# Florida Department of Transportation

**Checklist for Firms Modifying Qualifications 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.

It is often necessary for firms that are currently qualified to modify or update their qualification in between annual renewal cycles. There are a variety of reasons for modifying, including adding a new work type, removing one qualifying individual and substituting another, or even changing the level of qualification from minor to unlimited or vice versa. The checklist below covers the items required for several common qualification modifications. Please contact the Qualification Administrator prior to submission if you have any questions.

## Checklist for Adding a New Work Type

\_\_\_\_\_ 1. The Request for Qualification Package for Professional Consultants – You will need to complete all fields on the form. However, section 10 of the application only needs to include the names of the qualifying individuals being submitted for the new work type(s) and those previously approved for the same work type(s), instead of the names of all qualifying staff for all work types as is required with a renewal. Please refer to Rule 14-75, F.A.C., to determine if you have the correct minimum number of personnel included.

\_\_\_\_\_ 2. Qualifying Staff Employment Certification Form – This should be completed and signed by the submitting principal.

\_\_\_\_\_ 3. Current resumes for the qualifying staff being submitted for the new work type. Resumes should include information regarding each individual's 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.

**Checklist for Adding a New Qualifier or Removing and Replacing a Current Qualifier**
Rule 14-75, F.A.C., requires qualified firms to notify the Department within 10 days if an individual used to qualify the firm in any work type separates from the firm.

_____ 1. The Request for Qualification Package for Professional Consultants – You will need to complete all fields on the form. However, section 10 of the application only needs to include the work types affected by the change in personnel. Please list all previous qualifiers for the impacted work types, and identify which individuals are no longer with your firm by listing them with an X in the status column of section 10. Clearly indicate which staff members are new additions or are replacing the previous qualifiers by listing them as New in the status column of section 10.

_____ 2. Qualifying Staff Employment Certification Form – This should be completed and signed by the submitting principal

_____ 3. Current resumes for the **new** qualifying staff being submitted for the new work type. (**New** refers to any staff that have not previously been approved to qualify the firm for this work type. They are still considered new even if they have previously been approved to qualify the firm for other work types or been submitted but found insufficient for this work type.) Resumes should include information regarding each individual's 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.

**Checklist for Obtaining Approved Rates for Pursuing Projects Up To & Exceeding the $500,000 Threshold**

_____ 1. An overhead audit performed by an independent CPA for the most recent fiscal year. Questions specifically relating to the audit can best be answered by Central Office Audit Support at co.profserv@dot.state.fl.us  One free audit may be available to certified Disadvantaged Business Enterprise (DBE) firms through FDOT's Equal Opportunity Office. Please contact Celicia Bell at 850-414-4744 for details.

_____ 2. Contractor Cost Certification – Although this form includes information derived from your audit, it should be completed and signed by a principal of your firm, not the auditing CPA.

**Checklist for Obtaining Approved Rates for Pursuing Projects of Less than $500,000 Only**

_____ 1. Self-Certification of Accounting System and Reimbursement Rates form and a copy of the firm's general ledger for the year – Although this is not required for technical qualification, this information is required for contracting with the Department.

When all required documentation has been assembled, you can email the entire package to the Qualification Administrator at **co.profserv@dot.state.fl.us** – no hard copies are necessary, and you do not need to submit a copy of the checklist. FDOT then has 30 days to complete an initial review the information submitted and either issue a current qualification letter or request additional information. The total time to renew may vary depending on the work types requested, the volume of applications at the time you submit, and the overall complexity of your file.

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, your application will be returned to you as insufficient so that you can update and resubmit the required information.

All qualifying consultant companies must register with the State's web-based e-Procurement system, MyFloridaMarketplace, so please ensure your company has previously completed this registration.

We are constantly trying to improve the qualification process, so if any questions arise please contact Philip Pitts, by email at **Philip.Pitts@dot.state.fl.us** or by phone at 850-414-4054.