

**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***

***City Of Cambridge***

***Cambridge City Hall Façade Restoration***

***[File No. 10849]***

***795 Massachusetts Avenue,  
Cambridge, MA 02139***

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

**Section I: General Project Information**

<b>Awarding Authority:</b>	<i>City of Cambridge</i>
<b>Project No.:</b>	10849
<b>Project Name:</b>	<i>Request for Qualifications General Contractors for the Cambridge City Hall Façade Restoration</i>
<b>Project Location:</b>	<i>795 Massachusetts Avenue, Cambridge, MA 02139</i>
<b>Project Description:</b>	<i>This project is a MGL Ch. 149 Historic Façade Restoration including select gilding, window painting, limited electrical scope, and flagpole replacement. DCAMM Category: Historical Building Restoration</i>
<b>RFQ Informational Meeting (if applicable):</b>	<i>Not Applicable</i>
<b>Optional Site Visit (if applicable):</b>	<i>Not Applicable</i>
<b>Submission Deadline:</b> (for submission of SOQs in response to this RFQ)	<i>Thursday, March 23, 2023 at 2:00 pm</i>
<b>Submission Address:</b>	<i>U.S. Mail to: 795 Massachusetts Avenue, Cambridge, MA 02139 Hand Deliver to (during normal business hours): 5 Bigelow Street, Cambridge, MA 02139 Elizabeth Unger, City of Cambridge Purchasing Agent</i>
<b>Estimated Construction Cost:</b>	<i>\$3 Million</i>
<b>Estimated Project Duration:</b>	<i>15 Months</i>
<b>Owner's Project Manager:</b>	<i>Aoife Viglianti, AIA City of Cambridge, DPW 147 Hampshire Street, Cambridge, MA 02139 617 312 1287 (m)</i>
<b>Project Architect:</b>	<i>Rebecca L. Berry, AIA FINEGOLD ALEXANDER ARCHITECTS 77 North Washington Street, Boston, MA 02114 617.227.9272</i>
<b>Project Specific Requirements (if applicable):</b>	<i>DCAMM Certification: Historical Building Restoration, Supplemental Equal Employment Opportunity, Anti-Discrimination, and Affirmative</i>

	<i>Action Programs; Minority Business Enterprise Program; Cambridge Employment Plan; Cambridge Responsible Employer Plan; and, Living Wage Ordinance, OSHA Certification.</i>
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DCAMM Standard GC Prequal Pkg (Jan 18)

## **Section II: Detailed Project Description**

The Cambridge City Hall Building (City Hall) is located at 795 Massachusetts Avenue and was completed in 1889. It is 61,730 square feet and houses multiple city offices and departments including the, Assessing, Auditing, Budget, Equity and Inclusion, Finance, Personnel, and Law departments as well as the City Clerk, City Council, City Manager, Public Information and Mayor's offices.

City Hall is listed as historically significant, a contributing building to the Central Square National Register District (NRD) and a local landmark by the Cambridge Historical Commission (CHC). As such, it requires Cambridge Historical Commission (CHC) review.

This MGL Ch.149 Historic Façade Restoration project consists of the following exterior facade improvements -

1. Installation of masonry repairs at exterior brownstone and granite masonry.
2. Removal and replacement of paint and glazing putty at wood windows and installation of epoxy and dutchman repairs at wood windows.
3. Gilding of balcony text and tower clock hands and numerals.
4. Removal and replacement of exterior flagpole.
5. Removal and replacement of roofing at balcony
6. Removal and replacement of bird protection.
7. Cleaning of exterior masonry at north elevation.
8. Installation of lightning protection at the flagpole and building.
9. Relocation of the existing balcony signage on the south elevation that overlaps the gilding.
10. Replacement of the existing tower light fixtures.

Construction and Public Safety is of primary concern. This site is located within a congested urban neighborhood. Extreme attention to coordination and safety protocols will be followed.

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

### **Section III: General Instructions**

In response to this *RFQ*, interested General Contractors are required to submit a *Statement of Qualifications* (“SOQ”) application package as follows:

#### **A. Contents Of *Statement Of Qualifications* Application Package**

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

1. *GC RFQ Form 2*
2. *Schedules A through K to GC RFQ Form 2;*
3. all supporting documentation referenced and required therein; and
4. required number of copies of items 1-3 above.

