

**Division of Procurement
Bureau of Professional Services**

PS-13

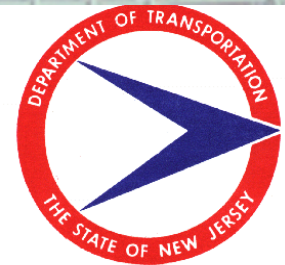
PREQUALIFICATION FORM

FIRM

PREPARED BY

DATE

- New**
- Renewal**
- Additional Discipline**



Section 1

Prequalification General Information Format

Firm's Name, Address, Contacts, and Organizational Structure

FIRM	ABC Engineers, Inc.	24 hour Emergency Contact	Name	John Dear
Address	123 Main Street Trenton, NJ 08625	Federal ID Number	Phone	JDear@abceng.org
Phone	(609)555-1234	DUNS NUMBER		
FAX	(609)555-2222	DUNS Address		

Prequal Contact	Jane Doe	CES Contact	James Trent
E-mail address	JDoe@abceng.org	E-mail address	JTrent@abceng.org

TYPE OF ORGANIZATION: CORPORATION <input checked="" type="checkbox"/> PARTNERSHIP <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> OTHER <input type="checkbox"/>			
If CORPORATION Complete the following:		If PARTNERSHIP Complete the following:	
Date Incorporated	1/1/90	Date Organized	
State Incorporated	NJ	TYPE: GENERAL <input type="checkbox"/>	LIMITED <input type="checkbox"/> OTHER <input type="checkbox"/>
Year Authorized in NJ	1986	Name and Title of Partners	
President's Name	Paul Vica		

Principals of the Firm (Names and Title)	Paul Vica, President Mary Ann Grey, Vice President		
CERTIFICATE OF AUTHORIZATION Issued by NJ Division of Consumer Affairs State Board of Professional Engineers and Land Surveyors			
Certificate Number	12DA34567890	Date Issued	8/31/06

Firm's Former Name(s)	N/A	Parent Company's Headquarters Address	
Present Branch Office(s)	Address	Phone	Person(s) in charge
		FAX	
	Address	Phone	Person(s) in charge
		FAX	

Number of Professional/Technical Staff in the organization	In NJ	195	In Other	400	Current	595	Year	2013
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Section 2**Prequalification Discipline List Response Format**

INSTRUCTIONS: In column A, indicate with an “X” all of the disciplines that your firm is requesting prequalification.

Certificate of authorization is not required for disciplines marked “E” under Exempt

❖ **PRIMARY DISCIPLINES:**

A	Discipline CODE	DESCRIPTION	TYPES OF TECHNICAL/ PROFESSIONAL STAFF	Exempt from Cert. of Auth
	B-1	Bridge Design – Non Movable Structures	Structural Engineers	
	B-4	Bridge Design – Movable Structures	Structural, Mechanical, and Electrical Engineers	
	C-6	Construction Inspection – Roadway / Bridge	Construction Managers or Civil Engineers	
	E-3	Environmental Services	Environmental Specialists or Engineers or Planners	E
	E-4	Environmental Permitting	Environmental Specialists, Engineers, or Planners	E
	G-2	Geotechnical Design	Civil and Geotechnical Engineers	
	H-1	Highway Design	Engineers	
	H-3	Hydrology & Hydraulics	Hydrologists or Civil Engineers	
	I-1	Bridge Inspection – Simple Bridges	Structural Engineers w/ NBIS	
	I-3	Bridge Inspection – Movable Bridges	Structural Engineers w/ NBIS	
	I-5	Bridge Inspection – Complex Bridges	Structural Engineers w/ NBIS	
	S-1	Surveying	Surveyors	
	T-1	Traffic Engineering	Civil and Traffic Engineers	
	T-7	Transportation Planning	Engineers or Planners	E

❖ **PROJECT SPECIFIC DISCIPLINES: Disciplines that can be submitted only if NJDOT has a posting using those below and only if NJDOT is notified in writing of your intent to submit a Technical Proposal.**

