

**STATE OF MICHIGAN
DEPARTMENT OF MANAGEMENT AND BUDGET
FACILITIES ADMINISTRATION
DESIGN AND CONSTRUCTION DIVISION**

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Request For Qualifications for Indefinite-Scope, Indefinite-Delivery Architectural/Engineering Services for Solar and/or Wind Generation Analysis, Various Locations, Michigan

Due Date – August 6, 2009, 2:00 PM

The State of Michigan, Department of Management and Budget, Facilities Administration seeks Qualification Statements from professional engineering firms interested in doing business with the Design and Construction Division (DCD). In order to meet the needs of limited-scope projects at various facilities, the DCD will obtain indefinite-scope, indefinite-delivery professional services contracts for engineering studies. Award of individual projects will be made on the basis of competitive proposals or assignment at the DCD's discretion.

The maximum fee limit for this contract is two hundred and fifty thousand dollars (\$250,000.00), with a three (3) year duration plus an optional one (1) year extension.

Firms will be ranked on their professional qualifications and experience, key personnel, personnel qualifications and availability. To qualify, firms must demonstrate professional experience with the proposed solar and/or wind power generators, present a team of qualified in-house or consultant professionals, and verify the availability of the proposed professional design team.

Preference will be given to professional firms located in the State of Michigan meeting the following requirements:

- 1.) Relevant project experience with emphasis on the solar and/or wind power electric generators.
- 2.) Ability to provide comprehensive professional architectural and engineering study/design services.
- 3.) Ability to provide immediate response and expedited services.
- 4.) Understanding and use of photovoltaic and/or wind generator energy.

Qualifications Statements will consist of responses to a questionnaire and any other supporting information provided by the firm. Qualifications Statements will be evaluated by an Ad Hoc Selection Committee. The final selection of professional firms for the indefinite-scope indefinite service contracts will be based on the Ad Hoc Selection Committee's evaluation of the professional firm's Qualifications Statements, hourly billing rate fee schedules, and fulfillment, in the Committee's opinion, of the need for services statewide.

The State of Michigan does not warrant or imply to the responders or any of the selected firms that they will be awarded any project, or perform any specific percentage (%) amount of the architectural and/or engineering services during the life of the contract.

Provide one (1) original and five (5) copies of the completed Qualification Statement Questionnaire, a valid copy of your State of Michigan, Department of Civil Rights, Certificate of Awardability, and a completed, signed Professional/Contractor Demographics, Statistics and Certification Form and Debarment Form to the Design and Construction Division no later than 2:00 p.m., local time, Thursday, August 6, 2009.

The Qualification Statement Questionnaire may be obtained from the DCD website:

<http://www.michigan.gov/buymichiganfirst/0,1607,7-225--171876--,00.html>

Qualification Statement Questionnaires shall be returned to Ms. Debbie Fenstermaker at either of the following addresses:

MAILING ADDRESS

Department of Management and Budget
Facilities Administration
Design and Construction Division
P.O. Box 30026
Lansing, MI 48909

EXPRESS MAIL ADDRESS

Department of Management and Budget
Facilities Administration
Design and Construction Division
1st Floor, Stevens T. Mason Building
530 West Allegan Street
Lansing, MI 48933

Note: Security measures may affect the delivery time of mail and packages sent to DCD via overnight mailing services. Parking is at a premium in the area of the Stevens T. Mason Building. If hand-delivering your Qualification Statement Questionnaire please allow ample time to locate a parking space and be prepared to present pictured identification to the security officer on duty in the lobby of the Stevens T. Mason Building in order for your statement to arrive at our office prior to the 2:00 p.m. deadline. It remains the responsibility of the professional firm to submit their Qualification Statement Questionnaire on time, as specified.