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

An original and one electronic copy (Physical Electronic Media) of the interested General Contractor’s *SOQ application package* must be received by the Awarding Authority on or before the Submission Deadline as set forth in *Section I*, as determined by the Awarding Authority’s date/time stamp. All envelopes should be mailed or delivered to:  
U.S.P.S. Mailed to:

<i>Elizabeth Unger, City of Cambridge Purchasing Agent</i>
<i>795 Massachusetts Avenue, Cambridge, MA 02139</i>

Hand Delivered to (during normal business hours):

<i>Elizabeth Unger, City of Cambridge Purchasing Agent</i>
<i>5 Bigelow Street, Cambridge, MA 02139</i>

General Contractor’s *SOQ application package* not delivered directly to the Purchasing Department may be dropped off to a grey locked drop box labeled “Purchasing” located at the rear entrance of City Hall. The box will be checked at the scheduled submission deadline.

*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:

<b>RFQ for General Contractor Services</b>
<b>Awarding Authority Name: City of Cambridge</b>
<b>Project Name: Cambridge City Hall Façade Restoration</b>
<b>Project Number: 10849</b>
<b>Respondent General Contractor's Name:</b>
<b>Respondent General Contractor's Address:</b>
<b>Respondent General Contractor's Telephone #:</b>
<b>Respondent General Contractor's Contact Person:</b>

**D. RFQ Informational Meeting (if applicable)**

**Not 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*.) **Not Applicable**

**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. If applicable, the following Subcontractors will be prequalified to submit **filed sub-bids** under a separate **RFQ** and prequalification process:

Check Below If Trade Will Be Prequalified On This Project	Section #	Trade Category
<input checked="" type="checkbox"/>	04101	Masonry
<input type="checkbox"/>	04401	Stone
<input type="checkbox"/>	05101	Miscellaneous and Ornamental Iron
<input type="checkbox"/>	07101	Waterproofing, Dampproofing and Caulking
<input type="checkbox"/>	07201	Roofing and Flashing
<input type="checkbox"/>	08501	Metal Windows
<input type="checkbox"/>	08801	Glass and Glazing
<input type="checkbox"/>	09201	Lathing and Plastering
<input type="checkbox"/>	09301	Tile
<input type="checkbox"/>	09401	Terrazzo
<input type="checkbox"/>	09501	Acoustical Tile
<input type="checkbox"/>	09601	Marble
<input type="checkbox"/>	09701	Resilient Floors
<input checked="" type="checkbox"/>	09901	Painting
<input type="checkbox"/>	099423	Gilding
<input type="checkbox"/>	14201	Elevators
<input type="checkbox"/>	15301	Fire Protection
<input type="checkbox"/>	15401	Plumbing
	15501	Heating, Ventilation & Air-Conditioning
<input type="checkbox"/>	16101	Electrical
	[Section #]	

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

\*\*\*\*\* **IMPORTANT NOTICES** \*\*\*\*\*

## **Section V: Administration/Schedule For Prequalification Process**

### **A. “Two-Phase” Selection Process**

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

#### **1. *Phase One – RFQ/Prequalification Phase***

- **Submission Of *Statement Of Qualifications (“SOQ”)*** - Interested General Contractor firms must submit a completed *SOQ*; completed *Schedules A through K*, and all required supporting documentation referenced therein in response to this *RFQ* by the *Submission Deadline* set forth in *Section I*.
- **Prequalification Committee** –The Awarding Authority has appointed a *Prequalification Committee* to review and evaluate the *SOQs* (and supporting documentation) submitted by interested General Contractors. The *Prequalification Committee* shall consist of one (1) representative from the Project Designer and four (4) 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:	April 3, 2023
Anticipated RFP to Prequalified Bidders:	April 6, 2023
Anticipated Notice To Proceed:	May 2023
Anticipated Construction Schedule:	15 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 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 A through K* attached hereto. You must give complete and accurate answers to all questions and provide all of the information requested. Making a materially false statement in this *SOQ* submission is grounds for rejection and debarment.

