



CITY OF QUINCY, MASSACHUSETTS

Thomas P. Koch, Mayor
Kathryn R. Logan, Purchasing Agent
Paul J. Hines, Public Buildings Commissioner

REQUEST FOR QUALIFICATIONS FOR TRADE CONTRACTOR SERVICES FOR QUINCY PUBLIC SAFETY HEADQUARTERS PROJECT

PROJECT: Quincy Public Safety Headquarters Project
1 Sea Street, Quincy, MA 02169

DATE ISSUED: December 8, 2021

RESPONSES DUE: January 13, 2022 by 11:00 AM

SUBMIT PACKAGES TO: Kathryn Logan, Chief Purchasing Officer
Quincy City Hall
1305 Hancock Street, Second Floor
Quincy, MA 02169

BACKGROUND:

The City of Quincy, Massachusetts requests Qualification Statements from firms interested in bidding on Trade Contractor work on the above project. Responses from eligible Trade Contractors will be used to prequalify the Trade Contractors in order to participate in response to a Request for Bids that will be issued by the City. This project incorporates the requirements set forth in MGL Chapter 149A.

PROJECT DESCRIPTION:

General Scope of Work: The City of Quincy is consolidating several municipal services into a single Public Safety Headquarters to be built on the 1 Sea Street parcel which houses the existing Police Station and fueling depot. 1 Sea Street is bounded by Sea Street and the Mt. Wollaston Cemetery to the northwest, the Department of Public Works building and operations yard to the northeast, Southern Artery or Rt 3A to the southwest, and Broad Street and Town River Bay to the southeast. In order to efficiently fit the building on the site, the City has already taken via eminent domain, and is currently razing adjacent buildings and is preparing to relocate the City's fueling depot and implement Broad Street infrastructure improvements through an early release project that has been previously bid. The Public Safety Headquarters is estimated to be 129,600 GSF. Construction is planned to start in summer 2022 and will last through the summer of 2024 for occupying the new building. Additional demolition and site work will be completed by spring 2025. The estimated project construction cost is \$91,500,000.

The Construction Manager-at-Risk for the Project is Suffolk Construction. The OPM for the Project is Woodard & Curran and PMA Consultants. The Architect for the project is Kaestle Boos Associates of Foxborough, MA. The Clerk of the Works is the Chrusciel Group.

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Part One: Request for Qualifications to Trade Contractors

Section I: General Information

A. Introduction

This Request for Qualifications is the first phase of a two-phase procurement process as set forth in MGL Chapter 149A. The City of Quincy, Massachusetts (“the City”) through its Prequalification Committee (“the Committee”) is prequalifying firms interested in providing public Trade Contractor services on this Public Construction Manager at Risk (“CM” or “CM at Risk”) Project through this RFQ process. The Committee will evaluate submitted Statements of Qualifications (“SOQ”) based upon the identified evaluation criteria and points set forth in Section VI below and only those firms obtaining the required minimum points will be deemed prequalified. Only those respondents deemed prequalified will be invited to submit a bid in response to a Request for Bids (“RFB”) which will be issued in the second phase of the procurement process. The project delivery method for construction will be a public CM at Risk with a Guaranteed Maximum Price (“GMP”) under M.G.L. Chapter 149A.

B. General Project Information

Awarding Authority:	City of Quincy, Public Buildings Department
Project Name:	Quincy Public Safety Headquarters
Project Location:	1 Sea Street, Quincy, MA 02169
Project Description:	New Construction on Existing Site
RFQ Informational Meeting	Not Applicable
Optional Site Visit	Not Applicable
RFQ Questions Deadline:	January 6, 2022 at 4:00 PM purchasing@quincyma.gov
Response to Questions Due by:	January 10, 2022 by 4:00 PM
Submission Deadline: (for SOQs in response to this RFQ)	January 13, 2022 by 11:00 AM
Submission Address:	Kathryn Logan, Chief Purchasing Officer Quincy City Hall 1305 Hancock Street, Second Floor Quincy, MA 02169
Estimated Total Trade Contractor Construction Cost (New Construction):	\$35,696,901
Estimated Total Project Duration:	August 2022 to June 2024 for Occupancy; Demolition/Site work: October 2024 to March 2025
CM at Risk Firm:	Suffolk Construction
Project Architect:	Kaestle Boos Associates
Owner’s Project Manager:	Woodard & Curran & PMA

C. Trade Contractors to be Prequalified

This *RFQ* seeks firms interested in providing Trade Contractor services on the Project in the trades identified in the table below. Interested Trade Contractors in the categories identified in the table below are invited to submit a Trade Contractor Statement of Qualifications (*SOQ*) to the Awarding Authority. Trade Contractors in the various trades will be prequalified on a trade-by-trade basis.

Trade Contractors seeking prequalification for this project **MUST** submit a commitment letter stating its ability to obtain bonding for 110% of the estimated trade contract value for the particular. Trade Contract from a surety company licensed to do business in the Commonwealth or appearing on the U.S. Treasury Department Circulate 570. The selected Trade Contractors on this CM at Risk project will then be required to provide payment and performance bonds for the full value of their subcontracts and Trade Contractors must include the cost of these bonds in their bids.

"X" Below Denotes All Trades Subject to Prequalification on the Project	Trade Category	Estimated Construction Cost for Trade
<input checked="" type="checkbox"/>	Acoustical Ceilings	\$629,253
<input checked="" type="checkbox"/>	Electrical Work	\$7,388,133
<input checked="" type="checkbox"/>	Elevators	\$605,000
<input checked="" type="checkbox"/>	Fire Protection Sprinkler Systems	\$1,327,470
<input checked="" type="checkbox"/>	Glass and Glazing	\$1,276,729
<input checked="" type="checkbox"/>	HVAC	\$8,502,242
	Lathing & Plastering	\$0
	Marble	\$0
<input checked="" type="checkbox"/>	Masonry Work	\$6,593,787
	Metal Windows	\$0
<input checked="" type="checkbox"/>	Miscellaneous Metals	\$2,338,102
<input checked="" type="checkbox"/>	Painting	\$970,928
<input checked="" type="checkbox"/>	Plumbing	\$2,040,632
<input checked="" type="checkbox"/>	Resilient Flooring	\$332,985
<input checked="" type="checkbox"/>	Roofing and Flashing	\$2,555,674
	Terrazzo	\$0
<input checked="" type="checkbox"/>	Tile	\$503,454
<input checked="" type="checkbox"/>	Waterproofing, Dampproofing and Caulking	\$632,512

Section II: Detailed Project Description

General Scope of Work: The City of Quincy is consolidating several municipal services into a single Public Safety Headquarters to be built on the 1 Sea Street parcel which houses the existing Police Station and fueling depot. 1 Sea Street is bounded by Sea Street and the Mt. Wollaston Cemetery to the northwest, the Department of Public Works building and operations yard to the northeast, Southern Artery or Rt 3A to the southwest, and Broad Street and Town River Bay to the southeast. In order to efficiently fit the building on the site, the City has already taken via eminent domain, and is currently razing adjacent buildings and is preparing to relocate the City's fueling depot and implement Broad Street infrastructure improvements through an early release project that has been previously bid.

