

Michigan Department of Transportation Consultant Prequalification Application Review Form		COLUMN FOR INTERNAL USE ONLY
Classification:	Design – Traffic: Work Zone Mobility & Safety	
Consultant:		
Procedural Evaluator:	Michael C. Meddaugh	Email: MeddaughM@michigan.gov
Technical Evaluator:	Chris Brookes	Email: BrookesC@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"/>

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Definition / Use Statements:	Design engineering to perform mobility analyses and an in-depth Transportation Management Plan (TMP) for projects with impacts on mobility, as defined per the most current version of the Work Zone Safety and Mobility Manual.		
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		
	Synchro, including SimTraffic		
	Mobility Analysis Tool – as defined in the Work Zone Safety and Mobility Manual		
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	
	MDOT Work Zone Safety and Mobility Manual	MDOT Traffic & Safety Geometric Design Guides	
	MDOT Standard Specifications for Construction	AASHTO "Roadside Design Guide"	
	Traffic Regulator Instruction Manual	MMUTCD	
	MDOT Maintenance Work Zone Traffic Control Guidelines		
	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>		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/training related to Transportation Management Plans (TMP). • A minimum of three (3) years of experience in TMP <p>Provided resume(s) list(s) projects completed within the last five (5) years demonstrating proficiency providing TMP services:</p> <ul style="list-style-type: none"> • If the projects were completed for MDOT then a minimum of two (2) projects have been listed. • If using a combination of MDOT projects, and other Michigan municipal/business entities, and/or other state Department of Transportation projects, a minimum of four (4) projects have been listed. • Résumé(s) demonstrate relevant CADD experience, if applicable. 		

<p>Other Requirements:</p>	<p>Vendor has electronically submitted (.PDF and Synchro files) at least two (2) sample TMP's from significant projects, as defined by the most current version of MDOT's Work Zone Safety and Mobility Manual, completed in the last five (5) years. Examples document familiarity with all applicable MDOT procedures, guidelines, and standards related to TMP's. The supplied projects demonstrate a diverse analysis of construction methods (i.e. cross over, full detour, night work, one-way detours, etc.). Examples should include, but are not limited to the following:</p> <ul style="list-style-type: none"> • A temporary traffic control plan (TTCP) • A traffic operations plan (TOP) • A public information plan (PIP) • A summary of the project • A complete and reasonable mobility analysis • A cost to benefits comparison • All other pertinent TMP related documentation • Work Zone Crash Analysis • All Synchro files (if applicable) <p>If the vendor has not previously completed TMP's for the Department, the vendor may submit plan sets marked-up to reflect current MDOT specifications and details, or the vendor may submit plan sheets of an actual location with correctly applied current MDOT specifications and details.</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>Contract Services Approval – Signature & Date:</p>		<p>APPROVED <input type="checkbox"/></p> <p>DENIED <input type="checkbox"/></p>