



Florida Department of Transportation

605 Suwannee Street
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Professional Services FAQ

1. I am a vendor. How do I get on your list to do work for the Department of Transportation?
2. I am a certified Disadvantaged Business Enterprise (DBE) or on the small business listing. How do I become prequalified/certified? I may also need to get prequalified as a consultant or contractor.
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13. How do I get a list of current ITBs, RFPs, and ITNs?

Question 1:

I am a vendor. How do I get on your list to do work for the Department of Transportation?

Answer 1:

There are several offices that you may need to get in touch with in order to work with the Florida Department of Transportation (FDOT). Please visit the [Doing Business with FDOT](#) site for additional information, including information for contractor firms involved in construction services, such as roadway and bridge construction, which are prequalified through the [Contracts Administration office](#).

This office prequalifies firms in Professional Services design work, which is defined by Section 287.055, F.S., as services within the scope of practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping. Detailed information about each of the 55 standard Professional Services work types can be found in [Rule 14-75, F.A.C.](#) This Rule also covers the Professional Services prequalification process.

Our office has put together a complete and detailed checklist for preparing and submitting your prequalification application, which is available on our [Prequalification Applications](#) page.

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Question 2:

I am a certified Disadvantaged Business Enterprise (DBE) or on the small business listing. How do I become prequalified/certified? I may also need to get prequalified as a consultant or contractor.

Answer 2:

FDOT's [Equal Opportunity Office](#) handles DBE certification. The prequalification process is identical for DBE firms and non-DBE firms.

To become prequalified with FDOT as a road and bridge contractor, please visit the [Contracts Administration webpage](#) for further instructions.

Small business certification is separate from prequalification. Additional information is available [online](#).

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Question 3:

I have questions regarding the Prequalification Application package.

Answer 3:

Please feel free to email all questions to co.profserv@dot.state.fl.us. Alternatively, you can call 850-414-4477 to speak with Carliayn Kell, the Qualification Administrator, or Kelly Walls, the Assistant Qualification Administrator.

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Question 4:

What is the difference between technical prequalification and technical prequalification with approved audited rates?

Answer 4:

All consultants competing for contracts in the standard work types defined by Rule 14-75, F.A.C., must become technically prequalified with the Department in the applicable work types. Both primes and subconsultants performing services in any of the standard work types must be technically prequalified with Professional Services. Prequalification is not required for professional services consultants performing non-standard professional services outside the standard work types.

Prequalification Statuses are:

Technically prequalified firms without an approved audit can pursue projects with fees less than \$500,000. *Note: a self-certification is not an audit.*

Technically prequalified firms with approved audited rates can pursue projects with fees of any dollar amount, including those of \$500,000 or greater.

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Question 5:

I have submitted my prequalification package. How long does the review process take, and how can I find out the current status?

Answer 5:

Once a completed prequalification package is received, the initial review may take up to 30 days. Please submit your application well in advance of any deadlines for projects you are interested in pursuing 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 your firm can update and resubmit the required information, after which the Department will have an additional 30 days to review the new information. You are welcome to contact us at any time by email at co.profserv@dot.state.fl.us to check on the status.

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Question 6:

I have been notified that my firm was found insufficient in one or more areas. How do I resubmit?

Answer 6:

You are welcome to resubmit at any time. If your firm was found insufficient for a work type, please update your resumes based on the comments from the reviewers. Generally they are looking for more detailed descriptions of your prequalifying staff's involvement on the projects listed. We recommend reviewing the [sample resumes](#) we've put together. Although these were assembled with specific work types in mind, they provide an excellent basis for constructing resumes for all work types.

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Question 7:
The name of my firm has changed. What do I need to do?

Answer 7:
Please visit the [Mergers and Name Changes](#) website for details.

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Question 8:
One of our qualifying staff members is no longer with the firm. What do we do?

Answer 8:
Please notify the [Qualification Administrator](#) immediately of any changes to prequalifying staff. Rule 14-75, F.A.C., states that prequalifying firms must notify the Department within 10 days of the departure of a prequalifying individual. You may need to submit a current resume for a replacement or your firm may lose prequalification in any work types impacted by the departure. A [modification checklist](#) is available online with information on submitting a complete modification package.

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Question 9:
I have submitted my complete prequalification package and it is under review, but I would like to submit a Letter of Response for an advertised project. Am I allowed?

Answer 9:
Yes. If you are in the process of prequalifying and your application was received prior to the deadline for the Letter of Response, your firm will be considered responsive. However, you must be prequalified by the Shortlist date, and the Prequalification review may take up to 30 days. Be sure to submit your application or modification well in advance of any project response deadlines you are interested in to prevent any difficulties should the review take the full 30 days or require additional information.

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Question 10:
My firm is acquiring another firm, merging with another firm, or acquiring assets of another firm. What do we need to do?

Answer 10:
Please visit the [Name Changes, Mergers and Acquisitions website](#) for details.

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Question 11:

I received the prequalification letter, but do not see my firm on the list of prequalified firms.

Answer 11:

The list is divided into two sections – one for technically qualified firms with approved audited rates (able to pursue work of any amount per project, including \$500,000 or more) and one for technically qualified firms (able to pursue work of less than \$500,000 per project). If you do not see your firm and you are technically qualified and able to pursue work of less than \$500,000 per project, make sure you have searched both sections.

The list of prequalified firms is updated every evening. Firms that are approved will not appear until the following day. Due to the delay, this list should not be used as sole verification of a firm's prequalification. Please contact the Qualification Administrator, [Carliayn Kell](#), or Assistant Qualification Administrator, [Kelly Walls](#), by email to verify any information that is not reflected by the report.

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Question 12:

Do you maintain a list of CPAs approved by FDOT to perform overhead audits?

Answer 12:

We do not have an approved list. Any CPA can perform an overhead audit as long as it is in accordance with the [Reimbursement Rate Guidelines and AASHTO Audit Guidelines](#).

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Question 13:

How do I get a list of current ITBs, RFPs, and ITNs?

Answer 13:

We maintain a copy of the [Vendor Guide](#) which contains links to all of the appropriate information, including links to the Vendor Bid System.

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