

***Surveying and Mapping Consultant
Prequalification Best Practices***



Bret Brunow, P.S.M.

Central Office Surveying and Mapping

**FLORIDA ADMINISTRATIVE CODE
CHAPTER 14-75
QUALIFICATION, SELECTION AND PERFORMANCE
EVALUATION REQUIREMENTS FOR PROFESSIONAL
CONSULTANTS TO PERFORM WORK FOR DOT**



CHAPTER 14-75

(g) Group 8. Surveying and Mapping.

This work group includes surveying and mapping, as defined in Rule Chapter 5J-17.050, F.A.C., required for the land acquisition, design, and construction of transportation projects.



CHAPTER 14-75

(g) Group 8. Surveying and Mapping.

1. This group includes the following sub-categories of qualification:
 - a. Type of Work 8.1: Control Surveying. This type of work provides horizontal and vertical control to a specified standard for Department projects.
 - b. Type of Work 8.2: Design, Right of Way, and Construction Surveying. This type of work includes boundary surveys, right of way surveys, as-built surveys, construction layout surveys, topographic surveys, hydrographic surveys, quantity surveys, record surveys, mean high water line surveys, and special purpose surveys.
 - c. Type of Work 8.3: Photogrammetric Mapping. This type of work includes surveys and the preparation of maps using photogrammetric methods.
 - d. Type of Work 8.4: Right of Way Mapping. This type of work includes the production of right of way related maps, as well as the preparation of legal descriptions and sketches of legal descriptions based on information supported by the applicable surveys or maps defined in the preceding types of work, title searches, and other documents.



2. Qualification Requirements: To qualify to perform surveying and mapping services as defined above, the consultant must employ **at least one** professional surveyor and mapper, registered with the Florida Board of Professional Surveyors and Mappers, **having at least one year of documented post registration experience in the specific type of work for which qualification is requested.** The consultant must also employ **at least two** additional technical personnel, each **having at least one year of documented experience in the specific type of work for which qualification is requested.** In addition, the consultant must submit a written statement of intent to use equipment and software meeting the accuracy, formatting, and other requirements defined in Department policies, procedures, manuals, or handbooks, related to the type(s) of work for which qualification is sought



http://www.dot.state.fl.us/procurement/prequalification_Applications.shtm



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Prequalification Applications



Paper Prequalification Form - For consultants that are currently prequalified and those whose prequalification has expired less than two years ago. (Two Versions are available for your use). Please review Rule 14-75 prior to completing the Prequalification Form. You may also refer to our [Instructions for the Prequalification Form](#)

- There are two versions of the paper form (Qualification Package Application, Form No.375-030-01) available for your use.
 - **Word Version** (opens directly into the Word form, does not take you to the link on the Forms & Procedures library) Don't forget to enable Macros under the Options button once you are in the Word form
[Help Document](#) on enabling macros in Word Documents. Users of the Word version of the form will not be able to access application data you entered and saved from last year.
 - **Interactive PDF Version** (this is a link that takes you to the Forms & Procedures library where you may download the Interactive pdf) Users of the Interactive PDF Version should be able to access your saved application data from last year. New submittal instructions: You will need to save a pdf copy of the form to your computer, and e-mail the pdf document to: co.profserv@dot.state.fl.us
- Paper copies of the qualification form are available on request, but consultants are encouraged to complete the form on-line and submit the data file electronically. This allows the Department to directly load the form data into the Professional Services data base. Qualification files should be sent to: co.profserv@dot.state.fl.us. For the present, supporting material including overhead audit reports, insurance certifications and resumes should be sent as paper copies via conventional mail.
- When applying for annual renewal, if there have been no changes in qualifying personnel, please provide a statement on page 4 of the Qualification Application form, indicating that the employees used to qualify your firm from the previous year are still employed by your firm.



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**QUALIFICATION PACKAGE
ONAL CONSULTANTS**

**QUALIFICATION REQUESTED
(Select One)**

Unlimited (current overhead audit report performed by an independent CPA)

Minor Projects Only, contract fee under \$250,000
(Self-certified overhead statement optional)

3. CONTACT INFORMATION
(Firm name should be as registered with the Florida Secretary of State)

a. Firm Name:	b. Address:	c. City:
d. State:	e. Zip Code:	f. County:
g. Phone No.:	h. Fax No.:	i. Contact Person: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.
j. Given Name:		k. Last Name:
l. Title:		m. Firm's Web Address:
Contacts E-mail Address:		

