

## Information and Instructions for Prequalification of Bidders

Under the provisions of RCW 47.28.070 et seq. any person, firm, or corporation desiring to bid upon any construction or improvement of any state highway for the Department of Transportation is first required to execute and file with the Secretary of Transportation, a fully completed Standard Questionnaire and Financial Statement (DOT Form 420-010) and be prequalified before a proposal form can be furnished.

The laws of the State of Washington require that an out-of-state corporation secure authority from the Secretary of State to transact business in the State of Washington. Accordingly, before the state can enter into a contract with an out-of-state or foreign corporation, such corporation must comply with Washington's corporation laws. Information and application blanks may be obtained from:

**Office of the Secretary of State**  
<http://www.sos.wa.gov/corps/>

Those contractors seeking prequalification in electrical classifications of work (class 9 and class 16) must have a current State Electrical license.

It is suggested that your firm contact the Business and Professions Division to assure that all requirements for doing business in Washington State have been fulfilled. General licensing requirements information and forms are furnished by:

**Department of Revenue Business Licensing Service**  
<http://www.bls.dor.wa.gov/>

### Joint Ventures for Prequalification

The Department of Transportation recognizes two distinct types of joint ventures, for bidding (Prequalification), classified as follows:

1. **Continuing Joint Venture:** An association of two more firms formed for the purpose of submitting joint bids for projects to be let over a period of time.
2. **Individual Project Joint Venture:** An association of two more prequalified firms formed for the specific purpose of submitting a joint bid on a specific project.

### Prequalification of Individual Project Joint Ventures

The bids of individual project joint ventures will be accepted provided all members of the joint venture are currently prequalified. They must execute and file with the Secretary of Transportation, subject to approval, a standard form of "Individual Project Statement of Joint Venture," (DOT Form 410-009) setting forth the name of the joint venture, the members of the joint venture, the title of the improvement and the names of those authorized to bind the joint venture. (Corporate minutes authorizing a joint venture must accompany the joint venture for prequalification).

Individual Project Statement of Joint Venture Forms (DOT Form 410-009) are available on at <http://www.wsdot.wa.gov/biz/contaa/prequal/default.htm>

### Prequalification of Continuing Joint Ventures

The Bids of Continuing Joint Ventures will be accepted if prequalification has been satisfactorily established by the following method:

A Standard Questionnaire and Financial Statement combining the assets and liabilities of all members of the venture shall be submitted in the name of Joint Venture, together with such other supporting documents as listed below:

A photostatic or certified copy of the Joint Venture Agreement shall be furnished. It shall contain a provision which will unequivocally bind the parties, jointly, and severally, to any joint venture entered into thereunder. It shall also specify the name under which the Joint Venture will operate and the name of those authorized to sign proposals, bonds, contracts, estimates, and other documents and/or instruments in connection with the Department of Transportation's contracts. Since some Joint Ventures may present unique problems, the foregoing will not necessarily be sufficient in all cases. Corporate minutes authorizing a joint venture must accompany the joint venture requests for prequalification.

## **Execution of Continuing Joint Venture Agreement**

Members of a Continuing Joint Venture will be considered bound to it through the following applicable procedures:

- Individual:** Signature to the Joint Venture Agreement in the firm name under which he is doing business.
- Co-Partnership:** The signature of all partners, general and limited, under the firm name, to the Joint Venture Agreement.
- Corporation:** The signature of the authorized officer of the corporation with the corporate seal affixed. A certified copy of the resolution of the board of directors adopting the Joint Venture and authorizing the signatory to enter into a Joint Venture Agreement on behalf of the corporation shall accompany the agreement. If the resolution is made at a special meeting of the board of directors, a certified copy of the notice of the meeting or a waiver thereof shall also be furnished.

## **Procurement of Plans and Proposals**

All requests for plans and proposal forms should be directed to the Contract Ad & Award office, Department of Transportation, <http://www.wsdot.wa.gov/biz/contaa/OrderPlans> or by phone(360) 705-7835. Bids submitted from a firm without proper prequalification will not be accepted.

