

Michigan Department of Transportation Consultant Prequalification Application Review Form			COLUMN FOR INTERNAL USE ONLY
Classification:	Design – Bridges: Movable Span		
Consultant:			
Procedural Evaluator:	Michael C. Meddaugh	Email: MeddaughM@michigan.gov	
Technical Evaluator:	Jose Garcia	Email: GarciaJ@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):
Mechanical Engineer 1:		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
Mechanical Engineer 2:		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	
Electrical Engineer 1:		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
Electrical Engineer 2:		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	
Structural / Civil Engineer 1:		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
Structural / Civil Engineer 2:		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:	Design – Bridges: Movable Span		COLUMN FOR INTERNAL USE ONLY
Definition / Use Statements:	Complete structural, electrical, and mechanical designs of Movable Span Bridges. Bridge types include: <ul style="list-style-type: none"> • Lift • Swing • Bascule 		
Registrations / Certifications:	Minimum of two (2) Professional Engineers Licensed in Michigan		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"/>
	MicroStation	SAPW	
	Critical Path Software		
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"/>
	MDOT Bridge Design Guides	MDOT Standard Plans	
	MDOT Bridge Design Manual	MDOT Standard Specifications for Construction	
	MDOT Pay Item Code Book	MDOT PPMS Manual	
	AASHTO LRFD Bridge Design Specifications	AASHTO LRFD Bridge Design Specifications	
	AASHTO LRFD Movable Highway Bridge Design Specifications AASHTO Standard Specs for Highway Bridges 17th Edition and interims		
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"/>
	Vendor has provided a minimum of six (6) résumés. Each of the six (6) supplied résumés must be a Professional Engineer, of which two (2) must be Professional Engineers Licensed in Michigan. Résumés have detailed the following: <ul style="list-style-type: none"> • Michigan PE License number. • Level of education completed: <ul style="list-style-type: none"> ○ Two (2) résumés demonstrating achievement of an accredited BS degree in Civil Engineering ○ Two (2) résumés demonstrating achievement of an accredited BS degree in Mechanical Engineering ○ Two (2) résumés demonstrating achievement of an accredited BS degree in Electrical Engineering • Each résumé demonstrates a minimum of five (5) years of relevant experience in the area of expertise • Knowledge of AASHTO, MDOT, NEC, OSHA, U.S. Coast Guard and the Michigan Department of Labor standards and procedures Provided résumés list projects completed within the past eight (8) years: <ul style="list-style-type: none"> • If the projects were completed in Michigan then a minimum of three (3) projects have been listed. Projects with Michigan municipalities where an understanding of MDOT design methodology was demonstrated will be considered • If the projects were completed in other states, a minimum of ten (10) projects have been listed. All projects listed for other states are from other state Departments of Transportation • If the vendor uses a combination of MDOT projects and projects from other agencies, a minimum of ten (10) projects have been listed • Résumés demonstrate experience with new bridge construction and bridge rehabilitation as well as exposure to various structure types 		

Comments:

Technical Evaluator Signature & Date:

Final Determination:

APPROVED

Contract Services Approval – Signature & Date:

DENIED