Previously: Pump Station Design

	Michigan Department of Transportation Consultant Prequalification Application Review Form			COLUMN FOR INTERNAL USE ONLY
Classification:	Design - Utilities: Pump Stations			
Consultant:				
Procedural Evaluator:	Michael C. Meddaugh	Email:	MeddaughM@michigan.gov	
Technical Evaluator:	Steve Urda	Email:	UrdaS@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 1 – Mechanical:		PASS ☐ FAIL ☐		PASS ☐ FAIL ☐
Lead Engineer 2 - Electrical:		PASS ☐ FAIL ☐		PASS ☐ FAIL ☐
CADD Operator (if applicable):		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 ☐

Prequalification Classification:	Design - Utilities: Pump Stations	COLUMN FOR INTERNAL USE ONLY
Definition / Use Statements:	Pump station design services including structural hydraulics and hydrology, mechanical, electrical, HVAC and all other disciplines required for the complete design of a pump station.	
Registrations / Certifications:	• Minimum of two (2) Professional Engineers 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): MicroStation	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: MDOT Pay Item Code Book — MDOT PPMS Manual MDOT Standard Plans — Michigan Building Code MDOT Standard Specifications for Construction — NEC Standards	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.
	
	Vendor currently holds prequalification in following classifications:
	
	• Design – Hydraulics II
	• Design – Utilities: Municipal
	• Design - Buildings*
	
	*In lieu of prequalification in the Design - Buildings classification, the vendor may submit resumes meeting the following criteria:
	
	Lead Engineers
	
	Vendor has provided a minimum of two (2) résumés detailing the following:
	
	• Michigan PE License numbers:
	  ○ One (1) résumé demonstrates achievement of an accredited BS degree in Mechanical Engineering.
	  ○ One (1) résumé demonstrates achievement of an accredited BS degree in Electrical Engineering
	• A minimum of four (4) years of professional experience in preparing architectural plans, electrical plans, and structure plans associated with buildings.
	• Résumé(s) list(s) three (3) projects completed within the past eight (8) years. Project descriptions include:
	  ○ Preparation of construction documents
	  ○ Elements of Mechanical, electrical, and architectural engineering
	  ○ Cost estimating
	  ○ Project layouts
	  ○ Relevant CADD Experience (if applicable)
	
	CADD Operator
	
	Vendor has provided a minimum of one (1) résumé detailing the following:
	
	• A minimum of two (2) years of professional experience preparing Landscape plans.
	
	NOTE*: Additional CADD Operator is not required if one of the PE* résumés *listed above demonstrate the necessary experience.*
		PASS ☐
		FAIL ☐

Comments:	

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