

Contractor Registration Program: Quick Facts

Who is required to register?

Registration applies to Contractors hired by:

1. The City to construct public infrastructure where bid opening occurs on or after Feb. 1, 2019.
2. Private developers to construct infrastructure to be dedicated to the public where the Pre-Bid Conference is held on or after Feb. 1, 2019.
3. Private utilities to work in Public Rights of Ways or public easements where permit issuance is on or after Feb. 1, 2019.
4. Private property owners or property management companies to construct private facilities in public right of way or easements where permit issuance is on or after Feb. 1, 2019.

Are Subcontractors required to register?

Yes. They may be registered in the following ways:

- **Under the Prime Contractor:** You may include them as part of the prime contractor registration packet. If you choose this option please show them in your Organizational Chart. The qualifications of their personnel can be presented in Consideration Item (c): Demonstrate the Technical Adequacy of the Company's Personnel. Be aware that submission by this method ties the subcontractors performance to the prime contractors registration.
- **Submit a separate certification application for the subcontractor:** Typically the scope of work for a subcontractor is narrow, so the prime contractor may choose to prepare the application on their behalf. This would ensure that 1) the sub is registered, and 2) that the prime firm registration is not influenced by the subcontractor's performance.
- **Prepared and submitted by the subcontractor:** There may be firms who traditionally act as subcontractors and have the personnel to prepare their own applications.

How does the City define a Superintendent?

The superintendent is responsible for directing the work and coordinating their subcontractors and crews. The superintendent is the contractor's responsible party that the City of Bryan staff will communicate with and that individual needs to be available on site regularly or during critical points in the project and contactable by phone at all times. This does not preclude the Superintendent from having multiple projects they are assigned. Review Consideration Item (b) for additional clarification of Superintendent expectations.

When does this take effect?

This becomes effective on Feb. 1, 2019. Beginning on that date, all Contractors must be registered prior to submitting a qualified bid on public projects and/or commencing any work inside public right of way. Since this is a new process, we highly encourage you to submit these packets by August 25, 2018 to allow ample time for review and feedback.

How can I register?

- Click here to download the registration packet This packet includes:
- A detailed explanation of the process and criteria.
- Format requirements
- Registration application
- Appendix - Certifications and Performance and Integrity Questionnaire

How long does the process take?

You should plan on 30 days from the time the application is submitted until notification of registration results. Incomplete application packets may cause delays in review.

What happens if I miss the Feb. 1, 2019 deadline?

You may submit an application at any time. If you are not registered by Feb. 1, 2019, you cannot submit a qualified bid on public infrastructure projects, nor can you install any infrastructure or private facilities within the right of way or utility easements. Remember that it may take up to 30 days after submission for notification of results.

Why am I being asked to do this?

The objective of this program is to ensure that each Contractor has the experience, knowledge, insurance, and other qualities needed to correctly install new infrastructure, to safely work near traffic, and to exercise care near existing City facilities.

Who can I talk to if I have questions?

Please contact the City Engineer's Office at 300 S. Texas Avenue, Bryan, TX 77803 or by phone at 979-209-5030.