



City / Town / Other Awarding Authority Prequalification Form

Complete this form and email it with the Engineer's Bid Items Estimate and Detailed Scope of Work to prequal.r109@dot.state.ma.us. Do not include the project advertisement. You will be directed when to email the project advertisement.

NOTE: A contractor that does not have the Single Class Limit for the assigned Class of Work but wants to bid a project must be given the opportunity to submit a waiver request at least 2 weeks prior to the project's bid opening date to allow for time to appeal a waiver denial.

Check all that Apply:

Chapter 90 Program	Complete Streets Funding Program	Shared Streets and Spaces Program
Local Bottle Neck Reduction Program	Mass-Works Program	Utility Grants Program
Municipal Small Bridge Program	Municipal Paving Program	Municipality Funds
Other _____		

Name of City/Town or OAA: _____

FOR A CONSORTIUM ONLY

If the project will occur in more than one District, submit one Prequalification Form for each District.

If the project will occur in more than one Zone (or Region) within a District, submit one prequalification form for each Zone (or Region).

District Number, Item Number and Zone (or Region) for the Project: District # _____ Item # _____ Zone (or Region) _____

Description of Work: _____

Class of Work (Assigned by MassDOT): _____

Is this an Option Years Contract? Yes No If yes, how many years? 1 year 2 years

Total Value of all Bid Items: _____

- ✓ Enter the Total Value of All Bid Items as it appears on the estimate; do not round off the amount.
- ✓ For an options year project, enter the calculation for the Total Value of all Bid Items. Refer to the examples below.
- ✓ Do not include the following in the Total Value of all Bid Items unless they are a specified bid item or an allowance: Police/Traffic Detail, Fuel Costs, Engineering/Construction Contingency, Overhead or any other item not specified as a bid item or allowance.

Bid Opening Date: _____

Bid Opening Time: _____

Start Date: _____

End Date: _____

Contact Person Name: _____

Telephone #: _____

Email Address: _____

Notify the MassDOT Prequalification Program of any changes to contact information, bid opening date, total value of all bid items, etc. Email the notification to prequal.r109@dot.state.ma.us. Attach the addendum to the email.

Approved to Advertise Project

Approved to Advertise Project

Director of Prequal Signature & Date

SAE Signature & Date

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Total Value of all Bid Items

Do not include the following in the Total Value of all Bid Items unless they are a specified bid item or an allowance: Police/Traffic Detail, Fuel Costs, Engineering/Construction Contingency, Overhead or any other item not specified as a bid item or allowance.

Examples of Total Value of All Bid Items

The total value of all bid items on the Engineer's Estimate is \$200,525.89.

The total value of all bid items to enter on the form: \$200,525.89.

Examples of Total Value of All Bid Items for an Options Year Contract

The project has 1 option year. The total project value from the Engineer's Estimate is \$200,000. The calculation to enter for the Total Value of All Bid Items: $\$200,000 \times 2 = \$400,000$.

The project has 2 option years. The total project value from the Engineer's Estimate is \$200,000. The calculation to enter for the Total Value of All Bid Items: $\$200,000 \times 3 = \$600,000$.

FOR A CONSORTIUM

Examples of Total Value of All Bid Items

The project will occur in one District. The total value of all bid items on the Engineer's Estimate is \$200,525.89.

The total value of all bid items to enter on the form: \$200,525.89.

The project will occur in two Districts. The total value of all bid items for District 1 is \$200,000. The total value of all bid items for District 2 is \$100,000. The total value of all bid items for the project is \$300,000.

Enter the Total Value of All Bid Items on the Prequalification Form for District 1 as $\$200,000 + D2 \$100,000 = \$300,000$

Enter the Total Value of All Bid Items on the Prequalification Form for District 2 as $\$100,000 + D1 \$200,000 = \$300,000$

The project will occur in two Zones within District 1. The total value of all bid items for Zone 1 is \$200,000. The total value of all bid items for Zone 2 is \$100,000.

Enter the Total Value of All Bid Items on the Prequalification Form for Zone 1 as $\$200,000 + Z2 \$100,000 = \$300,000$

Enter the Total Value of All Bid Items on the Prequalification Form for Zone 2 as $\$100,000 + Z1 \$200,000 = \$300,000$

Examples of Total Value of All Bid Items for an Options Year Contract

The project will occur in one District and has one option year. The total project value on the Engineer's Estimate is \$200,000.

The calculation to enter for the Total Value of All Bid Items: $\$200,000 \times 2 = \$400,000$

Note: If the project has two option years, the multiplying factor is 3.

The project will occur in two Districts and has one option year. The total value of all bid items for District 1 is \$200,000. The total value of all bid items for District 2 is \$100,000.

The calculation to enter for the Total Value of All Bid Items on the Prequalification Form for District 1:

$(\$200,000 \times 2) + D2 (\$100,000 \times 2) = \$600,000$

The calculation to enter for the Total Value of All Bid Items on the Prequalification Form for District 2:

$(\$100,000 \times 2) + D1 (\$200,000 \times 2) = \$600,000$

Note: If the project has two option years, the multiplying factor is 3.

The project will occur in two Zones within District 1 and has one option year. The total value of all bid items for Zone 1 is \$200,000. The total value of all bid items for Zone 2 is \$100,000.

The calculation to enter for the Total Value of All Bid Items on the Prequalification Form for Zone 1: $\$200,000 \times 2 = \$400,000$

The calculation to enter for the Total Value of All Bid Items on the Prequalification Form for Zone 2: $\$100,000 \times 2 = \$200,000$

Note: If the project has two option years, the multiplying factor is 3.