



## *Florida Department of Transportation*

### **Information for Firms Seeking Initial Qualification with FDOT Professional Services**

Professional Services is defined in Section 287.055 F.S., as services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of the state, or those performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper in connection with his or her professional employment or practice.

In order to perform Professional Service work for FDOT, firms must be qualified as outlined in Rule 14-75, F.A.C. The checklist below covers the basic steps for qualification, but it is important that you review Rule 14-75, F.A.C., prior to submission for a complete understanding of the qualification process.

All qualifying consultant companies must register with the State's web-based e-Procurement system, [MyFloridaMarketplace](#), so please ensure your company completes this registration before submitting for qualification.

### **Preparing to Apply for Qualification**

- \_\_\_\_\_ 1. Review [Rule 14-75, F.A.C.](#), to determine which standard work types your firm may qualify for. There are a total of 55 work types divided into 17 work groups.
  
- \_\_\_\_\_ 2. Obtain current professional liability insurance (PLI) for your firm. The name on your proof of insurance must match your firm's name. Proof can be provided to the Department through one of the following methods:
  - a. Submittal of a current certificate of PLI
  - b. Submittal of an unequivocal commitment letter from an insurance company
  - c. Submittal of a commitment letter from a financial institution (uncommon)
  
- \_\_\_\_\_ 3. If your company is a corporation, limited liability company (LLC), or a limited partnership, you will need to ensure that your firm is registered with the [Florida Department of State, Division of Corporations](#). Individuals and general partnerships are not required to register.
  
- \_\_\_\_\_ 4. Based on which work types you determine your company may qualify for, your firm may need to register with one or more Florida licensure boards. The necessary boards are outlined in the requirements for each work type in [Rule 14-75, F.A.C.](#)
  
- \_\_\_\_\_ 5. Download and complete all fields of the [Request for Qualification Package for Professional Consultants application form](#) and the [Qualifying Employment Certification Form](#). This form is available as a Microsoft Word document. [Instructions for the Prequalification Form](#) are provided for additional information on completing the form.



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6. You will need to gather resume information for each qualifying individual as it pertains to each work type they are being used to qualify for. Each individual will need to include information regarding their education, Florida registration, specialties, and project experience relevant to the work type(s) requested. Project information should include detailed information on the individual's position in the project (Designer of Record, Project Manager, etc.) and the components that were actually designed by the individual. [Sample resumes](#) are available. If submitting for any group 4 work types, you will need to submit project experience using the [Work Group 4 Format](#), although this can be submitted in conjunction with resumes if you prefer. These documents were assembled with specific work types in mind, but both provide an excellent basis for constructing resumes for all work types.

7. Gather current paystubs or payroll registers for all qualifying staff as proof they are employed by the qualifying entity. These must include the full name of the firm, the individual's name, and the beginning and ending dates of the pay period. It is recommended that the firm redact any confidential information and pay details, due to Florida's broad public records law – Florida Statute 119.

8. Determine if your firm will be seeking projects with fees of less than \$500,000 only, or projects with fees of \$500,000 or more. This will determine what documents you will need to submit, as follows:

- a. Firms seeking to perform \$500,000 worth of work or more on a single project are required to submit an [annual overhead audit](#) performed by an independent CPA for the most recent fiscal year and a signed [Contractor Cost Certification](#). Questions specifically relating to the audit can best be answered by Jeffrey Owens, our office's CPA, at 850-414-4539. One free audit is available to certified Disadvantaged Business Enterprise (DBE) firms through FDOT's [Equal Opportunity Office](#). Please contact Celicia Bell at 850-414-4744 for additional information.
- b. Firms seeking to perform less than \$500,000 worth of work on a single project have the option to submit a [Self-Certification of Accounting System and Reimbursement Rates](#) form and a copy of the firm's general ledger for the year or proceed without approved rates. Qualification is separate from approved rates and they are not required for qualification, but approved rates will ultimately be required if the firm is selected for a Department contract.

A checklist of the specific items you need to submit is available below. When all required information has been gathered, it should be emailed to the Qualification Administrator at [co.profserv@dot.state.fl.us](mailto:co.profserv@dot.state.fl.us) – no hard copies are needed, and you do not need to submit a copy of the checklist. Once your application is submitted, FDOT has 30 days to review the information submitted, although it may take less time depending on the work types requested and the volume of applications at the time you submit.

It is important that you submit your application well in advance of any project response deadlines you are interested in to prevent any difficulties should the Department require additional information. If additional information is needed, you will be notified by email of the deficiencies so that you can update and resubmit the required information.

We are constantly trying to improve the qualification process, so if any questions arise please contact the Qualification Administrator, Carliayn Kell, by email at [Carliayn.Kell@dot.state.fl.us](mailto:Carliayn.Kell@dot.state.fl.us).



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### Checklist for Firms Seeking Initial Qualification with FDOT Professional Services

Email the items listed below to the Qualification Administrator at [co.profserv@dot.state.fl.us](mailto:co.profserv@dot.state.fl.us). **You do not need to submit a copy of the checklist.**

- \_\_\_\_\_ 1. Register with [MyFloridaMarketplace](#).
  - \_\_\_\_\_ 2. [Request for Qualification Package for Professional Consultants](#) application form – [Detailed instructions](#) are available for completing this form.
  - \_\_\_\_\_ 3. [Qualifying Staff Employment Certification Form](#), completed and signed by the submitting principal
  - \_\_\_\_\_ 4. Proof of current professional liability insurance
  - \_\_\_\_\_ 5. Certificate of registration with the [Florida Division of Corporations](#) (if applicable)
  - \_\_\_\_\_ 6. Certificate of authorization/registration with Florida licensure boards as specified in Rule 14-75, F.A.C. – [Florida Department of Business & Professional Regulation](#) or [Florida Department of Agriculture and Consumer Services](#)
  - \_\_\_\_\_ 7. Resumes for all qualifying staff listed in section 10 of the application form, including the [Work Group 4 Format](#) if submitting for any group 4 work types
  - \_\_\_\_\_ 8. Current paystubs or payroll registers – must include the full name of the firm, the individual's name, and the beginning and ending dates of the pay period. Recommend redacting any confidential information and pay details, due to Florida's broad public records law – Florida Statute 119.
  - \_\_\_\_\_ 9. Approved Rates
- ❖ If your firm will be pursuing projects with fees of **less than \$500,000** per project, choose **one** of the following options to submit:
- \_\_\_\_\_ No financial information for approved rates will be submitted at this time. (This has no impact on qualification, but once qualified, the firm will need to submit one of the below options if selected for a project.)
    - or -
  - \_\_\_\_\_ [Self-Certification of Accounting System and Reimbursement Rates](#) form and a copy of the firm's general ledger for the year
  - \_\_\_\_\_ [Payment Protection Plan \(PPP\) Loan Questionnaire](#)
- ❖ If your firm will be pursuing projects with **fees of any amount (both over and under the \$500,000 threshold)** per project, submit the following:
- \_\_\_\_\_ a. Current [overhead audit](#) performed by an independent CPA for the most recent fiscal year
  - \_\_\_\_\_ b. [Contractor Cost Certification](#), completed and signed by a principal of your firm (not the auditing CPA)
  - \_\_\_\_\_ c. [Payment Protection Plan \(PPP\) Loan Questionnaire](#)