



**MASSACHUSETTS PORT AUTHORITY
CAPITAL PROGRAMS DEPARTMENT
SUITE 209S - LOGAN OFFICE CENTER
ONE HARBORSIDE DRIVE
EAST BOSTON, MASSACHUSETTS 02128-2909**

**MPA PROJECT NO. L1629-C3
FRAMINGHAM LOGAN EXPRESS GARAGE EXPANSION
11 BURR STREET, FRAMINGHAM MA 01760**

**Supplemental Information Package
For
Trade Contractor Pre-Qualification**

**AUGUST, 2024
MPA PROJECT NO. L1629-C3**



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1 BACKGROUND

The Framingham Logan Express Facility in Framingham consists of a steel framed Terminal Building and precast concrete Parking Garage which provides daily, roundtrip HOV bus service to Logan Airport for the metro-west area of Boston. The facility was constructed in 2015 in response to parking demands placed upon the original facility which consisted of a surface lot and leased satellite lots.

The Terminal Building is a 6,000 sf single story structure which houses a waiting area for pick-up/drop-off, back of house spaces for the Facility Operator and elevator service to the garage. The Terminal Building has two curb sides, one for passenger operated vehicles and the other for buses. Both curbs allow for pick-up and drop-off for the vehicles they serve.

The garage consists of approximately 1100 spaces on a ground level and three elevated levels. Entrance to revenue parking is separated from pick-up and drop-off curb sides. Elevators, stairs and a pedestrian ramp serve the various levels of the garage. Two snow melters are located on the roof level. A system of CCTV cameras and passenger call boxes are located through the garage and Terminal Building.

The footprint of the garage occupies most of the site. There are two street side elevations that consist of landscaped planting beds. A third side of the building overlooks a short term parking lot and an overflow parking lot. The fourth elevation overlooks an area of wetlands that cannot be constructed within.

Given the success of the Logan Express facility in Framingham, ridership has increased beyond expectations. The Authority is finding that the need for valet parking and overflow parking is increasing beyond peak travel periods. Given this consistent demand for parking beyond the garage's capacity, the Authority will expand the facility to meet this need.

Proposed Scope of Work:

The project builds upon the existing 4-level garage (grade plus 3 elevated levels). The foundation and structure were designed to accommodate this vertical expansion up to a 7-level garage (grade plus 6 elevated levels). Once complete, the 7-level facility will provide a total of 2,037 spaces.

The proposed project includes the construction of three new elevated levels of parking above the existing roof level; extension of the existing stairs; two new passenger elevators; renovations to the interior of the passenger terminal building located on the ground level of the garage; and extension of the existing building systems. The new garage structure shall be precast concrete construction. Modifications to the existing stair cores shall be precast concrete, structural steel and glass storefront. The project will incorporate sustainable design elements to the maximum extent practical.

The scope of work further includes general site restoration, wetlands mitigation, construction phasing and sequencing, architecture, pedestrian circulation/wayfinding, means of egress, revenue control, signage/graphics, stairs, elevators, ADA and code compliance, HVAC, plumbing, fire protection, electrical, lighting, power, security, solar PV, and other systems and facilities required by existing codes and regulations and necessary to achieve a complete functional facility.

The Authority has implemented a NET ZERO initiative of sustainability and reduced carbon emissions for Massport facilities and operations. The Project Team is exploring options to reduce energy consumption, increase use of renewable energy sources and reduce carbon emissions during construction and over the life of the project. The Team will explore sourcing of construction materials that reduce carbon emissions as part of their fabrication. The project will also review a program of onsite renewable energy production using photovoltaic panels surface applied to the building façade. An electric vehicle charging area shall be provided to service a number of vehicles at the Garage. Expansion of the charging area shall be reviewed to supply future increased demand. This project is targeting ParkSmart Silver Certification.

