

**COMMONWEALTH OF MASSACHUSETTS**

**STANDARD FORMS**

**FOR**

**SUBCONTRACTOR 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***

***#25-24***

***225 Nevada St.***

***Newtonville, MA 02460***

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

**Section I: Project Information**

**A. General Information**

<b>Awarding Authority:</b>	<i>City of Newton</i>
<b>Project No.:</b>	<i>#25-24</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 2:30 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 Million</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>

**B. Subtrades Subject to Prequalification**

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

<b>“X” Below All Trades Subject To Prequalification On The Project</b>	<b>Section #</b>	<b>Trade Category</b>	<b>Estimated Construction Cost for Subtrade</b>
<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

## **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 Subcontractors are required to submit a *Statement of Qualifications* (“SOQ”) application package as follows:

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

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

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

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

An original and 1 (one) hard copy and 2 (two) electronic copies (USB flash drive) with complete copies of the interested Subcontractor’s *SOQ application package* must be received by the Awarding Authority on or before the Submission Deadline as set forth in *Section I*, as determined by the Awarding Authority’s date/time stamp. All envelopes should be mailed or delivered to:

<i>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 Subcontractor. Respondent Subcontractors are cautioned to allow sufficient time for mailed materials to be received. Telecopied, faxed, or e-mailed qualifications will not be accepted.*

Awarding Authority shall not be responsible for mail not received, deliveries not made, or SOQ application packages not received by the date and time set forth in Section I.

**C. Required Exterior Label For SOQ Application Package Envelope**

SOQs will not be read publicly and should be submitted in a sealed envelope. All envelopes **must be labeled on the outside** with the following information:

<b>RFQ for Subcontractor Services</b>
<b>Awarding Authority Name: City of Newton</b>
<b>Project Name: Horace Mann Elementary School</b>
<b>Project Number: 25-24</b>
<b>Respondent Subcontractor's Name:</b>
<b>Respondent Subcontractor's Address:</b>
<b>Respondent Subcontractor's Telephone #:</b>
<b>Respondent Subcontractor's Contact Person:</b>

**D. RFQ Informational Meeting (if 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. Site Visit**

No site visit will be scheduled for the RFQ phase. A site visit will be scheduled during the bidding phase.

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

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

**G. General Contractor Prequalification**

The Project will require prequalification of General Contractors. General Contractors will be prequalified to submit general bids under a separate ***RFQ*** and prequalification process:

**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, § 44D<sup>3/4</sup>. Firms interested in providing Subcontractor services for the construction of the project described in *Section I and Section II* (“the Project”) MUST submit a *Statement of Qualifications* (“*SOQ*”) in response to this *RFQ* to the Awarding Authority as instructed in *Section III and Section VIII*, herein.
- The Subcontractor selection process for this Project is a two-phase process as set forth in M.G.L. c. 149, § 44D<sup>3/4</sup>. The project delivery method for construction will be under M.G.L. c. 149. The Awarding Authority is prequalifying firms interested in providing Subcontractor services for the Project through this *RFQ* prequalification process.

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

Participation in the RFP Bidding Phase of this Project will be limited to **ONLY** those Subcontractor firms who have submitted a *SOQ* (and required supporting documentation) in response to this *RFQ* and that have been deemed prequalified by the Awarding Authority. Subcontractors that fail to respond to this *RFQ* and submit a *SOQ* with the required supporting documentation by the Submission Deadline set forth in *Section I* and Subcontractors that have not been deemed prequalified by the Awarding Authority shall be automatically disqualified from bidding on this Project.

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

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

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

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

Selection of Subcontractors for the Project will be conducted in a **two-phase** process as set forth in M.G.L. c. 149, § 44D<sup>3/4</sup>. Subcontractor firms must first be prequalified in the *Phase One – RFQ/Prequalification Phase* in order to bid on the Project in *Phase 2 – RFP/Bidding Phase*.

