

Consultant Advisory

2015-2

February 9, 2015

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## Classification Specific Prequalification Information and Process

As stated in Consultant Advisory 2014-17, MDOT's Consultant Prequalification Application instructions currently state: "Classification specific prequalification will be considered valid for a six (6) year period, providing all general/annual information requirements are kept current. Once a prequalification expiration date has been set, all subsequent approved classifications will also expire on that date". The Advisory also referenced changes that are being implemented in 2015 with regard to classification specific prequalification and renewal of those classifications. This Advisory is to inform you of these changes.

### Conceptual Changes Resulting from the MDOT/ACEC Prequalification Re-engineering Process

1. Renamed each prequalification classification to better reflect work type and MDOT's organization/structure
2. Reworked/clarified [prequalification classification descriptions and use statements](#) for consistency and clarification
3. Revisited and revised staff education and experience requirements
4. Eliminated the requirement for vendor experience
5. Eliminated Provisional Status – Now: either 'approved' or 'denied' status
6. Some of the requirements from Vendor Experience, ie, plans, have been moved to 'other requirements'
7. Eliminated ten (10) classifications (**See Below**)
8. Added four (4) classifications (**See Below**)
9. Split two (2) existing classifications, hydraulics and geotechnical, into simple and advanced classifications (**See Below**)

### Prequalification Renewal - Overall Process Changes

1. Elimination of the six (6) year full renewal
2. Prequalification **annual** renewal document/certification must be submitted annually, and must be included with your financial/annual information for your company's fiscal year end 2015. The document will certify that:
  - Previously approved QA/QC measures are maintained
  - All required equipment and software is maintained, and staff is trained in its use
  - All required resources/manuals are accessible, and staff is knowledgeable of its contents
  - All key staff previously approved for each prequalification classification are retained
  - Key staff has maintained the minimum education and experience requirements for each prequalification classification
  - Required licenses, certifications, and registrations are current

**NOTE: Companies new to MDOT's prequalification classification must submit financial/general information and a complete submittal for each prequalification classification**

## 2015 Process Implementation

In order to determine if your company is able to maintain prequalification in its current categories, MDOT requires verification of Key Staff currently on file with MDOT. The process below will be followed:

1. **Week of February 9, 2015:** MDOT will send out an e-mail to each company containing the following:
  - An instruction sheet
  - A decision matrix, listing all of your company's current prequalification classifications, which must be completed by each company and returned to MDOT.
  - A list of key staff for each prequalification classification, *as originally submitted to MDOT*
  - An Internal Review Form (IRF) and cover sheet/key staff sheet for each prequalification classification for which your company is currently prequalified
  - Prequalification Naming Convention List
2. **February 9, 2015 – April 15, 2015:** Based on the document provided, each company will identify key staff names for each prequalification classification, by reviewing the list provided by MDOT and selecting the most qualified individual(s), **for each staff role**, and place those names on the cover sheet/key staff sheet of the appropriate IRF. The selected key staff must meet all of the ***new staff education/experience prequalification requirements***. You may add no more than one additional staff name for each key staff role, however, these names must appear on the document provided by MDOT. **Each company must verify that the key staff identified on the cover sheet/key staff sheet meets the following new requirements as stated on the Internal Review Form for each prequalification classification:**
  - Registrations and/or certification requirements \*\*
  - Required number of years' experience
  - Required type of experience
  - Required number of projects completed in the required number of years
3. If the company determines that **one or all** of their current key staff is not identified on the document provided by MDOT, a replacement resume(s) must be submitted, and replacement roles identified, on the IRF cover sheet/key staff sheet. This is also required for any additional key staff name(s) provided, as stated in #2, above.
4. **April 15, 2015 – July 31, 2015 - MDOT will:**
  - Add updated key staff from the IRF cover sheet/key staff sheet to MDOT's Consultant Key Staff database
  - Send any resubmitted prequalification packages to the appropriate MDOT Prequalification Technical Reviewer
  - Send out confirmation of acceptance/denial to each company, based on the information provided.
5. **September 1, 2015:** Full implementation of new prequalification categories into new RFP's.

**There will be instances where a full prequalification package will be required, based on the revised classification requirements and/or if MDOT does not have key staff names on file. This will be identified on your company's decision matrix.**

### Elimination of Vendor Experience Requirements and Provisional Prequalification Status

1. If Vendor Experience included the submittal of plans, drawings, information etc., and are still considered necessary for prequalification, they have been moved to 'other requirements'. Those consultants in provisional status are required to meet these requirements. If they cannot be met your company will be denied prequalification in those classifications
2. If Vendor Experience included only verification of 'company projects', then those companies that are in provisional status will be moved to an approved prequalification status
3. If Vendor Experience included only experience of key staff, then those companies that are in provisional status will be moved to an approved prequalification status, once key staff is confirmed.

### Eliminated Classification

1. Asbestos Investigations
2. Capital Preventative Maintenance
3. Environmental Assessment & Impact Statements
4. Geographic Information Systems
5. Remediation
6. Specialty Walls and Slopes

7. Technical Assistance
8. Underground Storage Tank Removal
9. Utility Coordination
10. Wildlife and Endangered Species Assessment

#### **New Classification**

1. Construction Engineering: Roadway – Local Agency Program
2. Construction Inspection: Bridges & Ancillary Structures
3. Construction Inspection : Office Technician
4. Construction Inspection: Roadway
5. Design – Traffic: Work Zone Mobility & Safety
6. Design, Geotechnical, Advanced
7. Hydraulics: Advanced

#### **Split Classifications**

1. Hydraulics
2. Geotechnical [Currently Under Review]

**\*\* There have been additional required registrations and/or certifications added for the classifications listed below. Your company will have until submittal of your 2016 General Information to certify that these new requirements have been met.**

1. Construction Engineering: Roadway
2. Construction Engineering: Bridges and Ancillary Structures
3. Construction Engineering: Bridge Painting
4. Construction Engineering: Office Technician
5. Environmental: Archeology – Historic
6. Environmental: Archaeology – Prehistoric
7. Environmental: Contamination