The work includes the following specification sections of the Massport Standard Division & Technical Specifications for;

- Miscellaneous Metals: (050001, 055000, 055100)
- Roofing (070002, 076200)
- Terrazzo: (090006, 096620)

The Authority is implementing this project in accordance with MGL Chapter 149A, Sections 1 thru 13. The Authority is seeking Qualification Submittals from trade contractors that have demonstrated experience in performing the type of work needed to complete the described renovations. This pre-qualification of trade contractors conforms to MGL Chapter 149A, Section 8, subsections (b) to (k) inclusive. The Request for Qualifications (RFQ) will be utilized to pre-qualify trade contractors who have a demonstrated experience in the construction and implementation of similar work in terms of scale and complexity.

The project will be bid in one phase, which provides Trade Contractors with the opportunity to be prequalified for one submission of information. Qualification Submittals are being requested from trade contractors capable of performing the following classes of work: **MISCELLANEOUS METALS, ROOFING, AND TERRAZZO.**

All trade contract agreements will be executed between the awarded CM-at-Risk and the selected trade contractors. The Authority shall utilize a two-step process, which includes the pre-qualification of trade contractors based on an evaluation of the submittals received in response to this solicitation, followed by an Invitation to Bidders that will only be issued to the pre-qualified trade contractors. Please note that the Authority intends to approve a list of qualified subcontractors (who are not trade contractors) with the CM-at-Risk for this Contract at a separate time in accordance with MGL Chapter 149A Section 8, subsection (j).

2 SCOPE OF WORK

The Scope of Work will include the following packages:

- PERMIT SET: GARAGE & TOWER PRECAST

Detailed scope of work required under this package includes, but is not limited to the following:

- Demolition of existing roof level precast concrete segments to facilitate erection of new precast concrete segments for expansion levels.

- Demolition of existing slab on grade at location of new elevator bank, excavation to existing spread footing, and waterproofing of new elevator bank sump pit.
- Erection of new precast concrete structural members on expansion levels including shear walls, spandrels, double tees, girder beams, columns, slabs, and walls.
- Modifications to existing roof level to accommodate extension of existing building MEPFP services to expansion levels.
- Installation of temporary staging to support precast concrete erection operation and maintain code-compliant operation of garage as directed by Massport.
- Installation of cast-in place topping slabs at stair and elevator towers.
- Sealing of all precast concrete members including expansion joints
- Installation of masonry MEPFP support rooms on several floors.
- Demolition of existing doors on Level 4 and installation of new doors on roof level of expansion floors.

- BULLETIN 1: STAIR & ELEVATOR TOWERS

Detailed scope of work required under this package includes, but is not limited to the following:

- Erection of new precast concrete structural members for the entire height of the new elevator bank at the southwest corner of the garage.
- Erection of new precast structural members on expansion levels included stairs, slabs, and walls.
- Installation of a glazed curtain wall at the southwest stair/elevator tower to extend the existing curtain wall upwards to expansion floors.
- Installation of precast or cast-in-place slabs to infill the existing snow melter penetrations through the precast on Level 4.
- Installation of structural steel framing inside of southwest stair/elevator tower.
- Installation of misc. metal railings at new stairs for all expansion levels.
- Installation of misc. metal cane detection throughout the stair and elevator towers and at the roof-level snow melters
- Installation of roofing and flashing at stair and elevator towers.
- Installation of two new elevators servicing all garage levels, including elevator controllers and associated programming scope.

- BULLETIN 2: GARAGE & TERMINAL BUILDING MEP SYSTEMS

Detailed scope of work required under this package includes, but is not limited to the following:

- Installation of solar PV façade around the entire building perimeter.
- Lighting fixture replacement as needed and installation of new fixtures.
- Lighting controls system installation.
- Electrical & communications infrastructure installation to support the following:

- Solar Photovoltaic Façade
- EV Charging Stations
- Fire Alarm
- Security Equipment
- Lighting
- Parking Guidance Signage – Interior & Exterior
- Tire Inflation Station
- Existing Terminal Building Electrical Facilities
- Extension of the existing fire suppression standpipe throughout the stair/elevator towers
- Modifications to the existing fire sprinkler system to support the architectural upgrades to the terminal building.
- Extension of the fire alarm system to the new levels of the garage.
- Installation of security cameras throughout the garage.
- Extension of plumbing services to the new levels of the garage.
- Extension of existing washdown facilities to the new levels of the garage.
- Installation of HVAC equipment inside of the stair/elevator towers.
- Installation of plumbing fixtures to support the renovation to the existing restroom facilities.
- Plumbing infrastructure to support new elevator sump pit.
- Fire extinguishers installation.

