



## TECHNICAL CERTIFICATION GUIDELINES

Office of Capital Improvements (OCI)  
Professional Services Division - PQC Unit

111 N.W. 1<sup>st</sup> Street, Suite 2130

Miami, Florida 33128-1835

Phone Number: (305) 375-4784 Fax Number: (305) 350-6265

All firms providing architectural, engineering, landscape architecture, and/or land surveying and mapping services (professional services) to Miami-Dade County are required to complete a Technical Certification (TC) application as a requirement of Pre-Qualification Certification (PQC). A firm's Technical Certification must be approved at the time of submittal to a Notice to Professional Consultants (NTPC), throughout the selection process, at time of award, and throughout the duration of the contract term without any lapses. A firm's Technical Certification is valid for two (2) years. Firms requesting recertification must complete a full application in its entirety 30 days prior to the indicated expiration date and may be requested up to sixty (60) days prior. The Technical Certification Committee meeting and submittal deadline dates are available at [http://www.miamidade.gov/oci/library/pgc-tc\\_schedule.pdf](http://www.miamidade.gov/oci/library/pgc-tc_schedule.pdf). In addition, firms are required to complete and submit a Pre-Qualification Certification Affidavit [http://www.miamidade.gov/oci/library/pgc\\_affidavit.doc](http://www.miamidade.gov/oci/library/pgc_affidavit.doc) on an annually basis. New and renewal firms are required to follow instruction 1, as indicated below. Firms requesting additional categories be added to their current status are required to follow instruction 2, as indicated below. It is the sole responsibility of a firm to observe its certification expiration date and adhere to the certification application submission deadlines. **The County will no longer issue renewal notices. Please note that a lapse in, or loss of, Technical Certification will result in a lapse of Pre-Qualification Certification.**

It is the firm's responsibility to keep information current, complete and accurate, by submitting any modifications to OCI's Professional Services Division. Failure to report said changes to the County may result in the immediate suspension or termination of your firm's PQC certification.

**Instructions #1 - New/Renewal:** Initial certification and recertification applications **must** include the following:

1. A cover letter on the organization's letterhead requesting certification or recertification specifically stating which category or categories of professional work are being requested.
2. A completed TC Application Form 1, signed and sealed by a Florida registered professional engineer, architect, or landscape architect, or surveyor and mapper employed full time by the firm, utilizing his or her personal professional registration seal, if applicable.
3. A completed signed and notarized PQC Affidavit [http://www.miamidade.gov/oci/library/pgc\\_affidavit.doc](http://www.miamidade.gov/oci/library/pgc_affidavit.doc)
4. Provide a **current** copy of the following;

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- a. The firm's current Certificate of Status (CR2EO22) issued by State of Florida - (as required);
  - b. The firm's professional license issued by the Florida Department of Business and Professional Regulation (e.g. PE, PG, RA or RLA); if applicable
  - c. For each of the certifying and qualifying agents provide a copy of their professional license issued by the Florida Department of Business and Professional Regulation\* (e.g. PE, PG, RA, or RLA), college degree (e.g. chemist or biologist), and their certificates (e.g. AICP, ASQ or divers) if applicable; and  
\* Florida Statutes, a certificate of authorization shall be required for a corporation, limited liability company, partnership, or person practicing under a fictitious name, offering professional services to the public jointly or separately. Questions pertaining to corporate registration should be directed to (850) 487-1395.
  - d. A resume for each of the qualifying agents listed on TC Category Form 2.
5. Completed signed and sealed TC Category Form 2 for each category of work being requested. Refer to the technical category descriptions [http://www.miamidade.gov/oci/library/tc\\_categories.pdf](http://www.miamidade.gov/oci/library/tc_categories.pdf) for the areas of work covered by each category and their individual requirements. You must provide a **minimum of three (3) and maximum of six (6) completed** project references, including the professional's responsibilities in connection with each project, the services provided, and enough information to evaluate the project's scope and complexity. All projects listed **must** include the start and completion dates. The project references **may not** be more than ten (10) years old from the date of completion. Ongoing projects will not be considered. Project references should not be duplicated within the **same** category. **You must utilize the provided TC Category Form 2. Failure to use the proper format may result in your application being rejected for consideration by the Committee.** *The form is available at:* [http://www.miamidade.gov/oci/library/tc\\_category\\_form\\_2.doc](http://www.miamidade.gov/oci/library/tc_category_form_2.doc).
6. Only the experience of the full-time employed professionals will be considered by the Certification Committee in its evaluation of the firm's capabilities. Miami-Dade County defines "full-time" employee as an individual employed by a firm and regularly scheduled to work at least 35 hours per week.

