MASSACHUSETTS STATE COLLEGE BUILDING AUTHORITY

REQUEST FOR QUALIFICATIONS
TRADE CONTRACTOR SERVICES

PART I

PROJECT INFORMATION AND DESCRIPTION OF WORK

DATE ISSUED: October 14th, 2015

DEADLINE FOR WRITTEN QUESTIONS: October 21st, 2015

RESPONSES DUE: November 4th, 2015 at 2:00 PM

PROJECT: Davis Hall Renovations 2016
Westfield State University
Project No.: WES-0759-15

The Massachusetts State College Building Authority requests Qualification Statements from firms interested in bidding on Trade Contractor work on the above project. Responses from eligible Trade Contractors will be used to prequalify the Trade Contractors to participate in response to a Request for Bids that will be issued by the Authority. Respondents should be advised that the Authority may elect for this project to be electronically bid. This project incorporates the requirements set forth in Chapter 193.

PROJECT DESCRIPTION

Project is new addition to Davis Hall to provide new main building entry and lounges on all floors and a new elevator to provide increased accessibility. Future scope to be determined.

Estimated Construction Cost: $ 4,900,000

The Construction Manager-at-Risk for the Project is: DA Sullivan

The Architect for the project is: Caolo & Beinick

TRADE CONTRACT WORK DESCRIPTION

Acoustical Tile
Estimated value: $25,000.00

Ceramic Tile
Estimated value: $30,000.00

Electrical
Estimated value: $250,000.00

Elevators
Estimated value: $180,000.00

Fire Protection
Estimated value: $75,000.00

HVAC
Estimated value: $150,000.00

Masonry
Estimated value: $210,000.00

Miscellaneous Metals
Estimated value: $200,000.00

Painting
Estimated value: $100,000.00

Plumbing
Estimated value: $100,000.00

Resilient Flooring
Estimated value: $30,000.00

Roofing/Flashing
Estimated value: $60,000.00

Waterproofing
Estimated value: $25,000.00

FOR QUESTIONS CONTACT:

Ellen Bell, Chief Administrative Officer
Massachusetts State College Building Authority
253 Summer Street, Suite 300
Boston, MA 02210
Tel: 617-933-8338
Fax. 617-977-9174
Email: ebell@mscba.org

MASSACHUSETTS STATE COLLEGE BUILDING AUTHORITY

REQUEST FOR QUALIFICATIONS
TRADE CONTRACTOR SERVICES
(Section 21G of Chapter 703 of the Acts of 1963, as amended by Section 30 of Chapter 193 of the Acts of 2004)

PART II

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Section 1. General Information.

(a) Two Phase Selection Process. This Request for Qualifications ("RFQ") is the first phase of a two-phase procurement process conducted pursuant to Section 21(G) of Chapter 703 of the Acts of 1963, as amended by Section 30 of Chapter 193 of the Acts of 2004 ("Section 21G"). The Massachusetts State College Building Authority ("Authority" or "MSCBA"), through its Trade Contractor Prequalification Committee, is prequalifying firms interested in providing Trade Contractor Services for the projects covered by this RFQ. The MSCBA will evaluate submitted Statements of Qualifications ("SOQ") based upon the identified evaluation criteria and points set forth in Section V below and only those firms

obtaining the required minimum points will be deemed prequalified. Only those respondents deemed prequalified will be invited to submit a bid in response to a Invitation for Bids which will be issued in the second phase of the procurement process.

(b) Trade Contractors to be Prequalified. This RFQ is intended to pre-qualify interested Trade Contractors for bidding on one or more Authority projects in the trades identified in Part I of this RFQ. Interested Trade Contractors in the categories identified in Part I are invited to submit a Trade Contractor Statement of Qualifications ("SOQ") to the MSCBA. Trade Contractors in the various trades will be prequalified either on a trade by trade basis, in phases, in groups of trades, or all at once depending on the requirements of each project. The Authority will invite all pre-qualified Trade Contractors to submit a bid pursuant to a separate Invitation for Bids issued once bidding documents become available.