- **BULLETIN 3: TERMINAL BUILDING ARCHITECTURAL INTERIORS**

Detailed scope of work required under this package includes, but is not limited to the following:

- Replacement of existing acoustical ceiling.
- Installation of new interior lighting.
- Replacement of existing wall treatments.
- Demolition of existing restroom floor, wall, and ceiling finishes, millwork, plumbing fixtures, restroom accessories, and ceiling mounted fixtures.
- Installation of new plumbing fixtures, millwork, wall and ceiling finishes, restroom accessories, and ceiling mounted fixtures.
- Replacement of existing millwork cabinetry in the lunch room and ticket area.
- Installation of new terrazzo floors in the waiting area and restrooms.
- Relocation of exiting FIDS and electrical support infrastructure.
- Demolition of half-height walls and counters throughout the terminal building.
- Demolition of existing walls at new elevator bank.
- Salvage of existing equipment.
- Installation of new mats at vestibules.
- Installation of new carpeting inside of ticket area.
- Installation of new paint throughout terminal building.

- New furnishings throughout the terminal building.

- BULLETIN 4: GARAGE & TERMINAL BUILDING SIGNAGE

Detailed scope of work required under this package includes, but is not limited to the following:

- Installation of new wayfinding signage throughout the garage and terminal building.
- Pavement markings throughout the interior of the parking garage.
- New parking control guidance system (PCGS) and associated signage throughout the garage. PCGS to be provided on a level-by-level basis.
- Exterior PCGS signage both on independent foundations and mounted to garage precast concrete.
- Replacement of obsolete signage throughout the terminal building and garage.

- BULLETIN 5: SITE RESTORATION WORK

Detailed scope of work required under this package includes, but is not limited to the following:

- Site clearing as needed to support construction activities.
- Removal of site furnishes to support construction activities.
- Porous asphalt paving at the existing short-term parking surface lot.
- Installation of new site furnishes such as vertical granite curb, concrete sidewalks, and asphalt paving.
- Landscaping, planting, and seeding to restore project site following construction activities.
- Irrigation system installation/repair to support site restoration scope.
- Replacement of existing block wall at northeast corner of site.
- Maintenance of existing subsurface and above-grade utility infrastructure.
- Installation of bollards.
- Installation, maintenance, and monitoring of erosion and sediment control systems.
- Installation of tactile warning panels.
- Line striping and pavement markings for exterior paved areas.
- Installation and maintenance of temporary construction fence.
- Installation of stormwater retention basins and associated infrastructure.

The total estimated cost of the Project is approximately **\$38M**, and the construction duration is approximately **15 MONTHS**. The notice to proceed for construction is expected in **SEPTEMBER 2024**.

For the purpose of defining the experience required for Qualification Statements being requested at this time, the general Scope of Work for each of the specific trade contractor categories includes the following:

- ◆ MISCELLANEOUS METALS – The scope of work for this trade category is estimated at **\$759,220**. The trade contractor is expected to be experienced in and capable of installation of metal stair railings, installation of metal cane detection systems, and metal fabrications.
- ◆ ROOFING – The scope of work for this trade category is estimated at **\$250,000**. The trade contractor is expected to be experienced in and capable of installation of thermoplastic membrane roofing systems.
- ◆ TERRAZZO – The scope of work for this trade category is estimated at **\$267,500**. The trade contractor is expected to be experienced in and capable of terrazzo floor tile installation, carpet tile installation, and bathroom wall tile installation.

