



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

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**MPA PROJECT NO. H319-C2  
HANSCOM CIVIL AIR TERMINAL ARCHITECTURAL & SECURITY  
UPGRADES  
LAURENCE G. HANSCOM FIELD  
Supplemental Information Package  
For  
Trade Contractor Pre-Qualification**

**NOVEMBER 2024  
MPA PROJECT NO. H319-C2**



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## 1 BACKGROUND

Hanscom Field Terminal is located in Bedford, MA and is a full-service general aviation airport. The building was constructed in 1941 of cast-in place concrete with three levels for a total of 35,950 gsf. The facility supports private aircraft and can also receive large commercial aircraft although none depart from the facility.

Site work includes accessibility upgrades which include the modification of existing exterior ramps at the main public entry and the secure airside entry. In addition, the construction of a new accessible ramp to an entry at the east side of the building is also required by code. In conjunction with exterior accessible modifications there are interior modifications required by code as well such as extensions at stair core metal handrails, accessible signage, cane detection, and door modifications. Exterior scope also includes preparation and painting of the north façade of the building and the (2) stair headhouses and chimney on the roof of the building.

To enhance the passenger experience and provide security for the Massport offices at the facility, the project scope includes the renovation of the main public spaces at level one including the renovation of the main concourse, men's and women's restrooms, a new GN restroom, a mother's room, replacement of an elevator in existing hoistway, a new storefront entry vestibule, and security upgrades including ACS doors and cameras. Also, included in the project scope are to move Car Rental Desks to a new location in the newly renovated main lobby.

At level 2, a new GN restroom is needed per code when the Massport offices become secured with a partition wall including an ACS door. As part of critical operations, the IT room will move from Level 2 to Level 3. The new Server room will provide new network connectivity to the offices, a video surveillance system, wireless access points, and reconnection to various network locations throughout the building. The new server room will also include fiber connections to the Radio room on the roof, as well as fiber interconnection to various outbuildings on the site, using a new 2-post rack within the existing demark room on the 1st floor.

The radio room at the roof level will include a new connection to the new UPS System provided as part of the IT Room relocation. Furthermore, the existing emergency electric room will be modified to support the upgrades for the new IT room including a new ATS and 480V – 120/208V transformer to support the additional load of the new IT Room and elevator upgrade.

The project further includes general construction phasing and sequencing, pedestrian circulation/wayfinding and signage/graphics. HVAC, plumbing, fire protection, electrical system upgrades will also be required to support associated programmatic scope elements. Furthermore, the project will incorporate sustainable design elements to the maximum extent practical.

The work includes 090003, 095100, 260001, 260573, 261600, 262200, 262413, 262416, 263600, 270000, 271000, 2705206, 270528, 270544, 281000, 282300, 283100, 140001, 142400, 210001, 230001, 230900, 255000, 040001, 042000, 055000, 090007, 099000, 220001, 090005, 096510, 070150, 076200, 090002, 093000, 071610, 072700, 079200

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: MASONRY, TILE, ACOUSTICAL TILE, RESILIENT TILE, PAINTING, ELEVATOR, FIRE PROTECTION, PLUMBING, HVAC, ELECTRICAL, WATERPROOFING, ROOFING & FLASHING, AND MISCELLANEOUS & ORNAMENTAL IRON.

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 project scope includes the renovation of the main public spaces at level one including the renovation of the main concourse, men's and women's restrooms, a new gender-neutral restroom, a mother's room, replacement of an elevator in an existing hoistway, a new storefront entry vestibule, storefront airside entrance and security upgrades including ACS doors and cameras. The scope also includes modifications to the emergency electric room which will require phased cut overs to the existing system.

At level 2, the scope includes a new gender-neutral restroom and a new ACS door in the existing corridor. The existing IT room will move from Level 2 to Level 3 and will include fiber connections to the Radio room on the roof, as well as fiber interconnection to various outbuildings on the site.

The scope includes, but is not limited to:

1. Phased Demolition and Construction
2. Security System Upgrades
3. Replacement of existing doors where indicated
4. Renovated multi-user restrooms and new single user restrooms on Level 1
5. New Mother's Room on Level 1
6. Preparation and Painting of the north façade, the two penthouses and the chimney on the roof
7. Interior painting
8. New hydraulic elevator serving 3 Levels
9. A new IT room on Level 3, and decommissioning of the existing IT Room on Level 2
10. Modification to the Emergency Electric Room on Level 1
11. New vacant tenant space on Level 2
12. New Single User ADA Restroom on Level 2
13. New aluminum storefront entrance vestibule & Airside storefront entrance
14. Renovation of the Main Lobby and corridor finishes
15. Fire protection System renovations
16. Mechanical System renovations
17. Plumbing System renovations including new water separator for elevator
18. New handrails at all existing egress stairs.
19. Modifications to existing exterior handrails at entrance ramp
20. New side entrance ramp with associated handrails.
21. Modification to ADA parking linework and signage along with curb cuts and asphalt paving
22. New Signage compliant with MPA standards

The total estimated cost of the Project is approximately \$11,500,000 and the construction duration is approximately 18 months. The notice to proceed for construction is expected in APRIL 2025.

