

**PRE-QUALIFICATION REQUIREMENTS
FOR QUALITY ASSURANCE TESTING
AND MIX DESIGN SERVICES ON
ALBERTA TRANSPORTATION HIGHWAY PROJECTS**

Revision date: May 2011

1.0 Background

The Department requires that all organizations providing Quality Assurance (QA) testing and/or mix design services on Alberta Transportation (AT) projects to be pre-qualified in the appropriate category.

This document outlines the requirements for obtaining pre-qualification status.

Pre-Qualification Categories

Category	Service
QA	Materials Testing (Grading, Base, Paving – no Superpave)
QA – Superpave	Materials Testing (Paving – Superpave)
QA – Smoothness	QA Pavement Smoothness (California Profilograph)
Marshall Design	ACP Mix Design - Marshall only
Superpave Design	ACP Mix Design - Superpave only

Organizations may obtain pre-qualification status in one or more of the above listed categories.

2.0 Referenced Documents

- 2.1** Alberta Transportation Test (ATT) procedures
- 2.2** Transportation Laboratory Test (TLT) procedures
- 2.3** American Association of State Highway & Transportation Officials (AASHTO) procedures
- 2.4** American Society for Testing Materials (ASTM) procedures
- 2.5** Asphalt Institute MS and SP series Manuals
- 2.6** Standard Specifications for Highway and Airport Construction

- 2.7 Engineering Consultant Guidelines for Highway and Bridge Projects
Volume 2, Construction Contract Administration
- 2.8 Alberta Transportation website – www.transportation.alberta.ca.

3.0 Submission Requirements

Submissions for obtaining pre-qualification status shall be organized and presented in the following manner.

3.1 Corporate and Management Experience

- Company name, address, and mailing address if different, telephone and fax number.
- Contact name, position, telephone number and email address.
- Location, address, telephone and fax numbers of branch and regional offices.
- Year company established and APEGGA permit to practice number.
- Ownership, affiliated and sister companies.
- Corporate organizational charts including sister companies and affiliated organizations.
- Relevant corporate and management experience in regards to the type of work that pre-qualification status is requested.

3.2 Materials Testing, Design and Engineering Personnel

The submission shall contain the following information related to personnel involved with the functions of materials/pavement testing, design and engineering.

Information required includes:

- Classification of testing and mix design personnel according to the descriptions provided in Section 5.
- Resumes listing education and employment experience,
- Training courses directly related to the pre-qualification services requested,
- Listing of highway construction projects (AT and others) indicating the type of construction (grading, base or paving) and the involvement of the individual.

3.3 Testing Equipment and Calibration Procedures

- A detailed list of testing equipment indicating, where applicable, the manufacturer and model number etc.
- A detailed description of procedures and checks used to ensure proper equipment calibration and operation.
- For the category of QA – Smoothness indicate the make of software and version number for each computerized profilograph.

3.4 In-Place Training and Quality Management Program

A description of training and quality control procedures used to ensure personnel are properly trained and are following specified testing and design procedures.

As of June 1st, 2012 all firms pre-qualified in the mix design categories (Marshall and Superpave) will require to be certified, on an annual basis, by the Canadian Council of Independent Laboratories (CCIL) in the corresponding mix design category. Certified labs are listed on the CCIL web-site www.ccil.com which is undated each year in the month of May.

Firms with pre-qualification status in other categories are encouraged to participate in a certification program such as that offered by CCIL; however, this is not a mandatory requirement.

4.0 Maintaining Pre-Qualification Status

The Department may, at its discretion, ask at any time for an organization to provide an updated submission in order to maintain its pre-qualification status.

The Department may, at its discretion, audit and/or inspect procedures, equipment, personnel, and the quality control program of the organization. The firm is required to co-operate by assisting with the audit and/or inspection process.

At any time there is a change in key testing, design, engineering or management personnel, the organization shall inform the Department in writing (see contact information at the end of this document).

5.0 Testing Personnel Classification

Testing and design personnel shall be categorised in accordance with the following:

Senior Technologist/Technician - This person shall be qualified and trained for the work being performed and shall have direct responsibility for the work of any junior technologist/technician who is performing testing duties on the project or in the design preparation and testing.

Junior Technologist/Technician - This person shall have had sufficient training to properly perform the testing, sampling, inspection or design work to which the person is assigned. The Junior Technologist/Technician shall work under the direct supervision of a Senior Technologist/Technician.

6.0 Pre-Qualification Assessment

The Department will evaluate submissions based upon the proponent providing evidence supporting:

- That the firm knows and understands the Department's Quality Assurance testing requirements and/or mix design methodology.
- Demonstrates an understanding of the applicable specifications, testing procedures, mix design procedures and Department practice.
- Has the equipment required to conduct testing in accordance with the procedures specified in the referenced documents.
- Has quality control procedures in-place within their organization to ensure that the equipment is in proper repair and calibration.
- Have key staff resources and a quality control program to ensure staff are properly trained and properly equipped for the specific assignment.

The following point system will be used to assess each pre-qualification submission.

/20	Corporate and Management Experience
/40	Materials Testing, Design and Engineering Personnel
/20	Testing Equipment and Calibration Procedures
/20	In-Place Training and Quality Management Program
/100	Total

NOTE: The minimum requirements for pre-qualification are:

**30 points for Materials Testing, Design and Engineering Personnel,
and
70 points overall**

Pre-Qualification Submissions may be directed to:

Alberta Transportation
Technical Standards Branch
2nd Floor Twin Atria
4999 - 98 Ave.
Edmonton, AB
T6B 2X3

Attention: Jim Gavin
Roadway Construction Standards Specialist
(780) 415-1008

Email: jim.gavin@gov.ab.ca