Previously: Railroad Bridges

| | Michigan Department of Transportation<br>Consultant Prequalification Application Review Form | | | COLUMN FOR INTERNAL USE ONLY |
|---|---|---|---|---|
| Classification: | Design – Bridges: Railroad | | | |
| Consultant: | | | | |
| Procedural Evaluator: | Michael C. Meddaugh | Email: | MeddaughM@michigan.gov | |
| Technical Evaluator: | Brad Wagner | Email: | WagnerB@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 ☐<br>FAIL ☐ |
| Financial Information: | A copy of the vendor's financial information as required by the Office of Commission Audit has been provided. | | | PASS ☐<br>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 ☐<br>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 ☐<br>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 ☐<br>FAIL ☐ |
| | Supplied Key Staff | | | |
| | Primary Résumé: | | Supplemental Résumé (Optional): | |
| Engineer 1: | | PASS ☐<br>FAIL ☐ | | PASS ☐<br>FAIL ☐ |
| Engineer 2: | | PASS ☐<br>FAIL ☐ | | |
| | Quality Assurance Measures | | | |
| QA/QC Plan: | Vendor has provided an overview of how they assure their customers receive quality products and services. | | | PASS ☐<br>FAIL ☐ |

| Prequalification Classification: | Design – Bridges: Railroad | COLUMN FOR INTERNAL USE ONLY |
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| Definition / Use Statements: | Bridges carrying railroads over roadways. | |
| Registrations / Certifications: | Minimum of two (2) Professional Engineers Licensed in Michigan | PASS ☐<br>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):<br>MicroStation<br>SAPW<br>Critical Path Software | PASS ☐<br>FAIL ☐ |
| 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:<br>MDOT Bridge Design Guides — MDOT PPMS Manual<br>MDOT Bridge Design Manual — AREMA Manual for Railway Engineering<br>MDOT Pay Item Code Book — AASHTO LRFD Bridge Design Specifications<br>MDOT Standard Plans<br>MDOT Standard Specifications for Construction<br>AASHTO Standard Specs for Highway Bridges 17th Edition and interims | PASS ☐<br>FAIL ☐ |
| Staff Education / Experience: | Key Staff Requirements:<br><br>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.<br><br>**Engineers**<br><br>Vendor has provided a minimum of two (2) résumés detailing the following:<br><br>• Michigan PE License number.<br>• Level of education completed.<br>• A minimum of five (5) years of experience in railroad bridge design.<br>• Knowledge of AASHTO, AREMA, and MDOT standards and procedures.<br><br>Provided résumés listing projects completed within the past fifteen (15) years:<br><br>• 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.<br>• If the projects were completed in other states, a minimum of five (5) projects have been listed.<br>• If the vendor uses a combination of MDOT projects and projects from other agencies, a minimum of five (5) projects have been listed.<br>• Résumés demonstrate experience with new bridge construction and bridge rehabilitation as well as exposure to various structure types. | PASS ☐<br>FAIL ☐ |

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| Comments: | |

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