



## TRANSPORTATION CABINET


Frankfort, Kentucky 40622  
www.transportation.ky.gov/

**Steven L. Beshear**  
Governor

**Joseph W. Prather**  
Secretary

### MEMORANDUM

TO: All Prequalified Consultants

FROM: Ray Polly, PE   
Deputy State Highway Engineer  
Acting Director for Professional Services

DATE: June 19, 2008

SUBJECT: Prequalification Procedures

This is to notify you of the amended procedures for requesting and updating prequalification with the Kentucky Transportation Cabinet. These changes in procedures will allow for an abbreviated update in odd numbered calendar years. Revisions have also been made to the Consulting Engineer And Engineering-Related Services Prequalification Application TC 40-1 and the current criteria for prequalification areas. Please note that some areas of prequalification within the Cabinet may have been discontinued.

These new documents can be found on the Division of Professional Services web page at [www.transportation.ky.gov/properform](http://www.transportation.ky.gov/properform). With this notice, Consultant firms may begin submitting prequalification updates with the abbreviated format starting January 1, 2009.

KRS 45A.825 (1) (b) states that a firm's prequalification shall remain in effect for twelve (12) months from the date of prequalification. Current policy requires a complete application every 12 months on the consultant firm's anniversary date. The requirement for 12 month updates, in even calendar years will continue to require the submission of a full prequalification application.

In odd calendar years, in lieu of a full application, firms may submit a letter certifying that no substantial changes have occurred from the previously submitted application along with annual certifications. This letter should include information regarding any previously approved changes from the last update, and certificate of liability insurance. An officer of the firm must attest that the firm is financially solvent and has a working arrangement with financial institutions so that all outstanding financial obligations will be met. If a substantial change has occurred or if the firm is requesting prequalification for additional area(s), a full application will be required.



Prequalified firms must notify the Division of Professional Services of any major changes, either increasing or decreasing the firm's professional or financial qualifications, capabilities, personnel, changes of address, etc., at the time the change occurs. If a prequalified firm fails to notify the Division of Professional Services of any major changes, the firm may be removed from the list of prequalified firms until it notifies the division of the changes.

If a change of address notification has been submitted to the division during what would have been the firm's prequalification year and no other changes have occurred in the firm, the firm shall be restored to the list of prequalified firms. Removal from the list of prequalified firms due to lack of notification of an address change shall not be a basis for appeal.

Please direct requests for prequalification forms (TC 40-1) and questions regarding the status of prequalification actions to Mrs. Claressa Hamilton, Division of Professional Services, at (502) 564-4555.

RP/MLH

c: Mike Hancock, Chief of Staff  
Gilbert Newman, State Highway Engineer  
Division Directors