

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

	REQUISITION NUMBER		DUE DATE <del>XXXXXXXXXX</del> <del>XXXXXXXXXX</del> <del>XXXXXXXXXX</del>
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	
DESCRIPTION			
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP  WHITE = REQUIRED GRAY SHADING = OPTIONAL  Check the appropriate Tier in the box below		<b>CONSULTANT:</b> Provide only checked items below in proposal	
<input type="checkbox"/> <b>TIER I</b> (\$25,000-\$99,999)	<input type="checkbox"/> <b>TIER II</b> (\$100,000-\$250,000)	<input type="checkbox"/> <b>TIER III</b> (>\$250,000)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Location:</b> The percentage of work performed in Michigan will be used for all selections unless the project is for on-site p=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	<input type="checkbox"/>	Presentation
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) ( <b>No Resumes</b> )	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP <b>not including key personnel resumes.</b> Resumes limited to 2 pages per key staff personnel.

**PROPOSAL AND BID SHEET EMAIL ADDRESS** – [mdot-rfp-response@michigan.gov](mailto:mdot-rfp-response@michigan.gov)

### 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 five (5) 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.)**

**REQUEST FOR PROPOSAL**

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 Services Contracts" and "Guideline for Completing a Low Bid Sheet(S)\*, if a low bid is involved as part of the selection process. **Reference 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 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.

**Qualification 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. The vendor that has met established qualification threshold and 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**

Bid Sheet(s) must be submitted in accordance with the "Guidelines for Completing a Low Bid Sheet(s)\* (available on MDOT's website). Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the email address: [mdot-rfp-response@michigan.gov](mailto:mdot-rfp-response@michigan.gov). Failure to comply with this procedure may result in your bid being rejected from consideration.

**NOTIFICATION  
MANDATORY ELECTRONIC SUBMITTAL**

**Proposals submitted for this project must be submitted electronically.**

**The following are changes to the Proposal Submittal Requirements:**

- Eliminated the Following Requirements:
  - Safety Program
  - Communication Plan
  - Past Performance as *a separate section*
  - Separate section for DBE Statement of goals. Include information in Qualification of Team section
  
- Implemented the Following Changes:
  - All proposals require an Organization Chart
  - Resumes must be a maximum of two pages
  - Only Key (lead) staff resumes may be submitted
  - Tier III proposal reduced from 19 to 14 pages
  - Forms 5100D, 5100I, and 5100G combined – 5100D
  - Forms 5100B and 5100H combined – 5100B
  - RFP's will be posted on a weekly basis -- on Mondays

**The following are Requirements for Electronic Submittals:**

- Proposals must be prepared using the most current guidelines
- The proposal must be bookmarked to clearly identify the proposal sections (See Below)
- For any section not required per the RFP, the bookmark must be edited to include “N/A” after the bookmark title.  
**Example:** Understanding of Service – N/A
- Proposals must be assembled and saved as a single PDF file
- PDF file must be 5 megabytes or smaller
- PDF file must be submitted via e-mail to [MDOT-RFP-Response@michigan.gov](mailto:MDOT-RFP-Response@michigan.gov)
- MDOT's requisition number and company name must be included in the subject line of the e-mail. The PDF shall be named using the following format:
  - Requisition#XXX\_Company Name.PDF
- MDOT will not accept multiple submittals
- Proposals must be *received* by MDOT on or before the due date and time specified in each RFP

**If the submittals do not comply with the requirements, they may be determined unresponsive.**

The Consultant's will receive an e-mail reply/notification from MDOT when the proposal is received. Please retain a copy of this e-mail as proof that the proposal was received on time. **Consultants are responsible for ensuring the MDOT receives the proposal on time.**

