



# Best Practices for Hiring Subcontractors

By Danielle Levine

Hiring the wrong subcontractor can create a variety of consequences, especially for small contractors. Here are six points to consider when hiring subcontractors.

- 1. Be selective when hiring**  
 Never settle for a subpar subcontractor. Vetting ahead of time is critical to success. Find out:
  - If they have the same goals as the company
  - How ambitious the subcontractor is to get the job done
  - If the subcontractor is known in the industry and has a good reputation
  - What their capabilities are
  - Whether they can follow simple directions, e.g., proposal submission procedures
  - If this just another job or will they engage in connecting with the project
 Screening potential subcontractors is crucial. Ask subcontractors to provide proof of a number of years of experience doing similar work, then

look at those projects and check their references. Hire the subcontractor that has its next jobs lined up. If this subcontractor has a waiting list, it is more than likely that they know what they are doing.

- 2. Define scope of work**  
 Outline a clear, detailed, scope of work so that when evaluating the subcontractor there is a well-defined set of requirements to check their qualifications against. Define the scope of the project verbally and in writing. Not only does this serve as a record, but it also allows the subcontractor to look at each piece of it. The process of defining the scope of work is an opportunity for the subcontractor to:
  - Identify conflicts or challenges associated with their scope of work
  - Speak about the proposal
  - Come to the table with solutions, ideas, and problems that could occur
- 3. Complete a pre-qualification evaluation**  
 Create a checklist of the expectations of potential subcontractors and evaluate each



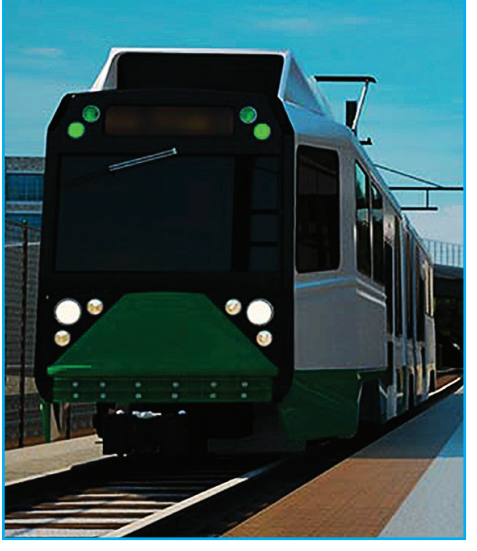
subcontractor against multiple criteria. This is an opportunity to look at each separate criterion to determine the subcontractor that is the best for the project. Try not to focus solely on cost. While cost can make or break a deal, there is much more

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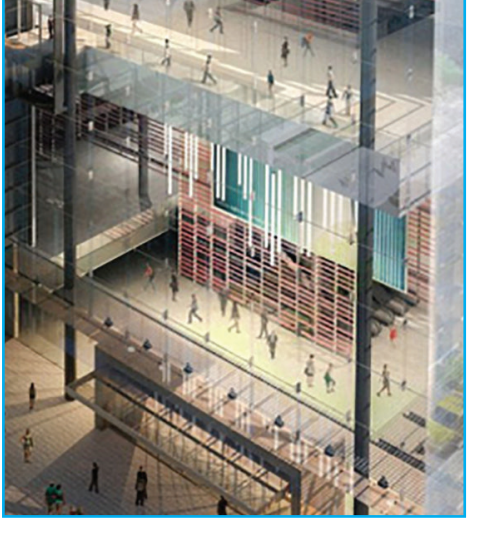
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**IS SOLICITING COST PROPOSALS FROM NEW YORK STATE CERTIFIED DBE SUBCONTRACTORS AND VENDORS**  
**MTA Long Island City Restoration and Resiliency Construction Package 3B—Perimeter Flood Wall and Permanent Pump Station**  
**MTA Construction and Development Contract No. 6356**  
**Bid Date: February 26, 2021**

**Description of project:**  
 This project calls for all labor, services, equipment, and construction services for the restoration of 3rd Rail Systems including switch replacements; perimeter flood protection walls and gates; construction of car cleaning platforms; and underground utilities; sump chambers and check valves; storm water detention and management system including check valves, sumps, pumps, and chambers; raised track profiles; and traction power systems with an option for reconstruction of LIRR LIC Yard Tracks 11 and 12.

