

Michigan Department of Transportation Consultant Prequalification Application Review Form		COLUMN FOR INTERNAL USE ONLY	
Classification:	Construction Engineering: Bridges & Ancillary Structures		
Consultant:			
Procedural Evaluator:	Michael C. Meddaugh	Email:	MeddaughM@Michigan.gov
Technical Evaluator:	Corey Rogers	Email:	RogersC5@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):
Construction Engineer / Project Manager:		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
Staff Engineer / Lead Office Technician:		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
Staff Engineer / Lead Field Technician:		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
Additional Staff (if applicable):		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"/>

Prequalification Classification:	Construction Engineering: Bridges & Ancillary Structures		COLUMN FOR INTERNAL USE ONLY
Definition / Use Statements:	<p>Provide construction engineering, project construction administration /oversight, and overall project management on new and rehabilitation bridge and ancillary structure projects. This includes overall project administration; oversight of all inspection/quality assurance testing/measurement, reporting computation, and documentation of quantities; reporting & record keeping; full adherence with all MDOT & FHWA regulations; meeting all federal and project requirements; and closing out the project in a timely manner with all required project documentation complete. Complete oversight and responsibility for administration of construction engineering projects meeting all MDOT and Federal requirements for final acceptance by the Project and Construction Engineering Services by the Department. Includes, but is not limited to, the following types of construction activities:</p> <ul style="list-style-type: none"> • Bridge Construction, Rehabilitation and Preservation • Overhead Sign Truss and Cantilever Construction • DMS Sign Construction • Signal Strain Pole and Mast Arm Foundation Construction • Light Standard and High Mast Luminaire Foundation Construction • Earth Retaining Structure and Sound Wall Construction • Pump Station Construction and Rehabilitation • All other freeway appurtenances that require deep foundations 		
Registrations / Certifications:	<ul style="list-style-type: none"> • Minimum of one (1) Professional Engineer Licensed in Michigan • Michigan Concrete Field Testing – MCA - Level 1 minimum • Michigan Soil Erosion And Sedimentation Control (SESC) – Comprehensive Certification • Storm Water Operator Certification • MDOT FieldManager Training • MDOT Computerized Office Technician Certification • MDOT Office Technician Exam (Recertification) • MDOT Prevailing Wage Training • MDOT Bridge Deck Construction Inspection & Bridge Rehab. Inspection 		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):		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
	AASHTOware/FieldManager Software		
	All applicable equipment as listed in MDOT's current Standard Specifications for Construction		
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:		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
	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 Bridge Design Manual	
	MDOT Bridge Design Guides	MDOT Manual for Pile Welding	
	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		
	AASHTO LRFD Bridge Construction Specifications		
	MDEQ Certified Stormwater Operator and Soil Erosion and Sedimentation Control Training Manual		

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.

Project Manager / Construction Engineer in Charge

Vendor has provided a minimum of one (1) staff résumés detailing the following:

- Michigan PE License number.
- Level of education completed.
- A minimum of five (5) years of experience on road/bridge or ancillary structure construction projects. This may be a combination of new road and bridge construction, or road and bridge rehabilitation.
- Knowledge of AASHTO, FHWA, and MDOT standards, practices and current procedures

Provided résumé lists projects completed within the past ten (10) years:

- Resume demonstrates at least two (2) projects where key staff performed the role of Project Manager/Construction Engineer in Charge in overall charge of the bridge or ancillary structure construction project with full responsibility for oversight of the bridge or ancillary structure construction engineering services.
- Supplied projects demonstrate firm was the prime consultant in overall charge of all bridge or ancillary structure construction engineering services. Projects listed may have been completed while employed at a previous firm.
- In addition to the projects listed in bullet above, résumés lists additional completed projects for which the Project Manager contributed a significant role to the Construction Engineering of the project:
 - If the projects were completed for MDOT, then a minimum of three (3) projects have been listed.
 - If the vendor uses a combination of MDOT projects, projects completed for other agencies, or projects completed in other states, then a minimum of eight (8) projects have been listed.

Staff Engineer / Lead Office Technician

Vendor has provided a minimum of one (1) résumé detailing the following:

- Michigan PE License number, if applicable
- Level of education
- A minimum of five (5) years of experience on bridge or ancillary structure construction projects.
- Required Certifications:
 - MDOT FieldManager Training
 - MDOT Computerized Office Technician Certification
 - MDOT Office Technician Exam (Recertification)
 - MDOT Prevailing Wage Training
- Knowledge of AASHTO, FHWA, and MDOT standards, practices and current procedures

Provided résumé lists projects completed within the past ten (10) years:

- Resume demonstrates at least two (2) projects where key staff performed the role of Lead Office Technician in overall charge of all documentation and other Lead Office Technician services for the bridge or ancillary structure construction project.
- In addition to the projects listed in bullet above, résumé lists additional completed projects for which the Staff Engineer/Lead Office Technician contributed a significant role to the Construction Engineering of the project:
 - If the projects were completed for MDOT, then a minimum of three (3) projects have been listed.
 - If the vendor uses a combination of MDOT projects, projects completed for other agencies, or projects completed for other states, then a minimum of eight (8) projects have been listed.