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:

- ◆ **MASONRY** The scope of work for this trade category is estimated at \$216,205. The trade contractor is expected to be experienced in and capable of installing cmu walls for an elevator hoistway and miscellaneous masonry repairs.

- ◆ **TILE** The scope of work for this trade category is estimated at \$148,159. The trade contractor is expected to be experienced in and capable of installing floor and wall tile for commercial restrooms
- ◆ **ACOUSTICAL TILE** The scope of work for this trade category is estimated at \$102,850. The trade contractor is expected to be experienced in and capable of installation of acoustical tile ceiling systems.
- ◆ **RESILIENT TILE** The scope of work for this trade category is estimated at \$38,443. The trade contractor is expected to be experienced in and capable of the installation of resilient floor systems, including necessary floor preparation.
- ◆ **PAINTING** The scope of work for this trade category is estimated at \$146,159. The trade contractor is expected to be experienced in and capable of preparation and painting of exterior and interior items.
- ◆ **ELEVATOR** The scope of work for this trade category is estimated at \$275,000. The trade contractor is expected to be experienced in and capable of decommissioning and removal of an existing LULA (Limited Use/Limited Application) elevator and the installation of a new holed hydraulic elevator, including the drilling for the new hydraulic piston and all associated equipment for the full operation of the elevator.
- ◆ **FIRE PROTECTION** The scope of work for this trade category is estimated at \$124,386. The trade contractor is expected to be experienced in and capable of reconfiguration of existing fire suppression systems and the installation of new pre-action systems required for the IT Room.
- ◆ **PLUMBING** The scope of work for this trade category is estimated at \$489,707. The trade contractor is expected to be experienced in and capable of installation of new plumbing and fixtures for new multi-user restrooms and installation of a new oil water separator.
- ◆ **HVAC** The scope of work for this trade category is estimated at \$941,397. The trade contractor is expected to be experienced in and capable of the reconfiguration of existing mechanical systems, installation of new ductwork distribution, new split system cooling equipment and associated controls.
- ◆ **ELECTRICAL** The scope of work for this trade category is estimated at \$2,228,817. The trade contractor is expected to be experienced in and capable of the phase installation new ATS and 480V – 120/208V transformer within an existing electrical room to support the additional load of the new IT Room and elevator upgrade.
- ◆ **MISCELLANEOUS & ORNAMENTAL IRON** The scope of work for this trade category is estimated at \$86,174. The trade contractor is expected to be experienced in and capable of the fabrication and installation of new pipe handrails for interior and exterior applications.
- ◆ **ROOFING & FLASHING** The scope of work for this trade category is estimated at \$30,000. The trade contractor is expected to be experienced in and capable of working with a BUR roof system to accommodate new construction and equipment removal.

- ◆ **WATERPROOFING, DAMP-PROOFING & CAULKING** The scope of work for this trade category is estimated at \$30,000. The trade contractor is expected to be experienced in and capable of the application of various interior and exterior sealant types and the application of waterproofing in an elevator pit.

### 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, NOVEMBER 20, 2024
- ◆ Supplemental Information Package available: WEDNESDAY, NOVEMBER 20, 2024
- ◆ Project Briefing: MONDAY, NOVEMBER 25, 2024 @ 10AM
- ◆ Deadline for Submission of Written Questions: FRIDAY, DECEMBER 13, 2024
- ◆ Qualification Due: THURSDAY, DECEMBER 19, 2024
- ◆ Anticipated Trade Prequalification: JANUARY 2025



***Submission Deadline:***

***For each trade you are applying for Qualifications shall be submitted electronically no later than 12:00 PM Local Time, on THURSDAY, DECEMBER 19, 2024 via Bid Express and shall be addressed to:***

***<https://www.bidexpress.com/businesses/27137/home>***

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***Submittals not received by Massport by the 12:00 PM Local Time deadline on THURSDAY, DECEMBER 19, 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](mailto: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.

#### ***I*** ***MANAGEMENT EXPERIENCE*** ***max 50 points (need minimum 25 points)***

**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 **MUST COMPLETE** *Schedule A*.

**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 **MUST COMPLETE** *Schedule B*.

**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**



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

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

<b>PROJECT NAME &amp; LOCATION</b>	<b>SCOPE OF WORK PERFORMED</b>	<b>CONTRACTED WITH</b>	<b>START &amp; END DATES</b>	<b>ESTIMATED CONTRACT AMOUNT</b>	<b>% COMPLETE</b>	<b>REASON FOR TERMINATION</b>



**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:			

**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).

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

**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?