

**COMMONWEALTH OF MASSACHUSETTS**  
**STANDARD FORMS**  
**FOR**  
**GENERAL CONTRACTOR PREQUALIFICATION**

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

***REQUEST FOR QUALIFICATIONS***  
**and**  
***STATEMENT OF QUALIFICATIONS***

***City of Newton***

***Horace Mann Elementary School***  
***#25-23***  
***225 Nevada St.***  
***Newtonville, MA 02460***

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## **Section I: Project Information**

### **A. General Information**

<b>Awarding Authority:</b>	<i>City of Newton</i>
<b>Project No.:</b>	<i>#25-23</i>
<b>Project Name:</b>	<i>Horace Mann Elementary School</i>
<b>Project Location:</b>	<i>225 Nevada St., Newton, MA</i>
<b>Project Description:</b>	<i>26,000 SF addition and renovation of existing elementary school</i>
<b>RFQ Informational Meeting (if applicable):</b>	<i>N.A.</i>
<b>Optional Site Visit (if applicable):</b>	<i>N.A.</i>
<b>Submission Deadline:</b> (for submission of SOQs in response to this RFQ)	<i>November 7, 2024 2:00 PM</i>
<b>Submission Address:</b>	<i>City of Newton Purchasing Department Newton City Hall 1000 Commonwealth Ave. Room 108 Newton Centre, MA 02459</i>
<b>Estimated Construction Cost:</b>	<i>\$26,000,000</i>
<b>Estimated Project Duration:</b>	<i>70 weeks</i>
<b>Owner's Project Manager:</b>	<i>NV5 100 Grossman Drive, 4<sup>th</sup> Floor Braintree, MA 02184 617.345.3123</i>
<b>Project Architect:</b>	<i>Raymond Design Associates 60 Ledgewood Place Rockland, MA 02370 781.561.5270</i>
<b>Project Specific Requirements (if applicable):</b>	<i>See Section VII</i>

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

The proposed new Horace Mann Elementary School will include renovations to all floors of the existing school and a new 26,000 SF addition along with associated site and utility work. Renovations will include minor renovations in some areas of the existing building and extensive renovations to portions abutting the new addition. The addition will include classrooms and other education spaces, a kitchen and cafetorium, receiving dock and other support spaces. The building will be occupied during the first few months of construction and then unoccupied beginning in the summer of 2025 through substantial completion and occupancy for the fall semester in 2026.

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 Sub RFQ Form 2;*
3. all supporting documentation referenced and required therein; and
4. required number of copies of items 1-3 above.

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

An original and 1 (one) hard copy and 1 (one) electronic copy (USB flash drives) with complete copies 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:

<i>City of Newton Purchasing Office</i>
<i>Newton City Hall</i>
<i>1000 Commonwealth Ave, Room 108</i>
<i>Newton Centre, MA 02459</i>

*SOQ application packages received by the Awarding Authority later than the Submission Deadline specified in Section I will be rejected and returned to the respondent 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 Newton</b>
<b>Project Name: Newton Center for Active Living</b>
<b>Project Number: #25-23</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)**

If indicated in *Section I*, an informational meeting regarding the prequalification process for this Project will be held. (If applicable, attendance is optional for those interested in responding to the *RFQ*.)

**E. Optional Site Visit**

If indicated in *Section I*, a site visit will be available during the *RFQ* Phase. (If applicable, attendance is optional for those interested in responding to the *RFQ*.)