An individual **may not** be a qualifying and/or certifying agent for more than one firm at a time. Each form must be signed and sealed by a Florida registered professional engineer, architect, landscape architect, or surveyor and mapper employed full time by the firm, utilizing his or her personal professional registration seal or signed by the individual whose degree is referenced for restricted professional certification. Any change (e.g. termination, resignation, etc.) in a qualifying/certifying agent **must** be immediately reported in writing to the Technical Certification Committee, through OCI. **Failure to notify the Committee will result in a termination of your current certification and a possible denial of any future certification requests.**

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7. Certification in a given work category will be granted based upon the information submitted for review; however, the number of Florida registered professionals and other technical support personnel required for particular projects will be determined during the consultant selection process on a project-by-project basis against the Selection Committee's estimate of the consultant personnel required to adequately and competently perform the work in the desired timeframe.
8. **All applications must be bound.** Separate all sections with dividers or tabs. All information shall be typed in arial font 10 or higher. You must clearly identify any supporting documentation.

**Instructions #2 – Request for Additional Categories:** For firms requesting additional categories. The applications **MUST** include the following:

1. A cover letter on the organization's letterhead requesting certification or recertification specifically stating which category or categories of professional work are being requested.
2. Provide a **current** copy of the following;
  - a. For each of the certifying and qualifying agents provide a copy of their professional license issued by the Florida Department of Business and Professional Regulation (e.g. PE, PG, RA, or RLA), college degree (e.g. chemist or biologist), and their certificates (e.g. AICP, ASQ or divers) if applicable;
  - b. A detailed education and experience resume for each of the qualifying agents listed on TC Category Form 2.
3. Completed signed and sealed TC Category Form 2 for each category of work being requested.

If you have general questions or need additional information regarding the Technical Certification process, please contact OCI's Professional Services Division, at (305) 375-4784.

Please mail your Technical Certification application to:

Office of Capital Improvements (OCI)  
Professional Services Division – PQC Unit  
111 NW 1st Street – Suite 2130  
Miami, FL 33128-1835

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**DEFINITIONS:**

**A&E** means professional architectural, engineering, landscape architecture, land surveying and mapping services.

**Certifier** means the full-time employee who signed and sealed TC Application Form 1 and/or TC Category Form 2 for the firm.

**Firm** means any individual, firm, partnership, corporation, or other legal entity permitted by law to practice architecture, engineering, landscape architecture, design-build, land surveying and mapping services and may be used synonymously with the term team.

**Full-Time Employee** an individual employed by a firm and regularly scheduled to work at least 35 hours per week.

**Pre-Qualification Certification or PQC** means the annual certification process that includes, but may not be limited to, technical certification, affirmative action plan verification, vendor registration, and supplemental forms. All prime consultant or sub consultant firms are required to hold a County Pre-Qualification Certificate at the time of proposal submission deadline date and throughout the contract term if selected, without any lapses.

**Professional Services** means those services within the scope of the practice of architecture, engineering, landscape architecture, land surveying and mapping, as defined by the laws of the State of Florida; or those performed by an architect, professional engineer, landscape architect, or registered surveyor and mapper in connection with his or her professional employment or practice.

**Qualifier** means the full-time employee whose project references are indicated on TC Category Form 2 for the firms' category approval and may not qualify more than one firm at a time.

**Technical Certification or TC** means a comprehensive review by the County Technical Certification Committee affirming a firm's eligibility to provide professional services to the County in various technical categories.

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# SAMPLE

State of Florida



Department of State

I certify from the records of this office that  
STUDIO, INC. is a corporation organized under the laws of the State of  
Florida, filed on October 23, 1991 .

The document number of this corporation is

I further certify that said corporation has paid all fees due this office through  
December 31, 2003, that its most recent annual report/uniform business report  
was filed on January 13, 2003, and its status is active.

I further certify that said corporation has not filed Articles of Dissolution.



CR2EO22 (1-03)

Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capitol, this the  
Twenty-first day of January, 2003

*Ken Detzner*  
Ken Detzner  
Secretary of State

CERTIFICATE OF STATUS – CR2EO22



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TECHNICAL CERTIFICATION (TC) APPLICATION FORM 1

(PLEASE COMPLETE ALL SECTIONS - DO NOT ALTER THIS FORM)

