



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

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**MPA PROJECT NO. L1366-C3  
NORTH SERVICE AREA OPTIMIZATION  
LOGAN INTERNATIONAL AIRPORT**

**Supplemental Information Package  
For  
Trade Contractor Pre-Qualification**

**JULY 2025  
MPA PROJECT NO. L1366-C3**



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## 1 BACKGROUND

The North Service Area, among other uses, hosts year-round about 170 Massport Aviation Facility employees and a fleet of about 600 Massport vehicles including heavy equipment such as snowplows and snow melters. During winter operations, additional heavy equipment and a crew of about 200 contractors are also accommodated. This project will consolidate the critical functions currently housed in several older, inefficient buildings to meet the needs of Aviation facilities including: equipment storage and maintenance, vehicles maintenance, employee office and work areas, electrical department, sign shop, carpentry shop, central stockroom, structural department, wildlife management, bunk beds areas, and fueling. The consolidation of most of this program will be included in the repurposed existing Green Bus Depot into a Fleet Storage and Maintenance Facility through a renovation and an addition, as well as the construction of a ~146,000 sq ft Large Vehicle Storage and Maintenance Facility. The work includes the following specification sections of the Massport Standard Division & Technical Specifications for:

- Acoustical Tile: (090003)
- Electrical: (260001)
- Elevators: (140001)
- Fire Protection: (210001)
- Glass and Glazing: (080002)
- Heating, Ventilation, and Air Conditioning (HVAC): (230001)
- Masonry: (040001)
- Metal Windows (081100)
- Miscellaneous Metals: (050001)
- Painting: (090007)
- Plumbing: (220001)
- Resilient Flooring: (090005)
- Roofing (070002)
- Tile: (090002)
- Waterproofing Damp proofing Caulking (070001)

The Authority is implementing this project in accordance with MGL Chapter 149A, Sections 1 thru 13. The Authority is seeking Qualification Submittals from trade contractors that have demonstrated experience in performing the type of work needed to complete the described renovations. This pre-qualification of trade contractors conforms to MGL Chapter 149A, Section 8, subsections (b) to (k) inclusive. The Request for Qualifications (RFQ) will be utilized to pre-qualify trade contractors who have a demonstrated experience in the construction and implementation of similar work in terms of scale and complexity.

The project will be bid in one phase, which provides Trade Contractors with the opportunity to be prequalified for one submission of information. Qualification Submittals are being requested from trade contractors capable of performing the following classes of work: **ACOUSTICAL TILE; ELECTRICAL; ELEVATORS; FIRE PROTECTION; GLASS & GLAZING; HVAC; MASONRY; MISCELLANEOUS AND ORNAMENTAL IRONS; PAINTING; PLUMBING; RESILIENT FLOORING; ROOFING & FLASHING; TILE; WATERPROOFING, DAMPPROOFING, CAULKING; METAL WINDOWS.**

All trade contract agreements will be executed between the awarded CM-at-Risk and the selected trade contractors. The Authority shall utilize a two-step process, which includes the pre-qualification of trade contractors based on an evaluation of the submittals received in response to this solicitation, followed by an Invitation to Bidders that will only be issued to the pre-qualified trade contractors. Please note that the Authority intends to approve a list of qualified subcontractors (who are not trade contractors) with the CM-at-Risk for this Contract at a separate time in accordance with MGL Chapter 149A Section 8, subsection (j).

## **2 SCOPE OF WORK**

Critical features of this project will include repurposing the current Green Bus Depot which will enable the relocation and construction of a new Bus Depot needed to accommodate a future Logan zero-emissions bus fleet (not in this location); consolidation of aviation support facilities; relocation of vehicle traffic to and from Gate Gourmet and Sky Chefs from public street side to airside and thereby reducing overall vehicle miles traveled and traffic jams at the North Gate; allowing the construction of a coastal flood resiliency berm that will benefit the airport and nearby neighborhood; and, further achieve Massport's sustainability goals by repurposing an existing building and replacing antiquated structures with a consolidated new facility. The new building will incorporate sustainable elements including battery storage, as well as utilizing sustainable materials.

The Scope of Work includes the reconfiguration of the North Service Area (NSA) of Logan International Airport (the "Project") along with the construction of a new Large Vehicle Storage & Maintenance Facility (LVSMF) consolidating the functions of Hangar 5 (Building #5), Facilities 2 (Building #3), Facilities 3 (Building #4), and Building 15 into two (2) buildings, the new Large Vehicle Maintenance & Storage Facility, (LVSMF) and the repurposed Green Bus Depot, (GBD).

