

Michigan Department of Transportation Consultant Prequalification Application Review Form		COLUMN FOR INTERNAL USE ONLY
Classification:	Construction Testing: HMA	
Consultant:		
Procedural Evaluator:	Michael C. Meddaugh	Email: MeddaughM@Michigan.gov
Technical Evaluator:	John Barak	Email: BarakJ@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 Testing: HMA</h1>		COLUMN FOR INTERNAL USE ONLY
Definition / Use Statements:	Construction testing services to perform HMA testing and sampling in a certified consultant laboratory.		
Registrations / Certifications:	<ul style="list-style-type: none"> MDOT Bituminous QC/QA Technician 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"/>
	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 Materials QA Procedures Manual	
	Applicable FUSP for HMA Testing	MDOT Standard Specifications for Construction	
	MDOT Construction Manual	MDOT HMA Production 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.		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 testing services. Provided résumé(s) list(s) projects completed within the past five (5) years demonstrating proficiency providing HMA testing 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. 		
Other Requirements:	The following requirements must be submitted by <i>facility</i> to MDOT's Contract Services Division for verification/review annually: <ul style="list-style-type: none"> Annual participation in the Construction & Technology laboratory round robin program; as defined in the HMA Production Manual; Section 4: HMA Lab and Technician Qualification Program. Annual submittal of a Quality Manual documenting the minimum requirements of AASHTO R-18; as required in the HMA Production Manual; Section 4: HMA Lab and Technician Qualification Program. Proof of paid registration/participation in the AASHTO Materials Reference Laboratory (AMRL) On-site Assessment Program, as required in the HMA Production Manual; Section 4: HMA Lab and Technician Qualification Program. Annual proof of registration/participation in the AMRL Proficiency Sample Program; (PSP) required in the HMA Production Manual; Section 4: HMA Lab and Technician Qualification Program. 		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
Automatic Prequalification:	All Consultants approved for the Construction Testing: HMA classification will also be granted approval for Construction Testing: HMA Assistance classification without application.		

Construction Testing: HMA Certification Verification

Key Staff Role:	Résumé Type	Key Staff:	Current Certification(s)		
Lead Technician / Engineer	Primary		MDOT Bituminous QC/QA Technician Certification	<input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
Lead Technician / Engineer	Supplemental (Optional)		MDOT Bituminous QC/QA Technician Certification	<input type="checkbox"/>	

Comments:

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