

PROJECT MINUTES

Project:	New Peebles Elementary School	Project No.:	15041
Prepared by:	Joel Seeley	Meeting Date:	6/8/2017
Re:	Bidder Prequalification Subcommittee Meeting	Meeting No.:	2
Location:	Veterans Memorial Community Center	Time:	6:30pm
Distribution:	Attendees (MF)		

Attendees:

PRESENT	NAME	AFFILIATION
✓	James L. Potter	Chairman, School Building Committee
✓	William Meier	Building Trade Expert
✓	Paul O'Keefe	Local Official Responsible for Building Maintenance
	Kent Kovacs	FAI, Architect
✓	Bill Beatrice	FAI, Architect
✓	Joel Seeley	SMMA, OPM

Item #	Action	Discussion
2.1	Record	Call to Order, 6:30 PM, meeting opened.
2.2	Record	A motion was made by W. Meier and seconded by P. O'Keefe to approve the 5/24/2017 Bidder Prequalification Subcommittee meeting minutes. No discussion, motion passed unanimous by those attending.
2.3	Record	J. Seeley distributed and reviewed the Final RFQ for General Contractors, attached. A motion was made by J. Potter and seconded by W. Meier to approve the Final RFQ for General Contractors. No discussion, motion passed unanimous.
2.4	Record	J. Seeley distributed and reviewed the General Contractor Evaluation Forms, attached.
2.5	Record	J. Seeley distributed and reviewed the Final RFQ for Filed Subcontractors, attached. A motion was made by P. O'Keefe and seconded by J. Potter to approve the Final RFQ for Filed Subcontractors. No discussion, motion passed unanimous.
2.6	Record	J. Seeley distributed and reviewed the Filed Subcontractors Evaluation Forms, attached.
2.7	Record	Next Meeting: August 3, 2017 at 6:30 pm at the Bourne Veteran's Memorial Community Center.

Project: New Peebles Elementary School

Meeting Date: 6/8/2017

Meeting No.: 2

Page No.: 2

Item #	Action	Discussion
2.8	Record	A Motion was made by P. O'Keefe and seconded by J. Potter to adjourn the meeting. No discussion, voted unanimously.



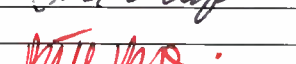


Attachments: Agenda, Final RFQ for General Contractors, General Contractor Evaluation Forms, Final RFQ for Filed Subcontractors, Filed Subcontractors Evaluation Forms

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

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**BIDDER PREQUALIFICATION SUBCOMMITTEE
SIGN-IN SHEET**

Project:	Peebles Elementary School Feasibility Study	Project No.:	15041
Prepared by:	Joel Seeley	Meeting Date:	6/8/2017
Re:	Bidder Prequalification Subcommittee Meeting	Meeting No.:	2
Location:	Veterans Memorial Community Center C.O.A. Conference Room	Time:	6:30pm
Distribution:	Attendees, (MF)		

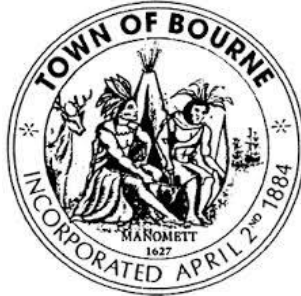
SIGNATURE	ATTENDEES	EMAIL	AFFILIATION
	James L. Potter	onsetjp@juno.com	Chairman, School Building Committee
	William Meier	Dusty22752@aol.com	Building Trade Expert
	Paul O'Keefe	mmachief@gmail.com	Member, Facilities and Maintenance Expert
	Kent Kovacs	kkovacs@flansburgh.com	Flansburgh Architects
 	Bill Beatrice	bbeatrice@flansburgh.com	Flansburgh Architects
	Joel Seeley	jseeley@smma.com	SMMA

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Agenda

Project:	New Peebles Elementary School	Project No.:	15041
Re:	Bidder Prequalification Subcommittee Meeting	Meeting Date:	6/8/2017
Prepared by:	Joel G. Seeley	Meeting Time:	6:30 PM
Distribution:	Attendees (MF)		

1. Call to Order
2. Approval of Minutes
3. Review Final RFQs for General Contractors and Subcontractors
4. Review General Contractor and Filed Subcontractor Evaluation Forms
5. Next Meeting: August 3, 2017
6. Adjourn



Town of Bourne

New Peebles Elementary School
MSBA ID: 201400360010
70 Trowbridge Street
Bourne, Massachusetts 02532

COMMONWEALTH OF MASSACHUSETTS
STANDARD FORMS
FOR
GENERAL CONTRACTOR PREQUALIFICATION
(pursuant to M.G.L. c. 149, § 44D½ and 810 CMR 9.00)

REQUEST FOR QUALIFICATIONS
and
STATEMENT OF QUALIFICATIONS

June 21, 2017

INDEX

Part One: Request for Qualifications

Section I: *General Project Information*

Section II: *Detailed Project Description*

Section III: *General Instructions*

Section IV: *Overview Of Prequalification Process*

Section V: *Administration/Schedule For Prequalification Process*

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

Section VII: *Additional Information*

Part Two: SOQ Application Forms/Schedules

GC SOQ Form 1: *RFQ Interest Form*

GC SOQ Form 2: *SOQ Application Form*

Schedule A: *Business Owner Information*

Schedule B: *Management Personnel Information*

Schedule C: *Similar Project Experience*

Schedule D: *Terminations*

Schedule E: *Legal Proceedings*

Schedule F: *Safety Record*

Schedule G: *MBE/WBE and Workforce Compliance Records*

Schedule H: *Project References*

Schedule I: *Credit References*

Schedule J: *Public Project References*

Schedule K: *Revenue Under Contract*

GC SOQ Form 3: *RFQ Response Checklist*

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

Section I: General Project Information

Awarding Authority:	<i>Town of Bourne</i>
Project No.:	<i>MSBA ID: 201400360010</i>
Project Name:	<i>New Peebles Elementary School</i>
Project Location:	<i>70 Trowbridge Street Bourne, Massachusetts 02532</i>
Project Description:	<i>New 72,680 sf Elementary School serving Grades 3 to 5 for 460 students adjacent to the existing Peebles Elementary School in Bourne, MA.</i>
RFQ Informational Meeting (if applicable):	<i>June 28, 2017 at 10:00 AM, local time Peebles Elementary School Cafeteria in Bourne, Massachusetts</i>
Optional Site Visit (if applicable):	<i>June 28, 2017 at 10:00 AM, local time Peebles Elementary School Cafeteria in Bourne, Massachusetts</i>
Submission Deadline: (for submission of SOQs in response to this RFQ)	<i>July 18, 2017 by 2:00 PM, local time</i>
Submission Address:	<i>Bourne Public Schools Central Office 36 Sandwich Road Bourne, Massachusetts 02532 Attn: Steven Lamarche, Superintendent 508-759-0660</i>
Estimated Construction Cost:	<i>\$30 Million</i>
Estimated Project Duration:	<i>20 Months – Phase I 4 Months – Phase II</i>
Owner’s Project Manager:	<i>Joel G. Seeley Symmes Maini & McKee Associates, Inc. (SMMA) 1000 Massachusetts Avenue Cambridge, Massachusetts 02138 617-547-5400 jseeley@smma.com</i>
Project Architect:	<i>Kent Kovacs, AIA Flansburgh Architects 77 North Washington Street Boston, Massachusetts 02114 617-367-3970 kkovacs@flansburgh.com</i>
Project Specific Requirements (if applicable):	<i>The project will be subject to MBE/WBE goal of 10.4%.</i>

Section II: Detailed Project Description

The project scope consists of the construction of the New Peebles Elementary School on the site of the existing Peebles Elementary School, in Bourne, Massachusetts. The new two-story building will be situated west of the existing Peebles Elementary School building. The design enrollment for the proposed 72,680 square foot school is 460 students in Grades 3 through 5.

The site work consists of site clearing, grading, roadways, parking, site utilities, stormwater retention basins, playfields and play structures.

The building is a one and two story steel framed structure with brick and phenolic panel cladding, aluminum windows and membrane roofing.

The project will be constructed in two phases. The first phase being the construction of the new school building; and the second phase being the demolition of the existing Peebles Elementary School and construction of the parking lot and tennis courts.

***Note:** In order to get the best quality responses to this RFQ, the Awarding Authority is advised to provide as much information as possible in this section.

Section III: General Instructions

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

A. Contents Of *Statement Of Qualifications* Application Package

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

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

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

An original and four (4) complete copies of the interested General 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:

<i>Bourne Public Schools</i>
<i>Central Office</i>
<i>Attn: Steven Lamarche, Superintendent</i>
<i>36 Sandwich Road</i>
<i>Bourne, Massachusetts 02532</i>

SOQ application packages received by the Awarding Authority later than the Submission Deadline specified in Section I will be rejected and returned to the respondent General Contractor. Respondent General 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 General Contractor Services
Awarding Authority Name: Town of Bourne
Project Name: New Peebles Elementary School
Project Number: MSBA ID: 201400360010
Respondent General Contractor's Name:
Respondent General Contractor's Address:
Respondent General Contractor's Telephone #:
Respondent General Contractor's Contact Person:

D. RFQ Informational Meeting (if applicable)

If indicated in *Section I*, an informational meeting regarding the prequalification process for this Project will be held. (If applicable, attendance is optional for those interested in responding to the *RFQ*.)

E. Optional Site Visit

If indicated in *Section I*, a site visit will be available during the *RFQ* Phase. (If applicable, attendance is optional for those interested in responding to the *RFQ*.)

