

TOWN OF PLYMOUTH, MA

**REQUEST FOR QUALIFICATIONS
PROJECT # 21533**

**FOR
GENERAL CONTRACTORS**

**New Town Hall- Courthouse Corridor
Plymouth, MA**

Design-Bid-Build – Pursuant to M.G.L. C149, § 44D½ and 810 CMR 9.00

Date Issued: June 18, 2015

Submission Deadline: July 02, 2015 before 2:00PM

INDEX

Part One: Request for Qualifications

Section I:	General Project Information
Section II:	Detailed Project Description
Section III:	General Instructions
Section IV:	Overview of Prequalification Process
Section V:	Administration/Schedule for Prequalification Process
Section VI:	Evaluation Procedure/Criteria for Prequalification Selection
Section VII:	Additional Information

Part Two: SOQ Application Forms/Schedules

GC RFQ Form 1:	RFQ Interest Form
GC SOQ Form 2:	SOQ Application Form
Schedule A:	Business Owner Information
Schedule B:	Management Personnel Information
Schedule C:	Similar Project Experience
Schedule D:	Terminations
Schedule E:	Legal Proceedings
Schedule F:	Safety Record
Schedule G:	MBE/WBE and Workforce Compliance Records
Schedule H:	Project References
Schedule I:	Credit References
Schedule J:	Public Project References
Schedule K:	Revenue Under Contract
GC SOQ Form 3:	RFQ Response Checklist

Section I: Project Information

A. Introduction

This Request for Qualifications (RFQ) is the first phase of a two-phase procurement process as set forth in M.G.L. c. 149. The Town of Plymouth, through its General Contractor Pre-qualification Committee, is pre-qualifying firms interested in providing public General Contractor services on this Public Design-Bid-Build Project for the Phase II New Town Hall- Courthouse Corridor Project, through this RFQ process. Information on the pre-qualification process, evaluation format and evaluation criteria are provided in the RFQ. Only pre-qualified firms will be permitted to submit bids for the category of work in which they were pre-qualified. The Filed Sub Bid Sub-Contractors have not been selected, but will be pre-qualified via separate RFQ process. The Designer is DBVW, Durkee, Brown, Viveiros & Werenfels.

B. General Information

Awarding Authority:	Town of Plymouth
Project Name:	New Town Hall- Courthouse Corridor Project Project #21533
Project Location:	26 Court Street, Plymouth, MA 02360
Project Description:	Renovation of an existing 11,000 sf historic courthouse and construction of a new 62,000 sf addition.
RFQ Informational Meeting:	N / A
Optional Site Visit:	Non-mandatory Site Visit 06-25-15 @ 2:00PM 26 Court Street Plymouth, MA

Submission Deadline: <i>(for submission of SOQs in response to this RFQ)</i>	July 02, 2015 on or before 2:00 PM
Submission Address:	Town of Plymouth Pamela D. Hagler Procurement Office 11 Lincoln Street Plymouth, MA 02360
Estimated Construction Cost:	\$28,500,000
Estimated Project Duration:	18 months (545 Calendar Days) from Notice to Proceed
Owner's Project Manager:	STV/DPM One Gateway Center 300 Washington Street, Suite 951 Newton, MA 02458
Project Designer:	DBVW Architects 111 Chestnut Street Providence, RI 02903
Project Specific Requirements	Combined MBE and WBE goal of 10.4%. Reasonable representation of both MBE (approx. 3.5%) and WBE (approx. 7%) firm participation is required. Prevailing wages shall be used.

Section II: Detailed Project Description

- A. The Scope of the Project consists of selective demolition, abatement and restoration of the existing two-story 1820 Courthouse, construction of a new four-story addition with a partial basement; and associated site work and site utilities. The Project requires specific experience with general protection and historic treatment procedures for work associated with the 1820 Courthouse and the Existing Marble Stair in the New Glass Connector.
1. The new building primary structure consists of a steel frame with composite concrete and metal deck floor construction. Steel supporting shafts will be protected with 2-hour fire rated spray applied fireproofing. Slab on grade areas will consist of a 4 inch thick reinforced concrete on a continuous vapor barrier over continuous rigid insulation. Exterior walls consist of 4 inch nominal brick veneer, airspace, continuous 3 inch thick rigid insulation over a continuous air/water barrier. The typical back-up wall construction consists of 1/2 inch exterior gypsum sheathing over 8 inch non-load bearing metal studs.
 2. The new building is approximately 61,653 gsf in area. The historic courthouse is approximately 9,242 gsf with a 4,621 gsf basement.
- B. The work includes, but is not necessarily limited to the following:
1. Selective demolition, hazardous material abatement of the existing 1820 Courthouse, site work, site utilities, landscaping, concrete, masonry, masonry restoration, structural steel, steel decking, cold-formed metal framing, metal fabrications, metal stairs, pipe and tube railings, metal restoration, rough and finish carpentry, sheathing, solid surface fabrications, plastic paneling, air/water barriers, thermal insulation, metal wall panels, sheet metal flashing and trim, roofing, roof accessories, applied fireproofing, firestopping systems, joint sealants, expansion control, hollow metal doors and frames, wood doors, coiling doors, louvers, exterior windows, aluminum entrances and storefront, aluminum curtain wall, glazing, door hardware, access doors, gypsum shaft wall assemblies, non-structural metal framing, plaster restoration, plastering, interior finishes, signage, toilet accessories, casework, fire extinguishers, appliances and elevators. New sprinkler system, fire alarm system, HVAC systems, plumbing, electrical, telephone/data systems, access control and security systems.
- C. Work associated with the 1820 Courthouse shall conform to the United States Secretary of the Interior's Standards for Rehabilitation, as administered by the National Park Service and the State Historic Preservation Office, Massachusetts Historical Commission (MHC).
- D. The Project will be subject to the minimum wages rates set under the Massachusetts Prevailing Wage Laws.
- E. Drawings, specifications and other documents will not be available to respondents during the RFQ Phase.

