

Fillable Form	Michigan Department of Transportation Consultant Prequalification Application Review Form		COLUMN FOR INTERNAL USE ONLY
Classification:	Design – Geotechnical: Advanced		
Consultant:			
Procedural Evaluator:	Michael C. Meddaugh	Email: MeddaughM@michigan.gov	
Technical Evaluator:	Ryan Snook	Email: SnookR@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 Engineer 1:		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
Lead Engineer 2:		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:	Design – Geotechnical: Advanced		COLUMN FOR INTERNAL USE ONLY
Definition / Use Statements:	Design engineering to provide geotechnical analyses and recommendations for complex projects including subsurface exploration, in-situ soil testing, laboratory strength and classification testing, structure foundations, specialty slopes, pump stations, geotechnical instrumentation, deep cut and high fill sections, embankments over soft soil, deep swamp treatments, ground improvements, dewatering systems, retaining walls over 4 feet tall, tunnels, deep sewers, and non-standard foundations for highway appurtenances.		
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 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	Sub Meter Accuracy GPS	
	gINT		
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 Road Design Manual	MDOT Bridge Design Manual	
	MDOT Standard Guides	AASHTO LRFD Bridge Design Specifications	
	MDOT Geotechnical Investigation and Analysis Requirements for Structures		
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, construction 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>		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
	<p><u>Lead Engineers</u></p> <p>Vendor has provided a minimum of two (2) résumés detailing the following:</p> <ul style="list-style-type: none"> • Michigan PE License number. • Level of education completed. • Each résumé details a minimum of ten (10) years of experience providing geotechnical engineering services. <p>Provided résumés list projects completed within the past eight (8) years. Projects listed demonstrate a wide range of experience involving construction engineering and geotechnical design services for retaining walls, structure foundations, earth retention systems, cofferdam design, excavation stability, embankment stability, settlement analysis, dewatering, deep swamp treatment and ground improvements, grouting, tunneling, mechanically stabilized earth walls and slopes, and non-standard foundations for highway appurtenances.</p> <ul style="list-style-type: none"> • If the projects were completed in Michigan then a minimum of three (3) projects have been listed. • If the projects were completed in other states, 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. 		

<p>Other Requirements:</p>	<p>A sample report from a geotechnical investigation (not to include appendices) has been provided.</p> <p>A list of geotechnical field services related to pavement investigation has been provided.</p> <p>A copy of the field soil classification system has been provided.</p> <p>A description of in-house drilling and subsurface exploration capability and/or quality control procedures for the oversight of drilling and subsurface exploration work performed by a subconsultant has been provided.</p>	<p>PASS <input type="checkbox"/></p> <p>FAIL <input type="checkbox"/></p>
<p>Comments</p>		
<p>Technical Evaluator Signature & Date:</p>		<p>Final Determination:</p>
<p>Contract Services Approval – Signature & Date:</p>		<p>APPROVED <input type="checkbox"/></p> <p>DENIED <input type="checkbox"/></p>