



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

**MPA PROJECT NO. L1830
DANVERS LOGAN EXPRESS**

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

**MAY 2025
MPA PROJECT NO. L1830-CX**



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1 BACKGROUND

Project Overview:

The primary function of the Danvers Logan Express is to provide bus transportation for local travelers going to and from Boston Logan International Airport. The Danvers Logan Express project includes reconfiguring existing parking lots and constructing a new approximately 5,400 square-foot building located at the Liberty Tree Mall. Site work includes the installation of long-term and short-term parking lots, a bus lane, a pick-up/drop-off area, walkways, curb cuts, utilities for the new building, stormwater infrastructure, rehabilitating areas near wetlands, landscaping and various other site improvements. Utility scope of work includes electrical, sewer, water, and communications for the parking lots and building. The long-term parking area includes approximately 527 parking spaces, while the short-term parking area adjacent to the building includes approximately 20 parking spaces. The new ground-up building houses a public waiting area lobby, ticketing office, manager's office, break room, restrooms and support spaces. Currently, a temporary Danvers Logan Express operates out of this property. As part of this project, a permanent facility will be constructed to transition from this existing temporary facility.

The site design and building footprint have been reviewed and approved by the Danvers Planning Board and Conservation Commission. Site design construction documents are completed for an expedited permitting and construction start.

Existing Conditions:

The existing property consists of two parking lots totaling approximately 6.77 acres (294,772 square feet) in land area. A temporary facility for Danvers Logan Express is currently located on the larger lot. This temporary facility includes a ticketing office trailer, restroom trailer, bus shelter, and guard shack. Along the front of the trailers and bus shelter is a main drive aisle used for bus pick-up and drop-off. A pedestrian walk connects the bus pick-up and drop off area to short-term parking located along Commonwealth Avenue. Along with signage and concrete barriers, a parking attendant stationed at a guard shack by the main parking lot entrance controls pedestrian access and vehicular traffic in the revenue lot. No revenue control gates have been installed at this time. Work recently completed on the existing larger parking lot includes an asphalt mill and overlay with parking lot striping. With the exception of electrical power brought to the temporary facilities, minimal utilities exist on-site. Adjacent to the larger lot is a smaller fenced parking area which is currently being used as a construction laydown yard.

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:

- **Roofing & Flashing (070002, 071050, 075019, 075416, 075556, 076200)**
- **Tile (090002, 093000)**
- **Acoustical Tile (090003, 095100, 095130)**
- **Resilient Flooring (090005, 096510)**
- **Terrazzo (090006, 096620)**
- **Painting (090007, 099000)**
- **Fire Protection (210000)**
- **Plumbing (220000)**
- **HVAC (230000)**
- **Electrical (260000, 260001, 260543, 260573, 262200, 262416, 264313, 270000, 270100, 270526, 270528, 270529, 270536, 271000, 275116, 283100, 282000, 284621.11)**
- **Interior Glass and Glazing (080002, 081210, 088010)**

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

SITework:

Site work has been engineered by HNTB Corporation (HNTB). Through a phased approach, temporary facilities will gradually be replaced by permanent facilities, revenue control, and other infrastructure. New work must be phased to maintain the continuous operation of a temporary Logan Express facility within the same general project area. A minimum number of parking spaces (subject to coordination with the Massachusetts Port Authority) must be available and accessible throughout construction. In order to meet these requirements, construction documents will illustrate proposed phasing of new work.

Portions of the existing parking lot will be closed off to allow for the phased site work to be constructed. The lot will be expanded, with additional pavement and parking spaces added. In order to mitigate any increase in impervious surface, associated stormwater management will be installed. Utility work, including sanitary and electrical connections, will be upgraded in preparation of the final condition. When completed, the lot will have revenue control gates, and an additional curb cut for emergency vehicles.

The electrical, communications, and water connections will generally be served by the existing available private connections for the mall property. The sanitary connection for the building will go to Ash Street via force main as there is no close available connection from the mall property. The force connection

allows the entirety of the connection to be built within the property limits. A grinder pump will lift the sanitary waste to Ash Street and connect to a sewer manhole on the property before connecting by gravity to a Town sewer manhole on Ash Street. Lighting infrastructure will be installed throughout the parking lot to provide for proper lighting levels. Electric Vehicle Ready Parking Spaces will be installed in both the long-term and short-term parking lots.