END OF ADVERTISEMENT

State of Michigan
Analysis of Specific Sites for Photovoltaic and/or Wind Electrical Generator Suitability

Scope of Work

The Professional Services Contractor shall, for each specific site for proposed installation of photovoltaic and/or wind powered electrical generators;

- determine the potential of the site to generate photovoltaic and/or wind energy;
- recommend the size and type of generator to be used;
- assess the siting requirements of that generator;
- evaluate environmental impacts of the generator;
- investigate local zoning, permits required and code issues associated with generation of photovoltaic and/or wind energy;
- investigate requirements for connecting to local utilities; and,
- perform an economic analysis of the photovoltaic and/or wind generator proposed.

At the commencement of each analysis each specific site will be designated either a potential site for photovoltaic generator or a wind powered generation, or both.

A report will be prepared addressing all of the above elements.

The following considerations will be made in each analysis.

Solar Resource

The isolation of each specific site will be determined from resource maps, observation and reference to locally available data.

Wind Resource

The wind resources for each specific site will be obtained by use of resource maps, observation of the specific site, reference to local data where available, and anemometers where necessary. An average wind speed of 12 to 14 miles per hour, at the hub of the generator, is preferred.

Wind Generator

The end user of each specific site will be consulted as to existing and/or proposed electrical load, both as to quantity and type. Seasonal usage fluctuations will be considered. The proposed wind generator characteristics, such as size and mounting requirements, will be determined accordingly. Consideration will be given to upstream versus downstream generators. Efficiency of the system will be determined by the expected average output of the system as a percentage of the system's rated capacity. This calculation will take into account that the system capacity is rated at optimal wind speeds which do not occur on a continual basis. The life expectancy, warranty considerations and maintenance requirements for the proposed system will be clearly addressed.

Photovoltaic Generator

The end user of each specific site will be consulted as to existing and/or proposed electrical load, both as too quantity and type. Seasonal usage fluctuations will be considered. The proposed

photovoltaic generator characteristics, such as size, will be determined accordingly. The life expectancy, warranty considerations and maintenance requirements for the proposed system will be clearly addressed.

Siting

Siting will address property setbacks, safety clearances, anchoring requirements such as guys and or anchor blocks, and elements that might interfere with photovoltaic exposure or wind patterns such as topography, neighboring vegetation and physical structures.

Environmental Impact

The visual and acoustic characteristics of the proposed generator will be considered in relation to the specific site as well as any possible impacts on the surrounding environment, including wildlife.

Codes, Permits, Etc.

All local, state, and federal codes and regulations will be adhered to in the proposed wind generation system. Any required permits, such as a State of Michigan Electrical Permit, will be addressed and listed.

Grid Connection

Consultation with local utilities is required to determine what conditions prevail for connection to the local electric utility grid and what, if any, agreements may be necessary. These items will be listed and discussed in the report.

Economic Analysis

An economic analysis will be conducted considering design costs, initial capital costs, installation costs, operation and maintenance costs and savings (avoidance of cost) from reduced usage of local utility energy. This analysis will be on a long term basis, such as life cycle costing that will demonstrate the pay back period for the proposed generator proposed. Initial capital costs will include, but not be limited to, cost of the generating machine, required tower or other mounting device, anchorages and electrical connections.

Deliverables

For each specific site the Professional Services Contractor will provide a report which includes a recommendation for the size and type of generator, discussion of siting requirements, identification of any codes, permits, etc., required details of any connection to the grid, and an economic analysis of the proposed system. Fundamental graphics, depicting siting and generator type and size, will be included. At least three copies of the report will be delivered.

DEPARTMENT OF MANAGEMENT AND BUDGET
Facilities Administration
Design and Construction Division
Professional Architectural and Engineering Indefinite-Scope,
Indefinite-Delivery Contract Qualification Statement Questionnaire

FIRM NAME, ADDRESS _____

I. Please review and check off all types of professional services boxes below in section “A” and “B” that best identify the type of professional architectural and/or engineering services that your firm can provide.

