

THE CITY OF WORCESTER DEPARTMENT OF PUBLIC FACILITIES

SOUTH DIVISION FIRE STATION PROJECT 25 Madison Street

REQUEST FOR QUALIFICATIONS for TRADE CONTRACTORS

October 10, 2025

TRADE CONTRACTOR PREQUALIFICATION
COMMONWEALTH OF MASSACHUSETTS
(Pursuant to M.G.L. c. 149A, § 8 and 810 CMR 10.00)

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

Section I: Project Information

A. General Information

This Request for Qualifications ("RFQ") is the first phase of a two-phase procurement process as set forth in MGL Chapter 149A. The Awarding Authority, through its Trade Contractor Prequalification Committee, is prequalifying firms interested in providing public Trade Contractor services on this Construction Manager at Risk ("CM" or "CM at Risk") project through this RFQ process. The Awarding Authority's Trade Contractor Prequalification Committee will evaluate submitted Statements of Qualifications ("SOQs") based upon the identified evaluation criteria and points set forth in Section VI below and only those firms obtaining the required minimum points will be deemed prequalified. Only those respondents deemed prequalified will be invited to submit a bid in response to a Request for Bids ("RFB") which will be issued in the second phase of the procurement process. The project delivery method for construction will be public CM at Risk with a Guaranteed Maximum Price ("GMP") under M.G.L. Chapter 149A.

Awarding Authority:	<i>City of Worcester – Department of Public Facilities</i>
Project Name:	<i>South Division Fire Station</i>
Project Location:	<i>25 Madison Street Worcester, MA 01605</i>
Project Description:	<i>The City of Worcester Department of Public Facilities is proposing to construct a new fire station to replace the existing South Division Fire Station. The total estimated construction cost is approximately \$35,900,000.00 and the construction duration is approximately 16 months from March 13, 2026 through July 26, 2027.</i>
RFQ Informational Meeting (if applicable):	<i>N/A</i>
Optional Site Visit (if applicable):	<i>N/A</i>

Submission Deadline: (for submission of SOQs in response to this RFQ)	<i>10:00 AM, Friday November 14, 2025</i>
Submission Address:	<i>Purchasing Department 455 Main Street Worcester, MA 01605 Attention: Jeremy C. Flansburg</i>
Estimated Construction Cost:	<i>\$35,900,000.00</i>
Estimated Project Duration:	<i>16 months for building and site construction</i>
Owner's Project Manager:	<i>Colliers Project Leaders 100 Federal Street Boston MA 02110</i>
Project Designer:	<i>Perkins&Will 255 Franklin Street 7th Floor Boston, MA 02110</i>
Construction Manager (CM) at Risk Firm:	<i>WT Rich 1075 Worcester Street Natick, MA 01760</i>
Project Specific Requirements (if applicable):	<ul style="list-style-type: none"> • <i>City of Worcester Subcontracting Diversity Goals</i> • <i>City of Worcester Workforce Diversity Goals</i> • <i>Prevailing Wage Requirements</i> • • <i>For All References provided, include CURRENT contact information, to <u>include an email address/contact person within the organization being referred to.</u></i>

B. Trade Contractors to be Prequalification

This RFQ seeks firms interested in providing Trade Contractor services on the Project in the trades identified in the table below. Interested Trade Contractors in the categories identified in the table below are invited to submit a Trade Contractor Statement of Qualifications ("SOQ") to the Owner. Trade Contractors in the various trades will be prequalified either on a trade by trade basis, in phases, in groups of trades, or all at once depending on the project needs and phasing.

Trade Contractors seeking prequalification for this project MUST submit a commitment letter stating its ability to obtain bonding for 110% of the estimated construction cost for the particular Trade Contract from a surety company licensed to do business in the Commonwealth of Massachusetts and acceptable to the City. The selected Trade Contractors on this CM at Risk project will then be required to provide payment and performance bonds for the full value of their subcontracts and Trade Contractors must submit the cost of these bonds in their bids.

