

Application/Renewal Component	Content to Submit
1. Cover Letter	<p>The cover letter must include:</p> <ul style="list-style-type: none"> - Firm name - Key contact name and e-mail address - Work type(s) for which pre-qualification is sought - Address the cover letter to: Dennis Wong, Pre-Qualification Program Administrator
2. Administrative Requirements	<p>Administrative Application</p> <ul style="list-style-type: none"> - Complete the application in Word format and save the file labeled “Administrative Application” to a CD or flash drive. - Refer Section 6 of the application for information on the General Terms that MnDOT incorporates into Contracts. Be aware of these contract terms and follow the instructions in the application form if you are unable to meet any of the terms (specifically the insurance requirements). Stating your firm’s exceptions to those requirements is no guarantee that your exceptions will be agreed to as the needs of each Contract are unique. - Address every section of the application form.
	<p>Pre-Award Audit Information Package</p> <p>Note: The Pre-Award Audit is not required for work types: 8.3 Field Title Investigation, 8.4 Title Services or 8.5 R/W Appraisals</p> <ul style="list-style-type: none"> - Complete the Pre-Award Audit Information Package. - If your firm has submitted the Pre-Award Audit Information Package in the last 12 months and it has been approved, you do not need to resubmit with every additional work type. Please note in your cover letter that you have previously submitted the Pre-Award Audit Package. - Scan the package, save in PDF format and label “Pre-Award Audit Package” on the same CD or flash drive as the Administrative Application. - Questions regarding the Pre-Award Audit Information Package may be directed to Danielle Plocher, MnDOT Audit, at danielle.plocher@state.mn.us.
3. Work Type Requirements	<p>Work Type(s) See the work type(s) for work type-specific instructions.</p> <ul style="list-style-type: none"> - Submit the Work Type Requirements on a CD or Flash Drive, clearly indicating the Work Type for which pre-qualification is sought. - Complete the submittal requirements as detailed in each work type. - Save the Work Type Requirements in the specified format on a CD or flash drive. There must be only one work type per CD or flash drive. You must submit five copies of each work type CD or flash drive.

Send Cover Letter, Administrative Requirements, and Work Type Requirements in one package to:

Dennis Wong, Pre-Qualification Program Administrator
 Minnesota Department of Transportation
 Consultant Services Section, Mail Stop 680
 395 John Ireland Boulevard
 St. Paul, Minnesota 55155-1800