

## 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**

**NOTIFICATION  
E-VERIFY REQUIREMENTS**

E-Verify is an Internet based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of that employee to work in the United States. There is no charge to employers to use E-Verify. The E-Verify system is operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration. E-Verify is available in Spanish.

The State of Michigan is requiring, under Public Act 200 of 2012, Section 381, that as a condition of each contract or subcontract for construction, maintenance, or engineering services that the pre-qualified contractor or subcontractor agree to use the E-Verify system to verify that all persons hired during the contract term by the contractor or subcontractor are legally present and authorized to work in the United States.

Information on registration for and use of the E-Verify program can be obtained via the Internet at the DHS Web site: <http://www.dhs.gov/E-Verify>.

The documentation supporting the usage of the E-Verify system must be maintained by each consultant and be made available to MDOT upon request.

It is the responsibility of the prime consultant to include the E-Verify requirement documented in this NOTIFICATION in all tiers of subcontracts.

9/13/12

**Michigan Department of Transportation**

**SCOPE OF SERVICE  
FOR  
AS NEEDED CONSTRUCTION SERVICES  
Inspection and Testing Service**

**CONTROL SECTION(S):** Various

**JOB NUMBER(S):** Various

**PROJECT LOCATION(S):** Arenac, Bay, Saginaw, & Tuscola Counties

**DESCRIPTION OF WORK:**

Provide inspection and testing services as needed for road and bridge construction work which will include performing inspection and testing services during construction and office work to close projects out (“finaling”) after construction. The inspectors shall work under the direction of the Project Engineer Manager. Inspection and testing will be performed on various projects and may be needed full time or at various given times (overtime may be necessary).

**This solicitation will result in the selection of up to two firms.**

See **Attachment A** for the list of construction projects in the Bay City TSC area that will require “as-needed” inspection and testing. The information on **Attachment A** was compiled with the most current data at the time of solicitation and is subject to change.

**ANTICIPATED START DATE:** April 1, 2013

**ANTICIPATED COMPLETION DATE:** March 31, 2014

**PRIMARY PREQUALIFICATION CLASSIFICATION:**

Bituminous Pavement Inspection  
Portland Cement Concrete Inspection & Testing

**SECONDARY PREQUALIFICATION CLASSIFICATION:**

Aggregate Testing  
Density Inspection & Testing  
Traffic and Safety Inspection Services

**DBE REQUIREMENT:**

0%

**MDOT PROJECT MANAGER:**

Brian Ulman, P.E.  
Bay City Transportation Service Center (TSC)  
2590 East Wilder Road  
Bay City, MI 48706  
Phone (989) 671-1555  
Fax (989) 671-1530  
Email: [ulmanb@michigan.gov](mailto:ulmanb@michigan.gov)

The Consultant shall contact the Project Manager prior to beginning any work on this Project.

**GENERAL INFORMATION:**

The inspectors shall work under the direction of the Project Engineer Manager. Consultant services will be performed on various projects. Additional projects may be added as directed by the Project Engineer Manager. Consultant services may be needed full time or at various given times (overtime may be necessary).

Since the Services described herein are financed in whole or in part with Federal and State funds, the Services shall comply with all applicable Federal and State laws and regulations.

**CONSULTANT RESPONSIBILITIES:**

This scope of Services consists of performing to the satisfaction of MDOT all inspection and testing services necessary to complete the construction contracts, in accordance with MDOT specifications, publications, and accepted practices.

The Consultant's principal contact with MDOT shall be through the designated Project Engineer Manager.

The Consultant agrees to demonstrate the knowledge and perform in compliance with the standard construction practices of MDOT; the project specific construction contracts, proposal, and plans; the Standard Specifications for Construction and all applicable publications referenced within; the Michigan Construction Manual; the MDOT Materials Sampling Guide; the Density Control Handbook; the Materials Quality Assurance Procedures Manual and any other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.

The Consultant shall provide their own transportation to, from, and on the project site to perform the services outlined herein. Consultant vehicles in a construction zone shall be equipped with a yellow beacon light and conspicuity tape.

Provide full time experienced inspection and testing services as needed on various projects and perform inspection and testing services under the direction of the Project Engineer Manager. The inspectors assigned to this project will report and be directly responsible to the Project Engineer Manager who is in charge of the project's construction.

Provide to the satisfaction of MDOT, inspection and testing services required for, but not limited to, bridge rehabilitation, bituminous construction, Portland cement concrete construction, aggregate construction, rubblizing, ditching and drainage, joint repair, guardrail, undercutting, and earthwork. Perform all reporting, measurement, computation, and documentation required by the specifications,

plans, proposal, the Michigan Construction Manual, the MDOT Materials Sampling Guide, and any and all other applicable references, guidelines, and procedures manuals required for the inspection and testing for construction of the aforementioned projects, and as directed by the Project Engineer Manager.

The Consultant will immediately bring to the attention of the Project Engineer Manager any failure by the Contractor to comply with any plan or specification requirement, any problem, trends toward borderline compliance, or any occurrence which may require resolution by the Engineer.

The Consultant shall perform field operations in accordance with MDOT's Personal Protective Equipment (PPE) Policy, MIOSHA regulations and accepted safety practices.

The Consultant shall attend all project related meetings, when directed by the Project Engineer Manager.

The Consultant shall provide all required reference materials including, but not limited to, MDOT Standard Specifications, Materials Sampling Guide, Construction Manual, and any and all other necessary applicable references, guidelines, and procedures manuals.

All overtime for the Consultant must be authorized by the Project Engineer Manager prior to the start of the work by the Consultant.

The Consultant shall return to the Project Engineer Manager at the completion of the Agreement any and all Project-specific materials and documents furnished to the Consultant by the Project Engineer Manager.

