The following document is provided for your use. **Please do not return completed application via Internet.** UDOT will require a mailed hard copy of application and financials. To obtain a copy of this application:

Pre-Qualification Application

FORWARD TO:

| U.S. Mail Address: | | Hand Delivery/FedX/UPS |
|---|---|---|
| UTAH DEPARTMENT OF TRANSPORTATION | or | UTAH DEPARTMENT OF TRANSPORTATION |
| PREQUALIFICATION BOARD | | PREQUALIFICATION BOARD |
| P. O. BOX 148220 | | 4501 SOUTH 2700 WEST |
| SALT LAKE CITY UT 84114-8220 | | SALT LAKE CITY UT 84119 |

Allow a minimum of 10 working days for processing. If assistance is needed, please contact:

Margaret Gish
Prequalification Board Secretary
(801)965-3835.

**UTAH DEPARTMENT OF TRANSPORTATION**

***CONTRACTOR APPLICATION FOR PREQUALIFICATION***

---

# C O N F I D E N T I A L

---

Company Name:
(Same as Financial Statement) _____Date: _____

Street, City, State, Zip Code: _____

P O Box, City, State, Zip Code:_____

Telephone No: _____Fax No: _____

Internet E-Mail Address: _____

Utah Contractor License # _____Classification Title/Code_____

rev. 6/2010

## ***INDEX***


| | | |
|---|---|---|
| A. | PREPARATION OF CONTRACTOR'S APPLICATION | pg ...2 |
| B. | FINANCIAL PROCEDURE | pg ...2 |
| C. | EXPERIENCE PROCEDURE | pg ...3 |
| D. | GENERAL INFORMATION | pg ...7 |
| E. | GENERAL AFFIDAVITS | pg ...10 |


## **PLEASE READ INSTRUCTIONS**

### ***A. PREPARATION OF CONTRACTOR'S APPLICATION***

The Department requires one completed and approved copy of this application with an attached current annual financial statement prior to bidding on a project requiring prequalification. Failure to submit complete detail may result in failure to prequalify. A **minimum of 10 working days** is required for Department processing and approval.

### ***B. FINANCIAL PROCEDURE***

The following pertain to both the contracting company, a parent company's pledge, and the contracting company officer's personal pledge.

*1. Regular Procedure*

A current annual financial statement, AUDITED by an independent certified public accountant must be submitted and approved by the Department prior to bidding on projects requiring prequalification. Financial statements must be prepared in accordance with generally accepted accounting principles, and must include the auditor's opinion, balance sheet, statements of earnings and retained earnings, statement of cash flows, and footnotes.

*2. Alternate Procedure*

A contractor may be prequalified for an amount less than obtained by the above method with the submission of their latest annual REVIEWED financial statement by an independent certified public accountant, including auditor's opinion, balance sheet, statements of earnings and retained earnings, statement of cash flows, and footnotes. INCLUDED WITH THIS STATEMENT MUST BE A COMPLETE COPY OF THE CORPORATION'S ANNUAL **FEDERAL INCOME TAX RETURN** FOR THE SAME STATEMENT PERIOD. Under this procedure, the contractor will be granted one-half (½) of the financial factor allowed under the regular procedure in calculating the prequalification amount.

*METHODS TO INCREASE FINANCIAL PREQUALIFICATION*

Possible ways to increase prequalification in the fiscal area are as follows:

**1.** By submitting an independent certified appraisal of mobile construction equipment, **dated within six months of the date of financial statement** and supporting present market value, net worth may be increased by the DIFFERENCE BETWEEN BOOK VALUE AND MARKET VALUE of the equipment. Appraised values as well as book values are to be submitted, and disclosure of equipment disposal and/or acquisitions subsequent to financial statement is required.

For the purpose of these instructions, a "qualified equipment appraiser" is defined as an individual employed by an equipment company that sells, rents and/or leases the general type of equipment being appraised. For an appraisal to be considered valid, the appraiser must state on an officially executed equipment company document that he/she has personally inspected and/or examined the mobile construction equipment under the possession of the prequalifying contractor.

As an alternate procedure, a certified appraisal of fixed assets may be submitted every third year. If this option is selected, one-third (1/3) of the increase in value will be eliminated in each of the two (2) years following the year of appraisal.

**2.** Members of the contracting company may pledge their personal assets in writing, including proper notarization. 100% of the personal assets up to $500,000 will be allowed if the personal statements are audited. 50% of the personal assets up to $250,000 will be allowed if the personal statements are reviewed (with an attached personal tax return for the same time period). Personal residences and/or any equity previously used in company prequalification will be excluded from consideration.