[THIS SPACE IS INTENTIONALLY BLANK]

Section III: General Instructions

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

A. Contents of *Statement of Qualifications* Application Package

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

1. GC RFQ Form 2 (signed, dated, and acknowledging all Addenda, if any)
2. Schedules A through K to GC RFQ Form 3;
3. All supporting documentation referenced and required therein (Bond Letter, Workers’ Comp. backup, DCAMM Certificate of Eligibility, DCAMM Update Statement); and (optional) no more than 3 double sided 8 ½ x 11 pages of additional information concerning the applicant. This additional information must be stapled, no folders or binders will be accepted
4. Required number of copies of items 1-3 above.

B. Submission Deadline: See Section I: General Information

An original and **six (6)** complete copies of the interested General Contractor’s *SOQ application package* must be received by the Awarding Authority on or before the Submission Deadline as set forth in *Section I*, as determined by the Awarding Authority’s date/time stamp. All envelopes should be mailed or delivered to:

Town Office Building Attn: Pamela D. Hagler Procurement Office- Project #21533 11 Lincoln Street Plymouth, MA 02360

SOQ application packages received by the Awarding Authority later than the Submission Deadline specified in Section I will be rejected and returned to the respondent General Contractor. Respondent General Contractors are cautioned to allow sufficient time for mailed materials to be received. Telecopied, faxed, or e-mailed qualifications will not be accepted. Awarding Authority shall not be responsible for mail not received, deliveries not made, or SOQ application packages not received by the date and time set forth in Section I.

C. Required Exterior Label for *SOQ Application Package Envelope*

SOQs will not be read publicly and should be submitted in a sealed envelope. All envelopes **must be labeled on the outside** with the following information:

RFQ for GENERAL CONTRACTOR SERVICES Town of Plymouth New Town Hall- Courthouse Corridor Project #21533 Respondent General Contractor's Name Respondent General Contractor's Address Respondent General Contractor's Telephone # Respondent General Contractor's Contact Person

D. *RFQ* Informational Meeting and/or Optional Site Visit (if applicable)

If indicated in *Section I*, an informational meeting regarding the prequalification process for this Project will be held and/or a site visit will be available during the *RFQ* Phase. (If applicable, attendance is optional for those interested in responding to the *RFQ*.)

E. Review/Availability of Contract Documents

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

F. Subcontractor Prequalification

The Project will require prequalification of Subcontractors. Subcontractors will be prequalified to submit general bids under a separate RFQ and prequalification process.

FSB Contractors to be Pre-Qualified include: Masonry; Miscellaneous and Ornamental Iron; Waterproofing, Dampproofing, & Caulking; Roofing and Flashing; Metal Windows, Storefronts, Curtain Wall; Glass and Glazing; Plaster; Tile; Acoustical Tile; Resilient Flooring; Painting; Elevators; Fire Protection; Plumbing; Heating, Ventilation & Air-Conditioning; Electrical.

G. Additional Instructions

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

Section IV: Overview of Prequalification Process

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

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

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

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

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

Section V: Administration/Schedule for Prequalification Process

A. “Two-Phase” Selection Process

Selection of General Contractors for the Project will be conducted in a **two-phase** process as set forth in M.G.L. c. 149, § 44D½. General Contracting firms must first be prequalified in the *Phase One – RFQ/Prequalification Phase* in order to bid on the Project in *Phase 2 – RFP/Bidding Phase*.

1. *Phase One – RFQ/Prequalification Phase*

- **Submission of *Statement of Qualifications (“SOQ”)*** - Interested General Contracting firms must submit a completed SOQ; completed *Schedules A through K*, and all required supporting documentation referenced therein in response to this RFQ by the *Submission Deadline* set forth in *Section I*.
- **Prequalification Committee** –The Awarding Authority has appointed a *Prequalification Committee* to review and evaluate the SOQs (and supporting documentation) submitted by interested General Contractors. The *Prequalification Committee* shall consist of one (1) representative from the Project Architect, one (1) representative from the Owner’s Project Manager, and two (2) representatives from the Awarding Authority.
- **Evaluation By Prequalification Committee** - The *Prequalification Committee* shall meet as necessary to evaluate and review the SOQs (and supporting documentation) submitted by each respondent General Contracting firm in accordance with the evaluation criteria set forth in *Section VI*.
- **Notice To Respondent General Contractors** – The Awarding Authority anticipates concluding the RFQ evaluation and review process within the time set forth in *Section V(B) herein*. Upon completion of the evaluation and review process described herein, the *Prequalification Committee* shall provide written notice to all respondent General Contractors as to whether they are deemed prequalified or not. Prequalified General Contractor firms shall also be invited to participate in *Phase Two*, the RFP/Bidding Phase of the General Contractor selection process.

2. **Phase Two – RFP/Bidding Phase**

- General Contracting firms determined in *Phase One* by the *Prequalification Committee* to be prequalified will be invited to bid on the Project. **Only firms deemed prequalified during Phase One – RFQ/Prequalification Phase will be permitted to participate in Phase Two, the RFP/Bidding Phase. Firms that are not prequalified by the Prequalification Committee and firms that do not participate in the RFQ phase will be precluded from participating in Phase Two - the RFP Bidding/Phase.**

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

Anticipated Completion of Prequalification Evaluations:	July 2015
Anticipated RFB to Prequalified Bidders:	July 2015
Anticipated Notice To Proceed:	October 2015
Anticipated Construction Schedule:	18 months

Section VI: Evaluation Procedure/Criteria for Prequalification Selection

A. Sources of Information Considered

Respondent General Contractors must submit documentation for the four (4) statutory evaluation criteria categories listed herein. Prequalification will be based on the submitted information and materials as well as information on prior project performance, information obtained from references, information obtained from governmental agencies and entities, information contained within 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 Awarding Authority.

Do not include superfluous material. You must include the *SOQ Response Form, Sub RFQ Form 2* and *Schedules A through K* attached hereto. You must give complete and accurate answers to all questions and provide all of the information requested. Making a materially false statement in this SOQ submission is grounds for rejection and debarment.