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STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**REQUEST FOR QUALIFICATION PACKAGE
FOR PROFESSIONAL CONSULTANTS**

File Name Open Save Print Form Reset Form

VIEW INSTRUCTIONS
HOW TO SUBMIT FORM

1. TYPE OF REQUEST (Select One)

Initial
 Renewal
 Modification

2. QUALIFICATION REQUESTED (Select One)

Unlimited (current overhead audit report performed by an independent CPA)
 Minor Projects Only, contract fee under \$250,000 (Self-certified overhead statement optional)

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a. Firm Name:	b. Address:	c. City:
d. State:	e. Zip Code:	f. County:
g. Phone No.:	h. Fax No.:	i. Contact Person: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.
j. Given Name:		k. Last Name:
l. Title:		m. Firm's Web Address:
		Contacts E-mail Address:



****IMPORTANT NEW INFORMATION****

Saving this form to the FDOT server DOES NOT submit it to the FDOT Procurement Office. You must follow these instructions and email a copy of the form to co.profserv@dot.state.fl.us.

To send this form to the Procurement Office, please follow the 5 steps below:

- After completing all information on the form, select SAVE. This saves your record to the FDOT server.

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- From the confirmation screen select "Return to Form":



- When the completed form opens, select the Save icon in your web browser. You may receive warnings about not being able to save data. Please disregard these warnings and proceed with saving. You can select the box that says "do not show again" to disable the messages.



- Choose the location you wish to save the form.
- Attach the PDF copy you saved on your computer to an email addressed to co.profserv@dot.state.fl.us.



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d. State:	e. Zip Code:	f. County:
g. Phone No.:	h. Fax No.:	i. Contact Person: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.
j. Given Name:		k. Last Name:
l. Title:		m. Firm's Web Address:
		Contacts E-mail Address:



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Procurement Office

Procurement Office / Instructions for the Prequalification Form

Instructions for the Prequalification Form

Instructions for the Prequalification Form

Saving and submitting your form:

- You may save the information you enter on this form only after you have completed all required information on the page you are working on. The information will be saved in a Departmental database under your email address. You will also need to save a pdf copy locally to your computer in order to submit it to the Procurement Office. Instructions on saving locally are located here:
<http://www2.dot.state.fl.us/proceduraldocuments/forms/InteractivePDF.htm>
- Additional required information**
 - You must send the following backup information:
 - A copy of your overhead audit, Contractor Cost Certification, and AASHTO Internal Control Questionnaire (ICQ) or, your self-certified overhead and



File Name

VIEW INSTRUCTIONS

HOW TO SUBMIT FORM

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
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d. State:	e. Zip Code:	f. County:
g. Phone No.:	h. Fax No.:	i. Contact Person: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.
j. Given Name:		k. Last Name:
l. Title:		m. Firm's Web Address:
		Contacts E-mail Address:



Qualification Information

Levels of Qualification

There are two levels of Qualification according to Rule 14-75, Florida Administrative Code:

1. Unlimited - This level of qualification allows consultants to compete for any projects for which they are technically qualified with the Department. Continued qualification at this level requires annual submittal of a qualification application along with proof of insurance, an overhead audit prepared by an independent CPA, a signed Contractor Cost Certification, and the completed AASHTO Internal Control Questionnaire (ICQ).
2. Minor Projects Only - This level of qualification allows consultants to compete for minor projects with fees estimated at or below \$250,000. Contract advertisements identify whether a contract is a minor project or a major project. Continued qualification at the minor project level requires annual submittal of a qualification form along with proof of insurance. A self-certified overhead report and statement describing the firm's accounting system is recommended, but not required.

Standard Work Types

All consultants competing for contracts in the standard types of work must qualify with the Department in the applicable work types. Qualification is not required for professional services contracts outside of the standard work types. Sub-consultants performing services in any of the standard types of work must also be qualified with the Department.

For more information

Please contact the Consultant Prequalification Coordinator at 850-414-4477.