The new Public Safety building, to be occupied by the Quincy Police Department, Fire Department and Emergency Management, is a 129,600 gross square foot five-story structure of Construction Classification Type 2A, for Use Groups Business, Assembly, Institutional I-3, and Storage S1. Functional building areas include the Police and Fire Department supervisory offices, Police operations and detention areas, and mechanical/electrical utility areas housing building equipment. The bulk of such mechanical/electrical equipment areas will be located at the fourth-floor level. Additionally, a multi-level parking garage is to be constructed adjacent to the southeast façade of the Safety Headquarters building.

The structural system is skeletal steel framing with steel floor decking with concrete. The sub-structure is cast-in-place concrete foundations. The building envelope is brick and stone masonry veneer, cast stone sills, headers, and accents, with curtainwall and aluminum storefront punched tinted glazed window openings. Roofing is a standing seam copper, slate or PVC with glass fiber reinforced concrete cornices and fascia.

The building includes: a lobby finished with porcelain tile flooring, painted gypsum board walls, a full height glazed storefront wall; toilet rooms finished with ceramic thinset tile floors, glazed ceramic tile and painted gypsum board walls, 2' x 2' acoustical tile ceilings, brushed stainless steel accessories, solid phenolic toilet partitions and urinal screens, and porcelain plumbing fixtures. Building service elements include janitors' closets and mechanical/electrical equipment areas including and electric room, emergency electric room, telecommunication/IT room, and mechanical room.

Building heating and cooling systems are comprised of three air handling units on the fourth floor of the building, one in the lowest level of the facility, and two exterior air handling units with condensing unit servicing the administration offices for the police and fire department as well as the police operations areas. Separate units will be provided to supply heating, cooling and exhaust for the firing range located on the lower level, under a separate contract.

Construction is planned to start in summer 2022 and will last through the summer of 2024 for occupying the new building. Additional demolition and site work will be completed by spring 2025.

Pursuant to M.G.L. c. 30, §39S(a)(2) all employees to be employed on the Project must have successfully completed a course in construction safety and health approved by OSHA and of at least 10 hours in duration. All Trade Contractors on the Project will also be required to provide written certification of compliance with applicable workforce related laws, including, Executive

Order 481, Federal Department of Homeland Security Requirements, and laws relating to worker classification, workers' compensation, and applicable laws related to taxes and insurance.

Compliance with the Commonwealth's Prevailing Wage laws set forth in Sections 26 and 27 of M.G.L. Chapter 149 is required on this project.

Drawings, specifications, and other documents will not be available to respondents during the Prequalification Phase of the Trade Contractor procurement process.

There will be no informational meeting or site visits conducted as part of the prequalification process.

Section III: General Instructions

In response to this *RFQ*, interested Trade Contractors are requested to submit a *Trade Contractor RFQ Interest Form* (attached hereto) by email to purchasing@quincyma.gov **and** amayer@woodardcurran.com

and **required** to submit, **via hand delivery only**, a *Statement of Qualifications (SOQ) Application Package* as follows:

A. Contents of Statement of Qualifications (SOQ) Application Package

The required SOQ Application Package consists of the following:

1. Trade Contractor Statement of Qualifications Form (Trade RFQ Form 3);
2. Trade RFQ Form 2 - Trade Contractor RFQ Response Checklist;
3. Schedules A through M of Trade RFQ Form 3;
4. All supporting documentation referenced and required therein; and
5. Required number of copies of above items 1-3 as indicated below.

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

Three (3) original of the interested Trade Contractor's SOQ Application Package and one (1) electronic copy on a flash drive must be hand delivered and 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:

Kathryn Logan, Chief Purchasing Officer
Quincy City Hall
1305 Hancock Street, Second Floor
Quincy, MA 02169

The City assumes no responsibility or liability for late delivery or receipt of Responses. All responses received after the stated submittal date and time will be judged to be unacceptable and will be returned unopened to the sender. The City reserves the right to reject any incomplete responses.

B. Required Exterior Label for *SOQ Application Package Envelope*

Sealed Responses must be clearly labeled on the outside “**Quincy Public Safety Headquarters RFQ Response for Trade Contractors**” and must include the following information:

- Trade for which submission is made: (i.e. Acoustical Ceilings, Electrical Work, etc.)
- Respondent Trade Contractor’s Name
- Respondent Trade Contractor’s Address
- Respondent Trade Contractor’s Telephone Number
- Respondent Trade Contractor’s Contact Person and Email Address

Respondents must submit a separate SOQ Application Package for each Trade for which they wish to be qualified. Applications for multiple trades within a single package will not be accepted and will not be reviewed. Once the SOQ response is submitted, firms may not make further changes.

C. Questions and Responses

All questions regarding this RFQ should be directed to Kathryn R. Logan, Purchasing Agent through email: purchasing@quincyma.gov or faxed to: 617-376-1074. Questions will be accepted until January 6, 2022 at 4:00 PM. Questions via telephone will not be accepted.

All responses will be by addendum and are expected to be posted by 4:00 PM on January 10, 2022.

D. RFQ Informational Meeting and/or Optional Site Visit (if applicable)

Not Applicable.

E. Review/Availability of Contract Documents

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

F. 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. 149A, §8. Firms interested in providing Trade 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 Trade Contractor Selection Process for this CM at Risk Project is a two-phase process as set forth in M.G.L. c. 149A, §8. The project delivery method for construction will be under M.G.L. Chapter 149A. The Awarding Authority is prequalifying firms interested in providing Trade Contractor services for the Project through this *RFQ* prequalification process.

Participation in the Request for Bids *RFB/Bidding Phase* of this Project will be limited to **ONLY** those Trade Contractor firms who have submitted a *SOQ* (and required supporting documentation) in response to this *RFQ* and that have been deemed prequalified by the Committee.

Trade Contractors who fail to respond to this *RFQ* and fail to submit an *SOQ* with the required supporting documentation by the Submission Deadline set forth in *Section I*, and Trade Contractors that have not been deemed prequalified by the Committee shall be automatically disqualified from bidding on this Project.

