



## **PREQUALIFICATION FORM INSTRUCTIONS**

As a valued subcontractor, James McHugh Construction Co. (“McHugh”) is pleased to formally invite you to complete a Subcontractor Prequalification Form. This information will apply to all future bid opportunities.

### **PREQUALIFICATION ADMINISTRATION:**

McHugh utilizes [www.isqft.com](http://www.isqft.com) as our primary subcontractor prequalification management system. There is no fee required to submit the information required for prequalification. The prequalification is a 10-section form with the following:

1. General Information
2. Organization Specific Information (Registration(s), Certification(s), Type of Work, etc.)
3. Licensing Information
4. Work Experience (Typical Project Size, Backlog, etc.)
5. References
6. Insurance
7. Quality
8. Safety Information
9. Financial Information
10. Additional Information/Electronic Signature

Subcontractor partners will receive a link to their company’s Prequalification Form at the bottom of the electronic Invitation to Bid message for a specific project, or subs can request to be added to McHugh’s database through the following link: <https://projects.isqft.com/jamesmchughconstructionco/form>. Subs can also request a separate link be e-mailed directly. Please note that the person responsible for completing the prequalification must directly receive a link (invitations/links to the form cannot be forwarded).

### **COMPANY INFORMATION (SECTIONS 1-7):**

To begin the process, please click the Prequalification link attached to project ITB or Prequalification E-Mail. This will direct you into [www.isqft.com](http://www.isqft.com), to the form established specifically for your company.

The information required for Sections 1-7 includes:

- Official Business Name, Address, Phone, etc.
- Federal Tax ID (FEIN #)
- Dun & Bradstreet Rating (if available)
- Union Affiliation(s) including list of signatory unions, if applicable.
- Business Type and Company Officers
- Certifications (MBE/WBE/DBE/SBE/VBE) and associated certificates confirming status for upload
- Backlog, Major Projects List, and Project References
- Banking and Bonding Contacts, including Bonding Limit
- Insurance Policy Limits by Type (General Liability, Auto, Umbrella, Workman’s Comp, Professional Liability, Pollution), Agent Contact, and Sample Certificate
- Current Project Commitments/Work in Progress List (see clarification below)
- Corporate Quality Manual/QC Information

In addition to the information above, McHugh requests that all Subcontractor partners download and complete the attached template to confirm your company's Current Work in Progress/Project Commitments/Pending Awards. This information to include the **Project Name, Location, Anticipated Start and Completion Dates (Month/Year), GC/CM for the project, GC/CM Contact or Reference Name and Phone Number, Total Subcontract Value, and Subcontract Value Remaining to be Completed** for *each* project your company is currently committed to, under contract for, or expecting imminent pending award. Find the link in Section 4 – Work Experience to the template in Excel format for your use. **DO NOT USE YOUR OWN FORM – use the form provided by McHugh.** This info will be used to assess a company’s capacity and availability of resources for future work.

### **SAFETY AND FINANCIAL INFORMATION (SECTIONS 8-9):**

Sections 8-9 require the submission of Safety and Financial Information. The safety information is analyzed by JMCC’s Safety Department, while the Financial information will only be made available to our VP of Risk Management, our VP/Controller, and our Chief Financial Officer.



The information required for Safety/Financial submission (Sections 8-9) includes:

Safety Information:

- o EMR for 3 years
- o OSHA lost workday data for 3 years
- o OSHA recordable incident data for 3 years
- o Employee hours worked data for 3 years
- o OSHA citations for 3 years
- o Electronic version of your company Safety Manual
- o Electronic version of OSHA 300 Summary Form
- o Electronic version of EMR certificate

Financial Information:

- o Federal Tax ID
- o Electronic version of Financial Statement (must be less than 12 months old)

**FORM COMPLETION:**

As indicated above, McHugh allows Subcontractor partners to complete information in the Subcontractor Prequalification Form in two separate steps.

**Step 1 – Sections 1-8:** Complete information for Sections 1-8 by responding to all questions and uploading requested support documentation through [www.isqft.com](http://www.isqft.com). Please notify McHugh’s Prequalification Coordinator Liz Warren once all information and attachments for these sections are complete. McHugh Risk Management personnel will begin to review the documentation provided and notify the subcontractor of any additional required information.

