



CITY OF TALLAHASSEE  
CITY ENGINEERING DIVISION  
CONTRACTOR PRE-QUALIFICATION APPLICATION  
PACKAGE PROCEDURES

(A) Initial Application: Contractors requesting pre-qualification status are furnished an application pamphlet (Exhibit A).

For processing and subsequent review, the completed application, including the following documents, must be returned to:

Public Works Engineering Division  
Pre-Qualification Administrator  
300 S. Adams St, Tallahassee, FL 32301

1. Check in the amount of \$100 made payable to the "City of Tallahassee".
2. Proof of certification by the Florida Department of Business and Professional Registration (FLDBPR), Florida Construction Industry Licensing Board, and/or other registration to show proof that the applicant can do business in the State of Florida.
3. Project references.
4. FDOT Certification (Roadway Contractors Only).

Refer all questions to Public Works Engineering Division at (850) 891-8234.

Upon receipt of the completed application, the Pre-Qualification Administrator contacts businesses for whom the contractor has performed or is performing services and solicits their evaluations via the Contractor Evaluation Form (Exhibit B). These evaluations are then included with the completed application for review by the Pre-Qualification Administrator. Failure by an applicant to provide all information required by the application will result in a delay of determination of pre-qualification until such time as the required information is furnished.

Each contractor's initial qualification will be valid for 24 months from date of notice of approval from the Pre-Qualification Administrator, unless suspended or revoked by the City for cause. In the case of roadway contractors, the contractor must also maintain a current FDOT Certificate in order to remain Pre-Qualified. Contractors will be requested to submit a new Pre-Qualification application at least 45 days prior to expiration of current qualification for renewal of qualification.

(B) Renewal: Pre-Qualification status must be renewed biennially by the contractor. Pre-qualified contractors are notified by the Pre-Qualification Administrator of renewal requirements twice, with the first notice mailed three (3) months prior to the expiration date of the pre-qualification, and the second notice mailed two (2) months prior. Failure of a contractor to respond to the notices results in contractor's removal from the pre-qualified contractors listing.

Renewal applications consist of the same information and are processed in the same manner as an initial application.

**The City reserves its right to require a special Pre-Qualification for individual projects when deemed to be in the best interest of the City.**

#### CONSIDERATION FOR PRE-QUALIFICATION

Numerous factors are considered in determining if a company is qualified to bid on City of Tallahassee construction projects. Dependent upon size and experience, a contractor may be limited to bid on certain size projects. The different levels of limitations are as follows:

\$500,000
\$1,000,000
\$2,000,000
\$5,000,000
\$5,000,000 +

A contractor's acceptance / limitations will be based on the following:

(A) Financial Condition: Contractor must show evidence of bonding capacity and bonds outstanding.

(B) Job Performance: Contractor must show evidence of having performed satisfactory construction of work similar in scope and magnitude, within the past three (3) years. Inclusive in this evidence shall be a list of projects, date completed, nature, size, and value of the project; and complete names, mailing addresses, and telephone numbers of contact persons for the owner and the design professional for each of the projects. **Contractor Evaluations will be requested from previous clients and will carry substantial weight in determining acceptance of Pre-Qualification.**

(C) Personnel: A list of all supervisory personnel to be engaged on City projects shall be submitted listing name, education, experience, and licensure/certifications.

(D) Licensing: Proof of certification from the Florida Construction Industry Licensing Board in accordance with Chapter 489, Laws of Florida, is required if applying for “Building” category, (license category CG, RG, CB, or RB), or “Underground Utility and Excavation” category, (license category CU or RU). Proof of certification with the Florida Department of Transportation is required if applying for “Roads and Streets” category.

NOTE: Prequalification for the “Landscape” category is no longer performed. Qualification of landscape firms is done for specific projects.

Proof of certification and/or evidence of valid Occupational License or other means to show that contractor can do business in the State of Florida is required prior to any contractor becoming pre-qualified with the City of Tallahassee.

(E) Out of State Corporations: Corporations incorporated in any State other than Florida, and non-Florida limited partnerships, shall satisfy all requirements as prescribed by the State of Florida, before submitting their application for pre-qualification. Foreign corporations shall qualify to do business in Florida according to applicable law. (This does not apply to general partnerships).

