



**APPLICATION for PREQUALIFICATION**

**In accordance with Massachusetts General Laws Chapter 81, §8B, the undersigned offers the following information as evidence of the applicant’s qualifications to perform the work to be bid upon according to all the requirements of the plans and specifications of the MassDOT – Highway Division:**

**CONTRACTOR PREQUALIFICATION APPLICATION CHECKLIST**

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

Name of Company: \_\_\_\_\_

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

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

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Alternate E-mail Address: \_\_\_\_\_

**GENERAL INSTRUCTIONS**

The Questionnaire is in Adobe fill-in format. Form fields, drop-downs and check boxes are included in the form to make the document user friendly to assist in preserving the original format. Use the tab or arrow keys to scroll through the form. Information can be typed directly into “Text Form” fields. Single click in the “Drop-down” Select One box to open the field to make your selection. Single click in the “Check Box” field to make selection(s).

**CERTIFICATE of GOOD STANDING**

**ELECTRICAL CONTRACTORS ONLY**

**(Electrical – All Types – Including Electrical Maintenance; Highway Lighting; Intelligent Transportation Systems and Traffic Signals)**

Applicants seeking prequalification in the following Classes of Work listed above **MUST** be licensed by the Massachusetts Division of Professional Licensure and must possess a Master Electrician’s License in the name of the company seeking prequalification. Provide the organization’s name, the electrician’s name and current copy of Massachusetts Master Electrician license(s).

**PAINTING CONTRACTORS ONLY**

The category of Painting-Structural requires that the contractors for this Class of Work must be certified by the Society for Protective Coatings (SSPC), Painting Contractor Certification Program (PCCP), QP-1 and QP-2 must be attached and current.

**CONTRACTOR INFORMATION — PAGE 3**

Applicants **MUST** provide the company’s full name, the state where the entity is registered, a mailing and shipping address, the Federal Employer Identification Number (*FEIN*), *Vendor Code* and check the box next to each class of work for which you are experienced and are requesting consideration for Prequalification. **The name on the application MUST correspond with the name imprinted on your corporate seal (if a registered corporation) and the name that will appear on bids.**

**BUSINESS ORGANIZATION — PAGE 4 AND 5**

**SURETY COMPANY LETTER AND BONDING CAPACITY — PAGE 6**

Attach an original commitment 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 Contractor’s Aggregate Bonding Capacity and Single Contract Limit. A Power-of-Attorney or Attorney-in-Fact must be attached to the letter.

**PAST PERFORMANCE INFORMATION — PAGE 7**



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### **LEGAL OR ADMINISTRATIVE PROCEEDINGS — PAGE 8 AND 9**

Question 9 (If you answer yes to any question, on a separate page provide a complete explanation of each proceeding or action and any judgment, decision, fine or other sanction or result).

### **CLASS OF WORK COMPLETED PROJECTS — PAGE 10, 11 AND 12**

List three completed projects for each of the requested Class of Work. Include the name of the Owner or General Contractor, contract amount, scope of project and completion or projected date.

### **EQUIPMENT LIST — PAGE 13**

- Complete this question and provide information in the format shown.
- If the firm leases equipment the firm must provide the owner's name and copies of all lease agreements.
- Please note that equipment lease agreements should be for an one-year period.

### **SUBSIDIARIES LIST — PAGE 14**

Provide name, address and telephone number of all subsidiaries.

### **COMPANY NAME AND ORIGINAL SIGNATURE REQUIRED — PAGE 15**

The full name of the company and the **original signature** and title of the signing authority is required and date on this page.

#### **Please mail a copy of this form with your application to:**

MassDOT – Highway Division  
Prequalification Office  
10 Park Plaza, Room 6260  
Boston, MA 02116  
ATTN: Director of Construction Prequalification

Questions?      Call (857) 368-8660.



**APPLICATION for PREQUALIFICATION**

<b>APPLICATION FOR CONTRACTORS PREQUALIFICATION</b>		
1. Name of Applicant:		
Business Address:		
City:	State:	Zip:
Telephone No.:	Fax No.:	
Company Email Address:		
2. Massachusetts Vender Code:		Tax ID No.:
3. Number of years applicant has been in business under present name:		
<b>4. Place a check next to each class of work for which you are experienced and are requesting consideration for Prequalification.</b>		