Reduced plans (12" x 18") and an "Informational" copy of the proposal, which cannot be used for bidding purposes, will be furnished to all applicants upon receipt of the fee as set forth in the Notice to Contractors. Proposal forms for bidding will be furnished to an applicant only if prequalified in the proper amount and class of work.

### ***CAUTION***

The proposal form furnished to a prospective bidder is not transferrable and may be considered irregular if the name entered thereon is altered in any manner without first receiving permission. Correspondence and inquiries should be directed to the of Contract Ad & Award email [Prequal@wsdot.wa.gov](mailto:Prequal@wsdot.wa.gov)

## **Submission of Application**

When application is completed, signed and notarized scan and email it to [prequal@wsdot.wa.gov](mailto:prequal@wsdot.wa.gov)



Since the submission of the Standard Questionnaire and Financial Statement and/or Supplemental Questionnaire now on file in this office:

1. Have there been any additions or reductions in the staff of your supervisory personnel?  Yes  No

If Yes, complete the following:

Additional Supervisory Personnel Employed				
Individual's Name	Present Position or Office	Years of Construction Experience	Magnitude and Type of Work	In What Capacity

Reductions in Staff of Supervisory Personnel				
Individual's Name	Present Position or Office	Years of Construction Experience	Magnitude and Type of Work	In What Capacity

Fiscal Information		
2. End of Applicant's Fiscal Year (Month, Day)		
3. Date of Year End Financial Statement (Month, Day, Year)		
As of the above date, the firm's total assets, liabilities, and net worth are as follows:		
Total Tangible Assets	Total Liabilities	Net Worth
\$ _____	\$ _____	\$ _____
4. Additional Financial Resource(s) (i.e., Bank Line of Credit, Parent Firm Allocation, etc.) Any additional financial resources shall have a notarized letter to document the Allocation. Required information within the letter is: The dollar amount, Purpose of the Allocation, and a termination date for the Allocation.		

5. Is the Prequalification issued to you satisfactory as it pertains to Classes of Work?  Yes  No

If No, List below the additional class or classes of work for which you feel you are equipped and qualified to perform and furnish supporting data for your proposed changes. (Supporting data is experience, provide owners or prime contractors contact information for completed projects including the name of the project, company name, contact person, phone number and fax or email to verify the work) (Attach additional sheets if necessary).

**\*\* Note: Work has to be self performed to be considered. \*\***

Additional Classes

<b>Corporation</b> If a corporation, complete this section		<b>Co-Partnership or Joint Venture</b> If a Co-Partnership or Joint Venture, complete this section
When Incorporated	In What State?	Date of Organization
President's Name		State whether General, Limited, or Association
Vice President's Name		
Secretary's Name		State whether there is any limitation on duration of Co-Partnership or Joint Venture?
Treasurer's Name		
If Out-of-State Corporation, have you complied with Washington's Corporation Laws? <input type="checkbox"/> Yes <input type="checkbox"/> No		

**Non-Collusion**

In order for your application for Prequalification to be considered, it is necessary to furnish the following information:

- Has your firm ever been indicted, pled guilty, pled nolo contendere (no contest), or been convicted of any offense that has resulted in your firm being barred from bidding or performing work for any State, Local, or Federal Government? If "Yes", attach a separate sheet(s) to this form giving the details involved, the names of the individuals, and their current employment status with your firm.  Yes  No
- Has any officer, employee, or other member of your firm ever been indicted, pled guilty, pled nolo contendere, or been convicted of any illegal restraints of trade, including collusive bidding?  Yes  No  
If Yes, attach separate sheet(s) to this form giving details involved, the names of the individuals and their current employment status with your firm.
- Has your firm or any officer, employee, or member of your firm ever been debarred for violation of various Public Contract Acts incorporating Labor Standards Provision?  Yes  No  
If Yes, attach separate sheet(s) to this form giving details involved.
- Is your firm under the protection of the bankruptcy court, have pending any petition in bankruptcy court, or have you made an assignment for the benefit of creditors?  Yes  No

**Business Account Information** (List the following business account numbers for your organization)

Unified Business identifier Number (UBI)	Federal Employees (IRS) ID Number
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**Authorized Signatures**

List the name and Title of those individuals in your organization who are authorized to execute proposals, contracts, bonds, and other documents and/or instruments on behalf of the organization. Specify if more than one signature is required.

