WYOMING DEPARTMENT OF TRANSPORTATION
STANDARD HIGHWAY
PREQUALIFICATION QUESTIONNAIRE (Form PQ-2)
INSTRUCTIONS

HIGHWAY CONTRACTOR PREQUALIFICATION QUESTIONNAIRE INSTRUCTIONS

The following document is provided for your use. Please submit this and all required document to the following email address when completed:

dot-construction@wyo.gov

Applications may take up to two weeks once all required information has been received. A decision regarding the Contractor's prequalification and rating including the type of work classification shall be made after all information has been received. Application status notification will be made by the WYDOT Prequalification Officer.

All persons, firms, co-partnerships, or corporations proposing to bid on any Wyoming Department of Transportation WYDOT construction project must first submit a statement, under oath, on a Prequalification Questionnaire furnished by the Wyoming Department of Transportation. Such statements shall fully indicate the Contractor's financial ability, the adequacy of its equipment, organization, and past experience, and include any pertinent information necessary to accurately assess the Contractor's status.

The department will notify Contractor by e-mail with the Contractors prequalification amount and work classification.

Form PQ-2 (Standard Highway Prequalification Questionnaire) once approved does not approve a Contractor to bid on projects (building) let through the WYDOT Procurement office or the WYDOT Engineering Services office. The Contractor must submit Form PQ-5 (Standard Building Prequalification Questionnaire) for projects let through these offices.

Prequalification may be denied or revoked if the Contractor:

A. Is declared in default while qualified in accordance with the applicable provisions of any contract issued by the Department.
B. Has been determined to have made false, deceptive, or fraudulent statements during the prequalification process.
C Has been and is currently under debarment or restricted from bidding by another government agency because of criminal acts or serious breach of contract.
D. Has been disqualified for substantial reasons by another governmental agency.
E. Has attempted to or has influenced Department policy through gratuities or gifts to WYDOT personnel or by employing Department personnel.
F. Has, while qualified, demonstrated an inability to meet WYDOT requirements for specifications and contracts.

The Contractor's previous (three continuous years) and present job performance will be evaluated by using the Department's Contractor performance evaluation system to determine the current prequalification rating. Work performed by subcontractors shall be reflected in the Contractor's performance evaluation. Applicants who have not previously completed an application in the past will have an ability factor rating of 9 assigned to them.

Prequalification will be based off the following table:

First time qualifier and has never worked as a subcontractor	9
Worked as a prime	PQ-1 avg. rating past three year
Worked only as a subcontractor in the past three years	9
Worked as a prime and as a subcontractor	PQ-1 avg. rating past three year
Has worked in the past but not in the last three years as a prime Contractor or a subcontractor	9
Worked with in the last three years but not in the past two years	PQ-1 from three years ago

A Contractor with two or more Ability Factors within a one year period of 6 or less will be given an ability rating of 6 or less

ABILITY FACTOR TABLE

FINAL PERFORMACE RATING	ABILITY FACTOR
0 - 19	0
20 - 36	1
37 - 51	2
52 - 64	6
65 - 76	12
77 - 87	14
88 - 100	16

A Contractor's net worth will be multiplied by the ability factor that they received on their prequalification form to come up with the prequalification amount. If a Contractor receives a final performance rating of 6 or less, WYDOT has the right to limit the prequalification amount the Contractor can be qualified for.

If the Contractor is dissatisfied with the prequalified amount and work classification that was given them:

- A written notice must be sent to the Prequalification Officer within thirty (30) days of receiving the prequalification letter explaining in full detail what they disagree with. At this time the contractor can ask to have a meeting setup between them and the Dispute Committee (State Construction Engineer and Prequalification Officer) or have them look over the request independently.

- After the (Dispute Committee) reviews the prequalification they will render a decision. A letter will be sent to the Contractor with the decision that was taken.

- If the Contractor and the Dispute Committee cannot come a resolution on this matter, a written notice must be sent to the Prequalification Officer within thirty (30) days from receiving the letter requesting a meeting between the Contractor, the Prequalification Subcommittee (State Field Operations Engineers, State Construction Engineer, two District Construction Engineers and the Prequalification Officer). A meeting will be scheduled within thirty (30) days of receipt of the request. The Contractor will be notified of the decision within ten (10) days after the meeting.

- If the Contractor and the Prequalification Subcommittee cannot come a resolution on this matter, a written notice must be sent to the Prequalification Officer within thirty (30) days from receiving the letter requesting a meeting between the Contractor and the Prequalification Committee (the State Field Operations Engineer, State Construction Engineer, two District Engineers and the Prequalification Officer). A meeting will be scheduled within thirty (30) days of receipt of the request. The Contractor will be notified of decision within ten (10) days after the meeting.

- The Contractor may make a formal request within thirty (30) days after notification to the Wyoming Department of Transportation Chief Engineer for a review of the Prequalification Committee's decision if dissatisfied with the decision of this committee. A meeting will be scheduled within thirty (30) days of receipt of the request. The Contractor will be notified of the decision of the Prequalification committee within ten (10) days after the meeting.

- The Contractor may make a formal request within thirty (30) days after notification to the Transportation Commission of Wyoming for a review of the Chief Engineer's decision if dissatisfied with the decision. A meeting will be scheduled within thirty (30) days of receipt of the request. The Contractor will be notified of the decision within ten (10) days after the meeting.

- The Commission's finding of fact shall be deemed final, binding, and conclusive—without further recourse.

Prequalification for AML, Cities, towns and county agency will cover all aspect of the prequalification. The PQ-2 (Standard Highway Contractor Prequalification Questionnaire and Financial Statement for Bidders) will have to be filed with the Wyoming Department of Transportation Prequalification office. The representatives of these entities will determine if a Contractor's prequalification amount can be changed to perform the work financially.

Prequalification General Information

Main Office

Main Headquarters of the company that is prequalifying with WYDOT. **If an out of state company is qualified as a resident Contractor, then the Main office and prequalification shall show the company's address in Wyoming**. This information should always be used with the Electronic Bidding.

If you reside in Wyoming and wish to be considered a resident Contractor, your residency eligibility must be certified by the Department of Employment, Division of Labor Standards. Questions regarding residency should be directed to the Division of Labor Standards, 1510 East Pershing Boulevard, Cheyenne, WY 82001, or phone (307)777-7261.