**3.** An independent, subsidiary and/or parent construction company may pledge their complete assets and financial support in writing by an authorized officer, including proper notarization. Pledging company's financial must meet criteria of # B, Financial Procedure and be attached. Dates and other limitations will apply as stated above.

**STATEMENT OF CERTIFIED PUBLIC ACCOUNTANT**

(**Only required to be completed if auditor's opinion letter is not attached to financial documents**.)

(We, I) have examined the financial statements of _____ as of _____ , 20___.
*Name of Contractor*

(Our, My) examination was made in accordance with generally accepted auditing standards, and accordingly included such tests of the accounting records and such other auditing procedures as (we, I) consider necessary in the circumstances.

In (our, my) opinion, the accompanying financial statement presents fairly the financial position of_____
*Name of Contractor*

as of _____ , 20___, in conformity with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

License Number _____ _____
*Certified Public Accountant*

Subscribed and sworn to before me this _____ day of _____ , 20_____.

_____
*Notary Public*

***C. EXPERIENCE PROCEDURE***

*CONTRACTOR'S STATEMENT OF EXPERIENCE TO DETERMINE CATEGORY OF PREQUALIFICATION*

Contractors who have not previously completed projects for the Department will have an experience factor assigned by the Prequalification Board which will not exceed one-half the prequalification amount for experience available to contractors who have completed at least 3 projects in the last 3 years for the Department.

Considering your **experience in heavy highway construction**, check the category of work in which you wish to become prequalified. Reference the "classification code" related to that category for each project on your work history, indicating the experience your company has performed in that particular heavy highway classification.

Check all that apply to your company's HEAVY HIGHWAY CONSTRUCTION experience.

**CLASSIFICATION**
**CODE**

(Indicate the checked "code classification number" (example: 1, 2d, etc) to the appropriate project on your work history.)

**1. ___ MARK ONLY IF ALL below Heavy Highway categories # 2 – 8 have been performed by this company and are specified on the company Work History.**

**2**. ___ Grading. Includes clearing and grubbing, excavation, and embankment.

**3**. ___ Surfacing:
- **a**. ___ Crushed Gravel or Stone
- **b**. ___ Roadmix Asphalt
- **c**. ___ Plantmix Asphalt
- **d**. ___ Portland Cement Concrete Paving (not Structural or Flatwork)
- **e**. ___ Miscellaneous Surface Treatments

**4**. ___ Major Bridge:
- **a**.___Bridges which include Curved Steel Girders
- **b**.___Bridges with Multi-Level Roadways
- **c**.___Bridges of Concrete Segmental Construction
- **d.**___Bridges which include Cable Stayed Construction
- **e.**___Bridges of conventional construction which are over a water opening of 1000 feet or more

**5**. ___ Intermediate Bridge. Bridges that contain none of the types of construction listed under Major Bridges; and, span lengths exceeding 50 feet (center to center of cap).

**6**. ___ Minor Bridge. Bridges with span lengths not exceeding 50 feet (center to center of cap) and total length not exceeding 300 feet. A Minor Bridge shall not contain any types of construction listed under Major Bridges or Intermediate Bridges.

**7.** ___ Drainage. All storm drains, pipe culverts, culverts, etc.

**8.** ___ Miscellaneous Heavy Highway Construction Classes of Work.
- **a**.___Electrical Work; includes roadway, bridge and runway lighting
- **b**.___Fencing
- **c**.___Guardrail
- **d**.___Grassing, Seeding and Sodding
- **e**.___Landscaping
- **f**.___Traffic Signals
- **g**.___Computerized Traffic Control Systems
- **h**.___Bridge Painting
- **i**.___Pavement Markings; includes delineators, traffic stripe painting and thermoplastics
- **j**.___Roadway Signing.
- **k**.___Utilities (specify)
- **l**. ___Other , i.e. Concrete (Structural or Flatwork), etc (specify) _____

**9.** ___ Miscellaneous. Classes of work not normally performed by road and bridge contractors as the applicant may request.
Specify:_____
_____
_____

*CONTRACTOR STATEMENT OF EXPERIENCE*

Submitted by: _____ ____ A Corporation
_____ ____ A Copartnership
____ An Individual
(Complete Appropriate Affidavit; see Section E, pg 10-12)