**The Signature MUST appear next to name.**

Name (Typed)	Signature	Title

## Execution of the Affidavit

- Individual:** Signature of the individual in the firm name under which business is conducted.
- Co-Partnership:** The signature of all partners, general and limited under the firm name, or the signature of their Attorney in Fact.
- Joint Venture:** Signatures of an authorized representative of each party to the joint venture. Corporate members of a joint venture shall also affix their corporate seal.
- Corporation:** The signature of the authorized officer(s) of the corporation with corporate seal affixed.

**Affidavit**

Type of Organization (Individual, Co-Partnership, Joint Venture, or Corporation)

State of \_\_\_\_\_

County of \_\_\_\_\_

} SS

The undersigned, being duly sworn, deposes and says that the foregoing is a true statement of facts concerning the individual, corporation, co-partnership, or joint venture herein named, as of the date indicated; that the financial condition of said firm has not decreased since the submission of the Standard Questionnaire and Financial Statement now on file in the offices of the Washington State Department of Transportation that the answers to the foregoing interrogatories are true; that this statement is for the express purpose of inducing the Washington State Department of Transportation to award the said firm or individual a contract; and that any depository, vendor or other agency named in the aforementioned Standard Questionnaire and Financial Statement is hereby authorized to supply the Washington State Department of Transportation or its agent with any information necessary to verify this statement.

Name of Firm (As registered with Washington Secretary of State): \_\_\_\_\_

Authorized Signature

Authorized Signature

Authorized Signature

Authorized Signature

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Notary Public \_\_\_\_\_

*Corporate Seal*

*Notary Seal*

## Small Works Roster Supplemental for Contractors Interested in Being Placed on a Small Works Roster

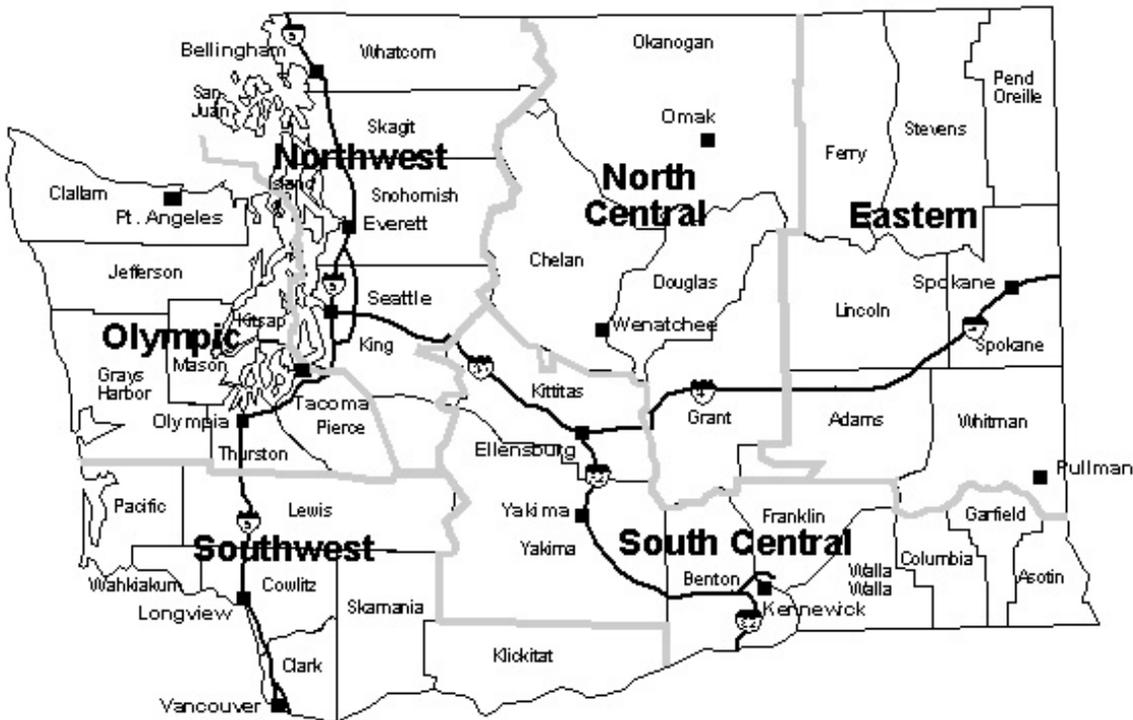
A. Place \_\_\_\_\_ on the Small Works Rosters for  
(Enter name of applicant or firm)  
the work class(es) as indicated on the attached Prequalification Work Classes sheet.

