Previously: Complex Urban Freeway Design

	Michigan Department of Transportation Consultant Prequalification Application Review Form			COLUMN FOR INTERNAL USE ONLY
Classification:	Design – Roadway: Complex			
Consultant:				
Procedural Evaluator:	Michael C. Meddaugh	Email:	MeddaughM@michigan.gov	
Technical Evaluator:	Gary Mazurek	Email:	MazurekG@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 ☐		
Supporting Engineer:		PASS ☐ FAIL ☐		PASS ☐ FAIL ☐
Engineer / CADD Operator 1:		PASS ☐ FAIL ☐		PASS ☐ FAIL ☐
Engineer / CADD Operator 2:		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 – Roadway: Complex	COLUMN FOR INTERNAL USE ONLY
Definition / Use Statements:	3R(Rehabilitation)/4R(Reconstruction) work on roadways consisting of but not limited to: • Major ROW impacts • Major geometry changes or new complex alignments • Highly restrictive site conditions • Major utility impacts • Extensive drainage work • Major grading Example projects may include: Interchange construction/reconstruction; grade separations; freeway or non-freeway reconstruction in an urban area or central business district; and new drainage systems	
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 GEOPAK SAPW Critical Path Software – Software must be capable of producing the printout to be submitted with the plans in a bar chart format. *Microsoft Project is recommended but not required*	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 PPMS Manual MDOT Drainage Manual — MDOT Standard Specifications for Construction MDOT Pay Item Code Book — MDOT Traffic & Safety Geometric Design Guides MDOT Standard Plans — AASHTO "Roadside Design Guide" AASHTO "A Policy on Geometric Design of Highways and Streets" AASHTO "A Policy on Design Standards - Interstate System"	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 Engineers
	
	Vendor has provided a minimum of two (2) résumé detailing the following:
	• Michigan PE License number
	• Level of education completed.
	• A minimum of five (5) years of experience in Complex Roadway Design.
	
	Provided résumés listing projects completed within the past eight (8) years:
	• If the projects were completed for MDOT then a minimum of three (3) projects have been listed.
	• If the projects were completed for other states, Michigan municipalities, or business entities, a minimum of five (5) projects have been listed.
	• If the vendor is using a combination of MDOT projects and projects supplied to other states, Michigan municipalities, or business entities, a minimum of five (5) projects have been listed.
	• Project descriptions contain and highlight the following information:
	  ○ Cost estimates performed and use of Stand Alone Estimator's Worksheet.
	  ○ Drainage studies and design
	  ○ Geometric improvements
	  ○ Right-of-way plans
	  ○ Stage construction plans / maintaining traffic coordination
	  ○ Construction critical paths based upon staging
		PASS ☐
		FAIL ☐

Staff Education / Experience (Continued):	**<u>Supporting Engineers / CADD Operators</u>** Vendor has provided three (3) additional résumé, one of which must be an Engineer, detailing the following: • Michigan PE License number, if applicable • Level of education completed • Relevant experience in Complex Roadway Design	
Automatic Prequalification:	All Vendors approved in the Design – Roadway: Complex classification will also be granted approval for the Design – Roadways: Intermediate and Design - Roadways classifications without application.	
Comments:		

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