

Michigan Department of Transportation Consultant Prequalification Application Review Form			COLUMN FOR INTERNAL USE ONLY
Classification:	<b>Surveying: Structure</b>		
Consultant:			
Procedural Evaluator:	Michael C. Meddaugh	Email: <a href="mailto:MeddaughM@michigan.gov">MeddaughM@michigan.gov</a>	
Technical Evaluator:	Karl Brandys	Email: <a href="mailto:BrandysK1@michigan.gov">BrandysK1@michigan.gov</a>	
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"/>
<b>Supplied Key Staff</b>			
	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"/>
<b>Quality Assurance Measures</b>			
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"> <li>• Personal Protective Equipment</li> <li>• Work Zone procedures for maintaining traffic</li> <li>• Worker safety language</li> <li>• OSHA/MIOSHA Regulations</li> <li>• Emergency plan for a typical or actual project</li> </ul>		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>

Prequalification Classification:	<h1>Surveying: Structure</h1>		<b>COLUMN FOR INTERNAL USE ONLY</b>
Definition / Use Statements:	<p>Observing and reporting bridge structure elements: reference points and lines, underclearances, abutments, piers; elevation of footings; elevation view and plan view presentations.</p> <p>This classification is frequently coupled with "Surveying, Hydraulics" for bridge over watercourse projects.</p>		
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> <p>MicroStation V8i + GEOPAK or PowerGEOPAK</p> <p>Total Station(s) w/ Data Collectors – Robotic / Reflectorless / Conventional</p> <p>GPS receivers (minimum 2) – Dual Frequency and associated processing software – RTK capable</p> <p>Level(s) – Digital and/or Automatic</p> <p>Least squares adjustment software – Horizontal and Vertical</p> <p>Coordinate Geometry Software</p> <p>Data Collection Software</p>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	
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> <p>MDOT Standard Specifications for Construction</p> <p>MDOT Survey Standards of Practice</p> <p>MDOT Workspace and CADD Standards</p> <p>MDOT Design Survey Manual</p>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	

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 Structure 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 Structure 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

Staff Education / Experience:

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
- Experience in producing structure surveys for design
- Experience with determination of as-constructed roadway and structure alignments
- Typical structure measurements and deliverables
- Knowledge and experience with the use of MicroStation and/or PowerGEOPAK for survey data processing, mapping, terrain for design surveys
- Knowledge and experience with bridge structure nomenclature
- 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*

PASS   
FAIL

Comments:

Technical Evaluator Signature & Date:

**Final Determination:**

**APPROVED**

Contract Services Approval – Signature & Date:

**DENIED**