

Michigan Department of Transportation Consultant Prequalification Application Review Form			COLUMN FOR INTERNAL USE ONLY
Classification:	Design - Buildings		
Consultant:			
Procedural Evaluator:	Michael C. Meddaugh	Email: MeddaughM@michigan.gov	
Technical Evaluator:	Lynn Lynwood	Email: LynwoodL@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):	
Architect:	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
Mechanical 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"/>		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
CADD Operator (if applicable):	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>Design - Building</h1>		COLUMN FOR INTERNAL USE ONLY
Definition / Use Statements:	Design services for complete building design including all architectural, structural, mechanical and electrical components. Projects may include: <ul style="list-style-type: none"> • Toilet rooms • Rest areas/welcome centers • Pump station structures (<i>Design, Buildings prequalification does not guarantee Design, Utilities, Pump Station prequalification</i>) • Transit stations • Pavilions and shelters • Miscellaneous buildings associated with Transportation operations 		
Registrations / Certifications:	<ul style="list-style-type: none"> • Minimum of one (1) Registered Architect Licensed in Michigan. • 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		
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 Pay Item Code Book	MDOT PPMS Manual	
	MDOT Standard Plans	Michigan Building Code	
	MDOT Standard Specifications for Construction	NEC Standards	
Staff Education / Experience:	<p>Key Staff Requirements:</p> <p>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.</p> <p><u>Architect</u></p> <p>Vendor has provided a minimum of one (1) résumé detailing the following:</p> <ul style="list-style-type: none"> • Michigan License Architect Number. • Accredited degree(s)/certifications in Architecture. • A minimum of four (4) years of professional experience in preparing architectural plans, mechanical plans, electrical plans, and structure plans associated with buildings. • Résumé(s) list(s) three (3) projects completed within the past eight (8) years. Project descriptions include: <ul style="list-style-type: none"> ○ Preparation of construction documents ○ Elements of Mechanical, electrical, and architectural engineering ○ Cost estimating ○ Project layouts ○ American with Disabilities Act (ADA) design requirements. ○ Relevant CADD Experience (if applicable) 		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>

Engineers

Vendor has provided a minimum of two (2) résumés detailing the following:

- Michigan PE License numbers:
 - One (1) résumé demonstrates achievement of an accredited BS degree in Mechanical Engineering.
 - One (1) résumé demonstrates achievement of an accredited BS degree in Electrical Engineering
- Each résumé demonstrates a minimum of four (4) years of relevant experience as it relates to the area of expertise.
- Résumé(s) list(s) three (3) projects completed within the past eight (8) years. Project descriptions include:
 - Preparation of construction documents
 - Elements of Mechanical, electrical, and architectural engineering
 - Cost estimating
 - Project layouts
 - Relevant CADD Experience (if applicable)

CADD Operator

Vendor has provided a minimum of one (1) résumé detailing the following:

- A minimum of two (2) years of professional experience preparing plans.

Staff Education /
Experience
(Continued):

NOTE: Additional CADD Operator is not required if one of the RLA or PE résumés listed above demonstrate the necessary experience.

Comments:

Technical Evaluator Signature & Date:

Final Determination:

APPROVED

Contract Services Approval – Signature & Date:

DENIED