

**BUREAU OF HIGHWAYS
REQUEST FOR PROPOSAL
for
QUALIFICATIONS BASED SELECTION FOR PREQUALIFIED SERVICES**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is currently prequalified for this type of work and you are interested in providing services, please indicate your interest by submitting a Proposal. The Proposal must be submitted in accordance with the latest "Vendor Selection Guidelines for Service Contracts", available on the MDOT website.

For efficiency sake, we are asking that the vendor firm provide **3** paper copies of the Proposal to the MDOT project manager named in the attached scope of services.

These copies must be received by **4:00 p.m. on Tuesday, November 16, 2004**. Fax and electronic copies are not acceptable.

In addition, provide one unbound copy to:

Regular Mail:

Secretary, **Operations Contract Support**
Michigan Department of Transportation
P.O. Box 30050
Lansing, MI 48909

OR

Overnight Mail:

Secretary, **Operations Contract Support**
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

This copy is to be received within three working days after the due date and time specified above. Please do not deliver in person.

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked at least three working days prior to the due date and time specified above. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of vendors submitting questions will not be disclosed.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is

assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

The selection team will review the information submitted and will select the firm considered most qualified to perform the engineering services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

The maximum allowable pages for your proposal shall follow the guideline detailed in Exhibit F of the Vendor Selection Guidelines (October 2004) for \$25,000 to \$100,000.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

The scope of services is attached to this solicitation.

**SCOPE OF SERVICES FOR
CONSULTANT CONSTRUCTION “AS NEEDED” INSPECTION AND TESTING SERVICES**

PROJECT DESCRIPTION/PROJECT ENGINEER MANAGER DESIGNATION:

General Description of Work:

Provide experienced personnel for inspection & testing services as needed for bridge construction work. The inspectors shall work under the direction of the Project Manager. This scope covers inspection services that may be needed, beginning May 2005 and through November 2005.

Inspection & testing services may be needed for work operations including, but not limited to, substructure repairs, concrete and steel beam end repairs, bridge joint replacement and bridge painting. Depending on the project, these services could be either daylight or night-time hours, Monday through Saturday; some Sunday work may be required.

Full-time services will not be required for these projects at all times. This contract is for “as-needed” services, based on the intermittent needs of the project office for inspection & testing personnel. The Consultant’s point of contact will be contacted with the requests for staff. Every attempt will be made to submit requests at least one week prior to the need for personnel, however it is expected that any request made will be complied within a 48 hour period. If the consultant is unable to fulfill the request, MDOT may utilize a secondary consultant for the services.

The Consultant will provide experienced inspectors to perform the inspection and testing services under the direction of the Project Manager or his designee. Work hours and assignments will be given to the consultant staff by the Project Manager or other MDOT personnel from this office. The consultant inspector & tester(s) will cooperate with the senior level MDOT technicians to ensure that adequate services are provided. Each initial authorization will be set up for **1000 hours**.

Project Location: Various bridges on I-96 between Bristol and Coit Ave.

Contol Section: 41025 Job Number: 79062A

Description of Work: Substructure repairs, concrete and steel beam end repairs, bridge joint removal and replacement and bridge painting.

Primary Prequalification Classification: **Bridge Construction Engineering**
Secondary Prequalification Classification: **N / A**
DBE Requirement: **0%**

Start Date of the Construction: April 2005

Completion Date of the Projects: August 2005

MDOT Project Manager: Erick J. Kind
1420 Front Ave. NW
Grand Rapids, MI 49504
Phone (616) 451-4141

The Consultant shall contact the Project Manager prior to beginning any work on these Projects.

GENERAL:

The Consultant shall furnish all services and labor necessary to conduct and complete the Construction Engineering Services described herein. The Consultant will also furnish materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), and check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work. The Services will be performed to the satisfaction of the Department consistent with applicable professional standards.

- A. The Consultant's principal contact with the Department will be through the designated Project Manager or his/her designee.
- B. The Services described herein are financed with public funds. The Consultant will comply with applicable Federal and State laws, rules, and regulations. The Consultant will perform field operations in accordance with MIOSHA regulations and accepted safety practices. The Consultant will wear personal safety equipment in accordance with MDOT policy while on the project.
- C. The Consultant agrees to demonstrate knowledge of, and performance in compliance with, the standard construction practices of the Department; the Project construction contract, proposal, and plans; the Standard Specifications for Construction and applicable publications referenced within; the Michigan Construction Manual; the Materials Source Guide; the Materials Quality Assurance Procedures Manual; and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.
- D. The Consultant will notify the Project Engineer Manger, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the Project Manager.