3 SUBMITTAL PROCESS and SCHEDULE

In accordance with M.G.L. Chapter 149A, Massport and the CM-at-Risk are implementing a two step process beginning with an RFQ which shall be utilized to pre-qualify competent trade contractors who are capable of constructing the scope of work described herein. A Pre-Qualification Committee is comprised of four representatives including the Massport Project Manager, the Massport Assistant Director and one each from the Designer and the CM-at-Risk. This Pre-Qualification Committee will be conducting qualifications based evaluation of submittals received from interested trade contractors in order to identify pre-qualified trade contractors who will be subsequently invited to respond to a written Invitation to Bidders. Upon receipt of the Qualification Submittal in response to this RFQ, the Pre-Qualification Committee will be responsible for reviewing the documents independently. Then, the Pre-Qualification Committee will meet to evaluate and review each submittal and will then score them in order to create a list of pre-qualified trade contractors.

The decision of the Trade Pre-Qualification Committee shall be final and binding and not subject to appeal except on the grounds of fraud or collusion. An individual trade contractor's score shall be made available upon request, but shall not be a public record and shall not be open to public inspection, to the fullest extent possible under the law. In addition, financial information provided from a trade contractor shall remain confidential and shall not become a public record and shall not be open to public inspection, to the fullest extent possible under the law.

Only the pre-qualified trade contractors will be eligible to receive an Invitation to Bid to participate in submitting a bid. Massport and the CM-at-Risk shall utilize an Invitation to Bid in order to make a final selection of each trade contractor. Pre-qualified trade contractors shall be invited to submit a bid along with a Bid Bond pursuant to an Invitation to Bid that shall include the bid documents for the Project. Massport shall open bids publicly. The CM-at-Risk shall award each trade contract to the lowest responsible and eligible bidder. The trade contractors shall be required to execute a standard Trade Contractor Agreement in the form identified in MGL Chapter 149A, Section 8, subsection (k) and provide the required insurance, performance and payment bonds also identified in Section 8 and in the full amount of the trade contract.

The schedule for creation of the list of pre-qualified trade contractors is as follows. Please note that all times listed are Eastern Daylight Savings Time (EDST) and that Massport will do its best to adhere to the schedule provided below.

- ◆ RFQ Advertised: **Wednesday, August 21, 2024 @ 9:00AM**
- ◆ Supplemental Information Package available: **Wednesday, August 21, 2024**
- ◆ Deadline for Submission of Written Questions: **Thursday, August 29, 2024**
- ◆ Qualification Due: **Thursday, September 12, 2024 @ 12:00PM**
- ◆ Anticipated Trade Prequalification: **Thursday, October 3, 2024**

Submission Deadline:

For each trade you are applying for Qualifications shall be submitted electronically no later than 12:00 PM Local Time, on Thursday, September 12, 2024 via Bid Express and shall be addressed to:
<https://www.bidexpress.com/businesses/27137/home>

Luciana Burdi, Intl. Assoc. AIA, CCM, MCPPO, NAC
 Director of Capital Programs and Environmental Affairs
 Massachusetts Port Authority, Capital Programs Department
 Logan Office Center
 One Harborside Drive
 East Boston, MA 02128

Submittals not received by Massport by the 12:00 PM Local Time deadline on Thursday, September 12, 2024 will be rejected.

All submissions must be in .pdf format and able to be read on a computer and printed on 8 ½” x 11” paper, unless otherwise specified.

Questions may be sent via email to CPBidQuestions@massport.com subject to the deadline for receipt stated in the timetable above. In the subject lines of your email, please reference the ***MPA Project Name and Number***. Questions and their responses will be posted on Capital Bid Opportunities webpage of Massport <http://www.massport.com/massport/business/bids-opportunities/capital-bids/> as an attachment to the original Legal Notice and on Comm-BUYS in the listings for this project.

Companies responding to the RFQ are responsible for the costs associated with the development and submission of a response.

