

Michigan Department of Transportation Consultant Prequalification Application Review Form			COLUMN FOR INTERNAL USE ONLY
Classification:	Surveying: Road Design		
Consultant:			
Procedural Evaluator:	Michael C. Meddaugh	Email: MeddaughM@michigan.gov	
Technical Evaluator:	Karl Brandys	Email: BrandysK1@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"/>
2/3rds Licensure:	A copy of each principal's professional license has been provided. If the applying consultant is contracting to provide professional Architecture, professional Engineering, or professional Surveying services, at least 2/3rds of the of the firm's principal's must be licensed in Michigan in one or more of these professions (Article 20 of the Occupational Code, P.A. 299 of 1980, as amended).		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
Professional Liability Insurance:	Vendor has provided proof of professional liability insurance with minimum limits of one million dollars (\$1,000,000) per occurrence.		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
Supplied Key Staff			
	Primary Résumé:	Supplemental Résumé (Optional):	
Project Manager/ Professional Surveyor:	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
Survey Crew Chief:	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
CADD Operator (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"/>
Safety Policies:	Vendor has provided a survey safety policy that addresses: <ul style="list-style-type: none"> • Personal Protective Equipment • Work Zone procedures for maintaining traffic • Worker safety language • OSHA/MIOSHA Regulations • Emergency plan for a typical or actual project 		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>

Prequalification Classification:	<h1>Surveying: Road Design</h1>		COLUMN FOR INTERNAL USE ONLY							
Definition / Use Statements:	<p>Perform topographic mapping and digital terrain modeling. Includes the establishment of project horizontal and vertical control, usually based on Michigan State Plane Coordinates, International Feet and the North American Vertical Datum 1988, to be used through survey, design and construction processes.</p> <p>This classification is intended for the following applications:</p> <ul style="list-style-type: none"> • Establish project horizontal and vertical control to MDOT Design Survey Standards • Conventional survey data acquisition, feature and terrain modeling in support of design. • Determination of non-legal as-constructed alignments, potentially based on historical stationing • Mobile and/or static LiDAR acquisition for design surveys 									
Registrations / Certifications:	Minimum of one (1) Professional Surveyor Licensed in Michigan	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>								
Equipment / Software:	<p>Provide a document certifying that you currently own 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):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">MicroStation V8i + GEOPAK or PowerGEOPAK</td> </tr> <tr> <td style="padding: 5px;">Total Station(s) w/ Data Collectors – Robotic / Reflectorless / Conventional</td> </tr> <tr> <td style="padding: 5px;">GPS receivers (minimum 2) – Dual Frequency and associated processing software – RTK capable</td> </tr> <tr> <td style="padding: 5px;">Level(s) – Digital and/or Automatic</td> </tr> <tr> <td style="padding: 5px;">Least squares adjustment software – Horizontal and Vertical</td> </tr> <tr> <td style="padding: 5px;">Coordinate Geometry Software</td> </tr> <tr> <td style="padding: 5px;">Data Collection Software</td> </tr> </table>		MicroStation V8i + GEOPAK or PowerGEOPAK	Total Station(s) w/ Data Collectors – Robotic / Reflectorless / Conventional	GPS receivers (minimum 2) – Dual Frequency and associated processing software – RTK capable	Level(s) – Digital and/or Automatic	Least squares adjustment software – Horizontal and Vertical	Coordinate Geometry Software	Data Collection Software	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
MicroStation V8i + GEOPAK or PowerGEOPAK										
Total Station(s) w/ Data Collectors – Robotic / Reflectorless / Conventional										
GPS receivers (minimum 2) – Dual Frequency and associated processing software – RTK capable										
Level(s) – Digital and/or Automatic										
Least squares adjustment software – Horizontal and Vertical										
Coordinate Geometry Software										
Data Collection Software										
Resources / Manuals:	<p>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:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">MDOT Standard Specifications for Construction</td> </tr> <tr> <td style="padding: 5px;">MDOT Survey Standards of Practice</td> </tr> <tr> <td style="padding: 5px;">MDOT Workspace and CADD Standards</td> </tr> <tr> <td style="padding: 5px;">MDOT Design Survey Manual</td> </tr> <tr> <td style="padding: 5px;">State survey laws, including Chapter 54 of the Michigan Compiled Laws (MCL) and Act 299 of 1980</td> </tr> </table>		MDOT Standard Specifications for Construction	MDOT Survey Standards of Practice	MDOT Workspace and CADD Standards	MDOT Design Survey Manual	State survey laws, including Chapter 54 of the Michigan Compiled Laws (MCL) and Act 299 of 1980	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>		
MDOT Standard Specifications for Construction										
MDOT Survey Standards of Practice										
MDOT Workspace and CADD Standards										
MDOT Design Survey Manual										
State survey laws, including Chapter 54 of the Michigan Compiled Laws (MCL) and Act 299 of 1980										

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.

Professional Surveyor in responsible charge / Project Manager

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

- Michigan PS License number
- Knowledge of Michigan Professional Surveying
- Knowledge of MDOT standards and procedures used in Road Design surveying
- Résumé(s) demonstrate relevant CADD experience, if applicable
- Provided résumés list a minimum of five (5) projects completed within the past eight (8) years

Survey Crew Chief

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

- Michigan PS License number, if applicable
- Document experience in charge of a survey crew
- Knowledge of MDOT standards and procedures used in Road Design surveying
- Résumé(s) demonstrate relevant CADD experience, if applicable
- Provided résumés list a minimum of five (5) projects completed within the past eight (8) years

CADD Operator

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

- Résumé(s) demonstrates documented experience in the use of MicroStation and/or PowerGEOPAK for survey data processing, mapping, and terrain modeling

Résumés referenced above include project descriptions that provide a narrative describing/identifying the key staff member's specific role and demonstrates an understanding of the concepts in the context of actual projects as related to the bulleted items below:

- Michigan State Plane Coordinate System (NAD 83)
- North American Vertical Datum (NAVD 88)
- NGS control
- Least squares analysis
- Coordinate geometry
- Knowledge and experience with US PLSS
- Topographic survey for roads and development
- Digital terrain modeling
- Plats
- Government corners
- Research and retracement of roadway alignment and Right-of-Way
- County road determination (ROW/alignment)
- Underground and surface utility/drainage study
- Knowledge of Photogrammetric control and mapping
- Knowledge and experience with the use of MicroStation and/or PowerGEOPAK for survey data processing, mapping, and terrain modeling for design surveys.
- Knowledge and experience with traffic control
- Narratives should include a discussion on the project deliverables and how they were developed

NOTES:

- Staff resumes submitted must collectively address bullet points listed above
- CADD Operator is not required if staff listed above demonstrate the necessary experience
- Sample project electronic files may be requested by the technical reviewer

Staff Education / Experience:

PASS
FAIL

Comments:

Technical Evaluator Signature & Date:

Final Determination:

APPROVED

Contract Services Approval – Signature & Date:

DENIED