The information in the Main office box will be used by WYDOT to send out:

- Contracts,
- Award Letters,
- Addenda,
- Notice to Proceed, and
- Prequalification approval letter.
- Billing

Plans, Proposals, Plan holders List, Bid Envelopes, Addenda, and general correspondence will go to this address unless an alternative address is provided.

Alternate Office

This will allow a company with more than one office to register any office that it may use with WYDOT projects. Do not use the alternate office information with the Electronic Bidding System. This information in the Alternate office will be used by WYDOT to send out Plans, Proposals, Plan holders List, Bid Envelopes, Addenda, and general correspondence as requested. If the Alternate office is requested, it will show up on the plan holders list.

FINANCIAL STATEMENT (Include this item in your packet)

Financial information must be included in your prequalification packet. The financial statement is good for fifteen (15) months of the date of the Contractor's fiscal year end. Only financial statements that have been reviewed or compiled by a certified public accountant/public accountant or an audited financial statement by a certified public accountant will be accepted. A contractor with a negative net worth cannot be prequalified.

Unaudited Financial Statement, to include a review or compilation:

The net worth of an unaudited financial statement up to the maximum of $500,000 is used to determine the prequalification rating. The net worth in excess of $500,000 will not be considered in determining the prequalification rating. The opinion must include at least the signature of a public accountant who is not a member or employee of the Contractor's organization, nor a relative of the owner or owners.

Audited Financial Statement:

The net worth of an audited financial statement, regardless of amount, will be used to determine the prequalification rating. The opinion must bear the signature of the certified public accountant actually performing the financial audit and the certified public accountants registration number.

The Contractor must show that it possesses net current assets of working capital to render it probable that the Contractor can satisfactorily execute its contracts and meet all obligations therein incurred. The Contractor shall authorize the Wyoming Department of Transportation to obtain all information pertinent to the Contractor's financial standing from financial institutions, surety companies, equipment dealers or suppliers, or any other persons having financial dealings with the Contractor. The Contractor shall authorize the aforementioned businesses or individuals to furnish the information requested.

The name of your firm as it appears on the accountant's financial statement will be used for prequalification and bidding purposes. Care must be taken to ensure that your accountant shows your companies name properly in the opinion.

A 90-day extension, or another additional period approved by the prequalification officer, may be obtained if the applicant plans to revise its fiscal year. The Department shall consider the extension when it receives a notarized affidavit from the applicant.

FORM FR-2200

Form FR-2200 (Equal Employment Opportunity Affidavit) is a required portion of the Prequalification Questionnaire. Form FR-2200 (EEO Affidavit) will run concurrently with the length of prequalification, and will only have to be resubmitted upon expiration of the firm's prequalification or when the firm's EEO officer or DBE liaison officer is changed.

Please note that the duties of the EEO officer must be duties other than normal paper work, and should include duties such as disseminating EEO policy to the firm's employees. **A DBE liaison officer is also required** for all prequalified firms, and the duties should include soliciting quotes from certified DBE firms for work to be subcontracted by the firm. Two names are required on page 2 of the FR-2200.

DECLARATION (Page 24): Must be must be signed in two (2) places by the Contractor, one signature at the top (in all cases) and the other in one of the three remaining categories.

Contact the WYDOT Construction office if you have questions regarding this document. You may also mail them in to the following address:

Wyoming Department of Transportation
Prequalification Officer
5300 Bishop Boulevard
Cheyenne, WY 82009-3340
(307)777-4056

WYOMING DEPARTMENT OF TRANSPORTATION
STANDARD HIGHWAY
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Contractors Name (Name that is Registered with The Wyoming Secretary of State. If you are not registered with The Wyoming Secretary of State then the name on the Financial Form):

Prequalification information and ratings are considered confidential and may be released only by court order.

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PREQUALIFICATION STATEMENT

EXPERIENCE - EQUIPMENT - ORGANIZATION

Prequalification (Main Office)

Contractors Name (Name that is registered with The Wyoming Secretary of State. If you are not registered with The Wyoming Secretary of State then the name on the Financial For):

_____

Contractor's WYDOT Prequalification Number: _____

Contractor D-U-N-S Number (Data Universal Numbering System): _____

Employer Identification Number (EIN) (Required): _____

Physical Address: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: _____ **Fax Number:** _____

Name of Company Presidents: Mr. ☐ **Mrs.** ☐ _____

Company E-Mail Address (Where you want all Addenda to be sent): _____

UPS/FED EX Number (Required): _____ **Phone Number:** _____

Alternate Office

Contractors Name: _____

Physical Address: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: _____ **Fax Number:** _____

Name of Company Presidents: Mr. ☐ **Mrs.** ☐ _____

Company E-Mail Address (Where you want all information to be sent): _____

Attach additional sheets if necessary.

PREQUALIFICATION STATEMENT

1. Were your company's gross receipts less than $26,290,000 for the last fiscal year? Yes ☐ No ☐

2. How many years has your organization been in business as a Contractor under **your present business name**? _____

3. How many years experience in highway construction work does your organization have?

   As a Prime Contractor: _____, or As a Subcontractor: _____

4. Is your company a: Corporation ☐ Co-partnership ☐ LLC/LLP ☐ An Individual ☐

5. Corporation or Co-partnership
   If a corporation:

   Date incorporated: _____

   In what state: _____

6. LLC/LLP

   If Co-partnership, LLC, LLP, or Individual:

   Date of organization: _____

   State whether partnership is general, limited, or association: _____

7. **(REQUIRED):** Provide satisfactory evidence of compliance with the Wyoming Worker's Compensation Act (W.S. 27-14-101, *et seq.*) by providing a current certificate of good standing or proof of a worker's compensation insurance policy If the prequalifying company is from out of state, provide proof of a worker's compensation insurance policy (Certificate of liability Insurance)(See Subsection 107.4.1 item #1 in the 2021 Edition of the *Standard Specifications for Road and Bridge Construction*)(See last page of this form for ordering information).