(F) Change of Ownership: In the event a significant change in the structure of a firm occurs, such as a change of ownership or incorporation of a non-incorporated firm, a new application will be required. Also, a new application may be required whenever the Pre-Qualification Administrator has reason to believe that the condition of a firm is less favorable than at the time of the last application. A new application is not necessary when a change in the officers or the name of a corporation occurs, nevertheless, such information should be submitted to the Pre-Qualification Administrator promptly.

## SUSPENSION OR REVOCATION

The qualification of a contractor may be suspended for a period of one (1) year upon determination by the City Engineer that continuing contractual relations with the contractor would not be in the best interest of the City, because of major problems with the Contractor, which may include the following:

- failure to follow or meet MBE / DBE requirements of the contract,
- failure or refusal to perform according to schedule or within contract time,
- failure or refusal to correct mistakes or inadequacies to comply with requests or directions of the project manager,

- repeated conflict with or hostility toward City employees acting in the scope of their employment, or citizens,
- unplanned or unscheduled work which exposes City utilities to claims for conflict delay damages from the Contractor, subcontractors or FDOT,
- failure to satisfy claims from City utilities for damage to utilities or extra work required by such utilities as a result of the activities of the contractor,
- taking advantage of an apparent error or omission in bid documents, plans or specifications to the detriment of the City or another contractor,
- submitting excessive numbers of Notices of Claims or Requests for Change Orders as a result of routine complications or slight plan changes.

The City Engineer shall provide to the contractor via certified mail, written Notice of Intent to Suspend Qualifications. The notice will provide sufficient information to identify the events and behavior, which support the grounds for suspension. The contractor will be given seven (7) days to request a hearing with the Contractor Qualification Review Committee to discuss the grounds for suspension. This hearing will be held within seven (7) days of receipt of the request. The Committee will then make a final determination as to the suspension.

If the Committee determines that suspension is warranted, it will issue a letter to the contractor via certified mail, and the Procurement Division, informing him of the suspension to be effective seven (7) days after the receipt of such notice. The contractor may appeal the suspension of the qualification to the City Manager by notice to the Procurement Division within seven (7) days of the receipt of such notice. The City Manager shall provide an opportunity for the contractor to submit written arguments as to whether the listed events and behavior should be grounds for suspension of qualification. The suspension will not be applied during the period required by the appeal, but if upheld, will apply from the date of the written decision of the City Manager.

EXHIBIT A



PUBLIC WORKS DEPARTMENT  
ENGINEERING DIVISION

CONTRACTOR'S APPLICATION  
FOR PREQUALIFICATION

Date Submitted: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Principal Office at: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ Ext: \_\_\_\_\_ Fax Number: (\_\_\_\_\_) \_\_\_\_\_ Ext: \_\_\_\_\_

Email Address: \_\_\_\_\_

Request for Prequalification for:

\_\_\_\_ Buildings

\_\_\_\_ Underground Utilities & Excavation

\_\_\_\_ Roads and Streets



**PUBLIC WORKS/ENGINEERING  
PREQUALIFICATION OF PRIME CONTRACTORS**

Pre-qualification is for prime contractors only, and for construction projects in excess of \$250,000, in categories of building, road and street, and underground utility and excavation. Prime Contractors shall be defined as any contractor with whom the City of Tallahassee enters into a contractual agreement to perform construction services for the City. **The City reserves its right to require a special Pre-Qualification for individual projects when deemed to be in the best interest of the City.**

Contractors shall be pre-qualified by the City of Tallahassee Engineering Division, prior to submission of any bid.

**INSTRUCTIONS**

- I. Applicants shall allow 60 days for processing of an initial application.
- II. CEILING BID LIMITATIONS ARE AS FOLLOWS:

\$500,000
\$1,000,000
\$2,000,000
\$5,000,000
\$5,000,000+

- III. EVIDENCE OF PERFORMANCE:

A contractor must show evidence of having completed satisfactorily construction of work, similar in scope and magnitude, within the past three (3) years. Inclusive in this evidence shall be a list of projects, date completed, nature, size, and value of the project; and complete names, mailing addresses, and telephone numbers of contact persons for the owner and the design professional for each of the projects.

A contractor for the purpose of this application shall mean:

- a. The entity that is providing evidence of completed construction work;
- b. The entity which must post the bond;

- c. The corporation or partnership applying for prequalification or renewal of pre-qualification; and
- d. A corporation or partnership that is comprised of at least half of the same corporate principals or partners who were with firm at the time the listed projects were satisfactorily completed.

IV. PERSONNEL:

A resume for all supervisory personnel to be engaged on City of Tallahassee projects must be submitted detailing education, work experience, and licensure / certifications held.

