

Michigan Department of Transportation Consultant Prequalification Application Review Form			COLUMN FOR INTERNAL USE ONLY
Classification:	<b>Design – Traffic: Capacity &amp; Geometrics Analysis</b>		
Consultant:			
Procedural Evaluator:	Michael C. Meddaugh	Email: <a href="mailto:MeddaughM@michigan.gov">MeddaughM@michigan.gov</a>	
Technical Evaluator:	Imad Gedaouan	Email: <a href="mailto:GedaouanI@michigan.gov">GedaouanI@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"/>
CADD Operator (if applicable):	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:	Design – Traffic: Capacity & Geometrics Analysis		COLUMN FOR INTERNAL USE ONLY
Definition / Use Statements:	<p>Services to provide operational analysis including but not limited to capacity analysis. Provide expertise to make recommendations on geometric elements addressing the design exception elements, access management, intersection, interchange, and freeway improvements and/or upgrades.</p> <p><i>*All 4R and some 3R work (i.e. intersection and interchange improvements) requires this prequalification classification</i></p>		
Registrations / Certifications:	Minimum of one (1) Professional Engineer 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"/>
	Highway Capacity Software (HCS)		
	Synchro, including SimTraffic		
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 Bridge Design Guides	MDOT Standard Plans	
	MDOT Bridge Design Manual	MDOT Road Design Manual	
	AASHTO "Roadside Design Guide"	MDOT Traffic & Safety Notes	
	Highway Capacity Manual		
	MDOT Traffic & Safety Geometric Design Guides		
	AASHTO "A Policy on Design Standards Interstate System"		
AASHTO "A Policy on Geometric Design of Highways and Streets"			
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>• Résumé(s) list(s) at least three (3) projects related to Traffic Capacity &amp; Geometrics completed in the last five (5) years.</li> <li>• Résumé(s) demonstrate relevant CADD experience, if applicable</li> </ul> <p><b><u>CADD Operator</u></b></p> <p>Vendor has provided a minimum of one (1) résumé detailing the following:</p> <ul style="list-style-type: none"> <li>• Résumé(s) demonstrate relevant CADD experience</li> </ul> <p>NOTE: Additional CADD Operator is not required if engineer listed above possess the necessary experience.</p>		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>

Other Requirements:	<p>Vendor has provided the following work examples:</p> <ul style="list-style-type: none"> <li>• Vendor has submitted two (2) samples, of which at least one (1) Capacity Analysis &amp; Geometrics Study has been completed in the state of Michigan on a state trunkline. The sample must include recommended geometric improvements.</li> <li>• The supplied documentation may include a fictional study showing a geometric condition. Analysis and recommendation with supporting evidence providing a solution must be included.</li> </ul>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
Comments:		
Technical Evaluator Signature & Date:	<b>Final Determination:</b>	
	<b>APPROVED</b> <input type="checkbox"/>	
Contract Services Approval – Signature & Date:		
	<b>DENIED</b> <input type="checkbox"/>	