8. What is the construction experience of the principal individuals of your organization?

	Individual's Name Corporation/Co-Partnership	**Years of Highway Construction Experience**
President		
Vice- President		
Secretary		
Treasurer		
LLC/LLP or An Individual		
Partners		
Partners		
Partners		
Partners		
Partners		

9. List the construction projects your organization has under way at this time:

Contract Amount	Scope of Work	Percent Complete	Name, Address, and Phone Number of Owner or Contracting Officer
			Name: Address: Phone:
			Name: Address: Phone:
			Name: Address: Phone:
			Name: Address: Phone:
			Name: Address: Phone:
			Name: Address: Phone:
			Name: Address: Phone:
			Name: Address: Phone:
			Name: Address: Phone:
			Name: Address: Phone:

Use additional sheets as necessary

10. List projects your organization has completed in past three years:

Contract Amount	Scope of Work	Date Completed	Name, Address, and Phone Number of Owner or Contracting Officer
			Name: Address: Phone:
			Name: Address: Phone:
			Name: Address: Phone:
			Name: Address: Phone:
			Name: Address: Phone:
			Name: Address: Phone:
			Name: Address: Phone:
			Name: Address: Phone:
			Name: Address: Phone:
			Name: Address: Phone:

Use additional sheets as necessary:

11. Has your company ever failed to complete any work awarded to you? _____ If so, where and why? _____

_____

_____

_____

_____

12. Has any officer or partner of your organization ever been an officer or partner of some other organization that failed to complete a construction contract? _____ If so, state name of individual, other organization, and reason for not completing contract (Attach a letter if needed).

_____

_____

_____

13. Have any officers or partners of your organization ever failed to complete a construction contract handled in their own name? _____

13a. If so, state name of individual, name of owner, and reason for not completing contract._____

_____

_____

_____

14. Name of individuals, companies, or corporations owning 10% or more of Contractor's firm. _____

_____

_____

15. Owners, officers, partners, or individuals holding office or having financial interest in another firm doing business with the Wyoming Department of Transportation.

_____

_____

_____

_____

16. List the names of all companies that the owners, officers, partners, or individuals holding office or having financial interest.

_____

_____

_____

_____

_____

_____

17. List all parent companies and subsidiaries:

_____

_____

_____

Certification of Suspension or Debarment

(Contractor's Company Name) _____or any person or persons associated therewith in the capacity of owner, partner, director, or officer authorized to sign Contractors certifies by signing this Proposal that the response(s) to the following questions is (are) true:

1. Is any interested party currently under suspension, debarment, disqualifications, voluntary exclusion, or determination of ineligibility by any state or federal agency? Yes ☐ No ☐

2. Has any interested party been suspended, debarred, disqualified, voluntarily excluded or determined ineligible by any state or federal agency within the past three years? Yes ☐ No ☐

3. Has any interested party have a debarment pending? Yes ☐ No ☐

4. Has any interested party been indicted, convicted, or had a civil judgment rendered against (it) by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three years? Yes ☐ No ☐

Certification of Suspension or Debarment

Applies to Whom? (List all individuals that are listed in the debarment letter

(1)_____

(2) _____

(3) _____

(4) _____

Initiating Agency? _____

Date of Action? _____

The person or persons signing this Proposal do hereby certify, under penalty of perjury, that this Certification of Suspension or Debarment is a true and accurate statement.

WYOMING DEPARTMENT OF TRANSPORTATION
TYPE OF CLASSIFICATION REQUESTED

WORK CLASSIFICATIONS: The equipment must be owned by the firm, member of the firm, or firm that has an interest in the prequalified firm. Rental/leased equipment will be considered if a letter from the rental/leasing agency explaining precisely what equipment the Contractor is allowed to rent/lease and what equipment has been rented in the past from them.

Only the items that are marked will be considered for the Prequalification Classification. The Contractor must show equipment to support any item that is checked, whether owned, leased, or rented.

Equipment requirement is the minimum (unless noted) list for each category. Replacement equipment will be considered.

GRADING
(On highway and off highway trucks will be considered for this category)

NAICS CODE

☐ **MISCELLANEOUS GRADING (15,000 CY± or Less)** 238910
Up to 3 over the road haul trucks greater than 8 cubic yards capable of hauling construction material, motor grader or Dozer, compaction rollers & water trucks.

☐ **MINOR GRADING (80,000 CY± or less)** 238910
1 - 3 scrapers of 16+ CY capacity or 4 - 8 over the road haul trucks greater than 8 cubic yards capable of hauling construction material, loaders, compaction rollers, motor graders, dozers, water trucks, etc.

☐ **GRADING (WYDOT and/or AML), (80,000 CY or more)** 238910
4 or more scrapers of 16+ CY capacity or 9 or more over the road haul trucks greater than 8 cubic yards capable of hauling construction material, loaders, compaction rollers, motor graders, dozers, water trucks, etc.

☐ **BOX CULVERTS** (Precast structures up to 60 feet in length) 237310
Loaders, excavators, backhoes, compaction rollers, motor graders, water trucks, etc.

PIPE

NAICS CODE

☐ **RCP (REINFORCED CONCRETE PIPE)** 238120
☐ **CMP (CORRUGATED METAL PIPE)** 237310
☐ **HDPE (PLASTIC PIPE)** 237310
(All Pipe): Excavators or backhoes, loaders, and compaction equipment (compaction rollers, jumping jacks, plate tampers, etc) & a trench box.

UNDERGROUND UTILITIES

NAICS CODE

☐ **WATER LINES** 237110
☐ **SEWER LINES** 237110
☐ **STORM SEWER** 237110
(All Underground Utilities): Excavators, backhoes, loaders, and compaction rollers or compaction equipment (jumping jacks, plate tampers, etc) & a trench box

TRUCK HAUL/MINOR SURFACING
(Only on highway trucks will be considered for this category)

NAICS CODE

☐ **TRUCK HAUL** 484200

At least 4 over the road haul trucks greater than 8 yards capable of hauling construction material plus support equipment. **Off highway** trucks will not considered for this classification.

NAICS CODE

☐ **GRAVEL SURFACING** 484200

At least 1 roller, a motor grader, and at least 4 over the road haul trucks greater than 8 yards capable of hauling construction material plus support equipment. **Off highway** trucks will not considered for this classification.

