REQUEST FOR QUALIFICATIONS
AND
STATEMENT OF QUALIFICATIONS

CITY OF QUINCY, MASSACHUSETTS
PURCHASING DEPARTMENT
1305 HANCOCK ST., QUINCY, MA 02169

Invites sealed bids/proposals for furnishing and delivering to the City of Quincy:

THE RESTORATION OF CODDINGTON HALL

PUBLIC BUILDINGS **RFQ for "FILED SUB CONTRACTORS"** **DECEMBER 20, 2012 @ 11:00 A.M.**
PUBLIC BUILDINGS **RFQ for "GENERAL CONTRACTORS"** **DECEMBER 20, 2012 @ 2:00 P.M.**

The City of Quincy hereby requests qualifications to prequalify "General Contractors" and "Filed Sub Contractors." The Coddington Hall Renovation, 24 Coddington St. Quincy, MA 02169, will provide space for a number of City of Quincy department offices and includes the restoration of the exterior masonry, new slate roof and copper gutters, new galvanized metal fascia, soffit and dentils, new windows, abatement of asbestos containing materials, demolition of interior finishes, new interior office space and finishes, new mechanical, electrical, plumbing, fire protection and fire alarm systems, new utility services to the building, new landscaping, site paving and exterior lighting. The estimated construction duration will be for 12 months. The estimated construction cost construction is $7,777,000.00

Trade Categories	Est. Constr. Cost	Trade Categories	Est. Constr. Cost
1. Roofing/Flashing	$750,000.00	2. Waterproof/caulking	$ 35,000.00
3. Lath/Plastering	$ 36,000.00	4. Marble	$ 25,000.00
5. Glass/Glazing	$ 25,000.00	6. Plumbing	$154,000.00
7. Electrical	$622,000.00	8. Elevators	$ 25,000.00
9. Metal Windows	$464,000.00	10. Misc. & Orn. Iron	$127,000.00
11. Acoustical Tile	$103,000.00	12. Tile	$ 70,000.00
13. Resilient Floors	$ 22,000.00	14. Painting	$110,000.00
15. HVAC	$1,870,000.00	16. Masonry	$580,000.00
17. Fire Protection	$219,000.00		

The anticipated completion date for prequalification evaluations is January 15, 2013. The Project Team includes the City of Quincy (Awarding Authority) and Wessling Architects, Designer.

Detailed specifications are available on-line at the City of Quincy's website, www.quincyma.gov and also available at the office of the Purchasing Agent, Quincy City Hall, 1305 Hancock Street, Quincy, Massachusetts, 02169, between the hours of 8:30 AM and 4:30 PM for a non-refundable printing charge of $25.00

RFQ/SOQ's will be received at the office of the Purchasing Agent until the time and date stated above, at which time and date they will be opened and registered. Late Bids/Proposals, delivered by mail or in person, will be rejected.
All questions regarding this bid should be directed to Kathryn R. Hobin, Purchasing Agent through fax: 617-376-1074 and email: khobin@quincyma.gov and cc: to kimtrillcott@quincyma.gov Questions will be accepted until December 14, 2012 at 4:00 p.m.

Proposals must be in a sealed envelope/box (5 copies/1original requested). Submittals must be properly identified on the outer envelope: **"REQUEST FOR QUALIFICATIONS-GENERAL CONTRACT or FILED SUB CONTRACTOR "(AND WHICH CATEGORY).**

Interested parties are welcome to visit the site. There will be no mandatory site visit.

If applicable, Bids/RFQ's shall be in accordance with Chapter 149 of the M.G.L. as amended. M.G.L. Chapter 39, § 39A, 39B and 39F-R. M.G.L. Chapter 149, § 26, 27, 29, 35 and 44A-44M. and 810 CMR 9.00 & CMR 10.00, Chapter 7 §38A1/2 – O. Interested General and Trade Contractors must provide a currently valid Certificate of Eligibility issued by DCAM pursuant to M.G.L. c. 149 § 44D

The right is reserved to reject any or all RFQ's or to accept any part of an RFQ or the one deemed best for the City, and waive any informalities in the bidding, if it is in the best interest of the City to do so.