A	Discipline CODE	DESCRIPTION	TYPES OF TECHNICAL/ PROFESSIONAL STAFF	Exempt from Cert. of Auth
	A-1	Aerial Photography Surveys	Surveys or Photogrameterists	
	A-3	Archaeology Services	Archaeologists	E
	A-5	Asbestos Remediation	Environmental or Asbestos Safety Control Monitor	E
	A-6	Aviation Services	Planner Aviation Economist	
	A-7	Air Quality Analyses Requirements	Engineers or Planners	E
	C-1	Claim/Litigation Support/Scheduling	Engineers or Designers, and Schedulers	E
	C-5	Construction Inspection - Intelligent Transportation System (ITS)	Electrical and Traffic Engineers or Planners	
	C-7	Contamination Screenings	Engineers or Environmental Specialists	E
	E-2	Intelligent Transportation System (ITS) Facilities	Electrical and Traffic Engineers or Planners	
	E-5	Environmental Physical Site Investigation	Environmental or Civil Engineers and Specialists	
	E-7	Environmental Remedial Support	Environmental or Civil Engineers and Specialists	
	E-8	Electrical Requirements	Electrical Engineers	
	G-1	Geographical Information Systems	Surveyor, Systems Analyst, or Programmer	
	G-3	Global Positioning Surveys	Surveyors or Civil Engineers	
	G-4	Goods Movement	Planners	E
	H-2	Historic Architectural Survey / Mitigation	Architectural Historians	E
	I-6	Inspection of Dams	Engineers	
	L-1	Landscape Architecture	Landscape Architects	
	M-1	Market & Customer Research – Transportation	Planners	E
	M-6	Prestressed/Precast Concrete Inspection	Prestressed Concrete Institute (PCI) Levels I, II, and III	
	M-7	Inspection of Structural Steel and Welding	AWS/CWI with ASNT Level II or III	
	M-8	Materials Inspection and Engineering	Project Manager	

- ❖ **PROJECT SPECIFIC DISCIPLINES: Disciplines that can be submitted only if NJDOT has a posting using those below and only if NJDOT is notified in writing of your intent to submit a Technical Proposal.**

A	Discipline CODE	DESCRIPTION	TYPES OF TECHNICAL/ PROFESSIONAL STAFF	Exempt from Cert. of Auth
	M-10	Marine Transportation System Planning	Engineers or Planners	
	M-11	Maritime Engineering Support	Engineers or Planners	
	N-1	Noise Measurement and Analysis	Engineers or Planners	E
	P-2	Pavement Management Systems	Civil Engineers, System Analysts, or Programmers	
	P-3	Pedestrian and Bicycle Facilities	Engineers or Planners	
	P-4	Public Involvement – Transportation Issues	Planners	E
	P-6	Pavement Design	Engineers	
	R-2	Right of Way-Services	Relocation and Acquisition Specialists	E
	S-2	Subsurface Utility Engineering (SUE)	Engineers or Technicians	
	T-3	Transportation Access Management	Engineers or Planners	
	T-4	Transportation Data Collection	Planners or Technicians	E
	T-5	Transportation Demand Modeling	Engineers or Planners	
	T-12	Emergency Management Planning	Planners	
	U-2	Utility Engineering	Civil, Structural, or Mechanical Engineers	

Criteria for certain disciplines are unchanged from the PS-12, which may allow the firm to choose expedited renewal, ER, from the previously approved service level by proposing the same personnel and projects submitted successfully from the PS-12. Check Boxes are provided where expedited renewal is applicable, at which case Sections 4 and 5 need not be submitted with the PS-13 packet.

Disciplines with changes in staff and/or project(s) are not eligible for expedited renewal and require full resumes or project descriptions in Sections 4 and 5, respectively. New personnel or new project(s) must be accompanied by full resume(s) or project descriptions and submitted with the PS-13 packet.

Section 3

Prequalification Response Format B-1 BRIDGE DESIGN – NON MOVABLE STRUCTURES

Consists of bridge design and preparation of construction plans and specifications for non-movable bridges in accordance with the NJDOT Design Manual and the Federal Highway Administration regulations.

Firm: ABC Engineers, Inc.