4 SUBMITTAL REQUIREMENTS

Submissions in response to the RFQ shall be organized and presented as outlined below.

THE QUALIFICATION SUBMITTAL WILL BE REJECTED IF ANY OF THE MANDATORY REQUIREMENTS ARE MISSING. Massport will not reach out to request any missing or incorrect submission requirements. Massport will send back the submittal with a letter explaining of the rejection.

PLEASE SEE ATTACHED SCHEDULES IN APPENDIX A FOR YOU TO COMPLETE.

A. Cover Letter

Each Submittal shall include a cover letter signed by an individual authorized to contractually bind the trade contractor. The Cover Letter shall (1) clearly state the name of the RFQ; (2) introduce the company, and indicate the trade category that the content of the Submittal is responding to; (3) provide the name, title, address, telephone number and email address of one or more individuals who are authorized to sign a contract; and (4) provide an original signature of a person authorized by the company to enter into legally binding contract. The words, “**signed under the pains and penalties of perjury by**” **MUST** appear immediately above the authorized signature. Notarizing the document does not take the place of “signing under the pains and penalties of perjury”. Please note that there are no points awarded for providing a Cover Letter but it is a **required** component of the Submittal.

B. Evaluation Criteria

The Pre-Qualification Committee shall review the submittals in accordance with the following statutory Evaluation Criteria including Management Experience, References and Capacity to Complete Projects. The Point Rating System that will be utilized by the Pre-Qualification Committee has two types of requirements. The first is that in order to be pre-qualified a trade contractor must receive a minimum total of seventy (70) points and the second is that of those seventy points, at least twenty-five (25) points must be earned from Management Experience and at least fifteen (15) points must be earned from References and at least ten (10) points must be earned from Capacity to Complete Projects.

The following is a breakdown of the Point Rating System that will be utilized by the Pre-Qualification Committee. The Pre-Qualification Committee will review the information provided by the trade contractor in order to determine how many of the maximum points should be awarded for each category.

1	<i>MANAGEMENT EXPERIENCE</i>	<i>max 50 points (need minimum 25 points)</i>
a)	Business Owners	max 3 points
	Provide the name, title including a detailed description of the role and job responsibilities, scope of work and number of years with the firm for each of the business owner(s) of the firm. Interested Trade Contractors <u>MUST COMPLETE</u> <i>Schedule A</i> .	
b)	Management Personnel	max 15 points
	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 project completed for all management personnel who will have any direct or indirect responsibility over the Project, including but limited to project executive, project managers, field superintendents and field engineers. Interested Trade Contractors <u>MUST COMPLETE</u> <i>Schedule B</i> .	

c) Similar Project Experience **max 20 points**

Provide the project name(s), a 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. Interested Trade Contractors **MUST COMPLETE** *Schedule C*.

d) Terminations **max 2 points**

Provide a list of any projects on which the firm was terminated, held in default, or failed to complete the work within the last five (5) years. Include the name of the project, the timeframe of the project and circumstances surrounding the termination or default. Interested Trade Contractors **MUST COMPLETE** *Schedule D*.

e) Lawsuits/Legal Proceedings **max 5 points**

Provide a list of all lawsuits in which the trade contractor is a defendant or defendant-in-counterclaim with regard to construction contracts within the last 3 years. Please note that the lawsuits listed shall not include actions that primarily involve personal injury, workers' compensation claims, or where the sole cause of action involve the trade contractor's exercise of its rights for direct payment. Interested Trade Contractors **MUST COMPLETE** *Schedule E*.

f) Safety Record **max 5 points**

Provide the three (3) year history of the Trade Contractor's workers' compensation experience modifier. In addition, provide documentation for the Trade Contractor's insurance carrier supporting the rating history provided. Interested Trade Contractors **MUST COMPLETE** *Schedule F*.

