

Michigan Department of Transportation Consultant Prequalification Application Review Form			COLUMN FOR INTERNAL USE ONLY
Classification:	Environmental: Archaeology - Historic		
Consultant:			
Procedural Evaluator:	Michael C. Meddaugh	Email: MeddaughM@michigan.gov	
Technical Evaluator:	James Robertson	Email: RobertsonJ3@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.		
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"/>
Supplied Key Staff			
	Primary Résumé:	Supplemental Résumé (Optional):	
Principal Investigator:		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
Field Director:		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:	Environmental: Archaeology - Historic		COLUMN FOR INTERNAL USE ONLY
Definition/ Use Statements:	Environmental services including preparation of historic archaeological research designs and land-use histories, Phase 1 Archaeological Surveys of historic archaeological sites, Phase 2 National Register Evaluations of historic archaeological sites, and Phase 3 Data Recovery Investigations of historic archaeological sites.		
Registrations/ Certifications:	Principal Investigator meets the requirements of the Secretary of Interior's Standards and Guidelines (36 CFR Part 61) Inclusion on the Michigan State Historic Preservation Office list of archaeological consultants		PASS <input type="checkbox"/> 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):		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
	Trimble GEO XT with Sub-meter Accuracy or Equivalent		
	Pathfinder Office 4.10 or equivalent		
	ESRI ArcGIS 10.1		
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:		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
	Section 106 of the National Historic Preservation Act and its implementing regulations at 36 CFR 800		
	Native American Graves Protection and Repatriation Act and its implementing regulations at 43 CFR 10		
	Michigan Attorney General Opinion No. 6585		
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> <p><u>Principal Investigator</u></p> <p>Vendor has provided a minimum of one (1) résumé detailing the following:</p> <ul style="list-style-type: none"> • Level of education completed: <ul style="list-style-type: none"> ○ Résumés demonstrates achievement of an accredited Master's and/or Ph.D. degree in Anthropology or ○ Résumés demonstrates achievement of an accredited Master's and/or Ph.D. degree in Archaeology • Résumé demonstrates a minimum of two (2) years of professional experience working with historic sites in the Great Lakes Region. • Résumé demonstrates two (2) years of project experience interpreting and applying state and federal preservation legal mandates, as they apply to historic archaeological sites. • Résumé lists experience completing land-use histories, archaeological surveys, National Register evaluations of historic archaeological sites (projects that evaluate a site[s] based on survey data alone cannot be substituted), and data recovery investigations of historic archaeological sites. • Résumé lists at least four (4) projects directing a backhoe for site investigations. • Submit electronically at least two (2) and no more than four (4) sample reports produced within the last 10 years (preferably the last 5 years) by the Principal Investigator (author or primary author) documenting work experience with historic archaeological resources. These minimally shall include: <ul style="list-style-type: none"> ○ One (1) survey report with a Land-Use History ○ One (1) report that includes a National Register determination of eligibility of one or more sites (a report that only evaluates a site[s] based on survey data is unacceptable) 		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>

<p>Staff Education/ Experience (Continued):</p>	<p><u>Field Director</u></p> <p>Vendor has provided a minimum of one (1) résumé detailing the following:</p> <ul style="list-style-type: none"> • Level of education completed <ul style="list-style-type: none"> ○ Résumés demonstrates achievement of an accredited Bachelor's and/or Master's degree in Anthropology or ○ Résumés demonstrates achievement of an accredited Bachelor's and/or Master's degree in Archaeology • Résumé lists at least six (6) projects demonstrating experience as a Field Director. • Résumé lists at least four (4) projects directing a backhoe for site investigations • Demonstrate at least one (1) year experience in the Great Lakes Region • Demonstrate at least one (1) year experience in historic archaeological investigations 	
<p>Comments:</p>		
<p>Technical Evaluator Signature & Date:</p>		<p>Final Determination:</p>
		<p>APPROVED <input type="checkbox"/></p>
<p>Contract Services Approval – Signature & Date:</p>		
		<p>DENIED <input type="checkbox"/></p>