Thomas P. Koch, MAYOR

Kathryn R. Hobin, C.P.O.

LEGAL: DECEMBER 6, 2012
LEGAL: DECEMBER 5, 2012

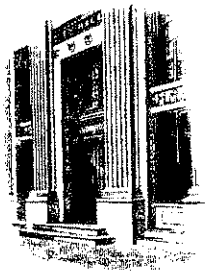
REQ#: S122012
CENTRAL REGISTER

DEPT. CHARGED: PUBLIC BUILDINGS

City of Quincy

City Hall
1305 Hancock Street
Quincy, Massachusetts 02169

Purchasing Department



THOMAS P. KOCH
Mayor

Kathryn R. Hobin
Purchasing Agent
Phone: (617) 376-1060
Fax: (617) 376-1074

Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the work "person" shall mean any natural person, business, partnership, corporation, union committee, club or other organization, entity or group of individuals.

Name: _____

Address: _____

City, Town & Zip: _____

Email #: _____

Name of Business: _____

CITY OF QUINCY
Purchasing Department
1305 Hancock Street, Quincy, MA 02169

Phone: 376-1060

Fax: 376-1074

TAX COMPLIANCE CERTIFICATE

MASS. GENERAL LAWS, CH. 62C, S: 49A(b)

I hereby certify that I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding of child support.

Signed under the pains and penalties of perjury.

(1) Individual Contractor _____
(Contractor's Name and Signature)

Social Security Number _____

(2) Corporation, Association or Partnership _____
(Contractor's Name)

Federal Tax ID Number, or Social Security Number _____

By: _____
(Authorized Signature)

Note to Contractor: Please sign at (1) or (2), whichever applies.

CHAPTER 62C. ADMINISTRATIVE PROVISIONS RELATIVE TO STATE TAXATION

Chapter 62C: Section 49A Certification of compliance with tax laws as prerequisite to obtaining license or governmental contract

Section 49A. (a) Any person applying to any department, board, commission, division, authority, district or other agency of the commonwealth or any subdivision of the commonwealth, including a city, town or district, for a right or license to conduct a profession, trade or business, or for the renewal of such right or license, shall certify upon such application, under penalties of perjury, that he has complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support. Such right or license shall not be issued or renewed unless such certification is made.

(b) No contract or other agreement for the purposes of providing goods, services or real estate space to any of the foregoing agencies shall be entered into, renewed or extended with any person unless such person certifies in writing, under penalties of perjury, that he had complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

(c) Any such agency, which has been notified by the commissioner pursuant to section forty-seven A that a person who holds a license or certificate of authority issued by such agency or who has agreed to furnish goods, services or real estate space to such agency has neglected or refused to file any returns or to pay any tax required under this chapter and that such person has not filed in good faith a pending application for abatement of such tax or a pending petition before the appellate tax board contesting such tax or has been penalized pursuant to section 9 of chapter 62E for failure to comply with the provisions under said chapter 62E relating to reporting of employees and contractors, or has been penalized pursuant to paragraph (3) of subsection (f) of section 12 of chapter 119A for failure to comply with the provisions under said chapter 119A relating to withholding and remitting child support, shall refuse to reissue, renew or extend such license, certificate of authority, contract or agreement until the agency receives a certificate issued by the commissioner that the person is in good standing with respect to any and all returns due and taxes payable to the commissioner as of the date of issuance of said certificate, including all returns and taxes referenced in the initial notification or, if the licensee has been penalized for failure to comply with the provisions relating to reporting of employees and contractors under chapter 62E or withholding and remitting child support under chapter 119A, a certificate issued by the commissioner that the licensee is in compliance with said provisions.

(d) Any person who owns or leases a motor vehicle or trailer that is required to be registered in the commonwealth under chapter 90 and improperly registers the motor vehicle or trailer in another state or misrepresents the place of garaging of the motor vehicle or trailer in another city or town, shall be considered in violation of laws of the commonwealth relating to taxes under chapter 60A, chapter 64H or chapter 64I. The right, license or contract provided for in subsections (a) and (b) shall not be issued or renewed until the person or business entity has paid all taxes due at the time of application for such right, license or contract.