Section V: Administration/Schedule for Prequalification Process

A. “Two-Phase” Selection Process - Selection of Trade Contractors for the Project will be conducted in a two-phase process as set forth in M.G.L. c. 149A, §8. Trade Contractor firms must first be prequalified in the Phase One – RFQ/Prequalification Phase in order to bid on the Project in Phase Two – RFB/Bidding Phase.

1. Phase One – RFQ/Prequalification Phase

- **Submission of Statement of Qualifications (SOQ)** - Interested Trade Contractor firms must submit a completed SOQ; completed Schedules A through M, 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 will appoint a Prequalification Committee to review and evaluate the SOQs submitted by interested Trade Contractors. The Prequalification Committee shall consist of a representative from the City of Quincy, OPM Team, Architect, and construction advisory team.

- **Evaluation by Prequalification Committee** - The Prequalification Committee shall meet as necessary to evaluate and review the SOQs (and supporting documentation) submitted by each respondent Trade Contractor firm in accordance with the evaluation criteria set forth in Section VI.
- **Notice to Respondent Trade Contractors** – The names of the Trade Contractor firms responding to the RFQ will be posted in a Register of Responders but there will be no public opening of the SOQs submitted in response to the RFQ. Upon completion of the evaluation and review process described herein, the Prequalification Committee will provide written notice to all respondent Trade Contractors as to whether they are deemed prequalified or not. Prequalified Trade Contractor firms shall also be invited to participate in Phase Two, the RFB / Bidding Phase of the Trade Contractor Selection Process.

2. Phase Two – Request for Bid (RFB)/Bidding Phase

- Trade 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 the Phase Two – RFB / 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 RFB Bidding/Phase.
- Bids shall be opened publicly by the City and trade contracts awarded to the lowest responsible pre-qualified bidder in each trade. The lowest responsible bidder will execute a statutory trade contractor agreement with the City’s Construction Manager for the project.

B. Anticipated Schedule for Prequalification/Bidding

Phase Two of the process will have an updated schedule once Phase One is completed, however it is currently anticipated to be as follows:

Anticipated Completion of Prequalification Evaluations:	February 14, 2022
Anticipated RFB available to Prequalified Bidders:	March 2, 2022
Anticipated RFB Due Date	March 31, 2022 by 11:00 AM

Section VI: Evaluation Procedure/Criteria for Prequalification Selection

A. Sources of Information Considered

Respondent Trade 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. Respondent Trade Contractor must include the Trade Contractor Statement of Qualifications Form, Trade RFQ Form 3 and Schedules A through M attached hereto. Respondent Trade Contractor 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. 149A, §8, 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 Trade 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 Trade 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. 149A and herein. The *Prequalification Committee* shall only prequalify those Trade Contractor firms that have achieved the minimum points required in each category set forth herein and a minimum total score of fifty (50) points.

Only Trade Contractor firms achieving the minimum score required in each evaluation category set forth herein, as well as a minimum total score of fifty (50) points overall shall be prequalified and invited to submit bids consistent with M.G.L. c. 149A, §8(a)-(f). An interested Trade Contractor's score shall be made available to the Trade Contractor upon request but is not a public record.

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

A trade contractor's score shall be made available to the trade contractor upon request, but shall not be a public record as defined in M.G.L. c. 4, § 7 and shall not be open to public inspection, to the fullest extent possible under the law.

C. Criteria for Prequalification

SOQs must be submitted on the *Trade RFQ Form 3* attached hereto. Interested Trade 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 Trade Contractors in accordance with the statutory point scheme set forth in M.G.L. c. 149A, §8(e). Also, in accordance with §8(e), the *RFQ* shall set forth the available points for each evaluation sub-category in order to provide interested Trade Contractors prior notice of the points available in each sub-category. Joint ventures must provide information about each of the joint venture partners.

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 Trade Contractor is a partnership, **YOU MUST** provide the requested information for each general and limited partner. If the respondent Trade Contractor is a corporation or limited liability company, **YOU MUST** provide the requested information for each officer, director and/or member. *(3 points available)*

- i. At least one (1) principal of the Trade Contractor has five (5) or more consecutive years of employment with the Trade Contractor – *three (3) points*.
- ii. At least one (1) principal of the Trade Contractor has four (4) or more but less than five (5) consecutive years of employment with the Trade Contractor – *two (2) points*.
- iii. At least one (1) principal of the Trade Contractor has three (3) or more but less than four (4) consecutive years of employment with the Trade Contractor – *one (1) point*.
- iv. No response or incomplete response – *zero (0) points*

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 a 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. Pursuant to M.G.L. c. 30, §39S(a)(2) all employees to be employed on the Project must have successfully completed a course in construction safety and health approved by OSHA and of at least 10 hours in duration. *(3 points available)*

- i. At least one (1) management person of the Trade Contractor who will work on the (“the Project”) has five (5) or more consecutive years of employment as a management person with the Trade Contractor – *three (3) points*.
- ii. At least one management person of the Trade Contractor who will work on this Project has four (4) or more consecutive years of

employment as a management person with the Trade Contractor – *two (2) points*.

iii. At least one (1) management person of the Trade Contractor who will work on this Project has three (3) or more consecutive years of employment as a management person with the Trade Contractor or other Trade Contractor in public building construction – *one (1) point*.

iv. No response or incomplete response – *zero (0) points*.

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 (3) three years. For purposes of this *RFQ*, “similar projects” shall mean **public construction projects in Massachusetts that are of similar trade contract value, size, complexity and scope.** (*14 points available*)

i. The Trade Contractor has successfully completed its work on construction of at least five (5) similar projects within the past three (3) years with a trade contract value similar to the estimated trade contract value for the project on which the Trade Contractor is attempting to qualify – *fourteen (14) points*.

ii. The Trade Contractor has successfully completed its work on construction of at least four (4) similar projects within the past three (3) years with a trade contract value similar to the estimated trade contract value for the project on which the Trade Contractor is attempting to qualify – *ten (10) points*.

iii. The Trade Contractor has successfully completed its work on construction of at least three (3) similar projects within the past three (3) years with a trade contract value similar to the estimated trade contract value for the project on which the Trade Contractor is attempting to qualify – *six (6) points*.

iv. The Trade Contractor has successfully completed its work on construction of at least two (2) similar projects within the past three (3) years with a trade contract value similar to the estimated trade contract value for the project on which the Trade Contractor is attempting to qualify – *two (2) points*.

v. The Trade Contractor has successfully completed its work on construction of one (1) or fewer similar projects within the past three (3) years; No response or incomplete response – *zero (0) points*.

d. Terminations: Provide a list of any projects on which the firm was the Trade 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. If the Trade Contractor has not been terminated on any projects in the past ten (10) years, the Trade Contractor must indicate this on the form. (*10 points available*)

- i. The Trade Contractor has not been terminated on any project within ten (10) years and has not failed to complete the work on any project within ten (10) years provided that termination on a project or failure to complete a project, which in either event, is for reasons beyond the control of the Trade Contractor shall be disregarded – *ten (10) points*.
 - ii. Within the past ten (10) years, the Trade Contractor has been terminated on a project or has failed to complete the work on a project, must provide documentation/explanation – *maximum three (3) points*.
 - iii. Within the past five (5) years, the Trade Contractor has been terminated on a project or failed to complete a project - *zero (0) points*.
 - iv. No response or incomplete response – *zero (0) points*.