F. Review/Availability Of Contract Documents

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

G. Subcontractor Prequalification

The Project will require prequalification of Subcontractors. If applicable, the following Subcontractors will be prequalified to submit **filed sub-bids** under a separate **RFQ** and prequalification process:

Check Below If Trade Will Be Prequalified On This Project	Section #	Trade Category
<input checked="" type="checkbox"/>	040001	Masonry
<input checked="" type="checkbox"/>	050000	Miscellaneous and Ornamental Iron
<input checked="" type="checkbox"/>	070001	Waterproofing, Dampproofing and Caulking
<input checked="" type="checkbox"/>	070002	Roofing and Flashing
<input checked="" type="checkbox"/>	080001	Metal Windows
<input checked="" type="checkbox"/>	080002	Glass and Glazing
<input checked="" type="checkbox"/>	090001	Tile
<input checked="" type="checkbox"/>	090003	Acoustical Tile
<input checked="" type="checkbox"/>	090005	Resilient Floors
<input checked="" type="checkbox"/>	090007	Painting
<input checked="" type="checkbox"/>	140001	Elevators
<input checked="" type="checkbox"/>	210001	Fire Protection
<input checked="" type="checkbox"/>	220001	Plumbing
<input checked="" type="checkbox"/>	230001	Heating, Ventilation & Air-Conditioning
<input checked="" type="checkbox"/>	260001	Electrical

H. Additional Instructions

See *Section VII: Additional Information* for additional instructions regarding the prequalification process.

Section IV: Overview Of Prequalification Process

- This *Request for Qualifications* (“*RFQ*”) is issued pursuant to M.G.L. c. 149, § 44D½. Firms interested in providing General 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 and Section VIII*, herein.
- The General Contractor selection process for this Project is a two-phase process as set forth in M.G.L. c. 149, § 44D½. The project delivery method for construction will be under M.G.L. c. 149. The Awarding Authority is prequalifying firms interested in providing General Contractor services for the Project through this *RFQ* prequalification process.

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

Participation in the RFP Bidding Phase of this Project will be limited to ONLY those General 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. General 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 General Contractors that have not been deemed prequalified by the Awarding Authority shall be automatically disqualified from bidding on this Project.

The Awarding Authority is prequalifying General Contractors and all Subcontractors for this Project. Therefore, responses to this *RFQ* will be considered ONLY for the prequalification of General Contractors that, if deemed prequalified will be invited to submit a bid pursuant to M.G.L. c. 149, § 44E. Any contractor seeking to be prequalified as both a General Contractor and Subcontractor for a particular filed sub-bid trade(s) shall be required to file separate responses to BOTH this *RFQ* and the *RFQ* issued to prospective filed sub-bidders for this Project.

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

Section V: Administration/Schedule For Prequalification Process

A. “Two-Phase” Selection Process

Selection of the General Contractor for the Project will be conducted in a **two-phase** process as set forth in M.G.L. c. 149, § 44D½. General 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 General Contractor firms must submit a completed SOQ; completed *Schedules A through K*, and all required supporting documentation referenced therein in response to this *RFQ* by the *Submission Deadline* set forth in *Section I*.
- **Prequalification Committee –**The Awarding Authority has appointed a *Prequalification Committee* to review and evaluate the SOQs (and supporting documentation) submitted by interested General Contractors. The *Prequalification Committee* shall consist of one (1) representative from the Project Designer, one (1) representative from the Owner’s Project Manager, and three (3) 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 General Contractor firm in accordance with the evaluation criteria set forth in *Section VI*.
- **Notice To Respondent General 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 General Contractors as to whether they are deemed prequalified or not. Prequalified General Contractor firms shall also be invited to participate in *Phase Two*, the *RFP/Bidding Phase* of the General Contractor selection process.

2. Phase Two – RFP/Bidding Phase

- General 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:	August 24, 2017
Anticipated RFP to Prequalified Bidders:	October 10, 2017
Anticipated Notice To Proceed:	November 28, 2017
Anticipated Construction Schedule:	20 months Phase I 4 months Phase II

Section VI: Evaluation Procedure/Criteria For Prequalification Selection

A. Sources of Information Considered

Respondent General 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 *SOQ Response Form*, *GC RFQ Form 2* and *Schedules A through K* attached hereto. You must give complete and accurate answers to all questions and provide all of the information requested. Making a materially false statement in this SOQ submission is grounds for rejection and debarment.

B. Evaluation Procedure

As set forth herein and in accordance with M.G.L. c. 149, § 44D¹/₂ and 810 CMR 9.00, 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 General 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 General Contractor that provides a composite point rating and a specific point rating for each of the evaluation criterion set forth in M.G.L. c. 149 and herein. The *Prequalification Committee* shall only prequalify those General 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 General Contractor firms achieving the minimum score required in each evaluation category set forth herein, as well as a minimum total score of seventy (70) points overall shall be prequalified and invited to submit bids consistent with M.G.L. c. 149, § 44E. An interested General Contractor's score shall be made available to the General Contractor upon request.

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

C. Criteria For Prequalification

SOQs must be submitted on the *GC RFQ Form 2* attached hereto. Interested General 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 General Contractors in accordance with the statutory point scheme set forth in M.G.L. c. 149, § 44D¹/₂. Also in accordance with § 44D¹/₂, the *RFQ* shall set forth the available points for each evaluation sub-category in order to provide interested General Contractors prior notice of the points available in each sub-category.

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

- a. ***Business Owners:*** Provide the name, title, including a detailed description of the role and job responsibilities, scope of work and numbers of years with the firm for each of the business owner(s) of the firm. If the respondent General Contractor is a partnership, **YOU MUST** provide

the requested information for each general and limited partner. If the respondent General Contractor is a corporation or limited liability company, **YOU MUST** provide the requested information for each officer, director and/or member. *(2 points available)*

1. At least one (1) principal of the General Contractor has five (5) or more consecutive years of employment with the General Contractor – two (2) points.
2. At least one (1) principal of the General Contractor has three (3) or more but less than five (5) consecutive years of employment with the General Contractor – one (1) point.
3. No principal of the General Contractor has three (3) or more consecutive years of employment with the General Contractor – zero (0) points.
4. No response or incomplete response – zero (0) points

b. *Management Personnel:* Provide the name, title, including a detailed description of the role and job responsibilities, scope of work, education, construction experience, years with the firm and list of all projects completed for all management personnel who will have any direct or indirect responsibility over the Project, including but not limited to project executives, project managers, field superintendents and field engineers. *(8 points available)*

1. At least one (1) management person of the General Contractor who will work on this project has ten (10) or more consecutive years of employment as a management person with the General Contractor – eight (8) points.
2. At least one (1) management person of the General Contractor who will work on this project has seven (7) or more consecutive years of employment as a management person with the General Contractor – five (5) points.
3. At least one (1) management person of the General Contractor who will work on this project has five (5) or more consecutive years of employment as a management person with a General Contractor or General Contractors in public school construction – three (3) points.
4. At least one (1) management person of the General Contractor who will work on this project has three (3) or more consecutive years of employment as a

management person with a General Contractor or General Contractors in public building construction – two (2) points.

5. At least one (1) management person of the General Contractor who will work on this project has two (2) or more consecutive years of employment as a management person with a General Contractor or General Contractors in public building construction – one (1) point
6. No response or incomplete response – zero (0) points.

c. *Similar Project Experience:* Provide the project name(s), description, scope of work, original contract sum, final contract sum with explanation, and date of completion for each and every similar project undertaken by the firm in the last *five (5)* years. For purposes of this RFQ, “similar projects” shall mean a *new public school project in excess of \$25 million.* (*12 points available*)

1. The General Contractor has successfully completed its work on construction of at least five (5) similar projects within the past five (5) years – twelve (12) points.
2. The General Contractor has successfully completed its work on construction of at least four (4) similar projects within the past five (5) years – ten (10) points.
3. The General Contractor has successfully completed its work on construction of at least three (3) similar projects within the past five (5) years – eight (8) points.
4. The General Contractor has successfully completed its work on construction of at least two (2) similar projects within the past five (5) years – six (6) points.
5. The General Contractor has successfully completed its work on construction of one (1) or fewer similar projects within the past five (5) years – three (3) points.
6. No response or incomplete response – zero (0) points.

d. *Terminations:* Provide a list of any projects on which the firm was the General Contractor and was terminated, held in default, or failed to complete the work. Include the name of the project, the timeframe of the project and circumstances surrounding the termination or default. (*10 points available*)

1. The General Contractor has not been terminated on any project within ten (10) years and has not failed to complete the work on any project within ten (10) years provided that termination on a project or failure to complete a project, which in either event, is for reasons beyond the control of the General Contractor shall be disregarded – ten (10) points.
2. Within the past ten (10) years the General Contractor has been terminated on a project or has failed to complete the work on a project, must provide documentation/explanation – maximum one (1) point.
3. Within the past five (5) years the General Contractor has been terminated on a project or failed to complete a project-zero (0) points.
4. No response or incomplete response – zero (0) points.

e. **Legal Proceedings:** Provide information regarding each and every legal proceeding, administrative proceeding and arbitration pending against the General Contractor. In addition, provide information regarding each and every legal proceeding, administrative proceeding or arbitration concluded adversely to the General Contractor within the past five (5) years, which relate to the procurement or performance of any public or private construction contract. *(10 points available)*

1. No legal proceedings or administrative proceedings are pending nor have been concluded adversely to the General Contractor within the past three (3) years which relate to the procurement or performance of any public construction contract or private construction contract – ten (10) points.
2. No legal proceedings or administrative proceedings are pending nor have been concluded adversely to the General Contractor within the past two (2) years which relate to the procurement or performance of any public construction contract or private construction contract – five (5) points
3. No legal proceedings or administrative proceedings are pending nor have been concluded adversely to the General Contractor within the past one (1) year which relate to the procurement or performance of any public construction contract or private construction contract – three (3) points