Principal Office: _____
_____

***The signatory of this questionnaire guarantees the truth and accuracy of all statements and of answers to interrogatories hereinafter made.***

1. How many years has your organization been in business as a contractor under your present business name?
_____

2. How many years experience has your organization had in **heavy highway construction**?
_____
a. As a prime contractor? _____
b. As a subcontractor? _____
c. By the definition outlined on page 10, does your organization qualify as a minority business?_____

3. List below, or attach as necessary, a complete listing of **heavy highway construction** projects and classes of work performed by your organization's employees and equipment in the last 5 years. Using the prequalification "classification code" (see page 4), indicate the type of work performed on each project.

| YEAR | CLASS CODE (see page 4) | TYPE OF WORK – **Be Specific** (also indicate Prime or Sub Contractor) | CONTRACT AMOUNT | LOCATION/OWNER |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

***Questions 4 to 14 must be answered completely regardless of whether or not previous applications have been submitted. Insert attachments as necessary.***

4. Have you ever failed to complete any work awarded to you? Yes ___ No ___ If so, where and why?
_____
_____
_____
_____

5. Has any officer or partner of your organization ever been an officer or partner of some other organization that failed to complete a construction contract? Yes ___ No ___ If so, state name of individual, organization and reason.

_____

_____

6. Has any officer or partner of your organization ever failed to complete a construction contract handled in their own name? Yes ___ No ___ If so, state name of individual, name of owner and reason.

_____

_____

7. Has any officer of your organization been convicted of a felony? Yes ___ No ___ If yes, explain below.

_____

_____

8. Has your organization been convicted of submitting a false or fraudulent claim on any construction project you have been awarded? Yes ___ No ___ If yes, explain below.

_____

_____

9. In what other lines of business are you financially interested?

_____

_____

10. For what corporations or individuals have you performed work, when, and list name of reference.

_____

_____

_____

11. For what cities have you performed work, when, and list name of reference.

_____

_____

_____

12. For what counties have you performed work, when, and list name of reference.

_____

_____

_____

13. For what State Bureaus or Departments have you performed work, when, and list name of reference.

_____

_____

_____

14. For what U S Government Bureaus or Departments have you performed work, when, and list name of reference.

_____

_____

_____

15. Name the persons with whom you have been associated in business as partners or business associates in each of the last five years.

_____

_____

_____

16. What is the **heavy highway construction** experience of the principal individuals of your organization?

| NAME | PRESENT POSITION OR TITLE | YEARS & TYPE HEAVY HIGHWAY EXPERIENCE (Be Specific, Use Attachments if necessary | Classification Code (pg 4) |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

## ***D. GENERAL INFORMATION***

**1.** REFERENCE THE UTAH STANDARD SPECIFICATIONS FOR ROAD & BRIDGE CONSTRUCTION. UDOT website: **www.udot.utah.gov/index.php/m=c/tid=1093**

**2.** The Utah Department of Transportation requires bid submission using the current version of the UDOT EBS, Electronic Bid System. UDOT website: **www.udot.utah.gov/index.php/m=c/tid=319**

**3.** From the contractor's financial statement, the following information is used to arrive at Adjusted Equity and Financial Rating Factor.

| | |
|---|---|
| Current Assets (CA) | Equity (EQ) |
| Net Fixed Assets (FA) | Revenues (REV) |
| Current Liabilities (CL) | Net Operating Income/Loss (INC) |
| Long Term Debt (LTD) | |

The Equity can be changed to arrive at Adjusted Equity (AEQ) for prequalification calculation if the following are submitted:

| | |
|---|---|
| Appraisal of Fixed Assets | Pledge of Personal Assets |

If an Appraisal of Fixed Assets is submitted, Equity is increased by the difference between book value and market value of the equipment. If personal assets are pledged, Equity can be increased up to a maximum of $2,000,000. (Four officers may each pledge up to $500,000.) If both are submitted, Equity is increased accordingly. It should be noted the financial ratios are calculated based on Adjusted Equity (AEQ). Adjusted Equity (AEQ) is the same as Equity (EQ) if appraisals or pledges are not submitted.