(c) Prequalification Required to Bid. Participation in the Invitation for Bids Phase of this procurement will be limited to ONLY those Trade Contractors who have submitted a SOQ (and required supporting documentation) in response to this RFQ and that have been deemed prequalified by the Authority. Trade Contractors that fail to respond to this RFQ; fail to submit an SOQ with the required supporting documentation by the Submission Deadline set forth in Part I; or Trade Contractors that have not been deemed prequalified by the Prequalification Committee shall be automatically disqualified from bidding for trade contract work.

Section 2. Project Information and Description of Trade Work

(a) Refer to Part I of this Request for Qualifications for Project Information and Description of Trade Contract Work.

(b) Compliance with the Commonwealth's Prevailing Wage laws set forth in Sections 26 and 27 of M.G.L. Chapter 149 is required on all MSCBA contracts.

(c) Drawings, specifications and other documents will not be available to respondents during the Prequalification Phase of the Trade Contractor procurement process.

(d) There will be no informational meeting or site visits conducted as part of the prequalification process.

Section 3. Submittal Instructions

(a) Account Registration. Interested Trade Contractors must submit Statements of Qualifications using the MSCBA's web-based trade contractor prequalification system that may be accessed on the MSCBA website: www.mscba.org. Once on the MSCBA website, follow the links to the Trade Contractor Prequalification web page. Register and create an account by creating a username and password and saving your firm's contact information. Immediately upon registering, you will receive an email at the email address with which you registered. You will need to activate your account by clicking on the link in the email.

After you have activated your account, you will be able to log into the application as many times as necessary up to the Submission Deadline set forth in Part I of this RFQ in order to update and save information.

(b) Contents of Application Package. Statements of Qualifications submitted in response to this RFQ shall include all of the submittals required by the application. Completion of all required submittals is mandatory for firms who wish to be considered for pre-qualification. Incomplete application may not be considered by the Prequalification Committee.

(c) Modifications. Changes to the Statement of Qualifications may be made up to the Submission Deadline or up to the time a Statement of Qualifications is finalized and submitted, which ever occurs earlier. Once the SOQ response is submitted, firms may not make further changes. Respondents may submit only one application per firm.

(d) Questions. All questions must be submitted in writing prior to the deadline set forth in Part I of this RFQ. Responses to written questions, if any, will be issued by the Authority and distributed on the MSCBA trade contractor prequalification website no later than one week prior to the submission deadline. All questions concerning this RFQ shall be directed in writing to:

Ellen Bell, Chief Administrative Officer
Massachusetts State College Building Authority
253 Summer Street, Suite 300
Boston, MA 02210
ebell@mscba.org

Section 4. Prequalification Process

(a) Prequalification Committee. SOQs submitted in response to a project Request for Qualifications will be scored by the Authority's Trade Contractor Prequalification Committee established in accordance with the provisions of Section 21G and the Authority's Procedures for Procurement of Construction Management at Risk Services. The Committee will evaluate the Statements of Qualifications using the Evaluation Criteria described in this RFQ. The Committee may require respondents to submit additional information, if necessary, to clarify or supplement information contained in a Qualifications Statement. There will be no public opening of SOQ responses by the Prequalification Committee.

(b) Requirement for Prequalification. All Trade Contractors who submit a complete Statement of Qualifications, achieve a score of 70 points or greater, and meet all other minimum requirements shall be pre-qualified to participate in the bidding phase of the project for which they are prequalified. The Authority will distribute Invitations for Bids to each prequalified Trade Contractor.

(c) Prequalification Decisions. Prequalified trade contractors' names will be posted at the offices of the Massachusetts State College Building Authority and notification of the Prequalification Committee's decision will be mailed to each respondent. The decision of

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

(d) Public Records. A trade contractor's score shall be made available to the trade contractor upon request, but shall not be a public record as defined in M.G.L. c. 4, § 7 and shall not be open to public inspection, to the fullest extent possible under the law.