"X" Below All Trades Subject To Prequalification On The Project	Section #	Trade Category	Estimated Construction Cost for Subtrade
<input checked="" type="checkbox"/>		Masonry	\$2,399,805
<input checked="" type="checkbox"/>		Miscellaneous and Ornamental Iron	\$763,520
<input checked="" type="checkbox"/>		Waterproofing, Damp-proofing, Caulking	\$157,312
<input checked="" type="checkbox"/>		Roofing, Flashing & Specialties	\$903,835
		Metal Windows	-
<input checked="" type="checkbox"/>		Glass & Glazing	\$817,329
<input checked="" type="checkbox"/>		Tile	\$235,604
<input checked="" type="checkbox"/>		Acoustical Ceilings	\$152,521
<input checked="" type="checkbox"/>		Resilient Flooring	\$387,184
<input checked="" type="checkbox"/>		Painting	\$225,597
<input checked="" type="checkbox"/>		Elevators	\$270,000
<input checked="" type="checkbox"/>		Fire Protection	\$445,857
<input checked="" type="checkbox"/>		Plumbing	\$1,374,485
<input checked="" type="checkbox"/>		Heating, Ventilation & Air-Conditioning	\$ 2,912,069
<input checked="" type="checkbox"/>		Electrical	\$ 3,959,522

Section II: Detailed Project Description

PROJECT DESCRIPTION: The City of Worcester is proposing to construct a fire station at 25 Madison St. in Worcester, MA. The new building will be a two-story mostly brick façade of approximately 30,000 square feet. Work on site to begin March, 2026. Work is anticipated to begin May 2026. Occupancy is expected in June 2027. The proposed South Division Fire Station project is comprised of one phase, with the construction site located in a densely populated neighborhood, at the intersection of Madison Street and Southbridge Street. The area has multiple businesses in the area and requires coordination and accommodation of traffic, both vehicle and pedestrian..

The structure is a braced steel frame with an exterior envelope comprised of unit masonry veneer, and glazed curtain wall. This building has no LEED goals. It will be super-insulated with triple pane glazing, exterior opaque walls and photovoltaic solar panels installed on the roof. The building is equipped with a fully automatic fire sprinkler system. All interior spaces are air conditioned. An external grease trap will be provided for the kitchen. Electrical power will be upgraded to a 13.8 kV service. Emergency power will be provided by a diesel generator set in an acoustic enclosure near the transformer. Utility rebate items will be included in the lighting and mechanical equipment designs as per Mass Saves program incentives. The project will be subject to the minimum wage rates set under the Massachusetts Prevailing Wage Laws.

City of Worcester Diversity Goals will apply to the project:

The project Minority Business Enterprise (“MBE”) participation goal is 10%. The project Women Business Enterprise (“WBE”) participation goal is 15%.

The project Workforce Participation goals are:

38% People of Color

10% Women

A web-based project management system has been employed for this project. The Construction Manager shall utilize the system for project communication, tracking, etc.

Section III: General Instructions

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

A. Contents of *Statement of Qualifications* Application Package

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

1. *Trade RFQ Form 1* (signed, dated, and acknowledging all Addenda, if any)
 2. *Schedules A through K to Trade RFQ Form 1*;
 3. All supporting documentation referenced and required therein (Bond Letter, Workers' Comp. backup, DCAMM Certificate of Eligibility, DCAMM Update Statement); and (optional) no more than 3 doubled sided 8 ½ x 11 pages of additional information concerning the applicant. This additional information must be stapled , no folders or binders will be allowed
 4. Required number of copies of items 1-3 above.
- * Trade RFQ Form 2 "Trade Contractor RFQ Response Checklist" is included for assistance of respondent Trade Contractors.

B. Submission Deadline: See Section I: General Information

An original and two (2) complete copies and one (1) PDF Electronic Copy on USB Drive of the interested Trade Contractor's SOQ *application package* must be received by the Awarding Authority on or before the Submission Deadline as set forth in *Section I*, as determined by the Awarding Authority's date/time stamp. All envelopes should be mailed or delivered to:

City of Worcester
Purchasing Department
Attention: Jeremy C. Flansburg
455 Main Street
Worcester, MA 01605

SOQ application packages received by the Awarding Authority later than the Submission Deadline specified in Section I will be rejected. Respondent Trade Contractors are cautioned to allow sufficient time for mailed materials to be received. Telecopied, faxed, or e-mailed qualifications will not be accepted. Awarding Authority shall not be responsible for mail not received, deliveries not made, or SOQ application packages not received by the date and time set forth in Section I.