4. Failure to disclose any pending or concluded legal proceedings or administrative proceedings required to be included in the General Contractor's response – zero (0) points.
5. No response or incomplete response – zero (0) points.

f. Safety Record: Provide the three (3) year history of the General Contractor's workers' compensation experience modifier. In addition, provide documentation from the General Contractor's insurance carrier supporting the rating history provided. (5 points available)

1. Average value of the submitted history of the General Contractor's workers' compensation modifier is 1.0 or less – five (5) points.
2. Average value of the submitted history of the General Contractor's workers' compensation modifier is 1.0 to 1.2 – three (3) points.
3. Average value of the submitted history of the General Contractor's workers' compensation modifier is 1.2 to 1.35 – two (2) points.
4. Average value of the submitted history of the General Contractor's workers' compensation record is greater than 1.35 – zero (0) points.
5. No response or incomplete response – zero (0) points.

g. MBE/WBE and Workforce Compliance Record: Provide information and evidence of the General Contractor's compliance record with respect to Minority Business Enterprise and Women Business Enterprise goals and workforce inclusion goals for all projects completed which had such goals. (3 points available)

1. The General Contractor has achieved Supplier Diversify Office (SDO) goals for all projects having such goals within the last five (5) years – three (3) points
2. The General Contractor was sanctioned or received a penalty from Supplier Diversify Office (SDO) on one project within the last five (5) years – one (1) point
3. The General Contractor was sanctioned or received a penalty from Supplier Diversify Office (SDO) on more than one project or did not submit sufficient evidence under this section – zero (0) points

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

a. Project References: Provide reference information for Owners, Architects and Owner's Project Managers for each and every project listed in your response to *Section VI(C)(1)(c)*. Information provided shall at least include project name and the names of the owners and architects, with current address, current telephone and fax numbers, and contact person for each. Note: The Prequalification Committee may also consider project reference information and project evaluations obtained from the Update Statement, DCAM's certification files and information provided in response to *Subsection 2(c)* herein. *(25 points available)*

1. All references are favorable – twenty five (25) points.
2. One (1) unfavorable reference – fifteen (15) points.
3. Two (2) unfavorable references – five (5) points.
4. Three (3) unfavorable references – one (1) point.
5. No response or incomplete response – zero (0) points.

b. Credit References: Provide a minimum of five (5) credit references, including the telephone and fax numbers of a contact person from key suppliers, vendors and banks. *(3 points available)*

1. Five (5) or more favorable credit references at least one of which is a bank or a recognized lending institution –three (3) points.
2. Four (4) favorable credit references at least one of which is a bank or a recognized lending institution – two (2) points.
3. Three (3) favorable credit references at least one of which is a bank or a recognized lending institution – one (1) point.
4. Two (2) favorable credit references or less, with at least one of which is a bank or a recognized lending institution – zero (0) points.
5. No response or incomplete response – zero (0) points.

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 five (5) years with the project name, scope of work, contract value, start date,

completion date, status of the project, owner's name (including address, telephone number, fax number, and contact person) and architect's name (including address, telephone number, fax number and contact person).
(2 points available)

1. Work successfully completed on five (5) or more public building projects during the past five (5) years – two (2) points.
2. Work successfully completed on four (4) public building projects during the past five (5) years – one (1) points.
3. Work successfully completed on three (3) public building projects or less during the past five (5) years – zero (0) points.
4. No response or incomplete response – zero (0) points

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

a. Audited Financial Statement: Submit an audited financial statement for the most recent fiscal year. The financial information submitted shall remain confidential and shall not be a public record. (15 points)

1. Cash balance positive; and working capital balance positive; tangible net worth positive; leverage 1.0 or less – fifteen (15) points.
2. Cash balance positive; and working capital balance positive; tangible net worth positive; leverage 1.0 – 1.5 - twelve (12) points.
3. Cash balance positive; and working capital balance positive; tangible net worth positive; leverage 1.5 – 2.0 – nine (9) points.
4. Cash balance positive; and working capital balance positive; tangible net worth positive; leverage 2.0 – 2.5 – six (6) points.
5. Cash balance positive; and working capital balance positive; tangible net worth positive; leverage 2.5 – 3.0 – zero (0) points.
6. No response or incomplete response – zero (0) points.

Note: For purposes of this RFQ, **leverage** shall be defined as:

Assets minus liabilities = equity.

Total liabilities divided by equity = **leverage**

b. Revenue: Submit revenue under contract for the next three (3) years. (5 points)

1. Fifty million dollars (\$50,000,000) or more – five (5) points.
2. Forty million dollars (\$40,000,000) to Fifty million dollars (\$50,000,000) – four (4) points.
3. Thirty million dollars (\$30,000,000) to Forty million dollars (\$40,000,000) – three (3) points.
4. Twenty million dollars (\$20,000,000) to Thirty million dollars (\$30,000,000) – two (2) points.
5. Five million dollars (\$5,000,000) to Twenty million dollars (\$20,000,000) – one (1) point.
6. Less than Five million dollars (\$5,000,000) or incomplete response – zero (0) points.

4. Mandatory Requirements - (no points assigned)

a. Bonding Capacity: Interested General Contractors must provide a commitment letter (from a surety company licensed to do business in the Commonwealth of Massachusetts and whose name appears on the United States Treasury Department Circular 570) for payment and performance bonds in an amount equal to or greater than one hundred percent (100%) of the estimated construction cost for Project as set forth in *Section I*.

b. DCAM Certification: Interested General Contractors must provide a currently valid *Certificate of Eligibility* issued by DCAM to the General Contractor pursuant to M.G.L. c. 149, § 44D, showing a single and aggregate capacity rating sufficient for the Project.

c. Update Statement: Interested General Contractors must provide a current and completed Update Statement prepared by the interested General Contractor.

[THIS SPACE IS INTENTIONALLY BLANK]

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 General Contractor. The Awarding Authority shall not be responsible under any circumstances for any costs incurred by any respondent General Contractors to this *RFQ*. The Awarding Authority reserves the right to cancel this procurement at any time if it is in its the best interest to do so.

B. Treatment Of Information Submitted

With the exception of the required audited financial statements, the Awarding Authority shall have no obligation to treat any information submitted by an interested General 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 General 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 General Contractors

Unauthorized communications or contact between General Contractors, their employees, agents or other related entities interested in submitting a *SOQ* and the Awarding Authority, the project designer, the project manager, or any other person or entity participating on the Prequalification Committee with regard to the Project are strictly prohibited. The only authorized communications shall be 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 at the Pre-*RFQ* Submission meeting, 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 General Contractor shall be required to acknowledge receipt of all addenda on the RFQ Proposal Response Form attached to this RFQ. The Awarding Authority will email all addenda to all respondent General Contractors that have mailed or faxed an RFQ Interest Form, *GC RFQ Form 1* to the Awarding Authority or have received the RFQ directly from the Awarding Authority and will post the addenda on the web site <http://procurementdocuments.smma.com> and <http://www.commpass.com> in the listing for this Project. It shall be the sole responsibility of the respondent General 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 General Contractor that contacts directly or indirectly any member or employee of the Awarding Authority, or the project designer, or the project manager, or any member of the *Prequalification Committee* in connection with the selection process or the contract contemplated herein for this project is subject to disqualification. Contact is permitted for the purpose of obtaining a copy of this RFQ or to submit a verbal or written question or request for clarification at the Pre-RFQ Submission meeting as set forth in *Section I*.

[THIS SPACE IS INTENTIONALLY BLANK]

Part Two: Forms to Be Completed By General Contractor

RFQ Interest Form

GC RFQ Form 1

Instructions: If your firm is interested in responding to the RFQ for Prequalification of General Contractors for this Project then GC RFQ Form 1 MUST be submitted to the Awarding Authority BEFORE submitting the SOQ Application GC RFQ Form 2.

Awarding Authority:	<i>Town of Bourne</i>
Project No.:	<i>MSBA ID: 201400360010</i>
Project Name:	<i>New Pebbles Elementary School</i>

Email or Fax this *RFQ Interest Form* to¹:

Symmes Maini & McKee Associates, 1000 Massachusetts Avenue Cambridge, Massachusetts 02138 opm@smma.com 617-354-5758
--

By submitting this *GC RFQ Interest Form* the below identified firm is expressing its interest in the above-referenced public building construction project and is requesting that it be added to the list of firms that will receive any addenda to the *RFQ* on the Project. ***The Awarding Authority assumes no responsibility for a firm's failure to receive any addenda or other correspondence related to this RFQ due to the firm's failure to submit an RFQ Interest Form as directed above or for any other reason.***

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

By:

(Signature of Authorized Representative)

¹ Note: The Statement of Qualifications ("SOQ") application form (GC RFQ Form 2) and accompanying *Schedules A through K*, submitted in response to this RFQ **MAY NOT BE FAXED.**

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

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

Project Name:	New Peebles Elementary School
Project No:	MSBA ID: 201400360010
Awarding Authority:	Town of Bourne
General Contractor Name:	
General Contractor Mailing Address:	
General Contractor Street Address:	
Telephone Number:	
Facsimile Number:	
Contact Person/Title:	

1. **Management Experience - (50 points available; minimum of 25 points required for prequalification approval)**
 - a. **Business Owners (2 points):** Interested General Contractors **MUST COMPLETE Schedule A** and **MUST ATTACH** to it a resume for each and every business owner of your firm as set forth in Section VI(C)(1)(a) of Part One, the RFQ for this Project.
 - b. **Management Personnel (8 points):** Interested General Contractors **MUST COMPLETE Schedule B** and **MUST ATTACH** to it a resume for each and every person who will have **any** management responsibility, direct or indirect, for the Project, including, but not limited to, project executives, project managers, field superintendents and field engineers, as set forth in Section VI(C)(1)(b) of Part One, the RFQ for this Project.
 - c. **Similar Project Experience (12 points):** Interested General Contractors **MUST COMPLETE Schedule C** and list similar projects for the last five (5) years. For each project, you must include the name, description of project, description of your firm's scope of work, original contract sum, final contract sum (with explanation) and date completed. For the purpose of this RFQ, "similar projects" shall be defined as defined in Section VI(C)(1)(c) of Part One, the RFQ for this Project.
 - d. **Terminations (10 points):** Interested General Contractors **MUST COMPLETE Schedule D** and list each and every project on which your

firm was terminated or failed to complete the work as set forth in *Section VI(C)(1)(d)* of *Part One*, the *RFQ* for this Project.

