



## Consultant Prequalification Application

### Application Instructions

In order to expedite the review time of prequalification applications, all applications **must** conform to the following requirements:

1. Applications must contain the company name, a current address, email address, phone number, FEIN number, and contact name for correspondence purposes. All applications must include the current date and must have the required original signature of an officer.
2. **All applications must include current W-9 form, Secretary of State Registration, a current certificate of authorization issued by the Georgia Board of Professional Engineers & Land Surveyors (*Firm License*), Professional Engineering (PE) License (*if applicable to the area class (es)*). All documentation must be pdf.**
3. Applications must have a completed and signed Employee Qualification Statement (EQS) for each area class requested. If the summary of experience and work history exceeds the one page limitation, additional sheets will be acceptable. Each page of the EQS form requires a signature and includes the name of the company.
4. All applications must be submitted in PDF format and emailed to one of the following accounts: [consultants\\_prequals@dot.ga.gov](mailto:consultants_prequals@dot.ga.gov) or [consultantsprequals\\_mb@dot.ga.gov](mailto:consultantsprequals_mb@dot.ga.gov)  
(*application and all required documents must first be completed before submitting to the email address noted here*)  
When naming files we ask that no special characters are used. The file name should be associated with the document sent. Multiple files should not have the same file name.
5. The application, all EQSs and other required documents must be completed and submitted in one email, but separate documents are required for the application and each EQS form. Do not combine any of these documents. Group documentation by reviewers.
6. The application and EQSs can be accessed on the GDOT website at: <http://www.dot.ga.gov/PS/Business/Prequalification/PrequalConsultants>.
7. Prequalification applications must be received by 5:00 pm Eastern Standard Time on the 15<sup>th</sup> day of each month in order to be considered at the next upcoming Prequalification Committee meeting. For a list of the current year's committee meeting dates, please visit: <http://www.dot.ga.gov/PS/Business/Prequalification/PrequalConsultants>



STATE OF GEORGIA DEPARTMENT OF TRANSPORTATION
PROFESSIONAL CONSULTANT QUALIFICATION APPLICATION

SUBMITTAL STATUS

NEW ADDITIONAL RENEWAL RESUBMITTAL

CONSULTANT INFORMATION

TYPE OF FIRM:

(IF CORPORATION COMPLETE IF NOT LEAVE BLANK)

CORPORATION PARTNERSHIP OTHER

FIRM'S NAME: DATE:

HEADQUARTERS ADDRESS: Address Address2 City State Zip

LOCAL OFFICE ADDRESS: FOR OFFICE TO PERFORM THE WORK Address Address2 City State Zip

COMPANY'S E-MAIL ADDRESS: PHONE NUMBER: FAX NUMBER:

FEIN NUMBER:

CONTACT INFORMATION

CONTACT NAME: CONTACT TITLE:

E-MAIL ADDRESS: PHONE NUMBER: FAX NUMBER:

CORPORATION INFORMATION

DATE & STATE INCORPORATED:

DATE AUTHORIZED IN GEORGIA:

PRESIDENT'S NAME:

VICE PRESIDENT'S NAME:

SECRETARY'S NAME:

TREASURER'S NAME:

**STATEMENT OF CONSULTANT:**

WE HEREBY CERTIFY THAT WE ARE DULY AUTHORIZED REPRESENTATIVES OF THE CONSULTING FIRM OF \_\_\_\_\_  
AND THAT THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF OUR KNOWLEDGE, AND HEREBY AUTHORIZE AND  
REQUEST ANY PERSON, FIRM OR CORPORATION TO FURNISH ANY PERTINENT INFORMATION REQUESTED BY THE DEPARTMENT OF TRANSPORTATION  
DEEMED NECESSARY TO VERIFY THE STATEMENTS MADE IN THIS APPLICATION OR REGARDING THE STANDING AND REPUTATION OF THE APPLICATION.

DATED AT \_\_\_\_\_ THIS \_\_\_\_\_ DAY OF \_\_\_\_\_

\_\_\_\_\_  
**ORIGINAL SIGNATURE OF AN OFFICER IS REQUIRED**

\_\_\_\_\_  
**TITLE**

**TO BE COMPLETED BY TOPOGRAPHIC, SURVEYING, & OVERHEAD/SUBSURFACE UTILITY ENGINEERING (S.U.E.) CONSULTANTS ONLY**  
**(INDICATE IN-STATE EQUIPMENT)**

**EQUIPMENT:**

<b>TYPE</b>	<b>NAME</b>	<b>MODEL</b>	<b>QUANTITY IN-STATE/OUT-OF-STATE</b>	<b>TOTAL QUANTITY</b>
GPS EQUIPMENT				
TOTAL STATIONS				
LEVELS				
DISTANCE MEASURING				
FATHOMETERS				
AERIAL CAMERAS/SENSORS				
AERIAL FILM PROCESSORS				
STEREOPLOTTERS				
LAB PRINTERS				
LAB ENLARGERS				
DESIGNATING/LOCATING (S.U.E.)				
OTHER SCIENTIFIC INSTRUMENTS				
<b>SUPPORT EQUIPMENT:</b> SURVEY VEHICLES				
BOATS/SKIFFS				
AIRPLANES				