**Step 2 – Section 9:** Due to the sensitivity of company Financial data, provisions can be made to provide Financial data directly to the designated McHugh Financial Officer. Please contact Dan Jatis or Chris Luther ([fs@mchughconstruction.com](mailto:fs@mchughconstruction.com)) to arrange for submitting the Financial Information.

Once all documents have been submitted and the form has been signed electronically (Sections 1-10), we request that all Subcontractors send another confirming e-mail to the same contacts listed above. McHugh’s Risk Management Department will complete review of the documentation and send any follow-up questions as a result of reviewing the information provided.

**CONTACT INFORMATION:** Should you have any questions or concerns regarding the Prequalification process, please use the following contacts:

|                                | Name           | Title                   | E-Mail   | Phone        |
|--------------------------------|----------------|-------------------------|--|--------------|
| <b>General Info/Questions:</b> | Liz Warren     | Prequalification Coord. | <a href="mailto:lwarren@mchughconstruction.com">lwarren@mchughconstruction.com</a>     | 312-821-0383 |
| Safety/Insurance Info:         | Jerry Flemming | VP Risk Management      | <a href="mailto:jflemming@mchughconstruction.com">jflemming@mchughconstruction.com</a> | 312-821-0328 |
| Financial Info:                | Dan Jatis      | CFO                     | <a href="mailto:fs@mchughconstruction.com">fs@mchughconstruction.com</a>               | 312-821-0323 |
|                                | Chris Luther   | Controller              | <a href="mailto:fs@mchughconstruction.com">fs@mchughconstruction.com</a>               | 312-821-0334 |

A subcontractor will not be considered fully prequalified until the entire Prequalification Form (Sections 1-10, including Quality, Safety, and Financial information and all required attachments) is submitted and approved by McHugh’s Risk Management Department. Awards will not be made to Subcontractors that are not prequalified and have required current approvals. We encourage all subcontractors to complete the entire Prequalification Form and requested updates early.

At James McHugh Construction Co., we realize that one of the keys to our century of success is strong relationships with qualified Subcontractors. Your participation in this process is appreciated and will assist us in maintaining and expanding a group of quality Subcontractor Partners.

Thank you,

Jerry Flemming  
Vice President Risk Management  
James McHugh Construction Co.

## **McHUGH PREQUALIFICATION FORM – Frequently Asked Questions (FAQ’s)**

**Q:** Does McHugh require Prequalification in order to be awarded?

**A:** Yes. McHugh requires that all Subcontractors be prequalified to participate in a given project.

**Q:** Why does McHugh require Prequalification?

**A:** McHugh utilizes the information gathered in the Prequalification Form to help improve Subcontractor partners and ensure that they can perform the scope of work that is being bid. The information is utilized to identify areas of further discussion with McHugh as we search for the right scope and opportunities for our sub partners. Additionally, the Prequalification process will allow McHugh to implement corporate programs to increase opportunities for all subcontractors. Note that the information that is gathered through the process is considered highly confidential.

**Q:** Is the Subcontractor Prequalification Form project specific?

**A:** No, McHugh does not utilize project specific prequalification forms. The link that a subcontractor receives with any specific Invitation to Bid will connect to their Company Prequalification Form. With that said, McHugh will re-review a subcontractor’s form and data prior to award on any given project and may request additional information/updates.

**Q:** What if our firm is proposing for award on a project and we already have an approved Prequalification?

**A:** McHugh requires all subcontractors eligible for a project award to update their Work in Progress/Current Project Commitments Log and provide any other updates prior to a project award. McHugh may also ask for updates to any other information on the form before confirming approval for a specific project.

**Q:** Can an individual forward the link to the Prequalification Form to other members within a company if someone else is responsible for completing the applicable information?

**A:** No. The link that an individual receives to the Prequalification Form is specific to the e-mail to which it is sent. If another individual within the organization will be responsible for completing information within the form, you must request that a separate link to the Prequalification Form be sent to that individual. Please provide the name, e-mail, and phone of the additional individual in your firm that will require access to the form.