**CLASSES OF WORK**

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



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<b>5. Type of Business Organization:</b>	
<b>5a. If Prequalifying as a Corporation:</b>	
State of Incorporation:	
President:	
Treasurer:	
Secretary:	
<p><b>CERTIFICATE OF GOOD STANDING (FOREIGN CORPORATION) WITH THE SEAL:</b>          In accordance with M.G.L. c. 30 §39L, corporations incorporated outside the Commonwealth of Massachusetts must attach a certificate from the Secretary of the State of Massachusetts, stating that the corporation has complied with M.G.L. c. 181, §§3 and 5, and the date of such compliance.  <u><b>This can be obtained by calling (617) 727-9640 or 727-2850</b></u></p>	
<b>5b. If Prequalifying as a Partnership: (name all partners)</b>	
Name of Partner:	% of Ownership
Address:	
Name of Partner:	% of Ownership:
Address:	
Name of Partner:	% of Ownership:
Address:	
<b>5c. If Prequalifying as a Limited Liability Corporation: (name all members of the LLC)</b>	
Name of Member:	% of Ownership
Address:	
Name of Member:	% of Ownership
Address:	
Name of Member:	% of Ownership
Address:	



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<b>5d. If prequalifying as an individual doing business under a firm name:</b>
Name of firm:
Name of individual:
Business address:
<b>5e. If prequalifying as a continuous (one year) Joint Venture: (name of each company)</b>
<b><u>Required for Full Yearly Joint Venture:</u></b>
Name of Company:
Address:
Company Telephone:
Name of Company:
Address:
Company Telephone:
<b>Additional requirements for those who wish to prequalify as a Joint Venture:</b>
a. Submission of a notarized letter signed by an officer of each company authorizing one individual to sign the Bid Proposal Documents and Request for Proposal Form on behalf of the Joint Venture.
b. A certified copy of Power of Attorney from each Joint Venture partner.
c. A copy of the Joint Venture agreement.
<b>Please note that a prequalification application does not have to be completed for a one-time per project Joint Venture request. Instead, the prequalification documentation listed below would need to be submitted on behalf of the Joint Venture partners.</b>
<b>1. A letter from each proposed Joint Venture partner company. The letter should include information such requesting approval for the Joint Venture, identifying which company will be designated as the lead entity and percentage of participation; and, if needed, requesting a waiver on behalf of the Joint Venture.</b>
<b>2. A completed Joint Venture Agreement.</b>
<b>3. A certified copy of the Power of Attorney from each Joint Venture partner.</b>
<b>5f. If Prequalifying as another form of business organization, please describe:</b>



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6. Surety Company which will furnish performance and payment bonds:	
Name:	
Address:	
Attach an <b>original</b> commitment 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 Contractor's Aggregate Bonding Capacity and Single Contract Limit. A Power-of-Attorney or Attorney-in-Fact must be attached to the letter.	
7. Largest Performance Bond amount ever furnished by the Contractor to an Awarding Authority or Owner:	
Class of Work:	
Bond Amount:	
Project Description:	
Location:	
Owner:	
Owner's Rep:	
Telephone#:	
Architect/Engineer:	
A/E contact person:	
Telephone#:	
Original contract amount: \$	Original completion date:
Final contract amount: \$	Final completion date:
Percentage of work self-performed:	



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<b>8. Information regarding past performance:</b>
8a. Has your firm ever failed to complete any work or has any officer, partner, member or principal, as listed in Question 5, been an officer, partner, member or principal of another firm that has failed to complete a project in the last 10 years? <input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, please provide the following information for each project you or one of your officers, partners, members or principles have failed to complete: <b>To list multiple contracts, duplicate the following information format.</b>
Company awarded the contract:
Principal involved in this company, if company is not the Applicant:
Class of Work:
Project Description:
Location:
Scope of work:
Owner:
Owner's Rep:
Telephone#:
Contract Amount: \$
Reason for Failure to Complete:
8b. Is the company able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work? <input type="checkbox"/> YES <input type="checkbox"/> NO <b>If NO, attach full explanation.</b>
8c. Is the company presently debarred or suspended from doing public construction work in the Commonwealth under the provisions of Section 29F of Chapter 81, or any other applicable debarment provisions of any other Chapter of the Massachusetts General Laws or any rule or regulation promulgated thereunder. <input type="checkbox"/> YES <input type="checkbox"/> NO <b>If YES, attach a copy of the debarment and a full explanation.</b>
8d. Is the company debarred or suspended from performing work of any kind by any state other than the Commonwealth of Massachusetts or any Federal agency or authority? <input type="checkbox"/> YES <input type="checkbox"/> NO <b>If YES, attach a copy of the debarment and a full explanation.</b>



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**9. Legal or Administrative Proceedings; Compliance with laws:**

Please answer the following questions. Information is to cover all judicial and administrative proceedings involving applicant’s firm, which were instituted or concluded (adversely or otherwise) within the **past 5 years** prior to the date of submission of this application.

The term “administrative proceedings” as used in this application for certificate of eligibility includes (i) any action taken or proceeding brought by a governmental agency, department or officer to enforce any law, regulation, code, legal or contractual requirement, except for those brought in state or federal courts, or (II) any action taken by a governmental agency, department or officer imposing penalties, fines or other sanctions for failure to comply with any such legal or contractual requirement.

