

**CITY OF NEWTON
PURCHASING DEPARTMENT**

CONTRACT FOR PUBLIC BUILDINGS

REQUEST FOR QUALIFICATIONS:

**HVAC SYSTEMS REPAIR, SERVICE & PREVENTATIVE
MAINTENANCE CONTRACT SERVICES**

RFQ #21-73

Submittal Date: June 3, 2021 at 10:30 a.m.

May 2021

Ruthanne Fuller, Mayor

**CITY OF NEWTON
PURCHASING DEPARTMENT
REQUEST FOR QUALIFICATIONS #21-73**

This City of Newton (City) Request For Qualifications (RFQ) invites sealed Statements of Qualification (SOQs) from qualified environmental engineer individuals or firms for

HVAC SYSTEMS REPAIR, SERVICE & PREVENTATIVE MAINTENANCE CONTRACT SERVICES

SOQs will be received until: 10:30 a.m., Thursday, June 3, 2021*

at the Purchasing Department, Room 108, Newton City Hall, 1000 Commonwealth Avenue, Newton, MA 02459. SOQs will not be accepted nor may submitted bids be corrected, modified or withdrawn after the deadline for SOQs.

*** To promote the health and safety of City workers and the public, Newton City Hall is still observing COVID restrictions. The City has adopted the following procedures that may affect your participation in this bid:**

Bids not received in Room 108 by mail or courier may be dropped off in a locked drop box at the top of the stairs to left of the main door to City Hall. The box will be checked at the scheduled submission deadline.

Contract Documents will be available on line at: www.newtonma.gov/bids or for pickup at the Purchasing Department after 10:00 a.m., May 20, 2021.

This RFQ is preliminary to the City's issuance of a multi-year service contract bid ("Principal Contract") which will be awarded to multiple qualified contractors which will provide perform the servicing, repairing and preventative maintenance to HVAC systems and related equipment in its 80+ municipal and school facilities. **Only contractors that have been prequalified hereunder will be eligible to bid on the Principal Contract.**

Each SOQ must be accompanied by a copies of a Department of Capital Asset Management and Maintenance (DCAMM) "Certificate of Eligibility" (DCAMM Form CQ-7) and a "Contractor Update Statement" (DCAMM Form CQ-3). The category of work for which the Bidder must certified is: **HVAC**.

Proposers requiring clarification or interpretation of the RFQ shall make a written request to the Purchasing Department as indicated above, by noon on Friday, May 28, 2021. Proposers contacting ANY CITY EMPLOYEE or any other person regarding this RFQ outside of the Purchasing Department, once the RFQ has been released, may be disqualified from the procurement process.

The City will make best efforts to give written Responses to the Questions no later than June 1, 2021 to all individuals or firms requesting a copy of this RFQ by an email Addendum.

Sealed responses to the RFQ from qualified persons or firms must be clearly labeled "RFQ #21-73 Prequalification of HVAC Service, Repair and Preventative Maintenance Contractors" as provided above. The sealed responses must include an original and three (3) digital copies in PDF format on separate CD or thumb drive. SOQs may be delivered in person, by courier or by mail. SOQs submitted by fax or electronic mail will not be considered.

SOQs will not be accepted nor may submitted SOQs be corrected, modified or withdrawn after the deadline. There will be no public opening of the SOQs, though on the deadline date a list of all persons who submitted an SOQ will be published. Proposers are responsible for downloading the specifications from the City's web site, and are requested to email the Purchasing Department (purchasing@newtonma.gov) their company name, address, email address, phone & facsimile number and what bid # (i.e. #21-73) they have downloaded.

The City of Newton, operating through the DSC, reserves the right to reject any and all SOQs, to waive any defects, informalities, and minor irregularities; and to award contracts or cancel this RFQ if it is in the City's best interest to do so. The City of Newton is an AA/EEO employer and encourages MBE and WBE firms to apply.

Notice is hereby given that the Mayor's Affirmative Action Plan for the City of Newton in effect at the time of this solicitation is applicable to all construction contracts in excess of \$10,000.00.