2 **REFERENCES** **max 30 points (need minimum 15 points)**

It is imperative that the contact information provided by the trade contractor is current and reliable and that such contact persons are willing and able to provide references. The trade contractor is urged to contact its references in advance to ensure that the contact information is correct and these individuals will be in a position to answer the Committee's questions. The Committee will do its best to connect with references but if it is not successful in obtaining references, or if the references are unwilling or unable to provide the type of information being requested, then the trade contractor will not be in a position to earn points under this category, resulting in an inability to be pre-qualified for the Project. There are not a specific number of points assigned to any one reference. However, the Pre-Qualification Committee will need to receive a sufficient number of good references in order to be able to award sufficient points to a trade contractor under this category. Please note that although the Committee retains the right to contact any reference provided by the trade contractor, in order to manage the process in an effective and timely manner, it plans to contact Client References first and will contact Credit Reference or Public Project Record references if more information is needed after contacting Client References.

a) Project References

Provide a client who is the party that you contracted with, as a reference from each of the five (5) similar projects listed and provide the project name, client name and address, telephone number, and email for a contact person from each client. The trade contractor is required to provide references and contact information for each of the five projects listed under Similar Project Experience on SCHEDULE C. Interested Trade Contractors **MUST COMPLETE Schedule G.**

b) Credit References

Provide a minimum of five (5) different credit references, including key suppliers, vendors and/or banks and provide the name, title, address, telephone number and email address for a contact person from each of the Credit References listed. Interested Trade Contractors **MUST COMPLETE Schedule H.**

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, email and contact person) and architect's name (including address, telephone, email and contact person). Interested Trade Contractors **MUST COMPLETE Schedule I.**

3 CAPACITY TO COMPLETE PROJECTS 20 points (need minimum 10 points)

a) Prior Revenue

Provide annual revenues for the *prior* three (3) fiscal years. Interested Trade Contractors **MUST COMPLETE Schedule J.**

b) Revenue under Contract

Provide details on revenue under contract for the *next* three (3) fiscal years. Interested Contractors **MUST COMPLETE Schedule K.**

C Other Mandatory Requirements

It is important to note that although there are no points allocated for these mandatory requirements, submittal **will not be accepted if it does not contain the following:**

- ***Bonding Capacity:*** Provide a commitment letter from a surety company licensed to do business in the Commonwealth of Massachusetts and whose name appears on the United States Treasury Department Circular 570 for payment and performance bonds in an amount equal to or greater than **one hundred and ten percent (110%)** of the estimated trade contract value for the subtrade that the Trade Contractor is seeking prequalification for.
- ***DCAMM Certification:*** A **currently valid** Certificate of Eligibility issued by the DCAMM (Division of Capital Asset Management and Maintenance) pursuant to section 44D of Chapter 149 and a ***Sub-Bidder Update Statement*** **must** also be submitted as part of the package.

- **Cover Letter:** Each submittal must have an original signature of a person authorized by the company to enter into a legally binding contract. The words, “**signed under the pains and penalties of perjury**” **must** appear immediately above the authorized signature. Please note that notarizing the document does not take the place of signing under the pains and penalties of perjury.

5 PUBLIC PROJECTS RECORD

Massport shall seek to hold all financial information (Schedule J & K) in confidence, to the extent consistent with applicable law. A trade contractor’s score for this prequalification process shall not be a public record and shall not be open to public inspection, again to the fullest extent possible by law.

APPENDIX A

RFQ Application Schedules

SCHEDULE A:	<i>Business Owner Information</i>
SCHEDULE B:	<i>Management Personnel Information</i>
SCHEDULE C:	<i>Similar Project Experience</i>
SCHEDULE D:	<i>Terminations</i>
SCHEDULE E:	<i>Legal Proceedings</i>
SCHEDULE F:	<i>Safety Record</i>
SCHEDULE G:	<i>Project References</i>
SCHEDULE H:	<i>Credit References</i>
SCHEDULE I:	<i>Public Project References</i>
SCHEDULE J:	<i>Prior Revenue</i>
SCHEDULE K:	<i>Revenue under Contract</i>

Firm Name:

SCHEDULE A – BUSINESS OWNERS: Interested Trade Contractor **MUST** provide the following information and **attach a copy of the resume for each and every business owner of the firm.**

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

Firm Name:

SCHEDULE B – MANAGEMENT PERSONNEL: Interested Trade Contractors **MUST** provide the following information and copies of the resumes for each and every person who will have any direct or indirect management responsibility for the project, including but not limited to, project executives, project managers, project superintendents, etc.