**Many bidding opportunities are available:** photography, office supplies, CPM scheduling, pest control, demolition, soil testing, rebar, precast concrete, cast-in-place concrete, structural steel, miscellaneous metals, caulking and sealing, exterior painting, plumbing, electrical, site clearing, earth moving, erosion control, excavation (SOE), fencing, utilities, rail track materials, track installation, drilled shafts, FRP decking and railing, flood barrier, site lighting, site electric, asphalt paving.

If you are interested in bidding on this project, please contact Skanska’s Outreach Coordinator: [Rosemary.Nagle@skanska.com](mailto:Rosemary.Nagle@skanska.com) • EOE/M/F/Vet/Disabled

**SKANSKA**  
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**IS SOLICITING BIDS FROM DBE SUBCONTRACTORS AND SUPPLIERS**  
**Rumson Sea Bright Bridge Replacement**  
**County of Monmouth Contract No. F-99-2020**  
**Bid Date: March 10, 2021**

Subcontracting opportunities include but are not limited to electrical and mechanical bridge controls, paint, drainage, concrete, field office, CPM scheduling, civil general contracting, construction engineering, fencing, fuel, haul and dispose, MPT, office trailer fit out, painting, signs, structural steel, surveying, waterproofing, vibration monitoring, miscellaneous metals, bridge railing, landscaping, hazmat removal, bridge demolition, and trucking. Please see contract documents for further opportunities.

Interested firms please contact [john.papagiannakis@skanska.com](mailto:john.papagiannakis@skanska.com) • EOE/M/F/Vet/Disabled

**SKANSKA**  
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**IS SOLICITING BIDS FROM SBE SUBCONTRACTORS AND SUPPLIERS**  
**New Jersey Department of Transportation, Pulaski Contract 8B**  
**NJDOT Contract No. 054123300**  
**Bid Date: March 18, 2021**

Subcontracting opportunities include but are not limited to soil erosion and sediment control, traffic control, pipe/drainage structures, earthwork—excavation, earthwork—embankment, asphalt/pavement, fence, sidewalk and curbs, traffic railing, traffic striping, traffic signs, electrical, landscaping, engineering, demolition, hazmat, paint, foundations/piles, reinforcing steel, concrete—structural, waterproofing, steel repairs, bearings, joints, concrete deck, and jacking systems. Please see contract documents for further opportunities.

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**SKANSKA**  
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**IS SOLICITING COST PROPOSALS FROM NEW YORK STATE CERTIFIED DBE SUBCONTRACTORS AND VENDORS**  
**Replacement of 8 Traction Elevators at Various Locations in the Boroughs of Manhattan and Brooklyn**  
**MTA Construction and Development Contract No. E-34028**  
**Bid Date: February 25, 2021**

**Description of project:**  
 This contract requires the performance by the contractor of all work necessary for the replacement of eight (8) traction elevators for the lines at the four locations, listed below, in the Boroughs of Manhattan and Brooklyn:  
 1. BMT Division: Broadway Line—Court Street Station (R) Elevator Nos. 308 and 309  
 2. IRT Division: Clark Street Line—Clark Street Station (2, 3) Elevator Nos. 310, 311, 212  
 3. IND Division: 63rd Street Line—Lex Avenue/63 Street Station (F) Elevator No. 402  
 4. IND Division: 63rd Street Line—Roosevelt Island Station (F) Elevator Nos. 403 and 404

**Many bidding opportunities are available:** selective demolition; miscellaneous concrete repair; concrete topping slabs; positive side leak mitigation; grouting; unity masonry; removal and restoration of brick and tile; structural steel; miscellaneous metals; aluminum work; EPDM and liquid membrane roofing; hollow metal work; hardware; glass and glazing; vision panels; insulated sliding doors; anti graffiti coating; ceramic tile and marble cleaning; tile repairs; station painting; metal ceiling; gypsum wallboard; terrazzo flooring; photo luminescent egress markings; removal of batteries; mercury containing lamps, lead, PCB; rodent control; traction elevators; HVAC; plumbing; dry manual standpipe sprinkler system; station electrical work; communication work; fiber optics; dumpsters; field office equipment; survey; testing and inspections.