ROADWAY SURFACING (ASPHALT & CONCRETE)

NAICS CODE

☐ **CHIP SEAL** 237310

A Self-propelled aggregate spreader, Power-operated rotary brooms, Asphalt distributor truck, 4 or more over the road haul trucks greater than 8 cubic yards capable of hauling construction material. A minimum of 3 pneumatic rubber tire compaction rollers are required.

☐ **MICROSURFACING/SLURRY SEALS** 237310

A self-propelled, continuous load paver and 4 or more over the road haul trucks greater than 8 cubic yards capable of hauling construction material.

☐ **CRACK SEALING (PLANT MIX PAVEMENT)** 237310

Routers, compressors, melting machine, heat lances and support equipment.

☐ **CRACK SEALING (CONCRETE PAVEMENT JOINTS AND CRACKS)** 237310

Power-operated pressure system for silicone joint sealing, automatic installation machine for preformed elastomeric compression, air compressor.

☐ **SEAL COAT** 237310

Asphalt distributor truck.

☐ **Full-Depth-Reclamation (FDR)** 237310

Soil Stabilizer/Road Recycler machine, water truck, compaction rollers & motor grader

☐ **Cold-In Place- Recycling (CIR)** 237310

Milling Machine, trailer mounted screening and crushing plant, trailer mounted pugmill, asphalt paver, compaction rollers & a distributor.

☐ **Hot-In-Place Recycling (HIR)** 237310

Preheaters, heater/millers, asphalt paving machine, compaction rollers, water trucks and distributors.

☐ **MINOR ASPHALT SURFACING (5,000 TON OR LESS)** 237310

Either a hot plant capable of producing less than 100 tons/hour or a laydown machine, plus compaction rollers, distributor, over the road haul trucks greater than 8 cubic yards capable of hauling construction material, etc. plus support equipment. All jobs must be less than 5,000 tons, except if documentation is

provided to demonstrate that several larger projects have been successfully completed and adequate equipment is available

NAICS CODE

☐ **ASPHALT SURFACING INADDITION TO** 237310

A hot plant capable of producing 100 tons/hour or more, laydown machines, distributor, compaction rollers, and 4 or more over the road haul trucks greater than 8 cubic yards capable of hauling construction material.

List at least 5 asphalt paving projects your company has completed over the last 3 years

Project Name	Quantity of Asphalt Laid Down (Tons)	Date

☐ **MINOR CONCRETE PAVING** 237310

A bridge deck machine or a concrete screed or your company has concrete paving equipment without a concrete plant.

☐ **MAJOR CONCRETE PAVING INADDITION TO** 237310

A concrete plant and a roadway type concrete laydown machine plus support equipment.

List at least 5 concrete paving projects your company has completed over the last 3 years

Project Name	Total yd^2 Poured	Date

☐ **RUMBLE STRIPS (ASPHALT PAVEMENT)** 237310

A mill with steel milling head, power broom or vacuum.

☐ **RUMBLE STRIPS (PCCP)** 237310

A grinder with carbide-tipped grinding drum, power broom or vacuum.

☐ **PROFILE ANALYSIS AND CORRECTION** 237310

Milling machine, plus support equipment.

☐ **SURFACE GRINDING AND TEXTURING (PLANT MIX PAVEMENT)** 237310

Milling Machine with a drum with a triple-scroll micro-mill, plus support equipment.

☐ **SURFACE GRINDING AND TEXTURING (CONCRETE PAVEMENT)** 237310

Provide grinding equipment with diamond blades mounted on a minimum 3-foot wide head mounted on a self-propelled machine designed for grinding and texturing concrete pavement and an approved and

calibrated 25-foot computerized California-type profilograph with a truss-type frame or an approved class 1 inertial profiler plus support equipment.

CRUSHING

NAICS CODE

☐ **MINOR CRUSHING** 333120

A small capacity crushing plant that crushes and screens less than 100 tons of material per hour and a screening plant and support equipment.

☐ **MAJOR CRUSHING** 333120

A crushing plant that will crush and screen more than 100 tons of material per hour and a screening plant and support equipment.

BRIDGES/STRUCTURES

NAICS CODE

☐ **MINOR BRIDGE WORK (1) (BRIDGE RAILING & EXPANSION JOINTS)** 237310

Minor classification for bridge work. This classification will be used for but not limited to the following: approach slabs, bridge railing & expansion joint repair. Minimum Requirements: Forms, vibrators, air compressors, small jack hammers, etc.

☐ **INTERMEDIATE BRIDGE WORK (2) (MINOR REPAIRS TO STRUCTURE COLUMNS, PIERS, ETC to include Minor Bridge Work #1)** 237310

Minor classification for bridge work. This classification will be used for but not limited to the following: approach slabs, bridge railing, expansion joint repair, columns, piers, etc. Minimum Requirements: Forms, vibrators, air compressors, small jack hammers, etc.

☐ **EXPANDED BRIDGE WORK (3) (BRIDGE DECK REHABILITAION to include Minor Bridge Work #1 & #2)** 237310

This classification will be used for but not limited to the following: approach slabs, bridge railing, expansion joint repair, columns, piers, bridge deck repair, etc. Minimum Requirements: Bridge deck machine, forms, vibrators, air compressors, small jack hammers, etc.

☐ **MAJOR BRIDGE WORK (Includes all of the above)(4)** 237310

This classification will be used for but not limited to the following: prefab, precast, or cast-in-place structures greater than 60 feet long). Minimum Requirements: a pile hammer, crane (a minimum of 18 tons capacity), baskets, forms, and a bridge deck machine plus the capabilities of doing concrete.

STRIPING (INCLUDING BUT NOT LIMITED TO)

NAICS CODE

☐ **PAINT (WATER BOURNE)** 237310

☐ **EPOXY BASE PAINTING** 237310

(For all Striping Paint)Minimum Requirements: Mobile truck with mounted and self contained pavement marking machines specifically designed to apply resin materials and reflective glass spheres in continuous and skip line patterns. Maneuverable to the extent that straight lines can be followed and normal curves can be made in a true arc. Provide the truck mounted unit with the accessories to allow for the marking of legends, symbols, crosswalks, and other special patterns. Ensure that the mobile applicator:

NAICS CODE

☐ **THERMOPLASTIC APPLICATION** 237310

Grinding equipment designed for grooving/grinding asphalt and/or concrete pavement that are equipped with a dust collection system meeting the current Department of Environmental Quality (DEQ) requirements.

