

Michigan Department of Transportation Consultant Prequalification Application Review Form		COLUMN FOR INTERNAL USE ONLY
Classification:	Design – Traffic: Safety Studies	
Consultant:		
Procedural Evaluator:	Michael C. Meddaugh	Email: MeddaughM@michigan.gov
Technical Evaluator:	Heidi Spangler	Email: SpanglerH@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 <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"/>
Supplied Key Staff		
	Primary Résumé:	Supplemental Résumé (Optional):
Lead Engineer:	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
Quality Assurance Measures		
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:	<h1>Design – Traffic: Safety Studies</h1>		COLUMN FOR INTERNAL USE ONLY
Definition / Use Statements:	<p>Design services to evaluate the safety performance of roadways. These services may include, but are not limited to the following:</p> <ul style="list-style-type: none"> • Crash analysis encompassing statewide and local intersection surveillance • 3R/4R safety reviews • Corridor safety reviews • Corridor safety studies • Deer crash analysis • Motor carrier safety analysis • Project improvement effectiveness analysis • Litigation data assistance • RSA <p><i>*MDOT requires a safety analysis on all 3R and 4R projects and some CPM</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"/>
	MicroStation		
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"/>
	AASHTO Roadside Safety Manual	Work Zone Safety Mobility Manual	
	Highway Safety Manual		
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>		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
	<p><u>Lead Engineer</u></p> <p>Vendor has provided a minimum of one (1) résumé detailing the following:</p> <ul style="list-style-type: none"> • Michigan PE License Number • Education of one (1) personnel directly working on safety studies. This includes all degrees obtained and training courses attended that pertain to safety studies • A minimum of one (1) year of experience in safety analysis • Résumé(s) list(s) at least three (3) projects related to safety analysis completed in the last eight (8) years 		
Other Requirements:	<p>Vendor has submitted three (3) safety operational analysis reports demonstrating an understanding of MDOT procedures, guidelines, and standards pertaining to safety analysis. Supplied reports affirm the necessary vendor knowledge needed when developing crash mitigation recommendations for the following:</p> <ul style="list-style-type: none"> • Crash safety analysis (statewide and local intersection surveillance) • 3R/4R reviews • Corridor safety studies. • Project improvement effectiveness analysis <p>Vendor has submitted three (3) supplied safety reports or studies which include, at a minimum, the following:</p> <ul style="list-style-type: none"> • A problem determined from the crash history considering possible patterns, concentrations, or trends. • Mitigation proposals. • The vendor is able to determine the statistical significance of the study crashes compared to expected statewide patterns in order to determine whether the location could become a project. 		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>

Comments:

Technical Evaluator Signature & Date:

Final Determination:

Contract Services Approval – Signature & Date:

APPROVED

DENIED