**Q:** Who should I contact if I am having difficulty with the Prequalification Form?

**A:** Please use the following references depending on the issue you may be experiencing:

- For general questions, information to submit, or status updates on Prequalification processing, please contact the Prequalification Coordinator Liz Warren at P: **312-821-0383** or e-mail: [lwarren@mchughconstruction.com](mailto:lwarren@mchughconstruction.com).
- For questions specific to the content of the Prequalification Form, please contact Jerry Flemming at P: **312-821-0328** or [jflemming@mchughconstruction.com](mailto:jflemming@mchughconstruction.com).
- If you have problems accessing the [www.isqft.com](http://www.isqft.com) site or other technical issues using iSqFt, please contact iSqFt’s dedicated support team at [help@isqft.com](mailto:help@isqft.com) or toll free at **888-768-4569**.
- For submission of Safety Information, coordinate with your McHugh Trade Contact.
- For Financial Information, forms to be sent to Dan Jatis, CFO ([fs@mchughconstruction.com](mailto:fs@mchughconstruction.com) or **312-821-0323**), or Chris Luther, Controller ([fs@mchughconstruction.com](mailto:fs@mchughconstruction.com) or **312-821-0334**)

**Q:** What is the difference between my Major Projects list and the Committed Projects List requested in Section 4?

**A:** The Major Projects list requested in Section 4 (Work Experience) of the Prequalification Form is used to identify the similar large projects completed within the last three (3) years to establish relative experience. The Committed Projects List helps us understand a Subcontractor’s work that is in progress and review potential impacts on a Subcontractor’s capacity for future work opportunities so we can include them in the appropriate projects.

**Q:** What if a Subcontractor does not want to submit their Financial Information electronically?

**A:** McHugh understands and respects a subcontractor’s privacy with sensitive data. If you do not wish to submit the information electronically, arrangements can be made with McHugh to review hard copies of the information in person. Subcontractor should contact either Jerry Flemming ([jflemming@mchughconstruction.com](mailto:jflemming@mchughconstruction.com)), VP of Risk Management, or Dan Jatis ([fs@mchughconstruction.com](mailto:fs@mchughconstruction.com)), CFO, to discuss the best way to complete the required review.

**Q:** How long is my Prequalification good for?

**A:** Your prequalification with James McHugh Construction Co. will be good for one (1) calendar year from the date of approval. If you are eligible for additional project awards within that timeframe, you may be asked to resubmit updated financial and safety information.

**Q:** I received an expiration notice from iSqFt – how do I update my information?

**OR** if you simply have information you need to update prior to your prequalification form expiring.

**A:** To update your existing information in iSqFt, log in using your username and password and edit the fields you wish to update. If your form has expired, you will also need to delete attached documents and upload current ones. The documents that require updating include: Officer's Report, Bonding Letters, Work in Progress Log, Major Project History Log, Certificate of Insurance, OSHA Logs and Summary Pages. Also, if your quality or safety procedures have changed please provide this information in the appropriate category tabs.

**Q:** Who sees my Prequalification information once it is submitted through [www.iSqFt.com](http://www.iSqFt.com)?

**A:** Limited individuals within McHugh's organization will have access to the full information included in the Prequalification. Safety and Financial Information (Sections 8-9) will only be viewed by the VP of Risk Management, the Chief Financial Officer and/or the Controller, and the Corporate Safety Director (Safety info only).

**Q:** What does a Subcontractor do if it believes it has already prequalified with McHugh through [www.iSqFt.com](http://www.iSqFt.com)?

**A:** If you believe that you have already completed the Prequalification process for McHugh, we ask that the Subcontractor use the link to verify that all information in the form is accurate and up to date. Any revisions to the sections should be made at that time. At the point the Subcontractor believes all information is correct, please send the requested notification as indicated in the directions above. Include in that notification your Current Project Commitments list for review.

**Q:** What if I have submitted a Prequalification Form through [www.isqft.com](http://www.isqft.com) for another General Contractor?

**A:** Within your company profile, there should be an option to allow for sharing of the prequalification information from another Contractor's form with McHugh. Please note that not all questions on our form are identical to other contractors, so you will be required to follow-through on any additional specific information requested. The sharing process is administered by iSqFt and any questions regarding this process should be coordinated through them (see above for contact).