Building:

The new ground up building is currently being designed by Anmahian Winton Architects (AW-Arch). The building will have a cantilevered canopy and an intricate façade to create an architecturally significant exterior. Material selections will be durable and sustainable. The interior will house a double-height lobby and an open layout. The lobby will accommodate a dedicated waiting area for visitors, complete with contemporary seating, integrated charging stations, and curated art installations. Adjacent to this public space are operational areas, including a ticketing office, manager's office, nursing room, single-user restrooms, employee break room, kitchenette and various back-of-house support spaces. The design will include advanced climate control systems, digital wayfinding, and energy-efficient lighting.

Overall, this project will require high craftsmanship and attention to detail. The successful Construction Manager must demonstrate expertise in managing complex installations, working with premium materials, and delivering a building that meets Massport's expectations for design excellence, operational functionality, and sustainability

The total estimated cost of the Project is approximately **\$17,000,000** and the construction duration is approximately **EIGHTEEN (18) MONTHS**. The notice to proceed for construction is expected in **JULY 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:

- ◆ **ROOFING & FLASHING** – The scope of work for this trade category is estimated at **\$450,000**. The trade contractor is expected to be experienced in and capable of construction of roofing and flashing and the associated sheet metal flashing & trim.
- ◆ **TILE** – The scope of work for this trade category is estimated at **\$25,000**. The trade contractor is expected to be experienced in and capable of performing ceramic and porcelain tile work.
- ◆ **ACOUSTICAL TILE** – 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 performing this work including lay-in ceiling tile system.
- ◆ **RESILIENT FLOORING** – The scope of work for this trade category is estimated at **\$25,000**. The trade contractor is expected to be experienced in and capable of VCT and rubber tile work.
- ◆ **TERRAZZO** – The scope of work for this trade category is estimated at **\$350,000**. The trade contractor is expected to be experienced in and capable of installing a complete terrazzo flooring system.

- ◆ **PAINTING** – The scope of work for this trade category is estimated at **\$150,000**. The trade contractor is expected to be experienced in and capable of surface preparation and field painting interior and exterior systems.
- ◆ **FIRE PROTECTION** – The scope of work for this trade category is estimated at **\$115,000**. The trade contractor is expected to be experienced in and capable of constructing complete fire protection systems.
- ◆ **PLUMBING** – The scope of work for this trade category is estimated at **\$300,000**. The trade contractor is expected to be experienced in and capable of constructing complete systems, including roof drains, sanitary waste and vent systems.
- ◆ **HVAC** – The scope of work for this trade category is estimated at **\$600,000**. The trade contractor is expected to be experienced in and capable of providing all materials, labor and equipment to provide complete working HVAC system.
- ◆ **ELECTRICAL** – 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 tying into existing systems, as well as constructing complete systems (electrical, communications, security), raceways, conduit, wire and cable, wiring devices, junction boxes, and panelboards.
- ◆ **GLASS AND GLAZING** – The scope of work for this trade category is estimated at **\$75,000**. The trade contractor is expected to be experienced in constructing complete systems.

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, MAY 28, 2025
- ◆ Supplemental Information Package available: WEDNESDAY, MAY 28, 2025 @ 9AM
- ◆ Project Briefing: WEDNESDAY, JUNE 04, 2025 @ 10AM

Zoom Meeting <https://massport.zoom.us/j/81816591727>

Meeting ID: 818 1659 1727

- ◆ Deadline for Submission of Written Questions: WEDNESDAY, JUNE 18, 2025 @ 12PM
- ◆ Qualification Due: THURSDAY, JUNE 26, 2025 @ 12PM
- ◆ Anticipated Trade Prequalification: JULY 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, June 26, 2025 via Bid Express and shall be addressed to:

<https://www.bidexpress.com/businesses/27137/home>

Luciana Burdi, Intl. Assoc. AIA, CCM, MCPPO, NAC
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Massachusetts Port Authority, Capital Programs Department
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Submittals not received by Massport by the 12:00 PM Local Time deadline on Thursday, June 26, 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 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.

1 MANAGEMENT EXPERIENCE

max 50 points (need minimum 25 points)

a) Business Owners

max 3 points

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 **MUST COMPLETE** *Schedule A*.

b) Management Personnel

max 15 points

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 **MUST COMPLETE Schedule B.**

c) Similar Project Experience

max 20 points

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 ***MUST COMPLETE Schedule C.***

d) Terminations

max 2 points

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

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