## B. Evaluation Procedure

As set forth herein and in accordance with M.G.L. c. 149, § 44D½ and 810 CMR 9.00, the Awarding Authority has established a *Prequalification Committee* for the purpose of reviewing and evaluating responses to this RFQ. The *Prequalification Committee* shall evaluate interested General Contractors based on the evaluation criteria set forth herein and assign points for each evaluation criterion category and subcategory provided herein. The *Prequalification Committee* shall prepare a written evaluation score form for each respondent General Contractor that provides a composite point rating and a specific point rating for each of the evaluation criterion set forth in M.G.L. c. 149 and herein. The *Prequalification Committee* shall only prequalify those General Contractor firms that have achieved the minimum points required in each category set forth herein and a minimum total score of seventy (70) points.

***Only General Contractor firms achieving the minimum score required in each evaluation category set forth herein, as well as a minimum total score of seventy (70) points overall shall be prequalified and invited to submit bids consistent with M.G.L. c. 149, § 44E. An interested General Contractor's score shall be made available to the General Contractor upon request.***

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

## C. Criteria For Prequalification

SOQs must be submitted on the *GC RFQ Form 2* attached hereto. Interested General Contractors submitting a SOQ and supporting information in any other form will not be prequalified. The *Prequalification Committee* shall review and evaluate the information submitted by interested General Contractors in accordance with the statutory point scheme set forth in M.G.L. c. 149, § 44D½. Also in accordance with § 44D½, the RFQ shall set forth the available points for each evaluation sub-category in order to provide interested General Contractors prior notice of the points available in each sub-category.

1. ***Management Experience - (50 points available in this category; minimum of 25 points required in this category for prequalification approval)***
  - a. ***Business Owners:*** Provide the name, title, including a detailed description of the role and job responsibilities, scope of work and numbers of years with the firm for each of the business owner(s) of the firm. If the respondent General

Contractor is a partnership, **YOU MUST** provide the requested information for each general and limited partner. If the respondent General Contractor is a corporation or limited liability company, **YOU MUST** provide the requested information for each officer, director and/or member.  
(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 *Ten (10)* years. For purposes of this RFQ, “similar projects” shall mean Exterior restoration of a building or structure listed on the Massachusetts State Register of Historic Places within an urban site. Overall construction costs of \$3M and up. And any project with the City of Cambridge regardless of type.  
(Twenty **(20)** 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.)  
(Seven **(7)** 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.  
(Seven **(7)** 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. (*Eight (8) 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.) (*One (1) 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. (*Twenty-three (23) 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. (*Two (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). (*Five (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. (Ten (10) points)
  - b. **Revenue:** Submit revenue under contract for the next three (3) years. (Ten (10) 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. **DCAMM Certification:** Interested General Contractors must provide a currently valid *Certificate of Eligibility* issued by DCAMM 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 <https://www.commbuys.com/bsa/> in the listing for this Project. It shall be the sole responsibility of the respondent General Contractor to ascertain the existence of any and all addenda issued by the Awarding Authority.

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

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## Part Two: Forms to Be Completed By General Contractor

### 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.*

<b>Awarding Authority:</b>	<i>City of Cambridge</i>
<b>Project No.:</b>	<i>10849</i>
<b>Project Name:</b>	<i>Cambridge City Hall Façade Restoration</i>

Mail this *RFQ Interest Form* to<sup>1</sup>:

<i>City of Cambridge Purchasing Dept</i>
<i>795 Mass. Ave., Cambridge, 02139</i>
<i>purchasing@cambridgema.gov</i>

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.**

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

By: \_\_\_\_\_

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

<sup>1</sup> 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.**

**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.

<b>Project Name:</b>	Cambridge City Hall Façade Restoration
<b>Project No:</b>	10849
<b>Awarding Authority:</b>	City of Cambridge
<b>General Contractor Name:</b>	
<b>General Contractor Mailing Address:</b>	
<b>General Contractor Street Address:</b>	
<b>Telephone Number:</b>	
<b>Facsimile Number:</b>	
<b>Contact Person/Title:</b>	

1. **Management Experience - (50 points available; minimum of 25 points required for prequalification approval)**
  - a. **Business Owners (Two (2) 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 (Five (5) 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 (Twenty (20) points) :** Interested General Contractors **MUST COMPLETE Schedule C** and list similar projects for the last [Awarding Authority To Set Reporting Time Period] years. For each project, you must include the name, description of project, description of your firm’s scope of work, original contract sum, final contract sum (with explanation) and date completed. For the purpose of this RFQ, “similar projects” shall be defined as defined in Section VI(C)(1)(c) of Part One, the RFQ for this Project.

