



COMMONWEALTH OF KENTUCKY
TRANSPORTATION CABINET
Frankfort, Kentucky 40622
www.transportation.ky.gov/

Matthew G. Bevin
Governor

Greg Thomas
Secretary

MEMORANDUM

TO: All Prequalified Consultants

FROM: William S. Gulick, P.E.
Director, Division of Highway Design 

DATE: June 7, 2018

SUBJECT: Prequalification documentation requirements

The Division of Highway Design is responsible for the review of consultant requests for prequalification in several categories. In 2017, we updated the requirements for several of the categories. Because 2017 was not a full submittal year, these changes were inadvertently overlooked in many recent submittals. This memo is to make you aware of some of the requirements for when your firm prepares its prequalification documentation for categories under this division's purview.

Each prequalification category now requires a stand-alone section that addresses the firm's staffing and project experience. You can find details of the criteria and instructions for each on the Division of Professional Services website. To summarize, a firm must include adequate information for us to determine the firm's capacity to adequately perform tasks for KYTC.

The firm shall include individual biographies that detail specific project tasks, relevant to the category, the staff person performed. The firm shall also provide information about projects in which their staff has worked; project sheets must include enough detail, relevant to the category, to show the firm's role on the project. An example of both a biography and project sheet is on the Division of Highway Design, [Quality Assurance Branch website](#).

Please carefully review the [KYTC Prequalification Criteria and Instructions](#) prior to submittal. If you have questions about these requirements, please contact Brent A. Sweger, TEBM, Quality Assurance Branch at brent.sweger@ky.gov.

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