Specific Scopes of Work include, but not limited to the following:

1. Construction of a ~146,000 sq ft Large Vehicle Maintenance & Storage Facility that will include space for storing and maintaining Massport's largest vehicles such as snow removal equipment and deicing tankers, employee office and work areas, the electrical department, sign shop, carpentry shop, general repair space, central stock room, repair bays for the large vehicles, a new Storm Center, cafeteria and locker / sleeping Bunk Rooms.
2. Repurposing of the Green Bus Depot including renovation and an addition to store some of the large equipment not going into the LVSMF such as the snow melters and storage of seasonal equipment. The repurpose GBD will also include the maintenance and repairs bay for Massport small vehicles.
3. The repurposing of the North Service Area will imply the relocation of several parking spaces used by Massport employees. These parking spaces will be relocated in parking lots in proximity of the new LVSMF and around the Sky Chefs and Gate Gourmet buildings. As the available parking lot area is limited by the reconfiguration of the NSA and the SIDA wall, a new parking structure will be erected between the Sky Chefs and the Gate Gourmet buildings (on the existing Lovell Street laydown area),

providing enough parking spaces to match the number of parking spaces relocated from their original locations.

4. A new Salt Shed on the land-side
5. Transfer Station reconfiguration air-side
6. A new sand shed air-side
7. Construction of a new green resiliency berm along the South/East side of the NSA shoreline. The berm is part of the resiliency mitigation strategies within the Boston Metropolitan Coastal Storm Risk Analysis.
8. Construction of a new air-side service road
9. Relocation of the existing fuel station
10. Site and SIDA modifications
11. Relocation of FAA structures, transformer, workshop and Hazmat Building
12. Expansion of the existing Lovell Street Switching Station land-side
13. Demolition and relocation of existing structures in the North Service Area, including relocation at designated areas at the West Outfall by the Hyatt Hotel.
14. Provide Air-side access to both Gate Gourmet and Sky Chefs to mitigate traffic on public road and through the North Gate. This requires the incorporation of a new SIDA barrier within the existing facilities.
15. Modify (extend) the existing loading dock at the Sky Chefs building.
16. Build a new Wildlife Building on air-side.

The total estimated cost of the Project is approximately **\$320,000,000** and the construction duration is approximately **FOURTY EIGHT (48) MONTHS**. The notice to proceed for construction is expected in **SEPTEMBER 2025**.

For the purpose of defining the experience required for Qualification Statements being requested at this time, the general Scope of Work for each of the specific trade contractor categories includes the following:

- ◆ **ACOUSTICAL TILE** – The scope of work for this trade category is estimated at 750,000. The trade contractor is expected to be experienced in and capable of performing acoustical tile work including lay-in ceiling tile system.
- ◆ **ELECTRICAL** – The scope of work for this trade category is estimated at \$35,000,000. The trade contractor is expected to be experienced in and capable of tying into existing systems, as well as constructing complete systems (electrical, communications, security), raceways, conduit, wire and cable, wiring devices, junction boxes, and panelboards.