A) Relevant project experience for the following professional architectural and/or engineering services:

- Remodeling, repair and specialized maintenance projects;
- Inspection and testing of elevated water storage tanks;
- Roof restoration and/or replacement design;
- Construction quality control and material testing;
- Asbestos testing and abatement;
- Environmental remedial/study, design engineering;
- Site surveying;
- Architectural and engineering design;
- Structural investigation and assessment;
- Landscape architecture study and design;

B) Relevant recreational project experience for the following Natural Resources professional architectural and/or engineering services:

- Bridges;
- Locks and dams;
- Fish passage structures;
- Environmental engineering Phase I and Phase II assessments;
- Wastewater systems;
- Water supply systems;
- Water diking systems/Water control structures;
- Marine engineering/Boat launch facilities/Docks and harbors;
- Stormwater management/Drainage plans;
- Trail design development.

II. Questionnaires should be prepared simply and economically to provide a concise description of your firm’s capabilities to satisfy the requirements of the proposed contract. Special bindings, colored displays, etc. are not necessary and are discouraged.

III. Please answer the following questions as indicated.

A. Contract Understanding

The following items should be addressed on the assumption that your firm is awarded an Indefinite-Scope, Indefinite Delivery Contract. (See attached Standard State of Michigan Contract for Professional Services).

1. Is it understood that your firm is required to respond to small projects (less than \$25,000) as well as large ones?

Yes ____ No ____

2. Is it understood that there is no guarantee of any work under this contract?

Yes ____ No ____

3. Is it understood that your firm will be required to execute the attached standard State of Michigan Contract language for professional services?

Yes ____ No ____

4. Is it clearly understood that professional liability insurance is required? (See Article 5 of the attached Sample Contract)

Yes ____ No ____

5. Is it understood that your expenses, such as travel, are included in your hourly billing rates. (See Article 2.2 and Appendix 8 of the attached standard State of Michigan Contract for Professional Services).

Yes ____ No ____

6. Is it understood that your firm must comply with the State of Michigan Statutes and Governor's Executive Orders pertaining to "Procurement of Goods and Services"?

Yes ____ No ____

B. General Questions

1. What is the expiration date of your current State of Michigan, Department of Civil Rights, Certificate of Awardability?

2. Briefly describe your firm's methods and procedures for quality control for your services.

3. Please present your understanding of what your firm's role will be as an agent of the State of Michigan.

4. How will your firm provide consistent and continuous communication pertaining to project activities and project status to the State of Michigan during the progress of projects?

5. Will there be a key person who is assigned to a project for its duration?

Yes ____ No ____

6. Do you have branch offices and, if so, where are they located and what services do they provide?

7. Provide an organization chart depicting key personnel and their roles for a typical assigned project. Include generic supporting staff positions.

8. To be considered for an Indefinite-Scope, Indefinite Delivery Contract you must submit a list of titles/positions that will be involved with the proposed contract work along with their current and three (3) year anticipated corresponding hourly billing rate ranges. The names of key personnel should be included in this list. This list will be in a format similar to the Sample Contract text format that can be incorporated into the contract (see attached Article 2.2, Compensation text of Standard State of Michigan Contract for Professional Services).

Position/Classification	Employee(s) Name	Billing Rate \$From - To \$
Principal/Project Manager**	Robert J. Hafel	92.50 - 101.75
Senior Architect	Donald E. McReynolds	72.50 - 79.75
Civil Engineer**	Ruby D. Riley	65.00 - 71.50
Structural Engineer**	Charles D. Gibson	82.50 - 90.75
Mechanical Engineer**	William D. Murphy	72.50 - 79.75
Senior Structural Engineer	Robert L. Hunter	75.00 - 82.50
Electrical Engineer	Carolyn M. Phillips	47.50 - 52.25
Draftsperson	As Selected	42.50 - 46.75
Quality Control/Assurance	William King	62.50 - 68.75
CADD Operator	Arnold T. Ross	32.50 - 35.75

C. Project Execution

1. Describe your approach to minimizing construction cost over-runs.

2. Describe your method of estimating construction costs and demonstrate the validity of that method.

3. What percentage of construction cost should be devoted to construction administration (office and field)?

_____ %

4. What portion of the assigned work will be performed with your staff and what portion will be provided by sub-consultants?

