

TRADE CONTRACTOR PREQUALIFICATION

(pursuant to M.G.L. c. 149A, § 8 as specified in Chapter 193 of the Acts of 2004)

REQUEST FOR QUALIFICATIONS

and

STATEMENT OF QUALIFICATIONS

City of Cambridge

Cambridge Fire Department Headquarters Project
491 Broadway Cambridge MA, 02138
Project No: 10971

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Part One: RFQ - (to be completed by Awarding Authority)

Section I: Project Information

A. General Information

Awarding Authority:	<i>City of Cambridge</i>
Project No.:	<i>10971</i>
Project Name:	<i>Cambridge Fire Department Headquarters Project</i>
Project Location:	<i>491 Broadway, Cambridge MA 02138</i>
Project Description:	This project is a MGL Ch.149A Construction Management at Risk Project. It is a Historic renovation of the 30,389 square foot Cambridge Fire Department Headquarters. This project will involve phased construction as well as meeting an extremely high sustainability goal. A high performance envelope, geothermal wells, photovoltaic solar system & structural upgrades are planned throughout.
RFQ Informational Meeting	<i>Wednesday, May 24, 2023 11:00 AM, 491 Broadway Cambridge MA</i>

Submission Deadline: (for submission of SOQs in response to this RFQ)	<i>Thursday, June 1, 2023 11:00 AM</i>
Submission Address:	<i>Proposals being hand delivered or sent via courier (other than USPS) may be delivered in person to 5 Bigelow Street, Cambridge, MA during normal business hours. After hours proposals may be left in the grey locked drop box labeled "Purchasing Department" located at the rear entrance of City Hall. Proposals sent via USPS should be addressed to City of Cambridge, Purchasing Department, 795 Massachusetts Avenue, Cambridge, MA 02139</i>
Estimated Construction Cost:	<i>\$49,000,000</i>
Estimated Project Duration:	<i>30 Months</i>
Owner's Project Manager:	<i>Brendon Roy 795 Massachusetts Avenue Cambridge MA 02139 617.349.4251(T) broy@cambridgema.gov</i>
Project Architect:	<i>The Galante Architecture Studio, Inc. 146 Mount Auburn Street Cambridge MA 02138</i>
Project Specific Requirements	<i>Supplemental Equal Employment Opportunity, Anti-Discrimination, and Affirmative Action Programs; Minority Business Enterprise Program; Cambridge Employment Plan; Cambridge Responsible Employer Plan; and, Living Wage Ordinance, OSHA Certification.</i>

B. Trades Subject to Prequalification

This RFQ is to prequalify Trade Contractors that would be subject to filed sub-bidding in accordance with M.G.L. c. 149, § 44D¾ and 810 CMR 10.00. Trade Contractors in the following subtrades will be prequalified for this Project:

“X” Below All Trades Subject To Prequalification On The Project	Section #	Trade Category	Estimated Construction Cost for Subtrade
X	040001	Masonry	\$ 1,804,800
X	050001	Miscellaneous Metals	\$ 579,200
X	070001	Roofing and Flashing	\$ 1,383,900
X	070002	Waterproofing, Damproofing and Caulking	\$ 298,900
X	080001	Glass and Glazing	\$ 1,510,000
X	090001	Acoustical Tile	\$ 157,200
X	090002	Resilient Flooring	\$ 542,800
X	090003	Tile	\$ 227,500
X	090004	Painting	\$ 269,400
X	140001	Elevator	\$ 608,400
X	210000	Fire Protection	\$ 667,100
X	220000	Plumbing	\$ 1,702,500
X	230000	Heating, Ventilation & Air-Conditioning	\$ 5,506,700
X	260000	Electrical	\$ 5,804,500

Section II: Detailed Project Description

This project involves the renovation of the Cambridge Fire Department Headquarters (Fire HQ) building, which is one of eight firehouses serving the City of Cambridge. Located at 491 Broadway, it was completed in 1933 and is listed as historically significant requiring Cambridge Historical Commission review and Massachusetts Historical Commission approval for this project. It is 30,389 square feet and supports both Fire Headquarters Administration and Operations functions, as well as serves as a hub for the City's fiber optic communications network, and a backup Emergency Communications Center.

489 Broadway is the former site of Emergency Communications and is attached to 491 Broadway, providing the accessible entrance to the upper floors of 491 Broadway, and will become programmed space for Fire HQ.

A preliminary site assessment of Fire HQ was conducted in 2016 by the Department of Public Works (DPW), followed by a feasibility study completed in August 2020, which revealed the complexity and challenges of renovating this historic public safety building on a small urban site, while meeting the City's ambitious sustainability goals and requirements.

The project scope includes a net zero emissions (all electric), LEED Gold renovation including, but not limited to, interior, envelope, site, utility, communications, and fueling station upgrades, lowering of the apparatus bay slab to accommodate modern firefighting apparatus, as well as provide a solar photovoltaic array, ground source heat pumps, and electric vehicle supply equipment.