Staff Requirements	INSTRUCTIONS: List staff that meet requirements highlighting qualifications, experience, and training certificates using format in Section 4.**								
	Level A			Level B			Level C		
	Staff Level	Name	ER	Staff Level	Name	ER	Staff Level	Name	ER
Project Manager a) PE w/ 8 years experience	N/A			1	1.	<input type="checkbox"/>	1	1. Linda Dane, P.E.	<input type="checkbox"/>
Bridge Engineer 1) PE w/ 2 years experience- Level A 2) PE w/ 4 years experience - Level B 3) PE w/ 6 years experience - Level C	1	1.	<input type="checkbox"/>	1	1.	<input type="checkbox"/>	2	1. Johnathan Stoles, P.E.	<input checked="" type="checkbox"/>
								2. Elizabeth Stewart, P.E.	<input checked="" type="checkbox"/>
Drafting Technical 1)CADD & MicroStation w/2 years experience	1	1.		1	1.		2	1. Brandon Johnson	<input checked="" type="checkbox"/>
								2. Atah Shah	<input checked="" type="checkbox"/>

Section 3

**Prequalification Response Format
B-1 BRIDGE DESIGN – NON MOVABLE STRUCTURES**

Consists of bridge design and preparation of construction plans and specifications for non-movable bridges in accordance with the NJDOT Design Manual and the Federal Highway Administration regulations.

Firm: ABC Engineers, Inc.

Designer 1) w/ 2 years experience	1	1.	<input type="checkbox"/>	3	1.	<input type="checkbox"/>	5	1. Alan J. Johnson, P.E.	<input checked="" type="checkbox"/>	
					2.				2. John Smith, P.E.	<input type="checkbox"/>
									3. Lauren Mason, P.E.	<input checked="" type="checkbox"/>
									4. William Jones, P.E.	<input checked="" type="checkbox"/>
					3.				5. Ashok Patel	<input checked="" type="checkbox"/>

Firm's Project Requirements	INSTRUCTIONS: List the titles of projects that meet requirements using the format in Section 5 to report the specifics of the listed projects. Projects must have been completed in the last <u>ten</u> years.**								
	Level A		ER	Level B		ER	Level C		ER
	Two Projects Required	1.	<input type="checkbox"/>	Two Projects Required	1.	<input type="checkbox"/>	Two Projects Required	1. Spruce Run Bridge Deck Replacement	<input checked="" type="checkbox"/>
	2.	<input type="checkbox"/>		2.	<input type="checkbox"/>		2. Route 78 over Route 202 – Bridge Replacement	<input type="checkbox"/>	

LEVEL A Bridge improvement/rehabilitation projects; i.e. deck replacement, superstructure replacement, etc.; new bridge design of single span structures, up to 60 feet long with no fracture critical details; includes multi-cell culverts and 100% complete (both Design and Construction).

LEVEL B Bridge rehabilitation projects, i.e. deck replacement, superstructure replacement, etc.; bridge widening; new bridge design of single or multiple span structures between 60 and 120 feet long, with / without fracture critical details; retaining walls; non-coffer-dammed pier substructures; bridges with integral abutments and 100% complete (both Design and Construction).

LEVEL C New bridge design of multiple span structures, longer than 120 feet; trusses, steel and concrete arches, cable stayed design regardless of span length; sloped leg steel structures; segmental bridges; cofferdams; post tensioned concrete girders; bridges with steel grid decks, and orthotropic steel decks 100% complete (both Design and Construction).

Section 4

Prequalification Key Staff as per Discipline Requirement Sheet

INSTRUCTIONS: Make as many copies as necessary to complete the application

All Key Staff listed must be employed with your firm at the time of the application submission for qualification.

Nay changes in Key Staff must immediately be reported to Professional Services.

Note: Each Key Staff's experience should be highlighted/bolded monthly breakdown of experience directly related to the position, and obviously the total number of months should not exceed twelve (12) months per year.