- e. ***Legal Proceedings (10 points):*** Interested General Contractors **MUST COMPLETE Schedule E** and list any and all legal proceeding or administrative proceeding or arbitration currently pending against your firm. Interested General Contractors must also list each and every legal proceeding or administrative proceeding or arbitration concluded adversely against your firm within the past five (5) years as set forth in *Section VI(C)(1)(e)* of *Part One*, the *RFQ* for this Project.
- f. ***Safety Record (5 points):*** Interested General Contractors **MUST COMPLETE Schedule F** and provide the three (3) year history of its workers' compensation modifier rating as set forth in *Section VI(C)(1)(f)* of *Part One*, the *RFQ* for this Project, and **MUST ATTACH** to ***Schedule F*** documentation from its insurance carrier supporting the ratings reported therein or no points may be awarded.
- g. ***MBE/WBE and Workforce Compliance Record (3 points):*** Interested General Contractors **MUST COMPLETE Schedule G** and provide copies of documents providing evidence of the firm's compliance record with respect to Minority Business Enterprise and Women's Business Enterprise participation goals and workforce inclusion goals for each and every project completed that had a contractual MBE/WBE participation goal or minority and women workforce goals as set forth in *Section VI(C)(1)(g)* of *Part One*, the *RFQ* for this Project. In addition, interested General Contractors **MUST ATTACH** documentation supporting the actual participation and inclusion amounts reported in ***Schedule G***.

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

- a. ***Project References (25 points):*** Interested General Contractors **MUST COMPLETE Schedule H** and provide project references from owners and architects for all projects as required in *Section VI(C)(2)(a)* of *Part One*, the *RFQ* for this Project.
- b. ***Credit References (3 points):*** Interested General Contractors **MUST COMPLETE Schedule I** and provide a minimum of five (5) credit references as required in *Section VI(C)(2)(b)* of *Part One*, the *RFQ* for this Project.
- c. ***Public Project Record (2 points):*** Interested General Contractors **MUST COMPLETE Schedule J** and list all completed public building construction projects completed by your firm during the past five (5) years as required in *Section VI(C)(2)(c)* of *Part One*, the *RFQ* for this Project.

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

- a. Audited Financial Statement (15 points):** Interested General Contractors **MUST ATTACH** to the *GC RFQ Form 2* an audited financial statement for the most recent fiscal year (may be submitted in a sealed envelope). (Note: whether submitted in a sealed envelope or not, such audited financial statements shall not be considered public records).
- b. Revenue Under Contract (5 points):** Interested General Contractors **MUST COMPLETE Schedule K** and list revenue under contract for the next three (3) fiscal years. Such financial information shall not be considered public records.

4. Mandatory Requirements: (no points are assigned)

- a. Payment and Performance Bonds:** Interested General Contractors **MUST ATTACH** to the *GC RFQ Form 2* a commitment letter (from a surety company licensed to do business in the Commonwealth of Massachusetts and whose name appears on United States Treasury Department Circular 570) for payment and performance bonds in an amount equal to or greater than one hundred percent (100%) of the estimated construction cost of this Project.
- b. Certificate of Eligibility:** Interested General Contractors **MUST ATTACH** to the *GC RFQ Form 2* a currently valid *Certificate of Eligibility* (issued by DCAM) showing a single and aggregate capacity rating sufficient for the Project.
- c. Update Statement:** Interested General Contractors **MUST ATTACH** to the *GC RFQ Form 2* a current and completed *Update Statement*.

5. Execution Requirements

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

SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY:

Signature: _____

Print Name:
Title:
Telephone:
Date:

[Insert GC Firm Name]

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

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

[Insert GC Firm Name]

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

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

[Insert GC Firm Name]

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

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

[Insert GC Firm Name]

SCHEDULE D - TERMINATIONS: Interested General Contractors are required to list each and every project on which it was terminated or failed to complete the project as set forth in Section VI(C)(1)(d) of Part One, the RFQ for this Project.

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

[Insert GC Firm Name]

SCHEDULE E - LEGAL PROCEEDINGS: Interested General Contractors are required to list each and every legal proceeding, administrative proceeding or arbitration currently pending and each and every legal proceeding, administrative proceeding and arbitration concluded adversely against it within the past five (5) years as set forth in Section VI(C)(1)(e) of Part One, the RFP for this Project.

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

[Insert GC Firm Name]

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

YEAR	WORKERS' COMP. EXPERIENCE MODIFIER	COMMENTS

[Insert GC Firm Name]

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

PROJECT NAME, LOCATION & AWARDING AUTHORITY	CONTRACT VALUE	MBE GOAL	ACTUAL MBE PARTICI- -PATION	WBE GOAL	ACTUAL WBE PARTICI- -PATION	WORK- FORCE GOALS	ACTUAL WORK- FORCE PARTICI- -PATION	IF GOALS NOT MET EXPLAIN WHY	SANCTION OR PENALTY AND AMOUNT

[Insert GC Firm Name]

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

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

[Insert GC Firm Name]

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

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

[Insert GC Firm Name]

SCHEDULE J - PUBLIC PROJECT RECORD: – Interested General Contractors are required to list all completed public buildings during the past five (5) years in accordance with Section V(C)(2)(c) of *Part One*, the *RFQ* for this Project. (You may attach additional pages if necessary).

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

[Insert GC Firm Name]

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

Firm's fiscal year runs _____ to _____.

YEAR	REVENUE UNDER CONTRACT (\$)

RFQ RESPONSE CHECKLIST - GC RFQ Form 3

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

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

**New Peebles Elementary School
Bourne, Massachusetts
General Contractor References**

Name of the Reviewer _____

Owner or Architect _____

Company _____

Project Reference _____

Date _____

Please answer the following questions scoring 1 as the worst and 5 as the best.

1. Did you find the management personnel experienced and qualified?

Worse 1 2 3 4 5 Best

2. Did you find the on-site personnel experienced and qualified?

Worse 1 2 3 4 5 Best

3. Were changes well-documented, timely submitted, and reasonably priced?

Worse 1 2 3 4 5 Best

4. Did this contractor adhere to the project schedules?

Worse 1 2 3 4 5 Best

5. Did this contractor provide the manpower as required?

Worse 1 2 3 4 5 Best

6. Did this contractor work in harmony and coordinate with other contractors?

Worse 1 2 3 4 5 Best

7. Was this contractor's quality of work satisfactory?

Worse 1 2 3 4 5 Best

8. Did this contractor complete its punch list in a timely manner?

Worse 1 2 3 4 5 Best

9. Would you choose to work with this contractor again?

Worse 1 2 3 4 5 Best



PROJECT MANAGEMENT

Symmes Maini & McKee Associates, Inc. (SMMA)
New Peebles Elementary School
Evaluation of General Contractor Qualifications

Company

Total Score

Date

Reviewer

1. MANAGEMENT EXPERIENCE (50 points available / minimum of 25 points required)

	Available	Points	Comments
a. Business Owners	2 points		
b. Management Personnel	8 points		
c. Similar Project Experience	12 points		
d. Terminations	10 points		
e. Legal Proceedings (3 years)	10 points		
f. Safety Record	5 points		
g. WBE/MBE	3 points		
Management Experience Subtotal		0	

Refer to pages 9-13 of the RFQ for details on how to score

2. REFERENCES (30 points available / minimum of 15 points required)

a. Project References / Schedule G (25 points available)

Project	O / A	Favorable?		Contact Name/Firm/Call Date
		Y	N	
Project #1				
Project #2				
Project #3				
Project #4				
Project #5				
Project #6				

Refer to pages 14 of the RFQ for details on how to score

Project References Subtotal

**Symmes Maini & McKee Associates, Inc. (SMMA)
New Peebles Elementary School
Evaluation of General Contractor Qualifications**

	#1	#2	#3	#4	#5	#6
1. Did you find the management personnel experienced and qualified?	0	0	0	0	0	0
2. Did you find the on-site personnel experienced and qualified?	0	0	0	0	0	0
3. Were changes well-documented, timely submitted, and reasonably priced?	0	0	0	0	0	0
4. Did this contractor adhere to the project schedules?	0	0	0	0	0	0
5. Did this contractor provide the manpower as required?	0	0	0	0	0	0
6. Did this contractor work in harmony and coordinate with other contractors?	0	0	0	0	0	0
7. Was this contractor's quality of work satisfactory?	0	0	0	0	0	0
8. Did this contractor complete its punchlist in a timely manner?	0	0	0	0	0	0
9. Would you choose to work with this contractor again?	0	0	0	0	0	0

During each call, ask the reference to rate each question from 0 (worst) to 5 (best). Record the answer in the corresponding box. If the average is less than 3, it is considered unfavorable.

Avg.