- 1. Name of Firm: FEIN (Federal Employer Identification Number): Address: Telephone No.: Fax No.: Firm Email address:
2. Name of Parent Company (if applicable): Address:
3. Name & Title of TC Contact Person: TC Contact Person Email address:
4. Type of Firm: Secretary of State's Charter Number (Certificate of Status):
5. Business Professional License (s): Engineering Business License No. Exp. Date Surveyors & Mappers Business License No. Exp. Date Architectural Business License No. Exp. Date Landscape Architecture Business License No. Exp. Date Geologist Business License No. Exp. Date Asbestos Business License No. Exp. Date
6. Certifying Agents Professional License: (Please indicate first initial and full last name) Engineering License Name & No. Exp. Date Surveyors and Mappers License Name & No. Exp. Date Architectural License Name & No. Exp. Date Landscape Architecture License Name & No. Exp. Date Geologist License Name & No. Exp. Date Asbestos License Name & No. Exp. Date

I hereby certify that to the best of my knowledge the information contained in this certification package is true and correct and that this firm is duly authorized to conduct business in the State of Florida and possesses the expertise to perform the work associated with the requested technical categories. I further certify that neither the firm nor any officer, director, employee of the firm, or any of its affiliates, has been criminally or civilly charged with antitrust criminal acts under state or federal law which involved fraud, bribery, conspiracy, antitrust violations or material misrepresentation with respect to a public contract. If after executing this affidavit there are any changes in the information submitted, the undersigned agrees to immediately inform Miami-Dade County of such changes in writing. If at any time the Miami-Dade County has reason to believe that any person or firm has willfully and knowingly provided incorrect information or made false statements, the county may refer the matter to the state attorney's office and/or other investigative agencies. The county may initiate debarment and/or pursue other remedies in accordance with Miami-Dade County policy and/or applicable federal, state and local laws.

CERTIFYING AGENT SIGNATURE (SEAL)\* PRINT NAME /TITLE DATE

\* State of Florida professional registration seal of signator



# MIAMI-DADE COUNTY TECHNICAL CERTIFICATION CATEGORY FORM 2

(PLEASE DO NOT ALTER)

**CATEGORY/SUB-CATEGORY NUMBER & TITLE:**

**Instructions:** Provide a minimum of three (3) to a maximum of six (6) project references per category. All projects must be **completed** within the last ten (10) years of application date. Each technical duties description should be at least 3-4 sentences in length indicating enough detail regarding the services performed. As you enter information in the spaces below the form will automatically create additional pages. The information shall be type in Arial font 10 or higher.

Name of Employee and FL License No. (Qualifying Agent (s))	Name/Location of Project Start & Completion dates (year - year)	Description of Project	Technical Duties Performed
	<u>Project 1:</u>		
	<u>Project 2:</u>		
	<u>Project 3:</u>		
	<u>Project 4:</u>		
	<u>Project 5:</u>		
	<u>Project 6:</u>		

**Professional Statement (if applicable):**

I hereby certify that to the best of my knowledge the information contained in these forms is true and correct.

\_\_\_\_\_  
**CERTIFYING AGENT SIGNATURE (SEAL)\***  
 \*State of Florida professional registration seal of signator

\_\_\_\_\_  
**PRINT NAME/TITLE**

\_\_\_\_\_  
**DATE**

## Technical Certification Application Checklist

**CONSULTANT:** Remember incomplete applications (failure to provide required documentation, incorrect TC Category Form 2, incomplete and/or missing responses, etc.) **WILL NOT** be processed or reviewed by the Committee until the certification guidelines are met. Firms are responsible for adhering to the guidelines and instructions prior to application submission.

Remember the following:

- I. Reviewed the current Technical Certification Guidelines
- II. Cover Letter 
  - a. List all requested categories and/or sub-categories
  - b. Indicate any change of address, business phone numbers & employees
- III. Technical Certification (TC) Application Form 1 
  - a. Including Federal Employer Identification Number
  - b. List firm's contact information
  - c. Signed and sealed
- IV. Pre-Qualification Certification Affidavit
- V. Current State of Florida Form - Certificate of Status (CR2EO22)
- VI. The business license to offer Professional Services in the State of Florida, if applicable
- VII. Certifying & Qualifying Agent's Professional License, if applicable 
  - a. Include a current professional license for all personnel listed on TC Category Form 2
- VIII. Resume(s) of Qualifier(s) & All Personnel Listed on TC Category Form 2
- IX. Technical Certification (TC) Category Form 2 
  - a. List Category Number & Title
  - b. Use the format outlined on TC Category Form 2
  - c. Start & completion dates for each project listed
  - d. Include required Professional Competency Statements, if applicable
  - e. Signed and sealed
- X. Required additional licenses, certificates, and required documents, if applicable
- XI. Bound application

***AAP and Vendor Registration information should be addressed to the AAP & Vendor Assistance Units, and should not be included with the TC application.***