

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

	REQUISITION NUMBER	DUE DATE	TIME DUE
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 Check the appropriate Tier in the box below		CONSULTANT: Provide only checked items below in proposal	
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input type="checkbox"/> TIER II (\$100,000-\$250,000)	<input type="checkbox"/> TIER III (>\$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"/>	Location: 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) (No Resumes)	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes. Resumes limited to 2 pages per key staff personnel.

PROPOSAL AND BID SHEET EMAIL ADDRESS – 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 _____

<input type="checkbox"/> Prequalified Services – See page ____ of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> 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
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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. Failure to comply with this procedure may result in your bid being rejected from consideration.

PARTNERSHIP CHARTER AGREEMENT

MDOT and ACEC created a Partnership Charter Agreement which establishes guidelines to assist MDOT and Consultants in successful partnering. Both the Consultant and MDOT Project Manager are reminded to review the [ACEC-MDOT Partnership Charter Agreement](#) and are asked to follow all communications, issues resolution and other procedures and guidance’s contained therein.

**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
- 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
CONSTRUCTION SERVICES
As Needed HMA Inspection and Testing**

CONTROL SECTION: Various

JOB NUMBER: Various

LOCATION: Various locations throughout the Superior Region

WORK DESCRIPTION:

Provide experienced personnel for Hot Mix Asphalt (HMA) materials testing, aggregate testing, reporting and record keeping, plant inspection, sampling verification for testing and obtaining HMA samples, and creating job mix formulas.

Testing services are as needed for work operations including, but not limited to the above. These service are anticipated to be primarily during daylight hours Monday through Sunday, night work may be required. Work will be requested on an as needed basis.

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.

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. This scope is for “as needed” services. As such, 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 the Department. The fixed fee allowed for this project will be 11.0%. Fixed fee on “as needed” projects is computed by taking the percent of actual labor hours invoiced to labor hours authorized, then applying that percentage to the total fixed fee authorized.

The Consultant, as directed and approved, will provide **up to four experienced inspectors** to perform the inspection and testing services under the direction of the Project Manager or her designee. Work hours and assignments will be given to the consultant staff by the Project Manager or other MDOT personnel from this office. The consultant testers will cooperate with the senior level MDOT Technicians to ensure that adequate testing services are provided.

The projects that these services may be utilized on include, but are not limited to any construction, safety, or maintenance project within the Superior Region that has HMA.

PRIMARY PREQUALIFICATION CLASSIFICATION

Hot Mix Asphalt (HMA) Technician Testing Assistance
Aggregate Testing

****Preferred Qualification Requirements for HMA Plant Inspector:**

- Certificate for Michigan Bituminous QC/QA Technician Certification
- Routine Safety Equipment
- Ownership of the following items and staff knowledgeable in the use of these items:

MDOT Standard Specifications for Construction
MDOT Construction Manual
MDOT HMA Production Manual

Staff Education and Experience – Resumes must be submitted showing that at least one technician must have a minimum of three (3) years experience in HMA plant inspection or testing services.

The following items will NOT be required to qualify for work under this contract:

- Annual participation in the Construction & Technology laboratory round robin program; as defined in the HMA Production Manual; Section 4: HMA Lab and Technician Qualification Program.
- Annual submittal of a Quality Manual documenting the minimum requirements of AASHTO R-18; as required in the HMA Production Manual; Section 4: HMA Lab and Technician Qualification Program.
- Proof of paid registration/participation in the AASHTO materials Reference Laboratory (AMRL) On-site Assessment Program, as required in the HMA Production Manual; Section 4; HMA Lab and Technician Qualification Program.
- Annual proof of registration/participation in the AMRL Proficiency Sample Program (PSP) as required in the HMA Production Manual; Section 4; HMA Lab and Technician Qualification Program.

Equipment that is not necessary:

- It is not necessary to own equipment to perform hot mix asphalt testing.

SECONDARY PREQUALIFICATION CLASSIFICATION: None

ANTICIPATED START DATE: 5-2-13

ANTICIPATED COMPLETION DATE: 11-14-14

DBE REQUIREMENT: N/A

MDOT PROJECT MANAGER:

Julie Van Portfliet
1818 3rd Avenue North
Escanaba, MI 49829
Ph: (906) 786-1800

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

GENERAL:

The Consultant shall furnish all labor necessary to conduct and complete the Construction Services described herein. The Services will be performed to the satisfaction of the Department consistent with the applicable professional standards.

