

The 2016 Prequalification Process – Question & Answers

1. What has changed for the 2016 prequalification process compared to the 2015 process?
 1. For 2016, a streamlined (or reduced) submission is NOT an available option for any firm.
 2. The following categories have been removed:
 - Bridge and Structure Inspection (Underwater)
 - Environmental Compliance (Soil & Groundwater)
 - Intelligent Transportation Systems (ITS)
 - Materials Testing and Fabrication Inspection
 3. Categories have been re-organized and grouped by discipline instead of alphabetical order
 4. The wording for all categories has been revised and updated.
2. Why were the Bridge and Structure Inspection (Underwater), Environmental Compliance (Soil & Groundwater), Intelligent Transportation Systems (ITS), and Materials Testing and Fabrication Inspection categories removed? How will the Department solicit for these services in the future? *These categories were removed due to their infrequent use. When the Department has a need for these services in the future, solicitations will be published via legal notices in newspapers, trade publications, and on-line (DOT and DAS websites). A firm's qualifications will be assessed based on information contained in their proposal during the selection process.*
3. My firm was prequalified with the Department for the 2015 calendar year. Can I submit a reduced application? *No. All firms are required to submit a complete application for the 2016 calendar year.*
4. My firm was prequalified with the Department for the 2015 calendar year. Do I need to submit a prequalification application? *Yes. You must submit a full application. Prequalification by CTDOT is a yearly process. All firm's prequalification's expire on December 31st, and must be renewed to be eligible for selection in the following calendar year. An application must be submitted to the Department by November 15 of each calendar year for prequalification in the upcoming calendar year.*
5. My firm was prequalified for some categories in 2015; however, there are additional categories which we desire for 2016. Can we request additional categories for the 2016 calendar year? *Yes. You must submit a full application which contains the necessary information required for all the categories your firm is applying to be prequalified in.*
6. 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. 2016 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 8/15) – must be completed and signed (electronic signatures are acceptable).
 4. Prequalification Categories with cover pages and project backup – Each category should have its own Prequalification Category 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 firms 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. Categories should be organized in the order they appear on the Category Checklist. NOTE: It is very helpful if tabbed dividers are used to identify where the Category Cover pages are in the submission.
 5. Personnel Resumes – One copy of the resume, compiled in alphabetical order by last name, of all the staff listed on the Prequalification Category Cover Page(s).
 6. Licenses– This should be the final section. Any corporate licenses should be first, followed by individual licenses in alphabetical order by last name. NOTE: Proof of DBE/SBE certification is not required. Only CT Individual and Corporate PE licenses should be included.

7. Does the employee designated as 'In Responsible Charge' have to possess a valid, current Professional Engineer (or Architect for Facility Design category) license in the State of Connecticut? *No. However, the licensing requirement must then be met by another individual listed for that category. Those individuals which possess the license should be indicated in bold letters or adding the note, "license included" next to their name. Expired licenses are not acceptable.*
8. 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.*
9. What happens if I fail to sign the Annual Prequalification Submittal Form? *You will be given the opportunity to come to the Consultant Selection Office during the review period, and sign your form, OR send in a new, signed form. The form must contain an original or electronic signature. A copy or a pdf of a new signed form is not acceptable.*
10. Do I need to include the licenses of ALL the individuals listed as 'Key Personnel' on the Prequalification Category Cover Page if they are redundant? *No. Duplicate licenses are not required. Once you have provided a copy of a current license which covers the necessary requirements for that category, you do not need to include any other person's license which is a duplicate for that category. NOTE: You should indicate on the Prequalification Category Cover Page which staff members have their licenses included by 'bold' typing their name or adding the note, "license included" next to their name. Refer to the Prequalification Category Descriptions and Requirements form for minimum licensing requirements.*
11. 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.*
12. 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.*
13. Do firms who desire to only be sub-consultants on Department assignments need to be prequalified? *No. Sub-consultants do not need to be prequalified. Prequalification is only a requirement for those firms desiring to be a prime consultant on Department assignments.*