

**UNIVERSITY OF MASSACHUSETTS BUILDING AUTHORITY**



**REQUEST FOR QUALIFICATIONS  
and  
STATEMENT OF QUALIFICATIONS**

**for**

**SUBCONTRACTOR PREQUALIFICATION**

**(pursuant to M.G.L. c. 149, § 44D<sup>3/4</sup>)**

**GOESSMANN HALL 2<sup>ND</sup> FLOOR RENOVATIONS  
UNIVERSITY OF MASSACHUSETTS BUILDING AUTHORITY  
UNIVERSITY OF MASSACHUSETTS – AMHERST**

**UMBA PROJECT NO. 18-A2**

**January 8, 2020**

# 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*



University of Massachusetts Building Authority  
UMass Amherst – Goessmann Hall 2nd Floor Renovations  
RFQ for Subcontractor Services

## **Section I: Project Information**

### **A. General Information**

<b>Awarding Authority:</b>	University of Massachusetts Building Authority
<b>UMBA Project No.:</b>	18-A2
<b>Project Name:</b>	Goessmann Hall 2 <sup>nd</sup> Floor Renovations
<b>Project Location:</b>	University of Massachusetts - Amherst
<b>Project Description:</b>	Demolition, fit out, and construction of research labs & offices, conference room and ancillary spaces
<b>RFQ Informational Meeting (if applicable):</b>	Not Applicable
<b>Optional Site Visit (if applicable):</b>	Not Applicable
<b>RFQ Questions:</b>	01/17/2020 by 12:00 PM (noon)
<b>Response to Questions:</b>	01/21/2020 by 4:00 PM



University of Massachusetts Building Authority  
UMass Amherst – Goessmann Hall 2nd Floor Renovations  
RFQ for Subcontractor Services

<b>Submission Deadline:</b> (for submission of SOQs in response to this RFQ)	01/27/2020 (January 27, 2020) 2:00 PM
<b>Submission Address:</b>	Hill International 75 Second Ave. Suite 300 Needham, MA 02494 Attn: Rick Anderson
<b>Estimated Construction Cost:</b>	\$ 11,200,000
<b>Estimated Project Duration:</b>	275 Calendar Days
<b>Owner's Project Manager:</b>	Hill International Rick Anderson 75 Second Ave. Suite 300 Needham, MA 02494 Tel: (617) 778-0936 Fax: (617) 778-0999
<b>Project Architect:</b>	NBBJ One Beacon Street Suite 5200 Boston MA 02108 Tel: (617) 378-4819
<b>Project Specific Requirements (if applicable):</b>	The Contract will have the following participation goals for minority business enterprises (MBE) and women business enterprises (WBE) and for workforce utilization: Construction: Combined MBE/WBE participation goal 10.4% Construction workforce: Minorities: 15.3%; Women: 6.9%



**B. Subtrades Subject to Prequalification**

This RFQ is to prequalify Subcontractors in accordance with M.G.L. c. 149, § 44D<sup>3/4</sup>.  
 Subcontractors in the following subtrades will be prequalified for this Project:

<b>“X” Below All Trades Subject To Prequalification On The Project</b>	<b>Section #</b>	<b>Filed Subcontractor Category</b>	<b>Estimated Construction Cost for Subtrade</b>
<input type="checkbox"/>	04000	Masonry	\$ 0
<input checked="" type="checkbox"/>	05500	Miscellaneous and Ornamental Iron	\$ 126,805
<input type="checkbox"/>	07000	Roofing and Flashing	\$ 0
<input checked="" type="checkbox"/>	07600	Waterproofing, Dampproofing and Caulking	\$ 33,723
<input checked="" type="checkbox"/>	08000	Metal Windows	\$ 108,405
<input checked="" type="checkbox"/>	08500	Glass and Glazing	\$ 262,647
<input type="checkbox"/>	09200	Lathing and Plastering	\$ 0
<input checked="" type="checkbox"/>	09300	Tile	\$ 135,332
<input type="checkbox"/>	09400	Terrazzo	\$ 0
<input checked="" type="checkbox"/>	09500	Acoustical Tile	\$ 94,438
<input type="checkbox"/>	09600	Marble	\$ 0
<input checked="" type="checkbox"/>	09600	Resilient Floors	\$ 189,887
<input checked="" type="checkbox"/>	09900	Painting	\$ 131,725
<input checked="" type="checkbox"/>	14000	Elevators	\$ 30,110
<input checked="" type="checkbox"/>	21000	Fire Protection	\$ 157,230
<input checked="" type="checkbox"/>	22000	Plumbing	\$ 340,770
<input checked="" type="checkbox"/>	23000	Heating, Ventilation & Air-Conditioning	\$ 1,798,310
<input checked="" type="checkbox"/>	26000	Electrical	\$ 1,909,050



