

MINOR STATE CAPITAL OUTLAY PROJECTS

REQUEST FOR PROPOSAL

This form is used for requesting proposals from professional service contractors for minor state capital outlay projects. (Authority: 1984 PA 131)

Professional Services for Trail Design and Construction

File No. 751/10099.RAN
Index No. 55110

Department of Natural Resources
Fred Meijer White Pine Trail
Cadillac-Sand Lake, Michigan

PROPOSAL DUE DATE: Thursday, January 21, 2010, 2:00 p.m., Local Time

MULTIPLIERS ABOVE 2.70 WILL NOT BE ALLOWED FOR AWARD OF FUTURE CONTRACTS BY THE DEPARTMENT OF MANAGEMENT AND BUDGET, FACILITIES ADMINISTRATION, DESIGN AND CONSTRUCTION DIVISION FOR THE PROFESSIONAL'S SERVICES OR FOR THE PROFESSIONAL'S CONSULTANT'S SERVICES.

ISSUING OFFICE

U.S. Mail Address

Department of Management & Budget
Facilities Administration
P.O. Box 30026
Lansing, MI 48909

Express Mail Address

Department of Management & Budget
Facilities Administration
530 W. Allegan Street
First Floor, Stevens T. Mason Building
Lansing, MI 48933

TABLE OF CONTENTS

<u>Section</u>		<u>Page</u>
I	General Information	1
II	Proposal Format - Part I - Technical	3
III	Proposal Format - Part II - Cost	3

Minor State Capital Outlay Projects
REQUEST FOR PROPOSAL
Part I - Technical Proposal
Part II – Cost Proposal
Professional Services for Trail Design and Construction

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Department of Natural Resources
Fred Meijer White Pine Trail
Cadillac-Sand Lake, Michigan

SECTION I GENERAL INFORMATION

I-1 Purpose

This Request for Proposal provides the prospective prime professional service contractor, hereafter referred to as the professional, with information to enable preparation of a proposal for DESCRIBE PROJECT and LOCATION. The service to be completed should encompass as a minimum the following phase(s) from the Department of Management and Budget's attached Sample Standard Contract for Professional Services:

Phases

500	Final Design
600	Construction Administration - Office Services
700	Construction Administration - Field Services

I-2 Project/Program Statement

See attached project/program statement for more detailed information. The design professional, by submitting a Technical (Part I) and Cost (Part II) Proposal to the department for evaluation during the selection process, ascertains that they can and will provide a complete design based on the approved project/program statement. No increase in compensation fee to the design professional will be allowed unless there is a material change made to the scope of work of the project/program statement and the change to the project/program statement is approved, in writing, by Facilities Administration, Design and Construction Division.

I-3 Issuing Office

This Request for Proposal is issued by the Department of Management and Budget, hereafter referred to as the issuing Office. PROPOSALS SHALL BE RETURNED TO THE ISSUING OFFICE. The point of contact for this Request for Proposal is:

Bob Noble, Project Director
Department of Management and Budget
Facilities Administration, Design and Construction Division
P.O. Box 30026
Lansing, MI 48909
Telephone Number: (517) 373-6312

I-4 Contract Award

Professionals are being requested to submit a proposal in two parts, Technical Proposal - Part I, and Cost Proposal - Part II. The two parts should be submitted in separate sealed envelopes. Proposals will be evaluated based on the Technical Portion – Part 1. The Department of Management and Budget will offer a contract to the professional firm that has been recommended by the Advisory Committee after their evaluation of Part 1 – Technical Proposal.

Contract award will be undertaken by the state through the Department of Management and Budget within fifteen (15) days following the due date of the proposal being submitted to the issuing office with the professional firm whose proposal (Part I) the Advisory Committee determines to be in the state's best interest.

