



## *Florida Department of Transportation*

### **Instructions for Completing the [Request for Qualification Package for Professional Consultants](#)**

At this time, the Request for Qualification Package for Professional Consultants application form is available as a Microsoft Word document only. Information entered in this form is not retained by the system, so we recommend you save a copy locally for future use.

#### **1. Type of Request (Section 1)**

- Initial – This option is for firms that have never previously qualified with the Department.
- Renewal – This option is for firms that have previously qualified with the Department and are submitting an annual renewal package. (Renewing can include the submission of new information as well, like a modification.)
- Modification – This option is for firms that have previously qualified with the Department and need to make a change to their previous submission. Changes can include adding or removing qualifying personnel or work types, updating contact information, or changing the level of qualification (see below).

#### **2. Contact Information (Section 2) –**

- Firm Name – It is very important that the name listed on your application be the primary name your firm is registered under with the [Florida Department of State, Division of Corporations](#). If your firm does business under a registered fictitious name, please include that name as a “doing business as” name. Example: Harmon Industries of Florida Incorporated d/b/a Harmon, Inc.
- Address – The address listed here is where the qualification letter will be mailed. Please ensure it includes any suite numbers if necessary.
- Prequalification Letter Recipient – Please list the contact information for the officer or other individual to whom the prequalification letter should be addressed. This field is required for all firms.
- Prequalification Contact – Please list the contact information for the individual who prepared the prequalification application and submitted the information to the Prequalification Administrator. If this is the same person to whom the letter should be addressed (typical of small firms), this field is not required.

#### **3. Company Information (Section 3)**

- FEID Number, Type, Florida Department of State Document number – The information listed in this section must match the information on file with the [Florida Department of State, Division of Corporations](#) for your firm.



## *Florida Department of Transportation*

### 4. **Corporate Information (Section 4)**

- Florida Board Registration Numbers – Many of the standard work types outlined in [Rule 14-75, F.A.C.](#), require that your firm be registered with a Florida licensure board. Please refer to the work group information in each section, and ensure you provide the Certification of Authorization/Registration number for each work type your firm wishes to pursue. This is separate from individual licenses and should not be a total of licensed individuals.

### 5. **Affiliate Firms (Section 5)** – Refer to Section 337.165(1)(a), F.S., which defines affiliate firms. If your firm has any affiliate firms, check the “yes” box and attach a list of all affiliate firms.

### 6. **Staff Level Information (Section 6)**

- “Professional personnel” refers to any employees that are registered or certified with a licensure board required for prequalification.
- “Other personnel” refers to employees that are not registered or certified with a licensure board required for prequalification.

### 7. **Financial Information (Section 7)**

- Indicate which type of financial documentation you will be submitting with your application, if any. Firms that plan to pursue projects of any amount (including \$500,000 or more) must submit a [current overhead audit](#). Firms that plan to pursue projects of less than \$500,000 have the option to submit a [self-certified audit](#) with a copy of the firm’s general ledger for the year but are not required to do so.
- If your firm uses a published fee schedule, please submit a copy with your application package.
- If you will be submitting either an overhead audit or a self-certified audit, please read the statements in section C and D and click the check boxes.

### 8. **Professional Liability Insurance (Section 8)** – Proof of current Professional Liability Insurance (PLI) is required annually for prequalification, per Rule 14-75, F.A.C. Please indicate which type of document you will be submitting as proof of PLI.

### 9. **Types of Work Requested (Section 9)** – If you have not already done so, please review [Rule 14-75, F.A.C.](#) to determine which Professional Services standard work types your firm qualifies for. You must meet current requirements as outlined in the Rule. If your firm does not meet the requirements for any of the standard work types, please contact the Professional Services Qualification Administrator at [co.profserv@dot.state.fl.us](mailto:co.profserv@dot.state.fl.us).



## *Florida Department of Transportation*

### 10. List of Qualifying Personnel (Section 10)

- List all individuals you wish to use to qualify your firm for each of work types indicated in Section 9 of the application. You must list all qualifying individuals, even those previously approved. A [sample and preferred layout](#) for this section is available on our website. It illustrates how to group personnel for each work type together, with individuals used for multiple work types listed in each of the appropriate groups.
- Status – This field makes it simpler to identify changes in qualifying staff.
  - i. If a qualifier was previously submitted and is still with the firm, select PS for Previously Submitted.
  - ii. If a qualifier was previously submitted and is no longer with your firm, select X for Remove.
  - iii. If a qualifier has new to the firm or is being added to a new work type, select N for New and submit a current resume. [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.
- If you are listing an individual that is new to your firm but previously qualified their former employer, please list the status for that individual as “New” and submit a separate letter/email with your application package stating that they previously prequalified another firm. Be sure to specify which firm and their beginning and ending dates with that company so we can locate the prior approval. If any supporting documentation is available to support the individual’s previous approval, please submit that as well. Our record retention is 10 years, so we will not be able to locate anything older than that.

### 11. Employment of Qualification Personnel (Section 11)

- If your company is qualifying for the first time or is renewing more than a year after previously expiring – submit current paystubs or payroll registers for all qualifying personnel. **These must include the full name of the firm (no abbreviations or truncations can be accepted), the individual’s name, and the beginning and ending dates of the pay period.** Due to Florida’s broad public records law ([Florida Statute 119](#)), it is recommended that the firm redact any confidential information and pay details. Please also check the boxes in section A and C to acknowledge you have read the statements and provided the documentation as required.
- If your firm is submitting an annual renewal or modification – submit a signed copy of [form #375-030-84, the Qualifying Staff Employment Certification form](#). Please also check the boxes in section B and C to acknowledge you have read the statements and provided the documentation as required.



## *Florida Department of Transportation*

12. **Survey and Mapping Equipment (Section 12)** – This section is for firms seeking qualification in work group 8 only. If submitting or renewing for group 8, please check the box to acknowledge you have read the statement.
13. **Geotech Equipment (Section 13)** – This section is for firms seeking qualification in work group 9 only. If submitting or renewing for group 9, submit a list of equipment as required by Rule 14-75, F.A.C. Please also check the box to acknowledge you have read the statement regarding the equipment list(s).
14. **Certification (Section 14)** – Please print the completed application. A principal of the firm will need to read the statements in this section and check both boxes, then sign section D by hand (digital signatures cannot be accepted because they produce an error and often lock the documents so they cannot be marked up as needed for review). Please scan the signed application form and save it as a PDF, leaving off any extraneous copies of section 10 that were not used.

When you have completed the application and assembled all supporting documentation as outlined in the [Application Checklist](#), email the entire package to the Qualification Administrator at [co.profserv@dot.state.fl.us](mailto:co.profserv@dot.state.fl.us) with the subject line “(Your Firm Name) – Qualification Application.” The Department has a 20 MB limit on emails. If your email exceeds this limit (which is rare), you may submit your required supporting documentation in multiple emails using the subject line “(Your Firm Name) – Additional Information.”

Hard copies of your submission are not required, nor do you need to submit a copy of the checklist or instructions.