C. Required Exterior Label For SOQ Application Package Envelope

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

RFQ for Trade Contractor Services
Awarding Authority Name: <i>City of Worcester – Department of Public Facilities</i>
Project Name: <i>South Division Fire Station</i>
Trade Category for which Submission is Made:
Respondent Trade Contractor's Name:
Respondent Trade Contractor's Address:
Respondent Trade Contractor's Telephone #:
Respondent Trade Contractor's Contact Person:

D. RFQ Informational Meeting (if applicable)

As indicated in *Section I*, an informational meeting regarding the prequalification process for this Project will **NOT** be held.

E. Optional Site Visit

As indicated in *Section I*, a site visit will **NOT** be available during the RFQ Phase.

F. Review/Availability Of Contract Documents

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

G. General Contractor Prequalification

The Project is using the Construction Management at Risk delivery method, pursuant to M.G.L. Chapter 149A, § 8 and the Construction Manager has been selected.

H. Additional Instructions

See *Section VI: Evaluation Procedure/Criteria for Prequalification Selection* and *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. 149A, § 8. Firms interested in providing Trade 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 Awarding Authority as instructed in *Section III, VI, and VII* herein.
- The Trade Contractor selection process for this Project is a two-phase process as set forth in M.G.L. c. 149A, § 8. The project delivery method for construction will be under M.G.L. c. 149A § 8. The Awarding Authority is prequalifying firms interested in providing Trade Contractor services for the Project through this *RFQ* prequalification process.

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

Participation in the Bidding Phase of this Project will be limited to **ONLY** those Trade Contractor firms who have submitted a *SOQ* (and required supporting documentation) in response to this *RFQ* and that have been deemed prequalified by the Awarding Authority.

Trade 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 Trade Contractors that have not been deemed prequalified by the Awarding Authority shall be automatically disqualified from bidding on this Project.

Please Note: the deadline for submission of the *SOQ* Form (Trade *RFQ* Form 1) is **10:00 AM, Friday November 14, 2025**

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

Section V: Administration/Schedule for Prequalification Process

A. "Two-Phase" Selection Process

Selection of Trade Contractors for the Project will be conducted in a **two-phase** process as set forth in M.G.L. c. 149A, § 8. Trade Contractor firms must first be prequalified in the *Phase One – RFQ/Prequalification Phase* in order to bid on the Project in *Phase 2 – RFP/Bidding Phase*.

1. *Phase One – RFQ/Prequalification Phase*

- **Submission of *Statement of Qualifications ("SOQ")*** - Interested Trade Contractor firms must submit a completed SOQ; completed *Schedules A through K*, and all required supporting documentation referenced therein in response to this RFQ by the *Submission Deadline* set forth in *Section I*. Note that separate SOQ responses must be submitted for each subtrade of interest.
- **Prequalification Committee** –The Awarding Authority has appointed a *Prequalification Committee* to review and evaluate the SOQs (and supporting documentation) submitted by interested Trade Contractors. The *Prequalification Committee* shall consist of one (1) representative from the Project Designer, one (1) representatives from the Construction Manager, one (1) representative from the Owners Project Manager and two (2) representatives from the Awarding Authority.
- **Evaluation By Prequalification Committee** - The *Prequalification Committee* shall meet as necessary to evaluate and review the SOQs (and supporting documentation) submitted by each respondent Trade Contractor firm in accordance with the evaluation criteria set forth in *Section VI*.
- **Notice To Respondent Trade Contractors** – The Awarding Authority anticipates concluding the RFQ evaluation and review process within the time set forth in *Section V (B) herein*. Upon completion of the evaluation and review process described herein, the *Prequalification Committee* shall provide written notice to all respondent Trade Contractors as to whether they are deemed prequalified or not. Prequalified Trade Contractor firms shall also be invited to participate in *Phase Two*, the RFP/Bidding Phase of the Trade Contractor selection process.

2. **Phase Two –RFP/Bidding Phase**

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

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

Anticipated Completion of Prequalification Evaluations:	December 3 rd , 2025
Anticipated Invitation to Bid to Prequalified Bidders:	December 10 th , 2025
Anticipated Notice To Proceed:	December 19 th , 2025
Anticipated Construction Schedule:	May 2026 – June 2027

Section VI: Evaluation Procedure/Criteria for Prequalification Selection

A. **Sources of Information Considered**

Respondent Trade 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 Awarding Authority.