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

- **Submission Of *Statement Of Qualifications (“SOQ”)*** - Interested Subcontractor firms must submit a completed *SOQ*; completed *Schedules A through K*, and all required supporting documentation referenced therein in response to this *RFQ* by the *Submission Deadline* set forth in *Section I*.
- **Prequalification Committee** –The Awarding Authority has appointed a *Prequalification Committee* to review and evaluate the *SOQs* (and supporting documentation) submitted by interested Subcontractors. The *Prequalification Committee* shall consist of one (1) representative from the Project Designer and three (3) representatives from the Awarding Authority.
- **Evaluation By Prequalification Committee** - The *Prequalification Committee* shall meet as necessary to evaluate and review the *SOQs* (and supporting documentation) submitted by each respondent Subcontractor firm in accordance with the evaluation criteria set forth in *Section VI*.
- **Notice To Respondent Subcontractors** – The Awarding Authority anticipates concluding the *RFQ* evaluation and review process within the time set forth in *Section V(B) herein*. Upon completion of the evaluation and review process described herein, the *Prequalification Committee* shall provide written notice to all respondent Subcontractors as to whether they are deemed prequalified or not. Prequalified Subcontractor firms shall also be invited to participate in *Phase Two*, the *RFP/Bidding Phase* of the Subcontractor selection process.



**2. Phase Two – RFP/Bidding Phase**

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

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

<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 Subcontractors must submit documentation for the four (4) statutory evaluation criteria categories listed herein. Prequalification will be based on the submitted information and materials as well as information on prior project performance, information obtained from references, information obtained from governmental agencies and entities, information contained within 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*, *Sub RFQ Form 2* and *Schedules K through J* attached hereto. You must give complete and accurate answers to all questions and provide all of the information requested. Making a materially false statement in this SOQ submission is grounds for rejection and debarment.

## B. Evaluation Procedure

As set forth herein and in accordance with M.G.L. c. 149, § 44D<sup>3</sup>/<sub>4</sub> and 810 CMR 9.00, the Awarding Authority has established a *Prequalification Committee* for the purpose of reviewing and evaluating responses to this *RFQ*. The *Prequalification Committee* shall evaluate interested Subcontractors based on the evaluation criteria set forth herein and assign points for each evaluation criterion category and subcategory provided herein. The *Prequalification Committee* shall prepare a written evaluation score form for each respondent Subcontractor that provides a composite point rating and a specific point rating for each of the evaluation criterion set forth in M.G.L. c. 149 and herein. The *Prequalification Committee* shall only prequalify those Subcontractor firms that have achieved the minimum points required in each category set forth herein and a minimum total score of seventy (70) points.

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

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

## C. Criteria for Prequalification

SOQs must be submitted on the *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** **(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 Trade 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 Trade Contractor has five (5) or more consecutive years of employment with the Trade Contractor – three (3) points.
2. 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.
3. 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.
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 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.
2. 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.
3. 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.
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 TRADE VALUE, SIZE, COMPLEXITY AND SCOPE.**

1. The Trade Contractor has successfully completed its work on construction of at least five (5) similar projects within the past seven (7) 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.
2. The Trade Contractor has successfully completed its work on construction of at least four (4) similar projects within the past seven (7) 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.
3. The Trade Contractor has successfully completed its work on construction of at least three (3) similar projects within the past seven (7) 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.
4. The Trade Contractor has successfully completed its work on construction of at least two (2) similar projects within the past seven (7) 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.
5. The Trade Contractor has successfully completed its work on construction of at least one (1) similar project within the past seven (7) 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 – 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 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.

1. 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.

2. Within the past six to ten (6-10) years, the Trade 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 Trade 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 Trade 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 Trade 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 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.
2. One or two lawsuits are pending or have been concluded adversely to the Trade 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 Trade 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 Trade 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 Trade 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 Trade Contractor's workers' compensation experience modifier. In addition, provide documentation from the Trade Contractor's insurance carrier supporting the rating history provided.

