

Engineering Firm Prequalification Requirements

I. GENERAL INFORMATION

- a. Company name
- b. Company main office address
- c. Office locations of persons that will perform services, including size of the staff, and professional personnel in the specific offices that will perform the work
- d. Number of years the firm has been in business

II. CONSIDERATION: REQUESTING PREQUALIFICATION FOR WHICH CATEGORIES:

- a. Category 1: Water & Wastewater treatment plant engineering & design, including operational assistance.
- b. Category 2: Water & Wastewater Pumping and Piping Systems, including lift station design, trenchless technology applications, and pipe testing and rehabilitation.
- c. Category 3: Stormwater Facility engineering and design, including regulatory assistance.
- d. Category 4: Water & Wastewater Regulatory Assistance, Planning, and Modeling services.

III. EXPERIENCE AND ABILITY:

- a. Number of professionals in the firm including various disciplines (include resumes).
- b. Number of technical, administrative and other personnel in the firm.
- c. Types of projects on which the firm or key personnel have been the prime design professional or provided significant professional design services
- d. Design performance and experience of firm and key personnel with prior projects of similar scope.
- e. Construction supervision services and post construction services.
- f. Experience with Design/Build projects and services.
- g. Availability of technical equipment.
- h. Proof of compliance with:
 - i. Regulatory agencies
 - ii. Environmental regulations
 - iii. Equal employment opportunity regulations, policies and procedures
 - iv. Building codes

IV. PAST PERFORMANCE

- a. For the prior 3-year period, the ability to design projects within specific project budgets and schedules. Include the following for all projects within the past 3 years:
 - i. Project contact name, phone number, and mailing address.
 - ii. Scope of project, including initial estimate and final construction cost.
 - iii. Key staff assigned to project
- b. Average percentage by which construction bids deviated from the estimated construction cost
- c. Change orders as a percentage of the bid construction amount.
 - i. Change orders due to design changes initiated by the architect or engineer.
 - ii. Change orders requested by the owner.
 - iii. Change orders caused by found conditions or regulatory decisions.

V. SUB-CONSULTANTS

- A. Sub-consultants are permitted although, before a specific project is assigned, resumes and qualifications must be approved by HWU