

**CHECKLIST FOR PREQUALIFICATION FOR BRIDGE DESIGN AND  
CONSTRUCTION SUPPORT SERVICES PROJECTS**

1 OF 2

**SF330 must be submitted along with this application**

**FIRM NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**REGIONAL OFFICES:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PRESIDENT:** \_\_\_\_\_

**PREQUALIFICATION CRITERIA**

**THIS APPLICATION IS FOR PREQUALIFICATION FOR BRIDGE PROJECTS THAT ARE:**

\_\_\_\_\_ **Small**      \_\_\_\_\_ **Medium**      \_\_\_\_\_ **Large**      (Check a maximum of 2)

**Small** Bridge Projects are Projects of less than \$15 Million in Construction Costs

**Medium** Bridge Projects are Projects of \$15 million to \$40 million in Construction Costs

**Large** Bridge Projects are Projects in excess of \$40 Million in Construction Costs

	CRITERIA Applicable to totals at Regional Offices only	RESPONSE BY FIRM	Minimum Qualifying Response		
			Small	Medium	Large
1	Number of full-time technical employees at regional offices		15	30	60
2	Number of full-time professional engineers on staff with at least 8 years experience and who have successfully completed a bridge project within the past 5 years		2	4	8
3	Number of full-time bridge design engineers		5	10	15
4	Number of successfully completed Medium or Large bridge projects as the Prime Consultant within past 5 years and/or as a consultant or a prime consultant involved in structural design. In this case a letter from the prime consultant shall be submitted. Letter should show the type of design work performed (over \$15 Million to \$40 million construction cost)		N/A	3	N/A
5	Number of successfully completed Large bridge design projects as the Prime Consultant within past 5 years (over \$40 Million construction cost)		N/A	N/A	3

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CRITERIA Applicable to totals at Regional Offices only	RESPONSE BY FIRM	Minimum Qualifying Response		
		Small	Medium	Large
6 Average attrition rate for past 3 calendar years: Average # technical employees last cal. year ____[a] # technical employees who left firm last cal. year ____[b] Average # technical employees previous cal. year ____[c] # technical employees who left firm previous cal. year ____[d] Average # technical employees 2 <sup>nd</sup> previous cal. year ____[e] # technical employees who left 2 <sup>nd</sup> previous cal. year ____[f]  b / a = ____[g]    d / c = ____[h]    f / e = ____[l]  Average attrition rate = ( g + h + l ) / 3 =		25% max	20% max	10% max
7 Have a published and adopted Employee Manual		N/A	Yes	Yes
8 Have a published and adopted QA/QC Procedure Manual		Yes	Yes	Yes
9 Number of CADD stations		1	2	3
10 Available line of credit or satisfactory equivalent (attach verifying letter by an officer of the lending institution)		\$0.25 Million	\$0.5 Million	\$1.0 Million
11 Billings for last 12 months are at least 75% of average billings for the past 5 years		N/A	N/A	Yes
12 Satisfactory record of contract performance / Vendex record		Yes *	Yes	Yes

For explanations of the criteria specified above, see attachments.

**I CERTIFY THAT THE ABOVE RESPONSES ARE TRUE AND ACCURATE, AND AGREE TO PROVIDE BACK-UP FOR ALL RESPONSES UPON REQUEST.**

\_\_\_\_\_  
*Signature of President of the Firm* *Date*

\_\_\_\_\_  
*Seal and Notarize* *Date*

*\* New Firms/Firms who are currently on the Vendex System and which have not received any performance evaluation ratings must not have any negative performance evaluation record for public contract work.*