



## **TRANSPORTATION PRIME CONTRACTOR PREQUALIFICATION INSTRUCTIONS**

Multnomah County requires all Transportation Prime Contractors wishing to bid on Multnomah County locally or Federally funded work, to be prequalified with the State of Oregon Department of Transportation (ODOT).

For information regarding ODOT prequalification process please refer to the following link:

[https://www.oregon.gov/odot/business/procurement/pages/bid\\_award.aspx](https://www.oregon.gov/odot/business/procurement/pages/bid_award.aspx)

## INSTRUCTIONS

### 1. INTRODUCTORY STATEMENT

In accordance with the statutes of the State of Oregon, every public contracting agency contemplating receiving bids for and awarding any contract for a public improvement may require any prospective bidder to submit a full and complete statement concerning their equipment and experience in constructing public improvements.

The completion and approval of the ODOT Prequalification application and questionnaire forms comply with the requirements of public contracting rules and must be used in determining the qualifications of applicants and in assigning limits as to the size and kinds of projects for which the applicant may submit bids.

The applicant should use care and integrity in preparing this information. .

### 2. COMPLETING THE APPLICATION

Multnomah County requires Contractors to be prequalified with the Oregon Department of Transportation (ODOT), which will prequalify Bidders according to ODOT's Oregon Administrative Rules and prequalification procedures. A Bidder must file for prequalification and pay a fee. Bidders shall make application for prequalification, and for required renewals, on standard forms available from the ODOT Procurement Office - Construction Contracts Unit website (see 00110.05(e)). Bidders shall return the completed application and fee to the ODOT Procurement Office - Construction Contracts Unit.

Refer to ODOT Prequalification process [here](#):

[https://www.oregon.gov/odot/business/procurement/pages/bid\\_award.aspx](https://www.oregon.gov/odot/business/procurement/pages/bid_award.aspx)

### 3. SUBMISSION

If hand delivered, the application shall be date stamped with the provided date stamping device and the application and fee shall be placed in the ODOT Procurement Office Box located in the lobby of:

Oregon Department of Transportation  
3930 Fairview Industrial Drive SE  
Salem, OR 97302

If delivered by mail or parcel delivery service, the application and fee shall be sent to:

ODOT Procurement Office – Construction Contracts Unit, MS# 22  
3930 Fairview Industrial Drive SE  
Salem, OR 97302-1166.

### 4. TIME OF SUBMISSION FOR PREQUALIFICATION APPLICATIONS

Contractor must submit their ODOT prequalification application to ODOT within 10 days of bid opening.

### 5. TIME OF SUBMISSION FOR MULTNOMAH COUNTY BIDS

Contracts will only be awarded to Bidders who, at the time of Bid Opening are prequalified with ODOT in the Class or Classes of Work specified in the Special Provisions, except that a Bidder whose prequalification has been revoked or revised as provided in ORS 279C.430(4) may also be eligible for Award under that statute if the Project was advertised prior to the revocation or revision. The Agency will only consider a Bid from a Bidder who submits with their bid the following proof of their prequalification with ODOT: (1) a copy of an ODOT Prequalification Letter that includes the Class or Classes of Work specified in the Special Provisions; or (2) documented evidence that the Bidder submitted to ODOT at least 10 days before Bid Opening a complete prequalification application in the Class or Classes of Work specified in the Special Provisions and then, no later than two (2) business days following Bid Opening, submits to the Agency a copy of the applicable ODOT Prequalification Letter. Bidders shall submit Bids in the same company name used on the prequalification application; provided however, if Bidder's legal name has changed since the submittal of its application for prequalification, it shall submit its Bid under its current legal name with the former name referenced by "formerly known as".

### 6. PERIOD OF QUALIFICATION

An applicant who has been notified of prequalification for projects of a given size and kind will remain qualified until the date specified in the ODOT Approval Letter.

**7. REQUIREMENT OF CONTINUING PREQUALIFICATION**

A prequalification may be revoked under the provision of ORS 279C.430.

**8. JOINT VENTURE**

Before submitting a joint venture application, an applicant should ascertain if special instructions are applicable and obtain them from ODOT.

**9. TYPES OF WORK**

A. TRANSPORTATION PROJECTS: See above.

B. TRANSPORTATION PROJECTS - LARGE & COMPLEX: Applicants requesting prequalification for large complex projects may be required to submit a Special Prequalification Application as described in the solicitation. Applicant may also be required to submit their State of Oregon ODOT Application and ODOT Approval Letter within two business days of bid opening.

C. FACILITIES PROJECTS: See Facilities Prime Contractor Prequalification Instructions and Application

TYPE OF WORK	REQUIRED FORMS
Transportation – Locally and Federally Funded	See above
Transportation – Large & Complex	Special Prequalification Application (when Special Provisions specify) and State of Oregon ODOT Application and ODOT Approval Letter
Facilities	See Facilities Prime Contractor Prequalification Instructions and Application