The term “anyone with a financial interest in your firm” as used in this Section “I” shall mean any person and / or entity with a 5% or greater ownership interest in the applicant’s firm.

**If you answer YES to any question, on a separate page provide a complete explanation of each proceeding or action and any judgment, decision, fine or other sanction or result. Include all details (nature or basis of claim, name of court or administrative agency, title of case or proceeding, case number, date action was commenced, date judgment or decision was entered, fines or penalties impose, etc.)**

	YES	NO
a. Within the past 5 years have any civil, judicial or administrative proceedings involving your firm or a principal or officer or anyone with a financial interest in your firm been brought, concluded, or settled relating to the procurement or performance of any construction contract, including but not limited to actions to obtain payment brought by subcontractors, suppliers or others?	<input type="checkbox"/>	<input type="checkbox"/>
b. Within the past 5 years have any criminal proceedings involving your firm or a principal or officer or anyone with a financial or officer or anyone with a financial interest in your firm been brought, concluded or settled relating to the procurement or performance of any construction contract including, but not limited to, any of the following offences: fraud, graft, embezzlement, forgery, bribery, falsification or destruction of records or receipt of stolen property?	<input type="checkbox"/>	<input type="checkbox"/>
c. Within the past 5 years have any judicial or administrative proceedings involving your firm or a principal or officer or anyone with a financial interest in your firm been brought, concluded or settled relating to a violation of any state’s or federal procurement laws arising out of the submission of bids or proposals	<input type="checkbox"/>	<input type="checkbox"/>
d. Within the past 5 years have any judicial or administrative proceedings involving your firm or a principal or officer or anyone with a financial interest in your firm been brought, concluded or settled relating to a violation of M.G.L. Chapter 268A, the State Ethics Law?	<input type="checkbox"/>	<input type="checkbox"/>
e. Within the past 5 years have any judicial or administrative proceedings involving your firm or a principal or officer or anyone with a financial interest in your firm been brought, concluded or settled relating to a violation of any state or federal law regulating hours of labor, unemployment compensation, minimum wages, prevailing wages, overtime pay, equal pay, child labor or worker’s compensation?	<input type="checkbox"/>	<input type="checkbox"/>





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<b><u>Legal or Administrative Proceedings; Compliance with laws (Section 2)</u></b>		
f. Within the past 5 years have any judicial or administrative proceedings involving your firm or a principal or officer or anyone with a financial interest in your firm been brought, concluded or settled relating to a violation of any state or federal law prohibiting discrimination in employment?	<input type="checkbox"/>	<input type="checkbox"/>
g. Within the past 5 years have any judicial or administrative proceedings involving your firm or a principal or officer or anyone with a financial interest in your firm been brought, concluded or settled relating to a claim of repeated or aggravated violation of any state or federal law regulating labor relations?	<input type="checkbox"/>	<input type="checkbox"/>
h. Within the past 5 years have any judicial or administrative proceedings involving your firm or a principal or officer or anyone with a financial interest in your firm been brought, concluded or settled relating to decertification, debarment or suspension of your firm or any principal or officer or anyone with a financial interest in your firm from public contracting?	<input type="checkbox"/>	<input type="checkbox"/>
i. Within the past 5 years have any judicial or administrative proceedings involving your firm or a principal or officer or anyone with a financial interest in your firm been brought, concluded or settled relating to a violation of any state or federal law regulating the environment, including but not limited to DEP and EPA?	<input type="checkbox"/>	<input type="checkbox"/>
j. Within the past 5 years have your firm been fined by OSHA or any other state or federal agency for violations of any laws or regulations related to occupational health or safety? NOTE: this information may be obtained from the OSHA's Website at <a href="http://www.osha.gov">www.osha.gov</a>	<input type="checkbox"/>	<input type="checkbox"/>
k. Within the past 5 years has your firm been sanctioned for failure to achieve DBE/MBE/WBE goals, workforce goals or failure to file certified payrolls on any public projects?	<input type="checkbox"/>	<input type="checkbox"/>
l. Other than previously reported in the above paragraphs of this Section "I", within the past 5 years have any administrative proceedings or investigations involving your firm or a principal or officer or anyone with a financial interest in your firm been brought, concluded or settled by any local, state or federal agency relating to the procurement or performance of any construction contract?	<input type="checkbox"/>	<input type="checkbox"/>
m. Are there any other issues that you are aware which may affect your firm's responsibility and integrity as a construction contractor?	<input type="checkbox"/>	<input type="checkbox"/>



**APPLICATION for PREQUALIFICATION**

**FOR EACH CLASS OF WORK FOR WHICH PREQUALIFICATION IS REQUESTED THE APPLICANT MUST SUBMIT THREE (3) PROJECTS COMPLETED BY THE FIRM.**

