



## Request for Additional Class of Work

The Prequalification Program must receive all completed project verification forms from the Owner's Reps. before this request can be placed on the Prequalification Committee Meeting Agenda.

Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Original Signature and Title Date

Print Name and Title

- Select the class(es) of work the Applicant is requesting. For each class of work requested, submit three projects completed within the past 10 years and information for required equipment.
- For the classes of work Electrical-All Types-Including Maintenance Intelligent Transportation Systems, Highway- Lighting or Traffic Signals, attach a copy of the Applicant's current A1 License, current Massachusetts Master Electrician License for at least one corporate officer and a list of corporate officers. (Go to the [Secretary of the Commonwealth of Massachusetts](http://www.mass.gov) website to download the Applicant's Business Entity Summary, which lists the Applicant's corporate officers).
- For the class of work Hazardous Waste Remediation & Transportation, attach current Hazwoper training certificates and/or MA Hazardous Waste Transporter License (refer to the [Definitions of Prequalification Classes of Work](#)).
- For the class of work Painting- Structural, attach current Association for Materials Protection and Performance QP-1 and QP-2 certificates.
- Hot work training is required for certain classes of work, including but not limited to Bridge- Construction, Demolition and Drawbridge Maintenance. Attach a copy of hot work training certificates for all employees who perform, supervise or delegate hot work.
- **Email the completed form and attachments (if any) to: [prequal.r109@dot.state.ma.us](mailto:prequal.r109@dot.state.ma.us)**

Bridge – Construction	Guard Rail & Fencing	Pavement–Milling and Cold Planing
Bridge – Culverts	Hazardous Waste Remediation & Transportation	Pavement - Reclamation
Bridge – Deck Repairs	Highway – Bike Paths	Pavement - Surfacing
Bridge – Joints	Highway-Construction	Pump Stations
Catch Basin Cleaning	Highway-Lighting	Recreational Facilities
Chemical Storage Sheds	Highway – Sidewalk and Curbing	Salt Marsh and Wetland Restoration
Crack Sealing	Impact Attenuators	Sewer and Water
Dam Construction	Intelligent Transportation Systems	Signing – Non Structural
Demolition	Landscaping Including Tree Planting	Signing – Structural
Drainage	Marine Construction	Street Sweeping
Drawbridge Maintenance	Mowing and Spraying	Traffic Signals
Dredging	Natural Surface Trails	Tree Trimming -Maintenance and Removal
Drilling & Boring	Painting–Structural	Waterways
Electrical –All Types– Including Electrical Maintenance	Pavement Markings	



## Request for Additional Class of Work

### INSTRUCTIONS FOR COMPLETING A PROJECT PAGE

- For each class of work requested, submit only three projects completed by the Applicant.
  - Submit projects with the highest dollar value for the class of work requested.
  - Each project must have been completed within the past 10 years and the requested class of work self-performed.

- Submit one project page for each project.

- Complete each project page, as follows:

The project page allows for selecting a total of six requested classes of work the Applicant self-performed on the project.

**Class of Work:** Select the requested class of work with the highest dollar value for the project and enter its dollar value.

**Other Classes of Work Self-Performed:** Select the other classes of work the Applicant self-performed on the project and is requesting and enter each class of work's dollar value.

NOTE: If selecting more than five other classes of work, list them in the Scope of Work.

NOTE: The dollar value for the class of work is the value of the work specific to the work that meets the definition of the class of work. Refer to the [Definitions of Prequalification Classes of Work](#).

NOTE: If requesting more than one class of work, it is possible that a class of work listed in this section has the highest dollar value for that class of work. In this case the project page will count as one of the three project pages for that class of work; only two more projects for this class of work are needed.

**Owner's Rep:** Indicate the name and deliverable email address of the owner's representative.

NOTE: The Owner's Rep. must have worked directly for the Owner (i.e., an employee or consultant). The general contractor is not the Owner's Rep.

NOTE: Verify the Owner's Rep.'s name and email address are correct. Outdated and/or incorrect Owner's Rep. information may delay processing this request.

**Final Completion Date:** The project must have been completed within the past 10 years, including punch list items.

**Scope of Work:** On the project page in the Scope of Work, provide a brief, detailed description of work for the class of work selected in the section Requested Class of Work Self-Performed, all classes of work selected in the section Other Requested Classes of Work Self-Performed and all classes of work listed in the Scope of Work (if any). 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.

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Copy this page as needed.

- ✓ Submit only three projects for each class of work requested.
- ✓ Submit one project page for each project.
- ✓ Projects must have been completed within the past 10 years and the class of work self-performed.
- ✓ Verify the Owner's Rep.'s name and email address are accurate. The Owner's Rep. is not the general contractor.
- ✓ **Select only the classes of work requested on page 1 and that were self-performed on the project.**
- ✓ **The total dollar value for all classes of work selected cannot exceed the final contract amount.**

<b>Requested Class of Work Self-Performed:</b>	Dollar Value: \$
<u>Other Requested Classes of Work Self-Performed:</u>	<u>Dollar Value:</u>
	\$
	\$
	\$
	\$
	\$
Project Title:	
Location:	
Owner:	
Owner's Rep.:	
Telephone#:	Email:
Architect / Engineer:	
A/ E contact person:	
Telephone#:	Email:
Original contract amount: \$	Original completion date:
Final contract amount: \$	Final completion date:
Were you the <b>Prime Contractor</b> or <b>Subcontractor</b> for this project?	
Percentage of work completed with own forces:	
Value of work completed with own forces: \$	
Provide a brief, detailed Scope of Work that meets the <a href="#">definition</a> of each class of work selected.	

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<b>Requested Class of Work Self-Performed:</b>	Dollar Value: \$
<u>Other Requested Classes of Work Self-Performed:</u>	<u>Dollar Value:</u>
	\$
	\$
	\$
	\$
	\$
Project Title:	
Location:	
Owner:	
Owner's Rep.:	
Telephone#:	Email:
Architect / Engineer:	
A/ E contact person:	
Telephone#:	Email:
Original contract amount: \$	Original completion date:
Final contract amount: \$	Final completion date:
Were you the <b>Prime Contractor</b> or <b>Subcontractor</b> for this project?	
Percentage of work completed with own forces:	
Value of work completed with own forces: \$	
Provide a brief, detailed Scope of Work that meets the <a href="#">definition</a> of each class of work selected.	

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<u>Other Requested Classes of Work Self-Performed:</u>	<u>Dollar Value:</u>
	\$
	\$
	\$
	\$
	\$
Project Title:	
Location:	
Owner:	
Owner's Rep.:	
Telephone#:	Email:
Architect / Engineer:	
A/ E contact person:	
Telephone#:	Email:
Original contract amount: \$	Original completion date:
Final contract amount: \$	Final completion date:
Were you the <b>Prime Contractor</b> or <b>Subcontractor</b> for this project?	
Percentage of work completed with own forces:	
Value of work completed with own forces: \$	
Provide a brief, detailed Scope of Work that meets the <a href="#">definition</a> of each class of work selected.	