GUARDRAIL/FENCING/SIGNING
Minimum required equipment unless noted

NAICS CODE

☐ **ALL TYPES EXCEPT CABLE** 237310

A Truck, loader, hand held augers or auger truck.

☐ **CABLE** 237310

Cable Tensioning Meters**: A Dillon Part Number 36310-8010 digital tension meter (specifically designed for tensioning high tension cable guardrail) or an approved equal**

☐ **BARBED WIRE FENCE** 238990

☐ **WOVEN WIRE FENCE** 238990

☐ **INDUSTRIAL FENCING** 238990

☐ **SNOW FENCE** 238990

☐ **ROADWAY SIGNING** 237310

(All Guardrail/Fence/Signing): A Truck, loader, hand held augers or auger truck.

LANDSCAPING

NAICS CODE

☐ **SOD/HAND SEEDING** 561730

☐ **IRRIGATION** 561730

☐ **TREES/BUSHES** 561730

Truck, loader, drills, tractors, (tree spade not required but will be considered).

☐ **HYDRAULIC SEEDING/MULCHING** 561730

Hydraulic equipment with built-in agitators and pump that will allow for continuous, nonfluctuating slurry stream.

☐ **SEEDING/RECLAMATION** 561730

A Tractor, seed drill (Equipped with a positive means for calibration to endure seed distribution at the specified rate), mulcher, disk, Blunt-notched disks or scalloped compaction rollers, fertilizer spreader.

ELECTRICAL WORK (HIGHWAY)

NAICS CODE

☐ **TRAFFIC SIGNAL** 238210

☐ **OVERHEAD SIGN** 237310

☐ **LUMINARIES** 238210

☐ **ITS** 237130

☐ **CABLE: (ELECT, TELE, FIBER OPTIC, COM)** 237130

Bucket trucks, trenchers, compaction equipment (jumping jacks, plate pampers, etc.), trench box plus support equipment.

☐ **DRILLED SHAFTS - TRAFFIC SIGNAL/LIGHTING/SIGN:** 237310
(UP TO 24" DIAMETER)

(Less than 24 inches): Minimum Requirements: must have a drill truck, capable of drilling a shaft less than 24 inches in diameter

The company must have **at least one member** of the firm who is a licensed master electrician.

Name of Master Electrician	License Number

MISCELLANEOUS CONCRETE WORK

		NAICS CODE
☐	**SIDEWALK**	237310
☐	**CURB & GUTTER**	237310
☐	**WINGWALLS**	237310

Forms or slip form machine plus support equipment.

MISCELLANEOUS WORK

		NAICS CODE
☐	**ROCKFALL MITIGATION/SLOPE STABILIZATION**	237990

Rock drill, compressor, crane plus support equipment.

☐	**SHORING**	237990

A pile hammer (H-Pile)/vibratory hammer (Sheet Piling), crane (a minimum of 18 tons capacity), Rock Drills (For ground anchors) plus support equipment.

GENERAL

		NAICS CODE
☐	**ALL WORK EXCLUDING ELECTRICAL**	237310

Must qualify for Major Grading, Major Asphalt Surfacing, Chip Seals, Major Concrete Paving and Major Bridges Work

OTHER (Indicate types of Work):_____

_____

_____

_____

_____

Construction Machinery Worksheet

Indicate how many of each type of machinery your company has

Quantity		Condition (Good, Fair, etc.)	Quantity		Condition (Good, Fair, etc.)
	Haul Trucks not less than 8 cubic yards capable of hauling construction material			Off Highway Trucks not less than 8 cubic yards capable of hauling construction material	
	Dozers			Scrapers (16 CY or Greater)	
	Water Trucks (Wagons)			Motor graders, (Blades)	
	Compaction rollers (Sheeps Foot)			Compaction rollers (Pad Foot)	
	Compaction rollers (Smooth Drum)			Compaction rollers (Pneumatic)	
	Compaction rollers (Walk Behind)			Tampers, Jumping Jacks, Plate Compactors, etc.	
	Backhoes			Excavators	
	Loaders			Trench Box	
	Jaw Crushers (less than 100 tons/Hour)			Jaw Crusher (Greater than 100 tons/Hour)	
	Cone Crusher (less than 100 tons/Hour)			Cone Crusher (Greater than 100 tons/Hour)	
	Screening/Wash Plant			Conveyors	
	Distributor Truck			Asphalt lay down machine	
	Asphalt Plant (Less than 100 ton/hour)			Asphalt Plant (Greater than 100 ton/hour)	
	Mechanical Broom (Self propelled or pull type)			Self propelled chip Spreader	
	Microsurfacing Machines			Slurry Machine	
	Tar pots			Heat Lances	
	Routers (for crack sealing)			Compressors	
	Silicone Sealant Machine			Concrete Saws	
	Soil Stabilizer/Road Recycler			Trailer Mounted Crusher and Screening Plant	
	Trailer Mounted Pugmill			Preheaters	
	Heater/Mill			Mill (Milling Machine with a triple-scroll micro-mill pattern drum)	
	Mill (Rumble Strips) (Asphalt Pavement) (with steel milling head)			An approved and calibrated 25-foot computerized California-type profilograph with a truss-type frame or an approved class 1 inertial profiler plus support equipment	
	Grinder (PCCP)(Surface Texturing)(with carbide-tipped grinding drum)			Bridge Deck Machine	
	Concrete Screed			Concrete Laydown Machine (Large Interstate type)	
	Concrete Laydown Machine (12' wide or less)			Portable Concrete Batch Plant (Self Mixing)(Greater than 10 CY)	
	Concrete Batch Plant			Curb & Gutter/Sidewalk slip form machines	
	Concrete Forms (Sidewalks, Curb & Gutter, Bridge, etc.)			Sandblasting equipment	
	Concrete Vibrators			Jack Hammers (Greater than 30 lbs)	

