	Michigan Department of Transportation Consultant Prequalification Application Review Form			COLUMN FOR INTERNAL USE ONLY
Classification:	Construction Engineering: Roadway			
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 ☐ FAIL ☐
Financial Information:	A copy of the vendor's financial information as required by the Office of Commission Audit has been provided.			PASS ☐ FAIL ☐
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 ☐ FAIL ☐
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 ☐ FAIL ☐
Professional Liability Insurance:	Vendor has provided proof of professional liability insurance with minimum limits of one million dollars ($1,000,000) per occurrence.			PASS ☐ FAIL ☐
	Supplied Key Staff			
	Primary Résumé:		Supplemental Résumé (Optional):	
Construction Engineer / Project Manager:		PASS ☐ FAIL ☐		PASS ☐ FAIL ☐
Staff Engineer / Lead Office Tech:		PASS ☐ FAIL ☐		PASS ☐ FAIL ☐
Staff Engineer / Lead Field Tech:		PASS ☐ FAIL ☐		PASS ☐ FAIL ☐
Other Staff (if applicable):		PASS ☐ FAIL ☐		PASS ☐ FAIL ☐
	Quality Assurance Measures			
QA/QC Plan:	Vendor has provided an overview of how they assure their customers receive quality products and services.			PASS ☐ FAIL ☐

Prequalification Classification:	Construction Engineering: Roadway	COLUMN FOR INTERNAL USE ONLY
Definition / Use Statements:	Provide road construction engineering, project construction administration/oversight, and overall project management on new and rehabilitation road projects. This includes overall project administration; oversight of all inspection/quality assurance testing; 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. Complete oversight and responsibility for administration of road construction projects meeting all MDOT and Federal requirements for final acceptance of the Project/construction engineering services by the Department.	
Registrations / Certifications:	• Minimum of one (1) Professional Engineer Licensed in Michigan • MDOT Computerized Office Technician Certification • MDOT Office Technician Exam (Recertification) • MDOT FieldManager Training • MDOT Prevailing Wage Training • Michigan Soil Erosion And Sedimentation Control (SESC) – Comprehensive Certification • Storm Water Operator Certification • Michigan Concrete Field Testing – MCA - Level 1 minimum • Michigan Density Technology Certification • Michigan Certified Aggregate Technician Level 1 • MDOT Bituminous Paving or Michigan Bituminous Paving Operations Certification	PASS ☐ FAIL ☐
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 ☐ FAIL ☐
	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 ☐ FAIL ☐
	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	

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>Project Manager / Construction Engineer in Charge</u>
	
	Vendor has provided a minimum of one (1) résumé detailing the following:
	
	• Michigan PE License number.
	• Level of education completed.
	• A minimum of eight (8) years of experience on road construction projects.
	• Knowledge of AASHTO, FHWA, and MDOT standards, practices and current procedures
	
	Provided résumé lists projects completed within the past ten (10) years:
	• Résumé demonstrates at least two (2) projects where key staff performed the role of Project Manager in overall charge of the road construction project with full responsibility for project administration.
	• Supplied projects demonstrate firm was the prime consultant in overall charge of all road construction engineering services. Projects listed may have been completed while employed at a previous firm.
	• In addition to the projects listed in bullet above, résumé lists additional completed projects for which the Project Manager contributed a significant role on road Construction Engineering projects:
	  ○ 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.
	
	<u>Staff Engineer / Lead Office Technician</u>
	
	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 road 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:
	
	• Résumé demonstrates at least two (2) projects where key staff performed the role of Lead Office Technician in overall charge of all documentation, office technician duties and technical assistance services for the road construction project.
	• In addition to the projects listed in bullet above, résumé lists additional completed projects for which the key staff contributed a significant role on road Construction projects:
	  ○ 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.
		PASS ☐
		FAIL ☐

Staff Education / Experience (Continued):	**<u>Staff Engineer / Lead Field Technician</u>**
	
