

## MINOR STATE CAPITAL OUTLAY PROJECTS

### REQUEST FOR PROPOSAL

This Request for Proposal (RFP) form is used for requesting Proposals from various Professional Services Contractors for the State of Michigan, Department of Management and Budget, Facilities Administration, Design and Construction Division's, Minor State Capital Outlay Projects  
Failure to provide this information may result in not being considered for the award of a Contract  
(Authority: The Department of Management and Budget (DMB) Act 431 of 1984, as amended.)

#### PROFESSIONAL DESIGN/CONSTRUCTION CONSULTANT SERVICES FOR ENERGY PROJECTS

FILE NO. 472/10060.RAA

INDEX NO(S). 54720

DEPARTMENT OF CORRECTIONS

MARQUETTE BRANCH PRISON

MARQUETTE, MICHIGAN

Issued by:  
The Ad Hoc Advisory Selection Committee  
For  
Professional Services Contractor Selection

**PROPOSAL DUE DATE: TUESDAY, JANUARY 19, 2010, 4:00 p.m., Local Time**

**Send Proposals to Meynell Voegtline at the Marquette Branch Prison, 1969 US 41 South, Marquette, MI 49855**

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

#### ISSUING OFFICE POINT OF CONTACT

U.S. Mail Address

Department of Management and Budget  
Facilities Administration  
Design and Construction Division  
P.O. Box 30026  
Lansing, Michigan 48909  
Attention: Ms. Debbie Fenstermaker  
Telephone No. (517) 373-7563

Express Mail Address

Department of Management and Budget  
Facilities Administration  
Design and Construction Division  
First Floor, Stevens T. Mason Building  
530 West Allegan Street  
Lansing, Michigan 48933  
Attention: Ms. Debbie Fenstermaker  
Telephone No. (517) 373-7563

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**Minor State Capital Outlay Projects  
REQUEST FOR PROPOSAL  
Part I - Technical Proposal**

Professional Design/Construction Consultant Services for the Energy Project  
File No. 472/10060.RAA  
Index No. 54720  
Department of Corrections  
Marquette Branch Prison  
Marquette, Michigan

**SECTION I GENERAL INFORMATION**

1-1 Instructions

This Request for Proposal Contract provides two (2) distinct types of Professional Design/Construction Consultant services to the State of Michigan's facility users. These professional services may be coordinated and combined, or used singularly, due to the flexibility required by the diversity of the various types of State Projects.

The two (2) distinct types of Professional Design/Construction Consultant services for this Contract are defined as follows:

- I. **DESIGN SERVICES:** Provide complete architectural and engineering design/build services. The design work activities will be performed either by the Design/Construction Consultant at their office location or through their Professional Design Consultant firm's.

Design services, for a single Project up to \$50,000, will be performed on a release basis. Projects greater than \$50,001 in value must be preapproved by the Director of the Facilities Administration, Design and Construction Division.

The Design/Construction Consultant firm's design work may be provided by either the Design/Construction Consultant firm's office staff with an approved Contract Order or a third party Construction Contractor procured by either the State of Michigan or the Design/Construction Consultant. The Facilities Administration, Design and Construction Division may also elect to utilize a design/build approach combining the design and construction orders to provide an integrated, expedient delivery approach.

- II. **CONSTRUCTION SERVICES:** Provide complete construction labor, equipment, materials, and all appropriate construction services such as supervision, scheduling, estimating, etc., to construct a Project of up to \$300,000 in value. Projects greater than \$300,001 in value must be preapproved by the Director of the Facilities Administration, Design and Construction Division.

This Contract will provide all construction trades work. The Design/Construction Consultant firm's construction labor force may be used for select self-performed trades and general conditions work. Any self-performed trades and general conditions work must be justified and preapproved by the Director of the Facilities Administration, Design and Construction Division.

The Department of Management and Budget, Facilities Administration, Design and Construction Division, Design/Construction Consultant services outlined in the attached Appendix 1 - Project/Program Statement and the attached Appendix 2 - "Design/Construction Consultant Services Utilization Manual, Sample Department Design/Build Forms and Work Flow Procedures Chart" that provides the State of Michigan users with a definition of the procedures and responsibilities to initiate and implement the Design/Construction Consultant firm's professional design/build construction services. The State of Michigan titles defined and used in this manual are intended to be generic, and may be modified to apply to each respective State/Client Agency facility location as required for this Design/Construction Consultant firm's scope of work.

I-2 Purpose

This Request for Proposal provides the prospective Prime Professional Services Contractor, hereafter referred to as the Design/Construction Consultant, with information to enable preparation of a Part I - Technical and Part II - Cost Proposal for Energy Projects at the Marquette Branch Prison, Marquette, Michigan. The professional services to be completed for this Project will encompass the following Phase from the Department of Management and Budget, Facilities Administration, Design and Construction Division's attached "Sample/Standard Contract for Design/Construction Consultant Services":

Phase

100 Study  
Project Management Services  
Design Services  
Construction Services  
General Conditions  
Overhead and Profit Flat Fee

I-3 Project/Program Statement Scope of Work

See the attached Project/Program Statement scope of work requirements for more detailed information. The Design/Construction Consultant firm, by submitting a Technical Proposal (Part I) and Cost Proposal (Part II) to the Department for evaluation during the selection process, ascertains that they can and will provide a complete study/design and construction based on the Department approved and attached Project/Program Statement scope of work requirements. No increase in compensation fee to the Design/Construction Consultant firm will be allowed unless there is a material change made to the attached Project/Program Statement scope of work requirements and the change to the attached Project/Program Statement scope of work requirements is approved, in writing, by the Office of Economic Development and Government Affairs, the Department of Management and Budget, Facilities Administration, Design and Construction Division, and the Design/Construction Consultant firm.