- e. **Lawsuits:** Provide a list of all lawsuits in which the Trade Contractor is a defendant or defendant-in-counterclaim with regard to construction contracts within the last three (3) years. Please include among the lawsuits requested in the previous sentence, payment bond lawsuits under M.G.L. c.149, §29 and mechanics lien lawsuits. If the lawsuit was pending at any time during the last three (3) years (which includes any lawsuit that was commenced, dismissed, or resolved by settlement or judgment during that time), then it must be listed. Please note that the lawsuits listed shall not include actions that primarily involve personal injury, workers’ compensation claims, or where the sole cause of action involves the Trade Contractor’s exercise of its rights for direct payment under M.G.L. c.30, §39F. If the Trade Contractor has no lawsuits pending and have not had any lawsuits concluded adversely to the Trade Contractor within the past three (3) years, the Trade Contractor must indicate this on the form. *(10 points available)*
 - i. No lawsuits are pending nor have been concluded adversely to the Trade Contractor within the past three (3) years which relate to the procurement or performance of any public construction contract or private construction contract – *ten (10) points*.
 - ii. No lawsuits are pending nor have been concluded adversely to the Trade Contractor within the past two (2) years which relate to the procurement or performance of any public construction contract or private construction contract – *six (6) points*.
 - iii. No lawsuits are pending nor have been concluded adversely to the Trade Contractor within the past one (1) year which relate to the procurement or performance of any public construction contract or private construction contract – *two (2) points*.
 - iv. One lawsuit is currently pending or has been concluded adversely to the Trade Contractor within the past one (1) year which relates to the procurement or performance of any public construction contract or private construction contract – *one (1) point*.
 - v. Multiple lawsuits are currently pending or have been concluded adversely to the Trade Contractor within the past one (1) year which

- relate to the procurement or performance of any public construction contract or private construction contract – *zero (0) points*.
- vi. Failure to disclose any pending or lawsuit required to be included in the Trade Contractor’s response – *zero (0) points*.
 - vii. No response or incomplete response – *zero (0) points*.

f. Safety Record: Provide the three (3) year history of the Trade Contractor’s workers’ compensation experience modifier. In addition, provide documentation from the Trade Contractor’s insurance carrier supporting the rating history provided. *(10 points available)*

- i. Average value of the submitted history of the Trade Contractor’s workers’ compensation modifier is 1.0 or less – *ten (10) points*.
- ii. Average value of the submitted history of the Trade Contractor’s workers’ compensation modifier is 1.0 to 1.1 – *eight (8) points*.
- iii. Average value of the submitted history of the Trade Contractor’s workers’ compensation modifier is 1.1 to 1.2 – *six (6) points*.
- iv. Average value of the submitted history of the Trade Contractor’s workers’ compensation modifier is 1.2 to 1.3 – *four (4) points*.
- v. Average value of the submitted history of the Trade Contractor’s workers’ compensation modifier is 1.3 to 1.35 – *two (2) points*.
- vi. Average value of the submitted history of the firm’s Trade Contractor’s workers’ compensation record is greater than 1.35 – *zero (0) points*.
- vii. No response or incomplete response – *zero (0) points*.

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

- a. Project References:** Provide carefully selected reference information for general contractors, construction managers, architects, and owners for up to 10 representative projects listed in your response to *Section VI(C)(1)(c)*. A minimum of three (3) references from different projects (of similar size, scope, and type to this project) are required. Information provided shall at least include project name and the names of the general contractors, construction managers, architects, and owners, with current address, current telephone, current fax numbers, current email address and current 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. *(18 points available)*
- i. Six (6) points for each favorable reference, maximum of three (3) references – *maximum eighteen (18) points*.
 - ii. Negative six (-6) points for each unfavorable reference.

- iii. The total score for this category will be the net sum of favorable and unfavorable reference points, if there are as many, or more unfavorable references as favorable references, the score would be zero (0).
- iv. If a reference cannot be reached due to incorrect contact information, or if a reference does not return calls, emails, or faxes within the evaluation period, then that reference will be counted as zero (0) points.

b. Credit References: Provide a minimum of five (5) credit references, including current telephone and fax numbers of a contact person from key suppliers, vendors, and banks. In order to receive any points in this category, a credit reference letter from a bank or other recognized lending institution is required by the *SOQ* deadline, it may be included with the *SOQ* or sent directly to City of Quincy Purchasing Department from the bank or recognized lending institution. Also reference *Section VII (D) of Part One of the RFQ 3* for this Project for Additional Information. *(4 points available)*

- i. One (1) or more favorable credit references, at least one of which is a letter from a bank or a recognized lending institution – *four (4) points*.
- ii. No favorable credit references, no response, incomplete response, or failure to include a letter from a bank or a recognized lending institution – *zero (0) points*.

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 five (5) 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). *(8 points available)*

- i. Work successfully completed on five (5) or more public building projects during the past five (5) years – *eight (8) points*.
- ii. Work successfully completed on four (4) public building projects during the past five (5) years – *six (6) points*.
- iii. Work successfully completed on three (3) public building projects during the past five (5) years – *four (4) points*.
- iv. Work successfully completed on two (2) public building projects during the past five (5) years – *two (2) points*.
- v. Work successfully completed on one (1) public building project during the past five (5) years – *one (1) point*.
- vi. Work successfully completed on no public building projects during the past five (5) years – *zero (0) points*.
- vii. No response or incomplete response – *zero (0) points*.

