

CHECKLIST FOR PREQUALIFICATION FOR BRIDGE DESIGN PROJECTS**1 OF 2****SF254/SF255 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 \$3 Million in Construction Costs**Medium** Bridge Projects are Projects of \$3 to \$10 Million in Construction Costs**Large** Bridge Projects are Projects in excess of \$10 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 design projects as the Prime Consultant within past 5 years (over \$3 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 \$10 Million construction cost)		N/A	N/A	3

CHECKLIST FOR PREQUALIFICATION FOR BRIDGE DESIGN PROJECTS

2 OF 2

SF254/SF255 must be submitted along with this application

FIRM NAME: _____

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 nd previous cal. year ____[e] # technical employees who left 2 nd previous cal. year ____[f] b / a = ____[g] d / c = ____[h] f / e = ____[i] Average attrition rate = (g + h + i) / 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.*