- ◆ ELEVATORS– The scope of work for this trade category is estimated at \$2,000,000. The trade contractor is expected to be experienced in and capable of installing elevators and escalators in new and existing structures.
- ◆ FIRE PROTECTION – The scope of work for this trade category is estimated at \$3,750,000. The trade contractor is expected to be experienced in and capable of tying into existing systems, as well as constructing complete systems.
- ◆ GLASS & GLAZING – The scope of work for this trade category is estimated at \$50,000. The trade contractor is expected to be experienced in and capable of installing exterior curtain wall systems coordinated with supported shading systems, and interior curtain wall.
- ◆ HVAC – The scope of work for this trade category is estimated at \$15,700,000. The trade contractor is expected to be experienced in and capable of providing all materials, labor and equipment to provide complete working HVAC systems.
- ◆ MASONRY – The scope of work for this trade category is estimated at \$4,750,000. The trade contractor is expected to be experienced in and capable of renovating existing and installing new masonry.
- ◆ MISCELLANEOUS & ORNAMENTAL IRONS – The scope of work for this trade category is estimated at \$3,500,000. The trade contractor is expected to be experienced in and capable of construction and installation of including but not limited to treads, risers, and railing work, as well as handrails/guardrails and luggage rails through the project.
- ◆ PAINTING – The scope of work for this trade category is estimated at \$2,000,000. The trade contractor is expected to be experienced in and capable of surface preparation and field painting interior and exterior systems.
- ◆ PLUMBING – The scope of work for this trade category is estimated at \$9,500,000. The trade contractor is expected to be experienced in and capable of tying into existing systems, constructing complete systems, including roof drains, sanitary waste and vent systems.
- ◆ RESILIENT FLOORING – The scope of work for this trade category is estimated at \$1,000,000. The trade contractor is expected to be experienced in and capable of VCT tile work.
- ◆ ROOFING & FLASHING – The scope of work for this trade category is estimated at \$15,700,000. The trade contractor is expected to be experienced in and capable of construction of roofing and flashing and the associated sheet metal flashing & trim.
- ◆ METAL WINDOWS - The scope of work for this trade category is estimated at \$50,000. The trade contractor is expected to be experienced in and capable of the installation of aluminum windows.
- ◆ TILE – The scope of work for this trade category is estimated at \$750,000. The trade contractor is expected to be experienced in and capable of performing ceramic and porcelain tile work.

- ◆ WATERPROOFING, DAMP-PROOFING, CAULKING – The scope of work for this trade category is estimated at \$500,000. The trade contractor is expected to be experienced in and capable of construction of waterproofing, air barriers and joint sealants.

### 3 SUBMITTAL PROCESS and SCHEDULE

In accordance with M.G.L. Chapter 149A, Massport and the CM-at-Risk are implementing a two step process beginning with an RFQ which shall be utilized to pre-qualify competent trade contractors who are capable of constructing the scope of work described herein. A Pre-Qualification Committee is comprised of four representatives including the Massport Project Manager, the Massport Assistant Director and one each from the Designer and the CM-at-Risk. This Pre-Qualification Committee will be conducting qualifications based evaluation of submittals received from interested trade contractors in order to identify pre-qualified trade contractors who will be subsequently invited to respond to a written Invitation to Bidders. Upon receipt of the Qualification Submittal in response to this RFQ, the Pre-Qualification Committee will be responsible for reviewing the documents independently. Then, the Pre-Qualification Committee will meet to evaluate and review each submittal and will then score them in order to create a list of pre-qualified trade contractors.

The decision of the Trade Pre-Qualification Committee shall be final and binding and not subject to appeal except on the grounds of fraud or collusion. An individual trade contractor's score shall be made available upon request, but shall not be a public record and shall not be open to public inspection, to the fullest extent possible under the law. In addition, financial information provided from a trade contractor shall remain confidential and shall not become a public record and shall not be open to public inspection, to the fullest extent possible under the law.

Only the pre-qualified trade contractors will be eligible to receive an Invitation to Bid to participate in submitting a bid. Massport and the CM-at-Risk shall utilize an Invitation to Bid in order to make a final selection of each trade contractor. Pre-qualified trade contractors shall be invited to submit a bid along with a Bid Bond pursuant to an Invitation to Bid that shall include the bid documents for the Project. Massport shall open bids publicly. The CM-at-Risk shall award each trade contract to the lowest responsible and eligible bidder. The trade contractors shall be required to execute a standard Trade Contractor Agreement in the form identified in MGL Chapter 149A, Section 8, subsection (k) and provide the required insurance, performance and payment bonds also identified in Section 8 and in the full amount of the trade contract.

The schedule for creation of the list of pre-qualified trade contractors is as follows. Please note that all times listed are Eastern Daylight Savings Time (EDST) and that Massport will do its best to adhere to the schedule provided below.

- |   |                            |
|---|----------------------------|
| ◆ RFQ Advertised:                               | WEDNESDAY, JULY 23, 2025   |
| ◆ Supplemental Information Package available:   | WEDNESDAY, JULY 23, 2025   |
| ◆ Deadline for Submission of Written Questions: | WEDNESDAY, AUGUST 13, 2025 |

◆ Qualification Due:

THURSDAY, AUGUST 28, 2025

◆ Anticipated Trade Prequalification:

SEPTEMBER 2025

***Submission Deadline:***

***For each trade you are applying for Qualifications shall be submitted electronically no later than 12:00 PM Local Time, on THURSDAY, AUGUST 28, 2025 via Bid Express and shall be addressed to:***  
***<https://www.bidexpress.com/businesses/27137/home>***

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***Submittals not received by Massport by the 12:00 PM Local Time deadline on THURSDAY, AUGUST, 28, 2025 will be rejected.***

All submissions must be in .pdf format and able to be read on a computer and printed on 8 ½” x 11” paper, unless otherwise specified.