(e) Any person who, for the purpose of evading payment of a tax pursuant to chapters 59 to 64J, inclusive, willfully makes and subscribes any return, form, statement or other document pursuant to subsection (a), (b) or (d) that contains or is verified by a written declaration that is made under the penalties of perjury, and that contains information that he does not believe to be true and correct as to every matter material to his compliance with all laws of the commonwealth relating to taxes, shall be subject to section 73.

CITY OF QUINCY
Purchasing Department
1305 Hancock Street, Quincy, MA 02169

Phone: 376-1060
Fax: 376-1074

SIGNATURE AUTHORIZATION

At a duly authorized meeting of the Board of Directors of the

_____
(NAME OF CORPORATION)

held on _____, at which all the Directors were present or waived notice, it was
(DATE)

VOTED, that:

_____ _____
(NAME) (OFFICER)

of this company, be and he/she hereby is authorized to execute Contracts and Bonds in the name and behalf of said Company, and affix its Corporate Seal thereto, and such execution of any Contract or obligation in this Company's name on its behalf by such _____ under seal of the Company, shall be valid
(OFFICER)

and binding upon this Company. It was further voted that the City of Quincy may rely on such authorization of future Contracts until notified to the contrary.

A true copy,

ATTEST: _____
(CLERK'S SIGNATURE)

PLACE OF BUSINESS: _____

DATE OF THIS CONTRACT: _____

I hereby certify that I am the Clerk of the:

_____ that _____ is the
(COMPANY) (NAME)

duly elected _____ of said Company, and that the above VOTE has not been
(TITLE)

amended or rescinded and remains in full force and effect as of the date of this Contract.

_____ CORPORATE SEAL

City of Quincy

Request for Qualifications
and
Statement of Qualifications
For Filed Subcontractor Services

(pursuant to M.G.L. c. 149, Sec. 44 D¾ and 810 CMR 10.00)

City of Quincy, MA
Coddington Hall Renovation Project
Quincy, MA

INDEX

Part One: Request for Qualifications

Section I: *General Project Information*

Section II: *Detailed Project Description*

Section III: *General Instructions*

Section IV: *Overview Of Prequalification Process*

Section V: *Administration/Schedule for Prequalification Process*

Section VI: *Evaluation Procedure/Criteria for Prequalification Selection*

Section VII: *Additional Information*

Part Two: SOQ Application Forms/Schedules

(to be completed by Filed Subcontractor)

Sub SOQ Form 1: *Request for Qualifications Interest Form*

Sub SOQ Form 2: *Statement of Qualifications Application Form*

Schedule A: *Business Owner Information*

Schedule B: *Management Personnel Information*

Schedule C: *Similar Project Experience*

Schedule D: *Terminations*

Schedule E: *Legal Proceedings*

Schedule F: *Safety Record*

Schedule G: *Project References*

Schedule H: *Credit References*

Schedule I: *Public Project References*

Schedule J: *Prior Revenue*

Schedule K: *Revenue Under Contract*

Sub SOQ Form 3: *RFQ Response Checklist*

Section I: General Project Information

A. General Information

Awarding Authority: City of Quincy

Project Title: Coddington Hall Restoration Project, Quincy, MA

Project Location: 24 Coddington Street, Quincy, MA 02169

Project Description: The Coddington Hall Renovation will provide space for a number of City of Quincy department offices and includes the restoration of the exterior masonry, new slate roof and copper gutters, new galvanized metal fascia, soffit and dentils, new windows, abatement of asbestos containing materials, demolition of interior finishes, new interior office space and finishes, new mechanical, electrical, plumbing, fire protection and fire alarm systems, new utility services to the building, new landscaping, site paving and exterior lighting.

