

Michigan Department of Transportation Consultant Prequalification Application Review Form			COLUMN FOR INTERNAL USE ONLY
Classification:	<b>Design – Hydraulics II</b>		
Consultant:			
Procedural Evaluator:	Michael C. Meddaugh	Email: <a href="mailto:MeddaughM@michigan.gov">MeddaughM@michigan.gov</a>	
Technical Evaluator:	Erik Carlson	Email: <a href="mailto:CarlsonE2@michigan.gov">CarlsonE2@michigan.gov</a>	
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"/>
<b>Supplied Key Staff</b>			
	Primary Résumé:	Supplemental Résumé (Optional):	
Lead Engineer:	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
Staff Engineer:	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
<b>Quality Assurance Measures</b>			
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:	<h2>Design – Hydraulics II</h2>		<b>COLUMN FOR INTERNAL USE ONLY</b>
Definition / Use Statements:	Provides the hydraulic design and analysis for depressed roadways and / or drainage courses with drainage areas greater than two (2) square miles on project including but not limited to: <ul style="list-style-type: none"> <li>• Bridge / culvert hydraulic sizing</li> <li>• Pump station and / or inverted siphon analysis</li> <li>• Water surface profile modeling</li> <li>• Bridge scour analysis</li> <li>• Scour countermeasure design</li> <li>• Detention / retention sizing</li> <li>• Storm sewer design</li> <li>• Stormwater best management practice design</li> <li>• Corridor drainage studies</li> </ul>		
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/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	HEC-RAS	
	HEC-HMS	HY-8	
	Geopak Drainage		
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 Drainage Manual	MDOT Road Design Manual	
	MDOT Bridge Design Manual	TR-55	
	MDEQ – Computing Flood Discharges for Small Ungaged Watersheds FHWA – Hydraulic Design Series #5, 18, 20, 22, and 23		
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><b><u>Lead Engineer</u></b></p> <p>Vendor has provided a minimum of one (1) résumé detailing the following:</p> <ul style="list-style-type: none"> <li>• Michigan PE License number.</li> <li>• Level of education completed</li> <li>• A minimum of four (4) years of professional experience performing a range of hydraulic design/analysis and working with AASHTO, FHWA, and MDOT hydraulic standards, and have documented experience obtaining permits from State of Michigan permitting agencies.</li> <li>• Supplied résumé list a minimum of five (5) projects completed within the past five (5) years demonstrating a range of experience with hydraulic design/analysis. Two of the listed projects must have hydraulic reports reviewed by MDEQ for compliance with the State of Michigan's floodplain regulations (Part 31 of P.A. 451 of 1994, as amended). Project summaries have detailed the following:               <ul style="list-style-type: none"> <li>○ Role on Project</li> <li>○ Type of hydraulic work</li> <li>○ Project description</li> <li>○ Project owner</li> <li>○ Michigan Department of Environmental Quality (MDEQ) Permit Numbers (if applicable).</li> </ul> </li> </ul>		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>

<p>Staff Education / Experience (Continued):</p>	<p><b><u>Staff Engineer</u></b></p> <p>Vendor has provided a minimum of one (1) résumé detailing the following:</p> <ul style="list-style-type: none"> <li>• Michigan PE License number.</li> <li>• Level of education completed</li> <li>• A minimum of four (4) years of professional experience performing a range of hydraulic design/analysis and working with AASHTO, FHWA, and MDOT hydraulic standards, and have documented experience obtaining permits from State of Michigan permitting agencies.</li> <li>• Supplied résumé list a minimum of five (5) projects completed within the past five (5) years demonstrating a range of experience with hydraulic design/analysis. Two (2) of the listed projects must have hydraulic reports reviewed by MDEQ for compliance with the State of Michigan's floodplain regulations (Part 31 of P.A. 451 of 1994, as amended). Project summaries have detailed the following: <ul style="list-style-type: none"> <li>○ Role on Project</li> <li>○ Type of hydraulic work</li> <li>○ Project description</li> <li>○ Project owner</li> <li>○ Michigan Department of Environmental Quality (MDEQ) Permit Numbers (if applicable).</li> </ul> </li> </ul>	
<p>Automatic Prequalification:</p>	<p>All Vendors approved in the Design – Hydraulics II classification will also be granted approval for the Design – Hydraulics I classification without application.</p>	
<p>Comments:</p>		
<p>Technical Evaluator – Signature &amp; Date:</p>		<p><b>Final Determination:</b></p>
		<p><b>APPROVED</b> <input type="checkbox"/></p>
<p>Contract Services Approval – Signature &amp; Date:</p>		
		<p><b>DENIED</b> <input type="checkbox"/></p>