



Deval L. Patrick, Governor  
Timothy P. Murray, Lt. Governor  
Richard A. Davey, Secretary & CEO  
Frank DePaola, Administrator



## **CHAPTER 90 MASSDOT PREQUALIFICATION PROCEDURES**

**All City and Town Chapter 90 projects are subject to the requirements of MGL Chapter 81, Section 8B whereby each prospective bidder for any work to be awarded by a municipality under the provisions of Section 34 of Chapter 90, must be prequalified in accordance with 720 CMR 5.00, Prequalification of Contractors by MassDOT.**

The MassDOT Prequalification Office requires information from each municipality *prior to advertising a project* in order to determine the Class of Work for prequalification of contractors and to provide to the municipality a list of prequalified bidders.

### **The following information must be submitted:**

- 1. The Chapter 90 Form** - This form will be used to identify the specific project, value, description of work, bid opening date, and contact information for the city/town including an email address. If you have several projects a form must be submitted for each project (contract).
- 2. Item List** – **(This information is not released to contractors)** This list will be used to determine the prequalification Class of Work. This list must provide a break-out of each bid item including the item description, estimated quantity, estimated unit price and total estimated value of the item. **Please be sure when filling out the item list to include the estimated values.** This information should be available from the Town Engineer or the designer. Please note that the project value used to provide a list of prequalified bidders will be based upon the total value reported on the Item List. For example, if a Chapter 90 Form notes \$750,000 but the Item List totals \$800,000, MassDOT will issue a prequalified bidders list based on a single contract limit of \$800,000. If you have several projects a form must be submitted for each project (contract).
- 3. Scope of Work** – a separate detailed narrative scope of work needs to be submitted for each project. This will help determine the Class of Work for the project. This information should be available in the specifications for the Project or from the Town Engineer or designer. If you have several projects a form must be submitted for each project (contract).
- 4. Legal Advertisement** – A copy of the legal advertisement for the project (for example: newspaper advertisement, invitation to bid, Central Registry advertisement).
- 5. Submitted and Signed State Aide “Chapter 90 Project Request form” (Required only if the project is Chapter 90 funded):** The Prequalification Office determines the Class of Work for the project and provides a prequalified bidders list to the municipality. The Prequalification Office does not determine if the project is eligible for Chapter 90 reimbursement. This paperwork is necessary to ensure that the municipality has filed the necessary paperwork for reimbursement eligibility.

**A copy of the Chapter 90 Form and Item List is attached for your reference.**

*Municipalities may request to use MassDOT prequalification for local projects that do not use Chapter 90 funds. However, all of the above listed documents must still be submitted, with the exception of Item 5, to allow correct determination of Prequalification Class of Work and creation of an accurate list of prequalified bidders.*

The Prequalification Office will review the submitted materials and determine the Class of Work for the project. The Class of Work will be assigned based on the work scope that constitutes more than 50% of the value of the job; it's possible that 2 Classes of Work may apply.

The municipality will receive a list of MassDOT prequalified bidders for that project based on Class of Work, contractor prequalification Single Contract Limit and prequalification expiration date.

The bidders list will be updated and forwarded to the municipality once a week up to and including the date of the bid opening. The municipality is responsible for checking the most recent list to determine bidder prequalification status.

**UNDER NO CIRCUMSTANCES SHOULD THE MUNICIPALITY ACCEPT COPIES OF THE CONTRACTOR'S PREQUALIFICATION CERTIFICATION FORM AS EVIDENCE OF CURRENT PREQUALIFICATION STATUS.**

For questions, please feel free to contact Belinda Maldonado in the Prequal Office at 857-368-8661 or email to [prequal.r109@state.ma.us](mailto:prequal.r109@state.ma.us)