



Florida Department of Transportation

RICK SCOTT
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JIM BOXOLD
SECRETARY

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. To complete this document, you will need to enable macros under the Options button. Please review the [Macros Help document](#) for more information on enabling macros. 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.
- 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. Level of Qualification Requested (Section 2)

- Unlimited – This level is for firms that will be pursuing projects with fees estimated at \$500,000 or higher. Qualification at this level requires submission of 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.
- Minor – This level is for firms that will be pursuing projects with fees estimated at less than \$500,000. Qualification at this level does not require submission of an audit, but minor firms have the option to submit a [Self-Certification of Accounting System and Reimbursement Rates](#) form. This is not required for qualification at the minor level, but this information will ultimately be required for contracting with the Department.

3. Contact Information (Section 3) –

- 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.



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- 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.
4. **Corporate Information (Section 4)**
- 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 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.
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 prequalification.
7. **Financial Information (Section 7)**
- Indicate which type of financial documentation you will be submitting with your application, if any. As discussed above regarding Section 2 (Level of Qualification), firms seeking unlimited qualification must submit a [current overhead audit](#). Firms seeking minor qualification have the option to submit a [self-certified audit](#) 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 (unlimited level) or a self-certified audit (optional for minor level), please read the statements in section C and D and click the check boxes.
8. **Professional Liability Insurance (Section 8)**



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- 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.
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](#) for this section is available on our website and illustrates grouping personnel for each work type together, with individuals used for multiple work types listed in each of the appropriate groups.
 - Status – This field was recently added to make 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. [Resume tips and sample resumes](#) are available on our website.
 - 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 with your application package stating that they previously prequalified another firm. Be sure to specify which firm and what year they may have been originally submitted for that firm. If any supporting documentation is available to support the individual’s previous approval, please submit that as well.
11. **Employment of Qualification Personnel (Section 11)** – Everyone should complete [form #375-030-84, the Qualifying Staff Employment Certification form](#) and submit a signed copy with their application package. Please also check the box to acknowledge you have read the statement.
12. **Survey and Mapping Equipment (Section 12)** – This section is for firms seeking qualification in work group 8 only. Please check the box to acknowledge you have read the statement.



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13. **Geotech Equipment (Section 13)** – This section is for firms seeking qualification in work group 9 only. You will need to 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. 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 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.