

## Request for Single Class of Work Limit Increase

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: \_\_\_\_\_

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

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

Original Signature and Title

Print Name and Title

- ✓ Select the class(es) of work for which the Applicant is requesting a single class of work limit increase.

NOTE: If the Applicant anticipates it may receive a single class of work limit increase greater than its current single bond limit or aggregate bonding capacity, include with this request a current surety letter from a surety company licensed in the Commonwealth of Massachusetts and whose name appears on the United States Treasury Department Circular 570 stating the firm's aggregate bonding capacity and single bond limit. A Power-of-Attorney or Attorney-in-Fact must be attached to the letter.

- ✓ Submit one project for each class of work requested.

- ✓ Email the completed form with the surety letter and Power-of Attorney or Attorney-in-Fact (if applicable) to [prequal.r109@dot.state.ma.us](mailto:prequal.r109@dot.state.ma.us).

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



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### INSTRUCTIONS FOR COMPLETING A PROJECT PAGE

- Submit one project for each class of work requested.
  - The project must have been completed within the past 10 years and the requested class of work self-performed.
- Complete the project page, as follows:
  - Class of Work: Select the class of work for which a single class of work limit increase is requested and enter its dollar value.

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](#).

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 for 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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- ✓ Submit one project for each class of work requested.
- ✓ 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. should not be 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 of each class of work</a> selected.	



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- ✓ **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 of each class of work</a> selected.		