

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 Geotechnical Engineering Services

CONTROL SECTION(s): Various

JOB NUMBER(s): Various

LOCATION:

Various locations within the North Region.

DESCRIPTION OF WORK:

The Consultant shall be prepared to perform geotechnical investigations on an “as-needed” basis for transportation projects within the North Region. The “as-needed” Geotechnical Engineering Services work may include, but is not limited to: pavement coring; soil borings for roads, bridges, traffic signal strain poles, sewers and other structures using hollow or solid stem augers; geoprobe; hand augers; peat rods; subsurface exploration; in-situ testing; laboratory testing; geotechnical analysis and recommendations using the latest AASHTO LRFD Bridge Design Specifications; and geotechnical instrumentation.

Additionally, ancillary soils work may be required. These services may include Standard Penetration Test (SPT); undisturbed soil sampling; and the ability to perform standard geotechnical field and laboratory testing (i.e. gradation analysis, soil classification, split spoon sampling, permeability testing, shear strength, consolidation testing, vane shear testing, water level monitoring, etc.). Investigations, analysis, and recommendations for construction procedures (for proposed projects involving future construction) or corrective action (for a roadway or bridge that has a pre-existing condition) may also be required.

Pavement cores and/or soil borings for highly traveled routes within the North Region may be directed to be performed during off-peak traffic hours such as weekends and/or nights. The MDOT Project Manager will evaluate each project to determine whether or not off-peak work will be required.

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 is to be noted that this is not a guarantee that MDOT will use the Consultant’s services.

Up to two (2) independent consultant firms will be selected to provide these “as-needed” geotechnical engineering services.

ANTICIPATED START DATE OF SERVICES:

June, 2013

ANTICIPATED COMPLETION DATE OF SERVICES:

May 31, 2015

PRIMARY PREQUALIFICATION CLASSIFICATION(s):

Geotechnical Engineering Services

SECONDARY PREQUALIFICATION CLASSIFICATION(s):

N/A

DBE REQUIREMENT:

0%

MDOT PROJECT MANAGER:

Bradley G. Swanson, P.E.
1088 M-32 East
Gaylord, MI 49735
989-731-5090

GENERAL:

- A. This Scope of Services consists of performing to the satisfaction of the Department all those Consultant Geotechnical Engineering Services necessary to accomplish the work described herein and consistent with applicable professional standards.
- B. The Consultant's principal contact with the Department shall be through the designated MDOT Project Manager.
- C. The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations.
- D. The Consultant will perform field operations in accordance with OSHA and MIOSHA regulations and accepted safety practices.

- E. The Consultant agrees to demonstrate knowledge of, and performance in compliance with, the standard construction practices of the Department; the project specific construction contracts, proposal, and plans; the Standard Specifications for Construction and all applicable publications referenced within; the Michigan Construction Manual; the Materials Sampling Guide; the Materials Quality Assurance Procedures Manual; the Density Control Handbook; MDOT CADD software (i.e. MicroStation, gINT, etc.), and any and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.
- F. The Consultant will wear personal protective safety equipment in accordance with MDOT policy as stated in the MDOT Personal Protective Equipment (PPE) Policy - Guidance Document #10118, while on the project.
- G. The Consultant is responsible for maintaining traffic during all operations, unless directed otherwise by the MDOT Project Manager. The Consultant's method for maintaining traffic shall be in accordance with the current edition of the Michigan Manual of Uniform Traffic Control Devices (MMUTCD) and any MDOT Maintaining Traffic Details as directed by the MDOT Project Manager. The Consultant's method for maintaining traffic will require approval by the MDOT Project Manager, prior to starting any work on the project.
- H. The Consultant will notify the MDOT 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 by the MDOT Project Manager.
- I. For each project, a "work day" will be defined as Mondays through Fridays, during daylight hours, as directed by the MDOT Project Manager. Select holidays and other associated days may be excluded as directed by the MDOT Project Manager.
- J. If the work, as detailed herein and as directed by the MDOT Project Manager, is not completed prior to the established completion date, a penalty of \$150 per day will be assessed for each additional work day (as defined by the Project Manager) until the project has been completed to the satisfaction of the MDOT Project Manager.
- K. If there are delays in completing the project due to unusual weather conditions, the MDOT Project Manager will use Section 108.08.D of the 2012 Standard Specifications for Construction to determine extensions of time related to the unusual weather conditions. In addition, the Consultant is responsible for tracking work days where unusual weather conditions are present as outlined under Section O of the Consultant Responsibilities.

- L. No extensions of time will be granted by the MDOT Project Manager for delays resulting from public or private utility staking and/or locating related issues.

CONSULTANT RESPONSIBILITIES:

The services performed by the Consultant shall include, but not be limited to the following:

- A. The Consultant will perform geotechnical investigations on an “as-needed” basis for transportation projects within the North Region, based on the needs of the Department.
- B. Upon request of the MDOT Project Manager, the Consultant shall be prepared to thoroughly investigate, analyze, and prepare geotechnical recommendations for design and construction. The Consultant must demonstrate experience in complex soil mechanics analysis for transportation related applications using current AASHTO LRFD Bridge Design Specifications, such as settlement, sliding block slope stability, rotational slope stability, lateral squeeze of foundation soil slope stability, bridge foundations (both shallow and deep) and retaining structures, and preferably experience on MDOT projects.
- C. The Consultant will furnish all services and labor necessary to conduct and complete the requirements for geotechnical design services as described herein. The Consultant shall furnish all materials, equipment, supplies, and incidentals necessary to perform these services.
- D. The Consultant is responsible for maintaining all certifications required by the Michigan Motor Vehicle Code with regard to equipment operators, which includes but is not limited to ensuring operators have a valid Commercial Driver’s License (CDL) with appropriate endorsements.
- E. The Consultant will deliver all computer files associated with the project in their native format (i.e. spreadsheets, word documents, CADD files, etc.) on DVD, CD, USB drive, or uploaded to ProjectWise, as directed by the MDOT Project Manager.
- F. The Consultant is required to use MDOT’s current version of Bentley MicroStation and gINT for CADD applications. All CADD files (i.e. MicroStation, gINT, etc.) shall be created and identified with standard MDOT file naming conventions, as directed by the MDOT Project Manager. Any CADD files that do not conform to MDOT standards will be returned to the Consultant for correction at the Consultant’s expense.

- G. The Consultant is required to use a global positioning system (GPS) unit to collect survey information for the soil boring locations, including both Northing and Easting and Latitude and Longitude information. GPS coordinates shall be in the Horizontal Datum: Michigan State Plan Coordinates (NAD 1983). Latitude and Longitude information shall be reported to ten (10) decimal places.
- H. The Consultant is responsible for contacting MISS DIG (1-800-482-7171 or 811), placing MISS DIG utility identification requests, and coordinating with MISS DIG to ensure public and private utilities have been staked and identified prior to starting any work on the project. The Consultant is also responsible for location of other utilities that do not subscribe to or are not part of the MISS DIG system. No extensions of time will be granted by the MDOT Project Manager for delays resulting from public or private utility staking and/or locating issues. Any damage to public and/or private utilities and/or personal injury will be at the Consultant's expense and will not be the responsibility of MDOT.
- I. The Consultant is responsible for taking all pavement cores and/or soil borings at the frequency directed by the MDOT Project Manager.
- J. The Consultant is responsible for filling all auger holes located within the pavement surface with bituminous patching material or fast set concrete prior to leaving the specific location, as directed by the MDOT Project Manager.
- K. The Consultant is responsible to ensure no property damage results from any of the work detailed herein. Any property damage as a result of the Consultant's work will be at the Consultant's expense and will not be the responsibility of MDOT.
- L. If night work is required by the MDOT Project Manager, the Consultant will be responsible for obtaining, operating, and maintaining lights for night work to sufficiently and safely illuminate the work area as required in OSHA and MIOSHA standards for lighting. All expenses associated to lights for night work will be a the Consultant's expense and will not be the responsibility of MDOT.
- M. The Consultant is responsible for preparing all pavement coring and/or soil boring reports as directed by the MDOT Project Manager. The pavement coring and/or soil boring reports shall consist of plan sheet(s) in MicroStation and Adobe pdf formats graphically depicting and listing all pavement cores and/or soil borings. Pavement coring and/or soil boring locations shall include stationing and lateral and longitudinal offset references from centerline, lanes, and/or cross streets. In addition, the Consultant is required to provide GPS coordinates, including both Northing and Easting and Latitude and Longitude information. Latitude and Longitude information shall be reported to ten (10) decimal places.

- N. Some projects may require detailed geotechnical recommendations regarding construction over unsuitable soils, slope stability, foundation bearing/settlement considerations or other more complex engineering recommendations. The MDOT Project Manager will identify these specific recommendations prior to commencement of the field operations.
- O. The Consultant is responsible for tracking work days where unusual weather conditions are present. The Consultant is required to take pictures of the project site, with both date and time stamp and provide them to the MDOT Project Manager as documentation for determining whether any extensions of time will be permitted by the MDOT Project Manager.

All services listed above shall be completed to the satisfaction of the MDOT and shall be consistent with applicable professional standards.

If in the opinion of the MDOT Project Manager the Consultant is not performing their duties satisfactorily the MDOT Project Manager can either: 1.) Request the Consultant supply an alternate employee capable of conducting the functions described above. or 2.) Release the Consultant from the Contract with no additional compensation beyond payment for work that was completed and performed within the terms of the Contract.

The MDOT Project Manager may revoke the Contract at any time for any reason with no additional compensation. Final payment will be based on work that was performed and completed within the terms of the Contract prior to being released from the Contract.

MDOT RESPONSIBILITIES:

- A. The MDOT Project Manager shall furnish to the Consultant all project specific construction contracts, proposals, plans, plan revisions, written instructions, and other information and/or data as deemed necessary by the MDOT Project Manager for the services required herein, unless such information is available to be downloaded on the MDOT web site. Information that is available on the MDOT web site will be the Consultant's responsibility to download and obtain the information.
- B. The MDOT Project Manager will determine and provide the Consultant with the appropriate traffic control scheme to be used for each project. Traffic control may be changed or altered during the work on a project in response to unforeseen conditions, or as dictated by emergency or other events. The MDOT Project Manager will review traffic control measures being used at random times during each project.
- C. The MDOT Project Manager will determine whether or not a project can be completed during normal daylight hours, Monday through Friday; or whether or not it will be completed during off-peak hours, such as weekends and/or nights.
- D. The MDOT Project Manager will establish a completion date deadline for all work that is

assigned to the Consultant.

- E. The MDOT Project Manager will determine whether or not any penalties will be assessed for any delays on the Consultant's part to complete the project prior to the established completion date.

CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee:

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 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 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 Manager.

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

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. 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.