Fire Headquarters is a 24/7/365 facility and houses Engine 1, Ladder 1 and Rescue 1, Cambridge Fire Prevention and Permitting Office, a satellite Technical Services Office, and hosts the backup citywide emergency radio and 911 communications. Careful coordination of this project will be necessary to ensure the transition of existing communications to a more resilient space in this facility and allow for future expansion.

Section III: General Instructions

In response to this *RFQ*, interested Trade 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. Sub RFQ Form 2
2. Schedules A through K to Sub RFQ Form 2;
3. all supporting documentation referenced and required therein; and
4. required number of copies of items 1-3 above.

B. Submission Deadline: See *Section I: General Information*

An original and 1 digital copy via physical electronic media (e.g. thumb drive) of complete copies of the interested Trade 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 as directed below:

<p><u><i>Proposals being hand delivered or sent via courier (other than USPS) may be delivered in person to 5 Bigelow Street, Cambridge, MA during normal business hours. After hours proposals may be left in the grey locked drop box labeled "Purchasing Department" located at the rear entrance of City Hall. Proposals sent via USPS should be addressed to City of Cambridge, Purchasing Department, 795 Massachusetts Avenue, Cambridge, MA 02139</i></u></p>

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 Trade Contractor. Respondent Trade Contractors are cautioned to allow sufficient time for mailed materials to be received. Telecopied, faxed, or e-mailed qualifications will not be accepted. The 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 Subcontractor Services
Awarding Authority Name: City of Cambridge Purchasing Department
Project Name: Cambridge Fire Department Headquarters Project
Project Number: 10971
Respondent Trade Contractor's Name:
Respondent Trade Contractor's Address:
Respondent Trade Contractor's Telephone #:
Respondent Trade Contractor's Contact Person:

D. RFQ Informational Meeting

If indicated in *Section I*, an informational meeting regarding the prequalification process will be held on **Wednesday May 24, 2023 @ 11:00 AM, Cambridge Fire HQ at 491 Broadway. There is absolutely no street or site parking provided. Attendees must legally park if attending.** Attendance is optional for those interested in responding to the *RFQ*.)

E. Optional Site Visit – N/A

If indicated in *Section I*, a site visit will be available during the *RFQ* Phase. (If applicable, attendance is optional for those interested in responding to the *RFQ*.)

F. Review/Availability Of Contract Documents

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

G. General Contractor Prequalification

This is a Construction Manager at Risk Project pursuant to M.G.L. c. 149A as specified in Chapter 193 of the acts of 2004. The CM at Risk for this project is W.T. Rich.

H. Additional Instructions

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

Section IV: Overview Of Prequalification Process

- This *Request for Qualifications* (“*RFQ*”) is issued pursuant to M.G.L. c. 149A, § 8. Firms interested in providing Trade 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 Trade Contractor selection process for this Project is a two-phase process as set forth in M.G.L. c. 149A, § 8. The project delivery method for construction will be under M.G.L. c. 149A. The Awarding Authority is prequalifying firms interested in providing Trade Contractor services for the Project through this *RFQ* prequalification process.

***** **IMPORTANT NOTICE** *****

Participation in the RFP Bidding Phase of this Project will be limited to ONLY those Trade 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. Trade 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 Trade Contractors that have not been deemed prequalified by the Awarding Authority shall be automatically disqualified from bidding on this Project.

***** **IMPORTANT NOTICE** *****

Section V: Administration/Schedule for Prequalification Process

A. “Two-Phase” Selection Process

Selection of Trade Contractors for the Project will be conducted in a **two-phase** process as set forth in M.G.L. c. 149A, § 8. Trade Contractor 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 Trade Contractor 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 Trade Contractors. The *Prequalification Committee* shall consist of one (1) representative from the Designer, a representative of the CM at-risk firm 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 Trade Contractor firm in accordance with the evaluation criteria set forth in *Section VI*.
- **Notice To Respondent Trade 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 Trade Contractors as to whether they are deemed prequalified or not. Prequalified Trade Contractor firms shall also be invited to participate in *Phase Two*, the *RFP/Bidding Phase* of the Trade Contractor selection process.

2. Phase Two – RFP/Bidding Phase

- Trade Contractor 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:	30 June 2023
Anticipated Chapter 149A Bid to Pre-qualified Bidders:	1 September 2023
Anticipated Notice To Proceed:	October 2023
Anticipated Construction Schedule:	30 months

Section VI: Evaluation Procedure/Criteria for Prequalification Selection

A. Sources of Information Considered

Respondent Trade 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 K through J* attached hereto. You must give complete and accurate answers to all questions and provide all of the information requested. Making a materially false statement in this SOQ submission is grounds for rejection and debarment.

B. Evaluation Procedure

As set forth herein and in accordance with M.G.L. c. 149A, § 8, 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 Trade 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 Trade 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. 149A and herein. The *Prequalification Committee* shall only prequalify those Trade 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 Trade 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. 149A, § 8(g). An interested Trade Contractor's score shall be made available to the Trade 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 *Sub RFQ Form 2* attached hereto. Interested 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 interested Trade Contractors in accordance with the statutory point scheme set forth in M.G.L. c. 149A, § 8. Also, in accordance with § 8(e), the *RFQ* shall set forth the available points for each evaluation subcategory in order to provide interested Trade Contractors prior notice of the points available in each sub-category.