The financial rating factor is determined by computing the following financial ratios.

a. Working Capital Ratio CA/CL
(Liquidity Ratio-Cash Position. Ideal = 2.00)

b. Debt to Equity Ratio LTD/AEQ
(Penalized for high debt financing. Ideal = 1.00)

c. Fixed Assets to Equity Ratio FA/AEQ - For this ratio, Fixed Assets are increased by the difference between book value and market value of the equipment if there is an appraisal of Fixed Assets.
(Penalized for high investment in fixed assets. Ideal = 1.00)

d. Working Capital to Long Term Debt Ratio (CA-CL)/LTD
(Ability to pay debt. Ideal = 1.00)

e. Operating Ratio (REV-INC)/REV
(Profitability. Ideal < 1.00)

**<u>UDOT FORMULA TO DETERMINE PREQUALIFICATION AMOUNT</u>:**

**ADJUSTED EQUITY x A x (B + C + D)**

**WHERE**: ADJUSTED EQUITY DETERMINED FROM CONTRACTOR FINANCIAL INFORMATION

A = CONTRACTOR PERFORMANCE FACTOR
(Project Engineer Rating on Individual Project
Minimum of 3 ratings in 3 years)
B = EXPERIENCE RATING FACTOR
(Yearly Finaled Contract Performance Rating)
C = FINANCIAL RATING FACTOR
(Comptroller Computation using Financial)
D = ADDITIONAL EXPERIENCE FACTOR
(Prequalification Board)

**4.** Contractors proposing to bid UDOT heavy highway construction projects with an advertised estimate of $1,500,000 or more must file and gain approval from the below office ***PRIOR TO*** bidding on a project requiring prequalification. A minimum of 10 working days is required for processing and approval of a prequalification application packet.

UTAH DEPARTMENT OF TRANSPORTATION
PREQUALIFICATION BOARD
4501 South 2700 West, Salt Lake City UT 84119
Box 148220, Salt Lake City UT 84114-8220
(801)965-3835

To obtain a copy of the prequalification application:
**www.udot.utah.gov/index.php/m=c/tid=321**

**5.** *<u>UTAH CONTRACTOR'S LICENSE</u>*

Each prequalified contractor must comply with the laws of Utah relative to the licensing of contractors. The applicable contractor's license is required prior to the submission of a bid, except that a contractor may submit a bid on a Federal-aid highway project without having first obtained a license, provided that such contractor, prior to undertaking any construction under that bid (ten days from notice to proceed), shall be licensed in Utah. Failure to do so will result in forfeiture of award.

***A CONTRACTOR'S COMMERCIAL LICENSE TO PERFORM WORK IN UTAH IS REQUIRED. A LICENSE WILL BE REQUIRED IN THE APPLICABLE CLASSIFICATION TO PROCEED WITH WORK. ALL LICENSE REQUIREMENTS AND APPLICATION TO PERFORM HEAVY HIGHWAY CONSTRUCTION IN THE STATE OF UTAH ARE GOVERNED BY:***

UTAH DEPARTMENT OF COMMERCE
Occupational/Professional Licensing
P O Box 146741
Salt Lake City UT 84114-6741
Phone (801)530-6628 (Contractor Licensing)
Phone (801)359-4417 (Contractor Application)

***COMPLETE THE FOLLOWING IF CURRENTLY IN POSSESSION OF A UTAH LICENSE.***

_____
UTAH CONTRACTOR LICENSE NUMBER

_____
CLASSIFICATION TITLE/CODE

_____
LICENSE EXPIRATION DATE

**6.** *QUALIFICATION PERIOD*

The duration of prequalification is no more than eighteen (18) months beyond the end of the fiscal year to which the financial statements apply. Extensions may be granted up to sixty (60) days, if necessary, upon written request by the contractor and receipt of written approval from the Prequalification Board Secretary.

**7.** *NOTIFICATION OF ACTION TAKEN BY PREQUALIFICATION BOARD*

The Prequalification Board Secretary will notify the applicant in writing after the application has been approved of both the amount and type of work the applicant will be eligible to bid and the time period for which the applicant will be prequalified.

**8.** *REVISION OF PREQUALIFICATION*

A request for revision of prequalification will be considered at any time, provided credentials showing increased assets, equipment or ability to perform work are submitted along with all other previously required information, including a renewed application. The Prequalification Board may at any time require the submission of additional certified statements regarding financial condition or any other material pertinent to prequalification.

**9.** *JOINT BIDDING*

Two or more contractors who have prequalified separately and desire to enter a joint bid on a single project may do so by submitting a letter of intent in the name of the Joint Venture to the Prequalification Board Secretary a minimum of FOUR (4) working days prior to the project's bid opening. The letter should contain the notarized signatures for each contractor and indicate the proposed administrative partner, address, phone, fax, e-mail address. The prequalification of each contractor will then be considered and consolidated for the bid. Prior to submitting a bid, the joint venture name must obtain the appropriate Utah license, Surety 2000 bid bond, UDOT Contractor ID and UserTrust Certificate.