Staff Education / Experience:

PASS
FAIL

Staff Engineer / Lead Field Technician

Vendor has provided a minimum of one (1) résumé detailing the following:

- Michigan PE License number, if applicable
- Level of education
- A minimum of five (5) years of experience on bridge or ancillary structure construction projects.
- Required Certifications:
 - Michigan Concrete Field Testing - Level 1 (MCA Or MCPA)
 - Michigan Soil Erosion And Sedimentation Control (SESC) - Comprehensive Certification
 - Storm Water Operator Certification
 - MDOT Bridge Deck Construction Inspection & Bridge Rehabilitation Inspection
- Knowledge of AASHTO, FHWA, and MDOT standards, practices and current procedures

Provided résumé lists projects completed within the past ten (10) years:

- Resume demonstrates at least two (2) projects where key staff performed the role of Lead Field Technician in overall charge of all inspection and other Lead Field Technician services for the bridge or ancillary structure construction project.
- In addition to the projects listed in bullet above, résumé lists additional completed projects for which the Staff Engineer/Lead Field Technician contributed a significant role to the Construction Engineering of the project:
 - If the projects were completed for MDOT, then a minimum of three (3) projects have been listed.
 - If the vendor uses a combination of MDOT projects, projects completed for other agencies, or projects completed for other states, then a minimum of eight (8) projects have been listed.

Additional Staff

Vendor has provided additional résumé(s) detailing the following:

- Résumé demonstrates relevant project experience for which the key staff contributed a significant role on the Construction Engineering projects.
- Additional staff, if necessary, to meet Staff Engineer / Lead Field Technician certification requirements detailed above.

NOTE: Additional Staff is not required if any of the Key Staff listed above possess the necessary certifications. Additional Staff resumes and certifications may be submitted to fulfill certification requirements for Staff Engineer / Lead Field Technician role.

Continued –
Staff Education /
Experience:

Automatic
Prequalification:

All Consultants approved for prequalification in the Construction Engineering: Bridges & Ancillary Structures will also be granted approval for the Construction Inspection: Bridges & Ancillary Structures; Construction Engineering: Assistance; and Construction Services: Office Technician classifications without application.

Construction Engineering: Bridges & Ancillary Structure Certification Verification

Key Staff Role:	Résumé Type	Key Staff:	Current Certification(s)	
Staff Engineer / Lead Office Technician:	Primary		MDOT FieldManager Training	<input type="checkbox"/>
			MDOT Computerized Office Technician Certification / Recertification	<input type="checkbox"/>
			MDOT Prevailing Wage Training	<input type="checkbox"/>
Staff Engineer / Lead Office Technician:	Supplemental (Optional)		MDOT FieldManager Training	<input type="checkbox"/>
			MDOT Computerized Office Technician Certification / Recertification	<input type="checkbox"/>
			MDOT Prevailing Wage Training	<input type="checkbox"/>
Staff Engineer / Lead Field Technician:	Primary		Michigan Concrete Field Testing - Level 1 (MCA Or MCPA)	<input type="checkbox"/>
			Michigan Soil Erosion And Sedimentation Control (SESC) – Comprehensive Certification	<input type="checkbox"/>
			Storm Water Operator Certification	<input type="checkbox"/>
			MDOT Bridge Deck Construction Inspection & Bridge Rehabilitation Inspection	<input type="checkbox"/>
Staff Engineer / Lead Field Technician:	Supplemental (Optional)		Michigan Concrete Field Testing - Level 1 (MCA Or MCPA)	<input type="checkbox"/>
			Michigan Soil Erosion And Sedimentation Control (SESC) – Comprehensive Certification	<input type="checkbox"/>
			Storm Water Operator Certification	<input type="checkbox"/>
			MDOT Bridge Deck Construction Inspection & Bridge Rehabilitation Inspection	<input type="checkbox"/>
Additional Staff (if applicable):	Primary (Optional)		Michigan Concrete Field Testing - Level 1 (MCA Or MCPA)	<input type="checkbox"/>
			Michigan Soil Erosion And Sedimentation Control (SESC) – Comprehensive Certification	<input type="checkbox"/>
			Storm Water Operator Certification	<input type="checkbox"/>
			MDOT Bridge Deck Construction Inspection & Bridge Rehabilitation Inspection	<input type="checkbox"/>
Additional Staff (if applicable):	Supplemental (Optional)		Michigan Concrete Field Testing - Level 1 (MCA Or MCPA)	<input type="checkbox"/>
			Michigan Soil Erosion And Sedimentation Control (SESC) – Comprehensive Certification	<input type="checkbox"/>
			Storm Water Operator Certification	<input type="checkbox"/>
			MDOT Bridge Deck Construction Inspection & Bridge Rehabilitation Inspection	<input type="checkbox"/>

PASS
FAIL

Comments:

Technical Evaluator Signature & Date:

Final Determination:

Contract Services Approval – Signature & Date:

APPROVED

DENIED