

Michigan Department of Transportation Consultant Prequalification Application Review Form			COLUMN FOR INTERNAL USE ONLY
Classification:	Environmental: Contamination		
Consultant:			
Procedural Evaluator:	Michael C. Meddaugh	Email: MeddaughM@michigan.gov	
Technical Evaluator:	Steve Adams	Email: AdamsS@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"/>
	Supplied Key Staff		
	Primary Résumé:	Supplemental Résumé (Optional):	
Lead Engineer / Geologist:		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
Field Staff (if applicable):		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: Contamination		COLUMN FOR INTERNAL USE ONLY
Definition / Use Statements:	Environmental Services to investigate the location and concentration of soil and groundwater contamination.		
Registrations / Certifications:	Hazardous Waste Operations & Emergency Response Certification		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"/>
	Combustible Gas Indicator		
	Static Water Level Meter		
	Conductivity Meter		
	pH Meter		
Photo/Flame-Ionization Detector			
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:		N/A
N/A			
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 / Geologist</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 • A minimum of five (5) years of experience performing soil and groundwater contamination analysis, including innovative technologies and methods used for conducting analysis. <p>Provided résumé(s) lists soil and groundwater contamination projects completed within the past ten (10) years:</p> <ul style="list-style-type: none"> • If the projects were completed in Michigan then a minimum of three (3) projects have been listed. • If the projects were completed in other states, a minimum of five (5) projects have been listed. • If the vendor uses a combination of Michigan projects and projects from other states, a minimum of five (5) projects have been listed. <p>Vendor has submitted a sample report from a soil and ground water contamination project within the past two (2) years.</p> <p><u>Field Staff</u></p> <p>Vendor has provided a minimum of one (1) résumé detailing the following:</p> <ul style="list-style-type: none"> • Hazardous Waste Operations & Emergency Response Certification • Level of education completed • Relevant experience working with soil and groundwater contamination projects. <p>NOTE: <i>Field Staff resume is not required if the Lead Engineer/Geologist listed above possess the necessary certification/experience.</i></p>		

Comments:

Technical Evaluator Signature & Date:

Final Determination:

APPROVED

Contract Services Approval – Signature & Date:

DENIED