- d. **Terminations (Seven (7) 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 (Seven (7) 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 (Eight (8) 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 (One (1) points):** Interested General Contractors **MUST COMPLETE Schedule G** and provide copies of documents providing evidence of the firm's compliance record with respect to Minority Business Enterprise and Women's Business Enterprise participation goals and workforce inclusion goals for each and every project completed that had a contractual MBE/WBE participation goal or minority and women workforce goals as set forth in *Section VI(C)(1)(g)* of *Part One*, the *RFQ* for this Project. In addition, interested General Contractors **MUST ATTACH** documentation supporting the actual participation and inclusion amounts reported in **Schedule G**.

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

- a. **Project References (Twenty-three (23) 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 (Two (2) 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 (Five (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 (Ten (10) 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 (Ten (10) 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 DCAMM) 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.

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

[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.

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

**[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 & AWARDED AUTHORITY	CONTRACT VALUE	MBE GOAL	ACTUAL MBE PARTICIPATION	WBE GOAL	ACTUAL WBE PARTICIPATION	WORK-FORCE GOALS	ACTUAL WORK-FORCE PARTICIPATION	IF GOALS NOT MET EXPLAIN WHY	SANCTION OR PENALTY AND AMOUNT

**[Insert GC Firm Name]**

**SCHEDULE H - PROJECT REFERENCES:** Interested General Contractors are required to list references for prior work your firm has performed as set forth in *Section VI(C)(2)(a) of Part One*, the *RFQ* for this Project.

PROJECT TITLE	COMPANY NAME	CONTACT PERSON/ADDRESS	TELEPHONE#	FAX#
	OWNER: DESIGNER:			
	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#
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				

**[Insert GC Firm Name]**

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

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





**[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 DCAMM *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?

**PRIME/GENERAL UPDATE STATEMENTS ARE NOT PUBLIC RECORDS AND ARE NOT OPEN TO PUBLIC INSPECTION (M.G.L. C.149, §44D)**

**TO ALL BIDDERS AND AWARDING AUTHORITIES**

A COMPLETED AND SIGNED PRIME/GENERAL CONTRACTOR UPDATE STATEMENT MUST BE SUBMITTED WITH EVERY PRIME/GENERAL BID FOR A CONTRACT PURSUANT TO M.G.L. c.149, §44A AND M.G.L. c. 149A. ANY PRIME/GENERAL BID SUBMITTED WITHOUT AN APPROPRIATE UPDATE STATEMENT IS INVALID AND MUST BE REJECTED.

***Caution: This form is to be used for submitting Prime/General Contract bids. It is not to be used for submitting Filed Sub-Bids or Trade Sub-Bids.***

**AWARDING AUTHORITIES**

**If the Awarding Authority determines that the bidder does not demonstrably possess the skill, ability and integrity necessary to perform the work on the project, it must reject the bid.**

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**BIDDER'S AFFIDAVIT**

I swear under the pains and penalties of perjury that I am duly authorized by the bidder named below to sign and submit this Prime/General Contractor Update Statement on behalf of the bidder named below, that I have read this Prime/General Contractor Update Statement, and that all of the information provided by the bidder in this Prime/General Contractor Update Statement is true, accurate, and complete as of the bid date.