**\*\*Contact Contract Services Division immediately at 517-373-4680 if you do not get an auto response\*\***

**Required Bookmarking Format:**

- I. Request for Proposal Cover Sheet Form 5100D
  - A. Consultant Data and Signature Sheet, Form 5100J (if applicable)
- II. Understanding of Service
  - A. Innovations
- III. Qualifications of Team
  - A. Structure of Project Team
    - 1. Role of Firms
    - 2. Role of Key Personnel
  - B. Organization Chart
  - C. Location
- IV. Quality Assurance / Quality Control Plan
- V. Resumes of Key Staff
- VI. Pricing Documents/Bid Sheet (if applicable)

**2/14/12**

**Michigan Department of Transportation**  
**SCOPE OF SERVICE**  
**FOR**  
**AS NEEDED CONSTRUCTION SERVICES**  
**ASBESTOS INVESTIGATION**

**CONTROL SECTION:** Various

**JOB NUMBER:** Various

**PROJECT LOCATION:**

**Bay Region**, which consists of the following counties: Arenac, Bay, Clare, Genesee, Gladwin, Gratiot, Huron, Isabella, Lapeer, Midland, Saginaw, Sanilac, and Tuscola;

**Grand Region**, which consists of the following counties: Ionia, Kent, Mecosta, Montcalm, Muskegon, Newaygo, Oceana, and Ottawa;

**Metro Region**, which consists of the following counties: Macomb, Oakland, St. Clair, Wayne;

**North Region**, which consists of the following counties: Alcona, Alpena, Antrim, Benzie, Charlevoix, Cheboygan, Crawford, Emmet, Grand Traverse, Iosco, Kalkaska, Lake, Leelanau, Manistee, Mason, Missaukee, Montmorency, Ogemaw, Osceola, Oscoda, Otsego, Presque Isle, Roscommon and Wexford;

**Southwest Region**, which consists of the following counties: Allegan, Barry, Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, and Van Buren;

**Superior Region**, which consists of all counties in Michigan's Upper Peninsula; and

**University Region**, which consists of the following counties: Clinton, Eaton, Hillsdale, Ingham, Jackson, Lenawee, Livingston, Monroe, Shiawassee, and Washtenaw.

**DESCRIPTION OF WORK:** The inspections must be done by an accredited asbestos building inspector, certified in Michigan.

This work will consist of the following:

**1) Parcels of Property**

- a) Conduct inspections of all buildings on each parcel, unless otherwise specified in the specific work order, collecting samples as necessary to identify asbestos-containing material and estimate the quantity of each asbestos-containing material.
- b) The following should be included in, but not necessarily limited to, the parcel of property report:
  - i) Identify and estimate the quantity and location of all friable and non-friable asbestos present on the interior and exterior of the building.
  - ii) Digital photos of the inspected buildings, interior rooms, and potential asbestos containing materials on the parcel of property.
  - iii) A bulk collection record.
  - iv) All analytical results.

- v) List of homogenous areas.
- vi) Homogenous area assessment.
- vii) Recommendations for abatement measures related to structure demolition.
- viii) Cost estimates are **not** to be included in the report.
- c) The report is to be submitted to the Environmental Services Section project manager and the other MDOT project manager identified on the work order in .pdf format.
- d) Hard copies of the report may be requested by the project manager in the work order.

**2) Bridges**

- a) Inspect and collect samples of conduits/water mains identified by the MDOT project manager to identify asbestos-containing material.
- b) The following should be included in, but not limited to, the bridge inspection report:
  - i) A summary of the analytical findings.
  - ii) All analytical results.
  - iii) Digital photos of the structure and sample locations.
  - iv) Cost estimates are **not** to be included in the report.
- c) The report is to be submitted to the Environmental Services Section project manager and the other MDOT project manager identified on the work order in .pdf format.
- d) Hard copies of the report may be requested by the project manager in the work order.

MDOT reserves the right to request services on other projects located in the Region/TSC area that are not listed above, under the conditions of this “as needed” scope of services.

Full time services will not be required on all projects at all times. This scope is for “as needed” services, based on the intermittent needs of MDOT. It must be noted that this is not a guarantee that MDOT will use the Consultant’s services.