NAME:	Linda Dane	Proposed Title:	Project Manager
Education:	BS Civil Engineering, State University 1990 MS Structural Engineering, State University 1990	Training:	
Professional Registration:	Professional Engineer, NJ R12321, 1997	Membership and Affiliations	ASC

SUMMARY OF EXPERIENCE

Discipline Code(s)	Year	# of Months <i>*see note above</i>	Title	Project Description	Duties
B-1	2015-2014	24	Project Manager	<u>Route 2 – Bridge Replacement, NJDOT</u>	Project Manger for the replacement of the segmental Route 2 Bridge. Responsible for project deliveries, staff assignments, schedules, budget, community involvement, and final design of the bridge replacement. Also responsible for traffic analysis, wetlands delineation and preparation of NEPA documents consisting of Categorical Exclusion Documentation, and ecological assessments. The final design was in accordance with the NJDOT Procedures Manual

					and used LRFD Code.
B-1	2013	12	Project Manager	<u>Access Road Bridge, NJDOT</u>	Project Manager for the design and seismic analysis for the two (2) span Access Road Bridge. The design included deck and substructure repairs and the seismic analysis used 3D computer models to assess the vulnerability of the structural components. Duties included supervision of the staff, schedules, and budget.
B-1	2012-2010	36	Project Manager	<u>NJ Transit Bridges - Rehabilitation, NJDOT</u>	Project Manager for the rehabilitation of NJ Transit Bridges with work including deck repairs, resurfacing, and drainage improvements.
B-1	2009-2008	24	Project Manager	<u>Route 49 Bridge Replacement, NJDOT</u>	Project Engineer for the replacement of the Route 49 Bridge with responsibilities including: the design of the replacement bridge, drainage improvements, and the design of overhead sign structures. Responsible for environmental documentation and community involvement. Design is in accordance with the AASHTO and NJDOT Procedures Manual
Total Months		96			

NAME:	Brandon Johnson	Proposed Title:	Drafting Technician
Education:	BS Civil Engineering, State University 1987	Training:	
Professional Registration:	N/A	Membership and Affiliations	

SUMMARY OF EXPERIENCE

Discipline Code(s)	Year	# of Months <i>*see note above</i>	Title	Project Description	Duties
B-1	2015-2013	36	CADD Tech	<u>Route 95 over Delaware River – Rehabilitation, NJDOT</u>	CADD Technician for the rehabilitation of the Route 95 bridge over the Delaware River.
B-1	2012-2010	36	CADD Tech	<u>Parkway Overpass - Design/Build, NJDOT</u>	Responsible for the CADD & MircoStation drawings for preliminary design through the construction of the multi-span pre-stressed concrete bridge. The design used LRFD Code and is in accordance with FHWA regulations and the NJDOT Design Manual.
	Total Months	72			

NAME:	Atah Shah	Proposed Title:	Drafting Technician
Education:	BS Civil Engineering, State University 1999	Training:	
Professional Registration:	N/A	Membership and Affiliations	ASCE

SUMMARY OF EXPERIENCE

Discipline Code(s)	Year	# of Months <i>*see note above</i>	Title	Project Description	Duties
B-1	2015-2013	36	CADD Tech	<u>Route 287 over Raritan River – Rehabilitation, NJDOT</u>	CADD Technician for the rehabilitation of the Route 287 bridge over the Raritan River.
B-1	2012-2010	36	CADD Tech	<u>Parkway Overpass - Design/Build, NJDOT</u>	Responsible for the CADD & MircoStation drawings for preliminary design through the construction of the multi-span pre-stressed concrete bridge. The design used LRFD Code and is in accordance with FHWA regulations and the NJDOT Design Manual.
	Total Months	72			

NAME:	John Smith	Proposed Title:	Designer
Education:	BS Civil Engineering, State University 1990	Training:	
Professional Registration:	Professional Engineer, NJ R12345, 1995	Membership and Affiliations	ASCE

SUMMARY OF EXPERIENCE

Discipline Code(s)	Year	# of Months *see note above	Title	Project Description	Duties
B-1	2015	6	Designer	<u>Scotch Road over Route 295 – Bridge Replacement</u>	Designed plans for the replacement of the preliminary and final design of the multi-span, pre-stressed concrete structure, which included the complete replacement of the bridge deck and approaches, rehabilitation of the sub and super structures as well as the retaining walls. All work was in accordance with the NJDOT Design Manual.