Professional firms awarded contracts by Facilities Administration, must be certified by the Michigan Department of Civil Rights for compliance with State of Michigan nondiscrimination requirements. If submittal is made by a Joint Venture, BOTH FIRMS must be certified. **Attach a copy of the Certificate of Awardability to each of the returned proposals, along with one completed, signed Professional Contractor Demographics, Statistics and Certification form; one completed, signed Certification Regarding Debarment, Suspension, and other Responsibility Matters form.**

Due to recent processing improvements by the Department of Management & Budget (DMB) and the Department of Civil Rights (DCR) concerning Certificates of Awardability, consideration may be given to proposals received while final certification is still pending. In order to qualify for such consideration a professional who does not possess a Certificate of Awardability valid through the proposal due date must do each of the following:

- Notify MDCR in writing, by sending a facsimile (fax) to 313-456-3826 at least 3 business days prior to the proposal due date, that the professional has submitted a proposal contingent upon a pending Certificate of Awardability. Notice shall indicate for the proposal being submitted upon, the scheduled proposal due date, the name and phone number(s) of a contact person able to speak for the professional on the subject of awardability, and the date on which the professional's application for Certificate of Awardability was initially filed.
- Ensure that all information required on the application for Certificate of Awardability was provided to MDCR.
- The professional is responsible for securing all pertinent information from the Department of Civil Rights prior to submitting a proposal. Communications should be directed to:

Michigan Department of Civil Rights
Cadillac Place
3054 W. Grand Boulevard
Suite 3-600
Detroit, MI 48202
Telephone Number: (313) 456-3822 or 456-3700

I-5 Rejection of Proposals

The state reserves the right to reject any or all proposals, in whole or in part, received as a result of this Request for Proposal.

I-6 Incurring Costs

The state is not liable for any cost incurred by the professional prior to acceptance of a proposal and the award and execution of a contract and issuance of the state's contract order.

I-7 Mandatory Preproposal Meeting

NO MANDATORY PREPROPOSAL MEETING will be conducted by the Issuing Office for this Request for Proposal.

I-8 Economy of Preparation

Proposal should be prepared simply and economically, providing a straightforward, concise description of the professional's ability to meet the requirements of the Request for Proposal. **Fancy bindings, three-ring binders, colored displays, promotional materials, and so forth, are not desired. Emphasis should be on completeness and clarity of content.**

I-9 Responsibilities of Prime Professional Service Contractor

The prime professional service contractor will be required to assume responsibility for all professional services offered in their proposal whether or not they possess them within their organization. Further, the state will consider the professional to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The prime professional shall possess a license to practice in the State of Michigan pursuant to Public Act 299 of 1980, Article 20.

I-10 Proposals

The professional must submit a complete response to this Request for Proposal. Each proposal must be submitted in four (4) copies to the issuing office. No other distribution of proposals will be made by the professional. Part I and Part II of the proposal should be submitted at the same time. To be considered, proposals must arrive at the issuing office **on or before 2:00 p.m., local time, on Thursday, January 21, 2010**. Professionals mailing proposals should allow normal delivery time to ensure timely receipt of their proposals. Proposals received after this time will be returned unopened. The **outside envelope** should be clearly marked "**Fred Meijer White Pine Trail Design and Construction**". Proposal must be signed by an official authorized to bind the professional firm to its provisions. **NO FACSIMILES OR E-MAILS OF THE REQUEST FOR PROPOSAL WILL BE ACCEPTED.** **NOTE:** Parking is at a premium in the area of the Stevens T. Mason Building. Security measures may affect the delivery time of mail and packages sent via UPS, Fed Ex, and Airborne Express. Those hand-delivering their proposal should be prepared to present a pictured identification to the security guard on duty in the lobby of the Stevens T. Mason Building and allow extra time for their proposal to reach Facilities Administration. It remains the responsibility of the professional firm to submit request for proposals as specified. Please allow ample time to arrive at the office prior to the 2:00 p.m. deadline.

SECTION II PROPOSAL FORMAT - PART I - TECHNICAL

(Proposal must be submitted in the format outlined below):

II-1 Business Organization

State the full name and address of the organization and, if applicable, the branch office, consultants or other subordinate elements that will provide or assist in providing the service. Indicate whether you operate as an individual, partnership or corporation; if as a corporation, include the state in which you are incorporated. State whether you are licensed to operate and practice in the State of Michigan.

II-2 Statement of the Problem and Budget

State in concise terms your understanding of the problem and, in summary, your plan for accomplishing the project within the initial construction allocation.

II-3 Management Summary and Work Plan/Schedule

Describe in narrative form your plan for accomplishing the project. Describe clearly and concisely each task required to complete the project. Include a detailed PERT-type display, or similar time sequenced-related but undated schedule, showing each task and phase in your work plan.