TYPE	NAME	MODEL	QUANTITY IN-STATE/OUT-OF-STATE	TOTAL QUANTITY
SURVEY TOWERS, DRILL RIGS, ETC.				
FILM SCANNER(s)				
GPS INERTIAL MEASUREMENT SYSTEM(s)				
DIGITAL MAPPING/IMAGE WORKSTATIONS				
<b>OTHER SUPPORT EQUIPMENT</b>				

**AREA-CLASS CHECK SHEET**  
**RETURN THIS CHECK SHEET WITH PROPER CHECK MARKS**

[Click Here](#) to view Employee Qualification Statements

**1. TRANSPORTATION PLANNING:**

- 1.01 Statewide Systems Planning
- 1.02 Urban Area & Regional Transportation Planning
- 1.03 Aviation Systems Planning
- 1.04 Mass & Rapid Transportation Planning
- 1.05 Alternate System & Corridor Location Planning
- 1.06 (a) Documentation
- 1.06 (b) History
- 1.06 (c) Air Studies
- 1.06 (d) Noise Studies
- 1.06 (e) Ecology
- 1.06 (f) Archaeology
- 1.06 (g) Freshwater Aquatic Survey
- 1.06 (h) Bat Surveys
- 1.07 Attitude, Opinion & Community Value Studies
- 1.08 Airport Master Planning
- 1.09 Location Studies
- 1.10 Traffic Studies
- 1.11 Traffic and Toll Revenue Studies
- 1.12 Major Investment Studies
- 1.13 Non-Motorized Transportation Planning

**2. MASS TRANSIT OPERATIONS:**

- 2.01 Mass Transit Program (Systems) Management
- 2.02 Mass Transit Feasibility & Technical Studies
- 2.03 Mass Transit Vehicle & Propulsion System
- 2.04 Mass Transit Controls, Communications and Information Systems
- 2.05 Mass Transit Architectural Engineering
- 2.06 Mass Transit Unique Structures
- 2.07 Mass Transit Electrical & Mechanical Systems
- 2.08 Mass Transit Operations Management & Support Services
- 2.09 Aviation
- 2.10 Mass Transit Program (Systems) Marketing

**3. HIGHWAY DESIGN ROADWAY:**

- 3.01 Two-lane or Multi-lane Rural Roadway Design
- 3.02 Two-lane or Multi-lane Urban Roadway Design
- 3.03 Multi-lane Urban Roadway Widening or Reconstruction Design in heavily developed commercial, industrial or residential areas
- 3.04 Multi-lane Rural Interstate Highway Design
- 3.05 Multi-lane Urban Interstate Highway Design
- 3.06 Traffic Operations Studies
- 3.07 Traffic Operations Design
- 3.08 Landscape Architecture
- 3.09 Traffic Control Systems Analysis, Design & Implementation
- 3.10 Utility Coordination
- 3.11 Architecture
- 3.12 Hydraulic & Hydrological Studies (Roadway)
- 3.13 Bicycle and Pedestrian Facility Design
- 3.14 Historic Rehabilitation
- 3.15 Highway Lighting
- 3.16 Value Engineering
- 3.17 Design of Toll Facilities Infrastructure

**4.HIGHWAY STRUCTURES:**

- 4.01 (a) Minor Bridge and Miscellaneous Highway Structure
- 4.01 (b) Minor Bridge Design - CONDITIONAL
- 4.02 Major Bridges Design
- 4.03 Complex Bridge Design
- 4.04 Hydraulic & Hydrological Studies (Bridges)
- 4.05 Bridge Inspection

**5.TOPOGRAPHY:**

- 5.01 Land Surveying
- 5.02 Engineering Surveying
- 5.03 Geodetic Surveying
- 5.04 (a) Aerial Photography/Conventional Aircraft
- 5.04 (b) Aerial Photography Unmanned Aircraft System (UAS) Concept Grade
- 5.04 (c) Aerial Photography Unmanned Aircraft System (UAS) Design Grade
- 5.05 Photogrammetry
- 5.06 (a) Topographic Remote Sensing (LIDAR) (Conventional Aircraft, Terrestrial Sensors and Mobile Vehicle, Boat, or Rail Units) (Design Grade)
- 5.06 (b) Topographic Remote Sensing (Unmanned Aircraft System LIDAR) (Design Grade)
- 5.06 (c) Topographic Remote Sensing (Unmanned Aircraft System LIDAR) (Concept Grade)
- 5.06 (d) Topographic Remote Sensing (SONAR)
- 5.06 (e) Topographic Remote Sensing Thermal and Infrared
- 5.07 Cartography
- 5.08 Overhead-Subsurface Utility Engineering SUE

**6.SOILS, FOUNDATION & MATERIALS TESTING:**

- 6.01(a) Soil Survey Studies
- 6.01(b) Geological & Geophysical Studies
- 6.02 Bridge Foundation Studies
- 6.03 Hydraulic & Hydrological Studies (Soils & Foundation)
- 6.04(a) Laboratory Materials Testing
- 6.04(b) Field Testing of Roadway Construction Materials
- 6.05 Hazard Waste Site Assessment Studies

**8.CONSTRUCTION:**

- 8.01 Construction Supervision
- 8.02 Airport Construction Administration & Observation

**9.EROSION AND SEDIMENTATION CONTROL:**

- 9.01 Erosion, Sedimentation, and Pollution Control and Plan Preparation
- 9.02 Rainfall and Runoff Reporting
- 9.03 Field Inspections for Compliance of Erosion and Sedimentation Control Devices Installation