

Michigan Department of Transportation Consultant Prequalification Application Review Form			COLUMN FOR INTERNAL USE ONLY
Classification:	Environmental: Botanical		
Consultant:			
Procedural Evaluator:	Michael C. Meddaugh	Email: MeddaughM@michigan.gov	
Technical Evaluator:	David Schuen	Email: SchuenD@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"/>
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:	<h1>Environmental: Botanical</h1>		COLUMN FOR INTERNAL USE ONLY
Definition/ Use Statements:	<p>Botanical and endangered plant assessment includes:</p> <ul style="list-style-type: none"> • Perform field surveys to identify all plant species present throughout Michigan, assess their population size, describe their critical habitat, its size and quality and use this information to perform impact analysis for the proposed project. • Document species and habitats through the use of MNFI plant and community field forms, photographs and GPS point/polygon data in a manner adequate to facilitate Michigan Department of Natural Resources (MDNR) endangered species permitting or U. S. Fish and Wildlife Service (USFWS) Section 7 Consultation if required. • Perform an analysis to determine the impacts of the proposed project to the species identified and their habitat. This analysis will look at avoidance measures, minimization strategies and mitigation as a last resort. 		
Registrations/ Certifications:	MDNR Endangered Species Permit for collection or handling (State listed species)	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	
	USFWS Permit for handling species if required (Federally listed species)		
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"/>	
	GPS (5 meter) and Trimble GEO XT with sub-meter accuracy or equivalent		
	ESRI ArcGIS 10.1		
	Floristic Quality Analysis software		
	Michigan Natural Features Inventory (MNFI) plant and community field forms		
	Camera		
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"/>	
	State of Michigan's Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994, Part 365.		
	Federal Endangered Species Act of 1973, as amended.		
	U.S. Department of Transportation, Federal Highway Administration, Endangered Species Act (ESA) Webtool		

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.

Principal Investigator

Vendor has provided a minimum of one (1) résumé detailing the following:

- Level of education completed:
Resume demonstrates achievement of an accredited degree (Masters/PhD preferred) in botany, plant systematics, plant ecology, ecology or a related botanical field.
- Relevant experience performing field surveys, plant community/habitat classifications, and Floristic Quality Assessment/analysis in the Great Lakes Region.
- Knowledge of field survey methodologies and data collection used in sampling for the diversity of plant community types throughout Michigan.
- Experience collecting GIS data for plant community delineation, micro-habitat mapping and individual plants and the production of maps in an ESRI ArcGIS 10.1 format.
- Resume demonstrates five years of project experience completing botanical threatened and endangered species field surveys, impact analysis and the development of avoidance and minimization strategies and mitigation plans where impacts cannot be avoided.
- Demonstrated knowledge of the NEPA environmental clearance requirements for FHWA, MDNR and USFWS including the completion of MDNR endangered species permit applications and USFWS Section 7 consultation documents including Biological Assessments.
- Resume lists a minimum of three (3) but no more than five (5) projects completed within the last eight (8) years. Provide a two page written description for each project provided. These should include: Project Title, Client, Contact, Location, Project Date, Project Cost, Key Staff, Project Overview, Species of Concern, Survey Methodologies, Results, Impact Analysis, Mitigation, NEPA Reporting, Permitting, and Coordination with the Regulatory Agencies (MDNR and USFWS).

Staff Education/
Experience:

PASS
FAIL

Comments:

Technical Evaluator Signature & Date:

Final Determination:

APPROVED

Contract Services Approval – Signature & Date:

DENIED