Notice is hereby given that the City of Newton Minority/Women Business Enterprise Plan and the Supplemental Equal Employment Opportunity Anti-Discrimination and Affirmative Action Program in effect at the time of this solicitation are applicable to all City contracts for goods and services in excess of \$50,000.00.

Copies of the Plans and Program referred to in Sections 3.1 and 3.2 are available at: www.newtonma.gov/purchasing.

Submitted responses must be valid in all respects for a minimum period of ninety (90) days after the submission deadline.

In the event that any person wishes to attend a bid opening or pre-bid meeting, accessible and reasonable accommodations will be provided to persons requiring assistance. If you need a reasonable accommodation, please contact the city of Newton's ADA Coordinator, Jini Fairley, at least two business days in advance of the meeting: jfairley@newtonma.gov or (617) 796-1253. For Telecommunications Relay Service, please dial 711.

CITY OF NEWTON

A handwritten signature in black ink that reads "Nicholas Read". The signature is written in a cursive, slightly slanted style.

Nicholas Read
Chief Procurement Officer
May 20, 2021

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

Section I: General Project Information

Awarding Authority:	<i>City of Newton</i>
Project No.:	<i>21-73</i>
Project Name:	<i>Prequalification of HVAC Systems, Service, Repair and Preventative Maintenance Contactors</i>
Project Location:	<i>Various City of Newton Municipal and School Facilities</i>
Project Description:	<i>HVAC Systems, Service, Repair and Preventative Maintenance</i>
RFQ Informational Meeting (if applicable):	<i>N/A</i>
Optional Site Visit (if applicable):	<i>N/A</i>
Submission Deadline: (for submission of SOQs in response to this RFQ)	<i>6/3/2021 10:30 AM</i>
Submission Address:	<i>Newton City Hall Purchasing Department, Room 108 1000 Commonwealth Avenue Newton Centre, MA 02459 Nick Read Chief Procurement Officer</i>
Estimated Construction Cost:	<i>\$950,000 annually</i>
Estimated Project Duration:	<i>52 Weeks From Notice to Proceed</i>
Owner's Project Manager:	<i>Art Cabral Project Specialist Public Buildings Department 52 Elliot Street Newton Highlands, MA 02461 (617) 594-2457</i>
Project Architect:	<i>Public Buildings Department 52 Elliot Street Newton Highlands, MA 02461 (617) 796-1600</i>
Project Specific Requirements (if applicable):	<i>DCAMM HVAC Certification</i>

Section II: Detailed Project Description

The City of Newton plans to bid a multi-year service contract and award to multiple qualified contractors to perform the Servicing, Repairing and Preventative Maintenance to HVAC Systems and Related Equipment in its (80+) Municipal and School Facilities.

Work associated with this project includes, but is not limited to, performing work on the following types of equipment and controls in each facility, where applicable.

1. Refrigeration Cycle Equipment:

Compressors, motors, pumps, condensers, refrigerants, evaporators, valves, belts, gauges, linkages, piping, and fittings.

2. Air Handling Systems:

Exhaust fans, motors, bearings, belts, air handlers, dampers and filters.

3. Control Systems: Electrical and Pneumatic:

Thermostats, air piping, relays, electric starters, switches, electric wiring, gauges, control valves, damper operators, air compressors, air dryers, and controllers.

4. Heating Systems: Water and Steam

Piping, traps, pumps, motors, and valves.

These Contractors shall have been in the HVAC mechanical maintenance service and repair business/division for at least ten (10) years, and must have at least three (3) similar customers who can be used as references.

Service personnel assigned to maintain the included mechanical systems will be qualified to service the equipment type under contract as well as all associated pneumatic, electric, electronic and direct and direct digital controls. Each service person assigned to this contract and working for the City of Newton shall have the requisite trade licenses issued by the State of Massachusetts. Only fully licensed personnel are to be assigned to perform any of the described or related work.