I-4 Issuing Office Ad Hoc Advisory Selection Committee Chairperson

This Request for Proposal is issued by the Department of Management and Budget, Facilities Administration, Design and Construction Division, Ad Hoc Advisory Selection Committee for Professional Services Contractor Selection, hereafter referred to as the Issuing Office. **PROPOSALS SHALL BE RETURNED TO THE MARQUETTE BRANCH PRISON POINT OF CONTACT MR. MEYNELL VOEGTLINE.** The Chairperson for this Ad Hoc Advisory Selection Committee Request for Proposal is:

Robert Adams, Project Director  
Department of Management and Budget  
Facilities Administration  
Design and Construction Division  
Telephone Number: (517) 242-1088

**Meynell Voegtline  
Marquette Branch Prison  
1969 US41 South  
Marquette, MI 49855**

I-5 Ad Hoc Advisory Selection Committee Evaluation and Notice of Intent for Contract Award

Design/Construction Consultant firm's are being requested to submit their Project Proposal in two (2) parts. The Design/Construction Consultant firm's will be evaluated by the Ad Hoc Advisory Selection Committee based upon their submitted Part I - Technical Proposal, and Part II - Cost Proposal. Proposals will be evaluated based upon the scoring weights of eighty percent (80%) of the Part I - Technical Proposal and twenty percent (20%) of the Part II - Cost Proposal.

The Department of Management and Budget, Facilities Administration, Design and Construction Division will offer a Contract to the Design/Construction Consultant firm that has been recommended by the Ad Hoc Advisory Selection Committee after their evaluation of the combined Part I - Technical Proposal and the Part II - Cost Proposal.

Notice of Intent for Contract award will be undertaken by the State of Michigan, in writing, through the Department of Management and Budget, Facilities Administration, Design and Construction Division within fifteen (15) calendar days following the due date of the Design/Construction Consultant firm's Proposal being submitted to the Issuing Office/ Submittal Point of Contact with the Design/Construction Consultant firm whose Proposal (Parts I

and II) the Ad Hoc Advisory Selection Committee determines to be in the State of Michigan's best interest for the Project.

Design/Construction Consultant firms recommended and awarded Contracts by the Department of Management and Budget, Facilities Administration, Design and Construction Division:

1.) Must be certified by the State of Michigan, Department of Civil Rights for compliance with the State of Michigan's nondiscrimination requirements. If submittal is made by a Joint Venture, BOTH FIRMS must be certified. Attach a valid copy of the Certificate of Awardability to the each returned Proposal. Failure to enclose the valid copy of the Certificate of Awardability with the Request for Proposal will not disqualify the Design/Construction Consultant firm providing a valid Certificate of Awardability exists at the time of the Proposal submittal and the Design/Construction Consultant submits evidence of same within twenty-four (24) hours of the Proposal due date. The time required by the Department of Civil Rights to process the Certificate of Awardability applications varies as a function of the Department's total workload, which changes from time to time. The Design/Construction Consultant firm is responsible for securing all pertinent information from the Department of Civil Rights prior to submitting their Proposal. All correspondence information to apply for the Certificate of Awardability may be obtained by contacting:

State of Michigan  
Department of Civil Rights  
Contract Compliance Team  
Cadillac Place Building (Former General Motors Building)  
3054 West Grand Boulevard  
Suite 3-600  
Detroit, Michigan 48202  
Telephone Number: (313) 456-3822 or 456-3823  
Fax Number: (313) 456-3826

2.) Shall review the Article 5, Insurance text and policy requirements of the attached "Sample/Standard Contract for Professional Design/Construction Consultant Services" and contact your Design/Construction Consultant firm's insurance representative to provide the Department of Management and Budget, Facilities Administration, Design and Construction Division with three (3) sets of original Certificate of Insurance documents that provide policy coverage for: (1.) Worker's Compensation Insurance; (2.) Employer's Liability Insurance; (3.) General Liability Insurance with the State of Michigan listed as an Additional Insured on the policy; (4.) Professional Liability Insurance; and (5.) Contractual Liability Insurance. Faxes or Portable Document Format (PDF) copies of the required original Certificate of Insurance documents will not be accepted, only the original Certificate of Insurance documents are acceptable. Signatures on the original Certificate of Insurance documents must be blue pen and ink and cannot be laser facsimile.

The insurance company shall attach evidence that it is authorized by the State of Michigan, Department of Labor and Economic Growth, Office of Financial and Insurance Services to do business, as an insurer in the State of Michigan, and must have an insurance rating of "A-" or better, as listed by the A.M. Best Company. To view the latest A.M. Best's Key Ratings Guide, visit the A.M. Best Company internet web site at <http://www.ambest.com>.

Three (3) sets of original Certificate of Insurance documents shall be submitted to this office, to the attention of Mr. James E. Burris, Contract Administrator, his telephone number is (517) 335-1467. Original Certificate of Insurance documents shall be mailed directly from your insurance representative to:

U.S. MAIL ADDRESS

Department of Management and Budget  
Facilities Administration  
Design and Construction Division  
P.O. Box 30026  
Lansing, Michigan 48909  
Attention: Mr. James E. Burris  
Telephone No. (517) 335-1467

EXPRESS MAIL ADDRESS

Department of Management and Budget  
Facilities Administration  
Design and Construction Division  
First Floor, Steven T. Mason Building  
530 West Allegan Street  
Lansing, Michigan 48933  
Attention: Mr. James E. Burris  
Telephone No. (517) 335-1467

I-6 Rejection of Proposals

The State of Michigan reserves the right to reject any or all Proposals, in whole or in part, received as a result of this Request for Proposal submittal.

I-7 Incurring Costs

The State of Michigan is not liable for any cost incurred by the Design/Construction Consultant firm prior to: (1) The acceptance of a Proposal for the Project; (2) The Department's written Notice of Intent for Contract award; (3) Signed execution of a Professional Services Contract for the Project scope of work; and (4) The issuance of the Department of Management and Budget, Facilities Administration, Design and Construction Division's signed standard document form (DMB-402) Contract Order to the Design/Construction Consultant firm, authorizing the Design/Construction Consultant firm to start the Project work on-site.

I-8 Inquiries

Questions that arise as a result of this Request for Proposal **MUST BE SUBMITTED IN WRITING** to the Issuing Office/Submittal Point of Contact seven (7) calendar days prior to the submittal due date of the Request for Proposal.

I-9 Addendums to the Request for Proposal

In the event that it becomes necessary to amend any part of this Request for Proposal, Addendums will be provided to all Design/Construction Consultant firms who have received a copy of this Request for Proposal.

I-10 Proposal Response Due Date

To be considered for this Project, Design/Construction Consultant firm's Proposals must arrive at the Marquette Branch Prison Point of Contact on or before 4:00 p.m., local time, on Tuesday, January 19, 2010. Proposals arriving after this 4:00 p.m. local time will not be accepted and will be returned to the Design/Construction Consultant firm's office unopened.