3. Capacity to Complete Projects - (20 points available in this category; minimum of 10 points required in this category for prequalification approval)

- a. Prior Revenue:** Submit the prior annual revenue for the last three (3) fiscal years. *(10 points available)*
- i. Average revenue is 150% or greater of estimated amount of trade category listed in this RFQ – *ten (10) points.*
 - ii. Average revenue is between 150% and 125% of estimated amount of trade category listed in this RFQ – *eight (8) points.*
 - iii. Average revenue is between 125% and 100% of estimated amount of trade category listed in this RFQ – *six (6) points.*
 - iv. Average revenue is between 100% and 75% of estimated amount of trade category listed in this RFQ – *four (4) points.*
 - v. Average revenue is between 75% and 50 % of estimated amount of trade category listed in this RFQ – *two (2) points.*
 - vi. Average revenue is less than 50% of estimated amount of trade category listed in this RFQ - *zero (0) points.*
 - vii. No response or incomplete response - *zero (0) points.*
- b. Revenue under Contract:** Submit revenue under contract for the next three (3) years. *(10 points available)*
- i. Revenue is 200% or greater of estimated amount of trade category listed in this RFQ – *ten (10) points.*
 - ii. Revenue is between 200% and 150% of estimated amount of trade category listed in this RFQ – *eight (8) points.*
 - iii. Revenue is between 150% and 100% of estimated amount of trade category listed in this RFQ – *six (6) points.*
 - iv. Revenue is between 100% and 50% of estimated amount of trade category listed in this RFQ – *four (4) points.*
 - v. Revenue is less than 50% of estimated amount of trade category listed in this RFQ – *two (2) points.*
 - vi. No response or incomplete response – *zero (0) points.*

4. Mandatory Requirements - (no points assigned)

- a. Bonding Capacity:** Interested Trade 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 and ten percent (110%)** of the estimated trade contract value for the trade that the Trade Contractor is seeking prequalification as set forth in *Section I*.
- b. DCAMM Certification:** Respondent Trade Contractors **must be certified as a filed sub-bidder in the trade for which they seek to be prequalified** by

DCAMM and pursuant to M.G.L. c. 149, §44D must submit a copy of the Respondent's currently valid DCAMM *Sub-bidder Certificate of Eligibility* with its *SOQ* (as set forth in the *General Information* section above). Note, however, that a joint venture team must be certified in specific trade(s) that it is seeking to be prequalified for this Project in the name of the joint venture and must submit a *Sub-bidder Certificate of Eligibility* for the joint venture in each such Trade. If a respondent to the *RFQ* is a proposed joint venture that is newly formed or is not currently certified, then: (I) each party to the proposed joint venture must be individually certified by DCAMM and must submit a copy of its *DCAMM Sub-bidder Certificate of Eligibility* with the *Joint Venture SOQ*; and (ii) the joint venture respondent must state in the *SOQ* that it will seek certification from DCAMM as a joint venture in the sub-bid category of the Trade for which they submit the *SOQ*, and state that it understands and agrees that if the joint venture respondent is selected to participate in the *RFB Phase* it will be required to submit a DCAMM *Sub-bidder Certificate of Eligibility* for the joint venture in the name of the joint venture with its response to the *RFB*.

For certification forms and additional information see the web site:

http://www.mass.gov/cam/forms/fi_contractcert.html

Or contact the Certification Office at:

DCAMM Contractor Certification Office,

One Ashburton Place

Boston, Massachusetts 02108

Telephone Number (617) 727-4050 ext. 415

- c. Update Statement:** Interested Trade Contractors must provide a current and completed *Sub-bidder Update Statement* prepared by the interested Trade Contractor utilizing the current form of *Update Statement* available on the DCAMM website. If a respondent to the *RFQ* is a proposed joint venture and the proposed joint venture is not yet certified, then: I) each party to the proposed joint venture must be certified by DCAMM and each must submit its own signed *Sub-bidder Update Statement* as part of its *SOQ*; ii) at least one of the parties to the joint venture must be certified by DCAMM in the Trade category of for which it is seeking prequalification. When the second phase of the selection process is undertaken through an *RFB*, a joint venture respondent that has been selected in the *RFQ* process will be required to submit its *Sub-bidder Certificate of Eligibility* for the joint venture meeting the above requirements with its proposal to the *RFB*.

For the required *Sub-bidder Update Statement Form* and additional information see the web site.

http://www.mass.gov/cam/forms/fi_contractcert.html

Or contact the Certification Office at:
DCAMM Contractor Certification Office
One Ashburton Place
Boston, Massachusetts 02108
Telephone Number (617) 727-4050 ext. 415

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

B. Treatment of Information Submitted

With the exception of the required *Update Statement* and financial information, the Awarding Authority shall have no obligation to treat any information submitted by an interested Trade 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 Trade 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 Trade Contractors

Unauthorized communications or contact between Trade Contractors, their employees, agents or other related entities interested in submitting a *SOQ* and Awarding Authority, the Project Designer, the Owner's 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 City of Quincy Purchasing Department 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 any official *RFQ* Informational meeting and/or site visit held by City of Quincy. If applicable, the official *RFQ* Informational meeting will be held at the date(s) and time(s) set forth in Section I.

Any issues brought to the Awarding Authority's attention at the RFQ Informational 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 Trade Contractor shall be required to acknowledge receipt of all addenda on the RFQ Proposal Response Form attached to this RFQ.

The City of Quincy will post to the website:

https://www.quincyma.gov/govt/depts/purchasing/current_bids.htm all addenda which will be available to all respondent Trade Contractors that have downloaded or received the RFQ directly from the Awarding Authority. It shall be the sole responsibility of the respondent Trade 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 Trade Contractor that contacts directly or indirectly any member or employee of the City of Quincy, 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 RFQ Informational meeting as set forth in Section I.

D. Credit References

In evaluating credit references (see Part Two, Section 2(b) of the Trade RFQ Form 3), significant weight is attached to the Trade Contractor having a bank reference. In order to expedite this process, please contact your bank reference and either include with the SOQ or have the bank forward directly to the email address below (by mail only if email is not available) so that it is received by the City of Quincy by the deadline for SOQ submittal, a letter indicating how long they have been associated with the Trade Contractor and whether they consider the Trade Contractor to be favorable or unfavorable. This information must be submitted on the bank's letterhead to:

Kathryn Logan, Chief Purchasing Officer
Quincy City Hall
1305 Hancock Street, Second Floor
Quincy, MA 02169
Email: klogan@quincyma.gov

Part Two: Trade Contractor SOQ Application Forms/Schedules
(to be completed by Trade Contractor)

[THIS SPACE IS INTENTIONALLY BLANK]

**TRADE CONTRACTOR RFQ Interest Form
(TRADE RFQ Form 1)
(For Submission to Awarding Authority Immediately)**

Instructions: If respondent Trade Contractor firm is interested in responding to the RFQ for Prequalification of Trade Contractors for this Project then Trade RFQ Form 1 MUST be submitted to the Awarding Authority BEFORE submitting the SOQ Application Trade RFQ Form 3.