**F. Review/Availability Of Contract Documents**

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

**G. Sub-Contractor Prequalification**

The Project will require prequalification of Filed Sub-bid Contractors. FSB Contractors will be prequalified to submit bids under a separate **RFQ** and prequalification process:

<b>“X” Below All Trades Subject To Prequalification On The Project</b>	<b>Section #</b>	<b>Trade Category</b>	<b>Estimated Construction Cost for Subtrade</b>
<input checked="" type="checkbox"/>	040001	Masonry	\$600,000
<input checked="" type="checkbox"/>	050001	Miscellaneous and Ornamental Iron	\$420,000
<input checked="" type="checkbox"/>	070001	Waterproofing, Dampproofing and Caulking	\$200,000
<input checked="" type="checkbox"/>	070002	Roofing and Flashing	\$550,000
<input checked="" type="checkbox"/>	080001	Metal Windows	\$1,400,000
<input checked="" type="checkbox"/>	080002	Glass and Glazing	\$ 30,000
<input checked="" type="checkbox"/>	093001	Tile	\$ 210,000
<input checked="" type="checkbox"/>	095001	Acoustical Tile	\$210,000
<input checked="" type="checkbox"/>	097001	Resilient Floors	\$ 120,000
<input checked="" type="checkbox"/>	099001	Painting	\$200,000
<input checked="" type="checkbox"/>	153001	Fire Protection	\$340,000
<input checked="" type="checkbox"/>	154001	Plumbing	\$1,115,000
<input checked="" type="checkbox"/>	155001	Heating, Ventilation & Air-Conditioning	\$3,000,000
<input checked="" type="checkbox"/>	160001	Electrical	\$2,700,000

**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, § 44D¾. 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, § 44D¾. 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 Sub-Contractors and *General Contractors* 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, § 44F. Any contractor seeking to be prequalified as both a General Contractor and General Contractor for a particular filed sub-bid trade(s) shall be required to file separate responses to BOTH this *RFQ* and the *RFQ* issued to prospective General Contractors for this Project.**

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

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

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

Selection of General Contractors for the Project will be conducted in a **two-phase** process as set forth in M.G.L. c. 149, § 44D<sup>3/4</sup>. 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 three (3) representatives from the Awarding Authority.
- **Evaluation By Prequalification Committee** - The *Prequalification Committee* shall meet as necessary to evaluate and review the *SOQs* (and supporting documentation) submitted by each respondent General Contractor firm in accordance with the evaluation criteria set forth in *Section VI*.
- **Notice To Respondent General Contractors** – The Awarding Authority anticipates concluding the *RFQ* evaluation and review process within the time set forth in *Section V(B) herein*. Upon completion of the evaluation and review process described herein, the *Prequalification Committee* shall provide written notice to all respondent General Contractors as to whether they are deemed prequalified or not. Prequalified General Contractor firms shall also be invited to participate in *Phase Two*, the *RFP/Bidding Phase* of the General Contractor selection process.



**2. Phase Two – RFP/Bidding Phase**

- General Contractor firms determined in *Phase One* by the *Prequalification Committee* to be prequalified will be invited to bid on the Project. **Only firms deemed prequalified during Phase One – RFQ/Prequalification Phase will be permitted to participate in Phase Two, the RFP/Bidding Phase. Firms that are not prequalified by the Prequalification Committee and firms that do not participate in the RFQ phase will be precluded from participating in Phase Two - the RFP Bidding/Phase.**

**B. Anticipated Schedule For Prequalification/Bidding**

<b>Anticipated Completion of Prequalification Evaluations:</b>	<b>December 18, 2024</b>
<b>Anticipated RFP to Prequalified Bidders:</b>	<b>January 30, 2025</b>
<b>Anticipated Notice To Proceed:</b>	<b>April 2025</b>
<b>Anticipated Construction Schedule:</b>	<b>70 weeks</b>

**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 K through J* attached hereto. You must give complete and accurate answers to all questions and provide all of the information requested. Making a materially false statement in this SOQ submission is grounds for rejection and debarment.

## B. Evaluation Procedure

As set forth herein and in accordance with M.G.L. c. 149, § 44D<sup>3/4</sup> 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, § 44F. 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. 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 General 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** **(3 points available)**  
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 General Contractor is a corporation or limited liability company, **YOU MUST** provide the requested information for each officer, director and/or member.