Section III: General Instructions

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

A. Contents Of *Statement Of Qualifications* Application Package

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

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

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

An original and one complete copy, as well as (3) electronic copies -thumb drives, of the interested Contractor’s *SOQ application package* must be received by the City on or before the Submission Deadline as set forth in *Section I*, as determined by the City’s date/time stamp. All envelopes should be mailed or delivered to:

City of Newton
Newton City Hall
Purchasing Department, Room 108 1000 Commonwealth Avenue Newton Centre, MA 02459

SOQ application packages received by the City later than the Submission Deadline specified in Section I will be rejected and returned to the respondent Contractor. Respondent Contractors are cautioned to allow sufficient time for mailed materials to be received. Telecopied, faxed, or e-mailed qualifications will not be accepted. City 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:

RFQ for Contractor Services
Awarding Authority Name: City of Newton
Project Name: Prequalification of HVAC Service, Repair and Preventative Maintenance Contractors
Project Number: 21-73
Respondent Contractor’s Name:
Respondent Contractor’s Address:
Respondent Contractor’s Telephone #:
Respondent Contractor’s Contact Person:

D. Review/Availability Of Contract Documents

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

Section IV: Overview Of Prequalification Process

- The City is not required to issue this *RFQ* which is therefore not subject to M.G.L. c. 149, § 44D½. However, firms interested in providing 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 City as instructed in *Section III* and *Section VIII*, herein.
- The Contractor selection process for this Project is a two-phase process. The project delivery method for construction will be under M.G.L. c. 149. The City is prequalifying firms interested in providing Contractor services for the Project through this *RFQ* prequalification process.

***** **IMPORTANT NOTICES** *****

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

Section V: Administration/Schedule For Prequalification Process

A. “Two-Phase” Selection Process

Selection of the Contractor for the Project will be conducted in a **two-phase** process similar to that set forth in M.G.L. c. 149, § 44D½. 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 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 City has appointed a *Prequalification Committee* to review and evaluate the *SOQs* (and supporting documentation) submitted by interested Contractors. The *Prequalification Committee* shall consist of three (3) representatives from the City.
- **Evaluation By Prequalification Committee -** The *Prequalification Committee* shall meet as necessary to evaluate and review the *SOQs* (and supporting documentation) submitted by each respondent Contractor firm in accordance with the evaluation criteria set forth in *Section VI*.
- **Notice To Respondent Contractors** – The City 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 Contractors as to whether they are deemed prequalified or not. Prequalified Contractor firms shall also be invited to participate in *Phase Two*, the *IFB/Bidding Phase* of the Contractor selection process.

2. Phase Two – IFB/Bidding Phase

- 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 – RFO/Prequalification Phase will be permitted to participate in Phase Two, the IFB/Bidding Phase. Firms that are not prequalified by the Prequalification Committee and firms that do not participate in the RFO phase will be precluded from participating in Phase Two - the IFB Bidding/Phase.**

B. Anticipated Schedule For Prequalification/Bidding

Anticipated Completion of Prequalification Evaluations:	06/22/2021
Anticipated IFB to Prequalified Bidders:	07/08/2021
Anticipated Notice To Proceed:	August 1, 2021
Anticipated Construction Schedule:	52 weeks from August 1, 2021, with option to extend

Section VI: Evaluation Procedure/Criteria For Prequalification Selection

A. Sources of Information Considered

Respondent 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 City.

Do not include superfluous material. You must include the *SOQ Response Form*, *GC RFQ Form 2* and *Schedules A through K* attached hereto. You must give complete and accurate answers to all questions and provide all of the information requested. Making a materially false statement in this SOQ submission is grounds for rejection and debarment.

B. Evaluation Procedure

As set forth herein, the City has established a *Prequalification Committee* for the purpose of reviewing and evaluating responses to this *RFQ*. The *Prequalification Committee* shall evaluate interested 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 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 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 Contractor firms achieving the minimum score required in each evaluation category set forth herein, as well as a minimum total score of seventy (70) points overall shall be prequalified and invited to submit bids consistent with M.G.L. c. 149, § 44E. An interested Contractor's score shall be made available to the 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 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 Contractors in accordance with this *RFQ*. The *RFQ* sets forth the available points for each evaluation sub-category in order to provide interested Contractors prior notice of the points available in each sub-category.

