

VDOT's Highway Contractor *Subcontractor Only (SCO)* Level

A firm with this level of prequalification works only as a subcontractor, or has not yet established or re-established its safety history nor work history to be fully prequalified. Review of an established safety history shall include, but not be limited to, the required three or more years of EMR ratings with an insurance company, an OSHA log history, and a strong safety philosophy.

Review of an established work history shall include, but not be limited to, the proven history of their organization to undertake a project involving the type(s) of work for which prequalification is requested, and access to the equipment to perform the requested type(s) of work.

With this level of prequalification, a firm normally is not allowed to bid to be awarded nor have under contract a Highway project with VDOT as a Prime. 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. Should the firm receive a Contractor's Performance Score (CPE) average score below 75, the State Construction Engineer may administratively revoke the firm's prequalification privileges.

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.

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 name *starting* with the letter or if the firm has a formal person's name, the first letter of the last name.

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

**Ability* shall be demonstrated by three project evaluations and/or three 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.