1. ***Management Experience - (50 points available in this category; minimum of 25 points required in this category for prequalification approval)***
 - a. ***Business Owners:*** Provide the name, title, including a detailed description of the role and job responsibilities, scope of work and numbers of years with the firm for each of the business owner(s) of the firm. If the respondent Trade

Contractor is a partnership, **YOU MUST** provide the requested information for each general and limited partner. If the respondent Trade Contractor is a corporation or limited liability company, **YOU MUST** provide the requested information for each officer, director and/or member.
(Two (2) points available)

- b. **Management Personnel:** Provide the name, title, including a detailed description of the role and job responsibilities, scope of work, education, construction experience, years with the firm and list of all projects completed for all management personnel who will have any direct or indirect responsibility over the Project, including but not limited to project executives, project managers, field superintendents and field engineers. (Five (5) points available)
- c. **Similar Project Experience:** Provide the project name(s), description, scope of work, original contract sum, final contract sum with explanation, and date of completion for each and every similar project undertaken by the firm in the last five (5) years. For purposes of this RFQ, “similar projects” shall mean new construction or historic renovation with highly efficient building envelope and building MEP systems on a tight urban site in the middle of a dense neighborhood with access challenges for delivery of materials. Include projects with phased construction roughly 20,000-75,000 Square feet. In addition, any project with the City of Cambridge, regardless of project type or completion date, will be considered a “similar” project.
(Twenty (20) points available)
- d. **Terminations:** Provide a list of any projects on which the firm was the Subcontractor or Trade 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.
(Eight (8) points available)
- e. **Legal Proceedings:** Provide information regarding each and every legal proceeding, administrative proceeding and arbitration pending against the Trade Contractor. In addition, provide information regarding each and every legal proceeding, administrative proceeding or arbitration concluded adversely to the Trade Contractor within the past three (3) years, which relate to the procurement or

performance of any public or private construction contract.
(Eight (8) points available)

- f. Safety Record:** Provide the three (3) year history of the Trade Contractor's workers' compensation experience modifier. In addition, provide documentation from the Trade Contractor's insurance carrier supporting the rating history provided. (Seven (7) points available)

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

- a. Project References:** Provide reference information for owners and architects for each and every project listed in your response to *Section VI(C)(1)(c)*. Information provided shall at least include project name and the names of the owners and architects, with current address, current telephone and fax numbers, and contact person for each. Note: The Prequalification Committee may also consider project reference information and project evaluations obtained from the Update Statement, DCAMM's certification files and information provided in response to *Subsection 2(c)* herein. (Fifteen (15) points available)
- b. Credit References:** Provide a minimum of five (5) credit references, including the telephone and fax numbers of a contact person from key suppliers, vendors and banks. (Five (5) points available)
- c. Public Project Record:** Provide a list of all completed public building construction projects (as defined by M.G.L. c. 149, § 44A) worked on during the past three (3) years with the project name, scope of work, contract value, start date, completion date, status of the project, owner's name (including address, telephone number, fax number, and contact person) and architect's name (including address, telephone number, fax number and contact person). (Ten (10) points available)

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3. **Capacity to Complete Projects - (20 points available in this category; minimum of 10 points required in this category for prequalification approval)**
- a. **Prior Revenue:** Submit the prior annual revenue for the last three (3) fiscal years. (Ten (10) points)
 - b. **Revenue Under Contract:** Submit revenue under contract for the next three (3) years. (Ten (10) points)
4. **Mandatory Requirements - (no points assigned)**
- a. **Bonding Capacity:** Interested Trade 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 ten percent (110%) of the estimated construction cost for the subtrade that the Trade Contractor is seeking prequalification as set forth in *Section I*.
 - b. **DCAMM Certification:** Interested Trade Contractors must provide a currently valid *Certificate of Eligibility* issued by DCAMM to the Trade Contractor pursuant to M.G.L. c. 149, § 44D, showing a single and aggregate capacity rating sufficient for the Project.
 - c. **Update Statement:** Interested Trade Contractors must provide a current and completed Update Statement prepared by the interested Trade Contractor.

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

B. Treatment Of Information Submitted

With the exception of the required audited financial statements, the Awarding Authority shall have no obligation to treat any information submitted by an interested Trade 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 Trade 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 Subcontractors

Unauthorized communications or contact between Trade 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 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 Trade Contractor

shall be required to acknowledge receipt of all addenda on the RFQ Proposal Response Form attached to this RFQ. The Awarding Authority will email addenda to all respondent Trade Contractors that have mailed or emailed an RFQ Interest Form, *Sub 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 Trade 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 Trade 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*.