## **Section II: Detailed Project Description**

The Goessmann 2<sup>nd</sup> Floor Renovation Project will provide lab space to accommodate the Environment Health Sciences Department teaching and research, shared spaces including office/conference space, and shared lab support such as microscope room, freezer farm, environmental rooms and autoclave.

In addition, the Project will require hazmat abatement and demolition to the entire 2<sup>nd</sup> floor of Goessmann Hall as well as the ceiling of the 1<sup>st</sup> floor. Much of this work, if not all, will be performed during the summer 2020 break and off hours and/or weekends if work is required in areas that are in use during the academic year.

The project includes complete upgrades to the MEP and FP systems. Mechanical & plumbing systems will tie into existing systems below the 2<sup>nd</sup> floor and on the roof.

Exterior windows on the 2<sup>nd</sup> floor will be abated, removed, and replaced with new windows.

The existing elevator will have updated controls to meet code and accessibility requirements. There will be accessibility and code upgrades to stairwells and selected other areas within the building included in this Project.

***[THIS SPACE IS INTENTIONALLY BLANK]***



### **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 (3) three complete copies and one electronic copy in pdf format on a CD or USB drive of the interested Subcontractor’s *SOQ application package* must be received by the Authority on or before the Submission Deadline as set forth in *Section I*, as determined by the Authority’s date/time stamp. All envelopes should be mailed or delivered to:

University of Massachusetts Building Authority c/o Hill International 75 Second Ave. Suite 300 Needham, MA 02494 Attn: Rick Anderson
---

*SOQ application packages received by the 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. 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:

<b>RFQ for Subcontractor Services</b>
<b>Awarding Authority Name:</b> University of Massachusetts Building Authority
<b>Project Name:</b> Goessmann Hall 2nd Floor Renovations
<b>UMBA Project Number:</b> 18-A2
<b>Respondent Subcontractor’s Name:</b>
<b>Respondent Subcontractor’s Address:</b>
<b>Respondent Subcontractor’s Telephone #:</b>
<b>Respondent Subcontractor’s Contact Person:</b>

**D. *RFQ* Informational Meeting (Not 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 (Not applicable)**

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 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, § 44D<sup>3</sup>/<sub>4</sub>. 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 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, § 44D<sup>3</sup>/<sub>4</sub>. The project delivery method for construction will be under M.G.L. c. 149. The Authority is prequalifying firms interested in providing Subcontractor services for the Project through this *RFQ* prequalification process.

\*\*\*\*\* **IMPORTANT NOTICES** \*\*\*\*\*

**Participation in the RFB 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 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 Authority shall be automatically disqualified from bidding on this Project.**

**The Authority is prequalifying All Filed-Bid 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<sup>3/4</sup>. Subcontractor firms must first be prequalified in the *Phase One – RFQ/Prequalification Phase* in order to bid on the Project in *Phase 2 – RFB/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 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 and three (3) representatives from the 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 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 RFB/Bidding Phase of the Subcontractor selection process.



