



Florida Department of Transportation

RICK SCOTT
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JIM BOXOLD
SECRETARY

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 sometimes 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, instead of the names of all qualifying staff members 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. Although these were assembled with specific work types in mind, they provide an excellent basis for constructing resumes for all work types.



Florida Department of Transportation

RICK SCOTT
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JIM BOXOLD
SECRETARY

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, and identify which individual or group is no longer with your firm. Clearly indicate which staff members are new additions or are replacing the previous qualifiers.
- _____ 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. Although these were assembled with specific work types in mind, they provide an excellent basis for constructing resumes for all work types.

Checklist for Changing the Level of Qualification from Minor to Unlimited

- _____ 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 Jeffrey Owens, our office's CPA, at 850-414-4539. One free audit is 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 Minor Firms Adding a Self-Certified Audit

- _____ 1. [Self-Certification of Accounting System and Reimbursement Rates](#) form – Although this



Florida Department of Transportation

RICK SCOTT
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JIM BOXOLD
SECRETARY

is not required for qualification at the minor level, this information will ultimately be 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.

We are constantly trying to improve the qualification process, so if any questions arise please contact the Qualification Administrator, Carliayn Kell, by email at Carliayn.Kell@dot.state.fl.us or by phone at 850-414-4597.