B. Indicate each County the firm is interested in bidding for work. Mark all counties you are requesting consideration below.

Authorized Signature		
Name	Title	Signature

Please consider carefully where you are willing to work since you will be considered only for locations that you check.

- A contractor may be denied placement on or, after such placement, may be removed from a Small Works Roster if the contractor fails to respond to five solicitations for bids on jobs offered through the Small Works Roster.
- At least one county designation must be marked for work you are willing to accept on the Small Works Roster.
- To change your designation on the Small Works Roster, please call Contract Ad and Award Office at 360-705-7837.



- |                                      |  |                                       |  |   |
|--------------------------------------|--|---------------------------------------|--|---|
| <input type="checkbox"/> 01 Adams    | <input type="checkbox"/> 09 Douglas      | <input type="checkbox"/> 17 King      | <input type="checkbox"/> 25 Pacific      | <input type="checkbox"/> 33 Stevens     |
| <input type="checkbox"/> 02 Asotin   | <input type="checkbox"/> 10 Ferry        | <input type="checkbox"/> 18 Kitsap    | <input type="checkbox"/> 26 Pend Oreille | <input type="checkbox"/> 34 Thurston    |
| <input type="checkbox"/> 03 Benton   | <input type="checkbox"/> 11 Franklin     | <input type="checkbox"/> 19 Kittitas  | <input type="checkbox"/> 27 Pierce       | <input type="checkbox"/> 35 Wahkiakum   |
| <input type="checkbox"/> 04 Chelan   | <input type="checkbox"/> 12 Garfield     | <input type="checkbox"/> 20 Klickitat | <input type="checkbox"/> 28 San Juan     | <input type="checkbox"/> 36 Walla Walla |
| <input type="checkbox"/> 05 Clallam  | <input type="checkbox"/> 13 Grant        | <input type="checkbox"/> 21 Lewis     | <input type="checkbox"/> 29 Skagit       | <input type="checkbox"/> 37 Whatcom     |
| <input type="checkbox"/> 06 Clark    | <input type="checkbox"/> 14 Grays Harbor | <input type="checkbox"/> 22 Lincoln   | <input type="checkbox"/> 30 Skamania     | <input type="checkbox"/> 38 Whitman     |
| <input type="checkbox"/> 07 Columbia | <input type="checkbox"/> 15 Island       | <input type="checkbox"/> 23 Mason     | <input type="checkbox"/> 31 Snohomish    | <input type="checkbox"/> 39 Yakima      |
| <input type="checkbox"/> 08 Cowlitz  | <input type="checkbox"/> 16 Jefferson    | <input type="checkbox"/> 24 Okanogan  | <input type="checkbox"/> 32 Spokane      |   |