_____ %

5. What would be your response time, from the notice of assignment to quote to start of work be on a typical project? (A typical project might be one involving several disciplines and in the neighborhood of a \$25,000 fee) What would your response time be on a smaller project? NOTE: This study, design and proposed construction schedule shall be detailed, undated, and time sequence related for all Phase/Task services appropriate for the project scope of work.

_____ Days/Weeks

6. How will you organize a project?

D. Understanding of the Work

1. Describe three (3) projects you have performed that best demonstrate your ability to qualify for this contract. Also provide references for each of these projects – name and number.

Project 1:

Project 2:

Project 3:

E. Questions Specific to Architectural/Engineering Services

1. If you are interested in Architectural/Engineering projects please respond to the following:

a. Describe your firm's understanding of Sustainable Design and LEED Certification.

b. Please list appropriate building codes that might apply to a remodeling project.

c. List the relevant regulations that might apply to a water/wastewater project.

d. Describe your understanding of and methods for Soil Erosion and Sedimentation Control.

2. If you are interested in Department of Natural Resources projects please respond to the following:

a. Describe your approach to securing permits/approvals for the following: campgrounds, critical dunes, coastal zone management.

b. What Department of Natural Resources personnel would you contact in regard to a project involving a Natural River?

c. Describe your understanding of the permitting process for projects in or adjacent to lakes and rivers in the State of Michigan.

d. Describe your understanding of and methods for Soil Erosion and Sedimentation Control (This may be skipped if you answered 1.d. above).

IV. If you are interested in surveying projects please respond to the following:

a. What number of Professional Surveyors, licensed in Michigan, are employed by your firm and working in Michigan?

_____ Persons

b. Are these personnel in the field on a regular basis?

Yes _____ No _____

c. What number of survey staff persons is dedicated to your surveying department?

_____ Persons

d. How many survey crews can you field at one time?

_____ Crews

e. What types of electronic field instrumentation does your firm use?

f. What type of reduction techniques are used by your firm?

4. If you are interesting in Construction Testing projects such as density testing, concrete testing, etc., please respond to the following:

a. Describe the professional staff your firm devotes to construction testing?

b. What number of staff persons is dedicated to construction testing?

_____ Persons

c. Can your firm respond to requests for construction testing services on short notice?

Yes _____ No _____

d. How many construction testing projects can be accommodated by your firm within one construction season?

_____ Projects

e. What construction testing equipment does your firm possess or have access to?

f. What laboratory facilities are available to your firm?

5. If you are interested in doing environmental investigation/remedial work please respond to the following:

a. Are you a qualified consultant pursuant to Section 21543 of the Natural Resources and Environmental Protection Act, Public Act 451 of 1994, as amended?

Yes ____ No ____

b. How many employees in your firm are HAZWOPER trained in accordance with the 29 CFR Part 1910?

_____ Persons

c. How many contaminated sites has your firm closed within the last 5 years?

_____ Sites under Part 201 of Public Act 451 of 1994

_____ Sites under Part 213 of Public Act 451 of 1994

d. Please indicate the dollar value of work that your firm has performed within the last 5 years?

\$ _____ Environmental Assessment

\$ _____ Environmental Investigation

\$ _____ Environmental Remedial Design

\$ _____ Environmental Construction Supervision

e. Describe your understanding of and methods for Soil Erosion and Sedimentation Control (This may be skipped if you answered 1.d. or 2.d. above).

f. To be considered for a Indefinite-Scope, Indefinite-Delivery Contract you must submit a list of titles/positions that would be involved with the proposed contract work along with corresponding hourly billing rate wage ranges. The names of key personnel should be included in that list. This list should be in a format that can be incorporated into the contract (See Question No. 8 and attached sample contract).