

# 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/>

Those contractors seeking prequalification in electrical classifications of work (class 9 and class 16) must provide photocopies of 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 Services

<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 at:

<http://www.wsdot.wa.gov/biz/contaa/prequal/>

## 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 requested from the following website:

<https://www.wsdot.wa.gov/business/contract-ad-award/order-plans>. Bids submitted from a firm without proper prequalification will not be accepted.

Electronic copies of the Plans & Specifications and an “Informational” copy of the proposal, which cannot be used for bidding purposes that are currently on Ad can be found at: <http://www.wsdot.wa.gov/biz/contaa/Contracts/default.htm> or 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 Manager, Contract Ad & Award.



Contract Ad & Award  
Department of Transportation  
360-705-7837 / Fax: 360-705-6966  
Email: [prequal@wsdot.wa.gov](mailto:prequal@wsdot.wa.gov)

When Application is complete, submit by email to [prequal@wsdot.wa.gov](mailto:prequal@wsdot.wa.gov) Submission Date: \_\_\_\_\_

Name of Applicant or Firm (As registered with Washington State Secretary of State)			
Street Address		City	State Zip Code
PO Box		City	State Zip Code
Telephone	Fax	Federal Employees (IRS) ID No.	Unified Business Identifier No. (UBI)
Email for Prequalification		Email for Bidding Opportunities	
The above Applicant or Firm is:			
A Parent Firm of: _____			
A Subsidiary- Division of: _____			
Under the provisions of RCW 39.04.155 the Washington State Department of Transportation maintains a Small Works Roster for soliciting competitive bids on projects estimated to cost less than \$350,000. Please indicate if your company is interested in being placed on the Small Works Roster.      Yes      No			

**Supplemental Questionnaire**

A bidder who has a Standard Questionnaire and Financial Statement (DOT Form 420-010) on file with the Department of Transportation will be required to renew prequalification annually by filing any amendatory information through the submission of a Supplemental Questionnaire. In the event a contractor, during the period of a year, should have a change in the structure of the firm, e.g. officer, ownership, incorporation, etc., or when required by the department, shall submit a Supplemental Questionnaire.

WAC 468-16-090 specifies that for a firm showing a net worth in excess of one hundred thousand dollars (\$100,000), the applicant must provide, with the questionnaire, a copy of its financial statement as audited or reviewed for its last fiscal year, prepared in accordance with the standards of the American Institute of Certified Public Accountants. The statement must be prepared by an independent certified public accountant registered and licensed under the laws of any state. Balance sheets, income statements, a statement of retained earnings, supporting schedules and notes, and the opinion of the independent auditor must accompany the financial statement.

**Period Prequalification**

The information contained in the Supplemental Questionnaire is used to renew the basic rating on an annual basis and the firm will be so notified annually as to their bidding status for the ensuing year. The bidding rate may be renewed annually, effective March 31, June 30, September 30, or December 31 as outlined in WAC 468-16-090.

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:

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

<b>Reductions in Staff of Supervisory Personnel</b>				
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)

4. As of the above date, the firm's total assets, liabilities, and net worth are as follows:

Total Tangible Assets	Total Liabilities	Net Worth
\$	\$	\$

5. 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. A Sample Parent Firm Allocation Form can be found at: <http://www.wsdot.wa.gov/biz/contaa/prequal/default.htm>

6. 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 needed is the Name of the Project, Contact Person, Company Name, Phone and Email) (Attach additional sheets if necessary) Inquiries will be sent to the contacts listed for the completed projects.

**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?                      Yes                      No		

<b>Non-Collusion</b>		
In order for your application for Prequalification to be considered, it is necessary to furnish the following information.		
1. 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?	Yes	No
2. 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? 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	Yes	No
3. 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? If Yes, attach separate sheet(s) to this form giving details involved.	Yes	No
4. 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

<b>Authorized Signatures</b>		
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. <b>The Signature MUST appear next to name.</b>		
Name (Typed)	Signature	Title

**Execution of 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 Coporation)

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 Transportation Commission; that the answers to the foregoing interrogatories are true; that this statement is for the express purpose of inducing the Washington State Transportation Commission 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 Transportation Commission or its agent with any information necessary to verify this statement.

Name of Firm (As registered with Washington State Department of Licensing)

Authorized Signature

Authorized Signature

Authorized Signature

Authorized Signature

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

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

*Corporate Seal*

*Notary Seal*

# 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.