

# Oregon Department of Transportation Prime Contractor Prequalification Application

## Reference Form

### Instructions:

A new applicant or a previously prequalified applicant who wishes to add a new class or classes of work in which they have not been previously prequalified must provide at least **three** references for each new class. Only ODOT Reference Forms will be accepted. The complete reference forms must be received by ODOT at least 10 calendar days prior to a bid opening if new/additional class(es) affect the bid submitted (per OAR 731-007-530).

- Each reference can be used for multiple classes of work if the project included more than one class of work.
- Each Reference form must be from a different project/contract that has been **completed** within the last 5 years.
- Each qualifying project must **NOT** be contracted through any of the following: **a.)** Parent company, corporation, or individuals with at least 10% ownership interest in applicant's firm; **b.)** Subsidiary company or corporation; or **c.)** Personnel within applicant's organization.
- The class of work for which the applicant has demonstrated experience may be with their own work force or through project management of subcontractors.
- **Applicant must complete sections 'A' and 'B'** of the attached form.
- **Reference must complete, sign, and date section 'C'**.
- Submit completed (filled out by both Applicant and Reference) references along with the prime contractor prequalification application or addendum to contractor's prequalification application.

### Classes of work:

Classes of work include, but are not limited to, work listed in parentheses. A more detailed listing of bid items can be found at: [Bid List Items \(Excel File\)](#)

(AB) Aggregate Bases

(AC) Rock Production (aggregate crushing, sanding rock)

(ACP) Asphalt Concrete Paving and Oiling (paving, chip sealing, crack sealing, slurry sealing, fog sealing)

(BLD1) Buildings (toilets, bathhouses, maintenance, sand sheds)

(EART) Earthwork and Drainage (clearing, earthwork, blasting, riprap, culverts, manholes, inlets, storm sewers, sanitary systems)

(ELEC) Electrical (traffic signals, illumination, ramp meters, roadway weather information systems (RWIS), variable message signs (VMS), traffic cameras)

(LS) Landscaping (roadside seeding, lawns, shrubs, trees, irrigation systems, topsoil, temporary and permanent erosion control)

(MHA) Miscellaneous Highway Appurtenances (guardrail, barrier, curbs, walks, fences, protective screening, impact attenuators, cold plane pavement removal, rumble strips)

(PAI1) Painting (bridges and buildings)

(PAVE) Pavement Markings (permanent – painted, durable, markers, delineators)

(PCP) Portland Cement Concrete Paving

(REIN) Bridges and Structures (concrete, steel, and timber bridges; retaining walls and soundwalls; seismic retrofit; box culverts; structural plate pipe, and pipe arches)

(SIGN) Signing (Permanent)

(TTC) Temporary Traffic Control (all temporary traffic control items including flaggers and pilot cars)

(OTH1) Other

### For Questions:

ODOT Procurement Office

Construction Contracts Unit

[ODOTProcurementOfficeConstruction@odot.state.or.us](mailto:ODOTProcurementOfficeConstruction@odot.state.or.us)

503-986-2710

**Oregon Department of Transportation Prime Contractor Prequalification Application**  
**Reference Form**

Applicant completes sections A and B. The Reference completes section C.

<b>A. Project Information</b>	
Project Title:	Applicant:
Project Location:	Work Class(es):
Reference Name: Company/Agency: Title:	Reference Email: Reference Phone:
Brief Project Description and Applicant's Role:	
<b>B. Prequalification Applicant Information</b>	
Company Name:	
Contact Name: Title: Email: Phone:	Alternate Contact Name: Title: Email: Phone:

**C. Reference Responses**

1) What was your role in the above project? (Example: project manager, prime contractor, superintendent)

\_\_\_\_\_

2) What was the applicant's role? (Check all that apply):

Prime     Sub     Manager of a sub

3) Please review the attached Classes of Work page. Did the applicant perform the work mentioned above as described on the attached Classes of Work description page?

Yes     No, explain: \_\_\_\_\_

\_\_\_\_\_

4) Was the project completed and accepted?

Yes, Year of Completion: \_\_\_\_\_  No

Comments: \_\_\_\_\_

5) Would you choose to work with this applicant again?

Yes     No, explain: \_\_\_\_\_

6) Is there any additional information you (the reference) would like to share about your experience with this prequalification applicant? (Attach additional sheets if necessary)

\_\_\_\_\_

X \_\_\_\_\_  
Signature of Reference

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title