GENERAL DESCRIPTION OF INSPECTION AND TESTING SERVICES:

The Consultant will provide, to the satisfaction of the Department, Inspection and Testing Services in the areas of bridge capital preventative maintenance. Reporting, measurement, computation, and documentation requirements directed by the Project Manager and/or referenced in the Specifications, Plans, Proposal, the Michigan Construction Manual, the MDOT Materials Source Guide and all other applicable references, guidelines, and procedures manuals and associated with this Construction Inspection and Testing Services work is also included.

INSPECTION AND TESTING SERVICES TO BE PERFORMED BY THE CONSULTANT:

A. For Project Administration, the Consultant shall:

- 1. The Consultant will provide the necessary personnel to adequately perform the requirements of this Agreement, and that his/her employees will possess the experience, knowledge, and character to qualify them for the particular duties each is to perform.
- 2. The Consultant will furnish a part-time assistant project engineer and the necessary inspection and testing, and staking equipment needed to carry out the inspection & testing services.
- 3. **Staff Reductions:** Withdraw any personnel or halt any services no longer required, at the request of the Department, or within a reasonable time after the lack of need becomes apparent to the Consultant or the Project Manager. The Consultant will not be reimbursed for the cost of personnel charged to a project that the Project Manager has determined was unnecessary.

B. For Project Inspection, the Consultant shall:

- 1. **Inspectors:** Perform as the Inspector for the Project consistent with the Department's practice

and in accordance with the Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Source Guide, and other applicable references, guidelines, and/or procedures manuals. The Inspector(s) shall be assigned this Project with a sufficient number of technically qualified and experienced personnel to perform the Services required under the Agreement in a timely manner to avoid delay to the Construction Contractor.

2. **Coordination:** Provide appropriate coordination, contact, and cooperation with affected local, state, and/or federal agencies; other Consultants and other Contractors; the general public; utilities and railroad companies; and local police, fire, and emergency services which may be affected by the Project and which are deemed to be the responsibility of the Consultant by the Department.
3. **Meetings:** Arrange and conduct conferences and meetings required to carry out the Services or may be required by the Project Manager. Prepare and distribute minutes of all meetings except the Preconstruction meeting.
4. The inspectors will be equipped with cellular phones. The phones can not be charged as a direct expense to the project.
5. The Consultant will immediately bring to the attention of the Project Manager any failure by the Contractor to comply with a plan or specification requirement, any problem, trends toward borderline compliance, or any other occurrence which may require resolution. The Consultant will also arrange, if necessary, meetings for the resolution of such matters and notify the Project Manager.
6. **Contentious Issues:** Notify the Project Manger of any problems, issues, discrepancies, or other items brought to the attention of the Consultant by the Contractor. Provide written documentation of the resolution of such issues.
7. **Consultant Deliverables:** Collect, properly label or identify, and deliver to the Department any original diaries, logs, notebooks, accounts, records, reports, as constructed plans, other documents, and Project files prepared by the Consultant in the performance of the Agreement, upon completion or termination of the Agreement. Upon completion or termination of the Agreement, Specifications, Manuals, guides, written instructions, construction contracts and plans, unused forms, and any other documents and materials furnished by the Department shall be returned. The Consultant may be responsible for replacing lost documents or materials at a fair and reasonable price.

C. For Quality Assurance Testing and Reporting, the Consultant shall:

1. **Material Testing:** Sample and/or test materials (except off-site aggregates, concrete cylinder breaks, and HMA plant testing) to be incorporated in the work, including but not limited to, concrete quality assurance testing, HMA sampling, on-site aggregates, and density testing and reporting, according to Materials Source Guide, and reject Contractor's work and materials not meeting the Specifications, Plans, Proposal, the Michigan Construction Manual, Materials Quality Assurance Manual, and all other applicable references, guidelines, and procedures manuals. Determine the acceptability of materials found to be in non-compliance.

Acceptance samples, tests, and reporting procedures will conform to the Specifications, Proposal, MDOT Materials Source Guide and other applicable references, guidelines, and procedures manuals prescribed by the Department.

2. **Material Certification:** Coordinate with MDOT office staff to make certain that acceptable test reports and material certifications from the supplier have been received, prior to the incorporation of

materials in the work, for materials tested off the Project site.

3. **Materials Reports:** Submit materials test reports (including, but not limited to Moisture and Density 582B, Inspector's Report of Concrete Placed 1174A, Aggregate Inspection Reports 1900 & 1901, Bituminous QA reports, and Concrete QA reports, etc.) according to the distribution list on a daily basis, within one work day following the testing. The efficiency of the consultant in getting the "Moisture and Density Determination, Nuclear Method", Form 582B, copy to the Lansing, Density Technology Unit, 8885 Ricks Road, Lansing MI 48909 will be measured by that unit and reported to the Project Manager.
4. **Testing Personnel:** For aggregate, concrete, density, and bituminous testing, utilize only personnel certified according to current Department requirements. Personnel will be certified on all projects (not just NHS projects).

