

Consultant Advisory
2016-1
January 21, 2016

Mandatory Submittal of Certification Documents for Prequalification

Consultant Advisory 2015-2, dated February 9, 2015, states that: "There have been additional required registrations and/or certifications added for the classifications listed below. Your company will have until submittal of your 2016 General Information to certify that these new requirements have been met".

Subsequent to the implementation of the new prequalification process, MDOT identified the need to verify that the certifications required for thirteen construction prequalification classifications are held by the identified key staff. Certification documentation must be submitted to MDOT no later than **May 31, 2016**, for the following prequalification classifications:

- [Construction Engineering: Bridges & Ancillary Structures](#)
- [Construction Engineering: Roadway](#)
- [Construction Engineering: Roadway - Local Agency](#)
- [Construction Inspection: Bridge Painting](#)
- [Construction Inspection: Bridges & Ancillary Structures](#)
- [Construction Inspection: HMA Pavement](#)
- [Construction Inspection: Roadway](#)
- [Construction Services: Office Technician](#)
- [Construction Testing: Aggregates](#)
- [Construction Testing: Concrete](#)
- [Construction Testing: Density](#)
- [Construction Testing: HMA](#)
- [Construction Testing: HMA Assistance](#)

Identified below is the process that all prequalified consultants must follow and submit to MDOT by **May 31, 2016**:

1. Determine which, if any, of the thirteen prequalification classifications, listed above, your company currently holds.
2. For each prequalification classification your company holds, click on the link above to open the Consultant Prequalification Application Review Form (Review Form) specific to each classification.
3. Complete the Supplied Key Staff section of the Review Form (highlighted below in figure 1) by placing your firm's previously MDOT approved Key Staff names in the applicable roles (circled below in Figure 1).

Figure 1.

	one or more of these professions (Article 20 of the Occupational Code, P.A. 299 of 1980, as amended).			
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):	
Construction Engineer / Project Manager:		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
Staff Engineer / Lead Office Technician:		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
Staff Engineer / Lead Field Technician:		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
Additional Staff:		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>		PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
Quality Assurance Measures				

MDOT, CSD, Consultant
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Questions regarding this
Consultant Advisory
should be directed to:

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4. Once completed, the Supplied Key Staff section of the Review Form will automatically populate the Certification Verification section of the Review Form.
5. Complete the Certification Verification section of the Review Form (highlighted below in figure 2) by identifying applicable certifications (Circled in red below in figure 2) held by each supplied Key Staff making sure that all classification specific requirements are met. To ensure an understanding of the certification requirements, review the requirements located under each staff role (ie: Lead Field Technicians), identified on each Review Form. NOTE: Some classifications allow for 'additional staff' in combination with key staff to fulfill certification requirements, while others require each key staff to hold all required certifications.

Figure 2.

Construction Engineering: Bridges & Ancillary Structure Certification Verification				
Key Staff Role:	Résumé Type	Key Staff:	Current Certification(s)	
Staff Engineer / Lead Office Technician:	Primary		MDOT FieldManager Training	<input type="checkbox"/>
			MDOT Computerized Office Technician Certification / Recertification	<input type="checkbox"/>
			MDOT Prevailing Wage Training	<input type="checkbox"/>
Staff Engineer / Lead Office Technician:	Supplemental (Optional)		MDOT FieldManager Training	<input type="checkbox"/>
			MDOT Computerized Office Technician Certification / Recertification	<input type="checkbox"/>
			MDOT Prevailing Wage Training	<input type="checkbox"/>
Staff Engineer / Lead Field Technician:	Primary		Michigan Concrete Field Testing - Level 1 (MCA Or MCPA)	<input type="checkbox"/>
			Michigan Soil Erosion And Sedimentation Control (SESC) Certification	<input type="checkbox"/>
			Storm Water Operator Certification	<input type="checkbox"/>
			MDOT Bridge Deck Construction Inspection & Bridge Rehabilitation Inspection	<input type="checkbox"/>
Staff Engineer / Lead Field Technician:	Supplemental (Optional)		Michigan Concrete Field Testing - Level 1 (MCA Or MCPA)	<input type="checkbox"/>
			Michigan Soil Erosion And Sedimentation Control (SESC) Certification	<input type="checkbox"/>
			Storm Water Operator Certification	<input type="checkbox"/>
			MDOT Bridge Deck Construction Inspection & Bridge Rehabilitation Inspection	<input type="checkbox"/>
Additional Staff (if applicable):	Primary (Optional)		Michigan Concrete Field Testing - Level 1 (MCA Or MCPA)	<input type="checkbox"/>
			Michigan Soil Erosion And Sedimentation Control (SESC) Certification	<input type="checkbox"/>
			Storm Water Operator Certification	<input type="checkbox"/>
			MDOT Bridge Deck Construction Inspection & Bridge Rehabilitation Inspection	<input type="checkbox"/>
Additional Staff (if applicable):	Supplemental (Optional)		Michigan Concrete Field Testing - Level 1 (MCA Or MCPA)	<input type="checkbox"/>
			Michigan Soil Erosion And Sedimentation Control (SESC) Certification	<input type="checkbox"/>
			Storm Water Operator Certification	<input type="checkbox"/>
			MDOT Bridge Deck Construction Inspection & Bridge Rehabilitation Inspection	<input type="checkbox"/>

PASS
 FAIL

6. Insert copies of the original required certifications after the last page of the Review Form(s).
7. Automatic Prequalification Classifications - If your firm is prequalified in the *Construction Engineering: Bridges & Ancillary Structures* and/or *Construction Engineering: Roadway* classification(s), MDOT will only need the Review Form(s) and corresponding certifications for these two classifications. The supplied certifications will be applied to any automatically approved classifications. Automatic prequalification classifications are as follows:

Construction Engineering: Bridges & Ancillary Structures

- Construction Inspection: Bridges & Ancillary Structures
- Construction Services: Office Technician

Construction Engineering: Roadway

- Construction Engineering: Roadway - Local Agency Program
- Construction Inspection: Roadway
- Construction Services: Office Technician

8. Supply one (or a minimum number) of emails containing all applicable classifications as individual .pdf files. Emails with attachments totaling more than 20 MB will not be received by MDOT's network. **DO NOT COMBINE OR FLATTEN FORMS.** If the forms are combined or flattened, the functionality and data will be adversely impacted.
9. Failure to submit the required documentation by **May 31, 2016**, may result in suspension of your prequalification in the applicable classification(s).
10. Return all information to: MDOT-ServicePrequal@Michigan.gov.