(e) Invitation for Bids. Trade Contractors determined in Phase One by the Prequalification Committee to be prequalified will be invited to bid on the project and trade for which they are prequalified. Bids shall be opened publicly by the Authority and trade contracts awarded to the lowest responsible pre-qualified bidder in each trade. The lowest responsible bidder will execute a statutory trade contractor agreement with the Authority's Construction Manager for the project.

Section 5. Evaluation Criteria

(a) Information Considered. Respondents must submit documentation for the four (4) evaluation categories listed herein. Prequalification will be based on the submitted information and materials as well as information on prior successful project performance, information obtained from references, information obtained from governmental agencies and entities, and such other information as may be obtained relating to the evaluation criteria. The Prequalification Committee may also request and review additional information as necessary to clarify or supplement the information provided to or obtained by the Authority.

Respondents must give complete and accurate answers to all questions and provide all of the information requested in each part of this RFQ. False, incomplete, or misleading statements or submissions contained in an SOQ may result, at the Authority's sole discretion, in denial of prequalification regardless of the trade contractor's prequalification score.

(b) Evaluation Procedure. As set forth herein and in accordance with Section 21G, the Authority has established a Prequalification Committee for the purpose of reviewing and evaluating responses to this RFQ. The Prequalification Committee shall evaluate interested Trade Contractors based on the evaluation criteria set forth herein and assign points for each evaluation criteria category and subcategory provided herein. Only Trade Contractors achieving the minimum score required in each evaluation category, as well as a minimum total score of seventy (70) points, shall be prequalified and invited to submit bids on the project.

(c) Prequalification Criteria. Statements of Qualifications must be submitted on the MSCBA website pursuant to the instructions set forth herein. Trade 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 Trade Contractors in accordance with the statutory point scheme set forth in Subsection (g) of Section 21G.

The Prequalification Committee will assign scores within each sub-categories based on the point allocations set forth below. Firms with exceptional qualifications in any sub-category will receive scores at the top end of the range; firms with acceptable qualifications will receive scores in the middle of the range; and firms with poor or unacceptable qualifications will receive scores at the low end of the range.

The following sections, in addition to Subsection (g) of Section 21G and the Authority's Construction Management at Risk Procedures, describe the prequalification criteria that will be used to prequalify trade contractors.

(1) Management Experience. Management experience of the firm and key management personnel on comparable projects, including schedule and cost performance, safety record, and litigation patterns. Firms are required to have been in business for a minimum of five years to be considered for prequalification. Maximum of 50 points are awarded in this category, minimum of 25 points required for approval. Points within this category are allocated between the following sub-categories: (i) business ownership (total of 5 points with management personnel); (ii) management personnel (total of 5 points with business ownership); (iii) similar project experience (30 points); (iv) terminations (5 points); (v) lawsuits (5 points); and (vi) safety record (5 points). The Prequalification Committee may adjust these sub-category point allocations on a project-by-project basis.

(2) References. Maximum of 30 points, minimum of 15 points required for prequalification. The Authority may contact some or all references provided by the respondent, and may contact other representatives of clients of the respondent, or other clients, whether or not the respondent has identified them as references. The respondent must receive consistently positive references regarding (a) compliance with the terms of its contractual obligations and (b) demonstrated ability to provide effective and professional services in the trade for which they are seeking pre-qualification. The key personnel in the firm must receive consistently positive references within their respective area(s) of responsibility. Information obtained from references may be used by the Prequalification Committee to evaluate other categories of the application.

The Authority will ask references to comment on the respondent's ability to successfully complete building projects. Considerations may include but not be limited to:

- Ability to comply with project specifications, plans, and contract documents;
- Success in meeting agreed-upon schedules;
- Control of change order costs and compliance with budget requirements;
- Maintenance of effective quality control during construction;
- Ability to maintain labor harmony;
- Achievement of high job-site safety and housekeeping standards;
- Ability to minimize claims, disputes, and litigation;
- Ability to deliver completed projects of high quality; and,

- Commitment to resolution of construction-related problems during the warranty period.