The concrete testing inspector will be certified as a Concrete Technician Michigan Level I through a program certified by Michigan Concrete Association Board of Examiners or the Michigan Concrete Paving Association.

Any inspector involved in sampling or testing of Hot Mix Asphalt must be a Michigan Qualified HMA QC/QA Technician.

Any inspector performing sampling or testing of aggregates must be a current Michigan Certified Aggregate Technician.

Any person performing density testing or handling of nuclear density testing equipment must have complete the Michigan Density Technology Certification Program and successfully completed radiation safety training.

5. **Density Gauge:** The inspector will provide a Troxler Density Gauge and comply with all requirements related to the use of this gauge established by the Nuclear Regulatory Commission and MDOT. This gauge should be calibrated to meet MDOT requirements.
6. **Project Review/Certification:** If requested, participate in and resolve items determined to be insufficient during the Department's review(s) of project records.

D. For Measurement, Computation, Documentation, and Recordkeeping, the Consultant shall:

1. **Documentation:** Measure and compute quantities, and provide appropriate documentation of all materials incorporated in the work and items of work completed, and maintain an item record account using FieldManager or FieldBook software. The consultant must obtain and be able to use the most current available version of FieldManager as the primary system for automation of all required documentation for this project. Contact **Info Tech** at (352) 375-7624 or fax (352) 373-9586 or (www.infotechfl.com) to obtain software and information on training.
2. Assist in maintaining **As-Constructed Plans** throughout the project, showing any field changes, final utility locations, substantial quantity changes, etc. Verify the As-Constructed Plan information that is required to be provided by the Contractor.
3. **Reports-Consultant Generated:** Prepare such periodic, intermediate and final reports and records as may be required by the Department and as are applicable to the Project, which may include, but are not limited to:
 - a. Inspector's Daily Reports
 - b. Moisture and Density Determination Reports (Form 582BM)
 - c. Inspector's Report of Concrete Placed (Form 1174A-M)

- d. Mechanical Analysis, (Form 1901)
- e. Final Quantity Sheets
- f. Force Accounts
- j. Other records and/or reports as required for the individual Project by the Project Manager and/or as required by Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Source Guide, and other applicable references, guidelines and/or procedures manuals.

SERVICES TO BE PERFORMED BY THE DEPARTMENT:

- A. The Project Manager will furnish to the Consultant Project-specific construction contracts, proposals, plans, plan revisions, written instructions, and other information and/or data as deemed necessary by the Project Manager for the Services required herein.
- B. The Department will furnish concrete cylinder breaks, off-site aggregate testing, off-site inspections and tests of steel, cement, HMA mixture designs, sewer and drainage pipe, structural steel, pre-stressed girders and beams, traffic signs, and any other materials customarily tested in the Department laboratories with its own forces or by statewide contracts. The customary testing is described in the Materials Quality Assurance Manual with exceptions noted within the Specifications, Plans, and Proposal. The Consultant will be responsible for the sampling and transportation of all the materials to be tested by Department personnel.
- C. The Project Manager shall provide inspection and contract administration of the project to assure that the project has been completed in reasonable conformance with the plans and specifications for project acceptance and to determine that the inspection work performed to date by the Consultant for services rendered is reasonable and appropriate before approving the Consultant's request for payment.
- D. **Project Engineer:** Perform as the Project Engineer for the Project consistent with the Department's practice and in accordance with the Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Source Guide, and other applicable references, guidelines, and/or procedures manuals.
- E. The Department shall provide the office technician staff to maintain the project files in accordance with MDOT procedures. The Consultant inspector will coordinate with the Department's staff to submit the required documentation, as indicated elsewhere in this Scope of Services.

CONSULTANT PAYMENT:

Invoices/bills for services will be directed to the Operations Contract Support Unit in Lansing. Payment to the Consultant for Services rendered will not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Consultant. Invoices must be submitted to the Operations Contract Support Unit monthly, within 14 calendar days of the close of the invoice period.

Reimbursement for overtime hours will be limited to time spent on these projects in excess of forty hours per week. Any variations to this rule should be included in the price proposal submitted by the Consultant and must have prior approval by the MDOT Project Engineer Manager.

The hours billed for the inspector will not begin until the inspector reports to the project site, or the

project office. Direct expenses will not be paid in excess of that allowed by the Department for its own employees.

The fixed fee allowed for this project is 11.0%.