- A. The Consultant's principal contact with the Department will be through the designated Project Manager or her designee.
- B. The Services described herein are financed with public funds. The Consultant will comply with applicable Federal and State laws, rules, and regulations. The Consultant will perform field operations in accordance with MIOSHA regulations and accepted safety practices. The Consultant is responsible to supply and will wear personal safety equipment in accordance with MDOT policy while on the project.
- C. The consultant agrees to providing staff that are trained and certified in HMA testing through the Michigan Bituminous QC/QA Technician Certification Program. The consultant agrees to demonstrate knowledge of, and performance in compliance with, the standard construction practices of the Department; the project construction contract, proposal, and plan; the Standard Specifications for Construction and applicable publications referenced within; the Michigan Construction Manual; the Materials Source Guide; the Materials Quality Assurance Procedures Manual; applicable Special Provisions; and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.
- D. The Consultant will notify the Project Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the Project Manager.

CONSULTANT RESPONSIBILITIES:

1 The Consultant will provide the necessary personnel to adequately perform the requirements. Personnel shall be certified through the Michigan Bituminous QC/QA Technician Certification Program, and that his/her employees will possess the experience, knowledge, and character to qualify them for the particular duties each is to perform.

2 The Consultant will furnish the necessary personnel needed to carry out the testing services.

3 Staff Reductions: Withdraw any personnel or halt any services no longer required, at the request of the Department, or within a reasonable time after the lack of need becomes apparent to the Consultant or the Project Manager. The Consultant will not be reimbursed for the cost of personnel charged to a project that the Project Manager has determined was unnecessary.

Project Inspection: Inspectors: Perform testing services as the Inspector for the Project consistent with the Department's practice and in accordance with the Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Source Guide, and other applicable references, guidelines, and/or procedures manuals. The Inspector(s) will be assigned this Project with a sufficient number of technically qualified and experienced personnel to perform the Services required under the Agreement in a timely manner to avoid delay to the Construction Contractor. **Coordination:** Provide appropriate coordination, contact, and cooperation with affected local, state, and/or federal agencies and other Consultants and Contractors; which may be involved in the Project and which are deemed to be the responsibility of the Consultant by the Department.

The inspectors will be equipped with their own cellular phones or pagers. The phones or pagers can not be charged as a direct expense to the project.

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

Contentious Issues: Notify the Project Engineer of any problems, issues, discrepancies, or other items brought to the attention of the Consultant by the Contractor. Provide written documentation of the resolution of such issues.

Consultant Deliverables: Collect, properly label or identify, and deliver to the Department any original diaries, logs, notebooks, accounts, records, reports, as constructed plans, other documents, and Project files prepared by the Consultant in the performance of the Agreement, upon completion or termination of the Agreement. Return, upon completion or termination of the Agreement, Specifications, Manuals, guides, written instructions, construction contracts and plans, unused forms, and any

other documents and materials furnished by the Department. The Consultant may be responsible for replacing lost documents or materials at a fair and reasonable price.

Meetings: Arrange and conduct conferences and meetings required to carry out the services of the project as required by the Project Manager. Prepare and distribute minutes of all meetings except the Preconstruction Meeting.

Testing and Reporting:

Conduct quality assurance sampling and/or testing of materials including but not limited to, Portland cement concrete, bituminous mixtures, aggregates, and density testing and reporting in accordance with MDOT's Materials Source Guide, Materials Quality Assurance Procedures Manual, Density Control Handbook and any or all other applicable referenced or included Contract Documents. Determine the acceptability of materials based on their respective specification requirements. Immediately inform the Project Manager of non-compliance work and trends toward borderline compliance. Reject Contractor's work and materials not in compliance with the Contract Documents or as directed by MDOT.

Material Quality Assurance Sampling and/or Testing and Density Control:
The Prime Consultant may be held accountable for all quality assurance activities if indicated in writing by the MDOT project manager that the Prime Consultant is accountable for them. The Prime Consultant will be reimbursed for these activities if required by the MDOT project manager to perform them. If the Prime Consultant is not directed in writing by the MDOT project manager to perform quality assurance activities on a project, the Prime Consultant will not be held accountable for them and will not be reimbursed for them.

1 **Material Certification:** Coordinate with MDOT office and field staff to make certain that **acceptable test reports and material certifications from the supplier have been received, prior to the incorporation of materials in the work, for materials tested off the Project site.**

2 **Materials Reports:** Submit materials test reports (including, but not limited to Moisture and Density 582B, Inspector's Report of Concrete Placed 1174A, Aggregate Inspection Reports 1900 & 1901, Bituminous QA reports, and Concrete QA reports, etc.) according to the distribution list on a daily basis, within one work day following the testing. The efficiency of the consultant in getting the "Moisture and Density Determination, Nuclear Method", Form 582B, copy to the Lansing, Density Technology Unit, 8885 Ricks Road, Lansing Mich 48909 will be measured by that unit and reported to the Project Manager.