Bid Date	Print Name of Prime/General Contractor
Project Number (or name if no number)	Business Address
Awarding Authority	Telephone Number

**SIGNATURE⇒**

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**Bidder's Authorized Representative**

## INSTRUCTIONS

### INSTRUCTIONS TO BIDDERS

- This form must be completed and submitted by all Prime/General contractors bidding on projects pursuant to M.G.L. c. 149, §44A and M.G.L. c. 149A.
- You must give complete and accurate answers to all questions and provide all of the information requested. MAKING A MATERIALLY FALSE STATEMENT IN THIS UPDATE STATEMENT IS GROUNDS FOR REJECTING YOUR BID AND FOR DEBARRING YOU FROM ALL PUBLIC CONTRACTING.
- **This Update Statement must include all requested information that was not previously reported on the Application used for your firm's most recently issued (not extended or amended) Prime/General Contractor Certificate of Eligibility. The Update Statement must cover the entire period since the date of your Application, NOT since the date of your Certification.**
- You must use this official form of Update Statement. Copies of this form may be obtained from the awarding authority and from the Asset Management Web Site: [www.mass.gov/dcam](http://www.mass.gov/dcam) .
- If additional space is needed, please copy the appropriate page of this Update Statement and attach it as an additional sheet.
- See the section entitled "Bidding Limits" in the *Instructions to Awarding Authorities* for important information concerning your bidding limits.

### INSTRUCTIONS TO AWARDING AUTHORITIES

#### ***Determination of Bidder Qualifications***

- It is the awarding authority's responsibility to determine who is the lowest eligible and responsible bidder. You must consider all of the information in the low bidder's Update Statement in making this determination. Remember: this information was not available to the Division of Capital Asset Management and Maintenance at the time of certification.
- The bidder's performance on the projects listed in Parts 1 and 2 must be part of your review. Contact the project references.
- AWARDING AUTHORITIES ARE STRONGLY ENCOURAGED TO REVIEW THE LOW BIDDER'S

ENTIRE CERTIFICATION FILE AT THE DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE. Telephone (617) 727-9320 for an appointment.

#### ***Bidding Limits***

Single Project Limit: The total amount of the bid, including all alternates, may not exceed the bidder's Single Project Limit.

Aggregate Work Limit: The annual value of the work to be performed on the contract for which the bid is submitted, when added to the annual cost to complete the bidder's other currently held contracts, may not exceed the bidder's Aggregate Work Limit. Use the following procedure to determine whether the low bidder is within its Aggregate Work Limit:

Step 1 Review Update Statement Question #2 to make sure that all requested information is provided and that the bidder has accurately calculated and totaled the annualized value of all incomplete work on its currently held contracts (column 9).

Step 2 Determine the annual dollar value of the work to be performed on your project. This is done as follows:

(i) If the project is to be completed in less than 12 months, the annual dollar value of the work is equal to the full amount of the bid.

(ii) If the project will take more than 12 months to complete, calculate the number of years given to complete the project by dividing the total number of months in the project schedule by 12 (calculate to 3 decimal places), then divide the amount of the bid by the calculated number of years to find the annual dollar value of the work.

Step 3 Add the annualized value of all of the bidder's incomplete contract work (the

total of column 9 on page 5) to the annual dollar value of the work to be performed on your project. **The total may not exceed the bidder's Aggregate Work Limit.**

***Correction of Errors and Omissions in Update Statements***

Matters of Form: An awarding authority shall not reject a contractor's bid because there are mistakes or omissions of form in the Update Statement submitted with the bid, provided the contractor promptly

corrects those mistakes or omissions upon request of the awarding authority. [810 CMR 8.05(1)].

Correction of Other Defects: An awarding authority may, in its discretion, give a contractor notice of defects, other than mistakes or omissions of form, in the contractor's Update Statement, and an opportunity to correct such defects, provided the correction of such defects is not prejudicial to fair competition. An awarding authority may reject a corrected Update Statement if it contains unfavorable information about the contractor that was omitted from the Update Statement filed with the contractor's bid. [810 CMR 8.05(2)].

**PART 1 - COMPLETED PROJECTS**

LIST ALL PUBLIC AND PRIVATE *BUILDING* PROJECTS YOUR FIRM HAS COMPLETED SINCE THE DATE OF APPLICATION FOR YOUR MOST RECENTLY ISSUED (NOT EXTENDED OR AMENDED) DCAM CERTIFICATE OF ELIGIBILITY. YOU MUST REPORT ALL REQUESTED INFORMATION NOT PREVIOUSLY REPORTED ON THAT DCAM APPLICATION\*.