If you are interested in bidding on this project, please contact Skanska’s Outreach Coordinator: [Rosemary.Nagle@skanska.com](mailto:Rosemary.Nagle@skanska.com) • EOE/M/F/Vet/Disabled

**SKANSKA**  
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**Harold Structures Eastbound Re-Route Project**  
**MTA Construction and Development Contract No. CH058B**  
**Bid Date: March 5, 2021**

**Description of project:**  
 The work involves design-build of a new tunnel and approach structures for a grade-separated crossover, including modification of the underpinning pier(s) and construction of new pier(s) for the existing Honeywell Street bridge, demolition of existing track work and installation of new track, including special track work, and demolition of existing and installation of new traction power elements such as the cabling, contact and messenger wires, feeder cables and their supporting structures. The work will be performed in an active railroad interlocking and will require close coordination with the ongoing train operations and force account work performed by Amtrak, LIRR, and other East Side Access contractors.

**Many bidding opportunities are available:** trucking, soil hauling and disposal, containers, excavation, structural concrete, precast concrete, standpipe, utilities, MPT, electrical, catenary, miscellaneous metals, steel, pile driving, micropiles, line striping, rebar furnish and install, waterproofing, demolition, support of excavation, precast barrier, trackwork, track removals, third rail, concrete ties, rail, fence, erosion control, trailers, cleaning, environmental testing, fill material supply, contaminated soil, geotechnical instrumentation and monitoring, survey, photography, rodent control, castings, monitoring wells, dewatering, material testing, temporary steel.

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### NORTHEAST EVENTS FOR YOUR BUSINESS

**2021**

**PPP Forgiveness Webinar**  
**Tuesday, February 23, 2021, 11:30 am–1:00 pm**  
**Online**  
**Main Sponsor(s): US Small Business Administration**  
**Contact: Susan Mazza, 802-828-4422, [susan.mazza@sba.gov](mailto:susan.mazza@sba.gov)**  
**Fee: Free; registration required**  
 The SBA Vermont District Office hosts a free weekly webinar from 11:30 am to 1:00 pm Tuesdays to discuss Paycheck Protection Program forgiveness and other changes. To access the webinar by phone, call 1-202-765-1264 and enter the code 986 011 495#. For more information, email [susan.mazza@sba.gov](mailto:susan.mazza@sba.gov). Webinar direct link (copy and paste link into browser address bar): [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_OTQzYzJmYmYwQTYzRjNs00YzRlThiZwQTYTEwY2RjN2Y0NTkw%40thread.v2/0?context=%7b%22Tid%22%3a%223c89fd8a-7f68-4667-aa15-41ef2208961%22%2c%22Oid%22%3a%224f22bc7-4d9b-44ab-bd09-65f869dc840%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_OTQzYzJmYmYwQTYzRjNs00YzRlThiZwQTYTEwY2RjN2Y0NTkw%40thread.v2/0?context=%7b%22Tid%22%3a%223c89fd8a-7f68-4667-aa15-41ef2208961%22%2c%22Oid%22%3a%224f22bc7-4d9b-44ab-bd09-65f869dc840%22%7d)

**Selling on Facebook Shops and Facebook Marketplace**  
**Tuesday, February 23, 2021, 6:00 pm–8:30 pm**  
**Online**  
**Main Sponsor(s): US Small Business Administration, Veterans Business Outreach Center, Fayetteville State University**  
**Contact: Sarah Espinosa, 910-672-2683, [sespinos@unccfsu.edu](mailto:sespinos@unccfsu.edu)**  
**Fee: Free; registration required**

**SBA and SOS Monthly Webinar**  
**Thursday, March 4, 2021, 9:00 am–11:00 am**  
**Online**  
**Main Sponsor(s): US Small Business Administration, New Hampshire Secretary of State Corporation Division**  
**Contact: Miguel Moralez, 603-225-1601, [miguel.moralez@sba.gov](mailto:miguel.moralez@sba.gov)**  
**Fee: Free; registration required**  
 Starting a new business? Looking for capital and finance options? Looking for general advice on starting or maintaining your business? Hear from representatives from the local SBA office and the New Hampshire Secretary of State Corporation Division. This workshop (currently held online during the pandemic) is offered on the first Thursday of every month. To join this free webinar, copy and paste the link below into your browser, then register for tickets for the date of your choice to receive the access code. <https://www.eventbrite.com/e/monthly-workshop-on-sba-eventbrite-resources-at-sos-tickets-138501643143>