II-4 Personnel Staff

The professional must be able to staff a project team that possesses qualifications and all the expertise necessary to undertake the project. Include the full payroll signature names of all personnel by classification that will be employed in the scope of the work. Indicate which of these individuals you consider to be "Key Personnel" to the successful completion of the project. Identify "Key Personnel" by name and position/classification title. Resumes of qualifications for "Key Personnel" must be provided. No substitution of any "Key Personnel/Employee" will be made by the professional without the prior written consent of the department. Before any such substitution, the professional shall submit to the department a detailed written justification for such substitution, supported by the professional qualifications of any proposed replacement.

II-5 Organization Chart

Provide an organization chart outlining authority and communication lines for each "Key Personnel" and personnel staff.

II-6 References

Provide project work experience.

SECTION III PROPOSAL FORMAT - PART II - COST

III-1 Instructions

Part II - Cost Proposal shall carefully interface with all phases/tasks of the work plan identified in the Part I - Technical Proposal. Total cost shall be estimated using direct payroll rates for personnel performing a direct service times a multiplier. The multiplier for direct payroll rates shall not normally exceed 2.5 All multipliers must be accompanied with accounting records prepared by a qualified accountant justifying the multiplier. (See attached guideline page for instructions regarding the "Overhead Items Allowed for Professional Service Contractor's Multiplier Calculation.") **COST PROPOSALS WITHOUT THESE CERTIFIED ACCOUNTING RECORDS SHALL RECEIVE A REDUCED SCORE BY THE ADVISORY COMMITTEE.**

Consultants providing services must submit a separate multiplier (with proper documentation) for services that they will provide. No mark-up of the consultants billing or direct payroll rates will be allowed.

Contracts will not be issued with a multiplier above 2.70.

The department will reimburse the professional for the actual cost of printing and reproduction of Phase 100 Survey and/or Study Reports, bidding documents/drawings and specifications and U.S. Mail regular shipping postage and handling of bidding documents, soil borings, site surveys and any required laboratory testing. No mark-up of these costs will be allowed.

All other costs, such as indirect labor, phones, miscellaneous reproduction, travel, etc., shall be included in the professional's multiplier.

If the project is further than 100 miles one-way from the professional firms office, Facilities Administration may entertain a proposal to include reimbursable costs for travel mileage to the project site at the State of Michigan's rates if the professional firm can demonstrate a cost savings to the State, if reimbursed for travel mileage in accordance with the current travel rates provided in the State of Michigan's "Schedule of Travel and Meal Reimbursement Rates" versus an adjustment to the professional's multiplier. If such a situation exists, the professional shall include with the proposal an estimated amount reflecting proposed travel costs and a schedule showing proposed frequency of such travel, including detailed itemized backup documentation indicating how this estimate was determined.

The design phase tasks shall cumulatively include any contingent services required for subsequent issuing and processing of bulletins arising from, but not limited to, design errors and/or omissions, code compliance (precipitating either from plan review or on-site/field observations), modification of existing structures or systems necessary to achieve the intent of the project statement.

The design phase services shall include either by cumulative allowance or by specific task, the furnishing of all project data and services necessary to legally implement the project. This includes but may not be limited to, code reviews and/or interpretations, project meetings, presentations, hearings, utility allocations requests, and/or connections, easements, or permits.

Any contract issued by the state pursuant to this proposal anticipates that the professional will provide, but shall not seek compensation for services necessary to respond to and resolve contractor claims arising wholly or in part from the professional's design errors or omissions or other aspects of the design or for any aspect of the professional's performance which is inconsistent with the professional or construction contracts. No task or part thereof may include costs for such efforts.

III-2 Identification of Personnel and Estimated Compensation

Note that each of the tables referenced in the following sections are for example purposes only. The positions, employee names, wage rates and multipliers are purely fictitious. However, each PSC submitting a proposal should utilize a similar format inserting their own position/classifications, employee names, employee wage rates and multiplier.