B. Evaluation Procedure

As set forth herein and in accordance with M.G.L. c. 149, § 44D½ and 810 CMR 9.00 the Awarding Authority has established a *Prequalification Committee* for the purpose of reviewing and evaluating responses to this RFQ. The *Prequalification Committee* shall evaluate interested General Contractors based on the evaluation criteria set forth herein and assign points for each evaluation criterion category and subcategory provided herein. The *Prequalification Committee* shall prepare a written evaluation score form for each respondent General Contractor that provides a composite point rating and a specific point rating for each of the evaluation criterion set forth in M.G.L. c. 149 and herein. The *Prequalification Committee* shall only prequalify those General Contractor firms that have achieved the minimum points required in each category set forth herein and a minimum total score of seventy (70) points.

Only General Contractor firms achieving the minimum score required in each evaluation category set forth herein, as well as a minimum total score of seventy (70) points overall shall be prequalified and invited to submit bids consistent with M.G.L. c. 149 § 44D½ and 44E. An interested General Contractor's score shall be made available to the General Contractor upon request.

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

C. Criteria for Prequalification

SOQs must be submitted on the *GC RFQ Form 2* attached hereto. Interested General Contractors submitting a SOQ and supporting information in any other form will not be prequalified. The *Prequalification Committee* shall review and evaluate the information submitted by interested General Contractors in accordance with the statutory point scheme set forth in M.G.L. c. 149, § 44D½. Also in accordance with § 44D½, the RFQ shall set forth the available points for each evaluation sub-category in order to provide interested General Contractors prior notice of the points available in each sub-category.

General Contractors must submit with their Pre-Qualification Submission, a statement of how the required historic qualifications identified below will be met; by either firm's own forces or by contracting with a qualified and experienced sub-sub contractor. The statement must be written on company letterhead.

1. During the Bid Phase, prepare a statement and list of firm's own workmen or list of sub-sub contractors and their workmen who will be engaged to perform work in historic building. The statements must be written on company letterhead. Also prepare project lists with relevant dates or work executed, in-service durations, descriptions or work performed, Owner and Architect's contact information; and other documentation necessary to demonstrate compliance with the experience identified for the historic building work. This documentation must be submitted at the time of Bid. Incomplete submissions will be rejected.

Additional General Contractor Qualifications:

- A. Field Supervision: Maintain experienced full-time supervisors on Project site during times that restoration work is in progress.
- B. Restoration Worker: Utilize only personnel who are experienced in restoration work of types they will be performing.
- C. Historic Treatment Procedures: An experienced firm regularly engaged in historic treatments similar in nature, materials, design, and extent to this work as specified in each section and that has completed a minimum of 5 recent projects with a record of successful in-service performance that demonstrates the firm's qualifications to perform this work.
 1. Firm and employees shall have at least 10 years experience in Work similar in nature to that required for this Project; and that has a successful in-service performance of at least 7 years.
 2. Field Supervisor Qualifications: Full-time supervisors experienced in historic treatment work similar in nature, material, design, and extent to that indicated for this Project. Supervisors shall be on Project site when historic treatment work begins and during its progress. Supervisors shall not be changed during Project except for causes beyond the control of the specialist firm. Construct new mockups of required work whenever a supervisor is replaced.

- D. Historic Wood Repair: A qualified historic wood-repair specialist, experienced in repairing, refinishing, and replacing wood in whole and in part. Experience only in fabricating and installing new woodwork is insufficient experience for historic wood repair.
- E. Historic Treatment of Wood Doors: A firm or individual with at least 10 years experience in historic door restoration similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with a record of successful in-service performance.. Experience only in fabricating and installing new wood doors is insufficient experience for wood-door historic treatment work.
- F. Historic Treatment of Wood Windows: A firm or individual with at least 10 years experience in historic window restoration similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with a record of successful in-service performance.
- G. Wood Windows: Manufacturer must be capable of fabricating historic replica wood windows that meet or exceed performance requirements indicated and of documenting this performance by test reports and calculations. Manufacturer shall have completed work similar in material, design and extent to that indicated for this Project with a record of successful in-service performance for a period of not less than 10 years. Installer must be acceptable to wood window manufacturer for installation of units required for this Project. Installer shall have completed work similar in material, design and extent to that indicated for this Project with a record of successful in-service performance for a period of not less than 10 years.

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

- a. **Business Owners:** [Schedule A] Provide the name, title, including a detailed description of the role and job responsibilities, scope of work and numbers of years with the firm for each of the business owner(s) of the firm. If the respondent General Contractor is a partnership, **YOU MUST** provide the requested information for each general and limited partner. If the respondent General Contractor is a corporation or limited liability company, **YOU MUST** provide the requested information for each officer, director and/or member.
(4 points available)
- b. **Management Personnel:** [Schedule 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 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. **YOU MUST** attach a resume for each individual listed. (4 points available)
- c. **Similar Project Experience:** [Schedule C] 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 seven (7) years. For purposes of this RFQ,

“similar projects” shall mean where :1) the respondent was a General Contractor, preferably on a public building construction project in Massachusetts; 2) the project was **of similar program, scope, and size with a similar dollar value as the work stated in Section I & II of this RFQ;** and 3) where the project was of similar size, scope, and complexity as this Project. *(25 points available)*

- d. **Terminations:** [Schedule D] Provide a list of any projects on which the firm was the General Contractor and was terminated, held in default, or failed to complete the work. Include the name of the project, the timeframe of the project and circumstances surrounding the termination or default. (Note: Awarding Authority does not elect to limit reporting time period.) *(4 points available)*
- e. **Legal Proceedings:** [Schedule E] Provide information regarding each and every legal proceeding, administrative proceeding and arbitration pending against the General Contractor. In addition, provide information regarding each and every legal proceeding, administrative proceeding or arbitration that concluded adversely against the General Contractor within the past five (5) years, which relate to the procurement or performance of any public or private construction contract. Please include among the legal proceedings requested, payment bond issues under M.G.L. c 149 §29 and mechanics lien lawsuits. Please note that the legal proceedings listed shall not include actions that primarily involve personal injury, workers’ compensation claims. Joint ventures must provide information regarding legal proceedings for each joint venture partner. *(4 points available)*
- f. **Safety Record:** [Schedule F] Provide the three (3) year history of the General Contractor’s workers’ compensation experience modifier. In addition, **YOU MUST** provide documentation from the General Contractor’s insurance carrier supporting the rating history provided. Joint ventures must provide the safety history for each joint venture partner. *(4 points available)*
- g. **MBE/WBE and Workforce Compliance Record:** [Schedule G] Provide information and evidence of the General Contractor’s compliance record with respect to Minority Business Enterprise and Woman Business Enterprise goals and workforce inclusion goals for all projects completed which has such goals. (Note: Awarding Authority does not elect to limit reporting time period) *(5 points available)*