3 **Testing Personnel:** For aggregate, concrete, density, and bituminous testing, utilize only personnel certified according to current Department requirements. Personnel will be certified on all projects (not just NHS projects). The concrete testing inspector will be certified as a Concrete Technician Michigan Level I through a program certified

by Michigan Concrete Association Board of Examiners or the Michigan Concrete Paving Association. Any inspector involved in sampling or testing of Hot Mix Asphalt must be a Michigan Qualified Bituminous QC/QA Technician. (The Department will consider the use of a lesser experienced technician who is properly certified, for the bituminous testing provided the hourly wage rate is in line with the experience of the technician).

Any inspector performing sampling or testing of aggregates must be a current Michigan Certified Aggregate Technician.

The consultant and any sub-consultants contracted by the Michigan Department of Transportation (MDOT) to perform density testing services that use equipment regulated by the NRC shall:

- 1) Possess a valid license issued by the NRC, or recognized Agreement State, for ownership and use of sealed sources contained within portable nuclear density gauges.
- 2) Provide the Radiation Safety Officer (RSO) of MDOT with a copy of the aforementioned license.
- 3) Comply with all rules and regulations set forth by Title 10 (Energy) and 49 (Transportation) of the Code of Federal Regulations.
Failure of any of the above will be found in noncompliance with the contract.
4. Project Review/Certification: If requested, participate in and resolve items determined to be insufficient during the Department's review(s) of project records.

Measurement, Computation, Documentation, and Recordkeeping:

Documentation: Measure and compute quantities, and provide appropriate documentation of all materials incorporated in the work and items or work completed, and maintain an item record account using FieldManager and FieldBook software. The consultant must obtain and be able to use the most current available version of FieldManager as the primary system for automation of all required documentation for this project. Contact Info Tech at (352) 375-7624 or fax (352) 373-9586 or (www.infotechfl.com) to obtain software information on training.

Assist in maintaining As-Constructed Plans throughout the project, showing any field changes, final utility locations, substantial quantity changes, etc. Verify the As-Constructed Plan information that is required to be provided by the Contractor. Reports-Consultant Generated: Prepare such periodic, intermediate and final reports and records as may be required by the Department and as are applicable to the Project, which may include, but are not limited to:

- a. **Inspector's Daily Reports**
- b. **Moisture and Density Determination Reports (Form 582BM)**
- c. **Inspector's Report of Concrete Placed (Form 1174A-M)**
- d. **Mechanical Analysis, (Form 1901)**
- e. **Final Quantity Sheets**
- f. **Force Accounts**
- g. **Wage Rate Interviews**

h. Other records and/or reports as required for the individual Project by the Project Manager and/or as required by Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Source Guide, and other applicable references, guidelines and/or procedures manuals.

Reports-Consultant Generated: Prepare such periodic, intermediate and final reports and records as may be required by the Department and as are applicable to the Project, which may include, but are not limited to:

- a. 1911
- b. 1903B
- c. 1903C
- d. 1907

MDOT RESPONSIBILITIES:

- A. The project Engineer will furnish the Consultant Project-specific construction contracts, proposals, plans, plan reviews, written instructions, and other information and/or data as deemed necessary by the Project Manager for the Services required herein.
- B. The Department will furnish bituminous mixture designs and any other materials customarily tested in the Department laboratories with its own forces or by statewide contracts. The customary testing is described in the Materials Quality Assurance Manual with exception noted within the Specifications, Plans, and Proposal. The Consultant will be responsible for all on-site sampling and transportation of all the materials required to be tested by Department personnel.
- C. The Department shall provide the office technician staff to maintain the project files in accordance with MDOT procedures. The Consultant inspector will coordinate with the Department's staff to submit the required documentation, as indicated elsewhere in this Scope of Services.
- D. The Project Manager shall provide inspection and contract administration of the project to assure that the project has been completed in reasonable conformance with the plans and specifications for project acceptance and to determine that the inspection work performed to date by the Consultant for services rendered is reasonable and appropriate before approving the Consultant's request for payment.

CONSULTANT PAYMENT – Loaded Hourly Rate:

Compensation for this project shall be on a **loaded hourly** rate basis. This basis of payment typically includes an estimate of labor hours by classification or employee, and a "loaded" rate which includes an hourly labor rate, applied overhead, and fixed fee by classification or employee. In addition, other direct costs and subconsultant costs may be

proposed and authorized, if necessary.

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.

Direct expenses, if applicable, will not be paid in excess of that allowed by the Department 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 hours billed for Material Testing will not begin until the inspectors report to the MDOT Gladstone Testing Lab.