III-2-A. Primary Professional/Consultant - Position Classification and Employee Wage Information

Utilizing a format similar to the attached Form III-2-A, identify the architectural and/or engineering discipline service being provided and the primary professional/consultant's technical employee(s) names and position classifications for the project and their current hourly direct payroll rates and hourly billing rates at the beginning of the project. Also, provide the technical employee(s) anticipated hourly direct payroll rates and hourly billing rates at the end of the project based on the professional's estimated schedule duration. This range of current and anticipated hourly direct payroll and billing rates shall reflect the actual costs currently being paid to all the primary professional/consultant's technical employees professional services within their specified position classification, and shall include any anticipated pay increases over the life of the professional/consultant's estimated contract schedule.

Multiplier

To determine your current billing rate, multiply the employee(s) current direct payroll rate times your firm's calculated multiplier. (See the attached guideline page for instructions regarding the "Overhead Items Allowed For Professional Service Contractor's Multiplier Calculation," and the attached "Sample Standard Contract For Professional Services," Article 2, Compensation Text.) The multiplier for a professional firm for direct payroll rates shall normally not exceed 2.5. Professional service contracts will not be issued to a professional firm with a multiplier above 2.70. ALL multipliers must be accompanied with accounting records prepared by a qualified accountant justifying their multiplier. Consultants providing professional services must submit a separate multiplier (with proper documentation) for services that they will provide. No mark-up of the consultants billing or rates will be allowed. ALL other costs, such as indirect labor, telephones, miscellaneous reproduction, travel, etc., shall be included in the professional's multiplier.

III-2-B. Utilizing a format similar to that shown in III-2-B, identify for each phase/task the estimated hours for each employee and include the direct payroll rate for the employee. Please note that employees of a separate professional firm or consultant, if proposed, should also be included and noted.

III-2-C. Utilizing a format similar to that shown in III-2-C, identify the phase number, firm name, address, description of the professional services to be provided and the total amount of all authorized direct expenses of a reimbursable nature.

III-2-D. Utilizing the format shown in III-2-D, carry forward the previously determined subtotal amounts for each phase and adjust those amounts utilizing a multiplier. The use of a multiplier for direct payroll should include, but not limited to, such items as fringe benefits, vacations, sick leave, insurance, meals, lodging, travel, all computer time, and clerical/secretarial services (not project related), telephone services, reproduction services for other than bid documents, employees not providing a direct service, other indirect costs and profit, etc. Similarly, indicate the multiplier that covers your handling fee for authorized reimbursable work. Repeat the above for each phase and summarize all phases using the format shown in III-2-E. The combination of all phases shall become the professional's maximum not-to-exceed cost for all design services. Compensation for each phase will be in accordance with the attached "Sample Standard Contract for Professional Services," Article 2, Compensation text.

III-2-E. Use for each phase of the project the following sample formats to establish your total compensation. Please note that the hours for each phase/task must be identified under III-2-B and that the phase/tasks must be based and referenced to your Part I - Technical Proposal.

III-2-A.

**PROFESSIONAL/CONSULTANT
Position/Classification and Employee Wage Information**

Firm Name _____
 Discipline Services Provided _____
 *Multiplier 2.5

Position/Classification	Employee(s) Name	Hourly \$ Pay Range	
		Direct Payroll From \$ - To \$	Billing Rate \$From - To \$
Principal/Project Manager**	Robert J. Hafel	37.00 - 40.70	92.50 - 101.75
Senior Architect	Donald E. McReynolds	29.00 - 31.90	72.50 - 79.75
Civil Engineer**	Ruby D. Riley	26.00 - 28.60	65.00 - 71.50
Structural Engineer**	Charles D. Gibson	33.00 - 36.30	82.50 - 90.75
Mechanical Engineer**	William D. Murphy	29.00 - 31.90	72.50 - 79.75
Senior Structural Engineer	Robert L. Hunter	30.00 - 33.00	75.00 - 82.50
Electrical Engineer	Carolyn M. Phillips	19.00 - 20.90	47.50 - 52.25
Draftsperson	As Selected	17.00 - 18.70	42.50 - 46.75
Quality Control/Assurance	William King	25.00 - 27.50	62.50 - 68.75
CADD Operator	Arnold T. Ross	13.00 - 14.30	32.50 - 35.75

The Direct Payroll and Billing Rate pay range shall reflect actual cost currently paid to all employees within their specified position/ classification, and shall include any anticipated pay increases over the life of the contract.