Questions may be sent via email to [CPBidQuestions@massport.com](mailto:CPBidQuestions@massport.com) subject to the deadline for receipt stated in the timetable above. In the subject lines of your email, please reference the ***MPA Project Name and Number***. Questions and their responses will be posted on Capital Bid Opportunities webpage of Massport <http://www.massport.com/massport/business/bids-opportunities/capital-bids/> as an attachment to the original Legal Notice and on Comm-BUYS in the listings for this project.

Companies responding to the RFQ are responsible for the costs associated with the development and submission of a response.

#### **4 SUBMITTAL REQUIREMENTS**

Submissions in response to the RFQ shall be organized and presented as outlined below.

**THE QUALIFICATION SUBMITTAL WILL BE REJECTED IF ANY OF THE MANDATORY REQUIREMENTS ARE MISSING.** Massport will not reach out to request any missing or incorrect submission requirements. Massport will send back the submittal with a letter explaining of the rejection.

PLEASE SEE ATTACHED SCHEDULES IN APPENDIX A FOR YOU TO COMPLETE.

##### **A. Cover Letter**



Each Submittal shall include a cover letter signed by an individual authorized to contractually bind the trade contractor. The Cover Letter shall (1) clearly state the name of the RFQ; (2) introduce the company, and indicate the trade category that the content of the Submittal is responding to; (3) provide the name, title, address, telephone number and email address of one or more individuals who are authorized to sign a contract; and (4) provide an original signature of a person authorized by the company to enter into legally binding contract. The words, “**signed under the pains and penalties of perjury by**” **MUST** appear immediately above the authorized signature. Notarizing the document does not take the place of “signing under the pains and penalties of perjury”. Please note that there are no points awarded for providing a Cover Letter but it is a **required** component of the Submittal.

## **B. Evaluation Criteria**

The Pre-Qualification Committee shall review the submittals in accordance with the following statutory Evaluation Criteria including Management Experience, References and Capacity to Complete Projects. The Point Rating System that will be utilized by the Pre-Qualification Committee has two types of requirements. The first is that in order to be pre-qualified a trade contractor must receive a minimum total of seventy (70) points and the second is that of those seventy points, at least twenty-five (25) points must be earned from Management Experience and at least fifteen (15) points must be earned from References and at least ten (10) points must be earned from Capacity to Complete Projects.

The following is a breakdown of the Point Rating System that will be utilized by the Pre-Qualification Committee. The Pre-Qualification Committee will review the information provided by the trade contractor in order to determine how many of the maximum points should be awarded for each category.

<b><u>1</u></b>	<b><u>MANAGEMENT EXPERIENCE</u></b>	<b><u>max 50 points (need minimum 25 points)</u></b>
<b>a) Business Owners</b>		<b>max 3 points</b>
Provide the name, title including a detailed description of the role and job responsibilities, scope of work and number of years with the firm for each of the business owner(s) of the firm. Interested Trade Contractors <b><u>MUST COMPLETE Schedule A.</u></b>		
<b>b) Management Personnel</b>		<b>max 15 points</b>
Provide the name, title, including a detailed description of the role and job responsibilities, scope of work, education, construction experience, years with the firm and list of all project completed for all management personnel who will have any direct or indirect responsibility over the Project, including but limited to project executive, project managers, field superintendents and field engineers. Interested Trade Contractors <b><u>MUST COMPLETE Schedule B.</u></b>		
<b>c) Similar Project Experience</b>		<b>max 20 points</b>
Provide the project name(s), a description, scope of work, original contract sum, final contract sum with explanation, and date of completion for each and every similar project undertaken by the firm in the last five (5) years. Interested Trade Contractors <b><u>MUST COMPLETE Schedule C.</u></b>		
<b>d) Terminations</b>		<b>max 2 points</b>

Provide a list of any projects on which the firm was terminated, held in default, or failed to complete the work within the last five (5) years. Include the name of the project, the timeframe of the project and circumstances surrounding the termination or default. Interested Trade Contractors **MUST COMPLETE Schedule D.**