# Prequalification Work Classes

- Class 1*    **Clearing, Grubbing, Grading and Draining**  
Removal of tree stumps, shrubs, modification of the ground surface by cuts and fills, excavating of earth materials, the placement of drainage structures, and construction of structural earth walls.
- Class 2*    **Production and Placing of Crushed Materials**  
Production and placing crushed surfacing materials and gravel.
- Class 3*    **Bituminous Surface Treatment**  
Placing of crushed materials with asphaltic application.
- Class 4*    **Asphalt Concrete Paving**  
Production and placing Asphalt Concrete Plant Mix Pavement.
- Class 5*    **Cement Concrete Paving**  
Production and placing cement concrete pavement.
- Class 6*    **Bridges and Structures**  
Construction of bridges and other major structures of timber, steel, and concrete.
- Class 7*    **Buildings**  
Construction of buildings and related structures and major reconstruction and remodeling of such buildings.
- Class 8*    **Painting**  
Painting bridges, buildings, and related structures.
- Class 9*    **Traffic Signals**  
Installation of traffic signal and control systems.
- Class 10*    **Structural Tile Cleaning**  
Cleaning tunnels, large buildings and structures and storage tanks.
- Class 11*    **Guardrail**  
Construction of a rail secured to uprights and erected as a barrier between, or beside lanes of a highway.
- Class 12*    **Pavement Marking (Excluding Painting)**  
Thermoplastic markings, stripes, bars, symbols, etc. Traffic buttons, lane markers, guide posts.
- Class 13*    **Demolition**  
Removal of timber, steel, and concrete structures and obstructions.
- Class 14*    **Drilling and Blasting**  
Controlled blasting of rock and obstructions by means of explosives.
- Class 15*    **Sewers and Water Mains**  
Draining, pipe jacking, water systems, pumping stations, storm drainage systems, sewer rehabilitation, sewage pumping stations, pressurized lines.
- Class 16*    **Illumination and General Electric**  
Highway illumination, navigational lighting, wiring, junction boxes, conduit installation.
- Class 17*    **Cement Concrete Curb and Gutter**  
Sidewalks, spillways, driveways, monument cases and covers, right-of-way markers, traffic curbs, and gutters.
- Class 18*    **Asphalt Concrete Curb and Gutter**  
Sidewalks, spillways, driveways, monument cases and covers, right-of-way markers, traffic curbs, and gutters.
- Class 19*    **Riprap and Rock Walls**  
Mortar, rubble, and masonry walls; rock retaining walls, and placing of large broken stone on earth surfaces for protection against the action of water.
- Class 20*    **Concrete Structures Except Bridges**  
Cast-in place median barrier, prestressing, post-tensioned structures, footings, prefabricated panels and walls, retaining walls, and ramps, foundations, rock bolts, and concrete slope protection.
- Class 21*    **Tunnels and Shaft Excavation**  
Tunnel excavation, rock tunneling, and soft bore tunneling.
- Class 22*    **Piledriving**  
Driving concrete, steel, and timber piles.
- Class 23*    **Concrete Surface Finishes**  
Architectural concrete surface finishes (fractured fin, random board, exposed aggregate, etc.). Waterproofing concrete surfaces (clear or pigmented sealer.)
- Class 24*    **Fencing**  
Wire and metal fencing, glare screens.
- Class 25*    **Bridge Deck Repair**  
Bridge expansion joint repair and modification, bridge deck resurfacing repair.
- Class 27*    **Signing**  
Sign structures and sign foundations,.
- Class 28*    **Drilled Large Diameter Slurry Shafts**  
Drilled Shafts 4' diameter or larger and greater than 15' deep when excavation is performed utilizing the wet method and concrete is placed by tremie methods under a slurry.
- Class 29*    **Slurry Diaphragm and Cut-Off Walls**  
Slurry excavation and the construction of structural concrete walls and slurry cut-off walls.
- Class 30*    **Surveying**  
Highway construction surveying.

