

Michigan Department of Transportation Consultant Prequalification Application Review Form		COLUMN FOR INTERNAL USE ONLY
Classification:	Environmental: Historic Assessment	
Consultant:		
Procedural Evaluator:	Michael C. Meddaugh	Email: MeddaughM@michigan.gov
Technical Evaluator:	Lloyd Baldwin	Email: BaldwinL3@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):
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:	Environmental: Historic Assessment		COLUMN FOR INTERNAL USE ONLY
Definition / Use Statements:	Environmental services to perform reconnaissance level or intensive level surveys to determine the presence of historically and architecturally significant properties, assess the eligibility for the National Register of Historic Places and recommend whether or not Determinations of Eligibility are needed for important resources. In many cases, a reconnaissance level survey is used to determine if an intensive level survey is warranted. Services also include evaluating impacts of proposed projects and recommending mitigation measures as necessary.		
Registrations / Certifications:	N/A		N/A
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):	N/A	
	N/A		
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"/>	
	All applicable National Register of Historic Places guidance documents		
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>Principal Investigator</u></p> <p>Vendor has provided a minimum of one (1) résumé detailing the following:</p> <ul style="list-style-type: none"> • Accredited degree(s) in American History, Architectural History, Historic Preservation, or related field. • A minimum of three (3) projects identifying historic districts within a community. • A minimum of three (3) historic architecture projects detailing experience in making determinations of National Register eligibility. • A minimum of one (1) project summarizing ability to assess roadside landscapes. • A minimum of one (1) project identifying and analyzing cultural landscapes. • A minimum of one (1) but no more than two (2) sample cultural resource report(s) specific to a transportation related project. The report(s) include graphics and legible photographs along with instances where NRHP is listed or eligible resources have been identified. <p><i>Note: All supplied projects will be considered. However, preference will be given to projects completed in Michigan or the Great Lakes region.</i></p>		

Comments:

Technical Evaluator Signature & Date:

Final Determination:

APPROVED

Contract Services Approval – Signature & Date:

DENIED