**2. Phase Two – RFB/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 RFB/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 RFB Bidding/Phase.**

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

<b>Anticipated Completion of Prequalification Evaluations:</b>	<b>2/25/2020</b>
<b>Anticipated RFB to Prequalified Bidders:</b>	<b>4/1/2020</b>
<b>Anticipated Notice To Proceed:</b>	<b>5/1/2020</b>
<b>Anticipated Construction Schedule:</b>	<b>275 Calendar Days</b>

**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 DCAMM’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 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, § 44D<sup>3</sup>/<sub>4</sub>, the 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, § 44D<sup>3</sup>/<sub>4</sub>. Also in accordance with § 44D<sup>3</sup>/<sub>4</sub>, 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. (3 points available)

1. At least one (1) principal of the Subcontractor has five (5) or more consecutive years of employment with the Subcontractor – three (3) points.
2. At least one (1) principal of the Subcontractor has four (4) or more but less than five (5) consecutive years of employment with the Subcontractor – two (2) points.
3. At least one (1) principal of the Subcontractor has three (3) or more but less than four (4) consecutive years of employment with the Subcontractor – one (1) point.
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. (3 points available)

1. At least one (1) management person of the Subcontractor who will work on the (“the Project”) has five (5) or more consecutive years of employment as a management person with the Subcontractor – three (3) points.
2. At least one management person of the Subcontractor who will work on this Project has four (4) or more consecutive years of employment as a management person with the Subcontractor – two (2) points.
3. 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 the Subcontractor or other Subcontractor in public building construction – one (1) point.
4. 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; (1) experience in Laboratory construction and experience with public construction projects in Massachusetts of similar in size and dollar value (for Plumbing, HVAC and Electrical Subcontractors), and (2) experience with public construction projects in Massachusetts and similar in size and dollar value (for all other subcontractors). (14 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 with a filed-trade contract value similar to the estimated filed-trade contract value for the project on which the Subcontractor is attempting to qualify – fourteen (14) points.
2. The Subcontractor has successfully completed its work on construction of at least four (4) similar projects within the past five (5) years with a filed-trade contract value similar to the estimated filed-trade contract value for the project on which the Subcontractor is attempting to qualify – ten (10) points.
3. The Subcontractor has successfully completed its work on construction of at least three (3) similar projects within the past five (5) years with a filed-trade contract value similar to the estimated filed-trade contract value for the project on which the Subcontractor is attempting to qualify – six (6) points.
4. The Subcontractor has successfully completed its work on construction of at least two (2) similar projects within the past five (5) years with a filed-trade contract value similar to the estimated filed-trade contract value for the project on which the Subcontractor is attempting to qualify – two (2) points.
5. No similar project experience within the past five (5) years; 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 three (3) points.

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. In addition, provide information regarding each and every legal proceeding, administrative proceeding or arbitration concluded adversely to the Subcontractor within the past three (3) years, which relate to the procurement or performance of any public or private construction contract. *(10 points available)*

1. No lawsuits 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 lawsuits 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 – six (6) points
3. No lawsuits 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 – two (2) points
4. One lawsuit is currently pending or has been concluded adversely to the Subcontractor within the past one (1) year which relates to the procurement or performance of any public construction contract or private construction contract – one (1) point
5. Multiple lawsuits are currently pending or 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 – zero (0) points
6. Failure to disclose any pending or lawsuit required to be included in the Subcontractor's response – zero (0) points
7. 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. (10 points available)

1. Average value of the submitted history of the Subcontractor’s workers’ compensation modifier is 1.0 or less – ten (10) points.
2. Average value of the submitted history of the Subcontractor’s workers’ compensation modifier is 1.0 to 1.1 – eight (8) points.
3. Average value of the submitted history of the Subcontractor’s workers’ compensation modifier is 1.1 to 1.2 – six (6) points.
4. Average value of the submitted history of the Subcontractor’s workers’ compensation modifier is 1.2 to 1.3 – four (4) points.
5. Average value of the submitted history of the Subcontractor’s workers’ compensation modifier is 1.3 to 1.35 – two (2) points.
6. Average value of the submitted history of the firm’s Subcontractor’s workers’ compensation record is greater than 1.35 – zero (0) points.
7. 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 and architects 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, DCAMM’s certification files and information provided in response to *Subsection 2(c)* herein. (18 points available)

1. Three (3) points for each favorable reference, maximum of six (6) references – maximum eighteen (18) points
2. Zero (0) points for each unfavorable reference, maximum of six (6) references
3. The total score for this category will be the net sum of favorable and unfavorable reference points, with the minimum score being zero (0).





