

## Information and Instructions for Small Works Roster Applicants

Under the provisions of RCW 39.04.155 the Washington State Department of Transportation maintains a small works rosters for soliciting competitive bids on projects estimated to cost less than \$350,000.

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 forms may be obtained from:

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

It is suggested that your firm contact the Department of Revenue 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 Licensing Service  
<http://www.bls.dor.wa.gov>

Contractors desiring to be considered for placement on the Washington State Department of Transportation Small Works Roster, must complete and submit this form to:

Washington State Department of Transportation  
ATTN: Contract Ad and Award Office  
Phone: 360-705-7837  
Email: [prequal@wsdot.wa.gov](mailto:prequal@wsdot.wa.gov)

A contractor may apply for placement on the small works roster at any time throughout the year, however a new form must be submitted annually to maintain eligibility.



All correspondence and inquires pertaining to Prequalification of Bidders should be directed to:

Contract Ad and Award Office  
Department of Transportation  
Phone: 360-705-7837  
Email: [prequal@wsdot.wa.gov](mailto:prequal@wsdot.wa.gov)

**NOTE:** Before executing this form, read all information and instruction pages carefully.  
This questionnaire is not for MBE/DBE or WBE Certification.

When application is complete submit by email to [prequal@wsdot.wa.gov](mailto:prequal@wsdot.wa.gov)

Name of Applicant or Firm (As registered with Washington Secretary of State)				
Street Address		City	State	Zip Code
PO Box		City	State	Zip Code
Telephone	Fax	Unified Business Identifier Number (UBI)		Federal Employees ID No.
The above Applicant or Firm's Certification Status as certified by the Office of Minority and Women's Business Enterprises. (OMWBE) must be submitted annually to maintain eligibility:  MBE - Minority Business Enterprise WBE - Women Business Enterprise DBE - Disadvantaged Business Enterprise		Email for Prequalification Communications		
		Email to Receive Bidding Opportunities		

**Preparation of Small Works Questionnaire**

All answers and other entries must be specific, complete in detail, and typewritten or printed. Pencil is not acceptable. If this requirement is not met your questionnaire may be returned.

A corporation, co-partnership, or joint venture must furnish all information requested in the appropriate form at the top of page 4. The execution of the affidavit on page 5 must be complete.

No fee is required in order to prequalify to bid on state small works projects. Full compliance with these instructions will avoid delay in effecting prequalification and the delivery of the bidding proposal forms to contractors properly prequalified.

Schedules and attachments may be furnished to supplement the Questionnaire, however, it is essential that the form be completed in full.

Prequalification may be established in any calendar quarter and is renewable annually.

The information contained in the Questionnaire will be used to establish the class ratings of the applicant for the next year or remaining portion thereof. Contractor prequalification is an annual process that is to be renewed each year in the same quarter. Applicants will be notified in writing of their placement on the applicable small works roster when qualified. The letter will identify the classes of work they have been prequalified for.



**Small Works Questionnaire**

1. How many years has your organization been in business as a general contractor under your present business name?  
\_\_\_\_\_

2. Has your organization ever failed to complete any work awarded to you?                      Yes                      No  
If "Yes", state where and reasons why:

3. List projects your organization has completed in the past three (3) years as described in the attached Class of Work Sheets. Note: a minimum of three (3) projects must be listed.

	Contract Amount \$	* Class of Work	Scheduled Completion. Date	Prime or Sub	Title / Contract No.	Contracting Agency and Contact Name, Phone and Email (Email for contacts is required for processing of the application.)
3a.						
3b.						
3c.						
3d.						
3e.						
3f.						
3g.						
3h.						

Per attached work class(es) sheets. Attach additional sheet(s) if more space is needed.  
Work Classes listed on page C1 and C2 are for highway, roads and bridge related work.