The Consultant shall be responsible for any errors that occur on the project due to an inspection or testing error. The Consultant will be responsible to compensate MDOT for the additional costs incurred due to an inspection and/or testing error on the project by one of their employees. When an error is discovered, MDOT will meet with the Consultant to discuss options to rectify the error. Once final costs are received from the Contractor for the additional work to rectify the problem, MDOT will forward a copy to the Consultant for reimbursement.

The Consultant shall provide the inspectors with lap top computers (or equivalent) with Field Manager and/or Field Book software and produce all daily inspection reports in this format. The inspectors shall deliver all inspection reports to the Project Engineer Manager's office daily. Once a project begins, daily inspection reports shall be written and turned in for every day of construction contract time.

The Consultant shall provide the inspectors with digital cameras to document field conditions as needed.

The inspectors shall have passed the Michigan Department of Natural Resources and Environment certification for construction certified storm water operator and soil erosion and sedimentation control training.

The Consultant shall provide a Troxler Density Gauge and comply with all requirements related to the use of this gauge established by the Nuclear Regulatory Commission and MDOT. This gauge shall be calibrated to meet MDOT requirements.

The Consultant shall provide a Roll-O-Meter, Acme, or Pres-sure air entrainment gauge for concrete testing. This gauge shall be calibrated to meet MDOT requirements.

In addition to providing the aforementioned density and concrete gauges, the Consultant shall provide all measuring and testing equipment required for proper and accurate inspection.

The bridge inspector(s) shall be certified as a Concrete Technician Michigan Level I through a program certified by the Michigan Concrete Association Board of Examiners or the Michigan Concrete Paving Association. The road inspector(s) shall have completed MDOT's Inspection School, or display a proficiency in MDOT practices through equivalent relevant experience.

The Consultant shall be required to have a laboratory facility that meets ASTM C31 and ASTM C511 for the storage and curing of concrete cylinders. The laboratory facility shall be made available to the Project Engineer Manager for storage of a minimum of one hundred (100) cylinders. Storage and curing of concrete cylinders will be required when the Project Engineer Manager's laboratory facility is at capacity.

The Consultant shall furnish all services and labor necessary to conduct and complete the Consultant Construction Inspection and Testing Services described herein. The Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by MDOT), and check and/or test them prior to use in carrying out this work.

### **MDOT RESPONSIBILITIES:**

The Project Engineer Manager shall determine if an error or omission has occurred. The Project Engineer Manager will notify the Consultant in writing within 10 business days of the error or omission.

**The Project Engineer Manager shall furnish to the Consultant all project specific construction contracts, proposals, plans, shop drawings, plan revisions, written instructions, and other information and/or data deemed necessary by the Project Engineer Manager for the Consultant to perform the services required herein unless such documents are available for download from the MDOT website.**

### **PAYMENT SCHEDULE:**

Compensation for the Scope of Services shall be on an **actual cost plus fixed fee** basis.

### **CONSULTANT PAYMENT:**

Compensation for this project shall be on an **actual cost plus fixed fee** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor rates, applied overhead, other direct costs, subconsultant costs, and applied fixed fee.

All billings for services must be directed to MDOT 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 terms.

Direct expenses, if applicable, will not be paid in excess of that allowed by MDOT for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the

Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Engineer Manager.

The fixed fee allowed for this project is 11.0% of the cost of direct labor and overhead.

**The hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to MDOT. Fixed fee on “as needed” projects is computed by taking the percent of actual labor hours billed to labor hours authorized, then applying that percentage to the total fixed fee authorized.**

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

**Full time services may 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.**

**The hours billed for inspectors will not begin until the inspectors report to the project site or to the project office.**

## ATTACHMENT A

1. 73111/73112-87509A  
Scope or Work: Reconstruction with median barrier wall on I-75 from Janes Road to the south abutment of the Zilwaukee Bridge and from the north abutment of the Zilwaukee Bridge to south of the I-675 north interchange, Saginaw County.
2. 73111-88245A  
Scope of Work: Bridge replacement, slope paving, and approach replacement on Janes Road over I-75, Saginaw County.
3. 73111-112772A  
Scope of Work: HMA overlay, substructure repair, full painting, and concrete surface coating on Wadsworth Road over I-75, Saginaw County.
4. 73112-105176A  
Scope or Work: Replace Zilwaukee Bridge bearings, Saginaw County.
5. 09032-103209A  
Scope of Work: HMA reconstruction, storm sewer, sanitary sewer, water main, railroad crossing, and sidewalk, on M-84/M-13 from Euclid to the Lafayette Bridge, Bay County.
6. 79081-102952A  
Scope of Work: Bridge replacement on M-25 over Quanicassee River, Tuscola County.
7. 79081-86950A  
Scope of Work: 10.9 miles of multiple course HMA overlay, milling, drainage improvements, guardrail improvements, and safety improvements from the Bay/Tuscola County Line to Bay Park Road, Tuscola County.
8. 73999-109601A  
Scope of Work: 2.2 miles of non-motorized path construction from south of Ederer Road to north of M-46, Thomas Township, Saginaw County.
9. 73999-113114A  
Scope of Work: 2.8 miles of non-motorized path construction from north of McCarty Road to north of Titabawassee Road, Kochville & Saginaw Townships, Saginaw County.
10. 73051-116063A  
Scope of Work: 8.4 miles of micro-surface and guardrail improvements from M-57 to Fry Road, Saginaw County.
11. 73900-105391A  
Scope of Work: Signal modernization work at 19 locations, Saginaw County.
12. 79041-113254A  
Scope of Work: Articulating concrete block floor system on M-46 over Rosch Drain, Tuscola County.
13. 09033-84909A  
Scope of Work: Bridge replacement on M-13 over Johnson Creek, Bay County.