CITY/TOWN/OAA

START

State Funding Program Approval Form or Letter
City/Town Scope of Work
City/Town Legal Advertisement or Central Register
ENG. EST Bid Item List and Project Value

Complete City/Town/OAA Prequalification Form

Paperwork is reviewed

Addendum is Issued
Bidder not on list
Bid Not Opened or Disqualified
Send Prequal Department Apparent 3 Lowest Bidders Form***

Verify Contractor's Apparent 3 Lowest Bidders Form are eligible
Bidders not eligible
Committee sends a letter/notification/warning to the Contractor and notifies the Town SAE/State Fund Program Manager of a Prequal violation

YES

Addendum Filed
Log Project Information into Access database and resends revised lists

City/Town/OA is emailed Class of Work, list of Prequalified Contractors, and/or Waiver List

MassDOT Confirms Class of Work
Determines a list of Prequalified Contractors

MassDOT Prequalification Department

District Offices/State Aid Engineer or State Fund Program Managers

Paperwork is complete

FINISH – Copy State Aid Engineer (SAE) & State Fund Program Manager, Signoff and close file

Paperwork is not complete

Log Bidders data into Access database

Bidder is on list of Preq. Contractors/Waiver List

Bidder is on list

Identify Projects with these criteria:
1. Involves the use of State Funds exceeding $50K
2. Involves work on State Numbered Roads & Hwys
3. Includes MassDOT Prequalification in AD or Bid Documents regardless of funding
4. Requires MassDOT Prequal for State Funding Reimbursement

District Offices/State Aid Engineer or State Fund Program Managers

Addendum Filed

Addendum is Issued

Send Prequal Department Apparent 3 Lowest Bidders Form***

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

***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