

**KANSAS DEPARTMENT OF TRANSPORTATION  
CONSULTANT QUALIFICATION QUESTIONNAIRE**

The Consultant Qualification Questionnaire must be updated annually with qualifications, supplementary information, and the firm's experience. Information furnished may be audited or verified as deemed necessary by KDOT. Firms can check the website (<http://www.ksdot.org/divEngDes/prequal/consultants/default.aspx?page=consultlist>) 6 weeks after quarterly due date for their pre-qualification status. Please email the .PDF version to [KDOT.DesignContracts@ks.gov](mailto:KDOT.DesignContracts@ks.gov) . If you have any questions, please contact [KDOT.DesignContracts@ks.gov](mailto:KDOT.DesignContracts@ks.gov).

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**Firm Name:** \_\_\_\_\_

**Date firm established:** \_\_\_\_\_

**Federal Employee Identification Number (FEIN):** \_\_\_\_\_

**Business Structure**

Individual ( )  
Partnership ( )  
Corporation ( )  
Other \_\_\_\_\_

**Certified in Kansas**

Disadvantaged Business (DBE) ( )  
Minority Business (MBE) ( )  
Woman Business (WBE) ( )

Enter person to contact, the address with zip code, and telephone number in the main office and branch office(s). The person to contact must be duly authorized by the firm to speak for the firm and bind the firm on policy and contractual matters.

**Main Office**

**Branch Office**

**Branch Office**

**Branch Office**

**Person to Contact:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State** \_\_\_\_\_

**Zip + 4:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**E-mail address\*:** \_\_\_\_\_

\*Annual Prequalification renewal notice will be by e-mail. Project solicitations will be published in the *Kansas Register* and *BidExpress*. KDOT may also provide solicitation notice by email.

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**Does your firm comply with the following state requirements?** **YES** **NO** **N/A**

Is Firm properly registered and in good standing to do business with the State of Kansas (KSA 17-7302) ( ) ( ) ( )

If a non-resident firm (business incorporated under the laws of another state outside Kansas), does the firm have an instrument filed with the Office of the Secretary of the State appointing a resident of the State of Kansas as a process agent? Visit the Secretary of State’s website at [sos.kansas.gov](http://sos.kansas.gov) for the required “Filings and Forms.” ( ) ( ) ( )

KDOT requires all firms to have a Quality Assurance Plan. Does your firm have a Quality Assurance Plan? ( ) ( )

Is the license of the firm current with the Kansas Board of Technical Professionals? ( ) ( )

KDOT requires all firms have professional liability insurance. Does your firm have professional liability insurance? ( ) ( )

Does firm have a valid and reliable accounting system capable of providing and supporting FAR compliant costs and pricing data, capable of identifying and accumulating allowable costs by contract or project records, and reconcilable to general ledger? (New firms are required to submit a completed 2016 AASHTO Audit Assurance Form- Appendix B) ( ) ( )

KDOT requires successful completion of the FHWA-NHI-#130055 course (Safety Inspection of In-Service Bridges) for several categories. Has a member of your firm completed the course? ( ) ( )

Kansas law requires all firms offering and/or practicing technical services to be registered with the Kansas State Board of Technical Professions in the appropriate Profession(s) for the services provided . Please check all professions for which your firm is registered with the Kansas State Board of Technical Professions):

**Engineering**( )      **Land Surveying**( )      **Geology**( )      **Landscape Architecture**( )      **Architecture**( )

KSA 74-7001 requires any person practicing any technical profession in the state to be licensed with the Kansas State Board of Technical Professions. Visit the Kansas State Board of Technical Professions’ website at [www.ksbtp.ks.gov](http://www.ksbtp.ks.gov) for the required forms.

Show the number of persons employed by your firm who are registered in the following professions:

	<b>KS</b>	<b>Total</b>		<b>KS</b>	<b>Total</b>		<b>KS</b>	<b>Total</b>
Professional Engineer	( )	( )	Architect	( )	( )	Professional Geologist	( )	( )
Professional Surveyor	( )	( )	Landscape Architect	( )	( )	KDOT Cert. Const. Inspector	( )	( )
AI Certified Planner	( )	( )						

Bridge Inspection Team Leaders: Routine ( ) Element Level ( ) Fracture Critical ( ) Underwater ( ) Pin & Hanger ( )

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Indicate the number of employees in each discipline in each gender and minority group. Multi-registered personnel should be counted only in their primary discipline. Clerical personnel should be included in "Administrative". Other disciplines should be entered in the closest discipline.

DISCIPLINE	BLACK		HISPANIC		AMERICAN INDIAN & ALASKAN NATIVE		ASIAN OR PACIFIC ISLANDER		TOTAL MINORITIES		NON-MINORITY GROUP		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Administrative														
Architects														
CADD Operators / Eng. Tech / Detailers														
Certified Photogrammetrist														
Certified Value Eng. Specialists														
Civil Engineers														
Commercial Divers, Licensed														
Economists														
Electrical Engineers														
Environmental Engineers														
Estimators														
Geologists, Geotechnical Engineers														
Hydrologists														
Landscape Architects														
Mechanical Engineers														
Planners: Urban / Regional														
Sanitary Engineers														
Structural Engineers														
Surveyors														
Traffic Engineers														
<b>TOTAL</b>														

**Total number of employees** \_\_\_\_\_

The Certified Inspection and Testing (CIT) Training program has been established to provide the required training and certifications for those individuals responsible for performing inspection and testing functions on KDOT construction projects. Additional information about the CIT program can be obtained at: [Certified Inspector Training](#) and [Superpave Field Laboratory Technician Certification Training](#). Please list the name, certification number and expiration date (mm/yy) for the various categories. See Policy and Procedure Manual at the above noted web site for the Certified Inspection and Testing Training Program for the classification Acronyms.

