

City/Town & Other Awarding Authority (OAA) Project Prequalification Process

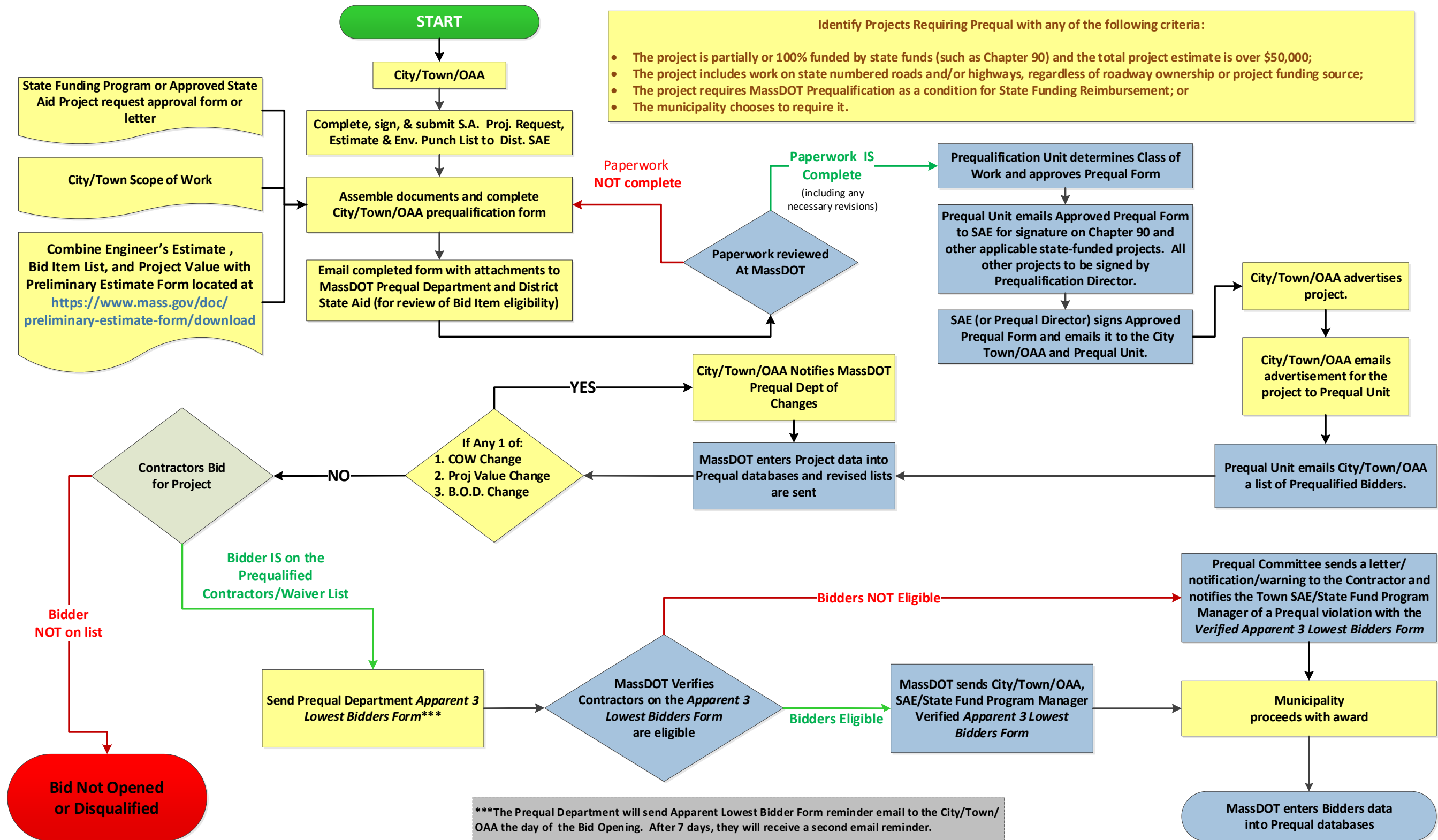
Revised 8/9/21

CITY/TOWN/OAA

MassDOT Prequalification Department

Identify Projects Requiring Prequal with any of the following criteria:

- The project is partially or 100% funded by state funds (such as Chapter 90) and the total project estimate is over \$50,000;
- The project includes work on state numbered roads and/or highways, regardless of roadway ownership or project funding source;
- The project requires MassDOT Prequalification as a condition for State Funding Reimbursement; or
- The municipality chooses to require it.



***The Prequal Department will send Apparent Lowest Bidder Form reminder email to the City/Town/OAA the day of the Bid Opening. After 7 days, they will receive a second email reminder.

City/Town & Other Awarding Authority (OAA) Project Prequalification Process

Identify Projects Requiring Prequal with any of the following criteria:

- Project partially or 100% funded by state funds (such as Chapter 90) and the total project estimate is over \$50,000.
- Project includes work on state numbered roads and/or highways, regardless of roadway ownership or project funding source.
- Project requires MassDOT Prequalification as a condition for State Funding Reimbursement.
- The municipality chooses to require it.

1. City/Town & Other Awarding Authority performs the following steps.

- a) Assembles State Funding Program or Approved State Aid Project request approval form or letter and City/Town Scope of Work.
- b) Combines Engineer's Estimate, Bid Item List, and Project Value with Preliminary Estimate Form located at <https://www.mass.gov/doc/preliminary-estimate-form/download>
- c) Completes, signs, & submits S.A. Project Request, Estimate & Env. Punch List to District State Aid Engineer.
- d) Assembles documents and completes City/Town/OAA prequalification form.
- e) Emails completed form with attachments to MassDOT Prequal Department and District State Aid.
(for review of Bid Item eligibility)

2. The Prequalification Unit determines the class of work and approves prequal form.
3. The Prequalification Unit Emails Approved Prequal Form to SAE for signature on Chapter 90 and other applicable state-funded projects. (All other projects to be signed by Prequalification Director.)
4. The District State Aid Engineer (or Prequal Director) signs the approved Prequal Form and emails it to the City Town/OAA and Prequal Unit.
5. The City/Town & Other Awarding Authority advertises the project and emails the ad to the Prequalification Unit.
6. The Prequalification Unit emails City/Town/OAA a list of Prequalified Bidders.
7. The Prequal Unit emails City/Town/OAA a list of Prequalified Bidders.
8. If the City/Town/OAA changes class of work, project value, or B.O.D then they must notify the Prequal Unit which will enter the changes into the prequal databases and send out a revised list.
9. Contractors bid on the project.

10. If a bidder is not on the approved list then the bid is not opened or it is disqualified.

11. If a bidder is on the prequalified contractors / waiver list then the City/Town/OAA sends the Prequalification Unit the Apparent 3 Lowest Bidders Form***.

12. The Prequalification Unit Verifies that the contractors on the Apparent 3 Lowest Bidders Form are eligible

13. If they are not eligible then the Prequal Committee sends a letter/notification/warning to the Contractor and notifies the Town SAE/State Fund Program Manager of a Prequal violation with the Verified Apparent 3 Lowest Bidders Form.

14. The municipality proceeds with award

15. The Prequal Unit enters bidder data into the Prequal databases