1. Average value of the submitted history of the Trade Contractor's workers' compensation modifier is 0.9 or less – ten (10) points.
2. Average value of the submitted history of the Trade Contractor's workers' compensation modifier is .91 to 1.0 – eight (8) points.
3. Average value of the submitted history of the Trade Contractor's workers' compensation modifier is 1.01 to 1.10 – six (6) points.
4. Average value of the submitted history of the Trade Contractor's workers' compensation modifier is 1.11 to 1.20 – four (4) points.
5. Average value of the submitted history of the Trade 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 Trade 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, maximum of six (6) references – maximum eighteen (18) points
2. Negative three (-3) points for each unfavorable reference, 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 thomas.murphy@NV5.com 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 trade category listed in this *RFQ* – ten (10) points.
2. Average revenue is between 150% and 125% of estimated amount of trade category listed in this *RFQ* – eight (8) points.
3. Average revenue is between 125% and 100% of estimated amount of trade category listed in this *RFQ* – six (6) points.
4. Average revenue is between 100% and 75% of estimated amount of trade category listed in this *RFQ* – four (4) points.
5. Average revenue is between 75% and 50 % of estimated amount of trade category listed in this *RFQ* – two (2) points.



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

**4. MANDATORY REQUIREMENTS  
No points assigned**

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

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 (Mandatory, 0 points)**

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

### **B. Treatment Of Information Submitted**

With the exception of the required audited financial statements, the Awarding Authority shall have no obligation to treat any information submitted by an interested Subcontractor in or in connection with a *SOQ* as proprietary or confidential unless the Awarding Authority determines that the information legitimately requires such treatment. In such case, the Awarding Authority's obligation with respect to protection and disclosure of such information shall at all times be subject to applicable laws. The Awarding Authority shall have the right to use all or portions of the *SOQ*, as it considers necessary or desirable in connection with the Project. By the submission of a *SOQ*, the respondent Subcontractor thereby grants to the Awarding Authority an unrestricted license to use the *SOQ*, including all materials submitted therewith, in connection with the project.

### **C. Communication Between Awarding Authority and Respondent Subcontractors**

Unauthorized communications or contact between Subcontractors, their employees, agents or other related entities interested in submitting a *SOQ* and the Awarding Authority, the project designer, the project manager, or any other person or entity participating on the Prequalification Committee with regard to the Project are strictly prohibited. The only authorized communications shall be 1) inquiries to the Awarding Authority for general information about obtaining the *RFQ*, *RFQ* submission deadlines, and the existence of any relevant addenda to the *RFQ*; and 2) inquiries made at the official Pre-*RFQ* Submission meeting held by the Awarding Authority. If applicable, the official Pre-*RFQ* Submission Meeting will be held at the date and time set forth in *Section I*.

Any issues brought to the Awarding Authority's attention at the Pre-*RFQ* Submission meeting, which the Awarding Authority determines will require additional clarification will be addressed by issuing a written addendum. Oral and other clarifications will be without legal effect. All such addenda will be considered part of this *RFQ*, and the respondent Subcontractor

shall be required to acknowledge receipt of all addenda on the RFQ Proposal Response Form attached to this RFQ. The Awarding Authority will mail addenda to all respondent Subcontractors that have mailed or faxed an RFQ Interest Form, *Sub RFQ* Form 1 to the Awarding Authority or have received the RFQ directly from the Awarding Authority and will post the addenda on the web site <http://www.comm-pass.com> in the listing for this Project. It shall be the sole responsibility of the respondent Subcontractor to ascertain the existence of any and all addenda issued by the Awarding Authority.

From the date of issuance of this RFQ, any respondent Subcontractor that contacts directly or indirectly any member or employee of the Awarding Authority, or the project designer, or the project manager, or 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.**

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

**Part Two: Forms to Be Completed By Subcontractor**

**RFQ Interest Form**

**Sub RFQ Form 1**

**Instructions: If your firm is interested in responding to the RFQ for Prequalification of Subcontractors 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>25-24</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>Subcontractor Firm Name:</b>	
<b>Subcontractor Address:</b>	
<b>Subcontractor Telephone:</b>	
<b>Subcontractor Email Address:</b>	
<b>Subcontractor Contact Person/Title:</b>	
<b>Subtrade Category:</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 Subcontractors  
Sub 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>	<i>Horace Mann Elementary School</i>
<b>Project No:</b>	25-24
<b>Awarding Authority:</b>	City of Newton
<b>Subcontractor Name:</b>	
<b>Subcontractor Mailing Address:</b>	
<b>Subcontractor Street Address:</b>	
<b>Telephone Number:</b>	
<b>Email Address:</b>	
<b>Contact Person/Title:</b>	

**Note:** YOU MUST indicate in the table below each and every subtrade for which you are seeking prequalification. YOU MUST submit a separate SOQ for each and every one.