The Prequalification Committee will assign a score of 0 to 5 for each of the following sub-categories: (a) Adherence to Overall Project Schedule; (b) Quality of On-site Supervisory Personnel; (c) Quality of Workmanship and Safety; (d) Change Orders and Claims; (e) Working Relationships with Other Project Participants; and (f) Paperwork Processing.

Information received by the Prequalification Committee may be considered when scoring any part of the Statement of Qualifications.

(3) Capacity to Complete Projects. The firm must report revenue for the prior three (3) years and revenue under contract for the next three (3) years. Maximum of 20 points, minimum of 10 points required for approval.

(4) Trade Contractor Certification. An authorized signatory of the respondent must execute MSCBA Form 2 and submit same with its prequalification application. The submission of this form is mandatory and no points are assigned.

(5) Bonding Company Letter. The respondent must submit a commitment letter for payment and performance bonds indicating the firm's single and aggregate project limits and its ability to obtain bonding for 110% of the estimated trade contract value from a surety company licensed to do business in the Commonwealth and whose name appears on United States Treasury Department Circular 570. Submission is mandatory. No points assigned. The selected Trade Contractors on this CM at Risk project will then be required to provide payment and performance bonds for the full value of their subcontracts and Trade Contractors must include the cost of these bonds in their bids.

(6) MBE/WBE. The Prequalification Committee may, consistent with established minority business enterprise and women business enterprise inclusion goals, provide an additional 5 points to the total score of each respondent that is a minority business enterprise or a women business enterprise in the prequalification process.

Section 6. Additional Information

(a) Any Statements of Qualifications that contain false, misleading, incomplete, conditional, or obscure statements or information may be considered nonresponsive and the Authority may reject such Statement of Qualifications.

(b) The Authority may reject any Statement of Qualifications that is not prepared and submitted in accordance with the requirements of this RFQ, or which contains contingencies, additions not called for, errors, or irregularities of any kind; provided, however, that the Authority reserves the right to waive any and all informalities or minor irregularities.

(c) If this RFQ requires submission of certain information or other items as a part of or to accompany the Statement of Qualifications and the respondent neglects to furnish such information or other items with its Statement of Qualifications, the Authority may reject the Statement of Qualifications of such respondent as incomplete; provided, however, that the Authority reserves the right to deem any such omission as an informality for which such Statement of Qualifications may not be rejected, and to subsequently receive such information or other items.

(d) The Authority may review prequalification decisions at any time, and may add or remove Trade Contractors from the prequalified list based on new information received by the Authority after conclusion of the prequalification process. Each Trade Contractor shall have an on-going obligation to provide the Authority with updated information should changes occur in the firm's ownership, financial status, management structure, or any other evaluation category set forth in this RFQ.

(e) Unauthorized communications or contact between respondents, their employees, agents, or other related entities interested in submitting a SOQ and the Authority, the Project Designer, the Owner's Project Manager, the Construction Manager at Risk firm or any other person or entity participating on the Prequalification Committee with regard to the Project for which the respondent seeks prequalification are strictly prohibited. Authorized communications shall be limited to (1) inquiries to the Owner's Project Manager or the Authority for general information about obtaining the RFQ, RFQ submission deadlines, and the existence of any relevant addenda to the RFQ; (2) written questions; and (3) questions asked during any official RFQ informational meeting and/or site visit held by the Authority, if any.

Any questions addressed to the Authority, which the Authority determines require a response or clarification, will be addressed by issuing a written addendum or written response to questions. Verbal responses to questions shall be without legal effect. All duly issued addenda and question responses will be considered part of this RFQ. The Authority will post to the website, www.mscba.org, all addenda and question responses. It shall be the sole responsibility of each respondent to ascertain the existence of any and all addenda or responses to questions issued by the Authority.

(f) This RFQ is solely a request for information. It does not represent an offer nor does it confer any rights on any respondent. The Authority shall not be responsible under any circumstances for any costs or fees incurred by any respondent in responding to this RFQ. The Authority reserves the right to cancel or modify this solicitation at any time if it is in its best interest to do so.

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