**Duplicate the project information template as needed to list project experience**

10. Please provide 3 of your firm's recent <b>completed</b> projects similar in character for <b>EACH</b> class of work checked in item number four (4) above. Please provide a <b>THOROUGH</b> description of the class of work. General Contractors should not submit experience less than \$50,000 in project value. <p align="center"><b><u>Do not list contracts completed more than 10 years ago</u></b></p>	
<b>1. Class of work:</b>	Dollar Value: _____
1a. <u>Other Classes of work performed:</u>	Dollar Value: _____
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: \$	
Detailed scope of work:	



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<b>2. Class of work:</b>	Dollar Value:
2a. <u>Other Classes of work 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: \$	
Detailed scope of work:	





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**11. EQUIPMENT LIST: Show make, model, year, serial / vin#, and type.**  
 The listing of equipment must be grouped by type of equipment (i.e. loaders, backhoes, pavers, rollers, etc.)

**IF ADDITIONAL PAGES ARE NEEDED FOR YOUR EQUIPMENT LIST IT MUST BE PRESENTED AS SHOWN BELOW OR APPLICATION WILL BE REJECTED.**

**DO NOT INCLUDE OFFICE EQUIPMENT, HAND TOOLS OR PERSONAL VEHICLES IN THIS LIST**  
**\* Attach copies of lease agreements\***

Type of Equipment:					
Make, Model and Year	Type of Equipment	Serial no. / Vin No.	Used for what Prequalification Class of Work?	Owned	*Leased
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
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				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>



**APPLICATION for PREQUALIFICATION**

<p><b>12. <u>Contractors need to list all subsidiaries. Please note that each listing will be reviewed and non-collusion agreements may be required.</u></b></p>
<p><b><u>List all Subsidiaries:</u></b></p>
<p>Company Name:</p>
<p>Company Address:</p>
<p>Company Telephone:</p>
<p> </p>
<p>Company Name:</p>
<p>Company Address:</p>
<p>Company Telephone:</p>
<p> </p>
<p>Company Name:</p>
<p>Company Address:</p>
<p>Company Telephone:</p>
<p> </p>
<p>Company Name:</p>
<p>Company Address:</p>
<p>Company Telephone:</p>
<p> </p>
<p><b>13. <u>Inaccurate or falsified information:</u></b>            Failure to accurately and completely provide the information requested may result in rejection of the Application for Prequalification and additional penalties under the law. If information provided herein changes, a current and complete update statement must be provided by the Applicant.</p>
<p><b>14. The Prequalification Committee reserves the right to request at any time additional information regarding the Applicant’s experience, equipment, safety record or procedures, bonding capacity, financial status, completed projects, work currently under contract and any and all information pertinent to the applicant’s skill, ability and integrity to perform work for the department.</b></p>
<p> </p>
<p><b>Questions pertaining to information contained in this application should be directed to:</b></p>
<p> </p>
<p><b>Contact Person</b></p>
<p> </p>
<p><b>Phone Number</b></p>
<p> </p>
<p><b>Email address</b></p>
<p> </p>



APPLICATION for PREQUALIFICATION

The undersigned, on behalf of the Applicant, hereby certifies the foregoing information to be true and complete, under the penalties of perjury. The undersigned further certifies, under the penalties of perjury, that he or she is authorized to sign this application on behalf of the Applicant. In accordance with 720 CMR Section 5.04 (2) and under the penalties of perjury, I certify that my company will not request a project whose value plus the firm's uncompleted work would exceed the firm's aggregate bond capacity.

Company Name (print or type)

By:

Original Signature and Title

Date

Print Name and Title

**In accordance with 720 CMR 5.02 (5), Applications for Prequalification shall be submitted at least 14 calendar days preceding the day set for opening of bids for work upon which a Contractor intends to bid.**

If you should have any questions or concerns please direct them to [prequal.r109@state.ma.us](mailto:prequal.r109@state.ma.us) or feel free to contact the Prequal Hotline at 857-368-8660

**If an incomplete application is received, the following procedure will be followed:**

**a. The Prequalification Department will notify the applicant responsible for submitting the Prequalification Application via telephone/email or if applicable by letter that their application is incomplete. The Prequalification Department will state missing information that is required for Prequalification Committee review.**

**b. If after notifying the applicant the application remains incomplete for thirty days, the application will be voided and returned to applicant.**

**MAIL THIS COMPLETED APPLICATION TO:**

**COMMONWEALTH OF MASSACHUSETTS  
ATTN: DIRECTOR OF PREQUALIFICATION  
MASSDOT – HIGHWAY DIVISION  
PREQUALIFICATION OFFICE  
10 PARK PLAZA, ROOM 6260  
BOSTON, MA 02116**