### 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:** | *Town of Essex* |
| **Project Name:** | *Essex Public Safety Building Project* |

E-mail this *RFQ Interest Form* to***1***:

|  |
| --- |
| NV5Attn: Mike Ulichney70 Fargo Street, Suite 800Boston, MA 02210 |
| Email: Michael.Ulichney@nv5.com |

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 Person/Title:** |  |
| **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 M*, submitted in response to this RFQ **MAY NOT BE E-MAILED**.

***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:** | Essex Public Safety Building Project |
| **Awarding Authority:** | Town of Essex, Massachusetts |
| **Subcontractor Name:** |  |
| **Subcontractor Mailing Address:** |  |
| **Subcontractor Street Address:** |  |
| **Telephone Number:** |  |
| **E-mail Address:** |  |
| **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** |
| **[ ]**  | 142400 | Elevators |

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

* 1. ***Business Owners:*** 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.
	2. ***Management Personnel*:** 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.
	3. ***Similar Project Experience:*** Interested Subcontractors **MUST COMPLETE *Schedule C*** and list similar projects for the last *seven (7)* 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.
	4. ***Terminations:*** 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.
	5. ***Legal Proceedings:*** 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.
	6. ***Safety Record:*** 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.

### References - (30 points available; minimum of 15 points required for prequalification approval)

1. ***Project References:*** 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.
2. ***Credit References:*** 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.
3. ***Public Project Record:*** Interested Subcontractors **MUST COMPLETE *Schedule I*** and list all completed public building construction projects completed by your firm during the past three (3) years as required in *Section VI(C)(2)(c)* of *Part One*, the *RFQ* for this Project.

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

* 1. **Prior Revenue:** 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).
	2. **Revenue Under Contract:** 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.

### Mandatory Requirements: (no points are assigned)

* 1. **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 trade contract value for the trade that the Subcontractor is seeking prequalification as set forth in Section I.

* 1. **Certificate of Eligibility:** Interested Subcontractors **MUST ATTACH** to the *Sub RFQ Form 2* a currently valid *Certificate of Eligibility* (issued by DCAMM).
	2. **Update Statement:** Interested Subcontractors **MUST ATTACH** to the *Sub RFQ Form 2* a current and completed *Update Statement*.

## Execution Requirements

* 1. **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.*
	2. **Incomplete or Inaccurate Information***:* Failure to accurately and completely provide the information requested may result in the disqualification.
	3. **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.
	4. **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 [Awarding Authority to Set Reporting Time Period]. For the purpose of this *RFQ* “similar projects” shall be as defined in *Section VI(C)(1)(c)* of *Part One*, the *RFQ* for this Project.

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

# [Insert 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 three (3) years as set forth in *Section VI(C)(1)(e)* of *Part One*, the *RFQ* for this Project.

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

# [Insert 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 VI(C)(2)(b)* of *Part One*, the *RFQ* for this Project.

|  |  |
| --- | --- |
| **CHECK ONE** | **COMPANY NAME CONTACT PERSON TELE# FAX#** |
| **BANK SUPPLIER VENDOR** |  |
| **BANK SUPPLIER VENDOR** |  |
| **BANK SUPPLIER VENDOR** |  |
| **BANK SUPPLIER VENDOR** |  |
| **BANK SUPPLIER VENDOR** |  |

# [Insert Sub Firm Name]

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

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

# [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 ($)** |
|  |  |
|  |  |
|  |  |

# [Insert Sub Firm Name]

**SCHEDULE L – LETTER EVIDENCING BONDING CAPACITY:**

**Respondent Subcontractors must attach here a letter from a surety company** (or from an agent meeting the criteria set forth above) evidencing that the surety will provide respondent with payment and performance bonds for the Project in an amount equal to or greater than **One Hundred Percent (100%)** of the estimated Subtrade contract value of the Project. The surety company must meet the requirements set forth above. For Subcontractors submitting *SOQs* for more than one Subtrade, a letter evidencing bonding capacity for each Subtrade must be submitted.

# [Insert Sub Firm Name]

**SCHEDULE M – SUB-BIDDER CERTIFICATE OF ELIGIBILITY AND SUB-BIDDER UPDATE STATEMENT:**

**Respondent Subcontractors must attach here TWO different documents**:

* 1. a copy of its current **DCAMM *Sub-Bidder Certificate of Eligibility*** meeting the requirements set forth above in this RFQ; **and**
	2. a completed and signed **DCAMM *Sub-Bidder Update Statement*** utilizing the most current form available on DCAMM’s website. <https://www.mass.gov/service-details/update-statement-for-public-bidding>

Note: Subcontractors submitting an SOQ for more than one Subtrade must submit a DCAMM Sub-Bidder Certificate of Eligibility and Sub-Bidder Update Statement for each Subtrade category.

## 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 E-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 DCAMM *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?