

		Michigan Department of Transportation Consultant Prequalification Application Review Form		COLUMN FOR INTERNAL USE ONLY
Classification:	Construction Engineering: Assistance			
Consultant:				
Procedural Evaluator:	Michael C. Meddaugh	Email:	MeddaughM@michigan.gov	
Technical Evaluator:	Tim Croze	Email:	CrozeT@michigan.gov	
Authority to do Business:	Vendor has provided a legible copy of their Articles of Incorporation, Articles of Organization, Certificate of Assumed Name, or Certificate of Authority to Transact Business in Michigan.			PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
Financial Information:	A copy of the vendor's financial information as required by the Office of Commission Audit has been provided.			PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
Management Structure:	Vendor has provided an explanation of the management structure and ownership with related information including a list of all principals and their titles.			PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
2/3rds Licensure:	A copy of each principal's professional license has been provided. If the applying consultant is contracting to provide professional Architecture, professional Engineering, or professional Surveying services, at least 2/3rds of the of the firm's principal's must be licensed in Michigan in one or more of these professions (Article 20 of the Occupational Code, P.A. 299 of 1980, as amended).			PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
Professional Liability Insurance:	Vendor has provided proof of professional liability insurance with minimum limits of one million dollars (\$1,000,000) per occurrence.			PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
		Supplied Key Staff		
		Primary Résumé:	Supplemental Résumé (Optional):	
Lead Engineer		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
		Quality Assurance Measures		
QA/QC Plan:	Vendor has provided an overview of how they assure their customers receive quality products and services.			PASS <input type="checkbox"/> FAIL <input type="checkbox"/>

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Definition / Use Statements:	Provide road and bridge & ancillary structure engineering assistance, for project development and construction on new and rehabilitation projects. This includes, but is not limited to: construction project records review; contractors claim procedures, documentation and reviews; developing or reviewing "Critical Path Networks" for progress clauses and progress schedules; evaluating value engineering proposals; development of special contract language or specification writing; grading & drainage construction; traffic and safety (signs, signals, guardrail, etc.) projects; utility coordination work; measurements, reporting, computations, documentation and payment of quantities; reporting & record keeping; full adherence with all MDOT & FHWA regulations; meeting all Federal Aid project requirements, and closing out the project in a timely manner with all required project documentation complete.																								
Registrations / Certifications:	<ul style="list-style-type: none"> Minimum of one (1) Professional Engineer Licensed in Michigan 		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>																						
Equipment / Software:	Provide a document certifying that you currently own/lease and that your staff is trained to use the software/equipment listed below (Note that each version of software must be identified and must be MDOT's current version): N/A		N/A																						
Resources / Manuals:	Provide a document certifying your firm has access to current versions of the following and that you have staff that is knowledgeable in the use of these items: <table border="1" data-bbox="298 779 1377 1220" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Applicable Michigan Test Methods</td> <td>MDOT Standard Specifications for Construction</td> </tr> <tr> <td>MDOT Work Zone Safety and Mobility Manual</td> <td>MDOT Road & Bridge Standard Plans</td> </tr> <tr> <td>MDOT Construction Manual</td> <td>MDOT HMA Production Manual</td> </tr> <tr> <td>Procedures for Aggregate Inspection</td> <td>MDOT Density Testing and Inspection Manual</td> </tr> <tr> <td colspan="2">MDOT Material Source Guide</td> </tr> <tr> <td colspan="2">Federal Aid Essentials for Local Public Agencies</td> </tr> <tr> <td colspan="2">Minimum Acceptance Requirements for Materials Approvals and Documentation</td> </tr> <tr> <td colspan="2">All current Bureau of Highway Instructional Memorandums (BOHIMs) and Construction Advisories</td> </tr> <tr> <td colspan="2">MDOT Materials Quality Assurance Procedures Manual</td> </tr> <tr> <td colspan="2">MDOT Hot Mix Asphalt QC/QA Procedures Manual</td> </tr> <tr> <td colspan="2">MDEQ Certified Stormwater Operator and Soil Erosion and Sedimentation Control Training Manual</td> </tr> </table>		Applicable Michigan Test Methods	MDOT Standard Specifications for Construction	MDOT Work Zone Safety and Mobility Manual	MDOT Road & Bridge Standard Plans	MDOT Construction Manual	MDOT HMA Production Manual	Procedures for Aggregate Inspection	MDOT Density Testing and Inspection Manual	MDOT Material Source Guide		Federal Aid Essentials for Local Public Agencies		Minimum Acceptance Requirements for Materials Approvals and Documentation		All current Bureau of Highway Instructional Memorandums (BOHIMs) and Construction Advisories		MDOT Materials Quality Assurance Procedures Manual		MDOT Hot Mix Asphalt QC/QA Procedures Manual		MDEQ Certified Stormwater Operator and Soil Erosion and Sedimentation Control Training Manual		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
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Staff Education / Experience:	Key Staff Requirements: Resumes for Key Staff and Support Staff are limited to two (2) pages per person and must include the level of education completed, a listing of recent projects with the name of the client, project description, location, service cost, staff member's role on the project, firm's role on the project, as well as the name and phone number of the client representative. All projects listed must demonstrate current knowledge related to this classification, MDOT and AASHTO standards, as well as proper use of the equipment, software, resources and manuals listed above. Preference will be given to projects completed for the Michigan Department of Transportation. <u>Lead Engineer</u> Vendor has provided a minimum of one (1) résumé detailing the following: <ul style="list-style-type: none"> Michigan PE License number Level of education A minimum of three (3) years of experience on Construction Engineering projects. Knowledge of AASHTO, FHWA, and MDOT standards, practices and current procedures Résumé demonstrates relevant project experience for which the key staff contributed a significant role on the road construction projects.		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>																						

Comments:

Technical Evaluator Signature & Date:

Final Determination:

Contract Services Approval – Signature & Date:

APPROVED

DENIED