

Fabricator (or coatings facility) Prequalification Process:

There is a two-step process to become a pre-qualified fabricator for VTrans. Step 1 must be completed and accepted by the VTrans Structural Steel Fabrication Engineer prior to moving on to step 2. If a company owns multiple plants/facilities, each plant/facility must be treated separately for the application/approval process (same as AISC certification). The steps are as follows:

Step 1: All required documents shall be submitted electronically to the VTrans Structural Steel Fabrication Engineer, Ryan Foster (ryan.foster@vermont.gov) for review and acceptance. Upon review, the Fabrication Engineer may request additional documents, or additional information as necessary to complete the review. It shall be expected that the VTrans review period for this information will be 4 weeks which starts from the date that all of the minimum required documents are received. If the application package is rejected based on the Step 1 documents, they may re-submit corrected or additional documents, and in which case the review period will start over. The minimum required documents are:

- a) Cover letter including:
 - a. General information about the company and the type(s) of products produced
 - b. A list of DOT (or similar) clients the company has performed bridge related work for in the past 3 years (particularly interested in North East DOT's, but DOT's in general as well)
 - c. **For Category #1 Applicants** – Basic information on two recent bridge projects (within the last 12 months) that were completed for a State DOT (or similar client):
 - i. Type of bridge, length of bridge, total weight of structural steel, location of final product, owner (include contact info for who the primary DOT contact person was for that job).
 - d. **For Category #2 Applicants** – Basic information on two recent highway projects (within the last 12 months) that are reflective of the typical type of work that is performed, for a State DOT (or similar client).
 - i. Type of fabricated product, approximate size, location of finished product, owner (include contact info for who the primary DOT contact person was for that job).
 - e. **For Category #3 Applicants** – Basic information on two recent bridge projects (within the last 12 months) for each applicable type of coating, for a State DOT.
 - i. Coating specific information, approximate size/type of items coated, location of finished product, owner (include contact info for who the primary DOT contact person was for that job).
- b) Completed Application Worksheet (Located at: [Pre-Qualified Fabricator Application Worksheet](#))
- c) Quality Control Manual with facility layout plan
- d) A company organizational chart outlining key personnel (with names and contact info) and departments such as project managers, QC Department, Shop foreman, production, etc.

- e) Copies of applicable AISC Certifications
- f) Two most recent AISC complete audit reports including all findings, etc.
- g) Certifications for key QC personnel (CWI, NDT, NACE, etc.), as applicable
- h) Weld qualifications and procedures:
 - a. **Category #1 Applicants:**
 - i. A current, completed, and accepted PQR & FWST (per AWS D1.5) along with all supporting documentation for the SAW** process that is typically used for bridge work.
 - ii. A typical flange splice WPS based off the submitted qualification documents
 - iii. A typical web to flange fillet weld WPS based of the submitted qualification documents
 - *Note: If the fabricator is applying to be considered for Fracture Critical work, all of these items must be submitted for FC work.
 - **Note: Fabricators who are only looking to fabricate Pedestrian Bridges, FCAW or GMAW process documents may be substituted for SAW process.
 - b. **Category #2 Applicants:**
 - i. A current PQR/FWST (per AWS D1.5) along with all supporting documentation (this is not required for fabricators who only are looking to fabricate sign structures.).
 - ii. A groove weld WPS and fillet weld WPS based off the submitted qualification documents (or based which are pre-qualified AWS D1.1 for sign structure only fabricators).
- i) An employee's welder certification and continuity log showing they meet the period of effectiveness requirements. This only needs to be for one employee, and the intent is to show that the fabricator has an established process in place for keeping track of employee welder certs as well as documenting welder continuity and can provide this upon request.

NOTE TO APPLICANTS: If Step 1 cannot be completed to the satisfaction of the Structural Steel Fabrication Engineer after multiple submittal attempts, a letter of rejection will be issued to the Fabricator. This letter may also include a minimum time requirement (example: 1 year) that must pass prior to being eligible to submit again to be reconsidered.

Step 2: Schedule a plant audit between VTrans (or a designated representative) and the Fabricator. Fabricators shall assume a total of 6 weeks for the audit to be scheduled, completed, report finalized, VTrans to complete the final review of the applicant and to provide a decision on approval/rejection.