**NOTE: NEW CONSTRUCTION PROJECT PARTIALLY CLOSES STREETS AND AFFECTS PARKING SPACES:** Capitol Loop – Downtown Lansing. Due to the new construction work, parking is at a premium in the area of the Stevens T. Mason Building. Also, security measures and the new construction work may affect the delivery time of mail and packages sent via United Parcel Service (UPS), Federal Express (Fed. Ex.), and Airborne Express. If hand-delivering your Proposal, please allow ample time to locate parking and be prepared to sign-in and present requested pictured identification to the security officer on duty in the lobby of the Stevens T. Mason Building in order for your Proposal to arrive at the Issuing Office/Submittal Point of Contact prior to the 2:00 p.m. deadline. It remains the responsibility of the Design/Construction Consultant firm to meet the Department's Request for Proposal stated Thursday, 2:00 p.m. deadline for submitting their Proposal.

I-11 Mandatory Preproposal Meeting and Site Visit

A **MANDATORY PREPROPOSAL MEETING** will be conducted by the Issuing Office for this Request for Proposal at the Marquette Branch Prison Administration Building, 1969 US 41 South, Marquette, Michigan, at 11:00 a.m. local time on Tuesday, January 5, 2010. **Submit the attached LEIN clearance form at least 24 hours prior to the mandatory pre-proposal meeting vial Fax with cover sheet to: Meynell Voegtline @ (906) 226-6556.**

I-12 Economy of Preparation

Proposals submitted by the Design/Construction Consultant firm shall be prepared simply and economically, providing a straightforward, concise narrative description of the Design/Construction Consultant firm's ability to describe and meet the Project problem scope of work and Budget requirements of the Request for Proposal. Fancy bindings, three-ring binders, colored displays, promotional materials, and so forth, are not desired and are discouraged. Proposal submittal emphasis shall be placed on the Design/Construction Consultant firm's Proposal completeness and clarity of content.

I-13 Responsibilities of Prime Professional Services Contractor (Design/Construction Consultant)

The Prime Professional Services Contractor (Design/Construction Consultant) will be required to assume the primary responsibility for all professional services offered in their Proposal whether or not they possess them within their Design/Construction Consultant firm's organization. Further, the Department of Management and Budget, Facilities Administration, Design and Construction Division will consider the Design/Construction Consultant firm to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the Contract.

**DEFINITION OF DESIGN/CONSTRUCTION CONSULTANT:** An individual, firm, partnership, corporation, association, or other legal entity who, with their Professional Design Consultants, are permitted by law to provide professional architecture, engineering, environmental engineering, land surveying, or landscape architecture design services along with construction management and general contracting services in the State of Michigan.

**DEFINITION OF PROFESSIONAL DESIGN CONSULTANT:** An individual, firm, partnership, corporation, association, or other legal entity who is legally permitted by law to sign and seal final design/build construction Contract Documents and licensed under the State of Michigan's professional licensing and regulation provisions of the Occupational Code (State Licensing Law), Act 299 of the Public Acts of 1980, Article 20, as amended, to practice architecture, geology, engineering, environmental engineering, land surveying, or landscape architecture services in the State of Michigan.

The Professional Design Consultant firm is also legally permitted by the State of Michigan's regulation provisions of the State Construction Code, Act 230 of the Public Acts of 1972, as amended, and designated in a Construction Contract by the Department of Management and Budget, Facilities Administration, Design and Construction Division to recommend construction progress payments to the Construction Contractor.

I-14 Standard Contract Conditions for Professional Design/Construction Consultant Services

The Department's written Notice of Intent to award the Contract to the selected Design/Construction Consultant firm will incorporate the Department's "Sample/Standard Contract Conditions for Professional Services Contracts". See the Department of Management and Budget, Facilities Administration, Design and Construction Division's attached "Sample/Standard Contract Conditions for Professional Design/Construction Consultant Services." Sample/Standard Contract Conditions provided for informational purposes only. Actual Contract text and format may not be identical to the Sample/Standard Contract text and format after the Department's written Notice of Intent to award and the submittal of the Contract to the selected Design/Construction Consultant firm for the Project.

I-15 Proposals

To be considered for this Project, the Design/Construction Consultant firm must submit a complete response to this Request for Proposal. Each Proposal must be submitted with an original and four (4) copies (5 copies total) and one (1) valid copy of your current Certificate of Awardability to the Issuing Office/Submittal Point of Contact. No other distribution of the Proposals will be made by the Design/Construction Consultant firm for the Project.

Part I and Part II of the Proposal shall be submitted at the same time. To be considered, Proposals must arrive at the Marquette Branch Prison Point of Contact on or before 4:00 p.m., local time, on Tuesday, January 19, 2010. Design/Construction Consultant firms mailing Proposals should allow ample delivery time to ensure the Department's timely receipt of their Proposals. Proposals received after this 4:00 p.m., local time will be returned to the Design/Construction Consultant firm's office unopened.

The outside envelope shall be clearly marked "**D/CCS Proposal**". Proposals must be signed by an official "Key Principal Personnel/Employee" authorized to bind the Design/Construction Consultant firm to its provisions. **NO FACSIMILES OR E-MAILS OF THE REQUEST FOR PROPOSAL WILL BE ACCEPTED, ONLY THE ORIGINAL DOCUMENTS ARE ACCEPTABLE.**

**SECTION II PROPOSAL FORMAT - PART I – TECHNICAL (Eighty Percent (80%) of Total Score)**

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

## II-1 Business Organization

Provide the full name and address of the Design/Construction Consultant firm's organization and, if applicable, the branch office, Professional Design Consultants or other subordinate elements that will provide or assist your Design/Construction Consultant firm in providing the Project scope of work professional services. Indicate whether your Design/Construction Consultant firm operates as an individual, partnership or corporation; if as a corporation, include the State in which you are incorporated. State whether you are a legal entity who is legally permitted by law to sign and seal final design construction Contract Documents and licensed under the State of Michigan's professional licensing and regulation provisions of the Occupational Code (State Licensing Law), Act 299 of the Public Acts of 1980, Article 20, as amended, to practice architecture, engineering, environmental engineering, land surveying, or landscape architecture services in the State of Michigan.

## II-2 Statement of the Project Problem Scope of Work and Estimated \$ Budget

Describe in concise terms your understanding of the Project problem scope of work and, in summary, your proposed plan for accomplishing the Project problem scope of work within the Department's initial estimated construction Budget allocation.