Quantity		Condition (Good, Fair, etc.)	Quantity		Condition (Good, Fair, etc.)
	Chipping Hammers (30 lbs)			Cranes (Less than 18 ton lifting capacity)	
	Cranes (Greater than 18 ton lifting capacity)			Pile Hammer/leads	
	Concrete Pumps			Attenuator Truck	
	Truck Mounted Striper			Cable Tensioning Meters: Dillon Part Number 36310-8010) or equivalent	
	Trencher			Drill (Seed)	
	Farm Tractors			Straw Crimper	
	Disks			Hydroseeder	
	Mulcher			Auger machines (Truck or tractor mounted) (For fencing, signing, etc.)	
	Hand Held Augers			Drill (Caissons over 24" dia.)	
	Drills (Augers) (Drilled shafts up to 24" dia.)			Rock Drills	

List all other equipment not listed above that you want WYDOT to consider when prequalifying your company:

_____

_____

_____

_____

_____

_____

If you include a list of construction equipment your company has, makes sure the description of all of the equipment listed is legible.

Upon request the contractor will provide proof of equipment for anything marked on the list listed above.

WYOMING DEPARTMENT OF TRANSPORTATION
DISADVANTAGED BUSINESS ENTERPRISE STATUS

Is your firm owned, managed, and controlled by disadvantaged individuals? Yes ☐ No ☐

If yes, please check the applicable group:

☐ Native American - a person having origins in any of the original peoples of North America, which included American Indians, Eskimos, Aleuts, and Native Hawaiians, and maintains cultural identification through tribal affiliation or community recognition.

☐ Black American - a person having origins in any of the Black racial groups of Africa.

☐ Hispanic American - a person of Mexican, Puerto Rican, Cuban, Dominican, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race.

☐ Asian-Pacific American - a person having origins in any of the peoples of Japan, China, Taiwan, Korea, Burma (Myanmar), Vietnam, Laos, Cambodia (Kampuchea), Thailand, Malaysia, Indonesia, the Philippines, Brunei, Samoa, Guam, the U.S. Trust Territories of the Pacific Islands (Republic of Palau), the Commonwealth of the Northern Marianas Islands, Macao, Fiji, Tonga, Kirbati, Juvalu, Nauru, Federated States of Micronesia, or Hong Kong.

☐ Subcontinent Asian Americans - a person having origins in any of the original peoples of India, Pakistan, Bangladesh, Bhutan, the Maldives Islands, Nepal, or Sri Lanka

☐ Female

☐ Other - members of other groups, or other individuals found to be economically and socially disadvantaged by the Small Business Administration under Section 8(a) of the Small Business Act, as amended (15 U.S.C. 637[a]).

If you wish to be apply for certification as a Disadvantaged Business Enterprise, please contact:

DBE Certification Officer
Wyoming Department of Transportation
Civil Rights Office
5300 Bishop Boulevard
Cheyenne, WY 82009-3340
(307)777-4457

EQUAL EMPLOYMENT OPPORTUNITY
AFFIDAVIT

CONTRACTOR: _____

PROJECT: **Contractor Prequalification**

DATE: _____

DOES HEREBY CERTIFY, THAT OUR COMPANY DOES AND WILL ADHERE TO THE EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS NOT TO DISCRIMINATE AND TO TAKE AFFIRMATIVE ACTION TO ASSURE EQUAL EMPLOYMENT OPPORTUNITY AS REQUIRED BY EXECUTIVE ORDERS 11246 AND 11375 AS SET FORTH IN REQUIRED CONTRACT PROVISIONS **23CFR §230, FHWA-1273,** (FORM PR-1273) AND THE SPECIAL PROVISION **SS-100E, (SPECIFIC EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS AND TRAINING PROVISIONS),** AND THAT OUR COMPANY WILL WORK WITH THE WYOMING DEPARTMENT OF TRANSPORTATION IN CARRYING OUT EQUAL EMPLOYMENT OPPORTUNITY OBLIGATIONS AND IN THE WYOMING DEPARTMENT OF TRANSPORTATION'S REVIEW OF OUR ACTIVITIES UNDER THE CONTRACT AND THAT OUR COMPANY AND ALL SUBCONTRACTORS HOLDING SUBCONTRACTS, NOT INCLUDING MATERIAL SUPPLIERS, WILL COMPLY WITH THE SPECIFIC REQUIREMENT ACTIVITIES OF EQUAL EMPLOYMENT OPPORTUNITY SET FORTH IN THE SPECIAL PROVISIONS.

OUR COMPANY WILL FURTHER DISSEMINATE THE EQUAL EMPLOYMENT OPPORTUNITY POLICY OF THE COMPANY AT LEAST EVERY SIX MONTHS TO ALL MEMBERS OF OUR STAFF WHO ARE AUTHORIZED TO HIRE, SUPERVISE, PROMOTE, AND DISCHARGE EMPLOYEES OR WHO RECOMMEND SUCH ACTION OR WHO ARE SUBSTANTIALLY INVOLVED IN SUCH ACTION. WHEN SEEKING EMPLOYEES, OUR COMPANY WILL MAKE KNOWN TO OUR PRESENT EMPLOYEES, POTENTIAL SOURCES OF EMPLOYEES, SUCH AS SCHOOLS, EMPLOYMENT AGENCIES, LABOR UNIONS (WHERE APPROPRIATE), COLLEGE PLACEMENT OFFICERS, THE COMPANY'S EEO POLICY THROUGH THE USE OF APPROPRIATE POSTERS AND NOTICES IN AREAS READILY ACCESSIBLE TO EMPLOYEES, APPLICANTS FOR EMPLOYMENT, AND POTENTIAL EMPLOYEES.

WHEN ADVERTISING FOR EMPLOYEES, OUR COMPANY WILL INCLUDE IN ALL ADVERTISEMENTS FOR EMPLOYEES, THE NOTATION "AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER." ADVERTISING WILL BE DONE IN NEWSPAPERS OR OTHER PUBLICATIONS HAVING A SUBSTANTIAL OR LARGE MINORITY CIRCULATION.

