



Approved: _____
Interim Executive Director

PREQUALIFICATION PROCEDURE

Introduction

The Metro Transportation Engineering and Construction Cooperative (MTECC) has a responsibility to appropriately plan for and strategically manage the projects being developed and implemented by the Agency in accordance with Federal, state and local laws, regulations, rules, ordinance and related guidance.

In delivering these projects MTECC must ensure that professional services firms and contractors are prequalified to deliver these services for each project before considering these firms and contractors for a project.

Authority

- Chapter 163 Interlocal Agency Agreement
- Section 255.20, Florida Statutes
- Section 287.055, Florida Statutes

Prequalification Process

The Florida Department of Transportation (FDOT) over many years has developed well established and accepted prequalification processes for professional services firms and contractors. MTECC will be delivering projects primarily in a partnership with FDOT for funding and under a grant/partnership agreement.



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Architect and Engineering Professional Services

Prequalification Process

FDOT follows a prescribed process to prequalify architect and engineering (A/E) professional services firms in Rules of Florida and FDOT procedures. This includes qualification of the types of services and appropriate certifications for each firm. The reference to these processes are included below.

- A/E Professional Services Prequalification Process
<https://www.fdot.gov/procurement/Prequalification-Applications.shtm>
- Applicable Rules https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/procurement/pdf/rule-14-75.pdf?sfvrsn=bd0ba56d_8
- Instructions for Firms Applying https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/procurement/pdf/instructionsforthequalificationform.pdf?sfvrsn=350b3e62_12

FDOT Prequalified Firms

FDOT has a searchable database of prequalified A/E professional services firms. The MTECC Executive Director will ensure that any A/E professional services firms are included in the FDOT list of prequalified firms for the type of services being proposed for a MTECC project.

- FDOT Searchable Database of Prequalified A/E Professional Services Firms
https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/procurement/pdf/groupxunlim.pdf?sfvrsn=d292aa89_106

FDOT also includes other key information such as grades on A/E Professional Services Firms on prior FDOT work activities. Consultant grades can be searched at <https://ssrs.fdot.gov/Reports/report/PDA%20Reports/Public%20Reports/ConsultantGradesHistory>

Other relevant FDOT information is also available at <https://www.fdot.gov/procurement/internetreports.shtm>



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Road and Bridge Contractors

The MTECC Executive Director shall ensure that road and bridge contractors are prequalified for the type of work being proposed prior to submitted a proposal to the MTECC.

Prequalification Process

FDOT follows a prescribed process to prequalify road and bridge contractors in Rules of Florida and FDOT procedures. This includes qualification of the types of services and appropriate certifications for each contractor. The reference to these processes are included below.

- Contractor prequalification process <https://www.fdot.gov/contracts/prequal-info/prequalified.shtm>
- Instructions for Contractors to apply for prequalification <https://www.fdot.gov/contracts/prequal-info/cpq/cpq-app-instructions.shtm>
- List of prequalified work classes https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/contracts/prequal-info/prequalification-work-classes.pdf?sfvrsn=7cf3c108_2
- Applicable Rules <https://www.flrules.org/gateway/ChapterHome.asp?Chapter=14-22>

FDOT Prequalified Road and Bridge Contractors

FDOT has a searchable database of prequalified road and bridge contractors. The MTECC Executive Director will ensure that any road and bridge contractors are included in the FDOT list of prequalified contractors for the type of work planned for the project prior to making a proposal for a MTECC project.

- FDOT Searchable Database of prequalified road and bridge contractors <https://fdotwp1.dot.state.fl.us/contractorprequalification/public/PrequalifiedVendorSearch.aspx>

For any work that is not prequalified by FDOT, MTECC will rely upon other reliable sources such as Broward County and Miami-Dade County for services such as transit work and products. The MTECC Executive Director will document the prequalification source and type of work and products prior to the contractor proposing on a MTECC project.



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Approved Products

FDOT also has an extensive list of products used for transportation projects that have been evaluated and approved for use on FDOT projects. The MTECC Executive Director should use the FDOT approved products list when applicable for MTECC projects and ensure that MTECC contractors follow the FDOT approved products list.

- FDOT Product Evaluation
<https://www.fdot.gov/programmanagement/productevaluation/default.shtm>
- Approved Products List <https://fdotwp1.dot.state.fl.us/ApprovedProductList/Specifications>
- Innovative Products List
<https://fdotwp1.dot.state.fl.us/ApprovedProductList/Specifications?IsDevSpec=True>