## II-3 Management Summary and Project Work Plan/Schedule

Describe in narrative form your plan for accomplishing the Department's Project problem scope of work. Describe clearly and concisely each Task required to complete the Project scope of work. Include a detailed PERT-type display, or similar time sequenced-related but undated study, design and construction schedule duration starting after the Design/Construction Consultant firm's written Notice of Intent to award by the Department of Contract, showing the Phase and Task in your work plan. As a guideline, the Design/Construction Consultant firm's work plan must include the provisions shown in the Article 1 - "Phase of Professional Services Which May Be Required" and are described in the attached "Sample/Standard Contract Conditions for Professional Design/Construction Consultant Services."

## II-4 Key Principal Personnel and Support Personnel Staff

The Design/Construction Consultant firm must be able to staff a Project Team which possesses the required professional qualifications and all the professional expertise necessary to undertake a Project of this scope and complexity. Include the full payroll signature names of all personnel by classification that will be employed directly or indirectly in the Project scope of the work. Indicate which of these individuals you consider to be "Key Principal Personnel/Employee" for the successful completion of the Project scope of work. Identify "Key Principal Personnel/Employee" by name, position/classification title, and their current hourly direct payroll and hourly billing rate. Resumes of qualifications for "Key Principal Personnel/Employee" must be provided. No substitution of any "Key Principal Personnel/Employee" who is essential for the successful completion of the Project scope of work requirements and identified in the Design/Construction Consultant firm's attached Project Organizational Chart will be allowed by the Design/Construction Consultant firm for this Contract without the prior written consent of the Department of Management and Budget, Facilities Administration, Design and Construction Division's, Project Director. Before any "Key Principal Personnel/Employee" substitution takes place, the Design/Construction Consultant firm shall submit a written request to the Project Director for personnel substitution and this substitution request shall include the following information: (1) A request in writing for a No Cost Contract Modification for this "Key Principal Personnel/Employee" substitution; (2) Detailed written justification for this "Key Principal Personnel/Employee" substitution; (3) The Design/Construction Consultant firm's qualifications of any proposed "Key Principal Personnel/Employee" replacement; and (4) A written statement from the Design/Construction Consultant firm assuring the Department that the Project scope of work will not be adversely affected by this "Key Principal Personnel/Employee" substitution change. This request by the Design/Construction Consultant firm to modify their Professional Services Contract must be approved in writing by the Department of Management and Budget, Facilities Administration, Design and Construction Division's, Project Director and the Director of the Department of Management and Budget, Facilities Administration, on the Department's, Professional Services Contract Modification form (DMB-410).

## II-5 Project Organizational Chart

Provide a Project Organizational Chart directly related to the Department's Project problem scope of work outlining authority and communication lines for each "Key Principal Personnel/Employee," support personnel staff and Professional Design Consultant.

II-6 Additional Proposal Information and Comments

Include any additional Proposal information that is believed to be pertinent to the Project Problem scope of work and Budget but not specifically asked for elsewhere in this Request for Proposal.

**SECTION III PROPOSAL FORMAT - PART II – COST (Twenty Percent (20%) of Total Score)**

III-1 Instructions

Part II - Cost Proposal counts for twenty percent (20%) of your total score and shall carefully interface with all Phases/Tasks of the work plan identified in the Part I - Technical Proposal. Project total cost shall be estimated using the current hourly direct payroll rates of all personnel performing a direct service times the Design/Construction Consultant firm's calculated multiplier in accordance with the attached "Sample/Standard Contract for Design/Construction Consultant Services. The Design/Construction Consultant firm's multiplier shall not exceed 2.70. All Design/Construction Consultant firm's multipliers must be accompanied with accounting records prepared by a qualified accountant justifying each Design/Construction Consultant firm's calculated multiplier. No Design/Construction Consultant firm's multiplier shall exceed two (2) numerical digits after the decimal point and any Design/Construction Consultant firm's multipliers with three (3) or more numerical digits shall be rounded off to two (2) numerical digits (See attached appendix guideline page for instructions regarding the "Overhead Items Allowed for the Professional Services Contractor Firm's Multiplier Calculation"). **COST PROPOSALS SUBMITTED WITHOUT THESE CERTIFIED ACCOUNTING RECORDS SHALL RECEIVE A REDUCED SCORE BY THE AD HOC ADVISORY SELECTION COMMITTEE.**

Professional Design Consultant firm's providing professional services for the Project scope of work must submit a separate multiplier (with proper certified accounting documentation) for the professional services that they will provide. No mark-up of the Design/Construction Consultant firm's Professional Design Consultants direct payroll or billing rates will be allowed.

Contracts will not be issued to Design/Construction Consultant firm's with a multiplier above 2.70.

The Department of Management and Budget, Facilities Administration, Design and Construction Division will reimburse the Design/Construction Consultant firm for the actual cost of printing and reproduction of the Phase 100 - Survey and/or Study, Final Reports, the Final Design Contract Bidding Documents/drawings and specifications and U.S. Mail regular shipping postage and handling of Final Design Contract Bidding Documents, Design Code Compliance and Plan Review Approval Fees by the Department of State Police, Fire Marshal Division and the Department of Labor and Economic Growth, Bureau of Construction Codes and Fire Safety, soil borings, site surveys and any required laboratory testing. No mark-up of these Project costs will be allowed.

All other Project costs, such as Project related travel for Projects less than one-hundred (100) miles in each direction from the Design/Construction Consultant firm's Michigan office, indirect labor, phones, miscellaneous reproduction, travel, etc., shall be included in the Design/Construction Consultant firm's calculated multiplier.

If the Project is more than one-hundred (100) miles one-way from the Design/Construction Consultant firm's Michigan office, the Department of Management and Budget, Facilities Administration, Design and Construction Division may entertain a proposal to include reimbursable costs for travel mileage to the Project site at the State of Michigan's rates if the Design/Construction Consultant 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 Design/Construction Consultant firm's calculated multiplier. If such a situation exists, the Design/Construction Consultant shall include with the proposal an estimated amount reflecting proposed travel costs and a schedule showing proposed frequency of such travel, including detailed itemized back-up documentation indicating how this cost estimate was determined.

The study/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 design code compliance and plan review or on-site/field Inspections), modification of existing structures or systems necessary to achieve the intent of the attached Project/Program Statement scope of work.

The study/design Phase services shall include either by cumulative allowance or by specific Task, the furnishing of all Project data and professional services necessary to legally implement the Project scope of work. This includes

but may not be limited to, code reviews and/or design interpretations, Project meetings, presentations, hearings, utility allocations requests, and/or connections, easements, or permits.