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**Statement of Qualifications Application for Subcontractors
Sub RFQ Form 2**

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

Project Name:	
Project No:	
Awarding Authority:	
Trade Contractor Name:	
Trade Contractor Mailing Address:	
Trade Contractor Street Address:	
Telephone Number:	
Facsimile Number:	
Contact Person/Title:	

Note: YOU MUST indicate in the table below each and every subtrade for which you are seeking prequalification. YOU MUST submit a separate SOQ for each and every one.

	Section #	Trade Category
	040001	Masonry
	050001	Miscellaneous Metals
	070001	Roofing and Flashing
	070002	Waterproofing, Damproofing and Caulking
	080001	Glass and Glazing
	090001	Acoustical Tile
	090002	Resilient Flooring
	090003	Tile
	090004	Painting
	140001	Elevator
	210000	Fire Protection
		Plumbing
	220000	220001,220700
	230000	Heating, Ventilation & Air-Conditioning
	260000	Electrical

1.

Management Experience - (50 points available; minimum of 25 points required for prequalification approval)

- a. **Business Owners (Two (2) points):** Interested Trade 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 (Five (5) points):** Interested Trade Contractors **MUST COMPLETE Schedule B** and **MUST ATTACH** to it a resume for each and every person who will have **any** management responsibility, direct or indirect, for the Project, including, but not limited to, project executives, project managers, field superintendents and field engineers, as set forth in *Section VI(C)(1)(b)* of *Part One*, the RFQ for this Project.
- c. **Similar Project Experience (Twenty (20) points):** Interested Trade Contractors **MUST COMPLETE Schedule C** and list similar projects for the last five (5) years. For each project, you must include the name, description of project, description of your firm's scope of work, original contract sum, final contract sum (with explanation) and date completed. For the purpose of this RFQ, "similar projects" shall be defined as defined in *Section VI(C)(1)(c)* of *Part One*, the RFQ for this Project.
- d. **Terminations (Eight (8) points):** Interested Trade 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 (Eight (8) points):** Interested Trade Contractors **MUST COMPLETE Schedule E** and list any and all legal proceeding or administrative proceeding or arbitration currently pending against your firm. Interested Trade Contractors must also list each and every legal proceeding or administrative proceeding or arbitration concluded adversely against your firm within the past three (3) years as set forth in *Section VI(C)(1)(e)* of *Part One*, the RFQ for this Project.
- f. **Safety Record (Seven (7) points):** Interested Trade 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.

2. **References - (30 points available; minimum of 15 points required for prequalification approval)**
 - a. **Project References (Fifteen (15) points):** Interested Trade Contractors **MUST COMPLETE Schedule G** and provide project references from owners and architects for all projects as required in *Section VI(C)(2)(a)* of *Part One*, the *RFQ* for this Project.
 - b. **Credit References (Five (5) points):** Interested Trade 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 (Ten (10) points):** Interested Trade 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.
3. **Capacity to Complete Project - (20 points available; minimum of 10 points are required for prequalification approval)**
 - a. **Prior Revenue (Ten (10) points):** Interested Trade Contractors **MUST COMPLETE Schedule J** and list prior revenue for the last three (3) fiscal years. (Note: whether submitted in a sealed envelope or not, such audited financial statements shall not be considered public records).
 - b. **Revenue Under Contract (Ten (10) points):** Interested Trade Contractors **MUST COMPLETE Schedule K** and list revenue under contract for the next three (3) fiscal years. Such financial information shall not be considered public records.
4. **Mandatory Requirements: (no points are assigned)**
 - a. **Payment and Performance Bonds:** Interested Trade Contractors **MUST ATTACH** to the *Sub RFQ Form 2* a commitment letter (from a surety company licensed to do business in the Commonwealth of Massachusetts and whose name appears on United States Treasury Department Circular 570) for payment and performance bonds in an amount equal to or greater than one hundred ten percent (110%) of the estimated construction cost of this Project.
 - b. **Certificate of Eligibility: (Required as of January 1, 2006)** Interested Trade Contractors **MUST ATTACH** to the *Sub RFQ Form 2* a currently valid *Certificate of Eligibility* (issued by DCAMM) showing a single and aggregate capacity rating sufficient for the Project.

- c. **Update Statement: (Required as of January 1, 2006)** Interested Trade Contractors **MUST ATTACH** to the *Sub RFQ Form 2* a current and completed *Update Statement*.

5. **Execution Requirements**

- a. **RFQ Response Checklist:** Before signing and submitting its SOQ application package for this Project, interested Trade Contractors are advised to carefully review the *RFQ Response Checklist – Sub RFQ Form 3*.
- b. **Acknowledgement of Addenda.** By signing below, the interested Trade Contractor **acknowledges receipt of the following addenda** to this RFQ: _____
- c. **Incomplete or Inaccurate Information:** Failure to accurately and completely provide the information requested may result in the disqualification of the Trade Contractor.
- 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 Trade Contractor certifies that it is not currently debarred from performing public work for the Commonwealth of Massachusetts or the Federal Government.

SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY:

Signature: _____

Print Name:
Title:
Telephone:
Date:

[Insert Sub Firm Name]

SCHEDULE F – SAFETY RECORD: Interested Subcontractors are required to provide the three (3) three year history of its workers' compensation experience modifier and attached documentation from its insurance carrier supporting the ratings reported herein as set forth in *Section VI(C)(1)(f) of Part One*, the *RFQ* for this Project.

YEAR	WORKERS' COMP. EXPERIENCE MODIFIER	COMMENTS

[Insert Sub Firm Name]

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

PROJECT TITLE	COMPANY NAME	CONTACT PERSON/ADDRESS	TELEPHONE#	FAX#
	OWNER: DESIGNER:			
	OWNER: DESIGNER:			
	OWNER: DESIGNER:			
	OWNER: DESIGNER:			
	OWNER: DESIGNER:			

[Insert Sub Firm Name]

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

CHECK ONE	COMPANY NAME	CONTACT PERSON	TELE#	FAX#
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				
<input type="checkbox"/> BANK <input type="checkbox"/> SUPPLIER <input type="checkbox"/> VENDOR				

[Insert Sub Firm Name]

SCHEDULE I - PUBLIC PROJECT RECORD: – Interested Subcontractors 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 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:

[Insert Sub Firm Name]

SCHEDULE J – PRIOR REVENUE: – Interested Subcontractors are required to list prior revenue for the last three (3) fiscal years in accordance with Section VI(C)(3)(a) of *Part One*, the *RFQ* for this Project.

Firm's fiscal year runs _____ to _____.

YEAR	REVENUE UNDER CONTRACT (\$)

[Insert Sub Firm Name]

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

Firm's fiscal year runs _____ to _____.

YEAR	REVENUE UNDER CONTRACT (\$)

RFQ RESPONSE CHECKLIST - Sub RFQ Form 3

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

- Did you email or mail the *RFQ Interest Form (Sub RFQ Form 1)* to the Awarding Authority?
- Did you complete the entire SOQ application package (*Sub RFQ Form 2*)?
- Did you fully complete *Schedules A through K*?
- Did you attach the resumes of owners and management personnel identified in your responses to *Schedule A* and *Schedule B*?
- Did you attach the required documentation from your insurance company supporting the workers' compensation modifier history you reported in *Schedule F*?
- Do you have the current contact information for all of the references you reported in *Schedule G*, *Schedule H* and *Schedule I*?
- Did you attach a commitment letter for payment and performance bonds as required in *Section 4(a)* of *Part Two, Sub RFQ Form 2*?
- Did you attach a currently valid *DCAMM Certificate of Eligibility* as required in *Section 4(b)* of *Part Two, Sub RFQ Form 2*? (required as of January 1, 2006)
- Did you attach a completed and signed *Update Statement* as required in *Section 4(c)* of *Part Two, Sub RFQ Form 2*? (required as of January 1, 2006)
- Did you include the original and all required copies of your entire SOQ application package?
- Did you address the SOQ envelop correctly (i.e. to reference the Project and other required information set forth herein)?
- Did you review all of the execution requirements before signing the SOQ application form?
- Is the person who signed the SOQ application form authorized to do so and did his or her correct and current contact information?

Attachment A: Estimated Construction Cost for Sub-trades.

As part of ***Subtrades subject to Prequalification***, the following information is presented:

<u>Filed Sub-Bid trade</u>	<u>Division and Spec Section</u>	<u>Current estimated trade cost</u>
Masonry	Division 4 - 040001	\$ 1,804,800
Miscellaneous Metals	Division 5 - 050001	\$ 579,200
Roofing and Flashing	Division 7 - 070001	\$ 1,383,900
Waterproofing, Dampproofing, and Caulking	Division 7 - 070002	\$ 298,900
Glass and Glazing	Division 8 - 080001	\$ 1,510,000
Acoustical Tile	Division 9 - 090001	\$ 157,200
Resilient Flooring	Division 9 - 090002	\$ 542,800
Tile	Division 9 - 090003	\$ 227,500
Painting	Division 9 - 090004	\$ 269,400
Elevator	Division 14 - 140001	\$ 608,400
Fire Protection	Division 21 - 210000	\$ 667,100
Plumbing	Division 22 – 220000	\$ 1,702,500
Heating, Ventilation and Air Conditioning	Division 23 – 230000	\$ 5,506,700
Electrical	Division 26 – 260000	\$ 5,804,500



**SUB-BIDDERS' UPDATE STATEMENTS ARE NOT PUBLIC RECORDS AND
ARE NOT OPEN TO PUBLIC INSPECTION (M.G.L. C.149, §44D)**

Sub-Bidder Update Statement

TO ALL SUB-BIDDERS, TRADE CONTRACTORS AND AWARDING AUTHORITIES

A COMPLETED AND SIGNED SUB-BIDDER UPDATE STATEMENT MUST BE SUBMITTED WITH EVERY FILED SUB-BID PURSUANT TO M.G.L. c.149, §44F AND EVERY TRADE SUB-BID PURSUANT TO M.G.L. c. 149A. ANY FILED SUB-BID OR TRADE SUB-BID SUBMITTED WITHOUT AN APPROPRIATE SUB-BIDDER UPDATE STATEMENT IS INVALID AND MUST BE REJECTED.