0	0	0	0	0	0	0
---	---	---	---	---	---	---

b. Credit References / Schedule H (3 points available)

Credit Reference	Contact Name/Firm/Call date
Credit Reference #1	
Credit Reference #2	
Credit Reference #3	
Credit Reference #4	
Credit Reference #5	
Credit Reference Subtotal	(maximum of 3 points)

Refer to pages 14 of the RFQ for details on how to score. Place a ✓ next to each positive reference or an x next to each negative reference. Show nothing in the case of a neutral/withheld/unreturned reference.

c. Public Project Record / Schedule I (2 points available)

Refer to RFQ page 14 and 15 of the RFQ on how to score

Public Project	Points	Comments
Public Projects Listed		
Public Project Record Subtotal	0	(maximum of 2 points)

3. CAPACITY TO COMPLETE PROJECT (20 points available / minimum of 10 points required)

	Points	Comments
a. Prior Revenue /Schedule J	15 points	Refer to RFQ page 15 for point determinations based on %
b. Revenue under Contract /Schedule K	5 points	Refer to RFQ page 16 for point determinations based on %

Capacity to Complete Project Subtotal 0

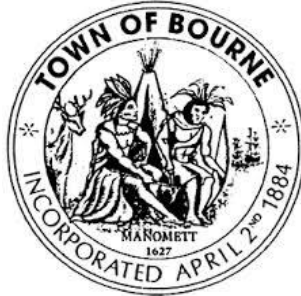
Refer to RFQ page 16 of the RFQ on how to score

4. MANDATORY REQUIREMENTS (0 points available)

	Points Available	Points	Comments
a. Bonding capacity	No points available		
b. DCAM Certification	No points available		
c. Current Update Statement	No points available		

Place a ✓ next to each item provided by the trade contractor. Place a ✗ next to each item NOT provided by the general contractor.

Points Summary	Notes
Total Points / Section #1	0
Total Points / Section #2	0
Total Points / Section #3	0
TOTAL SCORE	0



Town of Bourne

New Peebles Elementary School
MSBA ID: 201400360010
70 Trowbridge Street
Bourne, Massachusetts 02532

**COMMONWEALTH OF MASSACHUSETTS
STANDARD FORMS
FOR
SUBCONTRACTOR PREQUALIFICATION**
(pursuant to M.G.L. c. 149, § 44D¾ and 810 CMR 10.00)

***REQUEST FOR QUALIFICATIONS
and
STATEMENT OF QUALIFICATIONS***

June 21, 2017

INDEX

Part One: Request for Qualifications

Section I: *General Project Information*

Section II: *Detailed Project Description*

Section III: *General Instructions*

Section IV: *Overview Of Prequalification Process*

Section V: *Administration/Schedule For Prequalification Process*

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

Section VII: *Additional Information*

Part Two: SOQ Application Forms/Schedules

Sub SOQ Form 1: *RFQ Interest Form*

Sub SOQ Form 2: *SOQ Application Form*

Schedule A: *Business Owner Information*

Schedule B: *Management Personnel Information*

Schedule C: *Similar Project Experience*

Schedule D: *Terminations*

Schedule E: *Legal Proceedings*

Schedule F: *Safety Record*

Schedule G: *Project References*

Schedule H: *Credit References*

Schedule I: *Public Project References*

Schedule J: *Prior Revenue*

Schedule K: *Revenue Under Contract*

Sub SOQ Form 3: *RFQ Response Checklist*

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

Section I: Project Information

A. General Information

Awarding Authority:	<i>Town of Bourne</i>
Project No.:	<i>MSBA ID: 201400360010</i>
Project Name:	<i>New Peebles Elementary School</i>
Project Location:	<i>70 Trowbridge Street Bourne, Massachusetts 02532</i>
Project Description:	<i>New 72,680 sf Elementary School serving Grades 3 to 5 for 460 students adjacent to the existing Peebles Elementary School in Bourne, Massachusetts.</i>
RFQ Informational Meeting (if applicable):	<i>June 28, 2017 at 10:00 AM, local time. Peebles Elementary School Cafeteria in Bourne, Massachusetts</i>
Optional Site Visit (if applicable):	<i>June 28, 2017 at 10:00 AM, local time. Peebles Elementary School Cafeteria in Bourne, Massachusetts</i>
Submission Deadline: (for submission of SOQs in response to this RFQ)	<i>July 18, 2017 by 2:00 PM, local time.</i>
Submission Address:	<i>Bourne Public Schools Central Office 36 Sandwich Road Bourne, Massachusetts 02532 Attn: Steven Lamarche, Superintendent</i>
Estimated Construction Cost:	<i>\$30 Million</i>
Estimated Project Duration:	<i>20 Months – Phase I 4 Months – Phase II</i>
Owner’s Project Manager:	<i>Joel G. Seeley Symmes Maini & McKee Associates, Inc. (SMMA) 1000 Massachusetts Avenue Cambridge, Massachusetts 02138 617-547-5400 jseeley@smma.com</i>
Project Architect:	<i>Kent Kovacs, AIA Flansburgh Architects 77 North Washington Street Boston, Massachusetts 02114 617-367-3970 kkovacs@flansburgh.com</i>
Project Specific Requirements (if applicable):	<i>The project will be subject to MBE/WBE goal of 10.4% for the General Contractor.</i>

B. Subtrades Subject to Prequalification

This RFQ is to prequalify Subcontractors in accordance with M.G.L. c. 149, § 44D^{3/4} and 810 CMR 10.00. Subcontractors in the following subtrades will be prequalified for this Project:

“X” Below All Trades Subject To Prequalification On The Project	Section #	Trade Category	Estimated Construction Cost for Subtrade
<input checked="" type="checkbox"/>	040001	Masonry	\$ 2,241,292
<input checked="" type="checkbox"/>	050000	Miscellaneous and Ornamental Iron	\$ 444,931
<input checked="" type="checkbox"/>	070001	Waterproofing, Dampproofing and Caulking	\$ 449,430
<input checked="" type="checkbox"/>	070002	Roofing and Flashing	\$ 1,208,537
<input checked="" type="checkbox"/>	080001	Metal Windows	\$ 713,660
<input checked="" type="checkbox"/>	080002	Glass and Glazing	\$ 35,105
<input checked="" type="checkbox"/>	090001	Tile	\$ 39,688
<input checked="" type="checkbox"/>	090003	Acoustical Tile	\$ 250,777
<input checked="" type="checkbox"/>	090005	Resilient Floors	\$ 267,238
<input checked="" type="checkbox"/>	090007	Painting	\$ 235,430
<input checked="" type="checkbox"/>	140001	Elevators	\$ 100,000
<input checked="" type="checkbox"/>	210001	Fire Protection	\$ 281,600
<input checked="" type="checkbox"/>	220001	Plumbing	\$ 944,775
<input checked="" type="checkbox"/>	230001	Heating, Ventilation & Air-Conditioning	\$ 2,964,665
<input checked="" type="checkbox"/>	260001	Electrical	\$ 2,856,602

Section II: Detailed Project Description

The project scope consists of the construction of the New Peebles Elementary School on the site of the existing Peebles Elementary School, in Bourne, Massachusetts. The new two-story building will be situated west of the existing Peebles Elementary School building. The design enrollment for the proposed 72,680 square foot school is 460 students in grades 3 through 5.

The site work consists of site clearing, grading, roadways, parking, site utilities, stormwater retention basins, playfields and play structures.

The building is a one and two story steel framed structure with brick and phenolic panel cladding, aluminum windows and membrane roofing.

The project will be constructed in two phases. The first phase being the construction of the new school building; and the second phase being the demolition of the existing Peebles Elementary School and construction of the parking lot and tennis courts.

***Note:** In order to get the best quality responses to this RFQ, the Awarding Authority is advised to provide as much information as possible in this section.

Section III: General Instructions

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

A. Contents Of *Statement Of Qualifications* Application Package

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

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

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

An original and 4 complete copies of the interested Subcontractor’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:

<i>Bourne Public Schools</i>
<i>Central Office</i>
<i>Attn: Steven Lamarche, Superintendent</i>
<i>36 Sandwich Road</i>
<i>Bourne, Massachusetts 02532</i>

SOQ application packages received by the Awarding Authority later than the Submission Deadline specified in Section I will be rejected and returned to the respondent Subcontractor. Respondent Subcontractors 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 Subcontractor Services
Awarding Authority Name: Town of Bourne
Project Name: New Peebles Elementary School
Project Number: MSBA ID: 201400360010
Respondent Subcontractor's Name:
Respondent Subcontractor's Address:
Respondent Subcontractor's Telephone #:
Respondent Subcontractor's Contact Person:

D. RFQ Informational Meeting (if applicable)

If indicated in *Section I*, an informational meeting regarding the prequalification process for this Project will be held. (If applicable, attendance is optional for those interested in responding to the *RFQ*.)

E. Optional Site Visit

If indicated in *Section I*, a site visit will be available during the *RFQ* Phase. (If applicable, attendance is optional for those interested in responding to the *RFQ*.)

F. Review/Availability Of Contract Documents

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

G. General Contractor Prequalification

The Project will require prequalification of General Contractors. If applicable, General Contractors will be prequalified to submit general bids under a separate **RFQ** and prequalification process:

H. Additional Instructions

See *Section VII: Additional Information* for additional instructions regarding the prequalification process.

Section IV: Overview Of Prequalification Process

- This *Request for Qualifications* (“*RFQ*”) is issued pursuant to M.G.L. c. 149, § 44D³/₄. Firms interested in providing Subcontractor 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 and Section VIII*, herein.
- The Subcontractor selection process for this Project is a two-phase process as set forth in M.G.L. c. 149, § 44D³/₄. The project delivery method for construction will be under M.G.L. c. 149. The Awarding Authority is prequalifying firms interested in providing Subcontractor services for the Project through this *RFQ* prequalification process.