VI. PROOF OF CERTIFICATION:

**BUILDING CATEGORY** must show proof of certification from the Florida Construction Industry Licensing Board in accordance with Chapter 489, Laws of Florida, (license category CG, RG, CB, or RB).

**ROADS AND STREETS CATEGORY** must have a current Certificate of Qualification from the Florida Department of Transportation

**UNDERGROUND UTILITY AND EXCAVATION CATEGORY** must show proof of certification from the Florida Construction Industry Licensing Board in accordance with Chapter 489, Laws of Florida, (license category CU or RU).

VII. REQUIREMENT TO RE-APPLY:

A significant change in the structure of the firm, i.e., ownership, partnership, incorporation of a non-incorporated firm, etc., will require a new application and filing fee.

A new application may be required should the Pre-qualification Administrator become aware that the finances or experience of a firm are less than at the time of its previous application or renewal.

Applicants should allow 45 days for processing of re-applications.

VIII. APPLICATION FROM NON-FLORIDA CORPORATIONS:

Businesses incorporated or organized in a State other than Florida, must obtain a permit to do business in Florida prior to submitting their application. Foreign corporations must qualify to do business in Florida, subject to Florida Statutes (does not apply to general partnerships). Evidence of a valid business permit must accompany each application.

IX. ACCEPTANCE:

Upon receipt of a complete application for Pre-Qualification, the Pre-Qualification Administrator will request references from previous clients of the applicant via the Pre-Qualification Contractor Evaluation form. He will review the application, looking at the applicant's financial condition, personnel, professional qualifications and past performance. If the Pre-Qualification Administrator determines that there may be grounds for denial, the applicant will be informed as to what the basis of denial might be and given seven (7) days to request a hearing with the Contractor Qualification Review Committee to discuss the concerns. This hearing will be held within seven (7) days of receipt of the request. The Committee will then make a final determination as to the applicant's request for pre-qualification.

Upon final determination by the Contractor Qualification Review Committee, the applicant will receive a letter from the Pre-Qualification Administrator indicating that the applicant has been approved for specific work categories and threshold amounts, or that the applicant has been denied. If denied, the letter will indicate on what grounds the denial was based. The applicant should allow 60 days for processing of the application.

The Contractor Qualification Review Committee shall consist of the Director of Public Works, Procurement Services Manager and the City Attorney. The Public Works Director will chair the committee.

The applicant may appeal the decision to the City Manager by notice to the Procurement Division within seven (7) days of the date of the notice of denial. The City Manager shall provide an opportunity for the contractor to submit written arguments as to whether the listed grounds for denial are warranted.

X. SUSPENSION/REVOCAION OF QUALIFICATION:

The qualification of a contractor may be suspended for a period of one (1) year upon determination by the City Engineer that continuing contractual relations with the contractor would not be in the best interest of the City, because of major problems with the Contractor, which may include the following:

- Failure to follow or meet MBE / DBE requirements of the contract,
- Failure or refusal to perform according to schedule or within contract time,
- Failure or refusal to correct mistakes or inadequacies to comply with requests or directions of the project manager,
- Repeated conflict with or hostility toward City employees acting in the scope of their employment, or citizens,
- Unplanned or unscheduled work which exposes City utilities to claims for conflict delay damages from the Contractor, subcontractors or FDOT,
- Failure to satisfy claims from City utilities for damage to utilities or extra work required by such utilities as a result of the activities of the contractor,
- Taking advantage of an apparent error or omission in bid documents, plans or specifications to the detriment of the City or another contractor,
- Submitting excessive numbers of Notices of Claims or Requests for Change Orders as a result of routine complications or slight plan changes.



- The City Engineer shall provide to the contractor via certified mail, written Notice of Intent to Suspend Qualifications. The notice will provide sufficient information to identify the events and behavior, which support the grounds for suspension. The contractor will be given seven (7) days to request a hearing with the Contractor Qualification Review Committee to discuss the grounds for suspension. This hearing will be held within seven (7) days of receipt of the request. The Committee will then make a final determination as to the suspension.

If the Committee determines that suspension is warranted, it will issue a letter to the contractor via certified mail, and the Procurement Division, informing him of the suspension to be effective seven (7) days after the receipt of such notice. The contractor may appeal the suspension of the qualification to the City Manager by notice to the Procurement Division within seven (7) days of the receipt of such notice. The City Manager shall provide an opportunity for the contractor to submit written arguments as to whether the listed events and behavior should be grounds for suspension of qualification. The suspension will not be applied during the period required by the appeal, but if upheld, will apply from the date of the written decision of the City Manager.

