

Michigan Department of Transportation Consultant Prequalification Application Review Form		COLUMN FOR INTERNAL USE ONLY
Classification:	Entry Level - Design – Traffic: Signal Operations	
Consultant:		
Procedural Evaluator:	Michael C. Meddaugh	Email: MeddaughM@michigan.gov
Technical Evaluator:	Doug Adelman	Email: AdelmanD@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:	<p><i>This classification offers opportunities to consulting firms interested in expanding their professional service offerings to include the items listed below. When utilized, this classification will be coupled with the Design: Roadway classification. Team/Project requirements will be detailed in Request for Proposals.</i></p> <p>Traffic signal design services requiring signal timing permits for a maximum of three traffic signals. The services include but are not limited to:</p> <ul style="list-style-type: none"> • Design and construction projects with traffic signals within the project limits <ul style="list-style-type: none"> ○ Construction Staging ○ Installing new or modifying existing pedestrian facilities ○ Traffic Signal installation or modification • Traffic operations studies <ul style="list-style-type: none"> ○ Studies include existing or proposed electronic traffic control devices ○ Traffic impact studies 	
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 have access to 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"/>
	Synchro, including SimTraffic	
	Adobe Acrobat Professional	
Resources / Manuals:	Provide a document certifying your firm has access to current versions of the following:	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
	Michigan Signal Optimization Guidelines	
	Michigan Timing Plan Preparation Guidelines	
	Michigan Manual on Uniform Traffic Control Devices	
	Federal Manual on Uniform Traffic Control Devices	
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. • Résumé(s) list(s) at least three (3) traffic signal operation related projects completed within the last eight (8) years. 	

Comments:

Technical Evaluator Signature & Date:

Final Determination:

Contract Services Approval – Signature & Date:

APPROVED

DENIED