*Multiplier will be in accordance with the attached guideline page for instructions regarding the "Overhead Items Allowed for Professional Service Contractor's Multiplier Calculation," and the attached "Sample Standard Contract for Professional Services," Article 2, Compensation Text.

**Key Project Personnel

III-2-B. Direct Payroll Format

Phase 400 - Preliminary Design

EMPLOYEES NAME	POSITION/ CLASSIFICATION	HOURS FOR TASK ITEMS				TOTAL HOURS	DIRECT PAYROLL RATES \$	SUBTOTAL AMOUNTS \$	MULTI- PLIER	TOTAL AMOUNT \$
		401	403	404	410					
Robert J. Hafel	Principal/Proj Mgr	12	8	2	8	30	37.00	1,110.00	2.86	3,174.60
Donald McReynolds	Senior Architect	1				1	29.00	29.00	2.86	82.94
Ruby D. Riley	Civil Engineer	1	8			9	26.00	234.00	2.86	669.24
Charles D. Gibson	Structural Engineer			8		8	33.00	264.00	2.87	754.04
William D. Murphy	Mech. Engineer.					0	29.00	0.00	2.86	0.00
Robert L. Hunter	Sr. Struct. Eng.					0	30.00	0.00	2.86	0.00
Carolyn M. Phillips	Electrical Engineer	6	8		8	22	19.00	418.00	2.86	1,195.48
As Selected	Draftsperson					0	17.00	0.00	2.86	0.00
William King	Quality Control					0	25.00	0.00	2.86	0.00
Arnold T. Ross	CAD Operator	2				2	13.00	26.00	2.86	74.36
SUBTOTAL		22	24	10	16	72		\$2,081.00		\$5,951.66

III-2C. Authorized Reimbursable Services/Testing and \$ Expenses

***Multiplier: 1.0**

Phase 500 - Final Design

NAME OF FIRM	DESCRIPTION OF SERVICES PROVIDED	TOTAL \$ AMOUNT
XYZ Productions, Inc. Lansing, Michigan	Printing and reproduction of final design bidding documents, drawings, and Specifications	10,000.00
SUBTOTAL		\$ 10,000.00

***MULTIPLIER DOES NOT INCLUDE AND THE STATE WILL PAY FOR (UNDER REIMBURSABLE COSTS):**

1. Printing and reproduction of Phase 100 Survey and/or Study Final Reports.
2. Printing and reproduction of Phase 500 Final Design Bidding Documents/Drawings, and Specifications.
- 3.* Travel mileage costs for projects in excess of 100 miles in each direction from the professional's office if the professional firm can demonstrate a cost savings to the State, if reimbursed for travel mileage in accordance with the current travel rates provided in the State of Michigan's "Schedule of Travel and Meal Reimbursement Rates" versus an adjustment to the professional's multiplier.

III-2-D. Phase Summary Format

Phase 500 - Final Design

ITEM	SUBTOTAL AMOUNTS	MULTIPLIER	TOTAL \$ AMOUNT
Direct Payroll	\$14,717.00	2.86	\$42,090.62
Reimbursable	\$10,000.00	1.00	\$10,000.00
SUBTOTAL			\$52,090.62

III-2-E. Phase Summary Format - (IF A MULTIPHASE PROJECT)

	PHASE								TOTAL	
	400		500		600		700		HOURS	\$ COST
	HOURS	\$ COST	HOURS	\$ COST	HOURS	\$ COST	HOURS	\$ COST		
	30	3,174.60	79	8,042.32	50	5,291.00	62	6,560.84	218	23,068.76
	1	82.94	62	5,142.28	20	1,658.80	8	663.52	91	7,547.54
	9	669.24	38	2,825.60	0	0.00	0	0.00	47	3,494.92
	8	755.04	54	5,096.52	9	188.76	6	566.28	70	6,606.60
	0	0.00	36	2,985.84	20	1,658.80	6	497.64	62	5,142.28
	0	0.00	49	4,204.20	8	686.40	0	0.00	57	4,890.60
	22	1,195.48	105	5,705.70	22	1,195.48	14	760.76	163	8,857.42
	0	0.00	124	6,028.88	0	0.00	0	0.00	124	6,028.88
	0	0.00	8	572.00	0	0.00	0	0.00	8	572.00
	0	0.00	0	0.00	0	0.00	134	10,347.48	134	10,347.48
	2	74.36	40	1,487.20	18	669.24	16	594.88	76	2,825.68
SUBTOTALS	72	5,951.66	592	42,090.62	140	11,348.48	246	19,991.40	1050	79,382.16

