Fillable Form	Michigan Department of Transportation Consultant Prequalification Application Review Form			COLUMN FOR INTERNAL USE ONLY
Classification:	Design – Geotechnical			
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 ☐ 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 1:		PASS ☐ FAIL ☐		PASS ☐ FAIL ☐
Lead Engineer 2:		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 ☐

Prequalification Classification:	Design - Geotechnical	COLUMN FOR INTERNAL USE ONLY
Definition / Use Statements:	Design engineering to provide geotechnical recommendations for routine roadway projects. This work includes, but not limited to, the following: • Subsurface exploration, with in-situ and laboratory strength and classification testing to characterize pavements, base, subbase, and subgrade materials, • Delineation of frost susceptible and/or unsuitable soils for removal by undercut, or routine method A swamp treatment using MDOT standard plan, • Engineering analysis for design of pavements, • Geotechnical engineering analysis for drainage features including underdrains, bank drains, ditches, culverts, sewers, wetlands, and detention and retention ponds, • Design of construction excavations, • Foundation design recommendations based on Standard Plans for highway appurtenances including strain poles, cantilever and truss signs, and cable median guard rail. This prequalification classification should not be used if very soft cohesive soil, or organic soils are to be improved (not removed). Furthermore, do not use if penetration of shallow foundations into shallow rock is anticipated. If any of the aforementioned soil types are anticipated then the prequalification classification Design, Geotechnical, Advanced should be used.	
Registrations / Certifications:	Minimum of two (2) Professional Engineers Licensed in Michigan	PASS ☐ FAIL ☐
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): MicroStation — Sub Meter Accuracy GPS gINT	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 Road Design Manual MDOT Standard Guides MDOT Geotechnical Investigation and Analysis Requirements for Structures	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, 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. **Lead Engineers** Vendor has provided a minimum of two (2) résumés detailing the following: • Michigan PE License number. • Level of education completed. • Each résumé details a minimum of eight (8) years of experience providing geotechnical engineering services. 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 excavation stability, subgrade stabilization, pavement design, grading, drainage, and foundation design for highway appurtenances using Standard Plans. • 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	PASS ☐ FAIL ☐

Other Requirements:	A sample report from a geotechnical investigation (not to include appendices) has been provided. A list of geotechnical field services related to pavement investigation has been provided. 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.	PASS ☐ FAIL ☐
Comments		

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