

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION				
MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal	
Check the appropriate Tier in the box below				
TIER I (\$25,000-\$99,999)	TIER II (\$100,000-\$250,000)	TIER III (>\$250,000)		
			Understanding of Service	
			<i>Innovations</i>	
			<i>Safety Program</i>	
N/A			Organizational Chart	
			Qualifications of Team	
			Past Performance	
Not required As part of Official RFP	Not required As part of Official RFP		Quality Assurance/Quality Control	
			Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.	
N/A	N/A		Presentation	
N/A	N/A		Technical Proposal (if Presentation is required)	
3 pages (MDOT Forms not counted) (No Resumes)	7 pages (MDOT Forms not counted)	19 pages (MDOT Forms not counted)	Total maximum pages for RFP not including key personnel resumes	

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

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

BUREAU OF HIGHWAYS

BUREAU OF TRANSPORTATION PLANNING **

OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO

YES

DATED _____ THROUGH _____

Prequalified Services – See page ___ of the attached Scope of Services for required Prequalification Classifications.

Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. **Form 5100J is required with Proposal for firms not currently prequalified with MDOT**

Qualifications Based Selection – Use Consultant/Vendor Selection Guidelines

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

****For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (see address list, page 2). The priced proposal must be submitted in a sealed envelope, clearly marked "**PRICE PROPOSAL.**" The vendor's name and return address MUST be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

Qualifications Review / Low Bid - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

Best Value - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

Low Bid (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked "**SEALED BID.**" The vendor's name and return address MUST be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER	PROPOSAL/BID DUE DATE	TIME DUE
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PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

MDOT Project Manager

MDOT Other

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

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

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet

5100J – Consultant Data and Signature Sheet (Required only for firms not currently prequalified with MDOT)

(These forms are not included in the proposal maximum page count.)

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
AERONAUTICS SERVICES**

CONTROL SECTION: N/A

JOB NUMBER: TBD

PROJECT LOCATION:

Canton-Plymouth-Mettetal Airport, Canton, MI

PROJECT DESCRIPTION:

The project consists of design services and **construction engineering services** during construction for 2 new T-hangar structures.

This project will also include site preparation, grading and drainage improvements, taxi street reconstruction, boundary survey including Exhibit A update, and fencing.

The design and plan preparation are required for the bidding of this project for development.

The construction engineering consists of testing, inspection and oversight during the actual construction phase of the project.

ANTICIPATED START DATE:

Design: January 1, 2012

Construction: June 1, 2012

ANTICIPATED COMPLETION DATE:

Design: April 1, 2012

Construction: October 1, 2012

PRIMARY PREQUALIFICATION CLASSIFICATION: N/A

SECONDARY PREQUALIFICATION CLASSIFICATION(S): N/A

CONSULTANT QUALIFICATIONS:

PREVIOUS WORK EXPERIENCE ON AIRPORTS, AS WELL AS FAMILIARITY WITH STATE AND FEDERAL AVIATION ADMINISTRATION (FAA) RULES AND REGULATIONS, AIRPORT DESIGN STANDARDS, AND AIRPORT CONSTRUCTION REQUIREMENTS, IS MANDATORY.

CONSULTANT PROJECT MANAGER MUST BE A LICENSED PROFESSIONAL ENGINEER IN THE STATE OF MICHIGAN.

DBE REQUIREMENT: 12%

MDOT PROJECT MANAGER:

Brett Whitmore, Project Manager
MDOT – Aeronautics Building
2700 Port Lansing Road
Lansing, MI 48906-2160
Phone: (517) 335-9712
Fax: (517) 886-0366
E-mail: whitmoreb@michigan.gov

CONSULTANT RESPONSIBILITIES:

The consultant will be required to attend a Pre-Scoping Meeting at the airport, along with the MDOT Project Manager and the Airport Manager. Existing site conditions will be inspected as part of the Pre-Scoping Meeting. The meeting discussion will focus on achieving consensus on the most cost-effective design of the T-hangars, taxi streets and associated site work, as well as minimizing the disruption of aviation operations.

The work scope for consulting engineering services will be finalized based on the discussion that takes place at the Pre-Scoping Meeting. The Agreement for Professional Engineering Service (consultant contract) will be developed based on the final version of the scope of services. The selected consultant will be expected to submit a cost and man hour estimate for their services, as well as a detailed project schedule. The cost and man hour estimates will be reviewed by the MDOT Project Manager for reasonableness of cost.

This project is expected to be funded in part by grants from the Federal Aviation Administration (FAA) and the Michigan Aeronautics Commission (MAC). The selected firm will be subject to federal and state requirements.

Interested firms must include in their proposal:

1. A description of their understanding of services to be performed for each of the two phases of this project (Design and Construction).
2. An organizational chart, which depicts all of the proposed work team members included in each phase of this project.
3. A description of qualifications and experience of each proposed team member, as well as a description of the duties that each member will be performing.
4. A description of past performance and experience that their firm has had with both design and construction engineering phases of airport projects. Previous experience at, and familiarity with, Canton-Plymouth-Mettetal Airport should also be included.

The selected firm will not be allowed to substitute proposed team members without prior written approval of the MDOT Project Manager. Substitution of key team members without prior MDOT approval may result in termination of the contract.

DELIVERABLES:

For the design phase of the project (Phase 1), the consulting engineer will be required to produce a set of construction plans that are suitable for bidding a construction project through the MDOT bid-letting process. The consultant will also be required to submit a final estimate of quantities of materials needed for construction, and an updated construction cost estimate.

For the construction phase of the project (Phase 2), the consulting engineer will be required to deliver copies of all inspection reports, test results, and all other documents prepared in the performance of their services. Upon completion of the project, a final "As Constructed" set of plans (documenting all changes to the original plan set) will be required to be produced. Also, a Final Contract Report will be required to be submitted. This report will document the project history and records, discuss reasons for changes from original design plans, and explain any unusual factors encountered during project development.

CONSULTANT PAYMENT - Milestone:

Compensation for engineering services associated with each phase of this project will be made in the form of progress payments for completed work on a Milestone basis, but not more than once per month. The final payment schedule will be outlined in the Agreement for Professional Engineering Services (Consultant contract) once it has been developed.

Compensation for each phase of this project will be divided into payments for the completion of a portion of the services (deliverables).

Design (Phase 1) Milestones:

30% Complete Design Plans Submitted	30% Payment
60% Complete Design Plans Submitted	30% Payment
90% Complete Design Plans Submitted	30% Payment
Final Plans for Bidding Submitted	10% Payment

Construction Engineering (Phase 2) Milestones:

30% Progress/Inspection Reports Submitted (FieldManager)	30% Payment
60% Progress/Inspection Reports Submitted (FieldManager)	30% Payment
90% Progress/Inspection Reports Submitted (FieldManager)	30% Payment
Final Report and All Contract Requirements Submitted	10% Payment

All billings for services must first be approved by the Airport Sponsor prior to being submitted to the MDOT Project Manager for processing. The MDOT Project Manager may authorize payment if a milestone is delayed due to circumstances beyond the Consultant's control.

Payment to the Consultant for services rendered shall not exceed the maximum milestone percent unless an increase is approved in accordance with the Consultant contract. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Specific contract terms will be defined in the Consultant contract.