

The 2017 Prequalification Process – Question & Answers

1. What has changed for the 2017 prequalification process compared to the 2016 process?
 1. For 2017, a streamlined (or reduced) submission IS an available option for any firm who was prequalified for any categories in 2016.
 2. Category 10. Environmental Planning Studies and Regulatory Permitting, has been renamed to: Environmental Planning Studies and Regulatory Investigations. There is no change to the category description. The word 'Permitting' was changed to avoid confusion on the intent of the category.
 3. More detailed instructions have been provided regarding what is, and what is not, expected for project experience.
2. A number of categories have been removed in recent years. How will the Department solicit for these services in the future? *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 2016 calendar year. Can I submit a reduced application? *Yes.*
4. My firm was prequalified with the Department for the 2015 (or any earlier year) calendar year, but not in 2016. 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 2016; however, there are additional categories which we desire for 2017. Can we request additional categories for the 2017 calendar year? *Yes. For the new categories, you must include project experience and resumes. The categories which you were approved for in 2016 may be streamlined versions.*
6. My firm was NOT prequalified for any categories in 2016. What should my full 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. 2017 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 9/16) – 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,' and the Support Staff. One person must be identified as the person who satisfies the necessary licensing requirement of the category by adding the note "license included" next to their name. The personnel listed must only be those who are most likely to be used on CTDOT projects. This will be followed by project examples which describe your firm's relevant experience over the past five (5) years. 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. My firm was prequalified for specific categories in the 2016 calendar year. We will not be requesting any additional categories for the 2017 calendar year. What should a 'reduced' submission consist of? *A reduced prequalification submission consists of the following documents, in the following order:*
1. *Cover Letter which identifies the specific categories your firm is requesting.*
 2. *2017 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 9/16) – must be completed and signed (electronic signatures are acceptable).*
 4. *Prequalification Category Cover Page(s) – Each category should have its own Prequalification Category Cover Page, which lists the person who will be 'In Responsible Charge,' and the Support Staff. One person must be identified as the person who satisfies the necessary licensing requirement of the category by adding the note "license included" next to their name. The personnel listed must only be those who are most likely to be used on CTDOT projects. NO PROJECT EXAMPLES OR RESUMES ARE REQUIRED.*
 5. *Licenses, Certifications and Registrations – This should be the final section. Any corporate licenses should be first, followed by individual licenses/certifications in alphabetical order by last name. NOTE: Proof of DBE/SBE certification is not required.*
8. What should be included in the Project Experience write up? *In addition to the items listed in the instructions on the Prequalification Category Cover page, a detailed description of duties and tasks your firm performed, specific to the category requirements, which demonstrates your ability and experience. While one project may be suitable to be used in multiple categories, the write-ups should be revised to be tailored to the specific category requirements.*
9. How many employees do I need to include on the Prequalification Category Cover Page? *There is no specific number to answer this question. However, you must show your firm has the staff size to complete an assignment for the DOT, should you be selected. What is important is that you show depth of staff, with the proper background and experience, which would be available to perform work in that category.*
10. 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.*
11. 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 or expired licensing requirements for any category.*
12. 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.*
13. Do I need to include the licenses of ALL the individuals listed as 'Support Staff' 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.

14. *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.*
15. *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.*
16. *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.*