Awarding Authority:	City of Quincy
Project Name:	Quincy Public Safety Headquarters

Email (Mail only if Email is unavailable) this *RFQ Interest Form* to:

Kathryn Logan, Chief Purchasing Officer
Quincy City Hall
1305 Hancock Street, Second Floor
Quincy, MA 02169
Email: purchasing@quincyma.gov

By submitting this Trade 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.

Trade Contractor Category:	
Trade Contractor Firm Name:	
Trade Contractor Address:	
Trade Contractor Telephone:	
Trade Contractor Facsimile:	
Trade Contractor Contact	
Person/Title and email:	

By: _____ Date: _____
(Signature of Authorized Representative)

TRADE CONTRACTOR RFQ RESPONSE CHECKLIST (TRADE RFQ Form 2)

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

- Did respondent Trade Contractor fax or mail the *Trade Contractor RFQ Interest Form (Trade RFQ Form 1)* to the Awarding Authority?
- Did respondent Trade Contractor complete the entire *SOQ Application (Trade RFQ Form 3)* and all required attachments and schedules?
- Did respondent Trade Contractor fully complete *Schedules A through M* and attach all required documentation?
- Did respondent Trade Contractor attach the resumes of owners and management personnel identified in respondent Trade Contractor's responses to *Schedule A* and *Schedule B*?
- Did respondent Trade Contractor attach the required documentation from respondent Trade Contractor's insurance company supporting the workers' compensation modifier history reported in *Schedule F*?
- Does respondent Trade Contractor have the current contact information for all of the references reported in *Schedule G, Schedule H, Schedule I*?
- Did respondent Trade Contractor attach, or request bank or other lending institution to send a credit reference letter to the Awarding Authority as required?
- Did respondent Trade Contractor attach a commitment letter for payment and performance bonds in the form required and for a value of 110% of the trade contract value as required in *Section 4(a) of Part Two, Trade RFQ Form 3*?
- Did respondent Trade Contractor attach a currently valid DCAMM *Sub-bidder Certificate of Eligibility* as required in *Section 4(b) of Part Two, Trade RFQ Form 3*? (required as of January 1, 2006)
- Did respondent Trade Contractor attach a completed and signed *Sub-bidder Update Statement* using the most recent form available on the DCAMM website as required in *Section 4(c) of Part Two, Trade RFQ Form 3*? (required as of January 1, 2006)
- Did respondent Trade Contractor include the original and all required copies of respondent Trade Contractor's entire *SOQ* application package?
- Did respondent Trade Contractor address the *SOQ* envelope correctly (i.e. to reference the Project and other required information set forth herein)?
- Did respondent Trade Contractor 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 is his or her correct and current contact information provided?

**TRADE CONTRACTOR STATEMENT OF QUALIFICATIONS FORM
(TRADE RFQ FORM 3)**

**PUBLIC SAFETY HEADQUARTERS
QUINCY, MASSACHUSETTS**

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

Trade Contractor Category:	
Trade Contractor Name:	
Trade Contractor Mailing Address:	
Trade Contractor Street Address:	
Telephone Number:	
Facsimile Number:	
Contact Person/Title and Email:	
Trade Contractor Acknowledges Addenda Nos.:	

Note: If Respondent Trade Contractor is “SDO Certified” as a MBE/WBE/MWBE, please indicate which below and attach a letter from the Commonwealth of Massachusetts Supplier Diversity Office evidencing such certification.

MBE **WBE** **M/WBE**

Interested Trade Contractors must indicate in the table below the trade for which it is seeking prequalification in this *SOQ* submission and must submit separate individual *SOQ* forms for each and every other trade that it is also seeking prequalification for this Project.

“X” Below Denotes All Trades Subject to Prequalification on the Project	Trade Category
<input checked="" type="checkbox"/>	Acoustical Ceilings
<input checked="" type="checkbox"/>	Electrical Work
<input checked="" type="checkbox"/>	Elevators
<input checked="" type="checkbox"/>	Fire Protection Sprinkler Systems
<input checked="" type="checkbox"/>	Glass and Glazing
<input checked="" type="checkbox"/>	HVAC
	Lathing & Plastering
	Marble
<input checked="" type="checkbox"/>	Masonry Work
	Metal Windows
<input checked="" type="checkbox"/>	Miscellaneous Metals
<input checked="" type="checkbox"/>	Painting
<input checked="" type="checkbox"/>	Plumbing
<input checked="" type="checkbox"/>	Resilient Flooring
<input checked="" type="checkbox"/>	Roofing and Flashing
	Terrazzo
<input checked="" type="checkbox"/>	Tile
<input checked="" type="checkbox"/>	Waterproofing, Dampproofing and Caulking

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

- a. **Business Owners:** Interested Trade Contractors **MUST COMPLETE Schedule A** and **MUST ATTACH** to it a resume for each and every business owner of respondent Trade Contractor firm as set forth in *Section VI(C)(1)(a)* of *Part One* of the *RFQ* for this Project.
- b. **Management Personnel:** Interested Trade Contractors **MUST COMPLETE Schedule B** and **MUST ATTACH** to it an organizational chart AND 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* of the *RFQ* for this Project.
- c. **Similar Project Experience:** Interested Trade Contractors **MUST COMPLETE Schedule C** and list similar projects for the last three (3) years. For each project, respondent Trade Contractor must include the name, description of project, description of respondent Trade Contractor'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* of the *RFQ* for this Project. Be sure to include any Trade specific experience or criteria required.
- d. **Terminations:** Interested Trade Contractors **MUST COMPLETE Schedule D** and list each and every project on which respondent Trade Contractor was terminated or failed to complete the work as set forth in *Section VI(C)(1)(d)* of *Part One* of the *RFQ* for this Project.
- e. **Lawsuits:** Interested Trade Contractors **MUST COMPLETE Schedule E** and list of all lawsuits in which the Trade Contractor is a defendant or defendant-in-counterclaim with regard to construction contracts within the last three (3) years. Please include among the lawsuits requested in the previous sentence, payment bond lawsuits under M.G.L. c.149, §29 and mechanics lien lawsuits. If the lawsuit was pending at any time during the last three (3) years (which includes any lawsuit that was commenced, dismissed, or resolved by settlement or judgment during that time), then it must be listed. Please note that the lawsuits listed shall not include actions that primarily involve personal injury, workers' compensation claims, or where the sole cause of action involves the Trade Contractor's exercise of its rights for direct payment under M.G.L. c.30, §39F. Joint ventures must provide information regarding lawsuits for each joint venture partner as set forth in *Section VI(C)(1)(e)* of *Part One* of the *RFQ* for this Project.
- f. **Safety Record:** Interested Trade 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.