Name	Testing Certifications (Expiration Dates)								QC/QA		
	Cert. #	CSW	BI	API	CPI	STR	MSA	TCI	CTB	CONC	ASPH

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The Certified Inspection and Testing Training (CIT<sup>2</sup>) program has been established to provide the required training and certifications for those individuals responsible for performing inspection and testing functions on KDOT construction projects. Additional information about the CIT<sup>2</sup> program can be obtained at: [CIT Manual](#). Please list the name, certification number and expiration date (mm/yy) for the various categories. See Policy and Procedure Manual at the above noted web site for the Certified Inspection and Testing Training Program for the classification Acronyms.

		<b>Testing Certifications (Expiration Dates)</b>							
<b>Name</b>	<b>Cert. #</b>	<b>AGF</b>	<b>AGL</b>	<b>ACI-CF</b>	<b>HCP- ACI-CS</b>	<b>PO</b>	<b>SF</b>	<b>SOF</b>	<b>NUC</b>

Complete the following for the professional staff employed by the firm who may be assigned to KDOT projects. Attach additional sheets as needed, number them 6A, 6B, 6C, etc.

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**Name:**

**Present Position:**

**Total Years Experience:**

**Probable Project Assignment:**

**Education**

University

Degree

Graduation Year

Specialization

- 
- 
- 

**Registration(s)**

Category

State

Date

Kansas Registration Number (if applicable)

- 
- 
- 

**Record of Experience on Transportation Projects**

Start /End (YYYY)

Position

Firm

Type of Work/Responsibilities

- 
- 
- 
- 
- 
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List five (5) projects, completed within the last five (5) years, and adequately describe the Service category work which best illustrates the firm's experience in this category. List the employee's name(s) and the firm when the service was performed. Projects may be listed on all appropriate service categories.

PROJECT NUMBER & YEAR COMPLETED	NAME OF EMPLOYEE & FIRM (PRIME or SUB)	OWNER, REFERENCE NAME & PHONE NUMBER	LOCATION, DESCRIPTION, LENGTH AND TYPE OF STUDY OR CONSTRUCTION(FIRM'S ROLE)	CONSULTING FEE (\$1,000S)
(1)				
(2)				
(3)				
(4)				
(5)				

KDOT requires supplemental information for qualification in the Geotechnical (311), Materials Testing (312), Geotechnical Specialty Services (333), and Subsurface Utility Engineering (334) categories. Please submit a listing of equipment for the services which can be provided. Include additional pages if needed, number them 8A, 8b, etc.

<b>Service Category (311, 312, 333 or 334)</b>	<b>Equipment Description &amp; Location</b>



Indicate the Service Categories which your firm is requesting pre-qualification for. Refer to the “1050 Pre-qualification Category Definitions” at <http://www.ksdot.org/bureaus/divengdes/prequal/default.asp> for descriptions of the categories and requirements. **There must be a page 7 for each category prequalification requested on this page.**

<p><b><u>TRANSPORTATION PLANNING</u></b></p> <p><b>Transportation Facilities Planning</b></p> <p>( ) 161 Corridor/Area Planning and Studies</p> <p>( ) 162 Long Range Planning</p> <p>( ) 163 Congestion Management/ITS</p> <p><b>Environmental Impact Studies</b></p> <p>( ) 171 Environmental Documentation</p> <p>( ) 172 Hazardous Site Assessments &amp; Remediation</p> <p>( ) 173 Noise Impact Analysis</p> <p>( ) 174 Habitat and Biological Assessment</p> <p><b><u>TRANSPORTATION ENGINEERING AND DEVELOPMENT</u></b></p> <p><b>Pre-Const. Eng. and Project Mgmt.</b></p> <p>( ) 201 Discovery Phase - Design Concept Studies</p> <p>( ) 203 Value Engineering</p> <p>( ) 211 Highway Design - Major Facility</p> <p>( ) 212 Highway Design - Minor Facility</p> <p>( ) 221 Complex Structural Design</p> <p>( ) 222 Structural Design</p> <p><b>Traffic Engineering</b></p> <p>( ) 231 Traffic Control Analysis &amp; Design (Traffic Studies)</p> <p><b>Construction Inspection &amp; Testing</b></p> <p>( ) 241 Construction Inspection and Testing</p>	<p><b><u>PROFESSIONAL - TECHNICAL SUPPORT SERVICES</u></b></p> <p><b>Surveying</b></p> <p>( ) 301 Land Surveying</p> <p>( ) 302 Engineering Surveying</p> <p><b>Geotechnical and Material Testing</b></p> <p>( ) 311 Geotechnical Engineering Services</p> <p>( ) 312 Materials Laboratory Testing Services</p> <p><b>Bridge Evaluation Services</b></p> <p>( ) 321 Bridge Structural Analysis</p> <p>( ) 322 Bridge Inspection</p> <p>( ) 323 Underwater Bridge Inspection</p> <p>( ) 325 Hydraulic and Hydrologic Studies</p> <p><b>Specialty Services</b></p> <p>( ) 331 Aerial Photogrammetry</p> <p>( ) 333 Geotechnical Specialty Services</p> <p>( ) 334 Subsurface Utility Engineering</p> <p>( ) 337 Pavement Design</p> <p>( ) 338 Pavement Design Coring</p> <p>( ) 401 Landscape, Seeding and Erosion Control</p> <p>( ) 411 Pedestrian and Bicycle Facility Design</p>
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By signing below, I affirm that I have the signature authority required by the firm named on page 1 of this form to submit this qualification package on behalf of the same or have been granted authority by the signature authority named below. I also affirm that the signature authority named below attests to the truth and accuracy of all materials submitted herein.

Signature: \_\_\_\_\_

Date \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_