

| Michigan Department of Transportation<br>Consultant Prequalification Application Review Form |   |   | COLUMN FOR INTERNAL USE ONLY                                   |
|--|---|---|--|
| Classification:  | <b>Design: Wetlands</b>   |   |  |
| Consultant:  |   |   |  |
| Procedural Evaluator:  | Michael C. Meddaugh   | Email: <a href="mailto:MeddaughM@michigan.gov">MeddaughM@michigan.gov</a> |  |
| Technical Evaluator:   | Lynn Lynwood  | Email: <a href="mailto:LynwoodL@michigan.gov">LynwoodL@michigan.gov</a>   |  |
| 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"/><br>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"/><br>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"/><br>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"/><br>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"/><br>FAIL <input type="checkbox"/> |
| <b>Supplied Key Staff</b>  |   |   |  |
|  | Primary Résumé:   |   | Supplemental Résumé (Optional):                                |
| Landscape Architect:   |   | PASS <input type="checkbox"/><br>FAIL <input type="checkbox"/>            | PASS <input type="checkbox"/><br>FAIL <input type="checkbox"/> |
| Professional Engineer:   |   | PASS <input type="checkbox"/><br>FAIL <input type="checkbox"/>            | PASS <input type="checkbox"/><br>FAIL <input type="checkbox"/> |
| CADD Technician (if applicable):   |   | PASS <input type="checkbox"/><br>FAIL <input type="checkbox"/>            | PASS <input type="checkbox"/><br>FAIL <input type="checkbox"/> |
| <b>Quality Assurance Measures</b>  |   |   |  |
| QA/QC Plan:  | Vendor has provided an overview of how they assure their customers receive quality products and services.   |   | PASS <input type="checkbox"/><br>FAIL <input type="checkbox"/> |

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|---|---|--|--|-------------------------|----------------------|---------------------|---|------------------|--|
| Definition / Use Statements:                  | Design services for MDOT projects including wetland planting design and wetland restoration. Services include but are not limited to: <ul style="list-style-type: none"> <li>• Hydraulic and hydrologic studies/models</li> <li>• Wetland engineering including water control structures, and water budget development/evaluations</li> <li>• Wetland plant selection and planting plans</li> <li>• Habitat restoration</li> <li>• Site grading and drainage plans</li> <li>• Cost estimating for wetland implementation</li> </ul>   |  |  |                         |                      |                     |   |                  |  |
| Registrations / Certifications:               | Minimum of one (1) Professional Engineers Licensed in Michigan<br>Minimum of one (1) Registered Landscape Architect in Michigan   |  | PASS <input type="checkbox"/><br>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):<br>MicroStation<br>GEOPAK  |  | PASS <input type="checkbox"/><br>FAIL <input type="checkbox"/> |                         |                      |                     |   |                  |  |
| 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: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">MDOT Road Design Manual</td> <td style="width: 50%;">MDOT Pay Item Code Book</td> </tr> <tr> <td>MDOT Drainage Manual</td> <td>MDOT Standard Plans</td> </tr> <tr> <td>MDOT Standard Specifications for Construction</td> <td>MDOT PPMS Manual</td> </tr> </table>   |  | MDOT Road Design Manual  | MDOT Pay Item Code Book | MDOT Drainage Manual | MDOT Standard Plans | MDOT Standard Specifications for Construction | MDOT PPMS Manual | PASS <input type="checkbox"/><br>FAIL <input type="checkbox"/> |
| MDOT Road Design Manual                       | MDOT Pay Item Code Book   |  |  |                         |                      |                     |   |                  |  |
| MDOT Drainage Manual                          | MDOT Standard Plans   |  |  |                         |                      |                     |   |                  |  |
| MDOT Standard Specifications for Construction | MDOT PPMS Manual  |  |  |                         |                      |                     |   |                  |  |
| Staff Education / Experience:                 | Key Staff Requirements:<br><br>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.<br><br><u><b>Landscape Architect</b></u><br><br>Vendor has provided a minimum of one (1) résumé detailing the following: <ul style="list-style-type: none"> <li>• Michigan RLA License number.</li> <li>• Level of education completed.</li> <li>• A minimum of four (4) years of experience in wetland design and implementation.</li> <li>• Relevant CADD experience, if applicable</li> <li>• Resume contains a minimum of three (3) wetland design projects geographically located within the upper great lakes region and completed within the past five (5) years. Projects demonstrate the following:               <ul style="list-style-type: none"> <li>○ Cost estimating, plant selection, site grading, drainage, wetland planting, wetland engineering, water control structures, and water budget development/evaluations.</li> </ul> </li> </ul> <u><b>Professional Engineer</b></u><br><br>Vendor has provided a minimum of one (1) résumé detailing the following: <ul style="list-style-type: none"> <li>• Michigan PE License number.</li> <li>• Level of education completed.</li> <li>• A minimum of four (4) years of experience in wetland design and implementation.</li> <li>• Relevant CADD experience, if applicable</li> <li>• Resume contains a minimum of three (3) wetland design projects geographically located within the upper great lakes region and completed within the past five (5) years. Projects demonstrate the following:               <ul style="list-style-type: none"> <li>○ Cost estimating, plant selection, site grading, drainage, wetland planting, wetland engineering, water control structures, and water budget development/evaluations.</li> </ul> </li> </ul> |  | PASS <input type="checkbox"/><br>FAIL <input type="checkbox"/> |                         |                      |                     |   |                  |  |

|   |   |  |
|---|---|--|
| <p>Staff Education / Experience (Continued):</p>          | <p><b><u>CADD Technician</u></b></p> <p>Vendor has provided a minimum of one (1) résumé detailing the following:</p> <ul style="list-style-type: none"> <li>A minimum of two (2) years of experience preparing plans in accordance with current MDOT methodologies.</li> </ul> <p><i>NOTE: Additional CADD Operator is not required if RLA or PE listed above possess the necessary experience.</i></p> |  |
| <p>Comments:</p>  |   |  |
| <p>Technical Evaluator Signature &amp; Date:</p>          | <p><b>Final Determination:</b></p>  |  |
|   | <p><b>APPROVED</b> <input type="checkbox"/></p> <p><b>DENIED</b> <input type="checkbox"/></p>   |  |
| <p>Contract Services Approval – Signature &amp; Date:</p> |   |  |