



Connecticut DOT

Number: ECD-2019-7

Bureau of Engineering and Construction

Date: May 23, 2019

ENGINEERING & CONSTRUCTION DIRECTIVE

Chief Engineer

ASSIGNMENT OF PREQUALIFICATION WORK CLASSIFICATIONS

This directive will assist in validating and assigning appropriate prequalification Work Classification(s) (Work Classification) to construction projects, and incorporate the assigned Work Classification into the contract as a Special Provision as well as including it in the Bid Invitation for advertisement. This will inform the contractors “up front”, prior to bidding, of the Work Classification(s) required for bidding a particular project.

BACKGROUND

In the past, Contractors would only be told of the project’s assigned Work Classification if they were not prequalified at the time they submitted their Bid Proposal Request Form. This created contractors either contesting the Work Classification of the project or attempting to get prequalified in the required work classification at the last minute. When the Work Classification was contested, the Contracts Unit would investigate and gather Engineering and Construction input in order to confidently prepare a response that would either support that the Work Classification was correct or in some instances, incorrect, and the work classification would need to be revised. These issues created last minute demand on personnel’s time and put on-time project delivery at risk.

This Directive and Guideline provides a clear process, checks and balances, and early transparency in the accurate determination and notification of projects assigned work classification.

Having clear contract documents, correct classifications, and matching prequalified contractors to the project increases the opportunity for accurate bids and also assures the best qualified low bid contractor is awarded the project. When that happens, the chances improve that a project of high quality will be completed safely, on-time, and on budget.

REQUIREMENTS

The following summarizes the new requirements which are further detailed in the guidance document:

- The lead designer will determine the projects Work Classification using [0.072 SEC1.02.01 Contractor Prequal Class and Guide 5-19.pdf](#) in collaboration with District Construction personnel. The “Plans in Hand Meeting” provides a good opportunity for such collaboration however, separate coordination can occur. For complex projects, consideration should be given to including Contract Development (Processing) and the Contracts Unit in the discussion.
- The final assigned project Work Classification shall be included on the [Calendar Days Chart](#) reviewed and signed off by the supervising engineer in District Construction or their designee, prior to the submission of the Final Design Plans (FDP).
- Contract Development (Processing) will review the assigned Work Classification, insert a Work Classification [0.072 SEC1.02.01 Contract Bidding and Award](#) specification, and will indicate the assigned Work Classification in the AASHTOWare Project Preconstruction system (i.e. Trns*port) and in the DCD Transmittal memo to the Contracts Unit.
- The Contracts Unit will review the assigned Work Classification and if they have concerns, will contact the Project Manager to coordinate proper resolution.

Any project with a Final Design Plan (FDP) date of August 1, 2019 or later will incorporate this process with associated [Calendar Days Chart](#) Concurrence and [0.072_SEC1.02.01 Contract Bidding and Award](#).