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

Participation in the RFP Bidding Phase of this Project will be limited to ONLY those Subcontractor 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. Subcontractors that fail to respond to this *RFQ* and submit a *SOQ* with the required supporting documentation by the Submission Deadline set forth in *Section I* and Subcontractors that have not been deemed prequalified by the Awarding Authority shall be automatically disqualified from bidding on this Project.

The Awarding Authority is prequalifying All Subcontractors and General Contractors for this Project. Therefore, responses to this *RFQ* will be considered ONLY for the prequalification of Subcontractors that, if deemed prequalified will be invited to submit a bid pursuant to M.G.L. c. 149, § 44F. Any contractor seeking to be prequalified as both a General Contractor and Subcontractor for a particular filed sub-bid trade(s) shall be required to file separate responses to BOTH this *RFQ* and the *RFQ* issued to prospective General Contractors for this Project.

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

Section V: Administration/Schedule For Prequalification Process

A. “Two-Phase” Selection Process

Selection of Subcontractors for the Project will be conducted in a **two-phase** process as set forth in M.G.L. c. 149, § 44D^{3/4}. Subcontractor 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 Subcontractor firms must submit a completed SOQ; completed *Schedules A through K*, and all required supporting documentation referenced therein in response to this *RFQ* by the *Submission Deadline* set forth in *Section I*.
- **Prequalification Committee** –The Awarding Authority has appointed a *Prequalification Committee* to review and evaluate the SOQs (and supporting documentation) submitted by interested Subcontractors. The *Prequalification Committee* shall consist of one (1) representative from the Project Designer, one (1) representative from the Owner’s Project Manager and three (3) 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 Subcontractor firm in accordance with the evaluation criteria set forth in *Section VI*.
- **Notice To Respondent Subcontractors** – 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 Subcontractors as to whether they are deemed prequalified or not. Prequalified Subcontractor firms shall also be invited to participate in *Phase Two*, the RFP/Bidding Phase of the Subcontractor selection process.

2. Phase Two – RFP/Bidding Phase

- Subcontractor 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:	August 24, 2017
Anticipated RFP to Prequalified Bidders:	October 10, 2017
Anticipated Notice To Proceed:	November 28, 2017
Anticipated Construction Schedule:	20 months Phase I 4 months Phase II

Section VI: Evaluation Procedure/Criteria For Prequalification Selection

A. Sources of Information Considered

Respondent Subcontractors 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 *SOQ Response Form, Sub RFQ Form 2* and *Schedules K through J* attached hereto. You must give complete and accurate answers to all questions and provide all of the information requested. Making a materially false statement in this SOQ submission is grounds for rejection and debarment.

B. Evaluation Procedure

As set forth herein and in accordance with M.G.L. c. 149, § 44D³/₄ and 810 CMR 9.00, 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 Subcontractors 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 Subcontractor that provides a composite point rating and a specific point rating for each of the evaluation criterion set forth in M.G.L. c. 149 and herein. The *Prequalification Committee* shall only prequalify those Subcontractor firms that have achieved the minimum points required in each category set forth herein and a minimum total score of seventy (70) points.

Only Subcontractor firms achieving the minimum score required in each evaluation category set forth herein, as well as a minimum total score of seventy (70) points overall shall be prequalified and invited to submit bids consistent with M.G.L. c. 149, § 44F. An interested Subcontractor's score shall be made available to the Subcontractor 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 *Sub RFQ Form 2* attached hereto. Interested Subcontractors 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 Subcontractors in accordance with the statutory point scheme set forth in M.G.L. c. 149, § 44D³/₄. Also in accordance with § 44D³/₄, the *RFQ* shall set forth the available points for each evaluation sub-category in order to provide interested Subcontractors prior notice of the points available in each sub-category.

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

- a. Business Owners:** Provide the name, title, including a detailed description of the role and job responsibilities, scope of work and numbers of years with the firm for each of the business owner(s) of the firm. If the respondent Subcontractor is a partnership, **YOU MUST** provide the requested information for each general and limited partner. If the respondent Subcontractor is a corporation or limited

liability company, **YOU MUST** provide the requested information for each officer, director and/or member.
(2 points available)

1. At least one (1) principal of the subcontractor has five (5) or more consecutive years of employment with the subcontractor – two (2) points.
2. At least one (1) principal of the subcontractor has three (3) or more but less than five (5) consecutive years of employment with the subcontractor – one (1) point.
3. No principal of the subcontractor has three (3) or more consecutive years of employment with the subcontractor – zero (0) points.
4. No response or incomplete response – zero (0) points

b. Management Personnel: Provide the name, title, including a detailed description of the role and job responsibilities, scope of work, education, construction experience, years with the firm and list of all projects completed for all management personnel who will have any direct or indirect responsibility over the Project, including but not limited to project executives, project managers, field superintendents and field engineers. (8 points available)

1. At least one (1) management person of the subcontractor who will work on this project has ten (10) or more consecutive years of employment as a management person with the subcontractor – eight (8) points.
2. At least one (1) management person of the subcontractor who will work on this project has seven (7) or more consecutive years of employment as a management person with the subcontractor – five (5) points.
3. At least one (1) management person of the subcontractor who will work on this project has five (5) or more consecutive years of employment as a management person with a subcontractor or subcontractors in public school construction – three (3) points.
4. At least one (1) management person of the subcontractor who will work on this project has three (3) or more consecutive years of employment as a management person with a subcontractor or

subcontractors in public building construction – two (2) points.

5. At least one (1) management person of the subcontractor who will work on this project has two (2) or more consecutive years of employment as a management person with a subcontractor or subcontractors in public building construction – one (1) point
6. No response or incomplete response – zero (0) points.

c. Similar Project Experience: Provide the project name(s), description, scope of work, original contract sum, final contract sum with explanation, and date of completion for each and every similar project undertaken by the firm in the last (5) five years. For purposes of this RFQ, “similar projects” shall mean a new public school project in excess of \$25 million. (15 points available)

1. The subcontractor has successfully completed its work on construction of at least five (5) similar projects within the past five (5) years – fifteen (15) points.
2. The subcontractor has successfully completed its work on construction of at least four (4) similar projects within the past five (5) years – twelve (12) points.
3. The subcontractor has successfully completed its work on construction of at least three (3) similar projects within the past five (5) years – eight (8) points.
4. The subcontractor has successfully completed its work on construction of at least two (2) similar projects within the past five (5) years – six (6) points.
5. The subcontractor has successfully completed its work on construction of one (1) or fewer similar projects within the past five (5) years – three (3) points.
6. No response or incomplete response – zero (0) points.

d. Terminations: Provide a list of any projects on which the firm was the Subcontractor and was terminated, held in default, or failed to complete the work. Include the name of the project, the timeframe of the project and circumstances surrounding the termination or default. (10 points available)

1. The subcontractor has not been terminated on any project within ten (10) years and has not failed to complete the work on any project within ten (10) years provided that termination on a project or failure to complete a project, which in either event, is for reasons beyond the control of the subcontractor shall be disregarded – ten (10) points.
2. Within the past ten (10) years the subcontractor has been terminated on a project or has failed to complete the work on a project, must provide documentation/explanation – maximum one (1) point.
3. Within the past five (5) years the subcontractor has been terminated on a project or failed to complete a project-zero (0) points
4. No response or incomplete response – zero (0) points.

e. Legal Proceedings: Provide information regarding each and every legal proceeding, administrative proceeding and arbitration pending against the Subcontractor (including OSHA; DEP; and Wetland violations). In addition, provide information regarding each and every legal proceeding, administrative proceeding or arbitration concluded adversely to the Subcontractor within the past five (5) years, which relate to the procurement or performance of any public or private construction contract. *(10 points available)*

1. No legal proceedings or administrative proceedings are pending nor have been concluded adversely to the subcontractor within the past three (3) years which relate to the procurement or performance of any public construction contract or private construction contract – ten (10) points.
2. No legal proceedings or administrative proceedings are pending nor have been concluded adversely to the subcontractor within the past two (2) years which relate to the procurement or performance of any public construction contract or private construction contract – five (5) points
3. No legal proceedings or administrative proceedings are pending nor have been concluded adversely to the subcontractor within the past one (1) year which relate to the procurement or performance of any public construction contract or private construction contract – three (3) points

4. Failure to disclose any pending or concluded legal proceedings or administrative proceedings required to be included in the subcontractor's response – zero (0) points.
5. No response or incomplete response – zero (0) points.

f. Safety Record: Provide the three (3) year history of the Subcontractor's workers' compensation experience modifier. In addition, provide documentation from the Subcontractor's insurance carrier supporting the rating history provided.
(5 points available)

1. Average value of the submitted history of the subcontractor's workers' compensation modifier is 1.0 or less – five (5) points.
2. Average value of the submitted history of the subcontractor's workers' compensation modifier is 1.0 to 1.2 – three (3) points.
3. Average value of the submitted history of the subcontractor's workers' compensation modifier is 1.2 to 1.35 – two (2) points.
4. Average value of the submitted history of the subcontractor's workers' compensation record is greater than 1.35 – zero (0) points.
5. No response or incomplete response – zero (0) points.

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

a. Project References: Provide reference information for Owners, Architects, and Owner's Project Managers (OPM) for each and every project listed in your response to *Section VI(C)(1)(c)*. Information provided shall at least include project name and the names of the owners, owners project manager, and architects, with current address, current telephone, fax numbers, email address and contact person for each. Note: The Prequalification Committee may also consider project reference information and project evaluations obtained from the Update Statement, DCAM's certification files and information provided in response to *Subsection 2(c)* herein. (25 points available)

1. All reference are favorable – twenty five (25) points.

2. One (1) unfavorable reference – fifteen (15) points.
3. Two (2) unfavorable references – five (5) points.
4. Three (3) or more unfavorable references – one (1) point.
5. No favorable references – zero (0) points.

b. Credit References: Provide a minimum of five (5) credit references, including the current telephone and fax numbers of a contact person from key suppliers, vendors and banks. Also reference Section VII (D) of Part One, the RFQ for this Project for Additional Information. (3 points available)

1. Five (5) or more favorable credit references at least one of which is a bank or a recognized lending institution –three (3) points.
2. Four (4) favorable credit references at least one of which is a bank or a recognized lending institution – two (2) points.
3. Three (3) favorable credit references at least one of which is a bank or a recognized lending institution – one (1) point.
4. Two (2) favorable credit references or less, with at least one of which is a bank or a recognized lending institution – zero (0) points.
5. No response or incomplete response – zero (0) points.