PROJECT TITLE & LOCATION	WORK CATEGORY	CONTRACT PRICE	START DATE	DATE COMPLETED

Attach additional sheets if necessary

\* If your firm has been terminated from a project prior to completion of the work or has failed or refused to complete its work under any contract, full details and an explanation must be provided. See Part 3 of this Update Statement.

PROVIDE THE FOLLOWING REFERENCE INFORMATION FOR EACH COMPLETED PROJECT LISTED ON THE PREVIOUS PAGE.

PROJECT TITLE	COMPANY NAME	CONTACT PERSON	TELEPHONE
	OWNER: Owner	Contact Person	Telephone
	DESIGNER: Designer	Contact Person	Telephone
	GC: GC	Contact Person	Telephone
	OWNER: Owner	Contact Person	Telephone
	DESIGNER: Designer	Contact Person	Telephone
	GC: GC	Contact Person	Telephone
	OWNER: Owner	Contact Person	Telephone
	DESIGNER: Designer	Contact Person	Telephone
	GC: GC	Contact Person	Telephone
	OWNER: Owner	Contact Person	Telephone
	DESIGNER: Designer	Contact Person	Telephone
	GC: GC	Contact Person	Telephone
	OWNER: Owner	Contact Person	Telephone
	DESIGNER: Designer	Contact Person	Telephone
	GC: GC	Contact Person	Telephone

Is your company or any individual who owns, manages or controls your company affiliated with any owner, designer or general contractor named above, either through a business or family relationship?  YES  NO

Are any of the contact persons named above affiliated with your company or any individual who owns, manages or control your company, either through a business or family relationship?  YES  NO

If you have answered YES to either question, explain. \_\_\_\_\_



**PART 2 - CURRENTLY HELD CONTRACTS**

LIST ALL PUBLIC AND PRIVATE BUILDING AND NON-BUILDING *CONSTRUCTION* PROJECTS YOUR FIRM HAS UNDER CONTRACT ON THIS DATE REGARDLESS OF WHEN OR WHETHER THE WORK COMMENCED.

1	2	3	4	5	6	7	8	9
PROJECT TITLE & LOCATION	WORK CATEGORY	START AND END DATES	ON SCHEDULE (yes / no)	CONTRACT PRICE	% NOT COMPLETE	\$ VALUE OF WORK NOT COMPLETE (col. 5 X col. 6)	NO. OF YEARS REMAINING (see note below)	ANNUALIZED VALUE OF INCOMPLETE WORK (col. 7 ÷ col. 8) (divided by)

ANNUALIZED VALUE OF ALL INCOMPLETE CONTRACT WORK (Total of Column 9)

\$ \_\_\_\_\_

- Column 8
- If less than one year is left in the project schedule, write 1.
  - If more than 12 months are left in the project schedule, divide the number of months left in the project schedule by 12 (calculate to three decimal places).

PROVIDE THE FOLLOWING REFERENCE INFORMATION FOR EACH INCOMPLETE PROJECT LISTED ON THE PREVIOUS PAGE.

PROJECT TITLE	COMPANY NAME	CONTACT PERSON	TELEPHONE
	OWNER: Owner	Contact Person	Telephone
	DESIGNER: Designer	Contact Person	Telephone
	GC: GC	Contact Person	Telephone
	OWNER: Owner	Contact Person	Telephone
	DESIGNER: Designer	Contact Person	Telephone
	GC: GC	Contact Person	Telephone
	OWNER: Owner	Contact Person	Telephone
	DESIGNER: Designer	Contact Person	Telephone
	GC: GC	Contact Person	Telephone
	OWNER: Owner	Contact Person	Telephone
	DESIGNER: Designer	Contact Person	Telephone
	GC: GC	Contact Person	Telephone
	OWNER: Owner	Contact Person	Telephone
	DESIGNER: Designer	Contact Person	Telephone
	GC: GC	Contact Person	Telephone

Is your company or any individual who owns, manages or controls your company affiliated with any owner, designer or general contractor named above either through a business or family relationship?  YES  NO

Are any of the contact persons named above affiliated with your company or any individual who owns, manages or control your company, either through a business or family relationship?  YES  NO

