

When the administration has the manpower to install a system, but not the specialized expertise, it might consider undertaking the installation under the direction of supervisors provided by the manufacturer.

Independent engineering services are also available on a contract basis (outside of the equipment supply and installation contract). These services may be flexibly provided to the administration to suit their specific needs — from full project engineering responsibility to the provision of advisors or supplemental engineering capability. Care must be taken to procure these services based on qualifications, because an engineering mistake can cost a great deal more to correct later than the original cost of the engineering.

## **15.2 Prequalification Procedures**

Depending on the final division of the project into contracts as well as the requirements of the administration and funding agency, it may be advisable to prequalify contractors. Generally, large projects that include installation services, such as turnkey or furnish-and-install contracts, should involve prequalification.

The purpose is to ensure that only contractors who can successfully complete the work be allowed to bid. Prequalification should be based on the following criteria for each interested firm:

- experience and past performance on similar contracts;
- capabilities with respect to personnel, equipment, and plant; and
- financial position.

The invitation to prequalify should outline the work, provide abbreviated specifications, and clearly state the minimum requirements for prequalification.