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

- a. ***Project References:*** Interested Trade Contractors **MUST COMPLETE *Schedule G*** and provide project references from General Contractors, Construction Managers, Architects and Owners for all projects listed in *Schedule C* as required in *Section VI(C)(2)(a)* of *Part One* of the *RFQ* for this Project.
- b. ***Credit References:*** Interested Trade Contractors **MUST COMPLETE *Schedule H*** and provide a minimum of five (5) credit references, one of which must be in the form of a letter from a bank or other recognized lending institution as required in *Section VI(C)(2)(b)* of *Part One* of the *RFQ* for this Project.
- c. ***Public Project Record:*** Interested Trade Contractors **MUST COMPLETE *Schedule I*** and list all completed public building construction projects completed by respondent Trade Contractor during the past five (5) years as required in *Section VI(C)(2)(c)* of *Part One* of 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:*** Interested Trade Contractors **MUST COMPLETE *Schedule J*** and list prior revenue for the last three (3) fiscal years.
- b. ***Revenue Under Contract:*** Interested Trade Contractors **MUST COMPLETE *Schedule K*** and list revenue under contract for the next three (3) fiscal years.

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

- a. ***Payment and Performance Bonds:*** Interested Trade Contractors **MUST ATTACH** to the *Trade RFQ Form 3* at ***Schedule L***, 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 ten percent (110%) of the estimated trade contract value of this Project.
- b. ***Sub-bidder Certificate of Eligibility: (Required as of January 1, 2006)*** Interested Trade Contractors **MUST ATTACH** to the *Trade RFQ Form 3* at ***Schedule M***, a currently valid *Sub-bidder Certificate of Eligibility* (issued by DCAMM) for each Trade in which it submits a *SOQ*.

- c. **Sub-bidder Update Statement: (Required as of January 1, 2006)** Interested Trade Contractors **MUST ATTACH** to the *Trade RFQ Form 3* at **Schedule M**, a current and completed *Sub-bidder Update Statement* for each Trade in which it submits an *RFQ* utilizing the current *Update Statement Form* available on DCAMM's website.

5. Execution Requirements

- a. **RFQ Response Checklist:** Before signing and submitting its *SOQ Application Package* for this Project, interested Trade Contractors are advised to carefully review the *RFQ Response Checklist – Trade RFQ Form 2*.
- b. **Incomplete or Inaccurate Information:** Failure to accurately and completely provide the information requested may result in disqualification.
- c. **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.
- d. **Debarment Status:** By signing below, the interested Trade Contractor certifies that it is not currently debarred from performing public work for the Commonwealth of Massachusetts or the Federal Government.

[THIS SPACE IS INTENTIONALLY BLANK]

CERTIFICATION

The undersigned declares that he or she has carefully examined all the documents contained in the *Request for Qualifications for Trade Contractors (RFQ)* solicitation for the Project, and certifies to the best of his/her knowledge, that this *Statement of Qualifications* fully complies with all of the requirements of the *RFQ* and all addenda and clarifications issued in regard to the *RFQ*.

The undersigned also hereby certifies that he or she (or, if he or she is the authorized representative of a company, the company) is the only person interested in this *Statement of Qualifications* and any subsequent proposal; that it is made without any connection with any other person making any submission for the same work; that no person acting for, or employed by, the Awarding Authority is directly or indirectly interested in this *Statement of Qualifications* or any subsequent proposal, or in any contract which may be made under it, or in expected profits to arise therefrom; that the undersigned Respondent has not influenced or attempted to influence any other person or corporation to file a *Statement of Qualifications* or subsequent proposal or to refrain from doing so or to influence the terms of the *Statement of Qualifications* or any subsequent proposal of any other person or corporation; and that this submission is made in good faith without collusion or connection with any other person applying for the same work.

The undersigned further certifies under pains and penalties of perjury that the undersigned is not debarred from doing public construction work in the Commonwealth of Massachusetts under the provisions of section twenty-nine F of chapter twenty nine, or any other applicable debarment provision of any other chapter of the General Laws or any rule or regulation promulgated there under, and further is not debarred from doing public construction work under any law, rule or regulation of the federal government.

The undersigned states that he or she has carefully examined all of the information provided and representations made in this *Statement of Qualifications* and the documents submitted with the *SOQ* including all schedules, forms and materials, and certifies to the best of his/her knowledge, that this *Statement of Qualifications* in its entirety is complete, true and accurate.

By signing below, the interested Trade Contractor **acknowledges receipt of the following addenda** to this *RFQ*:

Addenda Nos. (if any): _____

SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY:

Signature: _____

(Signature of Authorized Representative)

Print Name: _____

Title: _____

Firm Name: _____

Date: _____

Project Number: _____

Project Name: _____



City of Quincy, Massachusetts
Public Safety Headquarters
RFQ for Trade Contractors

Firm Name: _____

SCHEDULE B – MANAGEMENT PERSONNEL: Interested Trade Contractors **MUST** provide the following information and **attach an organizational chart and a single copy of the resumes** 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* of the *RFQ* for this Project.

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



City of Quincy, Massachusetts
Public Safety Headquarters
RFQ for Trade Contractors

Firm Name: _____

SCHEDULE C - SIMILAR PROJECT EXPERIENCE: Interested Trade Contractor **MUST** list all similar projects respondent Trade Contractor has completed during the last three (3) years. For the purpose of this *RFQ* “similar projects” shall be as defined in *Section VI(C)(1)(c)* of *Part One* of the *RFQ* for this Project. If specific criteria are required for a Trade such as prior experience, make sure those criteria are met by the projects listed.