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 five (5) years with the project name, scope of work, contract value, start date, completion date, status of the project, owner’s name (including address, telephone number, fax number, and contact person) and architect’s name (including address, telephone number, fax number and contact person). (2 points available)

1. Work successfully completed on five (5) or more public building projects during the past five (5) years – two (2) points.
2. Work successfully completed on four (4) public building projects during the past five (5) years – one (1) points.
3. Work successfully completed on three (3) public building projects or less during the past five (5) years – zero (0) points.

4. No response or incomplete response – zero (0) points
- 3. Capacity to Complete Projects - (20 points available in this category; minimum of 10 points required in this category for prequalification approval)**
- a. **Prior Revenue:** Submit the prior annual revenue for the last three (3) fiscal years. (15 points)
 1. Average revenue is 150% or greater of estimated amount of trade category listed in this RFQ – fifteen (15) points.
 2. Average revenue is between 150% and 125% of estimated amount of trade category listed in this RFQ – twelve (12) points.
 3. Average revenue is between 125% and 100% of estimated amount of trade category listed in this RFQ – nine (9) points.
 4. Average revenue is between 100% and 75% of estimated amount of trade category listed in this RFQ – six (6) points.
 5. Average revenue is between 75% and 50 % of estimated amount of trade category listed in this RFQ – four (4) points.
 6. Average revenue is less than 50% of estimated amount of trade category listed in this RFQ-zero (0) points
 7. No response or incomplete response- zero (0) points
 - b. **Revenue under Contract:** Submit revenue under contract for the next three (3) years. (5 points)
 1. Revenue is 200% or greater of estimated amount of trade category listed in this RFQ – five (5) points.
 2. Revenue is between 200% and 150% of estimated amount of trade category listed in this RFQ – four (4) points.
 3. Revenue is between 150% and 100% of estimated amount of trade category listed in this RFQ – three (3) points.
 4. Revenue is between 100% and 50% of estimated amount of trade category listed in this RFQ – two (2) points.
 5. Revenue is less than 50% of estimated amount of trade category listed in this RFQ – one (1) point.
 6. No response or incomplete response – zero (0) points.

4. Mandatory Requirements - (no points assigned)

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

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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 Subcontractor. The Awarding Authority shall not be responsible under any circumstances for any costs incurred by any respondent Subcontractors to this *RFQ*. The Awarding Authority reserves the right to cancel this procurement at any time if it is in its the best interest to do so.

B. Treatment Of Information Submitted

With the exception of the required audited financial statements, the Awarding Authority shall have no obligation to treat any information submitted by an interested Subcontractor 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 Subcontractor 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 Subcontractors

Unauthorized communications or contact between Subcontractors, their employees, agents or other related entities interested in submitting a *SOQ* and the Awarding Authority, the project designer, the project manager, or any other person or entity participating on the Prequalification Committee with regard to the Project are strictly prohibited. The only authorized communications shall be 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 at the Pre-*RFQ* Submission meeting, 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

Subcontractor shall be required to acknowledge receipt of all addenda on the RFQ Proposal Response Form attached to this RFQ. The Awarding Authority will email all addenda to all respondent Subcontractors that have mailed or faxed an RFQ Interest Form, *Sub RFQ Form 1* to the Awarding Authority or have received the RFQ directly from the Awarding Authority and will post the addenda on the web site <http://procurementdocuments.smma.com> and <http://www.comm-pass.com> in the listing for this Project. It shall be the sole responsibility of the respondent Subcontractor to ascertain the existence of any and all addenda issued by the Awarding Authority.

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

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Part Two: Forms to Be Completed By Subcontractor

RFQ Interest Form

Sub RFQ Form 1

Instructions: If your firm is interested in responding to the RFQ for Prequalification of Subcontractors for this Project then Sub RFQ Form 1 MUST be submitted to the Awarding Authority BEFORE submitting the SOQ Application Sub RFQ Form 2.

Awarding Authority:	<i>Town of Bourne</i>
Project No.:	<i>MSBA ID: 201400360010</i>
Project Name:	<i>New Peebles Elementary School</i>

Email or Fax this *RFQ Interest Form* to¹:

Symmes Maini & McKee Associates, 1000 Massachusetts Avenue, Cambridge, Massachusetts 02138 opm@smma.com 617-354-5758

By submitting this *Sub RFQ Interest Form* the below identified firm is expressing its interest in the above-referenced public building construction project and is requesting that it be added to the list of firms that will receive any addenda to the *RFQ* on the Project. **The Awarding Authority assumes no responsibility for a firm's failure to receive any addenda or other correspondence related to this *RFQ* due to the firm's failure to submit an *RFQ Interest Form* as directed above or for any other reason.**

Subcontractor Firm Name:	
Subcontractor Address:	
Subcontractor Telephone:	
Subcontractor Facsimile:	
Subcontractor Contact	
Subtrade Category:	
Date Submitted:	

By:

(Signature of Authorized Representative)

¹ Note: The Statement of Qualifications ("SOQ") application form (SUB RFQ Form 2) and accompanying *Schedules A through K*, submitted in response to this RFQ **MAY NOT BE FAXED.**

**Statement of Qualifications Application for Subcontractors
Sub RFQ Form 2**

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

Project Name:	New Peebles Elementary School
Project No:	MSBA ID: 201400360010
Awarding Authority:	Town of Bourne
Subcontractor Name:	
Subcontractor Mailing Address:	
Subcontractor 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"/>	040001	Masonry
<input type="checkbox"/>	050000	Miscellaneous and Ornamental Iron
<input type="checkbox"/>	070001	Waterproofing, Dampproofing and Caulking
<input type="checkbox"/>	070002	Roofing and Flashing
<input type="checkbox"/>	080001	Metal Windows
<input type="checkbox"/>	080002	Glass and Glazing
<input type="checkbox"/>	090001	Tile
<input type="checkbox"/>	090003	Acoustical Tile
<input type="checkbox"/>	090005	Resilient Floors
<input type="checkbox"/>	090007	Painting
<input type="checkbox"/>	140001	Elevators
<input type="checkbox"/>	210001	Fire Protection
<input type="checkbox"/>	220001	Plumbing
<input type="checkbox"/>	230001	Heating, Ventilation & Air-Conditioning
<input type="checkbox"/>	260001	Electrical

1. ***Management Experience - (50 points available; minimum of 25 points required for prequalification approval)***
 - a. ***Business Owners (2 points):*** Interested Subcontractors **MUST COMPLETE Schedule A** and **MUST ATTACH** to it a resume for each and every business owner of your firm as set forth in *Section VI(C)(1)(a)* of *Part One*, the RFQ for this Project.
 - b. ***Management Personnel (8 points):*** Interested Subcontractors **MUST COMPLETE Schedule B** and **MUST ATTACH** to it a resume for each and every person who will have **any** management responsibility, direct or indirect, for the Project, including, but not limited to, project executives, project managers, field superintendents and field engineers, as set forth in *Section VI(C)(1)(b)* of *Part One*, the RFQ for this Project.
 - c. ***Similar Project Experience (15 points):*** Interested Subcontractors **MUST COMPLETE Schedule C** and list similar projects for the last five (5) years. For each project, you must include the name, description of project, description of your firm's scope of work, original contract sum, final contract sum (with explanation) and date completed. For the purpose of this RFQ, "similar projects" shall be defined as defined in *Section VI(C)(1)(c)* of *Part One*, the RFQ for this Project.
 - d. ***Terminations (10 points):*** Interested Subcontractors **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 (10 points):*** Interested Subcontractors **MUST COMPLETE Schedule E** and list any and all legal proceeding or administrative proceeding or arbitration currently pending against your firm. Interested Subcontractors must also list each and every legal proceeding or administrative proceeding or arbitration concluded adversely against your firm within the past five (5) years as set forth in *Section VI(C)(1)(e)* of *Part One*, the RFQ for this Project.
 - f. ***Safety Record (5 points):*** Interested Subcontractors **MUST COMPLETE Schedule F** and provide the three (3) year history of its workers' compensation modifier rating as set forth in *Section VI(C)(1)(f)* of *Part One*, the RFQ for this Project, and **MUST ATTACH** to **Schedule F** documentation from its insurance carrier supporting the ratings reported therein or no points may be awarded.
2. ***References - (30 points available; minimum of 15 points required for prequalification approval)***
 - a. ***Project References (25 points):*** Interested Subcontractors **MUST COMPLETE Schedule G** and provide project references from owners

and architects for all projects as required in *Section VI(C)(2)(a)* of *Part One*, the *RFQ* for this Project.