Any Contract issued by the Department of Management and Budget, Facilities Administration, Design and Construction Division pursuant to this Request for Proposal (RFP) anticipates that the Design/Construction Consultant firm will provide, but shall not seek compensation for professional services necessary to respond to and resolve the Construction Contractor claims arising wholly or in part from the Design/Construction Consultant firm's study/design errors or omissions or other aspects of the design or for any aspect of the Design/Construction Consultant firm'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 Project Personnel and Estimated \$ Compensation

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

Utilizing a format similar to the attached Form III-2-A, identify the Project construction management and architectural and engineering study/design discipline service being provided and the Primary Design/Construction Consultant/Professional Design Consultant firm's technical employee(s) full payroll signature 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 Design/Construction Consultant firm's estimated study, design and construction 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 Design/Construction Consultant/Professional Design Consultant firm's technical employees for the professional services within their specified position classification, and shall include any anticipated pay increases over the life of the Design/Construction Consultant/Professional Design Consultant firm's estimated study/design and Construction Contract schedule.

#### Multiplier

To determine the Design/Construction Consultant firm's current billing rate, multiply the employee(s) current direct payroll rate times the Design/Construction Consultant firm's calculated multiplier (See the attached appendix guideline page for instructions regarding the "Overhead Items Allowed for the Professional Services Contractor's Multiplier Calculation," and the attached "Sample/Standard Contract Conditions For Professional Design/Construction Consultant Services," Article 2, Compensation Text). The multiplier for a Design/Construction Consultant firm for direct payroll rates shall not exceed 2.70. Professional Services Contracts will not be issued to a Design/Construction Consultant firm with a multiplier above 2.70. ALL multipliers must be accompanied with certified accounting records prepared by a qualified accountant justifying each Design/Construction Consultant firm's calculated multiplier. No Design/Construction Consultant firm's multiplier shall exceed two (2) numerical digits after the decimal point and any Design/Construction Consultant firm's multipliers with three (3) or more numerical digits shall be rounded off to two (2) numerical digits. Professional Design Consultant firm's providing professional services for the Project scope of work must submit a separate multiplier (with proper certified accounting documentation) for the professional services that they will provide. No mark-up of the Design/Construction Consultant firm's Professional Design Consultant's hourly direct payroll or hourly billing rates will be allowed. ALL other Project costs, such as Project related travel for Projects less than one-hundred (100) miles in each direction from the Design/Construction Consultant firm's Michigan office, indirect labor, telephones, miscellaneous reproduction, etc., shall be included in the Design/Construction Consultant firm's calculated multiplier.

III-2-B. Utilizing a format similar to that shown in III-2-B, identify for the Phase 100 – Study Task the estimated number of hours for each employee and include the current hourly direct payroll and hourly billing rate for that employee. Please note that employees of a separate Design/Construction Consultant firm or Professional Design Consultant firm, if proposed, shall be included and noted separately per firm.

III-2-C. Utilizing the format shown in III-2-C, carry forward the previously determined subtotal dollar (\$) amounts for the Phase 100 - Study and adjust those amounts utilizing the Design/Construction Consultant firm's calculated multiplier. The use of the Design/Construction Consultant firm's calculated multiplier for the hourly direct payroll rate should include, but not be 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 the Final Design Contract Bidding Documents, employees not providing a direct service, other indirect costs and profit, etc. Similarly, indicate the multiplier of 1.0 that covers your handling fee for authorized reimbursable work. The combination of all study/design and construction services shall become the Design/Construction Consultant's maximum not-to-exceed dollar (\$) cost for all study/design and construction Phase services. Compensation will be in accordance with the attached "Sample/Standard Contract Conditions for Professional Design/Construction Consultant Services," Article 2, Compensation text.

Utilizing the Phase summary format shown in 111-2-C, identify for the Project the following sample format to establish your total maximum not-to-exceed dollar (\$) compensation fee and that of your Professional Design Consultant. Please note that the Design/Construction Consultant firm's personnel hours must be identified under 111-2-B and must be based and cross-referenced to your Part 1 – Technical Proposal.

Utilizing the authorized reimbursable Phase summary format dollar (\$) totals shown in 111-2-C, identify for the Project the following sample format to establish your total dollar (\$) estimated authorized reimbursable expenses and that of each Professional Design Consultant firm.

III-2-D. Utilizing a format similar to that shown in III-2-D, identify the Project, Design/Construction Consultant firm name, address, description of the professional Design/Construction Consultant services to be provided and the total dollar (\$) amount of all authorized direct expenses of a reimbursable nature.

Direct Cost Reimbursements times a 1.0 multiplier expense items shall be limited to: Printing and reproduction of the Phase 100 – Study, Final Reports, the Final Design Contract Bidding Documents/architectural and engineering drawings and specifications and the United States (U.S.) Mail regular shipping postage and handling of Final Design Contract Bidding Documents, Design Code Compliance and Plan Review Approval Fees by the Department of State Police, Fire Marshal Division and the Department of Labor and Economic Growth, Bureau of Construction Codes and Fire Safety, documents for legislative presentation, artistic productions, mobilization of testing equipment, laboratory costs for testing samples, per-linear-foot cost of soil borings and specialized inspections of the structural, mechanical, electrical, chemical or other essential components of the Project. Where reproduction of construction Final Design Contract Bidding Documents is by the Design/Construction Consultant, reimbursement expenses shall be limited to the cost of materials only. In addition, the authorized reimbursement expenses includes the number of Final Design Contract Bidding Documents and Addendums that are required to supply all prospective qualified construction Bidders.

Reimbursement of authorized reimbursable expense items at direct cost times a 1.0 multiplier is intended only as a means to compensate the Design/Construction Consultant for their direct costs. The Design/Construction Consultant shall be responsible for: (1) The selection of the supplier of their professional services or materials; (2) The coordination, adequacy, and application of their professional services, whether provided by the Design/Construction Consultant firm's staff or provided by their Professional Design Consultant; and (3) Any Project costs that exceed the Contract Phase estimated authorized reimbursement Budget.

III-2-A.

