Previously: Bridge Project Scoping

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

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Definition / Use Statements:	Bridge project scoping includes: • Perform a detailed physical inspection of the bridge(s) • Collect rehabilitation quantities for specific areas in need of repair • Evaluate various repair alternatives • Develop cost estimates for repair work • Recommend the optimum rehabilitation or preservation activities • Write and submit a report that adequately conveys the above information	
Registrations / Certifications:	Minimum of One (1) Professional Engineers Licensed in Michigan	PASS ☐ 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): Routine Safety Equipment Routine detailed bridge inspection equipment	PASS ☐ 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: MDOT Bridge Design Guides — AASHTO Manual for Bridge Element Inspection MDOT Bridge Design Manual — Bridge Inspector's Reference Manual (BIRM) MDOT Scoping Manual — AASHTO Manual for Bridge Evaluation MDOT Bridge Safety Inspection NBI Rating Guidelines	PASS ☐ FAIL ☐
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. **Lead Engineer** Vendor has provided a minimum of one (1) résumé detailing the following: • Michigan PE License Number. • Level of education completed. • A minimum of five (5) years of professional experience in Bridge Design. Provided résumés list Bridge Project Scoping projects completed within the past eight (8) years: • If the projects were completed for MDOT, a minimum of three (3) projects have been listed. • If the projects were completed for other Michigan governmental entities or other state DOT's, a minimum of five (5) projects have been listed. • If the vendor uses a combination of MDOT projects and projects from other agencies, a minimum of five (5) projects have been listed. • Professional experience with detailed bridge inspection practices. • Knowledge of MDOT bridge repair methods and techniques. • Experience in the preparation of project reports.	PASS ☐ FAIL ☐

Comments:	

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