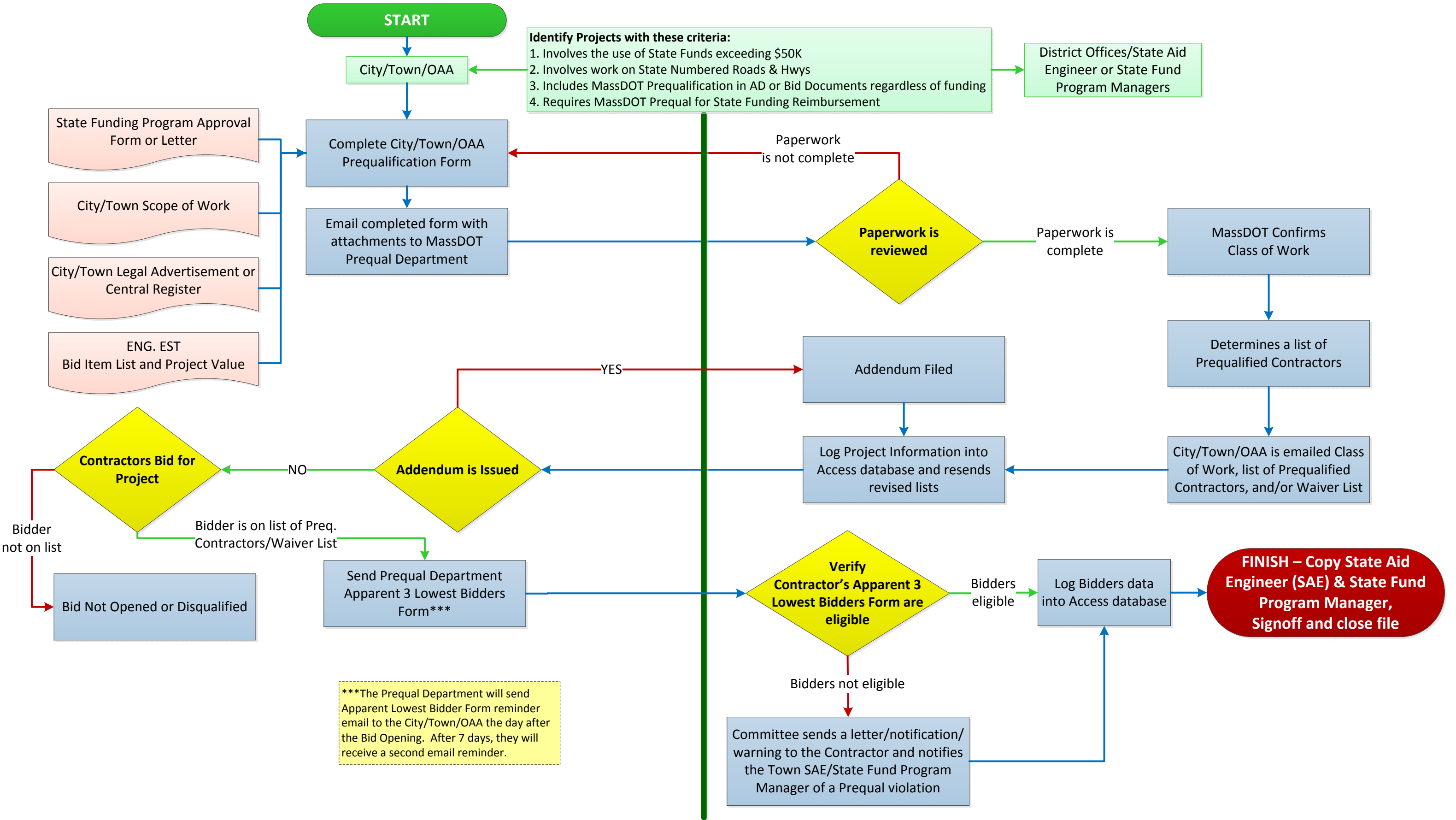


# City/Town or Other Awarding Authority (OAA) Project Prequalification Process

## CITY/TOWN/OAA

## MassDOT Prequalification Department



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

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

Identify projects with these criteria:

1. Involves the use of State Funds exceeding \$50K
2. Involves work on State Numbered Roads & Highways
3. Includes MassDOT Prequalification in AD or Bid Documents regardless of funding
4. Requires MassDOT Prequal for State Funding Reimbursement

If a project is a City/Town or OAA project

1. Complete the City/Town/OAA Prequalification Form, including:
  - a. Providing a copy of the State Funding Program Approval Form or Letter
  - b. City/Town Scope of Work
  - c. City/Town Legal Advertisement or Central Register
  - d. Engineer's Estimate Bid Item List and Project Value
2. Email completed form with attachments to MassDOT Prequalification Department
3. Paperwork is reviewed
  - a. If Paperwork is not complete, return to requestor for missing paperwork
  - b. If Paperwork is complete, proceed to the next step
4. MassDOT Confirms Class of Work
5. MassDOT Determines a list of Prequalified Contractors
6. City/Town/OAA is emailed Class of Work, list of Prequalified Contractors, and/or Waiver List
7. Log Project Information into Access database and resend revised lists
8. If Addendum is Issued
  - a. If addendum is issued, then Addendum Filed and return to step 7
  - b. If addendum is not issued, then proceed to next step
9. Contractors Bid for Project
  - a. If the bidder not on list, then the Bid is Not Opened or it is Disqualified
  - b. If the bidder is on list of Prequalified Contractors/Waiver List, then proceed to step 10
10. City/ Town /OAA sends Prequalification Department Apparent 3 Lowest Bidders Form\*\*\*
11. MassDOT Verifies Contractor's on Apparent 3 Lowest Bidders Form are eligible
  - a. If the bidders eligible, then Log Bidders data into Access database
  - b. If the bidders not eligible, then the Committee sends a letter/notification/ warning to the Contractor and notifies the City/ Town or OAA, State Aid Engineer (SAE )/ & State Fund Program Manager of a Prequalification violation
12. FINISH – Copy State Aid Engineer (SAE) & State Fund Program Manager, Signoff and close file