

## 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			
<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.

**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](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 Geotechnical Engineering Services

**CONTROL SECTION:** Various in Oakland, Macomb, Wayne, and St. Clair Counties

**JOB NUMBER:** Various projects within the Metro Region

#### **DESCRIPTION OF WORK:**

The Consultant shall be prepared to perform a full range of geotechnical services on an as-needed basis for projects within the Michigan Department of Transportation (MDOT) Metro Region. Geotechnical services may be utilized for early preliminary engineering, design, construction, or corrective actions.

**It is intended that FOUR (4) consultants will be selected to provide work for the service period of this contract. The MDOT will select and authorize Consultants they deem best suited for individual work duties based on location, specialization, demonstrated exceptional service, or cost effectiveness**

#### **Work may include, but is not limited to:**

Field investigation may be done using truck mounted or all terrain vehicle (ATV) drilling rigs, geoprobe, hand augers, peat rods, backhoes or other equipment the Consultant deems necessary to collect the requested information. In addition, field work may include investigations such as ground penetrating radar, shallow seismic, or other indirect testing methods. Investigations will be done almost exclusively on land, but the Consultant should have the ability to work over water as well. Borings could be to any depth but most probably to 50 feet or less, and if through a pavement core, to 15 feet or less.

Sampling and field testing will typically include pavement coring, standard penetration test (SPT) sampling, pocket penetrometer, Dynamic Cone Penetrometer (DCP), visual classification, and water level monitoring. Other field sampling/testing methods may include undisturbed sampling, rock coring, torvane shear, and falling weight deflectometer (FWD) testing. Laboratory testing may include gradation analysis, shear strength, consolidation, permeability, groundwater or soil contamination testing, or other testing as requested by MDOT.

Pavement cores/soil borings for highly traveled routes may be requested to be performed during off-peak traffic hours such as weekends and nights.

The MDOT may require the Consultant to prepare detailed reporting and make recommendations using sampling and testing collected by them, another Consultant, or the MDOT. Typical reporting may include, but is not limited to: pavement design, deep and shallow foundation design, settlement analysis, global and slope stability, sheeting and shoring design, cofferdams, retaining walls or mechanically stabilized earth (MSE) systems, drainage/dewatering, and hydraulic conductivity.

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

**ANTICIPATED COMPLETION DATE:** June 1, 2015

**PRIMARY PREQUALIFICATION CLASSIFICATION:**

Geotechnical Engineering Services

**SECONDARY PREQUALIFICATION CLASSIFICATION:** N/A

**DBE REQUIREMENT** 0%

**MDOT PROJECT MANAGER**

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Metro Region Geotechnical Unit Leader  
Michigan Department of Transportation  
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**GENERAL INFORMATION**

- A. The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations.
- B. 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 plans; the Standard Specifications for Construction and all applicable publications referenced within; the MDOT Uniform Field Soil Classification System guide document; the Michigan Construction Manual; the Materials Sampling Guide; the Materials Quality Assurance Procedures Manual; the Density Control Handbook; and any and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.