Submission Deadline: **SUB TRADES; Thursday, Dec. 20, 2012 by 11:00 A.M. local time**
GENERALS; Thursday, Dec. 20, 2012 by 2:00 P.M. local time

Submission Address: Quincy City Hall
Purchasing Department
1305 Hancock Street
Quincy, MA. 02169

Estimated Construction Cost: $7.7 Million US Dollars
Estimated Duration: Tweleve (12) months

Project Team:		
	Awarding Authority:	City of Quincy
	Project Manager:	Walter McDonald, City of Quincy Building Department
	Designer:	Wessling Architects

Project Specific Requirements: The Project will be subject to the minimum wage rates set under the Massachusetts Prevailing Wage Laws. Workforce utilization goals will apply to the Project as follows:

- The project Minority Business Enterprise ("MBE") participation goal is 7.4%
- The project Women Business Enterprise ("WBE") participation goal is 4%

B. Prequalification

This RFQ is to prequalify General Contractors and Subcontractors in accordance with M.G.L. c.149, sec. 44D and 810 CMR 9.00 and 10.00. Subcontractors in the following sub-trades will be prequalified for this Project.

Specification Section #	Trade Category	Estimated Construction Cost for Sub-trade
040001	Masonry	$580,000.00
050001	Miscellaneous and Ornamental Iron	$127,000.00
070001	Waterproofing, Damp proofing and Caulking	$35,000.00
070002	Roofing and Flashing	$750,000.00
080001	Metal Windows	$464,000.00
088002	Glazing	$25,000.00
090001	Lath and Plaster	$36,000.00
090002	Tile	$70,000.00
090005	Resilient Flooring	$22,000.00
090007	Painting	$110,000.00
095100	Acoustical Ceilings	$103,000.00
140001	Elevators	$25,000.00
220000	Plumbing	$154,000.00
230000	Heating, Ventilation and A/C	$1,870,000.00
260000	Electrical	$622,000.00
090004	Marble	$25,000.00
210000	Fire Protection	$219,000.00

Section II: Detailed Project Description

This Request for Qualifications is for the restoration of Coddington Hall.

A summary of the anticipated work is as follows:
The Coddington Hall Renovation will provide space for a number of City of Quincy department offices and includes the restoration of the exterior masonry, new slate roof and copper gutters, new galvanized metal fascia, soffit and dentils, new windows, abatement of asbestos containing materials, demolition of interior finishes, new interior office space and finishes, new mechanical, electrical, plumbing, fire protection and fire alarm systems, new utility services to the building, new landscaping, site paving and exterior lighting.

Section III: General Instructions

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 (5) complete copies of the interested SOQ application package must be received by the City of Quincy on or before the Submission Deadline as set forth in Section I, as determined by the City of Quincy's date/time stamp. All envelopes should be **mailed or delivered** to:

Quincy City Hall
Purchasing Department, 2nd Floor
1305 Hancock Street
Quincy, MA. 02169

SOQ application packages received by the City of Quincy 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 of Quincy 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

Package(s) **must be labeled on the outside** with the following information: City of Quincy, the Project title, and General Contractor or Subcontractor firm's name, and Trade Category, business address and telephone number, email and Contact person.

SOQs will not be read publicly and should be submitted in a sealed envelope.

D. RFQ Informational Meeting
An informational meeting regarding the prequalification process for this Project will not be held.

E. Site Visit
There will be no site visit for the project during the RFQ process.

F. Review/Availability Of Contract Documents
The drawings and specifications and other documents will not be available to respondent contractors during the RFQ phase.

G. 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. 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 of Quincy as instructed in Section III and Section VII, herein.

- The contractor selection process for this Project is a two-part process as set forth in M.G.L. c. 149, § 44D1/2 and 44D¾. If applicable, the project delivery method for abatement and demolition will be under M.G.L. c. 149. The City of Quincy is prequalifying firms interested in providing contractor services for the Project through this RFQ prequalification process.