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

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

(4) points available)

- b. *Management Personnel:*** Provide the name, title, including a detailed description of the role and job responsibilities, scope of work, education, construction experience, years with the firm and list of all projects completed for all management personnel who will have any direct or indirect responsibility over the Project, including but not limited to project executives, project managers, service managers, estimators, field superintendents and field engineers. *(5) points available)*
- c. *Similar Project Experience:*** Provide the project name(s), description, scope of work, original contract sum, final contract sum with explanation, and date of completion for each and every similar project undertaken by the firm in the last (10) years. For purposes of this RFQ, “similar projects” shall mean Businesses and/Municipalities with similar number of Facilities. *(8)points available)*
- d. *Terminations:*** Provide a list of any projects on which the firm was the Contractor and was terminated, held in default, or failed to complete the work. Include the name of the project, the timeframe of the project and circumstances surrounding the termination or default. (Note: City may elect to limit reporting time period.) *(5)points available)*
- e. *Legal Proceedings:*** Provide information regarding each and every legal proceeding, administrative proceeding and arbitration pending against the Contractor. In addition, provide information regarding each and every legal proceeding, administrative proceeding or arbitration concluded adversely to the Contractor within the past five (5) years, which relate to the procurement or performance of any public or private construction contract. *(4)points available)*
- f. *Safety Record:*** Provide the three (3) year history of the Contractor’s workers’ compensation experience modifier. In addition, provide documentation from the

Contractor's insurance carrier supporting the rating history provided. (4) points available)

g. MBE/WBE and Workforce Compliance Record: Provide information and evidence of the Contractor's compliance record with respect to Minority Business Enterprise and Women Business Enterprise goals and workforce inclusion goals for all projects completed which had such goals. (Note: City may elect to limit reporting time period.) (4) points available)

h. HVAC Mechanical Maintenance Experience: Provide information and evidence of the Contractor's business/division experience of at least five (5) similar customers who can be used as references (8) points available)

i. HVAC Mechanical Technicians On Staff: Provide information and evidence (names) of the Contractor's business/division of at least (7) Technicians who will be assigned to this project. (8) points available)

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

a. Project References: Provide reference information for owners and architects for each and every project listed in your response to *Section VI(C)(1)(c)*. Information provided shall at least include project name and the names of the owners and architects, with current address, current telephone and fax numbers, and contact person for each. Note: The Prequalification Committee may also consider project reference information and project evaluations obtained from the Update Statement, DCAMM's certification files and information provided in response to *Subsection 2(c)* herein. (13) points available)

b. Credit References: Provide a minimum of five (5) credit references, including the telephone and fax numbers of a contact person from key suppliers, vendors and banks. (5) points available)

c. Public Project Record: Provide a list of all completed public building construction projects (as defined by M.G.L. c. 149, § 44A) worked on during the past three (3) years with the project name, scope of work, contract value, start date, completion date, status of the project, owner's name (including address, telephone number, fax number, and contact person) and architect's name (including address, telephone number, fax number and contact

person).
(12) points available)

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

- a. **Audited Financial Statement:** Submit an audited financial statement for the most recent fiscal year. The financial information submitted shall remain confidential and shall not be a public record. (10) points)
- b. **Revenue:** Submit revenue under contract for the next three (3) years. (10) points)

4. Mandatory Requirements - (no points assigned)

- a. **Bonding Capacity:** Interested Contractors must provide a commitment letter (from a surety company licensed to do business in the Commonwealth of Massachusetts and whose name appears on the United States Treasury Department Circular 570) for payment and performance bonds in an amount equal to or greater than one hundred percent (100%) of the estimated construction cost for Project as set forth in *Section I*.
- b. **DCAMM Certification:** Interested General Contractors must provide a currently valid *Certificate of Eligibility (HVAC)* issued by DCAMM to the Contractor pursuant to M.G.L. c. 149, § 44D, showing a single and aggregate capacity rating sufficient for the Project.
- c. **Update Statement:** Interested Contractors must provide a current and completed Update Statement prepared by the interested Contractor.

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Section VII: Additional Information

A. Status Of Request For Qualifications

This *RFQ* is solely a request for information. It does not represent an offer nor does it confer any rights on any respondent Contractor. The City shall not be responsible under any circumstances for any costs incurred by any respondent Contractors to this *RFQ*. The City 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 City shall have no obligation to treat any information submitted by an interested Contractor in or in connection with a *SOQ* as proprietary or confidential unless the City determines that the information legitimately requires such treatment. In such case, the City's obligation with respect to protection and disclosure of such information shall at all times be subject to applicable laws. The City 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 Contractor thereby grants to the City an unrestricted license to use the *SOQ*, including all materials submitted therewith, in connection with the project.