**ANTICIPATED START DATE:** December 1, 2012

**ANTICIPATED COMPLETION DATE:** December 31, 2015

**PRIMARY PREQUALIFICATION CLASSIFICATION:**

Asbestos Investigation

**SECONDARY PREQUALIFICATION CLASSIFICATION:** NA

**MDOT PROJECT MANAGER:**

Jim Woodruff  
 Michigan Department of Transportation  
 Environmental Services Section  
 Phone: 517 - 322-1205  
 Email: [WOODRUFFJ@michigan.gov](mailto:WOODRUFFJ@michigan.gov)

**BACKGROUND:**

MDOT frequently has a need for asbestos inspections at parcels of property and at bridges.

The parcels of property are typically residential with a house and garage, but may also include farms with outbuildings and commercial or industrial buildings. This may be identified as one parcel or two or more parcels grouped together. A typical residential property will be considered to be of 2,000 square feet in area. It will be considered to have 8 sample locations with three samples being taken at each similar material for a total of 24 samples per parcel. A commercial or industrial building that is larger than a residential parcel will be considered to be a group of parcels, depending upon its square footage.

The utility conduits and/or water mains in bridges need to be sampled for asbestos content prior to demolition or construction work where the potential asbestos containing material may be damaged. A typical bridge will be considered to have three utility conduits and/or water mains. Three samples will be collected per conduit/water main for a total of 9 samples. The number of conduit/water mains needing to be inspected and sampled at each bridge location will be specified in the work order. Materials needing inspections that are beneath bridge decks, behind concrete or otherwise not accessible will be exposed or made accessible by a separate contractor.

If more samples are required than specified above for a typical parcel or bridge, or a potential asbestos containing material appears to need more than three samples for proper identification, or if point count analysis is needed in addition to polarized light microscopy to properly analyze a sample, then the additional samples/analysis will be paid for as "Additional Sampling Locations." Transmission Electron Microscopy sample analysis, when necessary, will be a separate pay item.

Infrequently, it will be necessary to monitor an inspection location for a hazardous atmosphere with an instrument such as a combustible gas indicator, oxygen monitor, hydrogen sulfide monitor, or other atmosphere monitoring equipment. If a hazardous atmosphere is detected, the inspector is expected to withdraw from the location until measures can be taken to mitigate the hazard. Use of this equipment during inspections will be paid for as "Hazardous Atmosphere Monitoring."

The unit prices accepted by MDOT shall be valid during the entire three-year contract. As properties and/or bridges are identified, the selected firm will be authorized to do the work. The consultant will generally have four to six weeks to conduct an inspection and submit an inspection report, but MDOT may request an inspection and a report in less than a week's time. Pay items for accelerated report turnaround time are included.

### **CONSULTANT PAYMENT – Unit Price:**

Compensation for this project shall be on a **unit price** basis. This basis of payment typically includes a maximum quantity of units and a maximum reimbursable cost per unit.

The unit prices accepted by MDOT shall be valid during the entire three-year contract. As properties and/or bridges are identified, the selected firm will be authorized to do the work. The

consultant will generally have four to six weeks to conduct an inspection and submit an inspection report, but MDOT may request an inspection and a report in less than a week's time. Pay items for accelerated report turnaround time are included.

All billings for services must be directed to the Department and follow the current guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's website. This document contains instructions and forms that must be followed and used for billing. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. 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. Refer to your contract for your specific contract terms.

## **MEASUREMENT**

Depending on the number of parcels or bridges authorized, one or more of the following pay items will be used:

The pay item **Asbestos Investigation, one to five parcels**, includes all costs for labor and testing necessary to inspect each parcel and take a maximum of twenty four asbestos samples at each parcel, with three samples taken of each similar material. The pay item includes a .pdf copy and, if requested, one unbound hard copy of the completed report. The report is completed when accepted by the project manager.

