

Previously: Entry Level Permanent Non-Freeway Traffic Signing Plans

Michigan Department of Transportation Consultant Prequalification Application Review Form		COLUMN FOR INTERNAL USE ONLY
Classification:	Entry Level - Design – Traffic: Signing - Non-Freeway	
Consultant:		
Procedural Evaluator:	Michael C. Meddaugh	Email: MeddaughM@michigan.gov
Technical Evaluator:	Alonso Uzcategui	Email: UzcateguiA@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"/>

Prequalification Classification:	Entry Level - Design – Traffic: Signing - Non-Freeway		COLUMN FOR INTERNAL USE ONLY
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>Design engineering for permanent signs located on all roadways, excluding freeways</p>		
Registrations / Certifications:	<ul style="list-style-type: none"> • Minimum of one (1) Professional Engineer Licensed in Michigan • MTSIS Training Certification 	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	
Equipment / Software:	Provide a document certifying that you currently have access 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	Distance Measuring Instrument	
	SignCAD	GPS Reader	
	MTSIS Software		
Resources / Manuals:	Provide a document certifying your firm has access to current versions of the following items:		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
	Applicable FUSP	MDOT Standard Plans	
	MDOT Standard Specifications for Construction	MMUTCD	
	MDOT Standard Highway Signs	MDOT Signing Special Details	
	MDOT Signing Standards	MDOT Traffic Signing – Correspondence/Guidelines	
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 • Level of education completed • Résumé(s) list(s) at least three (3) Non-Freeway Signing design related projects completed within the last eight (8) years. 		

Comments:

Technical Evaluator Signature & Date:

Final Determination:

APPROVED

Contract Services Approval – Signature & Date:

DENIED