C. Communication Between the City and Respondent Contractors

Unauthorized communications or contact between 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 written inquiries to the City for general information about obtaining the RFQ, RFQ submission deadlines, and the existence of any relevant addenda to the RFQ.

Any issues brought to the City's attention at the Pre-RFQ Submission meeting, which the City 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

Contractor shall be required to acknowledge receipt of all addenda on the RFQ Proposal Response Form attached to this RFQ. The City will mail addenda to all respondent Contractors that have mailed or faxed an RFQ Interest Form, *GC RFQ Form 1* to the Awarding Authority or have received the RFQ directly from the Awarding Authority and will post the addenda on the web site <https://www.newtonma.gov/bids> in the listing for this Project. It shall be the sole responsibility of the respondent Contractor to ascertain the existence of any and all addenda issued by the City.

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

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Part Two: Forms to Be Completed By Contractor

RFQ Interest Form

RFQ Form 1

Instructions: If your firm is interested in responding to the RFQ for Prequalification of Contractors (referred to hereinafter as "Contractors," "General Contractors" or "GCs") for this Project then GC RFQ Form 1 MUST be submitted to the Awarding Authority BEFORE the Submission Deadline and before submitting the SOQ Application GC RFQ Form 2.

Awarding Authority:	<i>City of Newton</i>
Project No.:	<i>21-73</i>
Project Name:	<i>Prequalification of HVAC Service, Repair and Preventative Maintenance Contractors</i>

Mail, deliver or email (purchasing@newtonma.gov) this *RFQ Interest Form* to¹:

<i>Newton City Hall Purchasing Department, Room 108 1000 Commonwealth Avenue Newton Centre, MA 02459</i>
<i>Nick Read Chief Procurement Officer</i>

By submitting this *GC RFQ Interest Form* the below identified firm is expressing its interest in the above-referenced public building construction project and is requesting that it be added to the list of firms that will receive any addenda to the *RFQ* on the Project. ***The City 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.***

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

By: _____
(Signature of Authorized Representative)

¹ Note: The Statement of Qualifications (“SOQ”) application form (GC RFQ Form 2) and accompanying *Schedules A through K*, submitted in response to this RFQ must be an original hard copy and **MAY NOT BE EMAILED FAXED.**

**Statement of Qualifications Application for General Contractors
GC RFQ Form 2**

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

Project Name:	<i>Prequalification of HVAC Service, Repair and Preventative Maintenance Contractors</i>
Project No:	21-73
Awarding Authority:	City of Newton
General Contractor Name:	
General Contractor Mailing Address:	
General Contractor Street Address:	
Telephone Number:	
Facsimile Number:	
Contact Person/Title:	

- 1. Management Experience - (50 points available; minimum of 25 points required for prequalification approval)**
- a. Business Owners (4) 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 (5) points:** Interested General Contractors **MUST COMPLETE Schedule B** and **MUST ATTACH** to it a resume for each and every person who will have **any** management responsibility, direct or indirect, for the Project, including, but not limited to, project executives, project managers, field superintendents and field engineers, as set forth in *Section VI(C)(1)(b)* of *Part One*, the RFQ for this Project.
 - c. Similar Project Experience (8) points:** Interested General Contractors **MUST COMPLETE Schedule C** and list similar projects for the last [*Awarding Authority To Set Reporting Time Period*] years. For each project, you must include the name, description of project, description of your firm’s scope of work, original contract sum, final contract sum (with explanation) and date completed. For the purpose of this RFQ, “similar projects” shall be defined as defined in *Section VI(C)(1)(c)* of *Part One*, the RFQ for this Project.