1. At least one (1) principal of the General Contractor has five (5) or more consecutive years of employment with the General Contractor – three (3) points.
2. At least one (1) principal of the General Contractor has four (4) or more but less than five (5) consecutive years of employment with the General Contractor – two (2) points.
3. At least one (1) principal of the General Contractor has three (3) or more but less than four (4) consecutive years of employment with the General Contractor – one (1) point.
4. Less than three consecutive years, no response or incomplete response – zero (0) points

**b. Management Personnel (3 points available)**

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.

1. At least one (1) management person of the General Contractor who will work on the (“the Project”) has five (5) or more consecutive years of employment as a management person with the General Contractor with at least one example of where this person has been assigned to a project for the duration of the project schedule in the last 5 years. – three (3) points.
2. At least one management person of the General Contractor who will work on this Project has four (4) or more consecutive years of employment as a management person with the General Contractor with at least one example of where this person has been assigned to a project for the duration of the project schedule in the last 5 years. – two (2) points.
3. At least one (1) management person of the General Contractor who will work on this Project has three (3) or more consecutive years of employment as a management person with the General Contractor, with at least one example of where this person has been assigned to a project for the duration of the project schedule in the last 5 years, or other General Contractor in public building construction – one (1) point.

4. Less than three consecutive years, no response or incomplete response – zero (0) points.

**c. Similar Project Experience (14 points available)**

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 within the past seven (7) years. For purposes of this *RFQ*, “similar projects” shall mean **PUBLIC CONSTRUCTION PROJECTS IN MASSACHUSETTS THAT ARE OF SIMILAR GENERAL VALUE, SIZE, COMPLEXITY AND SCOPE.**

1. The General Contractor has successfully completed its work on construction of at least five (5) similar projects within the past seven (7) years with a general contract value similar to the estimated General contract value for the project on which the General Contractor is attempting to qualify. At least 3 of these projects shall have had less than 3 different site superintendents during the construction period. – fourteen (14) points.
2. The General Contractor has successfully completed its work on construction of at least four (4) similar projects within the past seven (7) years with a general contract value similar to the estimated General contract value for the project on which the General Contractor is attempting to qualify. At least 2 of these projects shall have had less than 3 different site superintendents during the construction period. – ten (10) points.
3. The General Contractor has successfully completed its work on construction of at least three (3) similar projects within the past seven (7) with a general contract value similar to the estimated General contract value for the project on which the General Contractor is attempting to qualify. At least 1 of these projects shall have had less than 3 different site superintendents during the construction period – six (6) points.
4. The General Contractor has successfully completed its work on construction of at least two (2) similar projects within the past seven (7) years with a general contract value similar to the estimated General contract value for the project on which the General Contractor is attempting to qualify – two (2) points.
5. The General Contractor has successfully completed its work on construction of at least one (1) similar project within the past seven (7) years with a general contract value similar to the estimated General contract value for the project on which the General Contractor is attempting to qualify – one (1) point.

6. No similar project experience within the past seven (7) years; No response or incomplete response – zero (0) points.

**d. Terminations (10 points available)**

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.

1. The General 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 General Contractor shall be disregarded – ten (10) points.
2. Within the past six to ten (6-10) years, the General Contractor has been terminated on one or more projects or has failed to complete the work on one or more projects, must provide documentation/explanation –three (3) points
3. Within the past five (5) years, the General Contractor has been terminated on one or more projects or failed to complete a project - zero (0) points
4. No response or incomplete response – zero (0) points.

**e. Lawsuits (10 points available)**

Provide a list of all lawsuits in which the General Contractor is a defendant or defendant-in-counterclaim with regard to construction contracts within the last 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 General Contractor's exercise of its rights for direct payment under M.G.L. c.30, §39F.

1. No lawsuits are pending nor have been concluded adversely to the General 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.

2. One or two lawsuits are pending or have been concluded adversely to the General Contractor within the past two (3) years which relate to the procurement or performance of any public construction contract or private construction contract – six (6) points.
3. Three or four lawsuits are pending or have been concluded adversely to the General Contractor within the past three (3) years which relate to the procurement or performance of any public construction contract or private construction contract – two (2) points.
4. Five or more lawsuits are currently pending or have been concluded adversely to the General Contractor within the past one (3) years which relate to the procurement or performance of any public construction contract or private construction contract – one (1) point.
5. Failure to disclose any pending or current lawsuit, required to be included in the General Contractor's response – zero (0) points.
6. No response or incomplete response – zero (0) points.