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

- a. **Project References:** [Schedule H] Provide reference information for owners, architects, and general contractors for each and every project listed in your response to *Section VI(C)(1)(c)* [Schedule C]. Information provided shall at least include project name and the names of the owners, architects, and general contractors 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, information provided in response

to *Subsection 2(c)* herein, and/or other sources obtained through the Committee's own experience or searches. (24 points available)

Respondents are hereby strongly advised to provide current contact names and telephone numbers in the Statement of Qualifications, as the mandatory minimum required points in this category cannot be obtained if the Prequalification Committee cannot verify a sufficient number of references. The Prequalification Committee will evaluate references of joint ventures as a single entity and not on the component companies. References with knowledge of only the component firms may not be considered relevant to the joint venture.

"The applicant is required to perform their due diligence to ensure that all REFERENCES submitted, is up to date information and have current contact persons names, company name, company position, phone numbers, fax numbers, e-mail addresses which are spelled and listed correctly prior to the date of submission. References shall be provided for similar projects that have been completed within the last seven (7) years. References for projects completed more than seven (7) years ago will not be considered."

- b. "Points will be deducted from Section 2. REFERENCES if the pre-qualification committee determines that due diligence was not performed to ensure that the reference material was up to date, spelled, and listed correctly prior to the date of submission. References for projects that were completed more than seven (7) years ago will not be considered."

- c. **Credit References:** [Schedule I] Provide a minimum of five (5) credit references, including the current telephone and fax numbers of a contact person from key suppliers, vendors and banks. A credit reference letter from the bank should be included in the SOQ. (3 points available)

"The applicant is required to perform their due diligence to ensure that all REFERENCES submitted, is up to date information and have current contact persons names, company name, company position, phone numbers, fax numbers, e-mail addresses which are spelled and listed correctly prior to the date of submission. References shall be provided for similar projects that have been completed within the last seven (7) years. References for projects completed more than seven (7) years ago will not be considered."

- d. "Points will be deducted from Section 2. REFERENCES if the pre-qualification committee determines that due diligence was not performed to ensure that the reference material was up to date, spelled, and listed correctly prior to the date of submission. References for projects that were completed more than seven (7) years ago will not be considered."

- e. **Public Project Record:** [Schedule J] 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).
(3 points available)

Respondents are advised that failure to list any such projects as outlined above may result in a loss of points for this sub-category.

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

- a. **Audited Financial Statement:** Submit an audited financial statement for the most recent fiscal year. The financial information submitted shall remain confidential and shall not be a public record. (10 points)
- b. **Revenue Under Contract:** [Schedule K] Submit revenue under contract for the next three (3) years, including the current year. (10 points)

4. **Mandatory Requirements - (no points assigned)**

- a. **Bonding Capacity:** Interested General Contractors must provide a commitment letter (from a surety company licensed to do business in the Commonwealth of Massachusetts and whose name appears on the United States Treasury Department Circular 570) for payment and performance bonds in an amount equal to or greater than one hundred percent (100%) of the estimated construction cost as set forth in *Section I*.
- b. **DCAMM Certification:** Respondent General Contractors **must be certified as a General Contractor** by DCAMM and pursuant to M.G.L. c. 149, § 44D must submit a copy of the Respondent's currently valid DCAMM Certificate of Eligibility showing a single and aggregate capacity rating sufficient for the project with its SOQ (as set forth in the General Information section above). Note, however, that a joint venture team must be certified as a General Contractor in the name of the joint venture and must submit a Certificate of Eligibility showing a single and aggregate capacity rating sufficient for the project. If a respondent to the RFQ is a joint venture that is newly formed or is not currently certified, then: (i) each party to the proposed joint venture must be individually certified by DCAMM and must submit a copy of its DCAMM Certificate of Eligibility with the JV SOQ; and (ii) the joint venture respondent must state in the SOQ that it will seek certification from the DCAMM as a joint venture with single and aggregate capacity rating sufficient for the project, and state that it understands and agrees that if the joint venture respondent is selected to participate in the RFB phase it will be required to submit a DCAMM Certificate of Eligibility for the joint venture in the name of the joint venture showing a single and aggregate capacity rating sufficient for the project with its

response to the RFB. For certification forms and additional information please visit: <http://www.mass.gov/cam/>

- c. Update Statement:** Interested General Contractors must provide a current and completed General Contractor Update Statement prepared by the interested General Contractor utilizing the current form of the Update Statement available on the DCAMM website. If a respondent to the RFQ is a joint venture that is newly formed or is not currently certified, then: (i) each party to the proposed joint venture must be individually certified by DCAMM and must submit its own signed General Contractor Update Statement as part of its SOQ; and (ii) at least one of the parties to the joint venture must be certified by the DCAMM for a single and aggregate capacity rating sufficient for the project. When the second phase of the selection process is undertaken through an RFB, a joint venture respondent that has been selected in the RFQ process will be required to submit its General Contractor Certificate of Eligibility for the joint venture meeting the above requirements with its proposal to the RFB. For the required General Contractor Update Statement Form and additional information please visit: <http://www.mass.gov/cam/>

[THIS SPACE IS INTENTIONALLY BLANK]

Section VII: Additional Information

A. Status of Request for Qualifications

This *RFQ* is solely a request for information. It does not represent an offer nor does it confer any rights on any respondent General Contractor. The Awarding Authority shall not be responsible under any circumstances for any costs incurred by any respondent General Contractors to this *RFQ*. The Awarding Authority reserves the right to cancel this procurement at any time if it is in the Awarding Authority's the best interest to do so.

