

## **VDOT's Highway Contractor Prequalified-Probationary (PP) Level**

New firms approved for VDOT Prequalification are Prequalified-Probationary (PP). A Prequalified firm with this level of prequalification is in good standing with the Department with regard to safety, it has a demonstrated ability to complete the type(s) of work for which they provide evidence of ability. However the firm has not performed work for the Department and thus has no average Contractors Performance Evaluation Score (CPE).

Firms that are Prequalified-Probationary (PP) can be awarded/have under contract **no more than three (3) projects** at any given time. Each of these contracts will be limited to a maximum contract value of **\$2,000,000** or \$6,000,000 in aggregate. The State Contract Engineer or their designee has the authority to waive this restriction on a project-by-project basis based on the firm's demonstration of evidence of *ability*\*. Such waiver must be obtained, in writing, by the firm prior to bidding on that project. A firm at this level of prequalification will be assigned a minimum Prequalification Score of 75, provided they have a minimum Safety Index Score (SIS) of 70.

### **Right to appeal**

If your firm is not satisfied with the Prequalification Level assigned to your firm, it should **immediately** contact the Prequalification Office at 804-786-2938. If a firm would like to appeal, "The Prequalification Appeals Process" is located in the "Rules Governing Prequalification Privileges" on our website (see below).

### **Expiration and renewal**

Prequalification privileges are for a limited period of time. The **expiration** date is posted on your firm's listing on the "*Current Prequalified Highway Contractor's List*" on our webpage. New prequalification forms are due in the Prequalification Office prior to the first day of the expiration month.

By the anniversary of the first day of the expiration month the items listed in the "*Submission Guide*" will need to be submitted. If the firm does not renew at that time and a firm's prequalification has lapsed then the firm must begin their year cycle for prequalification with a submittal of a "*Prequalification Long Form Application*." (C-32)

Below are the set months of expiration for firms legal name as registered with the SCC *starting* with the letter or if the firm has a formal person's name, the first letter of the last name.

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|---------------------|---------|--------------------|------------|
| 1. <b>January</b>   | A       | 2. <b>February</b> | B          |
| 3. <b>March</b>     | C       | 4. <b>April</b>    | D&E        |
| 5. <b>May</b>       | F, G,&H | 6. <b>June</b>     | I, J, K,&L |
| 7. <b>July</b>      | M, N,&O | 8. <b>August</b>   | P, Q,&R    |
| 9. <b>September</b> | S       | 10. <b>October</b> | T thru Z   |

New prequalification forms may be obtained at the following webpage: (Only the latest revision of the application will be accepted for renewal): <http://www.virginiadot.org/business/const/prequal.asp>

Thank-you for applying for Prequalification. Please send an email to the Prequalification Office if your firm has any further questions regarding your firm's prequalification at: [Prequalification@VDOT.Virginia.gov](mailto:Prequalification@VDOT.Virginia.gov)

\**Ability* shall be demonstrated by three recent project evaluations and/or three recent reference letters on projects in which the firm has performed similar size and scope of work. The firm may also provide anything they deem as necessary for supportive documentation.