

Michigan Department of Transportation Consultant Prequalification Application Review Form		COLUMN FOR INTERNAL USE ONLY
Classification:	Environmental: Wetland Assessment	
Consultant:		
Procedural Evaluator:	Michael C. Meddaugh	Email: MeddaughM@michigan.gov
Technical Evaluator:	Jeremie Wilson	Email: WilsonJ3@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 Staff:	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: Wetland Assessment	COLUMN FOR INTERNAL USE ONLY
Definition / Use Statements:	Environmental services to identify wetlands by type, delineate their boundaries, assess their values and functions, assess the impact of a transportation project on the wetland, identify alternatives to taking the wetlands, and develop procedures to mitigate for any wetlands loss.	
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:	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> <p><u>Lead Staff</u></p> <p>Vendor has provided a minimum of one (1) résumé detailing the following:</p> <ul style="list-style-type: none"> • Accredited Bachelor's Degree in a natural resources field • Additional professional qualifications, educational experience, or training, specific to wetland assessment/delineation • A minimum of five (5) years of experience performing wetland assessment/delineation work <p>Provided résumé(s) list projects completed within the past ten (10) years:</p> <ul style="list-style-type: none"> • Vendor has submitted a brief description for at least three (3) wetland delineation/assessment projects related to transportation project development within the Upper Great Lakes Region. Project descriptions are limited to one page each. 	<p>PASS <input type="checkbox"/></p> <p>FAIL <input type="checkbox"/></p>

Comments:

Technical Evaluator Signature & Date:

Final Determination:

APPROVED

Contract Services Approval – Signature & Date:

DENIED