B. Treatment of Information Submitted

With the exception of the Update Statement, audited financial statement, and financial information in Schedule K, the Awarding Authority shall have no obligation to treat any information submitted by an interested General Contractor in or in connection with a *SOQ* as proprietary or confidential unless the Awarding Authority determines that the information legitimately requires such treatment. In such case, the Awarding Authority's obligation with respect to protection and disclosure of such information shall at all times be subject to applicable laws. The Awarding Authority shall have the right to use all or portions of the *SOQ*, as it considers necessary or desirable in connection with the Project. By the submission of a *SOQ*, the respondent General Contractor thereby grants to the Awarding Authority an unrestricted license to use the *SOQ*, including all materials submitted therewith, in connection with the project.

C. Communication between Awarding Authority and Respondent General Contractors

Unauthorized communications or contact between General Contractors, their employees, agents or other related entities interested in submitting a *SOQ* and the Awarding Authority, the project designer, the project manager, or any other person or entity participating on the Prequalification Committee with regard to the Project are strictly prohibited. The only authorized communications shall be 1) inquiries to the Awarding Authority for general information about obtaining the *RFQ*, *RFQ* submission deadlines, and the existence of any relevant addenda to the *RFQ*; and 2) inquiries made at the official Pre-*RFQ* Submission meeting if held by the Awarding Authority. If applicable, the official Pre-*RFQ* Submission Meeting will be held at the date and time set forth in *Section I*.

Any issues brought to the Awarding Authority's attention at the Pre-*RFQ* Submission meeting, which the Awarding Authority determines will require additional clarification will be addressed by issuing a written addendum. Oral and other clarifications will be without legal effect. All such addenda will be considered part of this *RFQ*, and the respondent General Contractor shall be required to acknowledge receipt of all addenda on the *RFQ* Proposal Response Form attached to this *RFQ* [GC *RFQ* Form 2, Certification]. The Awarding Authority will mail addenda to all respondent General Contractors that have mailed or faxed an *RFQ* Interest Form, GC *RFQ* Form 1 to the Awarding

Authority or have received the RFQ directly from the Awarding Authority and will post the addenda on the web site <http://www.comm-pass.com> in the listing for this Project. It shall be the sole responsibility of the respondent General Contractor to ascertain the existence of any and all addenda issued by the Awarding Authority.

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

D. Credit References

In evaluating credit references (see Part Two, Section 2(b) of the General Contractor RFQ Form 2), significant weight is attached to the General Contractor having a bank reference. In order to expedite this process, please contact your bank reference and include with the SOQ, a letter indicating how long they have been associated with the General Contractor and whether they consider the General Contractor to be favorable or unfavorable.

[THIS SPACE IS INTENTIONALLY BLANK]

Part Two: Forms to Be Completed By General Contractor

**RFQ Interest Form
GC RFQ Form 1- Plymouth**

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

Awarding Authority:	Town of Plymouth
Project Name:	New Town Hall- Courthouse Corridor Project #21533

Mail or Fax this *RFQ Interest Form* to¹:

Town of Plymouth
Attn: Pamela D. Hagler
11 Lincoln Street
Plymouth, MA 02360
Fax: 508-830-4133

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

General Contractor Firm Name:	
General Contractor Address:	
General Contractor Telephone:	
General Contractor Facsimile:	
General Contractor Contact:	
Date Submitted:	

By: _____
(Signature of Authorized Representative)

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

Statement of Qualifications Application for General Contractors GC RFQ Form 2- Plymouth

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

Project Name:	New Town Hall- Courthouse Corridor Project #21533
Awarding Authority:	Town of Plymouth
General Contractor Name:	
General Contractor Mailing Address:	
General Contractor Street Address:	
Telephone Number:	
Facsimile Number:	
Contact Person/Title:	

1. **Management Experience - (50 points available; minimum of 25 points required for prequalification approval)**
 - a. **Business Owners (4 points):** Interested General Contractors **MUST COMPLETE Schedule A** and **MUST ATTACH** to it a resume for each and every business owner of your firm, as set forth in Section VI(C)(1)(a) of Part One, the RFQ for this Project.
 - b. **Management Personnel (4 points):** Interested General Contractors **MUST COMPLETE Schedule B** and **MUST ATTACH** to it a resume for each and every person who will have **any** management responsibility, as set forth in Section VI(C)(1)(b) of Part One, the RFQ for this Project.
 - c. **Similar Project Experience (25 points):** Interested General Contractors **MUST COMPLETE Schedule C** and list similar projects, as set forth in Section VI(C)(1)(c) of Part One, the RFQ for this Project.
 - d. **Terminations (4 points):** Interested General Contractors **MUST COMPLETE Schedule D** and list each and every project on which your firm was terminated or failed to complete the work as set forth in Section VI(C)(1)(d) of Part One, the RFQ for this Project.

- e. **Legal Proceedings (4 points):** Interested General Contractors **MUST COMPLETE Schedule E** and list any and all legal proceeding or administrative proceeding or arbitration as set forth in Section VI(C)(1)(e) of Part One, the RFQ for this Project.
- f. **Safety Record (4 points):** Interested General Contractors **MUST COMPLETE Schedule F** and provide the three (3) year history of its workers' compensation modifier rating as set forth in Section VI(C)(1)(f) of Part One, the RFQ for this Project, and **MUST ATTACH** to **Schedule F** documentation from its insurance carrier supporting the ratings reported therein or no points may be awarded.
- g. **MBE/WBE and Workforce Compliance Record (5 points):** Interested General Contractors **MUST COMPLETE Schedule G** and provide copies of documents providing evidence of the firm's compliance record with respect to Minority Business Enterprise and Women's Business Enterprise participation goals and workforce inclusion goals for each and every project completed that had a contractual MBE/WBE participation goal or minority and women workforce goals as set forth in Section VI(C)(1)(g) of Part One, the RFQ for this Project. In addition, interested General Contractors **MUST ATTACH** documentation supporting the actual participation and inclusion amounts reported in **Schedule G**.