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

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

The City of Quincy is prequalifying all Subcontractors listed in Section I, Part B and the General Contractor for this Project. Therefore, responses to this RFQ will be considered ONLY for the prequalification of contractors that, if deemed prequalified will be invited to submit a bid pursuant to M.G.L. c. 149, § 44F. Any contractor seeking to be prequalified as both a General Contractor and 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 the prospective General Contractors for this Project.

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

Section V: Administration/Schedule For Prequalification Process

A. "Two-Part" Selection Process

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

1. Part One – RFQ/Prequalification Phase

- **Submission of Statement of Qualifications ("SOQ") -** Interested contracting firms must submit a completed SOQ Application Form; 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 of Quincy has appointed a *Prequalification Committee* to review and evaluate the SOQs (and supporting documentation) submitted by interested contractors. The *Prequalification Committee* shall consist of at least one (1) representative from the Project Designer, three (3) representatives from the City of Quincy.

- **Evaluation By Prequalification Committee** - The *Prequalification Committee* shall meet as necessary to evaluate and review the SOQs (and supporting documentation) submitted by each respondent firm in accordance with the evaluation criteria set forth in Section VI.

- **Notice To Respondent Trade Contractors** – The City of Quincy 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 firms shall also be invited to participate in Phase Two, the RFP/Bidding Phase of the selection process.

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

B. Anticipated Schedule For Prequalification/Bidding

Anticipated Completion of Prequalification Evaluations:
January 15, 2013

Anticipated Issuance of Bid documents to Prequalified Bidders: January 28, 2013

Anticipated Construction Schedule: 12 months

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 DCAM'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 of Quincy.

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

B. Evaluation Procedure

As set forth herein and in accordance with M.G.L. c. 149, §44D ½ & ¾ and 810 CMR 9.00 and 10.00, the City of Quincy 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 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 firms that have achieved the minimum points required in each category set forth herein and a minimum total score of seventy (70) points.

Only those 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 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

The *Prequalification Committee* shall review and evaluate the information submitted by interested contractors in accordance with the statutory point scheme set forth in M.G.L. c. 149, § 44D. Also in accordance with § 44D, the RFQ shall set 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. (0 points available)

   b. **Management Personnel:** Provide the name, title, including a detailed description of the role and job responsibilities, scope of work, education, construction experience, years with the firm and list of all projects completed for all management personnel who will have any direct or indirect responsibility over the Project, including but not limited to project executives, project managers, field superintendents and field engineers. (15 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 five (5) years. For purposes of this RFQ, "similar projects" shall mean projects where the project was one of similar complexity, and was the approximate size of this project. (15 points available)

   d. **Terminations:** Provide a list of any projects on which the firm was the contractor/ subcontractor and was terminated, held in default, or failed to complete the work within the last five (5) year period. Include the name of the project, the timeframe of the project and circumstances surrounding the termination or default. (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 Subcontractor within the past five (5) years, which relate to the procurement or performance of any public or private construction contract. (5 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. (10 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, DCAM's certification files and information provided in response to Subsection 2(c) herein. (10 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) (15 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. **Prior Revenue:** Submit the prior annual revenue for the last three (3) Fiscal years. (10 points)

   b. **Revenue Under Contract:** 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 cost of work**

that the General /Subcontractor is seeking prequalification as set forth in Section I.

b. **DCAM Certification:** Interested contractors must provide a currently valid *Certificate of Eligibility* issued by DCAM 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 Subcontractor.

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 of Quincy shall not be responsible under any circumstances for any costs incurred by any respondent contractors to this RFQ. The City of Quincy reserves the right to cancel this procurement at any time if it is in it's the best interest to do so.

B. Treatment of Information Submitted

With the exception of the required audited financial statements, the City of Quincy 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 of Quincy determines that the information legitimately requires such treatment. In such case, the City of Quincy's obligation with respect to protection and disclosure of such information shall at all times be subject to applicable laws. The City of Quincy 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 of Quincy an unrestricted license to use the SOQ, including all materials submitted therewith, in connection with the project.