## **CONSULTANT RESPONSIBILITIES**

- A. 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 the review and approval of the MDOT Project Manager.
- B. The Consultant is required to notify the appropriate Transportation Service Center (TSC) with a "Notice of Permit Work" (Form 2206) at least five days in advance of work commencing on any project. Notify the project manager one business day prior to commencing work.
- C. The Consultant is responsible for contacting MISS DIG. The consultant is also responsible for location of other utilities not on the MISS DIG system, which include MDOT lighting systems and SEMTOC facilities. MDOT Forms 5300 and 5300A shall be filed with the MDOT as appropriate. MDOT personnel should be notified at least three business days in advance to locate these facilities.
- D. The consultant is responsible for traffic control during all operations. The Consultant is responsible to coordinate the approved work zone type and hours of operation that will be permitted with the local TSC. The TSC will approve the traffic control to be used for each specific project. In most cases the typicals will be drawn from the "MDOT Maintenance Work Zone Traffic Control Guidelines" available on the MDOT website.
- E. The Consultant shall perform field operations in accordance with the Department's Personal Protective Equipment (PPE) Policy as stated in the MDOT Guidance Document #10118. A current copy of MDOT's PPE Policy is available on the Bulletin Board System. The Consultant shall perform field operations in accordance with MIOSHA regulations and accepted safety practices.
- F. The Consultant is responsible for filling the auger holes with soil cuttings or other material approved by the project manager. Material used to backfill auger holes shall be placed in multiple lifts and compacted by mechanical means. The existing pavement core will be grouted back in place unless otherwise approved by the project manager. At the project manager's discretion, bituminous patching material or fresh concrete may be used in place of the removed pavement core.
- G. The consultant is responsible for preparing all core and boring reports more specifically described in the sections following. The core/soil boring report shall consist of plan sheet(s) in Microstation and pdf formats graphically listing all cores/borings. Core/boring locations shall include lateral and longitudinal offsets referencing lanes and cross streets. In addition, the consultant will provide GPS coordinates in northing/easting format for all cores/borings locations. All data summaries, logs, field notes and reports produced will be retained by the Consultant for a minimum of 5 years after project completion.

- H. Some projects may require detailed geotechnical recommendations regarding construction over unsuitable soils, slope stability, foundation bearing/settlement considerations or other more complex engineering recommendation. The Project Manager will identify these specific recommendations prior to commencement of the field operations
- I. Unless otherwise requested by the project manager, the following sampling and testing standards will apply: Michigan Department of Transportation Uniform Field Soil Classification System guide document as well as ASTM D2488, "Standard Practice for Description and Identification of Soils (Visual-Manual Procedure)". Gradation testing shall be in accordance with MTM 109-01 and MTM 108-07. Minimum sieves to be included for MTM 109-01 testing are the 25.4 mm, #4, #8, #16, #30, #40, #50, #60, #80 and #100. Any materials larger than 25.4 mm shall not be included in the MTM 108-07 analysis. Permeability testing shall be in accordance with MTM 122E-01. Dynamic Cone Penetrometer (DCP) testing shall follow appropriate ASTM and AASHTO standards, and the Consultant shall use current MDOT format for data reporting. Sand subbase reporting shall include location, core/boring reference, depth range of sample, sample weight, calculations and results presented on MDOT spreadsheet format. All other sampling and testing procedures shall be in conformance with applicable ASTM, AASHTO and MDOT procedures.
- J. Boring log data shall be delivered using the MDOT's current version of the gINT software and include: Date and site of core/boring; Drilling contractor, driller and crew; MDOT control section (CS); job number (JN); Core/boring longitudinal location by station (if available) and offset from a physical item as requested; Horizontal location in northing and easting with accuracy of one meter or less; Top of boring elevation when requested; Core/boring reference to lane in which it was obtained; Core/boring identification number; Description of the pavement core with layers, deterioration, reinforcing steel, and coarse aggregate type; Graphic profile of soil conditions and depth of layers in inches or feet; Aggregate base depth and base material type; Subbase depth; Soil classification; Consistency; Compactness; Moisture content; DCP test results; Water table depth (when encountered, level at end of drilling, and sometime after drilling); Soil samples collected.
- K. For soil borings to 5 foot depth and below a pavement core, SPT values are not required unless requested. For borings requiring SPT sampling, one SPT will be obtained every 2.5 feet to a depth of 10 feet, and every 5 feet thereafter to the full boring depth, unless specified otherwise.

## **MDOT RESPONSIBILITIES**

- A. The 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 Project Manager for the Services required herein. Unless such information is available to be downloaded on the MDOT web site then it is the Consultant's responsibility to supply the information.
  
- B. The TSC will provide the consultant with the appropriate traffic control scheme to use for each project. Traffic control may be changed during the work in response to unforeseen conditions, or as dictated by emergency or other events. MDOT will review traffic control measures being used at random times during performance of the contract.

## **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 invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/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. All invoices/bills must be submitted within 60 calendar days of 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 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 invoice/bill, for all billable expenses on the Project. 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 Engineer 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 will be 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. 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.

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.