Do not include superfluous material. You must include the Trade RFQ Form 1, Schedules A through K (attached hereto), and Supporting Documentation referenced and required therein. 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. 149A, § 8 and 810 CMR 10.00, the Awarding Authority has established a *Prequalification Committee* for the purpose of reviewing and evaluating responses to this RFQ. The *Prequalification Committee* shall evaluate interested Trade Contractors based on the evaluation criteria set forth herein and assign points for each evaluation criterion category and subcategory provided herein. The *Prequalification Committee* shall prepare a written evaluation score form for each respondent Trade Contractor that provides a composite point rating and a specific point rating for each of the evaluation criteria set forth in M.G.L. c. 149A, § 8 and herein. The *Prequalification Committee* shall prequalify only those Trade Contractor firms that have achieved the minimum points required in each category set forth herein and a minimum total score of seventy (70) points.

Only Trade Contractor firms achieving the minimum score required in each evaluation category set forth herein, as well as a minimum total score of seventy (70) points overall shall be prequalified and invited to submit bids consistent with M.G.L. c. 149A, § 8. An interested Trade Contractor's score shall be made available to the Trade Contractor upon request.

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

C. Criteria for Prequalification

SOQs must be submitted on the *Trade RFQ Form 1* attached hereto. Interested Trade Contractors submitting a SOQ and supporting information in any other form will not be prequalified. The *Prequalification Committee* shall review and evaluate the information submitted by interested Trade Contractors in accordance with the statutory point scheme set forth in M.G.L. c. 149A, § 8. Also in accordance with M.G.L. c. 149A, § 8, the RFQ shall set forth the available points for each evaluation sub-category in order to provide interested Trade Contractors prior notice of the points available in each sub-category. The *Prequalification Committee* will evaluate joint-venture qualifications as a single entity and not on the component companies. It is incumbent on firms submitting as a joint venture to show that the joint venture has the qualifications and relevant experience necessary to achieve the minimum score for each evaluation category listed below.

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

a. Business Owners – total of 5 points

Has completely and accurately filled out Schedule A and has

- i. At least 1 principal of the trade contractor has 15 or more years experience of employment with the trade contractor (5 pts)

- ii. At least 1 principal of the trade contractor has 10 to 14 years experience of employment with the trade contractor (4 pts)
- iii. At least 1 principal of the trade contractor has 5 to 9 years experience of employment with the trade contractor (3 pts)
- iv. At least 1 principal of the trade contractor has 1 to 4 years experience of employment with the trade contractor (3 pts)
- v. Incomplete response (1 pts)
- vi. No response (0 pts)

b. Management Personnel – total of 5 points

Has completely and accurately filled out Schedule B and has

- i. At least one management person of the trade contractor who will work on the project has 5 or more consecutive years of employment as a management person with the trade contractor (5 pts)
- ii. At least one management person of the trade contractor who will work on the project has 4 consecutive years of employment as a management person with the trade contractor (4 pts)
- iii. At least one management person of the trade contractor who will work on the project has 3 consecutive years of employment as a management person with the trade contractor (3 pts)
- iv. At least one management person of the trade contractor who will work on the project has 2 consecutive years of employment as a management person with the trade contractor (2 pts)
- v. At least one management person of the trade contractor who will work on the project has 1 year of employment as a management person with the trade contractor (1 pts)
- vi. Incomplete response or no response (0 pts)

c. Similar Project Experience – total of 20 points

Has completely and accurately filled out Schedule C and has

- i. The trade contractor has successfully completed work on construction of at least five (5) similar projects within the last five years (20 pts)
- ii. The trade contractor has successfully completed work on construction of at least four (4) similar projects within the last five years (15pts)
- iii. The trade contractor has successfully completed work on construction of at least three (3) similar projects within the last five years (10 pts)
- iv. The trade contractor has successfully completed work on construction of at least two (2) similar projects within the last five years (5 pts)
- v. The trade contractor has successfully completed work on construction of at least one (1) similar project within the last five years (3 pts)

- vi. The trade contractor has not completed work on construction of any similar projects within the last five years, has provide an incomplete response or has not provide any specific response to this section (0 pts)