Caution: This form is to be used for submitting Filed Sub-Bids and Trade Sub-Bids Only

AWARDING AUTHORITIES

If the Awarding Authority determines that the Sub-Bidder is not competent to perform the work as specified on the project, it should reject the bid.

SUB-BIDDER'S AFFIDAVIT

I swear under the pains and penalties of perjury that I am duly authorized by the bidder named below to sign and submit this Sub-Bidder Update Statement on behalf of the bidder named below, that I have read this Sub-Bidder Update Statement, and that all of the information provided by the bidder in this Sub-Bidder Update Statement is true, accurate, and complete as of the bid date.

Bid Date

Print Name of Sub-Bidder or Trade Contractor

Project Number
(or name if no number)

Business Address

Awarding Authority

Telephone Number

SIGNATURE⇒

Bidder's Authorized Representative

INSTRUCTIONS

INSTRUCTIONS TO SUB-BIDDERS

- This form must be completed and submitted by all Filed Sub-Bidders bidding on projects and Trade Contractors bidding on projects.
- You must give complete and accurate answers to all questions and provide all of the information requested. MAKING A MATERIALLY FALSE STATEMENT IN THIS SUB-BIDDER UPDATE STATEMENT IS GROUNDS FOR REJECTING YOUR BID AND FOR DEBARRING YOU FROM ALL PUBLIC CONTRACTING.
- This Sub-Bidder Update Statement must include all requested information that was not previously reported on the application used for your company's most recently issued (not extended or amended) Sub-Bidder Certificate of Eligibility. **The Sub-Bidder Update Statement must cover the entire period since the date of that application, NOT since the date of your Certification.**
- You must use this official form of Sub-Bidder Update Statement. Copies of this form may be obtained from the awarding authority or from the DCAMM Web Site: www.mass.gov/DCAMM/certification.
- If additional space is needed, please copy the appropriate page of this Sub-Bidder Update Statement and attach it as an additional sheet.
- It is acceptable to attach your projects in progress and completed projects spreadsheet for Part 7.

INSTRUCTIONS TO AWARDING AUTHORITIES

Determination of Sub-Bidder Qualifications

- It is the awarding authority's responsibility to determine each responsible bidder. You must consider all of the information in the bidder's Sub-Bidder Update Statement in making this determination. **Remember: this information was not available to the Division of Capital Asset Management and Maintenance at the time of certification.**
- The Sub-Bidder's performance on the projects listed in Parts 1 and 2 must be part of your review.
- Contact the project references.
- AWARDING AUTHORITIES ARE STRONGLY ENCOURAGED TO REVIEW THE LOW BIDDERS CERTIFICATION FILE. WITH THE IMPLEMENTATION OF ELECTRONIC DOCUMENT MANAGEMENT FILE REVIEWS CAN BE PROVIDED ELECTRONICALLY. To discuss your request/options contact DCAMM's Contractor Certification (857) 204-1305 or via email at certification.dcammm@mass.gov.

Correction of Errors and Omissions in Sub-Bidder Update Statements

Matters of Form: An awarding authority shall not reject a Sub-Bidder's bid because there are mistakes or omissions of form in the Sub-Bidder Update Statement submitted with the bid provided the Sub-Bidder promptly corrects those mistakes or omissions upon request of the awarding authority.

Correction of Other Defects: An awarding authority may, in its discretion, give a Sub-Bidder notice of minor defects and omissions as to form in the Sub-Bidder's Update Statement and provide an opportunity to correct its Sub-Bidder Update Statement. However, the Sub-Bidder shall not be allowed to make corrections to a Sub-Bidder Update Statement if material information about the Sub-Bidder was omitted from the Sub-Bidder Update Statement filed with the Sub-Bidder's bid. The Awarding Authority shall advise DCAMM of any material omissions in a Sub-Bidder's Update Statement.

PART 1 - COMPLETED PROJECTS

List All Public And Private Projects Of \$20,000 or more your company has completed since the date of application for your most recently issued (not extended or amended) Sub-Bidder Certificate Of Eligibility*.

PROJECT TITLE & LOCATION	WORK CATEGORY	CONTRACT PRICE	START DATE	DATE COMPLETED

Attach additional sheets if necessary

* If your company has been terminated from a project prior to completion of the work or has failed or refused to complete its work under any contract, full details and an explanation must be provided. See Part 3 of this Sub-Bidder Update Statement.

PROVIDE THE FOLLOWING REFERENCE INFORMATION FOR EACH COMPLETED PROJECT LISTED ON THE PREVIOUS PAGE.

