Florida Department of Transportation

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Checklist for Firms Renewing 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.

In order to perform Professional Service work for FDOT, qualified firms must renew annually as outlined in **Rule 14-75, F.A.C.** The checklists below covers the items required for prequalification renewal at both the minor and unlimited levels, but it is important that you review the Renewal Notice closely as it will include the most up-to-date information on the renewal process. Please contact the Qualification Administrator prior to submission if you have any questions.

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**.

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Checklist for Firms Renewing Qualifications at the Unlimited Level

_____ 1. The Request for Qualification Package for Professional Consultants – This form was recently updated, so please be sure you complete the current version of the form for your renewal. There are detailed instructions available to assist you in completing the updated form. You will need to complete all fields on the form, including listing the names of **all** qualifying individuals in section 10 of the application (a sample of the section is available online for reference). The "no change in qualifying staff" statement is no longer sufficient when renewing, so all firms will need to list all previously qualified personnel along with new qualifying personnel. You will also need to clearly indicate any previous qualifying staff members that are no longer with the firm.

_____ 2. Qualifying Staff Employment Certification Form, completed and signed by the submitting principal.

_____ 3. A current copy of your proof of professional liability insurance (PLI).

_____ 4. 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.

_____ 5. 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.

_____ 6. Current resumes for **new** qualifying staff only. 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.

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Checklist for Firms Renewing Qualifications at the Minor Level (projects less than $500,000)

_____ 1. The Request for Qualification Package for Professional Consultants – This form was recently updated, so please be sure you complete the current version of the form for your renewal. There are detailed instructions available to assist you in completing the updated form. You will need to complete all fields on the form, including listing the names of **all** qualifying individuals in section 10 of the application (a sample of the section is available online for reference). The "no change in qualifying staff" statement is no longer sufficient when renewing, so all firms will need to list all previously qualified personnel along with new qualifying personnel. You will also need to clearly indicate any previous qualifying staff members that are no longer with the firm.

_____ 2. Qualifying Staff Employment Certification Form, completed and signed by the submitting principal.

_____ 3. A current copy of your proof of professional liability insurance (PLI).

_____ 4. *Optional* – Self-Certification of Accounting System and Reimbursement Rates form – Although this is not required for qualification at the minor level, this information will ultimately be required for contracting with the Department.

_____ 5. Current resumes for **new** qualifying staff only. (**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.