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

- a. **Project References (24 points):** Interested General Contractors **MUST COMPLETE Schedule G** and provide project references from owners, architects, and for all projects as required in Section VI(C)(2)(a) of Part One, the RFQ for this Project.

Respondents are hereby strongly advised to provide current contact names and telephone numbers, as the mandatory minimum required points in this category cannot be obtained if the Prequalification Committee cannot verify a sufficient number of references.

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

Respondents are advised that failure to list any such projects as outlined above may result in a loss of points for this sub-category.

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

- a. **Audited Financial Statement (10 points):** Interested General Contractors **MUST ATTACH** to the GC RFQ Form 2 an audited financial statement for the most recent fiscal year (may be submitted in a sealed envelope). (Note: whether submitted in a sealed envelope or not, such audited financial statements shall not be considered public records).
 - b. **Revenue Under Contract (10 points):** Interested General Contractors **MUST COMPLETE** Schedule K and list revenue under contract for the next three (3) fiscal years, including the current year. Such financial information shall not be considered public records.
4. **Mandatory Requirements: (no points are assigned)**
- a. **Payment and Performance Bonds:** Interested General Contractors **MUST ATTACH** to the GC RFQ Form 2 a commitment letter as set forth in Section VI(C)(4)(a) of Part One, the RFQ for this Project.
 - b. **Certificate of Eligibility: (Required as of January 1, 2006)** Interested General Contractors **MUST ATTACH** to the GC RFQ Form 2 a currently valid Certificate of Eligibility (issued by DCAMM) showing a single and aggregate capacity rating sufficient for the project as set forth in Section VI(C)(4)(b) of Part One, the RFQ for this Project.
 - c. **Update Statement: (Required as of January 1, 2006)** Interested General Contractors **MUST ATTACH** to the GC RFQ Form 2 a current and completed Update Statement as set forth in Section VI(C)(4)(c) of Part One, the RFQ for this Project.

The Update Statement must be DCAMM's Standard Form 2010 or 2011, including Part 1: "Completed Projects", Part 2: "Currently Held Contracts", and Part 7 attachments: "Most recent Application Section F" and "Signature page Section I".

5. **Execution Requirements**

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

Certification

The undersigned declares that he or she has carefully examined all the documents contained in the General Contractor Request for Qualifications (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 Commonwealth of Massachusetts 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.

Acknowledgement of Addenda. By signing below, the interested General Contractor **acknowledges receipt of the following addenda** to this RFQ:

Addenda No. (if any) _____

SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY:

Signature: _____

Print Name:
Title:
Telephone:
Date:

SCHEDULE F – SAFETY RECORD: Interested General Contractors are required to provide the three (3) three year history of its workers' compensation experience modifier and **MUST** attach 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

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

PROJECT	COMPANY NAME	CONTACT PERSON	TELEPHONE #	EMAIL
_____	OWNER: DESIGNER:			
Completion Date:				
_____	OWNER: DESIGNER:			
Completion Date:				
_____	OWNER: DESIGNER:			
Completion Date:				
_____	OWNER: DESIGNER:			
Completion Date:				
_____	OWNER: DESIGNER:			
Completion Date:				
_____	OWNER: DESIGNER:			
Completion Date:				

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

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				

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

PROJECT INFORMATION	CONTACT INFORMATION Provide business and contact name, address, telephone and email
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:

NOT A PUBLIC RECORD

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

Firm's fiscal year runs _____ to _____.

YEAR	REVENUE UNDER CONTRACT (\$)
CURRENT	

RFQ RESPONSE CHECKLIST - GC RFQ Form 3

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

- Did you complete the entire SOQ application package (*GC RFQ Form 2*)?
- Did you fully complete *Schedules A through K*?
- Did you attach the resumes of owners and management personnel identified in your responses to *Schedule A* and *Schedule B*?
- Did you attach the required documentation from your insurance company supporting the workers' compensation modifier history you reported in *Schedule F*?
- 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, GC RFQ Form 2*?
- Did you attach a currently valid DCAMM *Certificate of Eligibility* as required in *Section 4(b) of Part Two, GC RFQ Form 2*? (Required as of January 1, 2006)
- Did you attach a current (2010 or 2011) completed and signed *Update Statement* as required in *Section 4(c) of Part Two, GC RFQ Form 2*? (Required as of January 1, 2006)
- Did you include the original and all required copies of your entire SOQ application package? (See Request for Qualifications Part One General Instructions Section III B.)
- Did you address the SOQ envelope correctly (i.e. to reference the Project and other required information set forth herein)? (See Request for Qualifications Part One General Instructions Section III C.)
- Did you review all of the execution requirements before signing the SOQ application form? (See GC RFQ Form 2 Section 5.)
- Is the person who signed the SOQ application form authorized to do so (See GC RFQ Form 2 Section 5d) and is his or her contact information correct and current?
- Did you include the correct number of copies (See Request for Qualifications Part One General Instructions Section III B).