B-1	2014-2012	36	Bridge Designer	<u>Route 206 over County Line Road, NJDOT</u>	Bridge Designer responsible for the simple span replacement of the Route 206 bridge. Special consideration was taken into account for the heavy daily truck traffic. The design used LRFD Code and is in accordance with the NJDOT Procedures Manual.
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Discipline Code(s)	Year	# of Months <i>*see note above</i>	Title	Project Description	Duties
B-1	2011-2008	36	Bridge Designer	<u>Route 195 and Route 295 Interchange Improvements, NJDOT</u>	As the Bridge Designer, responsibilities included designing plans for the improvement of the Route 195 and Route 295 Interchange, which involved ramps, approaching roadways, retaining walls, and drainage systems. All work is in accordance with the NJDOT Design Manual.
B-1		6	Designer	<u>Route 1&9T – Roadway Improvement, NJDOT</u>	Bridge Designer was responsible for the rehabilitation of the Route 1&9T roadway including: milling and repaving, severe deck patching, and rebuilding curbs; while maintaining steady traffic flow.
B-1	2007	12	Designer	<u>Route 9 over the Passaic – Deck Rehabilitation, NJDOT</u>	Designed the rehabilitation for multi-span, multi-lane bridge over the Passaic. Same as above.
		Total Months			96

Section 5

Prequalification Project Detail Response Format

FIRM’S ACTIVE AND/OR COMPLETED PROJECT’S AS PER DISCIPLINE REQUIREMENT SHEET

INSTRUCTIONS: Make as many copies as necessary to complete the application
 Provide detailed information and description of the type of work to support the requested discipline(s) for prequalification
 “Consultant Fee” is the amount received for professional services, including construction inspection.

Discipline Code(s)	PRIME OR SUB	Detailed Project Description of Tasks Performed with proper Equipment Used (If required, please also include the Firm’s Project Requirements.)	Location (City and State)	Client Two Contacts (Name and Phone)	Consultant Fee	Completion Status			
						Design		Construction	
						Year	%	Year	%
B-1	PRIME	<p><u>Route 78 over Route 202 – Bridge Replacement</u></p> <p>ABC Engineers, Inc. was responsible for the preliminary and final design of the multi-span concrete Route 78 over Route 202 Bridge Replacement. Each span, varying in length from 186 to 237 feet, were designed using the Code. The design also included drainage, major utility relocations, and a moderate amount of residential ROW takings. Environmental permits were an issue due to wetlands. All project work was done in compliance with the NJDOT Bridge Design Manual and designs completed with CADD MicroStation.</p>	Trenton, NJ	<p>Benjamin Bailey (215)555-6161</p> <p>Zach Zooley (201)555-2323</p>	\$4,253,000.00	2010	100	2013	100

Section 6

Certifications

INSTRUCTIONS: Attach the documentation required below.

- **New Jersey Certificate of Authorization**

- Firms submitting for only discipline(s) marked “E” in Section 2 are exempt.
- Firms that are P.C.’s, P.A.’s, or L.L.P.’s are exempt.

- **Certified Payroll**

- Complete and attach the [Certified Payroll for Prequalification](#) form for all staff members that appear on the prequalification submission. Failure to do so will deem the prequalification incomplete.

Section 7**Prequalification Debarment Clause Response Format**

INSTRUCTIONS: Answer each question by putting an “X” in the either yes or no box and provide any necessary additional information to support your answers.

Has your firm ever failed to complete any awarded work? If so, where and why? NO YES

Has any officer or partner of your organization ever failed to complete a contract handled in his own name? If so, state name of individual, name of owner, location and type of project, and reason for the failure to complete. NO YES

Has this organization, its parent or subsidiary ever been suspended or debarred by this state or any other state or the federal government? If yes, provide complete details, including when, where, and why. NO YES

Has any owner, stockholder, officer, partner, or employee of this organization been suspended or debarred from doing business by this state or any other state or federal government? If yes, provide complete details including, when, where, and why. NO YES

Section 8

Prequalification Certification and Notarization Response Format

CERTIFICATION

I hereby certify that the foregoing information and any attachments there to, are true, accurate and consistent with the records maintained by the individual, partnership or corporation submitting this Prequalification Package. I acknowledge that the New Jersey Department of Transportation is relying on the information contained herein, and I am aware that any willfully false statement or misrepresentation may subject me and/or my firm to criminal penalties.

Jane Doe
(Typed Name)

Jane Doe
(Signature)

1/1/12
(Date)

Marketing Coordinator
(Title)

The above individual(s) came before me in the capacity of

and signed this certification.

Notary Attest

My commission expires

Place Seal
Here