	<b>Section #</b>	<b>Trade Category</b>
<input type="checkbox"/>	040001	Masonry
<input type="checkbox"/>	050001	Miscellaneous and Ornamental Iron
<input type="checkbox"/>	070001	Waterproofing, Dampproofing and Caulking
<input type="checkbox"/>	070002	Roofing and Flashing
<input type="checkbox"/>	080001	Metal Windows
<input type="checkbox"/>	088002	Glass and Glazing
<input type="checkbox"/>	093001	Tile
<input type="checkbox"/>	095001	Acoustical Tile
<input type="checkbox"/>	097001	Resilient Floors
<input type="checkbox"/>	099001	Painting
<input type="checkbox"/>	153001	Fire Protection
<input type="checkbox"/>	154001	Plumbing
<input type="checkbox"/>	155001	Heating, Ventilation & Air-Conditioning
<input type="checkbox"/>	160001	Electrical

1. **Management Experience - (50 points available; minimum of 25 points required for prequalification approval)**
  - a. **Business Owners (3 points):** Interested Subcontractors **MUST COMPLETE Schedule A** and **MUST ATTACH** to it a resume for each and every business owner of your firm as set forth in *Section VI(C)(1)(a)* of *Part One*, the RFQ for this Project.
  - b. **Management Personnel (3 points):** Interested Subcontractors **MUST COMPLETE Schedule B** and **MUST ATTACH** to it a resume for each and every person who will have **any** management responsibility, direct or indirect, for the Project, including, but not limited to, project executives, project managers, field superintendents and field engineers, as set forth in *Section VI(C)(1)(b)* of *Part One*, the RFQ for this Project.
  - c. **Similar Project Experience (14 points):** Interested Subcontractors **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 Subcontractors **MUST COMPLETE Schedule D** and list each and every project on which your firm was terminated or failed to complete the work as set forth in *Section VI(C)(1)(d)* of *Part One*, the RFQ for this Project.
  - e. **Legal Proceedings (10 points):** Interested Subcontractors **MUST COMPLETE Schedule E** and list any and all legal proceeding or administrative proceeding or arbitration currently pending against your firm. Interested Subcontractors must also list each and every legal proceeding or administrative proceeding or arbitration concluded adversely against your firm within the past 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 Subcontractors **MUST COMPLETE Schedule F** and provide the three (3) year history of its workers' compensation modifier rating as set forth in *Section VI(C)(1)(f)* of *Part One*, the RFQ for this Project, and **MUST ATTACH** to **Schedule F** documentation from its insurance carrier supporting the ratings reported therein or no points may be awarded.

2. **References - (30 points available; minimum of 15 points required for prequalification approval)**
  - a. **Project References (18 points):** Interested Subcontractors **MUST COMPLETE Schedule G** and provide project references from owners and architects for all projects as required in *Section VI(C)(2)(a) of Part One*, the *RFQ* for this Project.
  - b. **Credit References (4 points):** Interested Subcontractors **MUST COMPLETE Schedule H** and provide a minimum of five (5) credit references as required in *Section VI(C)(2)(b) of Part One*, the *RFQ* for this Project.
  - c. **Public Project Record (8 points):** Interested Subcontractors **MUST COMPLETE Schedule I** and list all completed public building construction projects completed by your firm during the past three (3) years as required in *Section VI(C)(2)(c) of Part One*, the *RFQ* for this Project.
3. **Capacity to Complete Project - (20 points available; minimum of 10 points are required for prequalification approval)**
  - a. **Prior Revenue (10 points):** Interested **Subcontractors MUST COMPLETE Schedule J** and list prior revenue for the last three (3) fiscal years. (Note: whether submitted in a sealed envelope or not, such audited financial statements shall not be considered public records).
  - b. **Revenue Under Contract (10 points):** Interested Subcontractors **MUST COMPLETE Schedule K** and list revenue under contract for the next three (3) fiscal years. Such financial information shall not be considered public records.
4. **Mandatory Requirements: (no points are assigned)**
  - a. **Payment and Performance Bonds:** Interested Subcontractors **MUST ATTACH** to the *Sub RFQ Form 2* a commitment letter (from a surety company licensed to do business in the Commonwealth of Massachusetts and whose name appears on United States Treasury Department Circular 570) for payment and performance bonds in an amount equal to or greater than one hundred percent (100%) of the estimated construction cost of this Project.
  - b. **Certificate of Eligibility: (Required as of January 1, 2006)** Interested Subcontractors **MUST ATTACH** to the *Sub RFQ Form 2* a currently valid *Certificate of Eligibility* (issued by DCAM).