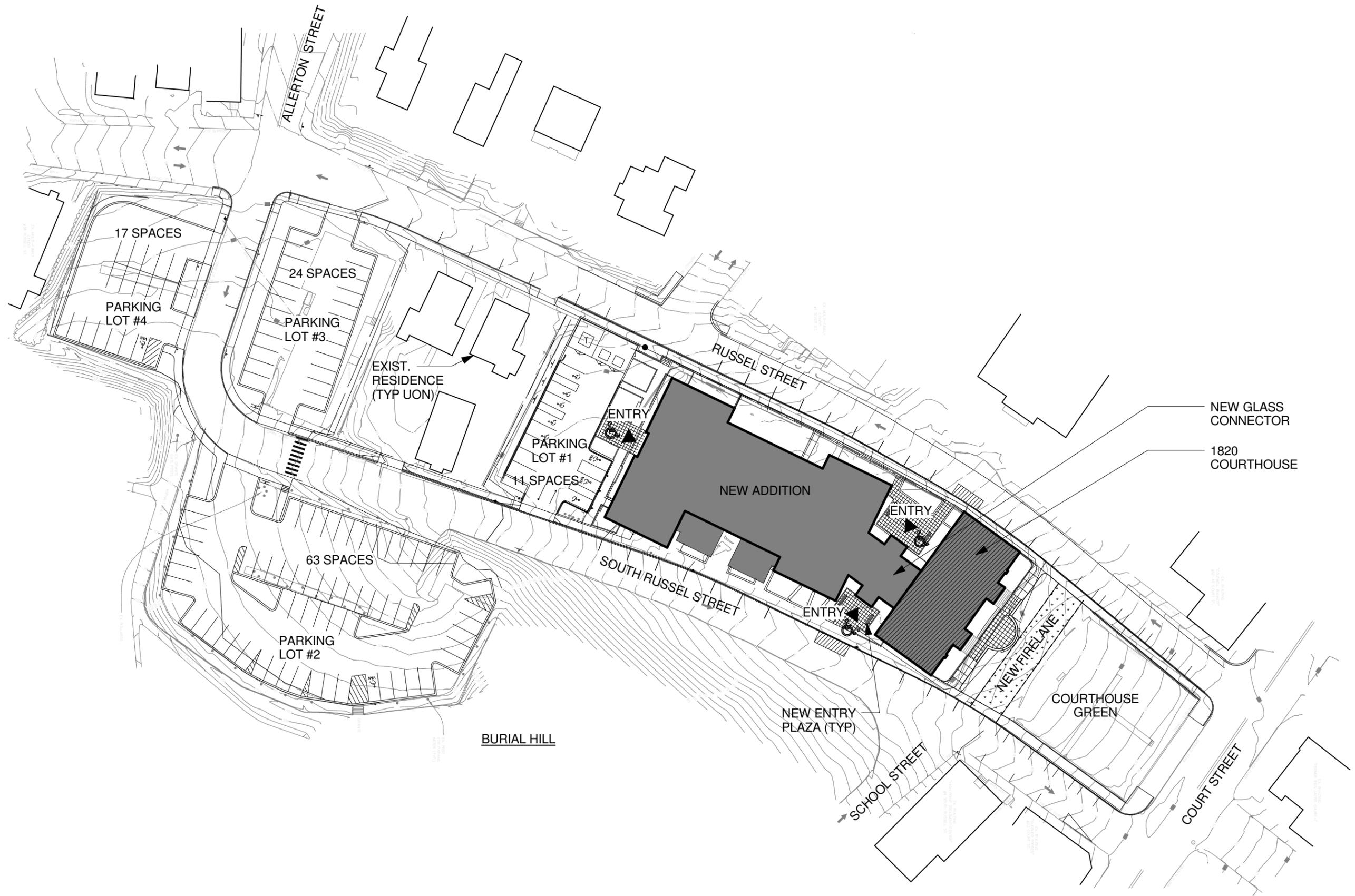
FOR INFORMATIONAL PURPOSES ONLY

PLYMOUTH TOWN HALL

PLYMOUTH, MA

DURKEE BROWN
VIVEIROS WERENFELS
ARCHITECTS





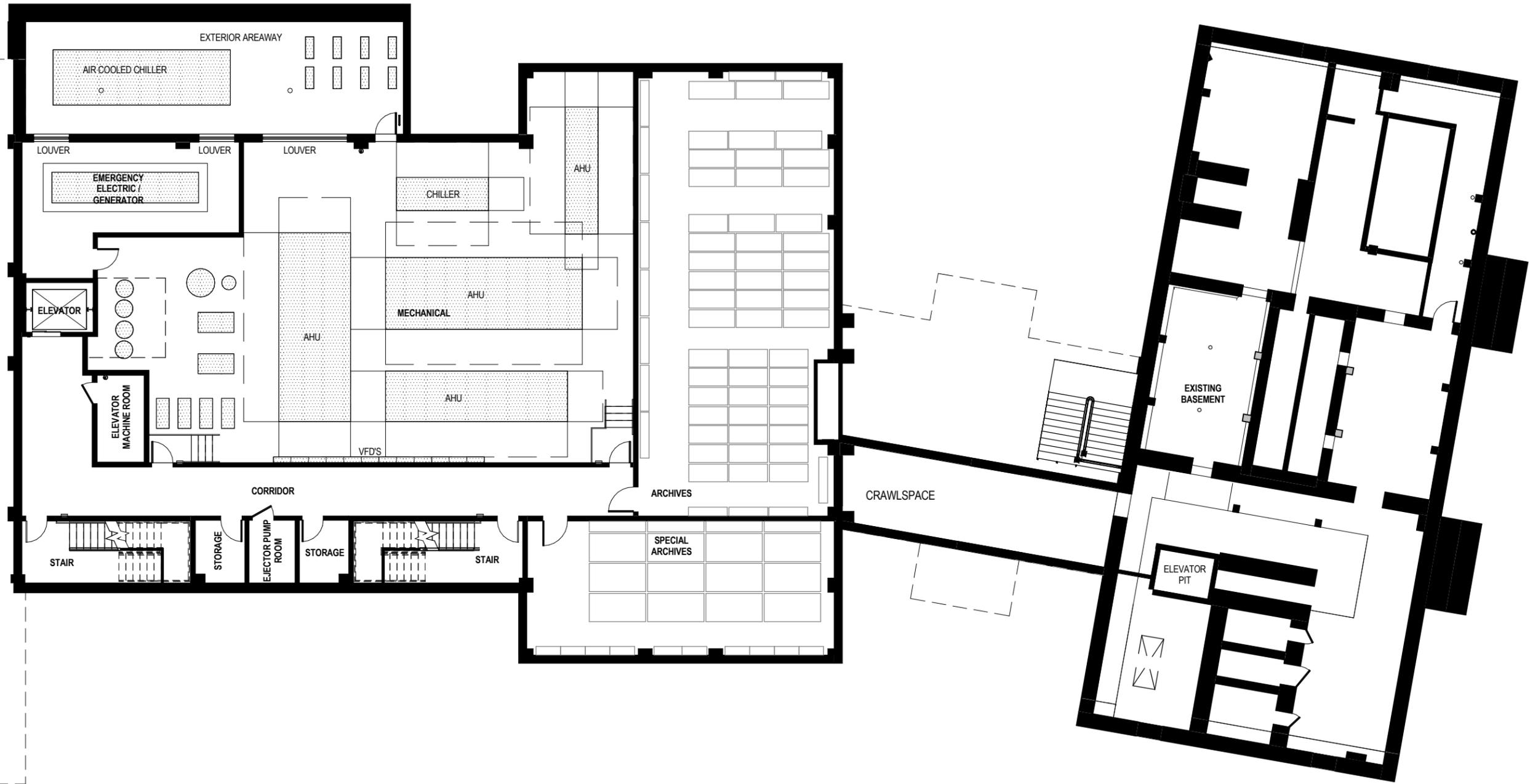
FOR INFORMATIONAL PURPOSES ONLY

PLYMOUTH TOWN HALL

PLYMOUTH, MA

DURKEE BROWN
VIVEIROS WERENFELS
ARCHITECTS





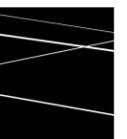
FOR INFORMATIONAL PURPOSES ONLY

PLYMOUTH TOWN HALL

PLYMOUTH, MA

BASEMENT FLOOR PLAN

DURKEE BROWN
VIVEIROS WERENFELS
ARCHITECTS





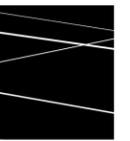
FOR INFORMATIONAL PURPOSES ONLY

