

Michigan Department of Transportation Consultant Prequalification Application Review Form			COLUMN FOR INTERNAL USE ONLY
Classification:	Design – Traffic: Signing - Freeway		
Consultant:			
Procedural Evaluator:	Michael C. Meddaugh	Email: MeddaughM@michigan.gov	
Technical Evaluator:	Alonso Uzcategui	Email: UzcateguiA@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"/>
Staff Engineer / Technician:	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
CADD Technician (if applicable):	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"/>

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Definition / Use Statements:	Design engineering for permanent signs located on freeways		
Registrations / Certifications:	<ul style="list-style-type: none"> • Minimum of one (1) Professional Engineer Licensed in Michigan • MTSIS Training Certification 		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):		
	MicroStation	Distance Measuring Instrument	
	SignCAD	GPS Reader	
	MTSIS Software		
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"/>
	Applicable FUSP	MDOT Standard Plans	
	MDOT Standard Specifications for Construction	MMUTCD	
	MDOT Standard Highway Signs	MDOT Signing Special Details	
	MDOT Signing Standards		
MDOT Traffic Signing - Correspondence/Guidelines			
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.		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
	Vendor has provided a minimum of two (2) résumés of which one (1) must be a Professional Engineer Licensed in Michigan. At least one engineer must hold a current MTSIS Training Certification. Résumés have detailed the following:		
	<p><u>Lead Engineer</u></p> <ul style="list-style-type: none"> • Michigan PE License number • MTSIS Training Certification, if applicable • Level of education completed • A minimum of five (5) years of experience in Freeway Signing • Résumé(s) list(s) at least three (3) projects related to Freeway Signing completed in the last five (5) years • Relevant CADD experience, if applicable <p><u>Staff Engineer/Technician</u></p> <ul style="list-style-type: none"> • Michigan PE License number, if applicable • MTSIS Training Certification, if applicable • Level of education completed • A minimum of five (5) years of experience in Freeway Signing • Résumé(s) list(s) at least three (3) projects related to Freeway Signing completed in the last five (5) years • Relevant CADD experience, if applicable <p><u>CADD Technician</u></p>		
	Vendor has provided one (1) additional résumé detailing the following: <ul style="list-style-type: none"> • Level of education completed • Relevant experience in Freeway Signing Plans using CADD <p>NOTE: Additional CADD Operator is not required if at least one engineer listed above possess the necessary experience.</p>		

<p>Other Requirements:</p>	<p>Vendor has submitted at least one (1) sample set of Freeway Signing plans documenting familiarity with MDOT procedures, guidelines, and standards. These plans should be supplied in MDOT's current format and should include, but not be limited to the following:</p> <ul style="list-style-type: none"> • Sign type (Regulatory, Warning, and Guide signs) • Sign material type and quantities • Sign support type and quantities • Sign location • Signing layouts for two (2) rural interchanges • Signing layouts for two (2) urban interchanges • A minimum of two (2) sign truss layouts • A minimum of two (2) sign cantilever layouts • A minimum of two (2) bridge connection layouts <p>If the vendor has not previously completed Freeway Signing plans for the Department, the vendor may submit may submit plan sheets of an imaginary location with correctly applied current MDOT specifications and details. All Current Michigan requirements can be found at: http://www.michigan.gov/mdot/0,1607,7-151-9622_11044_11367---,00.html</p>	<p>PASS <input type="checkbox"/></p> <p>FAIL <input type="checkbox"/></p>
<p>Comments:</p>		
<p>Technical Evaluator Signature & Date:</p>	<p>Final Determination:</p>	
	<p>APPROVED <input type="checkbox"/></p>	
<p>Contract Services Approval – Signature & Date:</p>		
	<p>DENIED <input type="checkbox"/></p>	