- b. ***Credit References (3 points):*** Interested Subcontractors **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 (2 points):*** Interested Subcontractors **MUST COMPLETE Schedule I** and list all completed public building construction projects completed by your firm during the past five (5) years as required in *Section VI(C)(2)(c)* of *Part One*, the *RFQ* for this Project.
3. ***Capacity to Complete Project - (20 points available; minimum of 10 points are required for prequalification approval)***
- a. ***Prior Revenue (15 points):*** Interested **Subcontractors MUST COMPLETE Schedule J** and list prior revenue for the last three (3) fiscal years. (Note: whether submitted in a sealed envelope or not, such audited financial statements shall not be considered public records).
 - b. ***Revenue Under Contract (5 points):*** Interested Subcontractors **MUST COMPLETE Schedule K** and list revenue under contract for the next three (3) fiscal years. Such financial information shall not be considered public records.
4. ***Mandatory Requirements: (no points are assigned)***
- a. ***Payment and Performance Bonds:*** Interested Subcontractors **MUST ATTACH** to the *Sub RFQ Form 2* a commitment letter (from a surety company licensed to do business in the Commonwealth of Massachusetts and whose name appears on United States Treasury Department Circular 570) for payment and performance bonds in an amount equal to or greater than one hundred percent (100%) of the estimated construction cost of this Project.
 - b. ***Certificate of Eligibility: (Required as of January 1, 2006)*** Interested Subcontractors **MUST ATTACH** to the *Sub RFQ Form 2* a currently valid *Certificate of Eligibility* (issued by DCAM).
 - c. ***Update Statement: (Required as of January 1, 2006)*** Interested Subcontractors **MUST ATTACH** to the *Sub RFQ Form 2* a current and completed *Update Statement*.
5. ***Execution Requirements***
- a. ***RFQ Response Checklist:*** Before signing and submitting its SOQ application package for this Project, interested Subcontractors are

advised to carefully review the *RFQ Response Checklist – Sub RFQ Form 3*.

- b. Acknowledgement of Addenda.** By signing below, the interested Subcontractor **acknowledges receipt of the following addenda** to this RFQ: [Insert Addenda #]
- c. Incomplete or Inaccurate Information:** Failure to accurately and completely provide the information requested may result in the disqualification.
- d. Authorization to Sign:** This form **MUST** be signed by an officer of the firm or an individual so authorized by an officer of the firm who has personal knowledge regarding the information contained herein.
- e. Debarment Status:** By signing below, the interested Subcontractor 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 Sub Firm Name]

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

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

[Insert Sub Firm Name]

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

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

[Insert Sub Firm Name]

SCHEDULE C - SIMILAR PROJECT EXPERIENCE: Interested Subcontractor **MUST** list all similar projects your firm has completed during the last five (5) years. For the purpose of this RFQ “similar projects” shall be as defined in Section V(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 Sub Firm Name]

SCHEDULE D - TERMINATIONS: Interested Subcontractors are required to list each and every project on which it was terminated or failed to complete the project as set forth in Section VI(C)(1)(d) of Part One, the RFQ for this Project.

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

[Insert Sub Firm Name]

SCHEDULE E - LEGAL PROCEEDINGS: Interested Subcontractors are required to list each and every legal proceeding, administrative proceeding or arbitration currently pending and each and every legal proceeding, administrative proceeding and arbitration concluded adversely against it within the past five (5) years as set forth in Section VI(C)(1)(e) of Part One, the RFP 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 Sub Firm Name]

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

YEAR	WORKERS' COMP. EXPERIENCE MODIFIER	COMMENTS

[Insert Sub Firm Name]

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

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

[Insert Sub Firm Name]

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

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

[Insert Sub Firm Name]

SCHEDULE I - PUBLIC PROJECT RECORD: – Interested Subcontractors are required to list all completed public buildings during the past five (5) years in accordance with Section V(C)(2)(c) of *Part One*, the *RFQ* for this Project. (You may attach additional pages if necessary).

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

[Insert Sub Firm Name]

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

Firm's fiscal year runs _____ to _____.

YEAR	REVENUE UNDER CONTRACT (\$)

[Insert Sub Firm Name]

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

Firm's fiscal year runs _____ to _____.

YEAR	REVENUE UNDER CONTRACT (\$)

RFQ RESPONSE CHECKLIST - Sub RFQ Form 3

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

- Did you fax or mail the *RFQ Interest Form (Sub RFQ Form 1)* to the Awarding Authority?
- Did you complete the entire SOQ application package (*Sub RFQ Form 2*)?
- Did you fully complete *Schedules A through K*?
- Did you attach the resumes of owners and management personnel identified in your responses to *Schedule A* and *Schedule B*?
- Did you attach the required documentation from your insurance company supporting the workers' compensation modifier history you reported in *Schedule F*?
- Do you have the current contact information for all of the references you reported in *Schedule G*, *Schedule H* and *Schedule I*?
- Did you attach a commitment letter for payment and performance bonds as required in *Section 4(a) of Part Two, Sub RFQ Form 2*?
- Did you attach a currently valid *DCAM Certificate of Eligibility* as required in *Section 4(b) of Part Two, Sub RFQ Form 2*? (required as of January 1, 2006)
- Did you attach a completed and signed *Update Statement* as required in *Section 4(c) of Part Two, Sub RFQ Form 2*? (required as of January 1, 2006)
- Did you include the original and all required copies of your entire SOQ application package?
- Did you address the SOQ envelop correctly (i.e. to reference the Project and other required information set forth herein)?
- Did you review all of the execution requirements before signing the SOQ application form?
- Is the person who signed the SOQ application form authorized to do so and did his or her correct and current contact information?

Name of the Reviewer _____

Owner or Architect _____

Company _____

Project Reference _____

Date _____

Please answer the following questions scoring 1 as the worst and 5 as the best.

1. Did you find the management personnel experienced and qualified?

Worse 1 2 3 4 5 Best

2. Did you find the on-site personnel experienced and qualified?

Worse 1 2 3 4 5 Best

3. Were changes well-documented, timely submitted, and reasonably priced?

Worse 1 2 3 4 5 Best

4. Did this contractor adhere to the project schedules?

Worse 1 2 3 4 5 Best

5. Did this contractor provide the manpower as required?

Worse 1 2 3 4 5 Best

6. Did this contractor work in harmony and coordinate with other contractors?

Worse 1 2 3 4 5 Best

7. Was this contractor's quality of work satisfactory?

Worse 1 2 3 4 5 Best

8. Did this contractor complete its punch list in a timely manner?

Worse 1 2 3 4 5 Best

9. Would you choose to work with this contractor again?

Worse 1 2 3 4 5 Best

Category	Company	Total Score
		0

Date	Reviewer

1. MANAGEMENT EXPERIENCE (50 points available / minimum of 25 points required)

	Available	Points	Comments
a. Business Owners	2 points		
b. Management Personnel	8 points		
c. Similar Project Experience	15 points		
d. Terminations	10 points		
e. Legal Proceedings (3 years)	10 points		
f. Safety Record	5 points		

Refer to pages 9-13 of the RFQ for details on how to score

Management Experience Subtotal	0
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2. REFERENCES (30 points available / minimum of 15 points required)

a. Project References / Schedule G (25 points available)

Project	O / A	Favorable?		Contact Name/Firm/Call Date
		Y	N	
Project #1				
Project #2				
Project #3				
Project #4				
Project #5				
Project #6				

Refer to pages 13-14 of the RFQ for details on how to score

Project References Subtotal	
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**Symmes Maini & McKee Associates, Inc. (SMMA)
New Peebles Elementary School
Evaluation of Filed Subcontractor Qualifications**

	#1	#2	#3	#4	#5	#6							
1. Did you find the management personnel experienced and qualified?	0	0	0	0	0	0							
2. Did you find the on-site personnel experienced and qualified?	0	0	0	0	0	0							
3. Were changes well-documented, timely submitted, and reasonably priced?	0	0	0	0	0	0							
4. Did this contractor adhere to the project schedules?	0	0	0	0	0	0							
5. Did this contractor provide the manpower as required?	0	0	0	0	0	0							
6. Did this contractor work in harmony and coordinate with other contractors?	0	0	0	0	0	0							
7. Was this contractor's quality of work satisfactory?	0	0	0	0	0	0							
8. Did this contractor complete its punchlist in a timely manner?	0	0	0	0	0	0							
9. Would you choose to work with this contractor again?	0	0	0	0	0	0							
Avg. <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table>							0	0	0	0	0	0	0
0	0	0	0	0	0	0							

During each call, ask the reference to rate each question from 0 (worst) to 5 (best). Record the answer in the corresponding box. If the average is less than 3, it is considered unfavorable.

b. Credit References / Schedule H (3 points available)

Credit Reference	Contact Name/Firm/Call date
Credit Reference #1	
Credit Reference #2	
Credit Reference #3	
Credit Reference #4	
Credit Reference #5	
Credit Reference Subtotal	(maximum of 3 points)

Refer to page 14 of the RFQ for details on how to score. Place a ✓ next to each positive reference or an x next to each negative reference. Show nothing in the case of a neutral/withheld/ unreturned reference.

Refer to RFQ pages 14 and 15 of the RFQ on how to score

c. Public Project Record / Schedule I (2 points available)

Public Project	Points	Comments
Public Projects Listed		
Public Project Record Subtotal	0	(maximum of 2 points)

3. CAPACITY TO COMPLETE PROJECT (20 points available / minimum of 10 points required)

	Points	Comments
a. Prior Revenue /Schedule J	15 points	Refer to RFQ page 15 for point determinations based on %
b. Revenue under Contract /Schedule K	5 points	Refer to RFQ page 15 for point determinations based on %

Capacity to Complete Project Subtotal 0

Refer to RFQ pages 15 and 16 of the RFQ on how to score

4. MANDATORY REQUIREMENTS (0 points available)

	Points Available	Points	Comments
a. Bonding capacity	No points available		
b. DCAM Certification	No points available		
c. Current Update Statement	No points available		

Place a **✓** next to each item provided by the trade contractor. Place a **x** next to each item **NOT** provided by the trade contractor.

Points Summary	Notes
Total Points / Section #1	0
Total Points / Section #2	0
Total Points / Section #3	0
TOTAL SCORE	0