File Name	<input type="text"/>	Open	Save	Print Form	Reset Form
<input type="button" value="VIEW INSTRUCTIONS"/> <input type="button" value="HOW TO SUBMIT FORM"/>		STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION REQUEST FOR QUALIFICATION PACKAGE FOR PROFESSIONAL CONSULTANTS			375-030-01 PROCUREMENT 02/13 Page 1 of 5
1. TYPE OF REQUEST (Select One) <input type="checkbox"/> Initial <input type="checkbox"/> Renewal <input type="checkbox"/> Modification		2. QUALIFICATION REQUESTED (Select One) <input type="checkbox"/> Unlimited (current overhead audit report performed by an independent CPA) <input type="checkbox"/> Minor Projects Only, contract fee under \$250,000 (Self-certified overhead statement optional)			
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a. Firm Name:	b. Address:	c. City:			
d. State:	e. Zip Code:	f. County:			
g. Phone No.:	h. Fax No.:	i. Contact Person:		<input type="checkbox"/> Mr.	<input type="checkbox"/> Ms.
j. Given Name:		k. Last Name:			
l. Title:		m. Firm's Web Address:			
		Contacts E-mail Address:			



Select types below for which qualification is requested. Please select only those for which your firm meets the criteria described in Rule 14-75, F.A.C.

Work Group 8. Surveying & Mapping:

- 8.1 Control Surveying
- 8.2 Design, Right of Way Construction Surveying
- 8.3 Photogrammetric Mapping
- 8.4 Right of Way Mapping

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11. SURVEY AND MAPPING EQUIPMENT(To be completed by applicants for Work Group 8 only.)

By submittal of this form the consultant agrees to comply with all requirements regarding equipment use, including hardware or software, which meets the accuracy, formatting, and other requirements, contained in Department policies, procedures, manuals and handbooks on Department projects. Check Here



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Staff Resumes



Staff Resumes

Will Make or Brake Your Application



The Successful Resume

1. List route corridor road, bridge and rail projects if possible. They can be City, County, State Agency (FDOT) or even private projects as long as the nature of the work is the same as the work FDOT will contract for. Add enough detail to show an apples to apples comparison.



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7. PSM Work Types can be shown on the same or multiple projects within the same time frame. Supervising the same Work Types at the same time will not increase the number of accumulated months performed for that Work Type.



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8. Double Check the Dates and Times to ensure that they are correct.



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Example of a Project Description format

(Surveyor or Technician) for FDOT Project in District (#), (Name of County) County from MM/DD/YEAR to MM/DD/YEAR. Project Description: (List Work Types Performed and show apples to apples comparison to Route Corridor Road, Bridge or Rail projects if this is not a FDOT project)

Work Activities for this project:

(List Work Type for # Months - List the Project Work Activities Associated with the Work Group per the Design Standard Scope of Services sections 27, 28 and 29.)

For Example:

8.1 for 2 Months- Horizontal and Vertical Control.

8.2 for 5 Months- Design Survey, Utility Locates, Section Retracement, and RW Monumentation.

8.4 for 2 Months- Development of Control Survey Map and Right of Way Map.



Example of a Project Description:

Surveyor for FDOT Project in District 3, Leon County from 11/01/2012 to 5/31/2013.
 Project Description: SR99 from County Rd 1 to County Rd 2 this 8.6 mile Design Survey for the widening of SR99 and adding turn lanes.

Work Activities for this project:

8.1 for 1 Month- Supervised field activities and processing of GPS data 0.5 months.
 Analyzed processed GPS field data for Horizontal Project control 0.25 months.
 Supervised field activities and processing for a 2nd Order level run and analyzed data to establish Vertical Project Control 0.25 months.

8.2 for 4 Months- Supervised the field activities for the collection and processing for the Project Alignment 0.25 months, Sectional Survey 1 month, Topographic Survey 0.5 months, Utility Locates 0.25 months and 2 Bridge Surveys 1.25 months. Analyzed processed data to establish Project Alignment .25 months and Existing Right of Way 0.5 months. Supervised setting the R/W Monumentation from the final R/W Map 0.25 months.

8.4 for 2 Months- Supervised the preparation and performed the final review of the Control Survey Maps .75 months and Right of Way Maps 1.25 months.



Helpful Links

Procurement Office

<http://www.dot.state.fl.us/procurement/default.shtm>

Prequalification Applications

http://www.dot.state.fl.us/procurement/prequalification_Applications.shtm

Design Standard Scope of Services

<http://www.dot.state.fl.us/projectmanagementoffice/Scope/Design.shtm>

Surveying and Mapping

<http://www.dot.state.fl.us/surveyingandmapping/>



**For more information on completing the
Qualification Package Application, Form No.375-030-01
Contact the Procurement Office and ask to speak to a
Consultant Prequalification Coordinator
850-414-4477**



**For more information on completing
Surveying and Mapping Staff Resumes Contact:
Bret L. Brunow, P.S.M.
Florida Department of Transportation Central
Office Surveying and Mapping
850-245-1587
bret.brunow@dot.state.fl.us**