Note: similar project experience shall be based on but not limited to project scope, size, compliance with Project Diversity goals, prior experience with project team members, etc.

d. Terminations – total of 5 points

- i. The trade contractor has not been terminated nor has failed to complete work on any project within the last five (5) years for reasons that were beyond the control of the trade contractor (5 pts)
- ii. The trade contractor has been terminated or has failed to complete work on any project within the last five (5) years for reasons that were directly related to the performance of the trade contractor, has provide an incomplete response or has not provide any specific response to this section (0 pts)

e. Legal Proceedings – total of 5 points

- i. No legal or administrative proceedings are pending nor have been concluded adversely against the trade contractor within the last three (3) years which relate to the procurement or performance of said trade contractor (5 pts)
- ii. Has 1 legal or administrative proceeding pending or concluded adversely against the trade contractor within the last three (3) years which relate to the procurement or performance of said trade contractor (3 pts)
- iii. Has 2 or more legal or administrative proceedings pending or concluded adversely against the trade contractor within the last three (3) years which relate to the procurement or performance of said trade contractor (1 pts)
- iv. No response or incomplete response (0 pts)

f. Safety Record – total of 5 points

- i. Average value of the submitted history of the trade contractor's worker's compensation modifier is 1.0 or less (5 pts)
- ii. Average value of the submitted history of the trade contractor's worker's compensation modifier is 1.0 to 1.1 (4 pts)
- iii. Average value of the submitted history of the trade contractor's worker's compensation modifier is 1.1 to 1.2 (3 pts)
- iv. Average value of the submitted history of the trade contractor's worker's compensation modifier is 1.2 to 1.3 (2 pts)
- v. Average value of the submitted history of the trade contractor's worker's compensation modifier is 1.3 to 1.4 (1 pts)

- vi. Average value of the submitted history of the trade contractor's worker's compensation modifier is greater than 1.4 (0 pts)

g. MBE/WBE – total of 5 points (optional)

- i. The trade contractor is a certified Minority Business Enterprise (MBE) or Women Business Enterprise (WBE) as approved by the State Supplier Diversity Office (SDO) (5 pts)
- ii. The trade contractor is not a certified Minority Business Enterprise (MBE) or Women Business Enterprise (WBE) as approved by the State Supplier Diversity Office (SDO) (0 pts)

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

a. Project References – total of 20 points

- i. All references are favorable (20 pts)
- ii. One (1) unfavorable reference (15 pts)
- iii. Two (2) unfavorable references (10 pts)
- iv. Three (3) or more unfavorable references (5pts)
- v. No favorable references (0 pts)

b. Credit References – total of 5 points

- i. Five or more favorable references at least one of which is from a bank or recognized lending institution (5 pts)
- ii. Four (4) favorable references at least one of which is from a bank or recognized lending institution (4 pts)
- iii. Three (3) favorable references at least one of which is from a bank or recognized lending institution (3 pts)
- iv. Two (2) favorable references at least one of which is from a bank or recognized lending institution (2 pts)
- v. One (1) favorable references at least one of which is from a bank or recognized lending institution (1 pts)
- vi. No favorable references or none provided (0 pts)

c. Public Project References – total of 5 points

- i. Work successfully completed on five (5) or more public building projects within the past 3 years (5 pts)
- ii. Work successfully completed on four (4) public building projects within the past 3 years (4 pts)
- iii. Work successfully completed on three (3) public building projects within the past 3 years (3 pts)

- iv. Work successfully completed on two (2) public building projects within the past 3 years (2 pts)
- v. Work successfully completed on one (1) public building projects within the past 3 years (1 pts)
- vi. No public building projects completed within the last 3 years (0 pts)