4. If a reference cannot be reached due to incorrect contact information then, that reference will be counted as 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. A credit reference letter from the bank is required by the SOQ deadline, it may be included with the SOQ or sent directly to Hill International, 75 Second Ave, Suite 300, Needham, MA 02494, attention Rick Anderson from the bank. Also reference Section VII (D) of Part One of the RFQ for this Project for Additional Information.  
**(4 points available)**

1. Five (5) or more favorable credit references at least one of which is a bank or a recognized lending institution – four (4) points.
2. Four (4) favorable credit references at least one of which is a bank or a recognized lending institution – three (3) points.
3. Three (3) favorable credit references at least one of which is a bank or a recognized lending institution – two (2) points.
4. Two (2) or less favorable credit references at least one of which is a bank or a recognized lending institution – one (1) point.
5. No favorable credit references – zero (0) points.
6. No response or incomplete response – zero (0) points (lack of a bank credit reference letter will be considered an incomplete response).

**c. *Public Project Record:*** Provide a list of all completed public building construction projects (as defined by M.G.L. c. 149, § 44A) worked on during the past three (3) years with the project name, scope of work, contract value, start date, completion date, status of the project, owner's name (including address, telephone number, fax number, and contact person) and architect's name (including address, telephone number, fax number and contact person).  
**(8 points available)**

1. Work successfully completed on five (5) or more public building projects during the past five (5) years – eight (8) points.
2. Work successfully completed on four (4) public building projects during the past five (5) years – six (6) points.
3. Work successfully completed on three (3) public building projects during the past five (5) years – four (4) points.



4. Work successfully completed on two (2) public building projects during the past five (5) years – two (2) points.
  5. Work successfully completed on one (1) public building project during the past five (5) years – one (1) point.
  6. Work successfully completed on no public building projects during the past five (5) years – zero (0) points.
  7. 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. (10 points)
    1. Average revenue is 150% or greater of estimated amount of trade category listed in this RFQ – ten (10) points.
    2. Average revenue is between 150% and 125% of estimated amount of trade category listed in this RFQ – eight (8) points.
    3. Average revenue is between 125% and 100% of estimated amount of trade category listed in this RFQ – six (6) points.
    4. Average revenue is between 100% and 75% of estimated amount of trade category listed in this RFQ – four (4) points.
    5. Average revenue is between 75% and 50 % of estimated amount of trade category listed in this RFQ – two (2) 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. (10 points)
    1. Revenue is 200% or greater of estimated amount of trade category listed in this RFQ – ten (10) points.
    2. Revenue is between 200% and 150% of estimated amount of trade category listed in this RFQ – eight (8) points.
    3. Revenue is between 150% and 100% of estimated amount of trade category listed in this RFQ – six (6) points.
    4. Revenue is between 100% and 50% of estimated amount of trade category listed in this RFQ – four (4) points.
    5. Revenue is less than 50% of estimated amount of trade category listed in this RFQ – two (2) points.
    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 ten percent (110%) of the estimated construction cost for the subtrade that the Subcontractor is seeking prequalification as set forth in *Section I*.
- b. *DCAMM Certification:*** Interested Subcontractors must provide a currently valid *Certificate of Eligibility* issued by DCAMM 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.

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

### **B. Treatment Of Information Submitted**

With the exception of the required audited financial statements, the 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 Authority determines that the information legitimately requires such treatment. In such case, the Authority's obligation with respect to protection and disclosure of such information shall at all times be subject to applicable laws. The 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 Authority an unrestricted license to use the *SOQ*, including all materials submitted therewith, in connection with the project.

