

Michigan Department of Transportation Consultant Prequalification Application Review Form		COLUMN FOR INTERNAL USE ONLY
Classification:	Construction Services: Office Technician	
Consultant:		
Procedural Evaluator:	Michael C. Meddaugh	Email: <a href="mailto:MeddaughM@Michigan.gov">MeddaughM@Michigan.gov</a>
Technical Evaluator:	Tim Croze	Email: <a href="mailto:CrozeT@Michigan.gov">CrozeT@Michigan.gov</a>
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"/>
<b>Supplied Key Staff</b>		
	Primary Résumé:	Supplemental Résumé (Optional):
Staff Engineer / Lead Office Technician:	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
<b>Quality Assurance Measures</b>		
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 Inspection: Office Technician		COLUMN FOR INTERNAL USE ONLY																						
Definition / Use Statements:	<p>Provide Office Technician services, on new and rehabilitation road and bridge &amp; ancillary structure projects. This includes overall project administration; oversight of all inspection/quality assurance testing; measurements, reporting, computations, documentation and payment of quantities; review certified payrolls and other documentation to determine prevailing wage compliance; reporting &amp; record keeping; full adherence with all MDOT &amp; 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 projects meeting all MDOT and Federal requirements for final acceptance of the Project/construction engineering services by the Department.</p>																								
Registrations / Certifications:	<ul style="list-style-type: none"> <li>• MDOT FieldManager Training</li> <li>• MDOT Computerized Office Technician Certification</li> <li>• MDOT Office Technician Exam (Recertification)</li> <li>• MDOT Prevailing Wage Training</li> </ul>		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>																						
Equipment / Software:	<p>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):</p> <p>AASHTOware/FieldManager Software</p> <p>All applicable equipment as listed in MDOT's current Standard Specifications for Construction</p>		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>																						
Resources / Manuals:	<p>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:</p> <table border="1" data-bbox="295 1381 1370 2024"> <tbody> <tr> <td>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 &amp; 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> </tbody> </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"/>
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																									

**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.

**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 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.

Staff Education /  
Experience:

PASS   
FAIL

## Construction Services: Office Technician 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"/>

**PASS**   
**FAIL**

Comments:

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