- Class 31*    **Water Distribution and Irrigation**  
Irrigation systems and heavy duty water distribution.
- Class 32*    **Landscaping**  
Landscape irrigation, planting, sodding, seeding, fertilizing, mulching, herbicide application, insecticide application, weed control, mowing, liming, soil binder, topsoil.
- Class 33*    **Engineering**  
Work other than surveying, including engineering calculations, drawing and other related work for highway construction.
- Class 34*    **Erosion Control**  
Seeding, fertilizing, mulching, slope protection, topsoil application, hydroseeding, soil stabilization, soil sampling.
- Class 35*    **Precast Median Barrier**  
A concrete barrier that is cast and cured in other than its final position used to divide the median of two adjacent highways or temporarily placed to divert traffic in construction zones.
- Class 36*    **Earth Retention and Anchoring**  
Installation of permanent soil nails, soldier piles, timber lagging and micropiles. Soldier pile tie-back anchor wall construction.
- Class 37*    **Impact Attenuators**  
Installation of approved protective systems filled with sand, water, foam, or other substances which prevent errant vehicles from impacting roadside hazards.
- Class 38*    **Paint Striping**  
Painting bars, letters, symbols, and striping.
- Class 39*    **Slope Protection**  
The installation of a zinc-coated steel wire mesh anchored by wire rope and reinforced concrete posts or anchor rods. Used for dampening the effects of rolling rocks onto the highway. Slope scaling, horizontal drains, rock dowels, and rock bolts for slope stabilization.
- Class 40*    **Gabion and Gabion Construction**  
Construction of walls made with containers of galvanized steel hexagonal wire mesh and filled with stone.
- Class 41*    **Intelligent Transportation Systems (ITS)**  
Traffic Sensors Systems, Highway Advisory Radios, Environmental Sensing Stations, Variable Message Signs, Non-Fiber Optic Based Closed Circuit Television and Video Systems.
- Class 42*    **Electronics-Fiber Optic Based Communications Systems**  
Design and installation of fiber optic based communication systems.
- Class 43*    **Mechanical**  
Plumbing work and the installation of heating or air conditioning units.
- Class 44*    **Asbestos Abatements**  
Asbestos Abatement (L & I Certified Workers).
- Class 45*    **Hazardous Waste Removal**  
The containment, cleanup, and disposal of toxic materials. Companies seeking this classification shall have full-time personnel with current hazardous waste training (certification).
- Class 46*    **Concrete Restoration**  
Pavement subseal, cement concrete repair, epoxy coatings, epoxy repair, masonry repair, masonry cleaning, special coatings, epoxy injection, gunite, shotcrete grouting, pavement jacking, gunite repair, and pressure grouting.
- Class 47*    **Concrete Sawing, Coring, and Grooving**  
Concrete sawing, concrete planing, grinding, grooving, bump grinding, joint repair, concrete coring and rumble strips.
- Class 48*    **Dredging**  
Excavating underwater materials.
- Class 49*    **Marine Work**  
Underwater surveillance, testing, repair, subaquatic construction, anchors, and cable replacement, floating concrete pontoon repairs and modifications, disassembly and assembly of floating concrete pontoons.
- Class 50*    **Ground Modification**  
Pressure Grouting, blast densification, stone column, jet grouting, compaction, dynamic compaction, soil mixing, gravel drain.
- Class 51*    **Well Drilling**  
Drilling wells, installing pipe casing and pumping stations.
- Class 52*    **Sewage Disposal**  
Hauling and disposing liquid and solid wastes.
- Class 53*    **Traffic Control**  
Providing piloted traffic control, traffic control labor, and maintenance and protection of traffic.
- Class 54*    **Railroad Construction**  
Construction of railroad subgrade, placing of ballast, ties, and track and other items related to railroad work.
- Class 55*    **Steel Fabrication**  
Welding of steel members, heat straightening steel.
- Class 56*    **Street Cleaning**  
Street sweeping with self-propelled sweeping equipment.
- Class 57*    **Materials Transporting**  
Truck hauling.
- Class 58*    **Sand Blasting and Steam Cleaning**  
Steam cleaning, sand blasting, shot blasting, and water blasting.