C. Communication Between the City of Quincy and Respondent contractors

Unauthorized communications or contact between Subcontractors, their employees, agents or other related entities interested in submitting a SOQ and the City of Quincy, 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 inquiries to the City of Quincy for general information about obtaining the RFQ, RFQ submission deadlines, and the existence of any relevant addenda to the RFQ; and inquires made at the official Pre-RFQ Submission meeting held by the City of Quincy as set forth in Section I. Any issues brought to the City of Quincy's attention at the Pre-RFQ Submission meeting, which the City of Quincy

determines will require additional clarification will be addressed by issuing a written addendum. Oral and other clarifications will be without legal effect. All 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 City of Quincy will email addenda to all respondent contractors that have mailed or faxed an RFQ Interest Form, Subcontractor RFQ Form 2 to the City of Quincy or have received the RFQ directly from the City of Quincy and will post the addenda on the City of Quincy's Website: http://www.quincyma.gov/Government/PPD/PurchasingBidPage.cfm. It shall be the sole responsibility of the respondent contractor to ascertain the existence of any and all addenda issued by the City of Quincy.

From the date of issuance of this RFQ, any respondent contractor that contacts directly or indirectly any member or employee of the City of Quincy, or the project designer, or the project manager, or any member of the *Prequalification Committee* in connection with the selection process or the contract contemplated herein for this project is subject to disqualification. Contact is permitted for the purpose of obtaining a copy of this RFQ or to submit a written question or request for clarification.

RFQ Interest Form

SUB RFQ FORM 1

(For Submission to City of Quincy upon receipt)

Instructions: If your firm is interested in responding to the RFQ for Prequalification of Contractors for this Project please fill out this RFQ Interest Form and submit to the City of Quincy by facsimile or mail as soon as possible and before you submit your response to the RFQ. Please note that this form may be faxed or mailed to the City of Quincy. However the Statement of Qualifications ("SOQ") with all required forms, attachments, supporting documentation and information submitted in response to this RFQ, cannot be faxed, it must be either hand delivered or mailed to the City of Quincy and be received by the time and date set forth in the RFQ.

Awarding Authority: City of Quincy

Project Title: Coddington Hall Project, 24 Coddington Street Quincy, MA 02169

Mail or Fax (617-376-1074) this RFQ Interest Form to:

Quincy City Hall
Purchasing Department
1305 Hancock Street
Quincy, MA. 02169

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 City of Quincy 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.**

Firm Name : _____

Address : _____

E Mail : _____

Telephone : _____

Fax : _____

By: _____ Date : _____

(Signature of Authorized Representative)

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.**

Subcontractor Name: _____

Mailing Address: _____

_____

Street Address (if different): _____

_____

Contact Person / Title: _____

Telephone #: _____ **Fax #:** _____

Email Address: _____

Note: ***The table below indicates each and every subtrade for which we are seeking prequalification. YOU MUST submit a separate SOQ for each and every one.***

Check each and every Subtrade for which you are seeking Prequalification	Specification Section #	Trade Category
	040001	Masonry
	050001	Miscellaneous and Ornamental Iron
	070001	Waterproofing, Damp proofing and Caulking
	070002	Roofing and Flashing
	080001	Metal Windows
	088002	Glazing
	090001	Lath and Plaster
	090002	Tile
	090005	Resilient Flooring
	090007	Painting
	095100	Acoustical Ceilings
	140001	Compact Traction Elevators
	220000	Plumbing
	230000	Heating, Ventilation and A/C
	260000	Electrical
	090004	Marble
	210000	Fire Protection

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

   a. ***Business Owners (0 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 (15 points)*:** Interested 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 (15 points):*** Interested contractors **MUST COMPLETE** ***Schedule C*** and list similar projects for the last five (5) 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 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 (5 points):*** Interested contractors **MUST COMPLETE** ***Schedule E*** and list any and all legal proceeding or administrative proceeding or arbitration currently pending against your firm. Interested contractors must also list each and every legal proceeding or administrative proceeding or arbitration concluded adversely against your firm within the past five (5) years as set forth in *Section VI(C)(1)(e)* of *Part One*, the *RFQ* for this Project.

   f. ***Safety Record (10 points):*** Interested contractors **MUST COMPLETE** ***Schedule F*** and provide the three (3) year history of its workers' compensation modifier rating as set forth in *Section VI(C)(1(f)* of *Part One*, the *RFQ* for this Project, and **MUST ATTACH** to ***Schedule F*** documentation from its insurance carrier supporting the ratings reported therein or no points may be awarded.

