Application for Construction Prequalification FAQs

In addition to the information presented here, read the Checklist and Instructions on pages 1-2 of the application form. Failure to read all the following questions and answers and the Checklist and Instructions may result in difficulty completing and submitting your application.

What is the process for completing the online application form?

Completing the application form is a three-step process involving three participants:

- **Form Filler:** The Form Filler completes the application form and attaches required documents.
- **Reviewer:** The Reviewer ensures all information entered by the Form Filler is accurate and adds missing information (if any).
- **Signer:** The Signer signs and submits the application form to the Prequalification Program.

After the Form Filler enters all information, the "Submit" button appears. By clicking on the "Submit" button a window opens prompting the Form Filler to assign a Reviewer and a Signer. The Form Filler then enters the name and email address of both the Reviewer and Signer. Submitting this information prompts the Form Filler to enter their email address for verification. Upon verification, the application form is emailed to the Reviewer.

When the Reviewer receives the application, one of three actions can be taken:

- Accept the application form and forward it to the Signer.
- Add missing information to the application form then forward it to the Signer.
- Reject the application form because information needs to be changed or corrected and/or an attachment is missing or needs to be removed.

NOTE: The "Submit" button will not appear until the Form Filler completes all mandatory fields. These fields have a red asterisk. The small blue box in the upper right corner of the application form indicates the number of remaining mandatory fields to be completed.

IMPORTANT: Do not assign Prequalification Program staff as either the Reviewer or Signer.

Can the Form Filler, Reviewer and Signer be the same person?

Yes. In this case, the Form Filler enters the same name and email address for all.

NOTE: If the Reviewer or Signer does not receive the email with the application form for their review/signature, they should look for it in their junk email folder.

Can the Reviewer correct or change information entered by the Form Filler?

No. The Reviewer can only add information to the application form. If incorrect information is entered by the Form Filler, the Reviewer must reject the application form by selecting "Decline to sign with comments" in the dropdown menu on the left side of the form. A window will then appear to allow the Reviewer to notify the Form Filler what information needs to be corrected or changed. This information is then emailed to the Form Filler.

IMPORTANT: Rejecting the application form will delete it and require the Form Filler to complete a new one.

How much time does the Form Filler have to complete the application form?

The Form Filler has as much time as is needed to complete the application form, however, Adobe Sign will timeout after 60 minutes of inactivity. This does not mean the application form must be completed in 60 minutes. It means if an application form is started but no information is entered after 60 minutes, the session will timeout and all entered information will be deleted.

NOTE: The default timeout for Adobe Sign is 60 minutes, however, a timeout may occur in less than 60 minutes, depending on your company's browser settings. Check your company's browser settings before beginning the application form.

NOTE: It is recommended that the Form Filler download a blank application form by clicking on "Options" in the upper left side of the form and selecting "Download PDF". The downloaded application form can be used to ensure all information and all attachments are collected before starting the online form.

IMPORTANT: A PDF of the application will not be accepted. Do not upload or email a PDF of the application form to the Prequalification Program. Only the online application form will be accepted. Applications in another format will be returned.

I am the Signer and approved an application that needs editing. What should I do?

Email the Prequalification Program at prequal.r109@dot.state.ma.us. They will either cancel your application or instruct you on how to submit the information you need to edit.

Will I receive a copy of the completed application form?

Yes, once the agreement is completed, all Form Fillers and Signers will receive a link to download the application form and attachments.

How many project pages do I submit for each class of work I am requesting?

Provide **only three** of your firm's projects with the highest dollar value for each class of work requested. Each project must have been completed within the past 10 years. The requested class of work must have been self-performed by your firm.

How do I complete a project page?

- Select the requested class of work and provide its dollar value in Item 11.1. Be sure you are providing a project that has the highest dollar value for the class of work requested.

  NOTE: The dollar value for the class of work is the value of the work specific to the class of work.
- Select the other classes of work your firm self-performed and is requesting in Item 2a., along with the dollar value for each.

  NOTE: It is possible that a class of work listed in Item 2a. has the highest dollar value for that class of work. In this case, do not complete a new project page listing the class of work in Item 11.1. The project counts as one of the three projects for the class of work.
- Fill in the rest of the information (i.e., Project Title, Location, Owner, etc.).
- In the scope of work, include a brief and concise description of work for the class of work selected in Item 11.1 and all the classes of work selected in Item 2a. The description of each class of work must meet the definition for that class of work. Refer to the Definitions of Prequalification Classes of Work found on our website.

The scope of work doesn't fit on the project page. What do I do?

The scope of work should fit on the project page. Provide only a brief and concise description of the work specific to the class of work. The description of each class of work must meet the definition of the class of work requested. Refer to the Definitions of Prequalification Classes of Work found on our website.

NOTE: It is not necessary to include a project history, background, milestones, etc. in the scope of work. If you provide a project summary sheet or photograph for a project, attach these to page 18 of the application. Clearly identify the project title on each project summary sheet/photo. The project title must be the same as the project title provided on the project page.

IMPORTANT: A project summary sheet cannot be used as a substitute for the project page. A project page must be completed for each project.

Can I attach a project page from a previous year's application?

No. Only the project pages provided in the online application form can be used.

Where can I download more project pages?

Additional project pages can be downloaded by clicking on the link, “Additional Completed Projects forms can be downloaded here”, located in Item Eleven (11): Classes of Work- Completed Projects- Pages 11, 12 & 13, on page 2 of the application form and at the bottom of the third project page. Attach your additional project pages to page 18 of the application form.

NOTE: Handwritten project pages will not be accepted.

What equipment do I list?

List the equipment specifically required for the class of work and other equipment for construction needs. Do not list office equipment, small hand tools, personnel vehicles, etc. Equipment required for each class of work is listed in the Definitions of Prequalification Classes of Work, available on our website.

I have many of the same type of equipment. How many of each type of equipment do I list?

List enough of each type of equipment required to demonstrate your firm can perform the class of work.

Where can I download more equipment pages?

Additional equipment pages can be downloaded by clicking the link “Additional Equipment List form can be downloaded here”, located in Item Twelve (12) Equipment List- Pages 14&15, on page 2 of the application form and at the bottom of the third equipment page. Attach your additional equipment pages to page 18 of the application form.

Can I submit equipment information on my own form?

Yes, however, the form must mirror the online application equipment page. Label the headers of each column on the form as follows: “Make, Year, Model”; “Type of Equipment”; “Serial No./VIN No.”; “Used for What Class of Work”; “Owned or Leased” so that only the required information is included on the form.

What additional information may I submit with my application?

Other information you may consider submitting with your application include resumes, project description sheets (to supplement information provided in the scope of work) and photographs. These documents must be clearly labelled with the exact project title indicated on the corresponding project page. Organizational charts may be submitted but are not necessary.

Do not submit OSHA 300 Logs, OSHA 300A Summary Forms, financial statements, asset sheets, Mass Department of Revenue Certificate of Good Standing, your firm’s certificate of insurance, your firm’s current MassDOT Prequalification Certificate.