**f. Safety Record (10 points available)**

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.

1. Average value of the submitted history of the General Contractor's workers' compensation modifier is 0.9 or less – ten (10) points.
2. Average value of the submitted history of the General Contractor's workers' compensation modifier is .91 to 1.0 – eight (8) points.
3. Average value of the submitted history of the General Contractor's workers' compensation modifier is 1.01 to 1.10 – six (6) points.
4. Average value of the submitted history of the General Contractor's workers' compensation modifier is 1.11 to 1.20 – four (4) points.
5. Average value of the submitted history of the General Contractor's workers' compensation modifier is 1.21 to 1.30 – two (2) points.
6. Average value of the submitted history of the firm's General Contractor's workers' compensation record is greater than 1.31 – zero (0) points.
7. 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 (18 points available)**

Provide reference information for owners and architects for each and every project listed in your response to *Section VI(C)(1)(c)*. A minimum of three (3) references are required from (3) three different projects, similar to this project. (Note: "Similar" means public construction projects in Massachusetts that are of similar trade value, size, complexity and scope.)

Information provided shall at least include project name and the names of the owners and architects, with **current address, telephone, fax numbers, e-mail address and contact person** for project reference. 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.

1. Three (3) points for each favorable reference on projects within the last 10 years where less than three different site superintendents have been assigned to that project during the construction period, maximum of six (6) references – maximum eighteen (18) points
2. Negative three (-3) points for each unfavorable reference, and/or references that indicate that the general contractor had to change the site superintended more than 2 times during the construction period, maximum of six (6) references.
3. The total score for this category will be the net sum of favorable and unfavorable reference points, if there are more unfavorable than favorable references then the score would be zero (0).
4. If a reference cannot be reached due to incorrect contact information, then that reference will be counted as zero (0) points.

**b. Credit References (4 points available)**

Provide a minimum of five (5) credit references, including current telephone and fax numbers of a contact person from key suppliers, vendors and banks. **A credit reference letter from the bank is required by the SOQ deadline, it may be included with the SOQ or sent directly to NV5 from the bank.** Also reference *Section VII (D)* of *Part One* of the *RFQ* for this Project for Additional Information.

1. A favorable bank credit reference letter received plus three (3) or more favorable credit references, with at least one from a bank or a recognized lending institution – four (4) points.
2. A favorable bank credit reference received letter plus one (1) or two (2) credit references, with at least one from a bank or a recognized lending institution – three (3) points.
3. A favorable bank credit reference letter received plus (0) zero credit references – two (2) points.
4. No bank credit reference letter and no favorable credit references – zero (0) points.
5. No response or incomplete response – zero (0) points (lack of a bank credit reference letter will be considered an incomplete response).

**c. Public Project Record (8 points available)**

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).

1. Work successfully completed on five (5) or more public building projects during the past five (5) years – eight (8) points.
2. Work successfully completed on four (4) public building projects during the past five (5) years – six (6) points.
3. Work successfully completed on three (3) public building projects during the past five (5) years – four (4) points.
4. Work successfully completed on two (2) public building projects during the past five (5) years – two (2) points.
5. Work successfully completed on one (1) public building project during the past five (5) years – one (1) point.
6. Work successfully completed on no public building projects during the past five (5) years – zero (0) points.
7. 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 (10 points available)**

Submit the prior annual revenue for the last three (3) fiscal years.

1. Average revenue is 150% or greater of estimated amount of construction cost listed in this *RFQ* – ten (10) points.
2. Average revenue is between 150% and 125% of estimated amount of construction cost listed in this *RFQ* – eight (8) points.
3. Average revenue is between 125% and 100% of estimated amount of construction cost listed in this *RFQ* – six (6) points.
4. Average revenue is between 100% and 75% of estimated amount of construction cost listed in this *RFQ* – four (4) points.
5. Average revenue is between 75% and 50 % of estimated amount of construction cost listed in this *RFQ* – two (2) points.
6. Average revenue is less than 50% of estimated amount of construction cost listed in this *RFQ* - zero (0) points.

a. No response or incomplete response - zero (0) points

**b. Revenue under Contract (10 points available)**

Submit revenue under contract for the next three (3) years.