**e) Lawsuits/Legal Proceedings**

**max 5 points**

Provide a list of all lawsuits in which the trade contractor is a defendant or defendant-in-counterclaim with regard to construction contracts within the last 3 years. Please note that the lawsuits listed shall not include actions that primarily involve personal injury, workers' compensation claims, or where the sole cause of action involve the trade contractor's exercise of its rights for direct payment. Interested Trade Contractors **MUST COMPLETE Schedule E.**

**f) Safety Record**

**max 5 points**

Provide the three (3) year history of the Trade Contractor's workers' compensation experience modifier. In addition, provide documentation for the Trade Contractor's insurance carrier supporting the rating history provided. Interested Trade Contractors **MUST COMPLETE Schedule F.**

**2 REFERENCES**

**max 30 points (need minimum 15 points)**

It is imperative that the contact information provided by the trade contractor is current and reliable and that such contact persons are willing and able to provide references. The trade contractor is urged to contact its references in advance to ensure that the contact information is correct and these individuals will be in a position to answer the Committee's questions. The Committee will do its best to connect with references but if it is not successful in obtaining references, or if the references are unwilling or unable to provide the type of information being requested, then the trade contractor will not be in a position to earn points under this category, resulting in an inability to be pre-qualified for the Project. There are not a specific number of points assigned to any one reference. However, the Pre-Qualification Committee will need to receive a sufficient number of good references in order to be able to award sufficient points to a trade contractor under this category. Please note that although the Committee retains the right to contact any reference provided by the trade contractor, in order to manage the process in an effective and timely manner, it plans to contact Client References first and will contact Credit Reference or Public Project Record references if more information is needed after contacting Client References.

**a) Project References**

Provide a client who is the party that you contracted with, as a reference from each of the five (5) similar projects listed and provide the project name, client name and address, telephone number, and email for a contact person from each client. The trade contractor is required to provide references and contact information for each of the five projects listed under Similar Project Experience on SCHEDULE C. Interested Trade Contractors **MUST COMPLETE Schedule G.**

**b) Credit References**

Provide a minimum of five (5) different credit references, including key suppliers, vendors and/or banks and provide the name, title, address, telephone number and email address for a contact person from each of the Credit References listed. Interested Trade Contractors **MUST COMPLETE Schedule H.**

**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, email and contact person) and architect's name (including address, telephone, email and contact person). Interested Trade Contractors **MUST COMPLETE Schedule I.**

**3                      CAPACITY TO COMPLETE PROJECTS                      20 points (need minimum 10 points)**

**a) Prior Revenue**

Provide annual revenues for the *prior* three (3) fiscal years. Interested Trade Contractors **MUST COMPLETE Schedule J.**

**b) Revenue under Contract**

Provide details on revenue under contract for the *next* three (3) fiscal years. Interested Contractors **MUST COMPLETE Schedule K.**

**C Other Mandatory Requirements**

It is important to note that although there are no points allocated for these mandatory requirements, submittal **will not be accepted if it does not contain the following:**

- **Bonding Capacity:** 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 and ten percent (110%)** of the estimated trade contract value for the subtrade that the Trade Contractor is seeking prequalification for.
- **DCAMM Certification:** A **currently valid** Certificate of Eligibility issued by the DCAMM (Division of Capital Asset Management and Maintenance) pursuant to section 44D of Chapter 149 and a ***Sub-Bidder Update Statement*** **must** also be submitted as part of the package.
- **Cover Letter:** Each submittal must have an original signature of a person authorized by the company to enter into a legally binding contract. The words, **“signed under the pains and penalties of perjury”** **must** appear immediately above the authorized signature. Please note that notarizing the document does not take the place of signing under the pains and penalties of perjury.

**5                      PUBLIC PROJECTS RECORD**

Massport shall seek to hold all financial information (Schedule J & K) in confidence, to the extent consistent with applicable law. A trade contractor's score for this prequalification process shall not be a public record and shall not be open to public inspection, again to the fullest extent possible by law.

## **APPENDIX A**

### **RFQ Application Schedules**

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

**Firm Name:**

**SCHEDULE A – BUSINESS OWNERS:** Interested Trade Contractor **MUST** provide the following information and **attach a copy of the resume for each and every business owner of the firm.**

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

**Firm Name:**

**SCHEDULE B – MANAGEMENT PERSONNEL:** Interested Trade Contractors **MUST** provide the following information and copies of the resumes for each and every person who will have any direct or indirect management responsibility for the project, including but not limited to, project executives, project managers, project superintendents, etc.