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

Firm Name: ABC Associates, Inc.  
 Project Discipline Services Provided: Architectural and Engineering Design  
 \*Multiplier: 2.70

Position/Classification	Employee(s) Name	Hourly \$ Pay Range	
		Direct Payroll From \$ - To \$	Billing Rate \$From - To \$
Principal/Project Manager/Architect	Robert J. Hafel**	\$37.00 - \$40.70	\$100.00 - \$109.90
Senior Architect	Donald E. McReynolds	29.00 - 31.90	78.30 - 86.13
Civil Engineer	Ruby D. Riley**	26.00 - 28.60	70.20 - 77.22
Senior Structural Engineer	Charles D. Gibson**	33.00 - 36.30	89.10 - 98.01
Mechanical Engineer	William D. Murphy**	29.00 - 31.90	78.30 - 86.13
Structural Engineer	Robert L. Hunter	30.00 - 33.00	81.00 - 89.10
Electrical Engineer	Carolyn M. Phillips	19.00 - 20.90	51.30 - 56.43
Quality Control/Quality Assurance	William B. King	25.00 - 27.50	67.50 - 74.25
CADD Operator	Arnold T. Ross	13.00 - 14.30	35.10 - 38.61
Draftsperson	As Selected	17.00 - 18.70	45.90 - 50.49

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

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

\*\*Key Principal Personnel/Employee

**III-2-B. Direct Payroll Format**

**Phase 100 – Study/Design**

EMPLOYEES NAME	POSITION/ CLASSIFICATION	HOURS FOR TASK ITEMS				TOTAL HOURS	DIRECT PAYROLL RATES \$	SUBTOTAL AMOUNTS \$	*MULTIPLIER	TOTAL AMOUNT \$
		101	103	104	110					
Robert J. Hafel**	Principal/Project Manager/Architect	12	8	2	8	30	\$37.00	\$1,110.00	2.70	\$2,997.00
Donald McReynolds	Senior Architect	1				1	29.00	29.00	2.70	78.30
Ruby D. Riley**	Civil Engineer	1	8			9	26.00	234.00	2.70	631.80
Charles D. Gibson**	Senior Structural Engineer			8		8	33.00	264.00	2.70	712.80
William D. Murphy**	Mechanical Engineer					0	29.00	0.00	2.70	0.00
Robert L. Hunter	Structural Engineer					0	30.00	0.00	2.70	0.00
Carolyn M. Phillips	Electrical Engineer	6	8		8	22	19.00	418.00	2.70	1,128.60
William B. King	Quality Control/Quality Assurance	2				2	25.00	50.00	2.70	135.00
Arnold T. Ross	CAD Operator	2				2	13.00	26.00	2.70	70.20
As Selected	Draftsperson		2	4		6	17.00	102.00	2.70	275.40
<b>SUBTOTAL</b>		<b>24</b>	<b>26</b>	<b>14</b>	<b>16</b>	<b>80</b>		<b>\$2,233.00</b>		<b>\$6,029.10</b>

\*\*Key Principal Personnel/Employee

Design/Construction Consultant Firm:

Project/Construction Management Services

Multiplier:

Hourly \$ Range

Position/ Classification	Individual	Direct Payroll Rate From - To	Billing Rate From - To	Total Hours	Total \$ Cost
					\$

\*Key Principal Personnel/Employee

Professional Design Consultant Firm:

Architectural, Structural, Mechanical and Electrical  
Engineering Design Services

Multiplier: 2.70

Hourly \$ Range

Position/ Classification	Individual	Direct Payroll Rate From - To	Billing Rate From - To	Total Hours	Total \$ Cost
Principal/Project Manager/Architect	Robert J. Hafel**	\$37.00 - \$40.70	\$100.00 - \$109.90		
Senior Architect	Donald E. McReynolds	29.00 - 31.90	78.30 - 86.13		
Civil Engineer	Ruby D. Riley**	26.00 - 28.60	70.20 - 77.22		
Senior Structural Engineer	Charles D. Gibson**	33.00 - 36.30	89.10 - 98.01		
Mechanical Engineer	William D. Murphy**	29.00 - 31.90	78.30 - 86.13		
Structural Engineer	Robert L. Hunter	30.00 - 33.00	81.00 - 89.10		
Electrical Engineer	Carolyn M. Phillips	19.00 - 20.90	51.30 - 56.43		
Quality Control/Quality Assurance	William B. King	25.00 - 27.50	67.50 - 74.25		
CADD Operator	Arnold T. Ross	13.00 - 14.30	35.10 - 38.61		
Draftsperson	As Selected	17.00 - 18.70	45.90 - 50.49		
					\$

\*Key Principal Personnel/Employee

### III-2-C. Phase Summary Format

Compensation for the Design/Construction Consultant firm to provide the professional architectural and/or engineering design/build services of this Contract shall be determined using the current hourly direct payroll rate costs for the employees performing a direct service for the Project times the Design/Construction Consultant firm's calculated multiplier. Such costs and multipliers shall not change during the life of this Contract without written approval by the Department. The Design/Construction Consultant shall provide, but no additional monetary compensation shall be allowed, for the professional services necessary to respond to and resolve all Construction Contractor claims arising wholly or in part from the Design/Construction Consultant firm's Contract Documents/architectural and/or engineering final design/build errors or omissions or other aspects of the Project's study/design or the Design/Construction Consultant firm's performance which is inconsistent with the Design/Construction Consultant or Construction Contract.

- 2.1 ARCHITECTURAL AND/OR ENGINEERING DESIGN/BUILD SERVICES: These are the Design/Construction Consultant firm's architectural and/or engineering design/build service staff members who work at or with the Design/Construction Consultant firm's Professional Design Consultant's offices while supporting the Department's Project needs. These individuals will be invoiced on the basis of their W2 wages times the \_\_\_\_\_ firm's multiplier of \_\_\_\_\_.
- 2.2 CONSTRUCTION SERVICES/TRADE LABOR/SUBCONTRACTORS: Includes the labor, equipment, material, and supervision required to provide all construction and maintenance work for this design/build Contract. The physical work activities may be performed by a combination of tradesmen or subcontractors selected through a public advertisement or other competitive Bid selection process that is preapproved by the Department. The final selection process shall be performed by the Design/Construction Consultant.

For the physical work activities themselves (includes construction and maintenance), the Design/Construction Consultant will invoice for actual costs incurred, based upon a Not-to-Exceed estimate provided and approved prior to initiation of the work itself for each Project. All Project trade labor will be invoiced as specified in the attached Appendix 4 - Prevailing Trade Labor Rates.

The work for each Project shall be procured through a public advertisement or other competitive Bid selection process approved by the Department. In an emergency situation, this work may be performed on a time-and-materials basis, with the complete knowledge and approval of the Department.