### **C. Communication Between Authority and Respondent Subcontractors**

Unauthorized communications or contact between Subcontractors, their employees, agents or other related entities interested in submitting a *SOQ* and the 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 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 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 Authority's attention, which the 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 Authority will post to the website, <http://umassba.net>, all addenda which will be available to all respondent



Subcontractors that have downloaded or received the RFQ directly from the Authority. It shall be the sole responsibility of the respondent Subcontractor to ascertain the existence of any and all addenda issued by the Authority.

From the date of issuance of this RFQ, any respondent Subcontractor that contacts directly or indirectly any member or employee of the 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*.

**D. Credit References**

In evaluating credit references (see Part Two, Section 2(b) of the Subcontractor RFQ Form 3), significant weight is attached to the Subcontractor having a bank reference. In order to expedite this process, please contact your bank reference and either include with the SOQ or have the bank forward directly to the address below (by mail or fax) so that it is received by Hill International by the deadline for SOQ submittal, a letter indicating how long they have been associated with the Subcontractor and whether they consider the Subcontractor to be favorable or unfavorable. This information must be submitted on the bank's letterhead to:

Hill International  
Attn: Rick Anderson  
75 Second Ave.  
Suite 300  
Needham, MA 02494  
[richardanderson@hillintl.com](mailto:richardanderson@hillintl.com)

***[THIS SPACE IS INTENTIONALLY BLANK]***



University of Massachusetts Building Authority  
 UMass Amherst – Goessmann Hall 2nd Floor Renovations  
 RFQ for Subcontractor Services

**RFQ Interest Form  
 Sub RFQ Form 1  
 (For Submission to Authority immediately)**

*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 Authority BEFORE submitting the SOQ Application Sub RFQ Form 2.*

<b>Authority:</b>	University of Massachusetts Building Authority
<b>UMBA Project No.:</b>	18-A2
<b>Project Name:</b>	Goessmann Hall 2 <sup>nd</sup> Floor Renovations

Mail email, or Fax (email is preferred) this *RFQ Interest Form* to<sup>1</sup>:

University of Massachusetts Building Authority  
 c/o Hill International  
 Attn: Rick Anderson  
 75 Second Ave.  
 Suite 300  
 Needham, MA 02494  
 Facsimile Number: (617) 778-0999  
 Email: richardanderson@hillintl.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 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.***

<b>Subcontractor Firm Name:</b>	
<b>Subcontractor Address:</b>	
<b>Subcontractor Telephone:</b>	
<b>Subcontractor Facsimile:</b>	
<b>Subcontractor Contact</b>	
<b>Subtrade Category:</b>	
<b>Date Submitted:</b>	

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 (*Signature of Authorized Representative*)

<sup>1</sup> 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.

<b>Project Name:</b>	Goessmann Hall 2 <sup>nd</sup> Floor Renovations
<b>UMBA Project No:</b>	18-A2
<b>Awarding Authority:</b>	University of Massachusetts Building Authority
<b>Subcontractor Name:</b>	
<b>Subcontractor Mailing Address:</b>	
<b>Subcontractor Street Address:</b>	
<b>Telephone Number:</b>	
<b>Facsimile Number:</b>	
<b>Contact Person/Title:</b>	

**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.

	<b>Section #</b>	<b>Filed-Subcontractor Category</b>
<input type="checkbox"/>	04000	Masonry
<input type="checkbox"/>	05500	Miscellaneous and Ornamental Iron
<input type="checkbox"/>	07000	Roofing and Flashing
<input type="checkbox"/>	07200	Waterproofing, Dampproofing and Caulking
<input type="checkbox"/>	08000	Metal Windows
<input type="checkbox"/>	08500	Glass and Glazing
<input type="checkbox"/>	09200	Lathing and Plastering
<input type="checkbox"/>	09300	Tile
<input type="checkbox"/>	09400	Terrazzo
<input type="checkbox"/>	09500	Acoustical Tile
<input type="checkbox"/>	09600	Marble
<input type="checkbox"/>	09600	Resilient Floors
<input type="checkbox"/>	09900	Painting
<input type="checkbox"/>	14000	Elevators
<input type="checkbox"/>	21000	Fire Protection
<input type="checkbox"/>	22000	Plumbing
<input type="checkbox"/>	23000	Heating, Ventilation & Air-Conditioning
<input type="checkbox"/>	26000	Electrical



