Previously: New Classification

	Michigan Department of Transportation Consultant Prequalification Application Review Form			COLUMN FOR INTERNAL USE ONLY
Classification:	Design – Hydraulics I			
Consultant:				
Procedural Evaluator:	Michael C. Meddaugh	Email:	MeddaughM@michigan.gov	
Technical Evaluator:	Erik Carlson	Email:	CarlsonE2@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 ☐
Staff 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 ☐

Prequalification Classification:	Design – Hydraulics I	COLUMN FOR INTERNAL USE ONLY
Definition / Use Statements:	Provides the hydraulic design and analysis of non-depressed roadways and / or drainage courses with drainage areas smaller than two (2) square miles on projects including but not limited to: • Storm sewer design • Watershed hydrology • Culvert hydraulic sizing • Basic project drainage studies	
Registrations / Certifications:	Minimum of two (2) 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): MicroStation — HEC-RAS HEC-HMS — HY-8 Geopak Drainage	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 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	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 four (4) years of professional experience performing a range of hydraulic design/analysis and working with AASHTO, FHWA, and MDOT hydraulic standards. • 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. **Staff Engineer** Vendor has provided a minimum of one (1) résumé detailing the following: • Michigan PE License number. • Level of education completed • A minimum of two (2) years of professional experience performing a range of hydraulic design/analysis and working with AASHTO, FHWA, and MDOT hydraulic standards. • 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.	PASS ☐ FAIL ☐

Comments:	

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