PROJECT NAME & LOCATION	PROJECT OWNER	PROJECT DESCRIPTION AND SPECIFIC SCOPE	ORIGINAL AND FINAL CONTRACT AMOUNT AND EXPLANATION	START AND COMPLETION DATES (M/D/YYYY – M/D/YYYY)



City of Quincy, Massachusetts
Public Safety Headquarters
RFQ for Trade Contractors

Firm Name: _____

SCHEDULE E – Lawsuits: Interested Trade Contractors are **required** to list of all lawsuits in which the trade contractor is a defendant or defendant-in-counterclaim with regard to construction contracts within the last three (3) years. Please include among the lawsuits requested in the previous sentence, payment bond lawsuits under M.G.L. c.149, §29 and mechanics lien lawsuits. If the lawsuit was pending at any time during the last three (3) years (which includes any lawsuit that was commenced, dismissed, or resolved by settlement or judgment during that time), then it must be listed. Please note that the lawsuits listed shall not include actions that primarily involve personal injury, workers’ compensation claims, or where the sole cause of action involves the trade contractor’s exercise of its rights for direct payment under M.G.L. c.30, §39F. Joint ventures must provide information regarding lawsuits for each joint venture partner as set forth in *Section VI(C)(1)(e) of Part One* of the *RFQ* for this Project. If Trade Contractor has no relevant legal proceeding that have occurred in the past three (3) years, the Trade Contractor is required to write “None” or “N/A” in this form.

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



City of Quincy, Massachusetts
Public Safety Headquarters
RFQ for Trade Contractors

Firm Name: _____

SCHEDULE F – SAFETY RECORD: Interested Trade Contractors are **required** to provide the three (3) year history of its workers' compensation experience modifier and **attach documentation from its insurance carrier** supporting the ratings reported herein as set forth in *Section VI(C)(1)(f) of Part One of the RFQ* for this Project.

YEAR	WORKERS' COMP. EXPERIENCE MODIFIER	COMMENTS



City of Quincy, Massachusetts
 Public Safety Headquarters
 RFQ for Trade Contractors

Firm Name: _____

SCHEDULE G - PROJECT REFERENCES: Interested Trade Contractors are **required** to list company name, contact name, contact phone number, contact fax, and contact email address for all projects respondent Trade Contractor has listed in *Schedule C* as set forth in *Section VI(C)(2)(a)* of *Part One* of the *RFQ* for this Project.

PROJECT TITLE:					
	COMPANY NAME	CONTACT PERSON/ADDRESS	TELEPHONE	FAX	EMAIL
Owner:					
Designer:					
GC/CM					

PROJECT TITLE:					
	COMPANY NAME	CONTACT PERSON/ADDRESS	TELEPHONE	FAX	EMAIL
Owner:					
Designer:					
GC/CM					



City of Quincy, Massachusetts
Public Safety Headquarters
 RFQ for Trade Contractors

Firm Name: _____

SCHEDULE G - PROJECT REFERENCES (Continued):

PROJECT TITLE:					
	COMPANY NAME	CONTACT PERSON/ADDRESS	TELEPHONE	FAX	EMAIL
Owner:					
Designer:					
GC/CM					

PROJECT TITLE:					
	COMPANY NAME	CONTACT PERSON/ADDRESS	TELEPHONE	FAX	EMAIL
Owner:					
Designer:					
GC/CM					



City of Quincy, Massachusetts
Public Safety Headquarters
RFQ for Trade Contractors

Firm Name: _____

SCHEDULE G - PROJECT REFERENCES (Continued):

PROJECT TITLE:					
	COMPANY NAME	CONTACT PERSON/ADDRESS	TELEPHONE	FAX	EMAIL
Owner:					
Designer:					
GC/CM					

PROJECT TITLE:					
	COMPANY NAME	CONTACT PERSON/ADDRESS	TELEPHONE	FAX	EMAIL
Owner:					
Designer:					
GC/CM					



City of Quincy, Massachusetts
Public Safety Headquarters
RFQ for Trade Contractors

Firm Name: _____

SCHEDULE H - CREDIT REFERENCES: Interested Trade 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* of the *RFQ* for this Project. Trade Contractor is also required to provide Awarding Authority with a reference letter from a bank or other recognized lending institution by SOQ Deadline.

Indicate BANK, SUPPLIER, or VENDOR	COMPANY NAME	CONTACT PERSON	TELE#	FAX#



City of Quincy, Massachusetts
 Public Safety Headquarters
 RFQ for Trade Contractors

Firm Name: _____

SCHEDULE I - PUBLIC PROJECT RECORD: – Interested Trade Contractors are **required** to list all completed public buildings during the past five (5) years in accordance with *Section VI(C)(2)(c)* of *Part One* of the *RFQ* for this Project. (Respondent Trade Contractor may attach additional pages if necessary).

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



City of Quincy, Massachusetts
Public Safety Headquarters
 RFQ for Trade Contractors

Firm Name: _____

SCHEDULE I - PUBLIC PROJECT RECORD (Continued):

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



City of Quincy, Massachusetts
Public Safety Headquarters
RFQ for Trade Contractors

Firm Name: _____

SCHEDULE J – PRIOR REVENUE: – Interested Trade Contractors are **required** to list prior revenue for the last three (3) fiscal years in accordance with *Section VI(C)(3)(a) of Part One* of the *RFQ* for this Project.

Firm's fiscal year runs _____ to _____.

CALENDAR YEAR	FISCAL YEAR	PRIOR ANNUAL REVENUE (\$)



City of Quincy, Massachusetts
Public Safety Headquarters
RFQ for Trade Contractors

Firm Name: _____

SCHEDULE K – REVENUE UNDER CONTRACT: – Interested Trade 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 _____.

CALENDAR YEAR	FISCAL YEAR	REVENUE UNDER CONTRACT (\$)



City of Quincy, Massachusetts
Public Safety Headquarters
RFQ for Trade Contractors

Firm Name: _____

SCHEDULE L – LETTER EVIDENCING BONDING CAPACITY:

Respondent Trade Contractors must attach here a letter from a surety company (or from an agent meeting the criteria set forth above) evidencing that the surety will provide respondent with payment and performance bonds for the Project in an amount equal to or greater than **One Hundred and Ten Percent (110%)** of the estimated trade contract value of the Project. The surety company must meet the requirements set forth above. For Trade Contractors submitting *SOQs* for more than one Trade, a letter evidencing bonding capacity for each trade must be submitted.



City of Quincy, Massachusetts
Public Safety Headquarters
RFQ for Trade Contractors

Firm Name: _____

SCHEDULE M – SUB-BIDDER CERTIFICATE OF ELIGIBILITY AND SUB-BIDDER UPDATE STATEMENT:

Respondent Trade Contractors must attach here TWO different documents:

- 1) a copy of its current **DCAMM *Sub-Bidder Certificate of Eligibility*** meeting the requirements set forth above in this RFQ; **and**
- 2) a completed and signed **DCAMM *Sub-bidder Update Statement*** utilizing the most current form available on DCAMM's website.
http://www.mass.gov/cam/forms/fi_contractcert.html

Note: Trade Contractors submitting an SOQ for more than one Trade must submit a DCAMM Sub-bidder Certificate of Eligibility and Sub-bidder Update Statement for each Trade.