**10.** *SUBMISSION OF BID PROPOSAL*

The contractor must possess an approved prequalification prior to bidding on a project requiring prequalification.

**11.** *RIGHT RESERVED TO DECLARE BIDS NON-RESPONSIVE*

Bid proposals will be declared non-responsive when the contractor's form "Status of Work" shows the sum of the amount of uncompleted work, both in and outside the State of Utah, **plus** the amount of the bid exceeds the amount for which the contractor is prequalified. For more information, see UDOT Standard Specifications for Road and Bridge Construction, section 00120, Instruction to Bidders.

**12.** *DISADVANTAGED BUSINESS ENTERPRISE (DBE)*

Disadvantaged Business Enterprise (DBE) is a business at least 51 percent of which is owned by a woman or minority group member(s), or in the case of a publicly owned business at least 51 percent of the stock is owned by a woman or minority group member(s). For the purposes of this definition, "Minority group members" are Black not of Hispanic origin, Hispanics, Asian or Pacific Islander, American Indian or Alaskan Native. For further information, contact: OFFICE OF CIVIL RIGHTS (801)965-4102.

***E. GENERAL AFFIDAVITS***

**AFFIDAVIT FOR COPARTNERSHIP**

STATE OF _____

ss.

COUNTY OF _____

_____, being duly sworn, deposes and says: That he/she is a member of the firm of _____and the foregoing statement of experience and financial condition and all statements therein contained are true and correct as of _____ 20_____; that the statement is for the purpose of impelling the Department to supply the submitter with plans and specifications and that any depository, vendor or other agency therein named is hereby authorized to supply said Department with any information necessary to verify the statement; furthermore, should the foregoing statement at any time cease to properly and truly represent his/her financial condition, he/she will refrain from further bidding on State work until submittal of a revised and corrected statement.

SWORN TO ME THIS _____ DAY

OF _____ , 20_____

_____

Notary Public Signature & Seal

_____

Member of Firm Signature

_____

Name of Firm

***The foregoing statement and affidavit are hereby approved:***

_____

_____

***Remaining Members of Firm Signatures***

DATE OF COPARTNERSHIP ORGANIZATION:

_____

STATE NAME OF EACH MEMBER AND ADDRESS; INDICATE IF A GENERAL OR LIMITED PARTNER.

_____

_____

_____

_____

_____

**AFFIDAVIT FOR CORPORATION**

STATE OF _____

ss.

COUNTY OF _____

_____ , being duly sworn, deposes and says: That he/she is _____ of the firm of _____, the corporation described in the foregoing statement of experience and financial condition and all statements therein contained are true and correct as of _____, 20_____; that the statement is for the purpose of impelling the Department to supply the submitter with plans and specifications and that any depository, vendor or other agency therein named is hereby authorized to supply said Department with any information necessary to verify the statement; furthermore, should the foregoing statement at any time cease to properly and truly represent his/her financial condition, he/she will refrain from further bidding on State work until submittal of a revised and corrected statement.

SWORN TO ME THIS _____ DAY

OF _____ , 20_____

_____

Notary Public Signature & Seal

_____

Corporate Officer Signature

WHEN INCORPORATED?

_____

IN WHAT STATE?

_____

DULY QUALIFIED IN UTAH?

_____

PRESIDENT'S NAME:

_____

VICE PRESIDENT'S NAME:

_____

SECRETARY'S NAME:

_____

TREASURER'S NAME:

_____

**AFFIDAVIT FOR INDIVIDUAL**

STATE OF _____

ss.

COUNTY OF _____

_____ , being duly sworn, deposes and says: That the foregoing statement of experience and financial condition and all statements therein contained are true and correct as of _____ 20____; that the statement is for the purpose of impelling the Department to supply the submitter with plans and specifications and that any depository, vendor or other agency therein named is hereby authorized to supply said Department with any information necessary to verify the statement; furthermore, should the foregoing statement at any time cease to properly and truly represent his/her financial condition, he/she will refrain from further bidding on State work until submittal of a revised and corrected statement.

SWORN TO ME THIS _____ DAY

OF _____ , 20_____

_____

Notary Public Signature & Seal

_____

Applicant Signature