>Respondent Subcontractor's Contact Person:</b>

**D. RFQ Informational Meeting**

If indicated in *Section I*, an informational meeting regarding the prequalification process will be held on Wednesday July 10, 2013 @ 11:30 AM, 100 Putnam Avenue (rear). **Access to meeting in Owners construction office is from Kinnaird Street ONLY** Attendance is optional for those interested in responding to the *RFQ*.)

**E. Optional Site Visit – N/A**

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. 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 All Filed Sub-Bid Subcontractors 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.

\*\*\*\*\* **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<sup>3/4</sup>. 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 (1) representative from the Construction Manager at Risk firm 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:	15 August 2013
Anticipated Chapter 149 Bid to Pre-qualified Bidders:	31 October 2013
Anticipated Notice To Proceed:	18 December 2013
Anticipated Construction Schedule:	605 days / 20 months

**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, § 44D<sup>3</sup>/<sub>4</sub> 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, § 44D<sup>3</sup>/<sub>4</sub>. Also in accordance with § 44D<sup>3</sup>/<sub>4</sub>, 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.  
(Two (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. (Five (5) 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 new construction with highly efficient building envelope and building MEP systems on a tight urban site in the middle of a residential neighborhood with access challenges for delivery of materials  
(Twenty (20) 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.)  
(Eight (8) 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.  
(Eight (8) 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. (Seven (7) 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. (Fifteen (15) 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. (Five (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). (Ten (10) 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. (Ten (10) points)
  - b. **Revenue Under Contract:** Submit revenue under contract for the next three (3) years. (Ten (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. **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, showing a single and aggregate capacity rating sufficient for the Project.
  - 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 the Construction Manager at Risk, 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 the Construction Manager at Risk, 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 1*.

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1.

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

- a. **Business Owners (Two (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 (Five (5) 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 (Twenty (20) points):** Interested Subcontractors **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 (Eight (8) 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 (Eight (8) 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 three (3) years as set forth in *Section VI(C)(1)(e)* of *Part One*, the RFQ for this Project.
- f. **Safety Record (Seven (7) 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 (Fifteen (15) 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 (Five (5) 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 (Ten (10) 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 (Ten (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 (Ten (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 DCAM) showing a single and aggregate capacity rating sufficient for the Project.

- 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: \_\_\_\_\_
- 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
PROJECT NAME: CONTRACT VALUE: SCOPE: START DATE: FINISH DATE:	Provide business and contact name, address, telephone and fax  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?

**Attachment A: Estimated Construction Cost for Sub-trades.**

As part of ***Subtrades subject to Prequalification***, the following information is presented:

<u>Filed Sub-Bid trade</u>	<u>Division and Spec Section</u>	<u>Current estimated trade cost</u>
Masonry	Division 4 - 040001	\$ 1,272,000
Miscellaneous Metals	Division 5 - 050001	\$ 822,000
Waterproofing, Dampproofing, and Caulking	Division 7 - 070001	\$ 502,000
Roofing and Flashing	Division 7 - 70002	\$ 1,288,000
Glass and Glazing	Division 8 – 800001	\$ 337,000
Tile	Division 9 - 090001	\$ 164,000
Acoustical Tile	Division 9 – 090002	\$ 1,500,000
Resilient Flooring	Division 9 - 090003	\$ 667,000
Terrazzo Flooring	Division 9 – 090004	\$ 618,000
Painting	Division 9 - 090005	\$ 510,000
Elevator	Division 14 - 140001	\$ 315,000
Fire Protection	Division 21 - 210001	\$ 1,093,000
Plumbing	Division 22 – 220001, 220700	\$ 2,229,000
Heating, Ventilation and Air Conditioning	Division 22 – 220001, 230593, 230700, 230900,230993, 232500, 233113	\$ 7,877,000
Electrical	Division 26 – 260001, 264113 283111, 484100	\$10,264,000

**Attachment B: Additional experience pre-qualification requirements for Filed Sub-Bid (FSB) trades.**

The Filed Sub-bidders for **HVAC, and Electrical** all shall:

- Document, to the Owners' satisfaction, the successful performance and timely completion of projects within the last seven (7) years, at least three (3) buildings of 150,000 - 200,000 g.s.f. where there was extensive building technology infrastructure.

The contractors FSBs for **HVAC, and Electrical** all shall:

- Show evidence of being regularly involved with commissioning of large-size (150,000 - 200,000 g.s.f.) buildings.

(end of Attachment B)