The pay item **Asbestos Investigation, accelerated turnaround**, includes all costs for labor and testing necessary to inspect a parcel, take a maximum of twenty four asbestos samples with three samples taken of each similar material, and submit a .pdf copy of the report to the project manager within five work days of the date of the work order. The report is completed when accepted by the project manager.

The pay item **Asbestos Investigation, six to ten parcels**, includes all costs for labor and testing necessary to inspect each parcel and take a maximum of twenty four asbestos samples at each parcel, with three samples taken of each similar material. The pay item includes a .pdf copy and, if requested, one unbound hard copy of the completed report. The report is completed when accepted by the project manager.

The pay item **Asbestos Investigation, over ten parcels**, includes all costs for labor and testing necessary to inspect each parcel and take a maximum of twenty four asbestos samples at each parcel, with three samples taken of each similar material. The pay item includes a .pdf copy and, if requested, one unbound hard copy of the completed report. The report is completed when accepted by the project manager.

The pay item **Asbestos Investigation, one to five bridges**, includes all costs for labor and testing necessary to inspect the conduits and/or water mains specified at each bridge and take a maximum of nine asbestos samples, three of each identified conduit/water main. The pay item includes a .pdf copy and, if requested, one unbound hard copy of the completed report. The report is completed when accepted by the project manager.

The pay item **Asbestos Investigation, six or more bridges**, includes all costs for labor and testing necessary to inspect the conduits and/or water mains specified at each bridge and take a maximum of nine asbestos samples, three of each identified conduit/water main. The pay item includes a .pdf copy and, if requested, one unbound hard copy of the completed report. The report is completed when accepted by the project manager.

Depending on the number of samples needed at each parcel of property or bridge, the following pay items may be used:

The pay item **Additional Sample Location** includes the costs for all labor and testing necessary for each additional sample location needed beyond the number of sample locations defined above for typical parcels and bridges. Three samples must be taken of each similar material or conduit at each location. If point count analysis is needed for proper sample identification, the pay item will be used in conjunction with one of the above pay items and the information from this additional sample location must be included in the report.

The pay item **Additional Sample Location, accelerated turnaround** includes the costs for all labor and testing necessary for each additional sample location needed at a parcel where **Asbestos Investigation, accelerated turnaround** has been ordered. Three samples must be taken of each similar material at each location.

The pay item **Transmission Electron Microscopy (TEM)** includes the costs for all labor and testing necessary for each sample where TEM analysis is needed. Each TEM analysis will be paid for separately.

Depending on the potential for a hazardous atmosphere at a parcel of property or bridge, the following pay item may be used:

The pay item **Hazardous Atmosphere Monitoring** includes all costs for labor and instruments necessary to monitor for a potentially hazardous atmosphere during inspection of a parcel of property or bridge. Payment will be for the day the monitoring is necessary for the inspection. The type of hazardous atmosphere suspected to be present at the inspection location will be identified in the work order for that particular location.

**BAY REGION  
ASBESTOS INVESTIGATION**

**CONSULTANT BID SHEET - UNIT PRICE**

This bid sheet is required with the response to the Request for Proposal (RFP). All entries on this page must be handwritten in ink or computer generated. Compensation for this project shall be on a **Unit Price** basis.

Priced proposal costs will be required after selection, in accordance with MDOT's Priced Proposal Guidelines which can be found on the MDOT web page under [Vendor/Consultant Services](#). Payment to the Consultant for services rendered shall not exceed the total bid price.

**Note:** MDOT reserves the right to reject any or all bids.

ITEMS OF WORK	QUANTITY	UNIT PRICE
Asbestos investigation, one to five parcels.	1 parcel	
Asbestos investigation, accelerated turnaround	1 parcel	
Asbestos investigation, six to ten parcels.	1 parcel	
Asbestos investigation, over ten parcels.	1 parcel	
Asbestos investigation, one to five bridges.	1 bridge	
Asbestos investigation, six or more bridges.	1 bridge	
Additional Sample Location	1 location	
Additional Sample Location, accelerated turnaround	1 location	
Transmission Electron Microscopy	1 sample	
Hazardous Atmosphere Monitoring	1 day	

Total Bid:

Contractor Name:

Contractor Signature:

Date:

Check UNIT PRICE column for omissions before entering bid total.