XI. WHOLLY -OWNED SUBSIDIARIES:

If separate financial statements for a wholly-owned subsidiary is not available, please furnish the Pre-Qualification Committee with the following:

1. An agreement properly executed by the parent company in which they agree to indemnify the City of Tallahassee from and against any liability and expense which may be incurred by reason of their subsidiary's failure to fully perform.
2. A resolution properly adopted and executed by the Board of Directors of the parent company verifying:
  - a. The power of said corporation to enter into contracts of surety and guaranty the legal relationship between the two corporations.
  - b. Proof that the corporate officer(s) executing the indemnity agreement has (have) such authorization.

All information submitted for the purpose of pre-qualification will be subject to the Florida Public Records Act. Section 119.07.

**APPLICATION FOR  
PREQUALIFICATION OF BIDDER**

Application of: (firm) \_\_\_\_\_

(address) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of Construction or Trade

1. This application must be plainly filled in with ink or typewriter.
2. Each item must be set forth in full and wherever explanations are requested they must be given in detail.
3. Failure to fill in any item will cause delay by have to return the application.
4. Do not substitute your own form. No other form or statement will be accepted.
5. Do not cut your statements short. If sufficient space is not provided, insert additional page.
6. Item 4, page 2/5 must include names and complete addresses or this application will not be processed.
7. Firms such as roadway, pipeline and utility contractors are required to attach a list of the major equipment actually owned by the firm.
8. Attach copies of all professional licenses held by the firm or its officers or partners
9. Roadway contractors must be approved by the Florida Department of Transportation. A current FDOT Certificate must accompany this application.
10. Include your application check in the amount of \$100, payable to the City of Tallahassee.

The signatory of this application guarantees, as evidence by the sworn affidavit required herein, the truth and accuracy of all statements and of all answers to interrogatories hereinafter made.

The undersigned hereby authorize(s) any person, firm or corporation to furnish any pertinent information requested by the City of Tallahassee deemed necessary to verify the statements made in this application or regarding the ability, standing and general reputation of the applicant.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Name of Organization

By \_\_\_\_\_

\_\_\_\_\_  
Title of Person Signing  
(If Corporation, Affix Seal)

## APPLICANT'S EXPERIENCE QUESTIONNAIRE

<b>If a Corporation, answer below:</b>	<b>If a Co-Partnership, answer below:</b>	
Capital paid in cash:	Date of Organization:	
When incorporated:	State whether partnership is general, limited, or Association:	
In what State:		
President's name:	<b>Name and address of partners:</b>	<b>Age</b>
Vice-Pres.'s name:		
Vice-Pres.'s name:		
Secretary's name:		
Treasurer's name:		

1. How many years has your organization been in business under your present business name?  
\_\_\_\_\_
2. How many years' experience in construction work has your organization had:
  - a. As a Prime Contractor? \_\_\_\_\_
  - b. As a Subcontractor? \_\_\_\_\_
3. SUBSIDIARY OR AFFILIATED CONTRACTING COMPANIES

Name-Address	Explain in Detail Exactly Your Connection With This Company

4. What projects has your organization completed in Florida and elsewhere within the past 3 years?

Project Name	Contract Amount	Class of Work*	Year Completed	Where Located City-County-State	Name, Address, Phone #, Email Address of Official To Whom You Refer

\*Give in sufficient detail for the City to evaluate your experience. If sufficient space is not provided, insert additional page.

5. What is the construction experience of the principal individuals (through foreman) of your organization? (Attach Resumes)

Individual's Name	Present Position or Office	Magnitude and Type of Work*	Years of Construction Experience	In What Capacity

6. Have you ever failed to complete any work awarded to you? If so where and why?

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7. Has any officer or partner of your organization ever been an officer, partner or owner of some other organization that failed to complete a construction contract? If so, state name of individual, other organization and reason therefore.

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8. Attach a listing of current and any litigation on projects with the past five (5) years.

\*Give in sufficient detail for the City to evaluate your experience. If sufficient space is not provided, insert additional page.

8. STATUS OF CONTRACTS ON HAND

Date: \_\_\_\_\_

Give full information about all of your contracts, whether prime or subcontracts; whether in progress or awarded but not yet begun; and regardless of with whom contracted.