RECRUITMENT OF EMPLOYEES WILL BE MADE THROUGH PUBLIC AND PRIVATE EMPLOYEE REFERRAL SOURCES LIKELY TO YIELD QUALIFIED MINORITY AND FEMALE GROUP APPLICANTS. WE WILL THROUGH OUR EEO OFFICER IDENTIFY SOURCES OF POTENTIAL MINORITY AND FEMALE GROUP EMPLOYEES AND ESTABLISH WITH SUCH IDENTIFIED SOURCES PROCEDURES THAT WILL PROMOTE THE REFERRAL OF MINORITY AND FEMALE APPLICANTS. THE COMPANY WILL ENCOURAGE PRESENT EMPLOYEES TO REFER MINORITY AND FEMALE APPLICANTS BY POSTING APPROPRIATE NOTICES OR BULLETINS IN ACCESSIBLE AREAS AND BY DISCUSSING REFERRAL PROCEDURES WITH PRESENT EMPLOYEES.

OUR COMPANY FURTHER ASSURES THAT WAGES, WORKING CONDITIONS, AND EMPLOYEE BENEFITS SHALL BE ESTABLISHED AND ADMINISTERED, AND PERSONNEL ACTIONS OF EVERY TYPE, INCLUDING HIRING, UPGRADING, PROMOTION, TRANSFER, DEMOTION, LAYOFF, AND TERMINATION, SHALL BE TAKEN WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, OR NATIONAL ORIGIN. WE WILL MAKE INSPECTIONS AT LEAST EVERY MONTH DURING CONSTRUCTION TO INSURE THAT WORKING CONDITIONS AND EMPLOYEE FACILITIES DO NOT INDICATE DISCRIMINATORY TREATMENT OF PROJECT SITE PERSONNEL. WE WILL REVIEW PERSONNEL ACTIONS TO GUARD AGAINST DISCRIMINATORY ACTIONS AND WILL TAKE CORRECTIVE ACTION WHERE REQUIRED.

ALL COMPLAINTS OF DISCRIMINATION WILL BE INVESTIGATED IMMEDIATELY AND CORRECTIVE ACTION TAKEN WHERE NECESSARY.

WE WILL ASSIST IN LOCATING, QUALIFYING, AND INCREASING SKILLS OF MINORITY AND FEMALE GROUP EMPLOYEES AND APPLICANTS FOR EMPLOYMENT.

WE WILL MAKE USE OF TRAINING PROGRAMS, PRE-APPRENTICESHIP, APPRENTICESHIP, AND/OR ON-THE-JOB TRAINING PROGRAMS FOR THE GEOGRAPHICAL AREA OF CONTRACT PERFORMANCE, CONSISTENT WITH THE NEEDS AND ORGANIZATION OF OUR COMPANY AND AS PERMISSIBLE UNDER FEDERAL AND STATE REGULATIONS. WE WILL ADVISE EMPLOYEES AND APPLICANTS FOR EMPLOYMENT OF AVAILABLE TRAINING PROGRAMS. WE WILL REVIEW THE TRAINING AND PROMOTION POTENTIAL OF MINORITY AND FEMALE GROUP EMPLOYEES. WE WILL ENCOURAGE ELIGIBLE EMPLOYEES TO APPLY FOR SUCH TRAINING AND PROMOTION.

WE WILL, IN RELYING IN WHOLE OR IN PART UPON UNIONS FOR EMPLOYEES, USE OUR BEST EFFORTS TO PROMOTE THE TRAINING AND QUALIFYING OF MINORITY AND FEMALE INDIVIDUALS FOR MEMBERSHIP IN UNIONS.

WE WILL USE OUR BEST EFFORTS TO PROMOTE THE INCORPORATION OF EQUAL EMPLOYMENT OPPORTUNITY CLAUSES INTO ALL UNION AGREEMENTS.

WE WILL THROUGH OUR DBE LIAISON OFFICER SEEK OUT AND PROVIDE MAXIMUM SUBCONTRACT OPPORTUNITY TO DISADVANTAGED BUSINESS ENTERPRISES **IN ACCORDANCE WITH SPECIAL PROVISION SS-100F (DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION)**. WE WILL REQUIRE ALL SUBCONTRACTORS TO COMPLY WITH THE EQUAL EMPLOYMENT REQUIREMENTS OF THIS CONTRACT.

(1) WE WILL DISSEMINATE SUBCONTRACT INFORMATION TO DBE FIRMS KNOWN TO PERFORM THE TYPE OF WORK TO BE SUBCONTRACTED.

(2) WE WILL FURNISH THE WYOMING DEPARTMENT OF TRANSPORTATION WITH THE NAMES AND ADDRESSES OF ALL DBE FIRMS THAT WILL BE PARTICIPATING IN THE PROPOSED CONTRACT.

(3) WE WILL PROVIDE THE WYOMING DEPARTMENT OF TRANSPORTATION WITH A DESCRIPTION OF THE TYPE OF WORK AND AMOUNT OF WORK BY DOLLAR VOLUME THAT EACH DBE FIRM WILL BE PERFORMING.

(4) WE WILL PROVIDE A LIST OF DBE FIRMS CONTACTED IN THE PROCESS OF SOLICITING QUOTATIONS FOR WORK TO BE SUBCONTRACTED, THE TYPE OF WORK TO BE SUBCONTRACTED, AND THE INDIVIDUAL RESPONSE RECEIVED FROM THE DBE FIRMS CONTACTED.

WE WILL MAINTAIN AND PROVIDE ALL REQUIRED RECORDS. INFORMATION TO BE PROVIDED WILL INCLUDE THE NUMBER OF MINORITY, FEMALE, AND NON-MINORITY GROUP MEMBERS EMPLOYED IN EACH WORK CLASSIFICATION ON THE PROJECT. WHEN UTILIZING UNIONS, THE PROGRESS AND EFFORTS BEING MADE IN INCREASING MINORITY AND FEMALE GROUP EMPLOYMENT OPPORTUNITIES; THE PROGRESS AND EFFORTS BEING MADE IN LOCATING, TRAINING, QUALIFYING, AND UPGRADING MINORITY AND FEMALE GROUP EMPLOYEES; THE PROGRESS AND EFFORTS BEING MADE IN SECURING THE SERVICES OF DISADVANTAGED BUSINESS ENTERPRISE SUBCONTRACTORS WITH MEANINGFUL DISADVANTAGED GROUP REPRESENTATION AMONG THEIR EMPLOYEES. ALL SUCH RECORDS WILL BE KEPT FOR A PERIOD OF THREE YEARS FOLLOWING COMPLETION OF THE CONTRACT WORK AND WILL BE AVAILABLE AT REASONABLE TIMES AND PLACES FOR INSPECTION BY AUTHORIZED REPRESENTATIVES.

