	Michigan Department of Transportation Consultant Prequalification Application Review Form			COLUMN FOR INTERNAL USE ONLY
Classification:	Design – Traffic: Signal Operations			
Consultant:				
Procedural Evaluator:	Michael C. Meddaugh	Email:	MeddaughM@michigan.gov	
Technical Evaluator:	Doug Adelman	Email:	AdelmanD@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 ☐
	Quality Assurance Measures			
QA/QC Plan:	Vendor has provided an overview of how they assure their customers receive quality products and services.			PASS ☐ FAIL ☐

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Definition / Use Statements:	Traffic signal design services requiring signal timing permits for a maximum of three traffic signals. The services include but are not limited to:
	• Design and construction projects with traffic signals within the project limits
	  ○ Construction Staging
	  ○ Installing new or modifying existing pedestrian facilities
	  ○ Traffic Signal installation or modification
	• Traffic operations studies
	  ○ Studies include existing or proposed electronic traffic control devices
	  ○ Traffic impact studies	

Registrations / Certifications:	Minimum of one (1) Professional Engineer 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): Synchro, including SimTraffic Adobe Acrobat Professional	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: Michigan Signal Optimization Guidelines Michigan Timing Plan Preparation Guidelines Michigan Manual on Uniform Traffic Control Devices Federal Manual on Uniform Traffic Control Devices	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. • A minimum of three (3) years of experience in the analysis of traffic signal operations. • Résumé(s) list(s) at least three (3) traffic signal operation analysis projects completed within the last eight (8) years.	PASS ☐ FAIL ☐

Other Requirements:	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 • Signal warrant analysis in MDOT's template Excel spreadsheet • Any left turn phasing analysis in MDOT's template Excel spreadsheet • 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 two (2) or three (3) traffic signals** in compliance with the Michigan Signal Optimization Guidelines, and Michigan Timing Plan Preparation Guidelines. The supplied analysis includes the following: • All data for both existing and optimized conditions including traffic counts and measures of effectiveness • Electronic copies of the Synchro and SimTraffic analyses • Traffic signal layout drawings designating all signal equipment and controller types • 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 • Signal warrant analysis as appropriate in MDOT's template Excel spreadsheet • Left turn phasing analysis as appropriate in MDOT's template Excel spreadsheet	PASS ☐ FAIL ☐

Comments:	

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