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

Firm Name:

SCHEDULE C – SIMILAR PROJECT EXPERIENCE: Interested Trade Contractor **MUST** list all similar projects respondent Trade Contractor has completed during the last five (5) years.

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

Firm Name:

SCHEDULE D - TERMINATIONS: Interested Trade Contractors are required to list each and every project on which it was terminated or failed to complete the project.

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

Firm Name:

SCHEDULE E – LEGAL PROCEEDINGS: Interested Trade Contractors are required to list all lawsuits in which the trade contractor is a defendant or defendant-in-counterclaim with regard to construction contracts within the last 3 years.

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)

Firm Name:

SCHEDULE F – SAFETY RECORD: Interested Trade Contractors are required to provide the three (3) year history of its workers’ compensation experience modifier and attach documentation from its insurance carrier supporting the ratings reported.

YEAR	WORKERS’ COMP. EXPERIENCE MODIFIER	COMMENTS

Firm Name:

SCHEDULE G – PROJECT REFERENCES: Interested Trade Contractors are required to list references for prior work Trade Contractor has performed which appears in ***Schedule C***.

PROJECT TITLE	EMAIL	COMPANY NAME	CONTACT PERSON/ADDRESS	PHONE #
	OWNER:			
	DESIGNER:			
	OWNER:			
	DESIGNER:			
	OWNER;			
	DESIGNER:			
	OWNER:			
	DESIGNER:			

Firm Name:

SCHEDULE H – CREDIT REFERENCES: Interested Trade Contractors are required to list a minimum of five (5) credit references from banks, suppliers and/or vendors.

CHECK ONE	FIRM NAME	CONTACT PERSON	PHONE #	EMAIL
<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				

Firm Name:

SCHEDULE I – PUBLIC PROJECT RECORD: Interested Trade Contractors are required to list all completed public buildings during the past three (3) years. (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:

Firm Name:

SCHEDULE J – PRIOR REVENUE Interested Trade Contractors are required to list prior revenue for the last three (3) fiscal years.

Firm's fiscal year runs to

YEAR	PRIOR ANNUAL REVENUE(S)

Firm Name: _____

SCHEDULE K – REVENUE UNDER CONTRACT: Interested Trade Contractors are required to list revenue under contract for the next three (3) fiscal years.

Firm's fiscal year runs _____ to _____

YEAR	REVENUE UNDER CONTRACT (\$)

APPENDIX B TRADE CONTRACTOR RFQ RESPONSE CHECKLIST

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

- Did respondent Trade Contractor provide a cover letter signed by an individual authorized to contractually bind the trade contractor above the words “Signed under the pains and penalties of perjury?”
- Did respondent Trade Contractor fully complete *Schedules A through K* and attach all required documentation?
- Did respondent Trade Contractor attach the resumes of owners and management personnel identified in respondent Trade Contractor’s responses to *Schedule A and B*.
- Did respondent Trade Contractor attach the required documentation from respondent Trade Contractor’s insurance company supporting the workers’ compensation modifier history reported in *Schedule F*?
- Does respondent Trade Contractor have the current contact information for all of the references reported in *Schedule G, Schedule H* and *Schedule I*?
- Did respondent Trade Contractor attach a commitment letter for payment and performance bonds in the form required and for a value of 110% of the trade contract value?
- Did respondent Trade Contractor attach a completed and signed *Update Statement* using the most recent form available on the DCAMM website?
- Did respondent Trade Contractor attach a currently valid DCAMM *Certificate of Eligibility*?
- Did respondent Trade Contractor include the original and all required copies of the entire application package?