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

**Firm Name:**

**SCHEDULE C – SIMILAR PROJECT EXPERIENCE:** Interested Trade Contractor **MUST** list all similar projects respondent Trade Contractor has completed during the last five (5) years.

PROJECT NAME & LOCATION	PROJECT OWNER	PROJECT DESCRIPTION AND SPECIFIC SCOPE	ORIGINAL AND FINAL CONTRACT AMOUNT AND EXPLANATION	START AND COMPLETION DATES (M/D/YYYY- M/D/YYYY)



**Firm Name:**

**SCHEDULE D - TERMINATIONS:** Interested Trade Contractors are required to list each and every project on which it was terminated or failed to complete the project.

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

**Firm Name:**

**SCHEDULE E – LEGAL PROCEEDINGS:** Interested Trade Contractors are required to list all lawsuits in which the trade contractor is a defendant or defendant-in-counterclaim with regard to construction contracts within the last 3 years.

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)

**Firm Name:**

**SCHEDULE F – SAFETY RECORD:** Interested Trade Contractors are required to provide the three (3) year history of its workers’ compensation experience modifier and attach documentation from its insurance carrier supporting the ratings reported.

YEAR	WORKERS' COMP. EXPERIENCE MODIFIER	COMMENTS

**Firm Name:**

**SCHEDULE G – PROJECT REFERENCES:** Interested Trade Contractors are required to list references for prior work Trade Contractor has performed which appears in ***Schedule C***.

PROJECT TITLE	EMAIL	COMPANY NAME	CONTACT PERSON/ADDRESS	PHONE #
	OWNER:			
	DESIGNER:			
	OWNER:			
	DESIGNER:			
	OWNER:			
	DESIGNER:			
	OWNER;			
	DESIGNER:			
	OWNER:			
	DESIGNER:			

**Firm Name:**

**SCHEDULE H – CREDIT REFERENCES:** Interested Trade Contractors are required to list a minimum of five (5) credit references from banks, suppliers and/or vendors.

CHECK ONE	FIRM NAME	CONTACT PERSON	PHONE #	EMAIL
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				

**Firm Name:**

**SCHEDULE I – PUBLIC PROJECT RECORD:** Interested Trade Contractors are required to list all completed public buildings during the past three (3) years. (You may attach additional pages if necessary).

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:

**Firm Name:**

**SCHEDULE J – PRIOR REVENUE** Interested Trade Contractors are required to list prior revenue for the last three (3) fiscal years.

Firm's fiscal year runs  to

YEAR	PRIOR ANNUAL REVENUE(S)

**Firm Name:**

**SCHEDULE K – REVENUE UNDER CONTRACT:** Interested Trade Contractors are required to list revenue under contract for the next three (3) fiscal years.

Firm's fiscal year runs  to

YEAR	REVENUE UNDER CONTRACT (\$)



## APPENDIX B

### TRADE CONTRACTOR RFQ RESPONSE CHECKLIST

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

- ☐ Did respondent Trade Contractor provide a cover letter signed by an individual authorized to contractually bind the trade contractor above the words “Signed under the pains and penalties of perjury?”
- ☐ Did respondent Trade Contractor fully complete *Schedules A through K* and attach all required documentation?
- ☐ Did respondent Trade Contractor attach the resumes of owners and management personnel identified in respondent Trade Contractor’s responses to *Schedule A and B*.
- ☐ Did respondent Trade Contractor attach the required documentation from respondent Trade Contractor’s insurance company supporting the workers’ compensation modifier history reported in *Schedule F*?
- ☐ Does respondent Trade Contractor have the current contact information for all of the references reported in *Schedule G, Schedule H* and *Schedule I*?
- ☐ Did respondent Trade Contractor attach a commitment letter for payment and performance bonds in the form required and for a value of 110% of the trade contract value?
- ☐ Did respondent Trade Contractor attach a completed and signed *Update Statement* using the most recent form available on the DCAMM website?
- ☐ Did respondent Trade Contractor attach a currently valid DCAMM *Certificate of Eligibility*?
- ☐ Did respondent Trade Contractor include the original and all required copies of the entire application package?