**PREQUALIFICATION – WORK BY LOCALS**

Wisconsin Department of Transportation

DT2300 4/2020

County/City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Calendar Years\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- |
| **1.** Check all those work types for which the county/city is seeking prequalification. Fill in the requested information for each work type checked. | | | | |
| WORK TYPE  (definitions on page 2) | NUMBER OF PROJECTS COMPLETED IN THE LAST 3 YEARS | MAXIMUM PROJECT COST LIMIT BEING REQUESTED (ON A PER PROJECT BASIS) | To Be Completed by WisDOT | |
| WORK TYPE APPROVED (YES/NO) | MAXIMUM PROJECT COST APPROVED ($) |
| Engineering Design |  |  | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ |
| Construction Inspection |  |  | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ |
| Grading & Gravel |  |  | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ |
| Asphalt Paving |  |  | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ |
| Concrete Paving |  |  | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ |
| Structures |  |  | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ |
| Electrical Construction |  |  | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ |
| Incidental Construction |  |  | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ |

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| --- |
| **2**. On a separate sheet of paper, for each work type checked in part 1, provide a **typed** project list of up to ten of the most relevant projects in terms of size, cost, and complexity completed in the last three years. This project list should include project location, total project cost, percentage of contract and type of work that was subcontracted out, and whether or not each project was completed successfully (on time, within budget, lasting quality).  Print your detailed project list and attach to completed form. |
| **3**. Print completed form, sign, date and send to WisDOT Region Local Program Project Manager.  I hereby certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County/City isadequately staffed and suitably equipped (see page 2 for definitions) to complete projects of the work type for which prequalification is being sought (work types checked above).  I understand that the cost of any specialized rented equipment (with or without operator) will be no more than 25% of the total project cost and in no case greater than $25,000.  This prequalification is valid for each work type approved for a period of 3 calendar years, unless conditions change. If conditions change which would eliminate or reduce the prequalification status (critical staff reductions, equipment unavailability, loss of expertise, etc.) I shall immediately notify the Wisconsin Department of Transportation so that the prequalification for the affected work type can be re-evaluated.   |  |  |  | | --- | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | (Signature) | (Title) | (Date) | |

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**(To Be Completed by Region)**

I have reviewed the above request by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County/City for prequalification to undertake projects of the work type checked above. Region staff have evaluated the County/City work staff, equipment, and past project experience, and have determined that the project types and project dollar limits shown in the box above are appropriate. Additional comments or project limitations are stated below.

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| --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| (Signature) | (Region Local Program Project Manager) | (Date) |
|  |  |  |
|  |  |  |

Comments, Limitations, or Reasons for Denial (use additional page if necessary):

**WORK TYPE DEFINITIONS FOR LFA’s**

ENGINEERING DESIGN

The development of project plans and specifications including following the appropriate statutory requirements, policy, procedural requirements, and guidance for the improvement of county or municipal street/highway systems for which federal-aid highway funds may be used.

Local unit has at least one full time staff person who is in responsible charge of the project delivery, at least one staff person that is registered as a professional engineer and who is capable to oversee the performance of design-engineering services by other local unit staff. Holding a current Certificate of Authorization to practice professional engineering in the state of Wisconsin (per. s.s. 443.08) is satisfactory evidence of professional engineering registration. Local unit is responsible for and has the delegated authority for producing work that fulfills requirements of the contract, the FDM, and any policies and procedures required of the funding program.  Local unit must have past experience in designing federal/state funded projects.

CONSTRUCTION INSPECTION

Supplementing or providing elements of the field administration of the contract, overall control of the work, enforcement of the terms of the contract, and determination of the amount of work performed and materials furnished. Supporting the WisDOT engineer who is responsible for and has the delegated authority for obtaining work that fulfills requirements of the contract.

GRADING & GRAVEL

The construction of earthwork and placement of gravel/crushed stone, including grading, subbase, crushed aggregate base course, shoulder or surface courses, drainage structures, and other associated construction.

ASPHALT PAVING

The construction of all types of asphaltic surface courses to include plant mix, road mix, and the application of bitumen, and other associated construction.

CONCRETE PAVING

The construction of the portland cement concrete base or pavement, and other associated construction.

STRUCTURES

The construction of masonry, steel, or timber bridges, viaducts, culverts, railroad bridges, and other associated construction, including approaches thereto.

ELECTRICAL CONSTRUCTION

Work involving trenching and underground duct work, placing electrical cable on and/or under the ground, placing light bases and fixtures, furnishing and installing visual and instrument aids to navigation (i.e. VASI, REIL, VOR, NDB, ILS/ALS, etc.), to include generators, regulators, transformers and related equipment as required.

INCIDENTAL CONSTRUCTION

Work involving sidewalks, curb and gutter, small concrete structures, storm sewers, guard rail, fencing, pavement marking, furnishing and planting of plant materials, cutting and spraying weeds, lighting, signing, signals, and other work of a minor or incidental character.

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ADEQUATELY STAFFED AND SUITABLY EQUIPPED means:

* the local agency has sufficiently experienced personnel to complete the project with their own forces
* the local agency owns and has available sufficient equipment in good working order to complete the project
* any rented equipment will be specialized and only incidental to the primary work
* if a piece of equipment owned by the local unit breaks down unexpectedly during the project time frame, and its timely replacement is needed to keep the project on schedule, the local unit may rent the equipment even if it is not considered specialized for the work type being performed. If this occurs, the local unit must immediately notify the project engineer in writing
* the local agency has a commitment to ensure that all work will conform with WisDOT and FHWA standards and requirements