	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 road construction projects.
	• Required Certifications:
	  o MDOT Bituminous Paving or Michigan Bituminous Paving Operations Certification
	  o Michigan Certified Aggregate Technician
	  o MDOT Density Technology Certification
	  o Michigan Concrete Field Testing - Level 1 (MCA Or MCPA)
	  o Michigan Soil Erosion And Sedimentation Control (SESC) - Comprehensive Certification
	  o Storm Water Operator Certification
	• Knowledge of AASHTO, FHWA, and MDOT standards, practices and current procedures
	
	Provided résumé lists projects completed within the past ten (10) years:
	
	• Résumé demonstrates at least two (2) projects where key staff performed the role of Lead Field Technician in overall charge of all inspection services for the road construction project.
	• In addition to the projects listed in bullet above, résumé lists additional completed projects for which the key staff contributed a significant role on road Construction projects:
	  o If the projects were completed for MDOT, then a minimum of three (3) projects have been listed.
	  o 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.
	
	<u>Additional Staff</u>
	
	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.*	

Automatic Prequalification:	All Consultants approved for the Construction Engineering: Roadway classification will also be granted approval for Construction Engineering: Assistance; Construction Services: Office Technician; Construction Engineering: Roadway - Local Agency Program; and Construction Inspection: Roadway classifications without application.	

Construction Engineering: Roadway
Certification Verification

Key Staff Role:	Résumé Type	Key Staff:	Current Certification(s)		
Staff Engineer / Lead Office Technician:	Primary		MDOT FieldManager Training	☐	PASS ☐ FAIL ☐
			MDOT Computerized Office Technician Certification / Recertification	☐	
			MDOT Prevailing Wage Training	☐	
Staff Engineer / Lead Office Technician:	Supplemental (Optional)		MDOT FieldManager Training	☐	
			MDOT Computerized Office Technician Certification / Recertification	☐	
			MDOT Prevailing Wage Training	☐	
Staff Engineer / Lead Field Technician:	Primary		MDOT Bituminous Paving or Michigan Bituminous Paving Operations Certification	☐	
			Michigan Certified Aggregate Technician	☐	
			MDOT Density Technology Certification	☐	
			Michigan Concrete Field Testing - Level 1 (MCA or MCPA)	☐	
			Michigan Soil Erosion And Sedimentation Control (SESC) – Comprehensive Certification	☐	
			Storm Water Operator Certification	☐	
Staff Engineer / Lead Field Technician:	Supplemental (Optional)		MDOT Bituminous Paving or Michigan Bituminous Paving Operations Certification	☐	
			Michigan Certified Aggregate Technician	☐	
			MDOT Density Technology Certification	☐	
			Michigan Concrete Field Testing - Level 1 (MCA or MCPA)	☐	
			Michigan Soil Erosion And Sedimentation Control (SESC) – Comprehensive Certification	☐	
			Storm Water Operator Certification	☐	
Additional Staff (if applicable):	Primary (Optional)		MDOT Bituminous Paving or Michigan Bituminous Paving Operations Certification	☐	
			Michigan Certified Aggregate Technician	☐	
			MDOT Density Technology Certification	☐	
			Michigan Concrete Field Testing - Level 1 (MCA or MCPA)	☐	
			Michigan Soil Erosion And Sedimentation Control (SESC) – Comprehensive Certification	☐	
			Storm Water Operator Certification	☐	
Additional Staff (if applicable):	Supplemental (Optional)		MDOT Bituminous Paving or Michigan Bituminous Paving Operations Certification	☐	
			Michigan Certified Aggregate Technician	☐	
			MDOT Density Technology Certification	☐	
			Michigan Concrete Field Testing - Level 1 (MCA or MCPA)	☐	
			Michigan Soil Erosion And Sedimentation Control (SESC) – Comprehensive Certification	☐	
			Storm Water Operator Certification	☐	

Comments:	

Technical Evaluator Signature & Date:	**Final Determination:**
	APPROVED ☐
Contract Services Approval – Signature & Date:	
	DENIED ☐