If you have answered YES to either question, explain. \_\_\_\_\_

**PART 3 - PROJECT PERFORMANCE**

**For Parts 3 and 4, if you answer YES to any question, please provide on a separate page a complete explanation. Information you provide herein must supplement the Application for your most recently issued (not extended or amended) DCAM Certificate of Eligibility. You must report all requested information not previously reported on that DCAM Application for Prime/General Certificate of Eligibility. Include all details [project name(s) and location(s), names of all parties involved, relevant dates, etc.].**

	YES	NO
1. Has your firm been terminated on any contract prior to completing a project or has any officer, partner or principal of your firm been an officer, partner or principal of another firm that was terminated or failed to complete a project?	<input type="checkbox"/>	<input type="checkbox"/>
2. Has your firm failed or refused either to perform or complete any of its work under any contract prior to substantial completion?	<input type="checkbox"/>	<input type="checkbox"/>
3. Has your firm failed or refused to complete any punch list work under any contract?	<input type="checkbox"/>	<input type="checkbox"/>
4. Has your firm filed for bankruptcy, or has any officer, principal or individual with a financial interest in your current firm been an officer, principal or individual with a financial interest in another firm that filed for bankruptcy?	<input type="checkbox"/>	<input type="checkbox"/>
5. Has your surety taken over or been asked to complete any of your work under any contract?	<input type="checkbox"/>	<input type="checkbox"/>
6. Has a payment or performance bond been invoked against your current firm, or has any officer, principal or individual with a financial interest in your current firm been an officer, principal or individual with a financial interest in another firm that had a payment or performance bond invoked?	<input type="checkbox"/>	<input type="checkbox"/>
7. Has your surety made payment to a materials supplier or other party under your payment bond on any contract?	<input type="checkbox"/>	<input type="checkbox"/>
8. Has any subcontractor filed a demand for direct payment with an awarding authority for a public project on any of your contracts?	<input type="checkbox"/>	<input type="checkbox"/>
9. Have any of your subcontractors or suppliers filed litigation to enforce a mechanic's lien against property in connection with work performed or materials supplied under any of your contracts?	<input type="checkbox"/>	<input type="checkbox"/>
10. Have there been any deaths of an employee or others occurring in connection with any of your projects?	<input type="checkbox"/>	<input type="checkbox"/>
11. Has any employee or other person suffered an injury in connection with any of your projects resulting in their inability to return to work for a period in excess of one year?	<input type="checkbox"/>	<input type="checkbox"/>

**PART 4 - Legal or Administrative Proceedings; Compliance with Laws**

**Please answer the following questions. Information must supplement all judicial and administrative proceedings involving bidder’s firm, which were instituted or concluded (adversely or otherwise) since your firm’s Application for your most recently issued (not extended or amended) Certificate of Eligibility. You must report all requested information not previously reported on that DCAM Application for Prime/General Certificate of Eligibility.**

The term “administrative proceeding” as used in this Prime/General Contractor Update Statement includes (i) any action taken or proceeding brought by a governmental agency, department or officer to enforce any law, regulation, code, legal, or contractual requirement, except for those brought in state or federal courts, or (ii) any action taken by a governmental agency, department or officer imposing penalties, fines or other sanctions for failure to comply with any such legal or contractual requirement.

The term “anyone with a financial interest in your firm” as used in this Section “I”, shall mean any person and/or entity with a 5% or greater ownership interest in the applicant’s firm.

**If you answer YES to any question, on a separate page provide a complete explanation of each proceeding or action and any judgment, decision, fine or other sanction or result. Include all details (name of court or administrative agency, title of case or proceeding, case number, date action was commenced, date judgment or decision was entered, fines or penalties imposed, etc.).**