1	2	3	4	5	6
Project Owner, Phone #, Email Address, Location, and Description	Contract (or Subcontract) Amount	Amount Sublet to Others	Balance of Contract Amount	Uncompleted Amount To Be Done By You	
				As prime Contractor	As Subcontractor
<b>Total Uncompleted Work On Hand To Be Done By You</b>					

<p>NOTE: Columns 2 and 3 to show total contract (or subcontract) amounts. Column 4 to be difference between columns 2 and 3. Amount in columns 5 or 6 to be uncompleted portion of amount in column 4. All amounts to be shown to nearest \$100.00. The Contractor may consolidate and list as a single item all contracts which individually do not exceed 3% of the total, and which, in the aggregate, amount to less than 20% of the total.</p>	<p>Bonding Capacity: _____</p> <p>Bonds Outstanding: _____</p> <p>Current Bonding Availability: _____</p> <p>Bonding Agent : _____</p> <p>Address: _____</p>
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What is the maximum amount of work of all types that your organization is in a position to undertake or have underway concurrently? \$ \_\_\_\_\_

**AFFIDAVIT FOR INDIVIDUAL**

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

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

\_\_\_\_\_, being duly sworn, deposes and says that the statements and answers to the interrogatories of the foregoing experience questionnaire are correct and true as of the date of this affidavit.

\_\_\_\_\_  
(Application must also sign here)

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 209\_\_\_\_\_

\_\_\_\_\_  
(SEAL) Notary Public

**AFFIDAVIT FOR CO-PARTNERSHIP**

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

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

\_\_\_\_\_ Being duly sworn deposes and says that he is a member of the firm of \_\_\_\_\_, and that statements and answers to the interrogatories of the foregoing experience questionnaire are correct and true as of the date of this affidavit.

\_\_\_\_\_  
(Member of Firm must also sign here)

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(SEAL) Notary Public

**AFFIDAVIT FOR CORPORATION**

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

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

\_\_\_\_\_, being duly sworn, deposes and says that he is (title) \_\_\_\_\_, of the \_\_\_\_\_, the corporation described in and which executed the foregoing statement; that he is familiar with the books of the said corporation, showing its financial position; and, that the statements and answers to the interrogatories of the foregoing experience questionnaire are correct and true as of the date of this affidavit.

\_\_\_\_\_  
(Officer must also sign here)

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(SEAL) Notary Public

(Corporate Seal)

EXHIBIT B  
CONTRACTOR EVALUATION FORM

Firm:	Excellent					Poor	Comments
1 Understanding of contract documents	5	4	3	2	1		
2 Timely preparation of submittals	5	4	3	2	1		
3 Understanding and adherence to schedules	5	4	3	2	1		
4 Quality of communications	5	4	3	2	1		
5 Timeliness of communications	5	4	3	2	1		
6 Attendance at job meetings	5	4	3	2	1		
7 Cooperation - Willingness to resolve problems	5	4	3	2	1		
8 Adequate management	5	4	3	2	1		
9 Adequacy and ability of job supervision	5	4	3	2	1		
10 Timeliness and accurateness in updating Construction Schedule	5	4	3	2	1		

EXHIBIT B  
CONTRACTOR EVALUATION FORM

	Excellent				Poor	Comments
11 Timeliness of responses to RFI, RFP Etc.	5	4	3	2	1	
12 Prompt pay to Subs. & Suppliers	5	4	3	2	1	
13 Ability to manage project.	5	4	3	2	1	
14 Ability to maintain schedule	5	4	3	2	1	
15 Ability to minimize punch list	5	4	3	2	1	
16 Avoidance of claims and claim posturing	5	4	3	2	1	
17 Timely submission of Closeout Documents	5	4	3	2	1	
18 Timeliness of completion of punch list items.	5	4	3	2	1	
19 Quality of work	5	4	3	2	1	
20 Performs work in a timely manner	5	4	3	2	1	



EXHIBIT B  
CONTRACTOR EVALUATION FORM

	Yes	No	Comments
21 Generates unreasonably priced change orders	<input type="checkbox"/>	<input type="checkbox"/>	
22 Initiates excessive or frivolous claims	<input type="checkbox"/>	<input type="checkbox"/>	
23 Inflates partial pay requests	<input type="checkbox"/>	<input type="checkbox"/>	
24 Covers up faulty/sloppy work	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Comments:

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Completed by:

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Agency/Firm

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
Email Address