1. **Management Experience** - (50 points available; minimum of 25 points required for prequalification approval)
  - a. **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.
  - b. **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.
  - c. **Similar Project Experience:** 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:** 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:** 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:** 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:** 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:** 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:** 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:** 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:** 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 ten percent (110%) 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 DCAMM).
  - 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**



University of Massachusetts Building Authority  
UMass Amherst – Goessmann Hall 2nd Floor Renovations  
RFQ for Subcontractor Services

- 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. **Incomplete or Inaccurate Information:** Failure to accurately and completely provide the information requested may result in the disqualification.
- c. **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.
- d. **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.

**[THIS SPACE IS INTENTIONALLY BLANK]**



**CERTIFICATION**

The undersigned declares that he or she has carefully examined all the documents contained in the *Request for Qualifications for Filed-Subcontractors (RFQ)* solicitation for the Project, and certifies to the best of his/her knowledge, that this *Statement of Qualifications* fully complies with all of the requirements of the *RFQ* and all addenda and clarifications issued in regard to the *RFQ*.

The undersigned also hereby certifies that he or she (or, if he or she is the authorized representative of a company, the company) is the only person interested in this *Statement of Qualifications* and any subsequent proposal; that it is made without any connection with any other person making any submission for the same work; that no person acting for, or employed by, the Awarding Authority is directly or indirectly interested in this *Statement of Qualifications* or any subsequent proposal, or in any contract which may be made under it, or in expected profits to arise therefrom; that the undersigned Respondent has not influenced or attempted to influence any other person or corporation to file a *Statement of Qualifications* or subsequent proposal or to refrain from doing so or to influence the terms of the *Statement of Qualifications* or any subsequent proposal of any other person or corporation; and that this submission is made in good faith without collusion or connection with any other person applying for the same work.

The undersigned further certifies under pains and penalties of perjury that the undersigned is not debarred from doing public construction work in the Commonwealth of Massachusetts under the provisions of section twenty nine F of chapter twenty nine, or any other applicable debarment provision of any other chapter of the General Laws or any rule or regulation promulgated there under, and further is not debarred from doing public construction work under any law, rule or regulation of the federal government.

The undersigned states that he or she has carefully examined all of the information provided and representations made in this *Statement of Qualifications* and the documents submitted with the *SOQ* including all schedules, forms and materials, and certifies to the best of his/her knowledge, that this *Statement of Qualifications* in its entirety is complete, true and accurate.

By signing below, the interested Filed-Subcontractor **acknowledges receipt of the following addenda** to this *RFQ*:

Addenda Nos. (if any): \_\_\_\_\_

**SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY:**

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Firm Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Project Number: \_\_\_\_\_  
Project Name: \_\_\_\_\_















University of Massachusetts Building Authority  
UMass Amherst – Goessmann Hall 2nd Floor Renovations  
RFQ for Subcontractor Services

**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



University of Massachusetts Building Authority  
UMass Amherst – Goessmann Hall 2nd Floor Renovations  
RFQ for Subcontractor Services

**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:			



University of Massachusetts Building Authority  
UMass Amherst – Goessmann Hall 2nd Floor Renovations  
RFQ for Subcontractor Services

**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#
<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				



University of Massachusetts Building Authority  
UMass Amherst – Goessmann Hall 2nd Floor Renovations  
RFQ for Subcontractor Services

**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 VI(C)(2)(c) of *Part One*, the *RFQ* for this Project. (You may attach additional pages if necessary).

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



University of Massachusetts Building Authority  
UMass Amherst – Goessmann Hall 2nd Floor Renovations  
RFQ for Subcontractor Services

**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 (\$)



University of Massachusetts Building Authority  
UMass Amherst – Goessmann Hall 2nd Floor Renovations  
RFQ for Subcontractor Services

**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 (\$)



University of Massachusetts Building Authority  
UMass Amherst – Goessmann Hall 2nd Floor Renovations  
RFQ for Subcontractor Services

### **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 *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?