PROJECT TITLE		COMPANY NAME	CONTACT PERSON	TELEPHONE	EMAIL ADDRESS
	OWNER:				
	DESIGNER				
	GC:				
	OWNER:				
	DESIGNER				
	GC:				
	OWNER:				
	DESIGNER				
	GC:				
	OWNER:				
	DESIGNER				
	GC:				
	OWNER:				
	DESIGNER				
	GC:				
	OWNER:				
	DESIGNER				
	GC:				

Is your company or any individual who owns, manages or controls your company affiliated with any owner, designer or general contractor named above, either through a business or family relationship? YES NO

Are any of the contact persons named above affiliated with your company or any individual who owns, manages or control your company, either through a business or family relationship? YES NO

If you have answered YES to either question, explain. _____

PART 2 – PROJECTS IN PROGRESS CONTRACTS

List all public and private projects of \$20,000 or more your company has under contract on this date regardless of when or whether the work commenced.

1	2	3	4	5	6	7
PROJECT TITLE & LOCATION	WORK CATEGORY	START AND END DATES (MM/YYYY)	ON SCHEDULE (yes / no)	CONTRACT PRICE	% NOT COMPLETE	\$ VALUE OF WORK NOT COMPLETE (col. 5 X col. 6)

PROVIDE THE FOLLOWING REFERENCE INFORMATION FOR EACH INCOMPLETE PROJECT LISTED ON THE PREVIOUS PAGE.

PROJECT TITLE		COMPANY NAME	CONTACT PERSON	TELEPHONE	EMAIL ADDRESS
	OWNER:				
	DESIGNER				
	GC:				
	OWNER:				
	DESIGNER				
	GC:				
	OWNER:				
	DESIGNER				
	GC:				
	OWNER:				
	DESIGNER				
	GC:				
	OWNER:				
	DESIGNER				
	GC:				
	OWNER:				
	DESIGNER				
	GC:				

Is your company or any individual who owns, manages or controls your company affiliated with any owner, designer or general contractor named above either through a business or family relationship? YES NO

Are any of the contact persons named above affiliated with your company or any individual who owns, manages or control your company, either through a business or family relationship? YES NO

If you have answered YES to either question, explain. _____

PART 3 - GENERAL PERFORMANCE (in the prime update it's called Project Performance – can we change it?)

For Parts 3 and 4, if you answer YES to any question, please provide on a separate page a complete explanation. Information you provide herein must supplement the application for your most recently issued (not extended or amended) DCAMM Sub-Bidder Certificate of Eligibility. You must report all requested information not previously reported on that application. Include all details [project name(s) and location(s), names of all parties involved, relevant dates, etc.].

	YES	NO
1. Has your company been terminated on any contract prior to completing a project or has any officer, partner or principal of your company been an officer, partner or principal of another company that was terminated or failed to complete a project?	<input type="checkbox"/>	<input type="checkbox"/>
2. Has your company failed or refused either to perform or complete any of its work under any contract prior to substantial completion?	<input type="checkbox"/>	<input type="checkbox"/>
3. Has your company failed or refused to complete any punch list work under any contract?	<input type="checkbox"/>	<input type="checkbox"/>
4. Has your company filed for bankruptcy, or has any officer, principal or individual with a financial interest in your current company been an officer, principal or individual with a financial interest in another company that filed for bankruptcy?	<input type="checkbox"/>	<input type="checkbox"/>
5. Has your surety taken over or been asked to complete any of your work under any contract?	<input type="checkbox"/>	<input type="checkbox"/>
6. Has a payment or performance bond been invoked against your current company, or has any officer, principal or individual with a financial interest in your current company been an officer, principal or individual with a financial interest in another company that had a payment or performance bond invoked?	<input type="checkbox"/>	<input type="checkbox"/>
7. Has your surety made payment to a materials supplier or other party under your payment bond on any contract?	<input type="checkbox"/>	<input type="checkbox"/>
8. Has any subcontractor filed a demand for direct payment with an awarding authority for a public project on any of your contracts?	<input type="checkbox"/>	<input type="checkbox"/>
9. Have any of your subcontractors or suppliers filed litigation to enforce a mechanic's lien against property in connection with work performed or materials supplied under any of your contracts?	<input type="checkbox"/>	<input type="checkbox"/>
10. Have there been any deaths of an employee or others occurring in connection with any of your projects?	<input type="checkbox"/>	<input type="checkbox"/>
11. Has any employee or other person suffered an injury in connection with any of your projects resulting in their inability to return to work for a period in excess of one year?	<input type="checkbox"/>	<input type="checkbox"/>

PART 4 - Legal or Administrative Proceedings; Compliance with Laws

Please answer the following questions. Information must supplement all judicial and administrative proceedings involving bidder’s company, which were instituted or concluded (adversely or otherwise) since your company’s Application for your most recently issued (not extended or amended) Sub-Bidder Certificate of Eligibility. You must report all requested information not previously reported on that DCAMM Application.

The term “administrative proceeding” as used in this Sub-Bidder Update Statement includes (i) any action taken or proceeding brought by a governmental agency, department or officer to enforce any law, regulation, code, legal, or contractual requirement, except for those brought in state or federal courts, or (ii) any action taken by a governmental agency, department or officer imposing penalties, fines or other sanctions for failure to comply with any such legal or contractual requirement.