OUR COMPANY WILL SUBMIT TO THE WYOMING DEPARTMENT OF TRANSPORTATION FORM PR-1391, AN ANNUAL REPORT EACH JULY, WHEN THERE ARE EMPLOYEES WORKING ON THIS PROJECT DURING JULY. THE REPORT WILL INDICATE THE NUMBER OF MINORITY, FEMALES, AND NON-MINORITY GROUP EMPLOYEES CURRENTLY ENGAGED IN EACH WORK CLASSIFICATION REQUIRED BY THE CONTRACT WORK.

THE COMPANY ALSO CERTIFIES THAT THE FOLLOWING STATEMENT IS ACCEPTED AS OPERATING POLICY DESIGNED TO FURTHER THE PROVISION OF EQUAL EMPLOYMENT OPPORTUNITY TO ALL PERSONS WITHOUT REGARD TO THEIR RACE, COLOR, RELIGION, SEX, OR NATIONAL ORIGIN, AND TO PROMOTE THE FULL REALIZATION OF EQUAL EMPLOYMENT OPPORTUNITY THROUGH A POSITIVE CONTINUING PROGRAM:

> "IT IS THE POLICY OF THIS COMPANY TO ASSURE THAT APPLICANTS ARE EMPLOYED, AND THAT EMPLOYEES ARE TREATED DURING EMPLOYMENT, WITHOUT REGARD TO THEIR RACE, COLOR, RELIGION, SEX, OR NATIONAL ORIGIN. SUCH ACTION SHALL INCLUDE: EMPLOYMENT, UPGRADING, DEMOTION, OR TRANSFER: RECRUITMENT OR RECRUITMENT ADVERTISING: LAYOFF OR TERMINATION: RATES OF PAY OR OTHER FORMS OF COMPENSATION: AND SELECTION FOR TRAINING, INCLUDING APPRENTICESHIP, PRE-APPRENTICESHIP, AND/OR ON-THE-JOB TRAINING."

CONTRACTOR COMPANY NAME (REQUIRED):_____

_____, _____, _____
Signed By: Title: Date:

COMPANY EQUAL EMPLOYMENT OFFICER (REQUIRED): _____
(Name of EEO Officer)

_____,(_____)_____
(Business Address) (24 hour Telephone Number)

COMPANY DBE LIAISON OFFICER (REQUIRED): _____
(Name of DBE Liaison Officer)

_____, (_____)_____
(Business Address) (Telephone Number)

DECLARATION

The undersigned hereby declares:

Information furnished regarding the experience, organization, equipment, and administration of the Contractor is declared to be true as of the date given. The Contractor further declares that the Contractor is not in default on any current contract with any contracting agency and is not in a debarment proceeding or debarred by any governmental agency. The Contractor if debarred during the duration of this prequalification period will notify the Wyoming Department of Transportation of that debarment action not later than ten days following notification of said debarment and that the financial statement provided a true statement of the financial condition of the individual, co-partnership or corporation herein first named, as of the date herein first given; that this statement is for the express purpose of inducing the party to whom it is submitted to award the submitter a contract; and that any depository, vendor, or other agency herein named is hereby authorized to supply such party with any information necessary to verify this statement.

(REQUIRED)_____
Contractor Must Sign Here

(REQUIRED)_____
Title of Person Signing

(REQUIRED)_____
Date

AFFIDAVIT FOR INDIVIDUAL/CO-PARTNERSHIP/LLC OR CORPORATION

STATE OF _____ ss.:
COUNTY OF _____

_____ Being duly sworn deposes and says that the foregoing financial information, taken from his or her books, is a true and accurate statement of his or her financial condition as of the date thereof.

Sworn to before me this _____ day of
_____, 20_____

_____
(Individual/Member of Firm or Corporate Officer Signature)

_____
Notary Public Signature & Seal

My Commission Expires: _____

AFFIDAVIT FOR INDIVIDUAL

STATE OF _____ ss.:
COUNTY OF _____

_____ Being duly sworn deposes and says that the foregoing financial information, taken from his or her books, is a true and accurate statement of his or her financial condition as of the date thereof.

Sworn to before me this _____ day of
_____, _____

_____
(Applicant Signature)

_____
Notary Public Signature & Seal

My Commission Expires: _____

PREQUALIFICATION QUESTIONNAIRE CHECKLIST

In state contractors

1A. Provide a copy of your Worker's Compensation account from Wyoming. Prequalification will not be approved unless your firm has proof of current coverage.

Department of Employment
Worker's Safety and Compensation Division
1510 East Pershing Boulevard
Cheyenne, WY 82001
(307)777-6763

Out of state contractors

1B. If your company is from out of state, and has never worked in Wyoming, a copy of your CERTIFICATE OF LIABILITY INSURANCE may take the place of Wyoming Worker's Compensation.

Do not have a copy sent to WYDOT. WYDOT will not accept them. These reports must be part of your prequalification packet.

All contractors

2. Make sure pages 15 & 16 (Construction Machinery Worksheet) are completed. You may attach a list of your company's equipment in lieu of filling out pages 15 & 16.

3. You have attached a copy of the prepared Financial Statement from your accounting firm; **NOTE: Your financial statement cannot be older than 15 months from the date of the Contractor's financial statement.**

When sending in a financial statement, send only the Auditor's Report and the Assets & Liabilities pages. WYDOT does not need the entire report. If you are sending a financial report for a subsidiary company, WYDOT will need to have the supplemental financial report for the submitting company and not the parent company.

4. Make sure you have signed page 20 of the declaration page in two (2) places.

5. Form FR-2200, EEO Affidavit, is attached and completed in its entirety.

Ensure all information is attached prior to sending in the Prequalification form.
WYDOT will not take possession of or hold onto the Prequalification Questionnaire if any part of it is incomplete.