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

a. Prior Revenue (prior 3 years) – total of 10 points

- i. Average revenue is 150% or greater than the estimated amount of the trade category provided in the RFP (10 pts)
- ii. Average revenue is between 150% and 125% of the estimated amount of the trade category provided in the RFP (8 pts)
- iii. Average revenue is between 125% and 100% of the estimated amount of the trade category provided in the RFP (6 pts)
- iv. Average revenue is between 100% and 75% of the estimated amount of the trade category provided in the RFP (4 pts)
- v. Average revenue is between 75% and 50% of the estimated amount of the trade category provided in the RFP (2pts)
- vi. Average revenue is less than 50% of the estimated amount of the trade category provided in the RFP or the response provided was either incomplete or not provided (0 pts)

b. Revenue Under contract (next 3 years) – total of 10 points

- i. Average revenue is 200% or greater than the estimated amount of the trade category provided in the RFP (10 pts)
- ii. Average revenue is between 200% and 150% of the estimated amount of the trade category provided in the RFP (8 pts)
- iii. Average revenue is between 150% and 125% of the estimated amount of the trade category provided in the RFP (6 pts)
- iv. Average revenue is between 125% and 100% of the estimated amount of the trade category provided in the RFP (4 pts)
- v. Average revenue is between 100% and 50% of the estimated amount of the trade category provided in the RFP (2pts)
- vi. Average revenue is less than 50% of the estimated amount of the trade category provided in the RFP or the response provided was either incomplete or not provided (0 pts)

3. **Mandatory Requirements - (no points assigned)**

- a. **Bonding Capacity:** Interested Trade Contractors must provide a commitment letter (from a surety company licensed to do business in the Commonwealth of Massachusetts and acceptable to the City) for payment and performance bonds in an amount equal to or greater than one hundred and ten percent (110%) of the estimated construction cost for the subtrade that the Trade Contractor is seeking prequalification as set forth in *Section I*.
- b. **DCAMM Certification:** Interested Trade Contractors must provide a currently valid *Certificate of Eligibility* issued by DCAMM to the Subcontractor pursuant to M.G.L. c. 149A, § 8.
- c. **Update Statement:** Interested Trade Contractors must provide a current and completed Update Statement prepared by the interested Trade Contractor.

The Update Statement must be DCAMM's Standard Form 2005 or 2006, including *Part 1*: "Completed Projects", *Part 2*: "Currently Held Contracts", and *Part 7 attachments*: "Most recent Application Section F" and "Signature page Section I".

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Section VII: Additional Information

A. Status of Request for Qualifications

This RFQ is solely a request for information. It does not represent an offer nor does it confer any rights on any respondent Trade Contractor. The Awarding Authority shall not be responsible under any circumstances for any costs incurred by any respondent Trade Contractors to this RFQ. The Awarding Authority reserves the right to cancel this procurement at any time if it is in the awarding authority's the best interest to do so.

B. Treatment of Information Submitted

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

C. Communication between Awarding Authority and Respondent Trade Contractors

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

Any issues brought to the Awarding Authority's attention, in writing which the Awarding Authority determines will require additional clarification will be addressed by issuing a written addendum. Oral and other clarifications will be without legal effect. All such addenda will be considered part of this RFQ, and the respondent Trade Contractor shall be required to acknowledge receipt of all addenda on the RFQ Proposal Response Form attached to this RFQ [Trade RFQ Form 1, Page 4]. The Awarding Authority will email and/or mail addenda to all respondent Trade Contractors that have received the RFQ directly from the Awarding Authority for this Project. It shall be the sole responsibility of the respondent Trade Contractor to ascertain the existence of any and all addenda issued by the Awarding Authority.

From the date of issuance of this RFQ, any respondent Trade Contractor that contacts directly or indirectly any member or employee of the Awarding Authority, or the Project Designer, the Project Manager, the Construction Manager or any member of the *Prequalification Committee* in connection with the selection process or the contract contemplated herein for this project is subject to disqualification. Contact is permitted for the purpose of obtaining a copy of this RFQ or to submit a verbal or written question or request for clarification.

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Statement of Qualifications Application for Trade Contractors
Trade RFQ Form 1

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

Project Name:	South Division Fire Station
Project No:	N/A
Awarding Authority:	City of Worcester – Department of Public Facilities
Trade Contractor Name:	
Trade Contractor Mailing Address:	
Trade Contractor Street Address:	
Telephone Number:	
Facsimile Number:	
Contact Person/Title:	

