

Michigan Department of Transportation Consultant Prequalification Application Review Form		COLUMN FOR INTERNAL USE ONLY
Classification:	<b>Design – Traffic: Signal Operations - Complex</b>	
Consultant:		
Procedural Evaluator:	Michael C. Meddaugh	Email: <a href="mailto:MeddaughM@michigan.gov">MeddaughM@michigan.gov</a>
Technical Evaluator:	Doug Adelman	Email: <a href="mailto:AdelmanD@michigan.gov">AdelmanD@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"/>
<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:	<b>Design – Traffic: Signal Operations - Complex</b>	<b>COLUMN FOR INTERNAL USE ONLY</b>
Definition / Use Statements:	<p>Traffic signal design services requiring signal timing permits for four (4) or more traffic signals. The services include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Design and construction projects with traffic signals within the project limits <ul style="list-style-type: none"> <li>○ Construction staging</li> <li>○ Installing new or modifying existing pedestrian facilities</li> <li>○ Traffic signal installation or modification</li> </ul> </li> <li>• Traffic operations studies <ul style="list-style-type: none"> <li>○ Studies including existing or proposed electronic traffic control devices</li> <li>○ Traffic impact studies</li> <li>○ Signal optimization studies</li> </ul> </li> </ul>	
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"/>
	Synchro, including SimTraffic  Adobe Acrobat Professional	
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"/>
	Michigan Signal Optimization Guidelines	
	Michigan Timing Plan Preparation Guidelines	
	Michigan Manual on Uniform Traffic Control Devices  Federal Manual on Uniform Traffic Control Devices	
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>• A minimum of five (5) years of experience in the analysis of traffic signal operations.</li> <li>• Résumé(s) list(s) at least three (3) traffic signal operation analysis projects completed within the last eight (8) years.</li> </ul>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>

Vendor has electronically submitted one (1) actual/fictitious traffic signal operational analysis in compliance with current MDOT specifications. The supplied analysis includes the following:

- Definition of the problem being addressed and recommendation of electronic device
- Summary of steps used to develop conclusion
- Intersection layout
- Change, clearance, and pedestrian intervals in MDOT's template Excel Spreadsheet (.xls format)
- Signal warrant analysis in MDOT's template Excel spreadsheet (.xls format)
- Any left turn phasing analysis in MDOT's template Excel spreadsheet (.xls format)
- A traffic signal warrant graph
- Proper application of all traffic signal warrants
- Recommendation of any geometric improvements

Also, vendor has electronically submitted one (1) actual/fictitious corridor signal timing optimization analysis containing a **minimum of four (4) traffic signals** in compliance with the Michigan Signal Optimization Guidelines, and Michigan Timing Plan Preparation Guidelines. The supplied analysis includes the following:

- Project report including explanation of how cycle length(s) and any corridor break point(s) were chosen
- All data for both existing and optimized conditions including bandwidths, traffic counts, and measures of effectiveness
- Results of the Synchro and SimTraffic analyses (.pdf output files and all .syn and .sim files)
- Traffic signal layout drawings designating all signal equipment and controller type
- Traffic signal timing recommendations for time of day plans
- Existing and optimized timing permits in MDOT format reflecting proposed operations (including any pre-emption)
- Change, clearance, and pedestrian intervals in MDOT's template Excel Spreadsheet (.xls format)
- Signal warrant analysis as appropriate in MDOT's template Excel spreadsheet (.xls format)
- Left turn phasing analysis as appropriate in MDOT's template Excel spreadsheet (.xls format)

Other  
Requirements:

PASS   
FAIL

Automatic Prequalification:	All Vendors approved in the Design – Traffic: Signal Operations - Complex classification will also be granted approval for the Design – Traffic: Signal Operations classification without application.
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Comments:

Technical Evaluator Signature & Date:

**Final Determination:**

**APPROVED**

Contract Services Approval – Signature & Date:

**DENIED**