4. In which of the following classes of work do you feel your firm has the equipment and experienced personnel to qualify for the classification? (Indicated in parenthesis below each classification is suggested equipment for applicants.) Indicate those classes for which you feel your firm qualifies by marking (X) the appropriate box. Identify specifically in the column on the right the completed project(s) you have shown on Page 2 which are examples of the class of work you are requesting prequalification (i.e., 3a). \*\* Note: Work has to be self performed to be considered. \*\*

Class Number	Class Description	Project Example (From Page 2)
1	Clearing, Grubbing, Grading, and Drainage (Scrapers or trucks, graders, compaction equipment, dozers, backhoes, frontloaders.)	
2	Production and placing of crushed materials (Crushing plant, haul vehicles, motor patrol, compaction equipment)	
3	Bituminous Surface Treatment (Distributor, chip, spreader, rollers, trucks, graders, compaction equipment, dozers, backhoes, frontloaders)	
4	Asphalt Concrete Paving (Asphalt plant, asphalt pavers, rollers, trucks)	
5	Cement Concrete Paving. (Slipform paving machines, concrete plant, trucks)	
6	Bridges and Structures (Cranes, general building tools)	
7	Buildings (General building tools)	
8	Painting - Structural (Painting equipment, scaffolds, ladders etc.)	
9	Traffic Signals (Ladder trucks, electrician tools)	

List other applicable classes by title and number as shown in the Prequalification Work Classes Listing on pages C1 and C2. Facilities and building contractors need only list the work class(es) they are qualified to perform and interested in competing for and the county(s) where they desire to work that are listed on pages C3 through C6.

Class Number	Class Description	Project Example (From Page 2)

## Type of Organization

Sole Proprietorship	Co-Partnership	Joint Venture	Corporation	LLC
<b>Corporation</b>			<b>Co-Partnership or Joint Venture</b>	
Date Incorporated (Month/Year)		In What State?		Date of Organization
President's Name			Status General                      Limited                      Assoc.	
Vice President's Name			Is there any limitation on duration of Co-Partnership or Joint Venture?    Yes    No	
Secretary's Name			If "Yes", Explain:	
Treasurer's Name				
If Out-of-State Corporation, have you complied with Washington's Corporation Laws?    Yes    No				

## Non-Collusion

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 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 |
| 2. Has any officer, employee, or other member of your firm ever been debarred for violation of various Public Constraint Acts incorporating Labor Standards Provision? If "Yes", attach a separate sheet(s) to this form giving the details involved.   | Yes | No |
| 5. Has your firm or any officer, employee, or member of your firm ever been debarred for violation of various Public Constraint Acts incorporating Labor Standards Provision? If "Yes", attach a separate sheet(s) to this form giving the details involved.  | Yes | No |
| 6. 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 |

## Authorized Signatures

List the names and titles 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.

Name	Title	Signature

**Execution of the Affidavit**

- Sole Proprietorship**      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.
- Corporation**      The signature of the authorized officer(s) of the corporation with the corporate seal affixed.
- 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 if available.

**Affidavit**

The undersigned, being duly sworn, deposes and says that the foregoing is a true statement of facts concerning the sole proprietorship, corporation, co-partnership or joint venture herein named, as of the date indicated; that the firm or individuals as of the date thereof; 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 together agency herein named is hereby authorized to supply the Washington Sate Department of Transportation or its agent with any information to verify this statement.

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

\_\_\_\_\_

Authorized Signature _____	Authorized Signature _____
Authorized Signature _____	Authorized Signature _____

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_ , \_\_\_\_\_

Notary Public in and for the State of \_\_\_\_\_  
 residing at \_\_\_\_\_  
 Notary Public: \_\_\_\_\_