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

	Section #	Trade Category
<input type="checkbox"/>		Masonry
<input type="checkbox"/>		Miscellaneous and Ornamental Iron
<input type="checkbox"/>		Waterproofing, Damp-proofing, Caulking
<input type="checkbox"/>		Roofing, Flashing & Specialties
<input type="checkbox"/>		Glass & Glazing
<input type="checkbox"/>		Tile
<input type="checkbox"/>		Resilient Flooring
<input type="checkbox"/>		Acoustical Ceilings
<input type="checkbox"/>		Painting
<input type="checkbox"/>		Fire Protection
<input type="checkbox"/>		Elevators
<input type="checkbox"/>		Plumbing
<input type="checkbox"/>		Heating, Ventilation & Air Conditioning
<input type="checkbox"/>		Electrical

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

- a. **Business Owners (5 points):** Interested Trade Contractors **MUST COMPLETE** **Schedule A** and **MUST ATTACH** to it a resume for each and every business owner of your firm, as set forth in *Section VI(C)(1)(a) of Part One*, the RFQ for this Project.
- b. **Management Personnel (5 points):** Interested Trade Contractors **MUST COMPLETE** **Schedule B** and **MUST ATTACH** to it a resume for each and every person who will have any management responsibility, as set forth in *Section VI(C)(1)(b) of Part One*, the RFQ for this Project.
- c. **Similar Project Experience (20 points):** Interested Trade Contractors **MUST COMPLETE** **Schedule C** and list similar projects, as set forth in *Section VI(C)(1)(c) of Part One*, the RFQ for this Project.
- d. **Terminations (5 points):** Interested Trade 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 Trade Contractors **MUST COMPLETE** **Schedule E** and list any and all legal proceeding or administrative proceeding or arbitration as set forth in *Section VI(C)(1)(e) of Part One*, the RFQ for this Project.
- f. **Safety Record (5 points):** Interested Trade Contractors **MUST COMPLETE** **Schedule F** and provide the three (3) year history of its workers' compensation modifier rating as set forth in *Section VI(C)(1)(f) of Part One*, the RFQ for this Project, and **MUST ATTACH** to **Schedule F** documentation from its insurance carrier supporting the ratings reported therein or no points may be awarded.
- g. **MBE/WBE (5 points):** Interested Trade Contractors need to identify if it is a certified MBE or WBE by SDO.

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

- a. **Project References (20 points):** Interested Trade Contractors **MUST COMPLETE** **Schedule G** and provide project references from owners, architects, and general contractors for all projects as required in *Section VI(C)(2)(a) of Part One*, the RFQ for this Project.

Respondents are hereby strongly advised to provide current contact names and telephone numbers, as the mandatory minimum required points in this category *cannot* be obtained if the Prequalification Committee cannot verify a sufficient number of references.

- b. **Credit References (5 points):** Interested Trade 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 (5 points):** Interested Trade 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.

Respondents are advised that failure to list any such projects as outlined above may result in a *loss of points* for this sub-category.

3. **Capacity to Complete Project - (20 points available; minimum of 10 points are required for prequalification approval)**

- a. **Prior Revenue (10 points):** Interested Trade 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 financial information shall not be considered public records).
- b. **Revenue Under Contract (10 points):** Interested Trade Contractors **MUST COMPLETE** *Schedule K* and list revenue under contract for the next three (3) fiscal years, including the current year. Such financial information shall not be considered public records.

4. **Mandatory Requirements: (no points are assigned)**

- a. **Payment and Performance Bonds:** Interested Trade Contractors **MUST ATTACH** to the *Sub RFQ Form 2* a commitment letter as set forth in *Section VI(C)(4)(a)* of *Part One*, the RFQ for this Project.
- b. **Certificate of Eligibility: (Required as of January 1, 2006)** Interested Trade Contractors **MUST ATTACH** to the *Sub RFQ Form 2* a currently valid *Certificate of Eligibility* (issued by DCAMM) as set forth in *Section VI(C)(4)(b)* of *Part One*, the RFQ for this Project.
- c. **Update Statement: (Required as of January 1, 2006)** Interested Trade Contractors **MUST ATTACH** to the *Sub RFQ Form 2* a current and completed *Update Statement* as set forth in *Section VI(C)(4)(c)* of *Part One*, the RFQ for this Project.

The Update Statement must be DCAMM's Standard Form 2005 or 2006, *including Part 1: "Completed Projects", Part 2: "Currently Held Contracts", and Part 7 attachments: "Most recent Application Section F" and "Signature page Section I"*.