FIRST FLOOR PLAN

PLYMOUTH TOWN HALL

PLYMOUTH, MA

DURKEE BROWN
VIVEIROS WERENFELS
ARCHITECTS





FOR INFORMATIONAL PURPOSES ONLY

SECOND FLOOR PLAN

PLYMOUTH TOWN HALL

PLYMOUTH, MA

DURKEE BROWN
VIVEIROS WERENFELS
ARCHITECTS





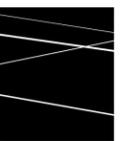
FOR INFORMATIONAL PURPOSES ONLY

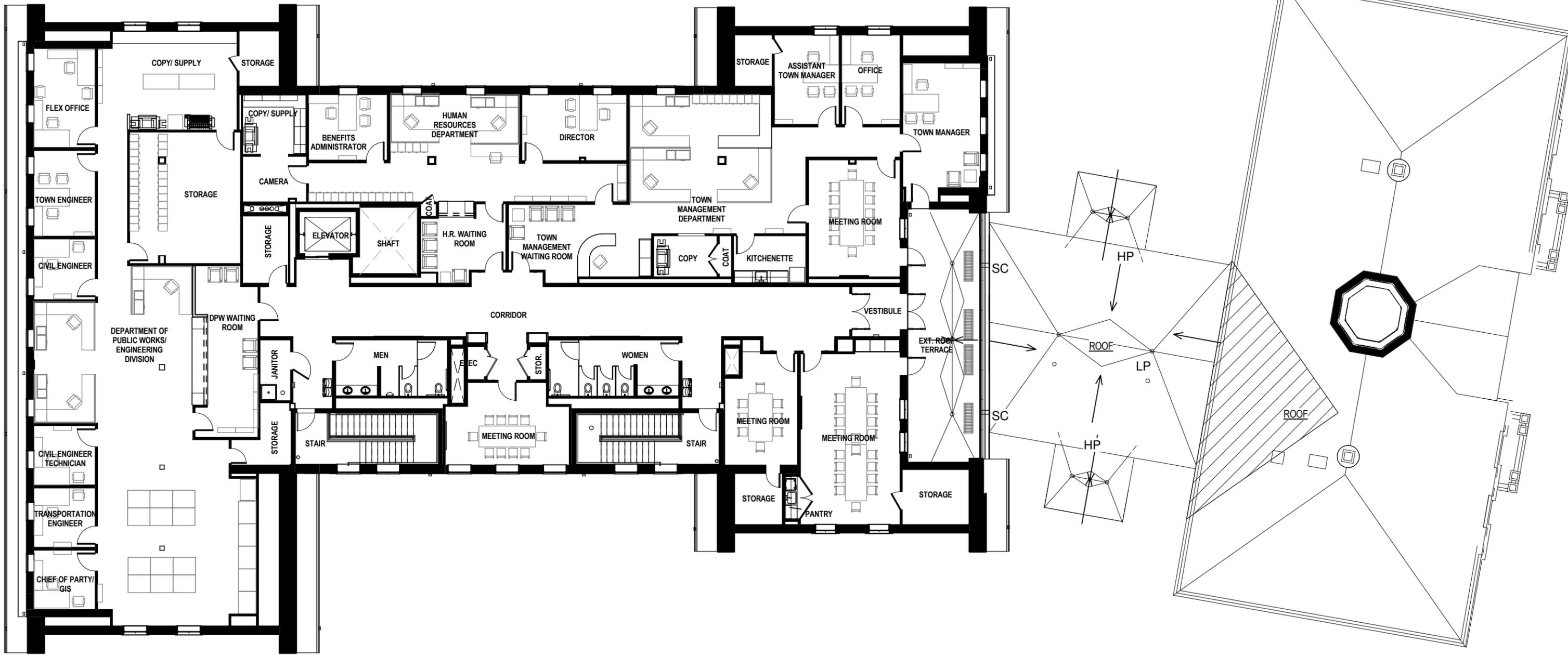
THIRD FLOOR PLAN

PLYMOUTH TOWN HALL

PLYMOUTH, MA

DURKEE BROWN
VIVEIROS WERENFELS
ARCHITECTS





FOR INFORMATIONAL PURPOSES ONLY

FOURTH FLOOR PLAN

PLYMOUTH TOWN HALL

PLYMOUTH, MA

DURKEE BROWN
VIVEIROS WERENFELS
ARCHITECTS

