Previously: Subsurface Utility Engineering

	Michigan Department of Transportation Consultant Prequalification Application Review Form			COLUMN FOR INTERNAL USE ONLY
Classification:	Design – Utilities: Subsurface Utility Engineering			
Consultant:				
Procedural Evaluator:	Michael C. Meddaugh	Email:	MeddaughM@michigan.gov	
Technical Evaluator:	Nick Lefke	Email:	LefkeN@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 ☐

Prequalification Classification:	Design – Utilities: Subsurface Utility Engineering	COLUMN FOR INTERNAL USE ONLY
Definition / Use Statements:	Design services to provide Subsurface Utility Engineering (SUE) field work which accurately locates, identifies, characterizes, and maps underground utilities.	
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): MicroStation Survey Equipment Designating Equipment Equipment for vacuum extraction – A lease/rental agreement is required if the firm does not own the equipment.	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: MicroStation ASCE 38-02 "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data"	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. **<u>Lead Engineer</u>** Vendor has provided a minimum of one (1) résumé detailing the following: • Michigan PE License number • Level of education completed • A minimum of five (5) years of experience in SUE Provided résumé lists a minimum of six (6) SUE projects within the last ten (10) years, detailing the following information: • Utility quality levels performed • Length of designating (Quality level B) • Number of excavated test holes (Quality level A) • Data management techniques • Participation in project's utility coordination • Unique or special project conditions	PASS ☐ FAIL ☐
Other Requirements:	Provide copies of the client deliverables from all projects listed on the resume. The client deliverables should be limited to five (5) pages per project	PASS ☐ FAIL ☐

Comments:	

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