The term “anyone with a financial interest in your company” as used in this Section “1”, shall mean any person and/or entity with a 5% or greater ownership interest in the applicant’s company.

If you answer YES to any question, on a separate page provide a complete explanation of each proceeding or action and any judgment, decision, fine or other sanction or result. Include all details (name of court or administrative agency, title of case or proceeding, case number, date action was commenced, date judgment or decision was entered, fines or penalties imposed, etc.).

	YES	NO
1. Have any civil, judicial or administrative proceedings involving your company or a principal or officer or anyone with a financial interest in your company been brought, concluded, or settled relating to the procurement or performance of any construction contract, including but not limited to actions to obtain payment brought by subcontractors, suppliers or others?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have any criminal proceedings involving your company or a principal or officer or anyone with a financial interest in your company been brought, concluded, or settled relating to the procurement or performance of any construction contract including, but not limited to, any of the following offenses: fraud, graft, embezzlement, forgery, bribery, falsification or destruction of records, or receipt of stolen property?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have any judicial or administrative proceedings involving your company or a principal or officer or anyone with a financial interest in your company been brought, concluded, or settled relating to a violation of any state’s or federal procurement laws arising out of the submission of bids or proposals?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have any judicial or administrative proceedings involving your company or a principal or officer or anyone with a financial interest in your company been brought, concluded, or settled relating to a violation of M.G.L. Chapter 268A, the State Ethics Law?	<input type="checkbox"/>	<input type="checkbox"/>

PART 4 - Legal or Administrative Proceedings; Compliance with Laws (continued)

	YES	NO
5. Have any judicial or administrative proceedings involving your company or a principal or officer or anyone with a financial interest in your company been brought, concluded, or settled relating to a violation of any state or federal law regulating hours of labor, unemployment compensation, minimum wages, prevailing wages, overtime pay, equal pay, child labor or worker’s compensation?	<input type="checkbox"/>	<input type="checkbox"/>
6. Have any judicial or administrative proceedings involving your company or a principal or officer or anyone with a financial interest in your company been brought, concluded, or settled relating to a violation of any state or federal law prohibiting discrimination in employment?	<input type="checkbox"/>	<input type="checkbox"/>
7. Have any judicial or administrative proceedings involving your company or a principal or officer or anyone with a financial interest in your company been brought, concluded, or settled relating to a claim of repeated or aggravated violation of any state or federal law regulating labor relations?	<input type="checkbox"/>	<input type="checkbox"/>
8. Have any proceedings by a municipal, state, or federal agency been brought, concluded, or settled relating to decertification, debarment, or suspension of your company or any principal or officer or anyone with a financial interest in your company from public contracting?	<input type="checkbox"/>	<input type="checkbox"/>
9. Have any judicial or administrative proceedings involving your company or a principal or officer or anyone with a financial interest in your company been brought, concluded, or settled relating to a violation of state or federal law regulating the environment?	<input type="checkbox"/>	<input type="checkbox"/>
10. Has your company been fined by OSHA or any other state or federal agency for violations of any laws or regulations related to occupational health or safety? Note: this information may be obtained from OSHA’s Web Site at www.osha.gov	<input type="checkbox"/>	<input type="checkbox"/>
11. Has your company been sanctioned for failure to achieve DBE/MBE/WBE goals, workforce goals, or failure to file certified payrolls on any public projects?	<input type="checkbox"/>	<input type="checkbox"/>
12. Other than previously reported in the above paragraphs of this Section I, have any administrative proceedings or investigations involving your company or a principal or officer or anyone with a financial interest in your company been brought, concluded, or settled by any local, state or federal agency relating to the procurement or performance of any construction contract?	<input type="checkbox"/>	<input type="checkbox"/>
13. Are there any other issues that you are aware which may affect your company’s responsibility and integrity as a building contractor?	<input type="checkbox"/>	<input type="checkbox"/>

PART 5 - SUPERVISORY PERSONNEL

List all supervisory personnel who will be assigned to the project if your company is awarded the contract.

Attach the resume of each person listed below.

NAME	TITLE OR FUNCTION

PART 6 - CHANGES IN BUSINESS ORGANIZATION OR FINANCIAL CONDITION

Have there been any changes in your company’s business organization, financial condition or bonding capacity since the date your current Contractor Certificate of Eligibility was issued? Yes No

If YES, attach a separate page providing complete details.

PART 7 – LIST OF COMPLETED CONSTRUCTION PROJECTS SUBMITTED TO THE DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE ALONG WITH CERTIFICATION SIGNATURE PAGE.

Attach here a copy of the list of completed construction projects which was submitted with your company’s application for your most recently issued (not extended or amended) Sub-Bidder Certificate of Eligibility. The Attachment must include a complete copy of the entire Completed Projects spreadsheet and the final page Certification Page of the online application, containing the signature and date the completed projects list was submitted to the Division of Capital Asset Management and Maintenance.