- c. **Update Statement: (Required as of January 1, 2006)** Interested Subcontractors **MUST ATTACH** to the *Sub RFQ Form 2* a current and completed *Update Statement*.

5. **Execution Requirements**

- a. **RFQ Response Checklist:** Before signing and submitting its SOQ application package for this Project, interested Subcontractors are advised to carefully review the *RFQ Response Checklist – Sub RFQ Form 3*.
- b. **Acknowledgement of Addenda.** By signing below, the interested Subcontractor **acknowledges receipt of the following addenda** to this RFQ: [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 Subcontractor certifies that it is not currently debarred from performing public work for the Commonwealth of Massachusetts or the Federal Government.

*SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY:*

Signature: \_\_\_\_\_

Print Name:
Title:
Telephone:
Date:











**[Insert Sub Firm Name]**

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

YEAR	WORKERS' COMP. EXPERIENCE MODIFIER	COMMENTS

**[Insert Sub Firm Name]**

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

PROJECT TITLE	COMPANY NAME	CONTACT PERSON/ADDRESS	TELEPHONE#	FAX#
	OWNER: DESIGNER:			
	OWNER: DESIGNER:			
	OWNER: DESIGNER:			
	OWNER: DESIGNER:			
	OWNER: DESIGNER:			



**[Insert Sub Firm Name]**

**SCHEDULE H - CREDIT REFERENCES:** Interested Subcontractors are required to list a minimum of five (5) credit references from banks, suppliers and/or vendors as set forth in *Section VI(C)(2)(b) of Part One*, the *RFQ* for this Project.

CHECK ONE	COMPANY NAME	CONTACT PERSON	TELE#	FAX#
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				

**[Insert Sub Firm Name]**

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

<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 Sub Firm Name]**

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

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

YEAR	REVENUE UNDER CONTRACT (\$)

**[Insert Sub Firm Name]**

**SCHEDULE K – REVENUE UNDER CONTRACT:** – Interested Subcontractors are required to list revenue under contract for next three (3) fiscal years in accordance with Section VI(C)(3)(b) of *Part One*, the *RFQ* for this Project.

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

YEAR	REVENUE UNDER CONTRACT (\$)

# Business Category Information Form\*

IFB No. 23-81

Newton Center for Active Living – Subcontractor 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 - Sub RFQ Form 3**

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

- Did you fax or mail the *RFQ Interest Form (Sub RFQ Form 1)* to the Awarding Authority?
- Did you complete the entire *SOQ* application package (*Sub RFQ Form 2*)?
- Did you fully complete *Schedules A through K*?
- Did you attach the resumes of owners and management personnel identified in your responses to *Schedule A* and *Schedule B*?
- Did you attach the required documentation from your insurance company supporting the workers' compensation modifier history you reported in *Schedule F*?
- Do you have the current contact information for all of the references you reported in *Schedule G*, *Schedule H* and *Schedule I*?
- Did you attach a commitment letter for payment and performance bonds as required in *Section 4(a)* of *Part Two, Sub RFQ Form 2*?
- Did you attach a currently valid *DCAMM Certificate of Eligibility* as required in *Section 4(b)* of *Part Two, Sub RFQ Form 2*? (required as of January 1, 2006)
- Did you attach a completed and signed *Update Statement* as required in *Section 4(c)* of *Part Two, Sub RFQ Form 2*? (required as of January 1, 2006)
- Did you include the original and all required copies of your entire *SOQ* application package?
- Did you address the *SOQ* envelope 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?