- 2.3 CONSTRUCTION/GENERAL CONDITIONS: The cost of these items is directly attributable to each specific Project, as well as the fact that the cost of these items varies greatly depending upon the individual need of each Project, the General Condition items are estimated as part of the Project cost. This estimate shall be regarded as a Not-to-Exceed number, against which only actual Project costs will be charged.

The General Condition material items shall be invoiced to the Department on an actual cost incurred basis. All project labor for approved self-performed work will be invoiced at the actual attached direct payroll and billing compensation rates provided by the Design/Construction Consultant and their Professional Design Consultant firm's and identified and listed in this article.

- 2.4 CONSTRUCTION SERVICES/MANAGEMENT SERVICES: The management effort required to support the design/build, procurement, implementation, and close-out process will also be invoiced to the Department. Project services will include estimating, scheduling, Bid and award, scope of work determination, cost tracking, reporting, etc.

The actual Project costs shall be allocated in the following manner:

1. Hourly rates for actual costs, charged either to the Projects, or to a central account, i.e., grounds and maintenance overhead.

The management effort required to deliver these Projects on a Project-to-Project basis will be included as part of the Project Delivery cost on a Not-to-Exceed basis. Only the actual cost of personnel utilized will be charged to the Project on the basis of their W2 wages times the \_\_\_\_\_ firm's multiplier of \_\_\_\_\_.

2.5 CONSTRUCTION SERVICES/OVERHEAD AND PROFIT FLAT FEE: All of the cost factors presented above are actual out-of-pockets expenses to the Design/Construction Consultant to directly perform the work. In order to compensate the Design/Construction Consultant and their Professional Design Consultant for indirect overhead and profit, the Design/Construction Consultant requests that a flat fee percentage be applied to all actual costs identified in Articles 2.2 and 2.3.

The Design/Construction Consultant firm's Overhead and Profit flat fee will be \_\_\_\_\_ percent ( %) to furnish all of the above professional design/build construction services identified in Articles 2.1 through 2.5.

The Design/Construction Consultant firm's lump sum fee for professional services described in Article 1 shall not exceed the following amounts per Project Phase unless authorized by a Contract Change Order signed by the Department and the Professional.

<u>PROJECT PHASE</u>	<u>ESTIMATED HOURS</u>	<u>SUBTOTAL AMOUNTS</u>	<u>MULTIPLIER</u>	<u>TOTAL COMPENSATION</u>
1. Project Management Services		\$		\$
a. Authorized Reimbursables			1.0	\$ _____
2. Design Services		\$		\$
a. Authorized Reimbursables			1.0	\$ _____
Project Management and Design Services Subtotal				\$ _____
3. Construction Services				
a. Per attached Appendix 1 – Project/Program Statement as prioritized by DMB within total budget (See attached Appendix 1 – Project/Program Statement)				\$ _____
b. General Conditions (included in budget)				\$ _____
TOTAL CONSTRUCTION COST				\$ _____
4. Design/Construction Consultant Services (D/CCS) Fee Equals (____%) of Construction Cost		\$	0.00	\$ _____
TOTAL PROJECT CONTRACT AMOUNT				\$ _____

**III-2-D. Authorized Reimbursable Services/Tests and \$ Expenses**

**Final Design/Contract Bidding Documents**

\*Multiplier: 1.0

NAME OF FIRM	DESCRIPTION OF PROFESSIONAL SERVICES PROVIDED	TOTAL \$ AMOUNT
State of Michigan	Design Code Compliance and Plan Review Approval Fees by the Department of State Police, Fire Marshal Division and the Department of Labor and Economic Growth, Bureau of Construction Codes and Fire Safety	\$ 1,000.00
XYZ Productions, Inc. Lansing, Michigan	Printing and Reproduction of Final Design Contract Bidding Documents, Drawings and Specifications	10,000.00
<b>SUBTOTAL</b>		<b>\$11,000.00</b>

\*MULTIPLIER DOES NOT INCLUDE AND THE DEPARTMENT OF MANAGEMENT AND BUDGET, FACILITIES ADMINISTRATION, DESIGN AND CONSTRUCTION DIVISION WILL PAY THE DESIGN/CONSTRUCTION CONSULTANT FIRM FOR (UNDER AUTHORIZED REIMBURSABLE COSTS):

1. Printing and Reproduction of the Phase 100 - Survey and/or Study, Final Reports.
2. Printing and Reproduction of the Final Design Contract Bidding Documents, Drawings and Specifications.
3. Design Code Compliance and Plan Review Approval Fees of the Final Design Contract Documents by the Department of State Police, Fire Marshal Division and the Department of Labor and Economic Growth, Bureau of Construction Codes and Fire Safety.
- 4.\* Travel mileage costs for State of Michigan Projects more than one-hundred (100) miles in each direction from the Design/Construction Consultant firm's Michigan office if the Design/Construction Consultant 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 Design/Construction Consultant firm's calculated multiplier.

**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 472/10060.RAA	INDEX NUMBER(S) 54720	COMPTROLLER OBJECT	APPROVAL DATE 21 December 2009
DEPARTMENT Department of Corrections			
AGENCY Marquette Branch Prison			
ADDRESS 1969 US 41 South, Marquette Michigan 49855			
AGENCY CONTACT Meynell Voegtline Jerry Elmlad			TELEPHONE NUMBER 906-226-1816 517-242-3599
DEPARTMENT OF MANAGEMENT AND BUDGET PROJECT MANAGER Robert A. Adams			TELEPHONE NUMBER 517-242-1088

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PROJECT DESCRIPTION

Provide a complete Design/Construction Consulting Services Contract (D/CCS Contract) for Professional Services Proposal for all required Management Services and Architectural and Engineering Professional Design Services in compliance with State of Michigan, DMB, Facilities Administration D/CCS Contract for Professional Services, DMB Minor Projects Request for Proposal (DMB 430 D/CCS) and DMB Facilities Administration policies and procedures for the development of Contract Documents and Contract Administration for:

**Department of Corrections, Marquette Branch Prison ARRA Funded Energy Projects:**

Required construction work shall include:

**1 Lighting Improvements:**

Replace magnetic ballasts with electronic ballasts. Replace T12 lamps with T8 lamps. Replace the 400 watt metal halide high bay fixtures with fluorescent fixtures using electronic ballasts and T8 lamps. Replace the 1000 watt mercury vapor lights with 750 watt flood lights. Replace incandescent exit signs with LED signs. Replace the 400 watt metal halide, mercury and high pressure sodium fixtures with 320 watt pulse start floodlight fixtures. Replace the eight foot T12 lamped fixtures with magnetic ballasts to programmed start to four foot lamped fixtures with T12 lamps and T8 lamps. Replace the 250 watt mercury wall pack lights with LED or 175 watt metal halide fixtures. Replace the 150 watt HPS fixtures with 100 watt metal halide flood light fixtures.