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

   a. ***Project References (10 points):*** Interested contractors **MUST COMPLETE** ***Schedule G*** and provide project references from owners and architects for all projects as required in *Section VI(C)(2)(a)* of *Part One*, the *RFQ* for this Project.

b. ***Credit References (5 points):*** Interested contractors **MUST COMPLETE** ***Schedule H*** and provide a minimum of five (5) credit references as required in *Section VI(C)(2)(b)* of *Part One*, the *RFQ* for this Project.

c. ***Public Project Record (15 points):*** Interested contractors **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 contractors **MUST COMPLETE** ***Schedule J*** and list prior revenue for the last three (3) fiscal years. (Note: whether submitted in a sealed envelope or not, such audited financial statements shall not be considered public records).

b. **Revenue Under Contract *(10 points)*:** Interested 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 contractors **MUST INCLUDE** in their submittal, 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 the applicable portion of this project.

b. **Certificate of Eligibility:** Interested contractors **MUST INCLUDE** in the ***RFQ*** a currently valid *Certificate of Eligibility* (issued by DCAM).

c. **Update Statement:** Interested contractors **MUST INCLUED** in the ***RFQ*** 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 contractors are advised to carefully review the *RFQ Response Checklist –RFQ Form 3.*

b. **Incomplete or Inaccurate Information***:* Failure to accurately and completely provide the information requested may result in the disqualification.

c. **Authorization to Sign:** This form MUST be signed by an officer of the firm or an individual so authorized by an officer of the firm who has personal knowledge regarding the information contained herein.

d. **Debarment Status:** By signing below, the interested contractor certifies that it is not currently debarred from performing public work for the Commonwealth of Massachusetts or the Federal Government.

e. **Acknowledgement of Addenda.** By signing below, the interested contractor **acknowledges receipt of the following addenda** to this RFQ:

Insert Addenda # _____

SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY:

Signature: _____

Print Name: _____

Title: _____

Telephone: _____

Email: _____

Subcontractor Firm Name: _____

SCHEDULE A – BUSINESS OWNERS: Interested Subcontractor **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

Subcontractor Firm Name: _____

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

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

Subcontractor Firm Name: _____

SCHEDULE C - SIMILAR PROJECT EXPERIENCE: Interested Subcontractor **MUST** list all similar projects your firm has completed during the last five (5) years. For the purpose of this *RFQ* "similar projects" shall be as defined in *Section VI(C)(1)(c)* of *Part One*, the *RFQ* for this Project.

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

Subcontractor Firm Name: _____

SCHEDULE D - TERMINATIONS: Interested Subcontractors 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

Subcontractor Firm Name: _____

SCHEDULE E - LEGAL PROCEEDINGS: Interested Subcontractors 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)

Subcontractor 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

Subcontractor 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:			

Subcontractor 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#
☐ BANK ☐ SUPPLIER ☐ VENDOR				
☐ BANK ☐ SUPPLIER ☐ VENDOR				
☐ BANK ☐ SUPPLIER ☐ VENDOR				
☐ BANK ☐ SUPPLIER ☐ VENDOR				
☐ BANK ☐ SUPPLIER ☐ VENDOR				

Subcontractor 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).

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:

Subcontractor 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	PRIOR REVENUE ($)

Subcontractor Firm Name: _____

SCHEDULE K – REVENUE UNDER CONTRACT: – Interested Subcontractors are required to list revenue under contract for the 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 – Subcontractor 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 (RFQ Form 1) to the City of Quincy?
- ☐ Did you complete the entire SOQ application package (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, RFQ Form 2?
- ☐ Did you attach a currently valid DCAM Certificate of Eligibility as required in Section 4(b) of Part Two, 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, 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 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?