1. Revenue is 200% or greater of estimated amount of construction cost listed in this *RFQ* – ten (10) points.
2. Revenue is between 200% and 150% of estimated amount of construction cost listed in this *RFQ* – eight (8) points.
3. Revenue is between 150% and 100% of estimated amount of construction cost listed in this *RFQ* – six (6) points.
4. Revenue is between 100% and 50% of estimated amount of construction cost listed in this *RFQ* – four (4) points.
5. Revenue is less than 50% of estimated amount of construction cost listed in this *RFQ* – two (2) points.
6. No response or incomplete response – zero (0) points.

### 3. **MANDATORY REQUIREMENTS**

No points assigned

**a. Bonding Capacity (Mandatory, 0 points)**

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 and ten percent (110%)** of the estimated General contract value for the General that the General Contractor is seeking prequalification as set forth in *Section I*.

**b. DCAMM Certification (Mandatory, 0 points)**

Respondent General Contractors **must be certified as a general 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 *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 the name of the joint venture and must submit a *Certificate of Eligibility* for the joint venture. 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 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 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 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](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 (Mandatory, 0 points)**

Interested General Contractors must provide a current and completed *Update Statement* prepared by the interested General 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 *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 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 *Certificate of Eligibility* for the joint venture meeting the above requirements with its proposal to the *RFB*.

For the required *Update Statement Form* and additional information see the web site:

[http://www.mass.gov/cam/forms/fi\\_contractcert.html](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 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 <http://www.comm-pass.com> 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*.

**D. See Forms for requested Business Category Information form (MBE/WBE).**

***[THIS SPACE IS INTENTIONALLY BLANK]***



**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 Sub RFQ Form 1 MUST be submitted to the Awarding Authority BEFORE submitting the SOQ Application Sub RFQ Form 2.**

<b>Awarding Authority:</b>	<i>City of Newton</i>
<b>Project No.:</b>	<i>#25-23</i>
<b>Project Name:</b>	<i>Horace Mann Elementary School</i>

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

City of Newton, Purchasing Dept.
Newton City Hall
1000 Commonwealth Ave, Room 108
Newton Centre, MA 02459
thomas.murphy@NV5.com

By submitting this *Sub 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 Email:</b>	
<b>General Contractor Contact</b>	
<b>Date Submitted:</b>	

By: \_\_\_\_\_  
***(Signature of Authorized Representative)***

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

**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>	Newton Center for Active Living
<b>Project No:</b>	#25-23
<b>Awarding Authority:</b>	City of Newton
<b>General Contractor Name:</b>	
<b>General Contractor Mailing Address:</b>	
<b>General Contractor Street Address:</b>	
<b>Telephone Number:</b>	
<b>Email Address:</b>	
<b>Contact Person/Title:</b>	

1. **Management Experience - (50 points available; minimum of 25 points required for prequalification approval)**
  - a. **Business Owners (3 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 (3 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 (14 points):** Interested General Contractors **MUST COMPLETE Schedule C** and list similar projects for the last seven (7) 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 (10 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 (10 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 (10 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.

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

- a. **Project References (18 points):** Interested General Contractors **MUST COMPLETE Schedule G** and provide project references from owners and architects for all projects as required in *Section VI(C)(2)(a)* of *Part One*, the *RFQ* for this Project.
- b. **Credit References (4 points):** Interested General Contractors **MUST COMPLETE Schedule H** and provide a minimum of five (5) credit references as required in *Section VI(C)(2)(b)* of *Part One*, the *RFQ* for this Project.
- c. **Public Project Record (8 points):** Interested General Contractors **MUST COMPLETE Schedule I** and list all completed public building construction projects completed by your firm during the past five (5) years as required in *Section VI(C)(2)(c)* of *Part One*, the *RFQ* for this Project.