Lighting Improvements Construction Budget: \$ 177,125.00

**2 Water Conservation Improvements:**

Install ICON toilet, lavatory and shower retrofits in nine main locations through out the facility.

Water Conservation Improvements Construction Budget: \$ 941,788.00

**3 Power Plant Improvements:**

Lower operating pressure for the D/A tank. Install a stack economizer. Distribute the hot water load through out the facility.

Power Plant Improvements Construction Budget: \$ 325,745.00

**4 Power Distribution Improvements:**

Install a Power Therm boiler that makes electricity.

Power Distribution Improvements Construction Budget: \$ 333,690.00

Include in your proposal all required Design/Construction Consulting Services Contract and Architectural and Engineering design services and costs for Phases 500, 600 and 700 Contract Document development and administration including all required permitting and reimbursements. The Contract Documents shall utilize appropriate current nationally recognized General Conditions and the current Master Spec Format. Construction budget shall not exceed the indicated amounts.

Please complete your response to the D/CCS Request For Proposal in accordance with the attached DMB D/CCS Contract and DMB 430 D/CCS to identify all required management services and to identify all required architectural and engineering services in compliance with the requirements of the attached D.M.B. Project Statement. Provide a separate completed DMB 410 PSC Modification Form to identify the tasks, manpower and cost breakdowns for each architectural / engineering firm you propose to utilize for the required design work and contract administration as an attachment to your proposal. Provide a Project Costs Summary indicating a detailed breakdown of all project costs. Provide separate itemized cost summaries for all reimbursements including; but not limited to, document reproduction, testing, travel, etc. DELEG Plan Review costs will be paid by DMB through inter-agency billing. DELEG Construction Permits shall be secured by the Trade Contractors and all costs shall be paid by the Trade Contractors. Provide DELEG Certificates of Final Approval and Certificate of Occupancy no later than 18 November 2010.

Proposals shall include your proposed Project Personnel Experience and Similar Project Experience together with your proposed Work Plan and Project Schedule including verification of the stated completion dates, or your proposed dates for completion of Contract Bid Documents, Bid Dates, and completion of construction work.

RFP Preparation and submittal instructions contained in this Project Statement modify and supersede instructions in the DMB-430 D/CCS RFP Document.

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SPECIAL WORKING CONDITIONS

Workers will be required to pass lean check and will be required to abide by work rules of the Department of Corrections.

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DESIRED SCHEDULE OF WORK:

**A Mandatory Pre-Proposal Meeting** will be conducted on:

**Tuesday, 5 January 2010 at 11:00 AM Local Time** at

Marquette Branch Prison Administration Building, 1969 US 41 South, Marquette, Michigan 49855.

**Submit the attached DOC Lein Form at least 24 hours prior to the mandatory pre-proposal meeting via Fax with cover sheet to Attention: Meynell Voegtline at (906) 226 - 6556.**

**Proposal Due Date and Place:** Five (5) signed copies of your D/CCS proposals shall be delivered no later than:

**Tuesday, 19 January 2010 at 4:00 PM Local Time,** to the attention of:

Meynell Voegtline

MDOC Marquette Branch Prison

1969 US 41 South

Marquette, Mi. 49855.

Clearly indicate on the exterior of your submittal envelope:

**“D/CCS Proposal - DO NOT OPEN - PSC Proposal to be opened by the evaluation committee”**

Should you have any questions please contact Robert A. Adams at 517-242-1088.

Assume a Design/Construction Consulting Contract Administrative Board approval date of 16 February 2010

**All Construction Work shall be completed and accepted no later than 18 November 2010.**

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LOCATION OF WORK AREAS

Work will be conducted in all security level areas at the Marquette Branch Prison.

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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)

# LEIN Information

Please complete the information below. This information is required in order to complete the criminal history check only for non-Michigan Department of Corrections employees.

**NOTE:** The Privacy Act of 1974 contains criminal penalties for violation of the Act. The Act provides in part "Any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and fined not more than \$5,000."

Print Name	Last	First	Middle	Social Security Number					
Any Aliases, Maiden or Former Names _____									
Address	_____	City	_____	State	_____	ZIP	_____		
Phone	_____	Driver's License No.	_____						
Date of Birth	_____	County and State of Birth	_____						
Height (inches)	_____	Weight (lbs.)	_____	Eye Color	_____	Race	_____	Sex	_____
Prisoner Number (if applicable)	_____	Felony Conviction	_____						

I authorize the Department of Corrections to conduct a criminal history file check to determine the existence of any arrest resulting in conviction. I further authorize the Department to check my motor vehicle operator license record for the purpose of determining if I will be allowed to operate a vehicle while conducting Department business.

Signature	_____	Date	_____
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**Special Note:** Public Act 140 of 1996 prohibits the Department of Corrections from hiring individuals who have been convicted of a felony. It is the Department of Corrections policy that an applicant shall not be hired if convicted of a misdemeanor pursuant to controlled substances or a comparable statute or law in any jurisdiction. Further, we cannot hire an individual with any involvement in domestic violence for positions which require, or have the potential for access to weapons or ammunition. Finally the Department will not consider an applicant convicted of any misdemeanor until one year after satisfactory completion of any sentence imposed, including probation.

**Purpose of Request:** This information must be specific as to who, what, where, and when. The statement should be clear as to why the request is being submitted. Such as, but not limited to: The request is for a college tour naming the college, date, time of the tour, or a part-time teacher of GED classes on Tuesdays and Thursdays in the school. (DO NOT use codes or abbreviations.)

Company - \_\_\_\_\_ Purpose - Energy Improvements D/CCS Contract RFP  
REQUESTOR: STU VOEGTLINE

MBP Staff Requesting Check (Signature)	_____	155	Maintenance Dept.	12/16/09
	Clock #		Division	Date

### Personnel Use Only

LEIN Check Date: _____	# of Convictions _____
LEIN Check By: _____	