VDOT's Highway Contractor *Prequalified-Currently Inactive* (PCI) Level

(Website Version)

Previously prequalified firms currently approved for VDOT Prequalification are Prequalified-Currently Inactive (PCI). A Prequalified firm with this level of prequalification is in good standing with the Department with regard to safety and it has a demonstrated ability to complete the type(s) of work for which they provide evidence of *ability*[*], however the firm has not performed work for the Department in the past five years and thus has no average Contractors Performance Evaluation Score (CPE).

Firms that are Prequalified-Currently Inactive (PCI) can be awarded/have under contract ***no more than three (3) projects*** at any given time. Each of these contracts will be limited to a maximum contract value of **$2,000,000** or $6,000,000 in aggregate. The Director of Contracts, the State Construction 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. A firm at this level of prequalification will be assigned a minimum Prequalification Score of 75, provided they have a minimum Safety Index Score (SIS) of 70.

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 Prequalification Rules and Regulations on our website (see below).

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 last day of the expiration month.

By the yearly anniversary of the expiration date the items listed in the "*Submission Guide*" will need to be submitted. If the firm does not renew or request an extension 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.*"

Prequalification Extension Policy – All firms with a Prequalification Score of 75 or above are eligible to obtain a prequalification extension. Prequalification extensions are limited to three thirty-day periods. The original letter requesting each thirty day extension must be:

1. Submitted on the firm's original letterhead.
2. Received by the Prequalification Officer three (3) business days before the firm's current prequalification expires.
3. Signed by a person authorized to transact business on behalf of the firm as listed on the *currently filed Prequalification Application*, Form C-32, page 2.

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.