Corporate Seal if available

Notary Seal

Statement Prepared By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

## Prequalification Work Classes - Highway Construction

Class 1	<p><b>Clearing, Grubbing, Grading and Draining</b> Removal of tree stumps, modification of the ground surface by cuts and fills, excavating of earth materials the placement of drainage structures, and construction of structural earth walls.</p>	Class 16	<p><b>Illumination and General Electric</b> Highway illumination, navigational lighting, wiring, junction boxes, conduit installation.</p>
Class 2	<p><b>Production and Placing of Crushed Materials</b> Production and placing crushed surfacing materials and gravel.</p>	Class 17	<p><b>Cement Concrete Curb and Gutter</b> Sidewalks, spillways, driveways, monument cases and covers, right-of-way markers, traffic curbs, and gutters.</p>
Class 3	<p><b>Bituminous Surface Treatment</b> Placing of crushed materials with asphaltic application.</p>	Class 18	<p><b>Asphalt Concrete Curb and Gutter</b> Sidewalks, spillways, driveways, monument cases and covers, right-of-way markers, traffic curbs, and gutters.</p>
Class 4	<p><b>Asphalt Concrete Paving</b> Production and placing Asphalt Concrete Plant Mix Pavement.</p>	Class 19	<p><b>Riprap and Rock Walls</b> Mortar, rubble, and masonry walls; rock retaining walls, and placing of large broken stone on earth surfaces for protection against the action of water.</p>
Class 5	<p><b>Cement Concrete Paving</b> Production and placing cement concrete pavement.</p>	Class 20	<p><b>Concrete Structures Except Bridges</b> 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.</p>
Class 6	<p><b>Bridges and Structures</b> Construction of bridges and other major structures of timber, steel, and concrete.</p>	Class 21	<p><b>Tunnels and Shaft Excavation</b> Tunnel excavation, rock tunneling, and soft bore tunneling.</p>
Class 7	<p><b>Buildings</b> Construction of buildings and related structures and major reconstruction and remodeling of such buildings.</p>	Class 22	<p><b>Piledriving</b> Driving concrete, steel, and timber piles.</p>
Class 8	<p><b>Painting</b> Painting bridges, buildings, and related structures.</p>	Class 23	<p><b>Concrete Surface Finishes</b> Architectural concrete surface finishes (fractured fin, random board, exposed aggregate, etc.). Waterproofing concrete surfaces (clear or pigmented sealer.)</p>
Class 9	<p><b>Traffic Signals</b> Installation of traffic signal and control systems.</p>	Class 24	<p><b>Fencing</b> Wire and metal fencing, glare screens.</p>
Class 10	<p><b>Structural Tile Cleaning</b> Cleaning tunnels, large buildings and structures and storage tanks.</p>	Class 25	<p><b>Bridge Deck Repair</b> Bridge expansion joint repair and modification, bridge deck resurfacing, repair, and deck seal.</p>
Class 11	<p><b>Guardrail</b> Construction of a rail secured to uprights and erected as a barrier between, or beside lanes of a highway.</p>	Class 26	<p><b>High Friction Surface Treatment</b> Exposed aggregate, fractured-in and rope textured finishes; waterproofing concrete surfaces (clear or pigmented sealer.</p>
Class 12	<p><b>Pavement Marking (Excluding Painting)</b> Thermoplastic markings, stripes, bars, symbols, etc. Traffic buttons, lane markers, guide posts.</p>	Class 27	<p><b>Signing</b> Sign structures and sign foundations.</p>
Class 13	<p><b>Demolition</b> Removal of timber, steel, and concrete structures and obstructions.</p>	Class 28	<p><b>Drilled Large Diameter Slurry Shafts</b> 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 slurry.</p>
Class 14	<p><b>Drilling and Blasting</b> Controlled blasting of rock and obstructions by means of explosives.</p>	Class 29	<p><b>Slurry Diaphragm and Cut-Off Walls</b> Slurry excavation and the construction of structural concrete walls and slurry cut-off walls.</p>
Class 15	<p><b>Sewers and Water Mains</b> Draining, pipe jacking, water systems, pumping stations, storm drainage systems, sewer rehabilitation, sewage pumping stations, pressurized lines.</p>	Class 30	<p><b>Surveying</b> Highway construction surveying.</p>

- 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.