- d. ***Terminations (5) 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 (4) 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 (4) points***: Interested General Contractors **MUST COMPLETE Schedule F** and provide the three (3) year history of its workers' compensation modifier rating as set forth in *Section VI(C)(1)(f) of Part One*, the *RFQ* for this Project, and **MUST ATTACH** to *Schedule F* documentation from its insurance carrier supporting the ratings reported therein or no points may be awarded.
 - g. ***MBE/WBE and Workforce Compliance Record (4) points***: Interested General Contractors **MUST COMPLETE Schedule G** and provide copies of documents providing evidence of the firm's compliance record with respect to Minority Business Enterprise and Women's Business Enterprise participation goals and workforce inclusion goals for each and every project completed that had a contractual MBE/WBE participation goal or minority and women workforce goals as set forth in *Section VI(C)(1)(g) of Part One*, the *RFQ* for this Project. In addition, interested General Contractors **MUST ATTACH** documentation supporting the actual participation and inclusion amounts reported in *Schedule G*.
 - h. ***HVAC Mechanical Maintenance Experience (8) points***: Provide information and evidence of the General Contractor's business/division experience of at least five (5) similar customers who can be used as references.
 - i. ***HVAC Mechanical Technicians On Staff (8) points***: Provide information and evidence (names) of the General Contractor's business/division of at least (7) Technicians who will be assigned to this project.
2. **References - (30 points available; minimum of 15 points required for prequalification approval)**
- a. ***Project References (13) points***: Interested General Contractors **MUST COMPLETE Schedule H** and provide project references from owners and architects for all projects as required in *Section VI(C)(2)(a) of Part One*, the *RFQ* for this Project.

- b. **Credit References (5) points):** Interested General Contractors **MUST COMPLETE Schedule I** and provide a minimum of five (5) credit references as required in *Section VI(C)(2)(b)* of *Part One*, the *RFQ* for this Project.
 - c. **Public Project Record (12) points):** Interested General Contractors **MUST COMPLETE Schedule J** and list all completed public building construction projects completed by your firm during the past three (3) years as required in *Section VI(C)(2)(c)* of *Part One*, the *RFQ* for this Project.
- 3. **Capacity to Complete Project - (20 points available; minimum of 10 points are required for prequalification approval)**
 - a. **Audited Financial Statement (10) points):** Interested General Contractors **MUST ATTACH** to the *GC RFQ Form 2* an audited financial statement for the most recent fiscal year (may be submitted in a sealed envelope). (Note: whether submitted in a sealed envelope or not, such audited financial statements shall not be considered public records).
 - b. **Revenue Under Contract (10) points):** Interested General Contractors **MUST COMPLETE Schedule K** and list revenue under contract for the next three (3) fiscal years. Such financial information shall not be considered public records.
- 4. **Mandatory Requirements: (no points are assigned)**
 - a. **Payment and Performance Bonds:** Interested General Contractors **MUST ATTACH** to the *GC RFQ Form 2* a commitment letter (from a surety company licensed to do business in the Commonwealth of Massachusetts and whose name appears on United States Treasury Department Circular 570) for payment and performance bonds in an amount equal to or greater than one hundred percent (100%) of the estimated construction cost of this Project.
 - b. **Certificate of Eligibility:** Interested General Contractors **MUST ATTACH** to the *GC RFQ Form 2* a currently valid *Certificate of Eligibility* (issued by DCAMM) showing a single and aggregate capacity rating sufficient for the Project.
 - c. **Update Statement:** Interested General Contractors **MUST ATTACH** to the *GC RFQ Form 2* a current and completed *Update Statement*.

5. **Execution Requirements**

- a. **RFQ Response Checklist:** Before signing and submitting its SOQ application package for this Project, interested General Contractors are advised to carefully review the *RFQ Response Checklist – GC RFQ Form 3*.
- b. **Acknowledgement of Addenda.** By signing below, the interested General Contractor **acknowledges receipt of the following addenda** to this RFQ: [Insert Addenda #]
- c. **Incomplete or Inaccurate Information:** Failure to accurately and completely provide the information requested may result in the disqualification.
- d. **Authorization to Sign:** This form MUST be signed by an officer of the firm or an individual so authorized by an officer of the firm who has personal knowledge regarding the information contained herein.
- e. **Debarment Status:** By signing below, the interested General Contractor certifies that it is not currently debarred from performing public work for the Commonwealth of Massachusetts or the Federal Government.

SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY:

Signature: _____

Print Name:
Title:
Telephone:
Date:

[Insert GC Firm Name]

SCHEDULE A – BUSINESS OWNERS: Interested General Contractor **MUST** provide the following information and attach a copy of the resume for each and every business owner of the firm in accordance with Section VI(C)(1)(a) of *Part One*, the *RFQ* for this Project.

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

[Insert GC Firm Name]

SCHEDULE B – MANAGEMENT PERSONNEL: Interested General Contractors **MUST** provide the following information and attach a copy of the resume for each and every person who will have any direct or indirect management responsibility for the Project, including but not limited to, project executives, project managers, project superintendents, etc. in accordance with Section VI(C)(1)(b) of *Part One*, the *RFQ* for this Project.

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

[Insert GC Firm Name]

SCHEDULE C - SIMILAR PROJECT EXPERIENCE: Interested General Contractor **MUST** list all similar projects your firm has completed during the last [Awarding Authority to Set Reporting Time Period]. For the purpose of this *RFQ* “similar projects” shall be as defined in *Section VI(C)(1)(c)* of *Part One*, the *RFQ* for this Project.

PROJECT NAME & LOCATION	PROJECT OWNER	PROJECT DESCRIPTION AND SPECIFIC SCOPE	ORIGINAL AND FINAL CONTRACT AMOUNT AND EXPLANATION	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 five (5) 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 – MBE/WBE and WORKFORCE COMPLIANCE RECORDS: Interested General Contractors are required to list each and every project completed within the time frame set forth in *Section VI(C)(1)(g) of Part One*, the *RFQ* for this Project, that had contractual MBE/WBE participation goals or minority and women workforce goals. For the actual participation or workforce inclusion amounts listed, you must attach documentation from the owner supporting the amount reported. In addition, if the goals were not met, then you must explain why and indicate whether any sanctions or penalties were imposed.

PROJECT NAME, LOCATION & AWARDING AUTHORITY	CONTRAC T VALUE	MBE GOAL	ACTUAL MBE PARTICI -PATION	WBE GOAL	ACTUAL WBE PARTICI -PATION	WORK - FORCE GOALS	ACTUAL WORK- FORCE PARTICI - PATION	IF GOALS NOT MET EXPLAIN WHY	SANCTIO N OR PENALT Y AND AMOUNT

[Insert GC Firm Name]

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

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

[Insert GC Firm Name]

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

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

[Insert GC Firm Name]

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

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

[Insert GC Firm Name]

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

Firm's fiscal year runs _____ to _____.

YEAR	REVENUE UNDER CONTRACT (\$)

RFQ RESPONSE CHECKLIST - GC RFQ Form 3

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

- Did you fax or mail the RFQ Interest Form (*GC RFQ Form 1*) to the Awarding Authority?
- Did you complete the entire *SOQ Form (GC RFQ Form 2)*?
- Did you fully complete *Schedules A through K*?
- Did you attach the resumes of owners and management personnel identified in your responses to *Schedule A* and *Schedule B*?
- Did you attach the required documentation from your insurance company supporting the workers' compensation modifier history you reported in *Schedule F*?
- Did you attach the required documentation supporting the MBE/WBE and Workforce Compliance record you reported in *Schedule G*?
- Do you have the current contact information for all of the references you reported in *Schedule H*, *Schedule I* and *Schedule J*?
- Did you attach an audited financial statement as required in *Section 3(a) of Part Two, GC RFQ Form 2*?
- Did you attach a commitment letter for payment and performance bonds as required in *Section 4(a) of Part Two, GC RFQ Form 2*?
- Did you attach a currently valid DCAMM *Certificate of Eligibility* as required in *Section 4(b) of Part Two, GC RFQ Form 2*?
- Did you attach a completed and signed *Update Statement* as required in *Section 4(c) of Part Two, GC RFQ Form 2*?
- Did you include the original and all required copies of your entire *SOQ* application package?
- Did you address the *SOQ* envelop correctly (i.e. to reference the Project and other required information set forth herein)?
- Did you review all of the Execution Requirements before signing the *SOQ* application form?
- Is the person who signed the *SOQ* application form authorized to do so and did his or her correct and current contact information?