	YES	NO
1. Have any civil, judicial or administrative proceedings involving your firm or a principal or officer or anyone with a financial interest in your firm been brought, concluded, or settled relating to the procurement or performance of any construction contract, including but not limited to actions to obtain payment brought by subcontractors, suppliers or others?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have any criminal proceedings involving your firm or a principal or officer or anyone with a financial interest in your firm been brought, concluded, or settled relating to the procurement or performance of any construction contract including, but not limited to, any of the following offenses: fraud, graft, embezzlement, forgery, bribery, falsification or destruction of records, or receipt of stolen property?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have any judicial or administrative proceedings involving your firm or a principal or officer or anyone with a financial interest in your firm been brought, concluded, or settled relating to a violation of any state’s or federal procurement laws arising out of the submission of bids or proposals?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have any judicial or administrative proceedings involving your firm or a principal or officer or anyone with a financial interest in your firm been brought, concluded, or settled relating to a violation of M.G.L. Chapter 268A, the State Ethics Law?	<input type="checkbox"/>	<input type="checkbox"/>

**PART 4 - Legal or Administrative Proceedings; Compliance with Laws (continued)**

	YES	NO
5. Have any judicial or administrative proceedings involving your firm or a principal or officer or anyone with a financial interest in your firm been brought, concluded, or settled relating to a violation of any state or federal law regulating hours of labor, unemployment compensation, minimum wages, prevailing wages, overtime pay, equal pay, child labor or worker's compensation?	<input type="checkbox"/>	<input type="checkbox"/>
6. Have any judicial or administrative proceedings involving your firm or a principal or officer or anyone with a financial interest in your firm been brought, concluded, or settled relating to a violation of any state or federal law prohibiting discrimination in employment?	<input type="checkbox"/>	<input type="checkbox"/>
7. Have any judicial or administrative proceedings involving your firm or a principal or officer or anyone with a financial interest in your firm been brought, concluded, or settled relating to a claim of repeated or aggravated violation of any state or federal law regulating labor relations?	<input type="checkbox"/>	<input type="checkbox"/>
8. Have any proceedings by a municipal, state, or federal agency been brought, concluded, or settled relating to decertification, debarment, or suspension of your firm or any principal or officer or anyone with a financial interest in your firm from public contracting?	<input type="checkbox"/>	<input type="checkbox"/>
9. Have any judicial or administrative proceedings involving your firm or a principal or officer or anyone with a financial interest in your firm been brought, concluded, or settled relating to a violation of state or federal law regulating the environment?	<input type="checkbox"/>	<input type="checkbox"/>
10. Has your firm been fined by OSHA or any other state or federal agency for violations of any laws or regulations related to occupational health or safety? Note: this information may be obtained from OSHA's Web Site at <a href="http://www.osha.gov">www.osha.gov</a>	<input type="checkbox"/>	<input type="checkbox"/>
11. Has your firm been sanctioned for failure to achieve DBE/MBE/WBE goals, workforce goals, or failure to file certified payrolls on any public projects?	<input type="checkbox"/>	<input type="checkbox"/>
12. Other than previously reported in the above paragraphs of this Section I, have any administrative proceedings or investigations involving your firm or a principal or officer or anyone with a financial interest in your firm been brought, concluded, or settled by any local, state or federal agency relating to the procurement or performance of any construction contract?	<input type="checkbox"/>	<input type="checkbox"/>
13. Are there any other issues that you are aware which may affect your firm's responsibility and integrity as a building contractor?	<input type="checkbox"/>	<input type="checkbox"/>

**PART 5 - SUPERVISORY PERSONNEL**

List all supervisory personnel, such as project managers and superintendents, who will be assigned to the project if your firm is awarded the contract. **Attach the resume of each person listed below.**

NAME	TITLE OR FUNCTION

**PART 6 - CHANGES IN BUSINESS ORGANIZATION OR FINANCIAL CONDITION**

Have there been any changes in your firm’s business organization, financial condition or bonding capacity since the date your current Certificate of Eligibility was issued?  Yes  No

**If YES, attach a separate page providing complete details.**

**PART 7 – LIST OF COMPLETED CONSTRUCTION PROJECTS SUBMITTED TO THE DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE.**

**Attach here a copy of the list of completed construction projects which was submitted with your firm’s DCAM Application for your most recently issued (not extended or amended) DCAM Certificate of Eligibility. The Attachment must include a complete copy of the entire Section G – “Completed Projects” and the final page – “Certification” (Section J) containing the signature and date that the Completed Projects list (Section G) was submitted to the Division of Capital Asset Management and Maintenance.**