

Michigan Department of Transportation Consultant Prequalification Application Review Form		COLUMN FOR INTERNAL USE ONLY
Classification:	Construction Inspection: HMA Pavement	
Consultant:		
Procedural Evaluator:	Michael C. Meddaugh	Email: MeddaughM@Michigan.gov
Technical Evaluator:	Kevin Kennedy	Email: KennedyK@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 Technician / 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"/>

Prequalification Classification:	<h1>Construction Inspection: HMA Pavement</h1>		COLUMN FOR INTERNAL USE ONLY
Definition / Use Statements:	Provide bituminous pavement inspection services including but not limited to: <ul style="list-style-type: none"> • Yield calculations and temperature checks • Width and alignment checks • Joint layouts • Visual inspection for the pavement mat • Slope and grade checks • Sampling and core location determination 		
Registrations / Certifications:	<ul style="list-style-type: none"> • MDOT Hot Mix Asphalt (Bituminous) Paving or • Michigan Hot Mix Asphalt (Bituminous) Paving Operations Certification 		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"/>
	Fieldbook Module of 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	
	Applicable FUSP for HMA Pavement Inspection	MDOT Materials QA Procedures Manual	
	MDOT Construction Manual	MDOT Road & Bridge Standard Plans	
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.		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
	<p><u>Lead Technician/Engineer -</u></p> Vendor has provided a minimum of one (1) résumé detailing the following: <ul style="list-style-type: none"> • At least one (1) certified technician or engineer has demonstrated a minimum of three (3) years experience in HMA pavement inspection services. Provided résumé(s) list(s) projects completed within the past five (5) years demonstrating proficiency providing HMA Pavement Inspection Services: <ul style="list-style-type: none"> • If the projects were completed for MDOT then a minimum of three (3) projects have been listed. • If the projects were completed for other Michigan municipalities or business entities, a minimum of five (5) projects have been listed. • If the vendor is using a combination of MDOT projects and other Michigan municipal/business entities, a minimum of five (5) projects have been listed. 		

Construction Inspection: HMA Pavement Certification Verification

Key Staff Role:	Résumé Type	Key Staff:	Current Certification(s)		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
Lead Technician / Engineer:	Primary		MDOT Hot Mix Asphalt (Bituminous) Paving: or	<input type="checkbox"/>	
			Michigan Hot Mix Asphalt (Bituminous) Paving Operations Certification	<input type="checkbox"/>	
Lead Technician / Engineer:	Supplemental (Optional)		MDOT Hot Mix Asphalt (Bituminous) Paving: or	<input type="checkbox"/>	
			Michigan Hot Mix Asphalt (Bituminous) Paving Operations Certification	<input type="checkbox"/>	

Comments:

Technical Evaluator Signature & Date:	Final Determination:
	APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/>
Contract Services Approval – Signature & Date:	