

The 2014 Prequalification Process – Question & Answers

1. What has changed for the 2014 prequalification process compared to the 2013 process?
 1. For 2014, a streamlined (or reduced) submission is not an option. All firms, regardless of past prequalification status, must submit a full application.
 2. Due to the creation of the Connecticut Airport Authority (CAA), all reference to aviation has been removed from the DOT prequalification documents. The CAA will be responsible for the hiring of their professional services.
 3. The requirement to show NICET Level II certification for inspection staff in all Construction Engineering and Inspection categories is no longer necessary.
2. I was prequalified for the 2013 calendar year. Can I submit a reduced application? No. Full applications are required for even numbered calendar years (2014).
3. How long does my firm's prequalification status last? Prequalification by CTDOT is a yearly process. Every year, all firm's prequalification's expire at the end of that calendar year. An application must be submitted to the Department by November 15 of every calendar year for prequalification in the upcoming calendar year.
4. What should my prequalification package consist of? A complete prequalification submission consists of the following documents, in the following order:
 1. Cover Letter which identifies the specific categories your firm is requesting.
 2. 2014 Category Checklist (2 copies) – make sure this matches the categories listed in the cover letter. One copy stays with your application; the other copy is used internally by the Department.
 3. Annual Prequalification Submittal Form (rev 8/13) – must be completed and signed (electronic signatures are acceptable).
 4. Prequalification Categories with project backup – Each category should have its own cover page, which lists the person who will be 'In Responsible Charge,' as well as other Key Personnel, followed by project examples which describe your firm's relevant experience over the past five (5) years. The personnel listed must only be those who are most likely to be used on CTDOT projects. NOTE: It is very helpful if tabbed dividers are used to identify where the Category Cover pages are in the submission.
 5. Resumes – This should be a separate section, compiled in alphabetical order, of the all staff listed on the Category Cover pages. The resumes must contain the information listed on the Personnel Resume document.
 6. Licenses, Certifications and Registrations – This should be the final section. Any corporate licenses should be first, followed by individual licenses/certifications in alphabetical order. NOTE: Proof of DBE/SBE certification is not required.
5. What happens if the employee I designate as 'In Responsible Charge', does not have a valid, current Professional Engineer (or Architect for Facility Design category) license in the State of Connecticut? The person identified as 'In Responsible Charge' MUST currently retain the required Connecticut professional license. Expired licenses are not acceptable. Your firm will not be given the opportunity to revise the submission, and therefore will not be prequalified in that particular category.
6. What happens if I forget to include one of the employee's licenses, or my corporate license, that was a requirement for a specific category, but the license is current and valid? Your firm will be given the opportunity to submit proof of licensure during the Department's review period. New names cannot be added to your submission to correct missing licensing requirements for any category.
7. What happens if I fail to sign the Prequalification Submittal Form? You will be given the opportunity to come to the Consultant Selection Office during the review period, and sign your form. It must be an original or electronic signature. A copy or a pdf of a new signed form is not acceptable.
8. Do I need to include the licenses, certifications, and registrations of ALL the individuals listed as 'Key Personnel' on the prequalification Category cover page if they are redundant? No. Duplicate licenses

are not required for any particular category. However, you must ensure that you have provided proof that at you have included personnel that have the necessary license, certificate, or registration required to satisfy the specific category. If you have already satisfied the category's requirements by including another person's license, certificate, or registration, you do not need to duplicate it by including the same one for someone else in that category. NOTE: You should indicate on the Prequalification cover page which staff members have their licenses, certificates or registrations included by 'bold' typing their name or adding a note next to their name. Refer to the Prequalification Category Descriptions and Requirements form for minimum licensing requirements.

9. *What business organizational structures require corporate licenses? Any business registered as a corporation (including P.C.'s) must possess a professional corporate license for Engineering or Architecture. Engineering firms registered as LLC's must possess a professional corporate license. A strictly architectural firm registered as an LLC, does not require a corporate license. LLP's and Sole Proprietorships of either discipline are not required to retain a corporate license.*

10. *What happens if I have all the required individual licenses required for a category, but not the required corporate license based on my business structure? The appropriate corporate license is required to provide professional services to the Department. Without the appropriate license your firm will not be prequalified.*