**GRAND REGION  
ASBESTOS INVESTIGATION**

**CONSULTANT BID SHEET - UNIT PRICE**

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Priced proposal costs will be required after selection, in accordance with MDOT's Priced Proposal Guidelines which can be found on the MDOT web page under [Vendor/Consultant Services](#). Payment to the Consultant for services rendered shall not exceed the total bid price.

**Note:** MDOT reserves the right to reject any or all bids.

ITEMS OF WORK	QUANTITY	UNIT PRICE
Asbestos investigation, one to five parcels.	1 parcel	
Asbestos investigation, accelerated turnaround	1 parcel	
Asbestos investigation, six to ten parcels.	1 parcel	
Asbestos investigation, over ten parcels.	1 parcel	
Asbestos investigation, one to five bridges.	1 bridge	
Asbestos investigation, six or more bridges.	1 bridge	
Additional Sample Location	1 location	
Additional Sample Location, accelerated turnaround	1 location	
Transmission Electron Microscopy	1 sample	
Hazardous Atmosphere Monitoring	1 day	

Total Bid:

Contractor Name:

Contractor Signature:

Date:

Check UNIT PRICE column for omissions before entering bid total.

**METRO REGION  
ASBESTOS INVESTIGATION**

**CONSULTANT BID SHEET - UNIT PRICE**

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Asbestos investigation, one to five parcels.	1 parcel	
Asbestos investigation, accelerated turnaround	1 parcel	
Asbestos investigation, six to ten parcels.	1 parcel	
Asbestos investigation, over ten parcels.	1 parcel	
Asbestos investigation, one to five bridges.	1 bridge	
Asbestos investigation, six or more bridges.	1 bridge	
Additional Sample Location	1 location	
Additional Sample Location, accelerated turnaround	1 location	
Transmission Electron Microscopy	1 sample	
Hazardous Atmosphere Monitoring	1 day	

Total Bid:

Contractor Name:

Contractor Signature:

Date:

Check UNIT PRICE column for omissions before entering bid total.

**NORTH REGION  
ASBESTOS INVESTIGATION**

**CONSULTANT BID SHEET - UNIT PRICE**

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Asbestos investigation, one to five bridges.	1 bridge	
Asbestos investigation, six or more bridges.	1 bridge	
Additional Sample Location	1 location	
Additional Sample Location, accelerated turnaround	1 location	
Transmission Electron Microscopy	1 sample	
Hazardous Atmosphere Monitoring	1 day	

Total Bid:

Contractor Name:

Contractor Signature:

Date:

Check UNIT PRICE column for omissions before entering bid total

**SUPERIOR REGION  
ASBESTOS INVESTIGATION**

**CONSULTANT BID SHEET - UNIT PRICE**

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Additional Sample Location	1 location	
Additional Sample Location, accelerated turnaround	1 location	
Transmission Electron Microscopy	1 sample	
Hazardous Atmosphere Monitoring	1 day	

Total Bid:

Contractor Name:

Contractor Signature:

Date:

Check UNIT PRICE column for omissions before entering bid total:

**SOUTHWEST REGION  
ASBESTOS INVESTIGATION**

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Additional Sample Location, accelerated turnaround	1 location	
Transmission Electron Microscopy	1 sample	
Hazardous Atmosphere Monitoring	1 day	

Total Bid:

Contractor Name:

Contractor Signature:

Date:

Check UNIT PRICE column for omissions before entering bid total

**UNIVERSITY REGION  
ASBESTOS INVESTIGATION**

**CONSULTANT BID SHEET - UNIT PRICE**

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Contractor Signature:

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