

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

	REQUISITION NUMBER		DUE DATE XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX
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 _____

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. 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
- 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 Technical and Engineering Assistance

REVISED as of 4.29.13

CONTROL SECTION(S): Various

JOB NUMBER(S): Various

PROJECT LOCATION: Metro Region Office and Transportation Service Centers (TSC's) in Wayne, Oakland, Macomb and St. Clair Counties.

PROJECT DESCRIPTION:

This Scope of Services is primarily for Construction related technical assistance to the Metro Region Engineer, the Metro Deputy Region Engineer, Metro Associate Region Engineer of Construction Services and Metro Region Construction Engineer in the administration of the Metro Region's Construction Program.

The consultant shall provide **two technicians** to assist the Metro Region Engineer, the Metro Deputy Region Engineer, the Metro Associate Engineer of construction services and the Metro Region Construction Engineering in the following;

- Performing final audit reviews and prevailing wage reviews on MDOT and local government projects that require MDOT oversight.

It is estimated that this position will require a maximum hourly commitment of 35 hours per week per person working approximately 50 weeks of the year. No overtime will be allowed.

~~The consultant shall provide **one Licensed Professional Engineer (P.E.) in the State of Michigan** to assist the Metro Region Engineer, the Metro Deputy Region Engineer, the Metro Associate Engineer of construction services and the Metro Region Construction Engineer in the following;~~

- ~~• Analyzing and examination of any contractor submitted claims pertaining to any MDOT or local government projects that requires oversight by the MDOT Metro Region or the MDOT Metro Regions TSC's.~~
- ~~• Provide critiques and comments to draft contractor claim letters to the Metro Region Contractor Claims Engineer.~~
- ~~• Research and determination of construction production rates of the Metro Region~~
- ~~• Assistance to the administration of the Dispute Resolution Board (DRB) claim process in the Metro Region.~~

~~It is estimated that this position will require a maximum hourly commitment of 16 hours per week working approximately 50 weeks a year. No overtime will be allowed.~~

Full time services will not be required. 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 services provided will be for a one (1) year period.

The selected consultant cannot have a current contract with any of the Metro Region TSC’s to perform construction assistance.

The intent of this service is to perform a 3rd party independent file review of the TSC construction projects to help insure FHWA Compliance.

ANTICIPATED START DATE: ~~June, 2013~~ July, 2013

ANTICIPATED COMPLETION DATE: June, 2014

PRIMARY PREQUALIFICATION CLASSIFICATION:
Technical Assistance

SECONDARY PREQUALIFICATION CLASSIFICATION:
~~Engineering Assistance~~

DBE REQUIREMENT: N/A

MDOT PROJECT MANAGER:

Cedric Dargin, PE
Metro Region Construction Engineer
18101 W. Nine Mile
Southfield, Michigan 48075
Ph# 248-483-5172
Fax# 248-569-3302
DarginC@michigan.gov

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

GENERAL:
The Consultant shall furnish all services and labor necessary to conduct and complete the Construction Administration Assistance described herein. The Consultant shall also furnish materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), and

incidentals as necessary in carrying out this work. The Services shall be performed to the satisfaction of the Department consistent with applicable professional standards.

A. The Consultant's principal contact with the Department shall be through the designated Project Manager.

B. The Services described herein are financed with public funds. The Consultant shall comply with applicable Federal and State laws, rules, and regulations. The Consultant shall perform field operations in accordance with MIOSHA regulations and accepted safety practices. The Consultant shall wear personal safety equipment in accordance with MDOT policy while on an active project.

C. The Consultant agrees to demonstrate knowledge of, and perform all duties in compliance with the standard construction practices of the Department, the project's construction contract, proposal, and plans; the Standard Specifications for Construction and applicable publications referenced within the Michigan Construction Manual; and all other references, guidelines, and procedural manuals necessary to carry out the work described herein, in an appropriate manner.

D. The Consultant shall notify the Project Engineer 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:

~~A. Consultant Scope of Services for Contractor Claims~~

~~The Consultant must provide technical assistance by tracking, evaluating, analyzing and providing experienced assistance in contractor submitted claims.~~

~~The Consultant shall assist the Metro Region Claims Engineer by providing experienced reviews and analyses of draft contractor submitted claims.~~

~~The work assignments and hours of work will be determined by the MDOT Project Manager.~~

B. Consultant Scope of Services for Final Audit Reviews

Consultants must be capable of performing the following services for final audit reviews and be free of any conflict of interest on projects being reviewed. The selected consultant cannot represent a local agency where a final project review is being performed.

For final reviews the Consultant will be responsible for setting up a final file review with various consultants and local agencies. The Reviews will be conducted in accordance with all current Bureau of Highways Instructional Memorandums most notably 2011-04. Also of note is the Bureau of Highways Instructional Memorandum 2008-09 which states required administrative documents required in projects per MDOT's file manual for

construction records. Consultants are also responsible to include among their reviews a wage compliance review of the listed projects. Once Consultants have arranged and conducted the first review it is procedure to send a copy of deficiencies to the consultant or agency keeping the files. After 30 days a “follow up” review should be conducted and deficiencies corrected. A copy of the final review should be sent to TSC Construction Engineer along with the maintaining consultant or agency once complete.

The work assignments and hours of work will be determined by the MDOT Project Manager.

C. Consultant Scope of Services for Prevailing Wage Reviews

Consultants must be capable of performing the following services for prevailing wage reviews and be free of any conflict of interest on projects being reviewed.

For prevailing wage reviews the Consultant will be responsible for setting up reviews with various consultants. The Reviews will be conducted in accordance with all current Bureau of Highways Instructional Memorandums most notably 2009-07 on Prevailing Wage Oversight Procedures. Once Consultants have arranged and conducted the first initial review it is procedure to send a copy of deficiencies to the consultant or agency keeping the files. After 30 days a “follow up” review should be conducted and deficiencies corrected. A copy of the review should be sent to Metro Region Prevailing Wage Engineer along with the maintaining consultant once complete.

The work assignments and hours of work will be determined by the MDOT Project Manager.

D. ~~Consultant Scope of Services on research of Production Rates~~

~~Consultants must be able to provide research assistance to the Metro Region Construction Engineer on production rates for the construction projects in the Metro Region for at least the last ten years. Research will include but will not be limited to; production rates for normal production schedules on MDOT construction projects, production rates for expedited projects, production rates for various types of incentive clauses on MDOT construction projects and Critical Path schedule dates against actual dates on Contractor’s production schedules on MDOT construction Projects. Consultants must be able to perform research on past MDOT construction projects using project files stored in field manager, located at the TSCs and other resources as approved by the engineer.~~

~~The work assignments and hours of work will be determined by the MDOT Project Manager.~~

E. ~~Consultant Scope of Services for Dispute Resolution Board (DRB)~~

~~Consultants must provide assistance to the administration of the Dispute Resolution Board contractor claims process in accordance with the following documents; The Michigan Department of Transportation Dispute Review Board Procedures Revised-~~

~~December 19, 2012 and the Michigan Department of Transportation Special Provision for Dispute Review Board Added 9/29/2012 12CT104(C380).~~

~~The work assignments and hours of work will be determined by the MDOT Project Manager.~~

MDOT RESPONSIBILITIES:

1. The Project Manager shall furnish to the Consultant 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.
2. The Project Manager shall provide general monitoring and quality auditing inspection 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 work performed to date, by the Consultant for Services rendered, is reasonable and appropriate before approving the Consultant's requests for progress payments.

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, sub-consultant 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.

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 billed to labor hours authorized, then applying that percentage to the total fixed fee authorized.