



Deval L. Patrick, Governor
Timothy P. Murray, Lt. Governor
Jeffrey B. Mullan, Secretary & CEO
Luisa Paiewonsky, Administrator



February 11, 2011

SUBJECT: MassDOT A&E Prequalification Changes

Dear Consultant:

MassDOT recently made changes to its Architectural and Engineering (A&E) Prequalification Categories that your firm should be aware of.

We have added 3 new categories for Surveyor Services: (S1) Engineering Field Survey, (S2) Total Station AutoCAD Base Plan Services, and (S3) Layout Document Preparation. These changes allow MassDOT to unify all of its A&E prequalification processes under one application and help MassDOT to select new firms for Surveyor Services using qualifications-based selection methods. If your firm was previously approved by the MassDOT Survey Unit to provide Surveyor Services, we have rolled your existing approval into the new category for Total Station AutoCAD Base Plan Services (S2). A new approval letter is enclosed for your records.

We have also split the Construction Contract Assistance (K) category into 2 categories. The first category, (K1) Construction Oversight, is intended for construction inspection and other construction field oversight activities. The second category, (K2) Construction Contract Assistance, is intended for non-field construction assistance such as claims evaluation and schedule analysis. If your firm was previously rated in category K, the A&E Review Board has assigned a new rating to your firm in one or both of the new categories based on information contained in your most recent ADM-016 Prequalification Form on file with MassDOT. A new approval letter is enclosed for your records.

Finally, MassDOT has designated new letter codes to a few of the other existing categories for improved continuity. These new designations do not affect any previous ratings assigned to your firm. To reflect and explain all of the changes, we have updated the ADM-016 Prequalification Form, the Instructions for completing the ADM-016 Form, and the Category Definitions.

Your firm is not required to submit any new materials as a result of these changes. Prequalification ratings are still valid for two years. Audit information must still be supplied annually. **Please use the new ADM-016 Form and follow the new instructions for your next prequalification submission to MassDOT.** All of the Consultant Prequalification materials are available on the MassDOT website at <http://www.massdot.state.ma.us/Highway/>, under the Highway Business Center. To simplify the submission process, we encourage firms to submit ADM-016 Prequalification Forms electronically in PDF format via e-mail to aeboard@mhd.state.ma.us.

We hope these changes will enhance our A&E prequalification process and we look forward to continuing to work with your firm.

Sincerely,

Frank A. Tramontozzi, P.E.
Chief Engineer