4. **Capacity to Complete Project - (20 points available; minimum of 10 points are required for prequalification approval)**
- a. **Prior Revenue (10 points):** Interested **General Contractors MUST COMPLETE Schedule J** and list prior revenue for the last three (3) fiscal years. (Note: whether submitted in a sealed envelope or not, such audited financial statements shall not be considered public records).
  - b. **Revenue Under Contract (10 points):** Interested 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.

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

- a. **Payment and Performance Bonds:** Interested General Contractors **MUST ATTACH** to the *Sub RFQ Form 2* a commitment letter (from a surety company licensed to do business in the Commonwealth of Massachusetts and whose name appears on United States Treasury Department Circular 570) for payment and performance bonds in an amount equal to or greater than one hundred percent (100%) of the estimated construction cost of this Project.
- b. **Certificate of Eligibility: (Required as of January 1, 2006)** Interested General Contractors **MUST ATTACH** to the *Sub RFQ Form 2* a currently valid *Certificate of Eligibility* (issued by DCAM).
- c. **Update Statement: (Required as of January 1, 2006)** Interested General Contractors **MUST ATTACH** to the *Sub RFQ Form 2* a current and completed *Update Statement*.

5. **Execution Requirements**

- a. **RFQ Response Checklist:** Before signing and submitting its SOQ application package for this Project, interested General Contractors are advised to carefully review the *RFQ Response Checklist – Sub 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 seven (7) years. For the purpose of this *RFQ* “similar projects” shall be as defined in *Section VI(C)(1)(c)* of *Part One*, the *RFQ* for this Project. **Note the additional column requesting information regarding the number of site superintendents during the construction period.**

PROJECT NAME & LOCATION	PROJECT OWNER	PROJECT DESCRIPTION AND SPECIFIC SCOPE	ORIGINAL AND FINAL CONTRACT AMOUNT AND EXPLANATION	NUMBER OF SITE SUPERINTENDENTS DURING CONSTRUCTION	DATE COMPLETED (M/D/YYYY)

**[Insert GC Firm Name]**

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

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

**[Insert GC Firm Name]**

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

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

**[Insert 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 - 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 H - 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 I - PUBLIC PROJECT RECORD:** – Interested General 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*, 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 J – PRIOR REVENUE:** – Interested General 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*, the *RFQ* for this Project.

Firm's fiscal year runs \_\_\_\_\_ to \_\_\_\_\_.

YEAR	REVENUE UNDER CONTRACT (\$)

**[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 (\$)

# Business Category Information Form\*

IFB No. 23-80

Newton Center for Active Living - General Contractor Pre-Qualifications

Business Type Categories*	Select All That Apply
MBE: Minority-Owned Business Enterprise	
WBE: Women-Owned Business Enterprise	
VBE: Veteran Business Enterprise	
SDVOBE: Service-Disabled Veteran-Owned Business Enterprises	
DOBE: Disability-Owned Business Enterprise	
LGBTBE: Lesbian, Gay, Bisexual, Transgender Business Enterprise	

\*Information is being collected as part of a City initiative to open contract opportunities to underrepresented vendors.

I do not wish to complete this form.

There is no penalty for persons who do not complete this Form, and whether or not the Form is completed will not be taken into consideration in awarding a bid.

I certify that the foregoing information is true and correct.

\_\_\_\_\_

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

### **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 application package (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*?
- Do you have the current contact information for all of the references you reported in *Schedule G*, *Schedule H* and *Schedule I*?
- Did you attach a commitment letter for payment and performance bonds as required in *Section 4(a) of Part Two, Sub RFQ Form 2*?
- Did you attach a currently valid *DCAM Certificate of Eligibility* as required in *Section 4(b) of Part Two, Sub RFQ Form 2*?
- Did you attach a completed and signed *Update Statement* as required in *Section 4(c) of Part Two, Sub 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?