5. **Execution Requirements**

- a. **RFQ Response Checklist:** Before signing and submitting its SOQ application package for this Project, interested Trade Contractors are advised to carefully review the *RFQ Response Checklist – Sub RFQ Form 2*.
- b. **Acknowledgement of Addenda.** By signing below, the interested Trade Contractor acknowledges receipt of the following addenda to this RFQ:
- c. **Incomplete or Inaccurate Information:** Failure to accurately and completely provide the information requested might result in disqualification.
- d. **Authorization to Sign:** This form MUST be signed by an officer of the firm or an individual so authorized by an officer of the firm who has personal knowledge regarding the information contained herein.
- e. **Debarment Status:** By signing below, the interested Trade Contractor certifies that it is not currently debarred from performing public work for the Commonwealth of Massachusetts or the Federal Government.

SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY:

Signature: _____

Print Name:
Title:
Telephone:
Date:

[Insert Trade Firm Name]

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

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

[Insert Trade Firm Name]

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

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

[Insert Trade Firm Name]

SCHEDULE C - SIMILAR PROJECT EXPERIENCE: Interested Trade Contractors **MUST** list, for the specific subtrade for which the SOQ is being submitted, 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)

[Insert Trade 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 as set forth in *Section VI(C)(1)(d) of Part One*, the *RFQ* for this Project.

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

[Insert Trade Firm Name]

SCHEDULE E - LEGAL PROCEEDINGS: Interested Trade Contractors are required to list each and every legal proceeding, administrative proceeding or arbitration currently pending and each and every legal proceeding, administrative proceeding and arbitration concluded adversely against it within the past three (3) years as set forth in *Section VI(C)(1)(e) of Part One*, the RFQ for this Project.

PROJECT NAME & LOCATION	PROJECT OWNER	DESCRIPTION OF LEGAL PROCEEDING (include caption of case, parties, location of proceeding, description of the dispute or enforcement action and status and/or outcome)

[Insert Trade Firm Name]

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

YEAR	WORKERS' COMP. EXPERIENCE MODIFIER	COMMENTS

[Insert Trade Firm Name]

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

PROJECT	COMPANY NAME	CONTACT PERSON	TELEPHONE #	FAX #	EMAIL ADDRESS
Completion Date	OWNER: DESIGNER: G C:				
Completion Date	OWNER: DESIGNER: G C:				
Completion Date	OWNER: DESIGNER: G C:				
Completion Date	OWNER: DESIGNER: G C:				
Completion Date	OWNER: DESIGNER: G C:				
Completion Date	OWNER: DESIGNER: G C:				
Completion Date	OWNER: DESIGNER: G C:				
Completion Date	OWNER: DESIGNER: G C:				

[Insert Trade 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 as set forth in *Section VI(C)(2)(b) of Part One*, the RFQ for this Project. One bank reference must be included

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

[Insert Trade Firm Name]

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

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

NOT A PUBLIC RECORD

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

Firm's fiscal year runs _____ to _____.

YEAR	REVENUE UNDER CONTRACT (\$)

NOT A PUBLIC RECORD

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

Firm's fiscal year runs _____ to _____.

YEAR	REVENUE UNDER CONTRACT (\$)
CURRENT	

RFQ RESPONSE CHECKLIST - Sub RFQ Form 2

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

- ☐ Did you complete the entire SOQ application package (*Trade RFQ Form 1*)?
- ☐ 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, Trade RFQ Form 1*?
- ☐ Did you attach a currently valid DCAMM *Certificate of Eligibility* as required in *Section 4(b) of Part Two, Trade RFQ Form 1*? (Required as of January 1, 2006)
- ☐ Did you attach a current (2005 or 2006) completed and signed *Update Statement* as required in *Section 4(c) of Part Two, Trade RFQ Form 1*? (Required as of January 1, 2006)
- ☐ Did you include the original and all required copies of your entire SOQ application package? (See Request for Qualifications Part One General Instructions Section III B.)
- ☐ Did you address the SOQ envelope correctly (i.e. to reference the Project and other required information set forth herein)? (See Request for Qualifications Part One General Instructions Section III C.)
- ☐ Did you review all of the execution requirements before signing the SOQ application form? (See Trade RFQ Form 1 Section 5.)
- ☐ Is the person who signed the SOQ application form authorized to do so (See Trade RFQ Form 1 Section 5d) and is his or her contact information correct and current?