ESTIMATED REIMBURSABLE \$ EXPENSES \$10,000.00

TOTAL FEE \$89,382.16

PROJECT STATEMENT

STATE OF MICHIGAN
DEPARTMENT OF MANAGEMENT AND BUDGET
Facilities Administration
First Floor, Stevens T. Mason Building
P.O. Box 30026
Lansing, Michigan 48909

FILE NUMBER	INDEX NUMBER(S)	COMPTROLLER OBJECT	APPROVAL DATE
TBD	TBD		
DEPARTMENT Natural Resources			
AGENCY Parks and Recreation Division			
ADDRESS 530 West Allegan Street, Lansing, Michigan 48933			
AGENCY CONTACT Troy Rife			TELEPHONE NUMBER 231 775-9727
DEPARTMENT OF MANAGEMENT AND BUDGET PROJECT MANAGER Robert A Noble			TELEPHONE NUMBER 517 373-6312
PROJECT DESCRIPTION Phase 1 - Conduct field investigations, including surveys and soil borings; design trail improvements and prepare bidding documents; and perform construction administration for the improvement and paving of approximately 18 miles of the Fred Meijer White Pine Trail south of Cadillac. Phase 1 extends from approximately Sunnyside Drive in the City of Cadillac south to approximately 11-Mile road in Osceola County. Phase 1 will require Phase 500, 600 and 700 services. Phase 2 - Conduct field investigations, including surveys and soil borings; design trail improvements and prepare bidding documents for approximately 39 miles of the Fred Meijer White Pine Trail south from the end point of Phase 1. Phase 2 extends from approximately 11-Mile Road in Osceola county south to South County Line Road at Sand Lake in Kent County. Phase 2 will require only Phase 500 services. The project will require close cooperation with the Departments of Natural Resources, Transportation, especially the appropriate Transportation Service Centers, and Management and Budget.			
SPECIAL WORKING CONDITIONS NA			
DESIRED SCHEDULE OF WORK Phase 1 – Summer 2010 Construction			
LOCATION OF WORK AREAS Wexford, Osceola and Mecosta Counties			

REFERENCE STANDARDS: This project will comply with all codes, standards, regulations, and workers' safety rules that are administered by federal agencies (EPA, OSHA, and DOT), state agencies (MIOSHA, DNR, and DCH), and any other local regulations and standards that may apply.

This form is required to be a part of the professional service contract. (Authority: 1984 PA 431)

Attachment(s)

File No. 751/10099.RAN
Index No. 55110
Department of Natural Resources
Fred Meijer White Pine Trail Design and Construction Administration
Cadillac-Sand Lake, Michigan

SCOPE OF WORK

Professional Engineering Services are being sought to design approximately 57 miles of 14-foot wide paved trail – the Fred Meijer White Pine Trail – between Cadillac and Sand Lake. Included in the design will be several bridges, tunnels and road crossings and possible wetland issues. The project is divided into Phase 1 and 2. Phase 1 is an 18-mile section of unpaved trail from Cadillac to Just south of Leroy. Phase 2 includes 39 miles of unpaved trail from the south end of Phase 1 to Sand Lake. The selected professional services contractor (PSC) will be expected to provide services for both Phase 1 and 2. DMB Phase 500, 600 and 700 services, design and construction contract administration are required for Phase 1 of the project. Phase 500 design services only are required for Phase 2 of the project. Any field surveying and/or soil boring information required for design will be the responsibility of the selected PSC and should be included in the proposal. All plans and specifications will be completed in accordance with the latest procedures and standards of the Michigan Department of Transportation, a co-sponsor of this project. The selected PSC should be familiar with multi-use trail design and with the special HMA “snowmobile mix” pavement, which will be used on this project. Final plans and specifications for Phase 1 must be completed and ready for bidding by May 14, 2010.