Michigan Department
Of Transportation
5100B (05/13)

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

REQUISITION NUMBER	DUE DATE	TIME DUE
1325	9/30/2013	noon EST

MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)
Kenneth J. Koepke	Various	Various

DESCRIPTION
As needed office technical assistance for the Lansing TSC 2014 construction program

MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED ** = OPTIONAL Check the appropriate Tier in the box below			**CONSULTANT:** Provide only checked items below in proposal
☐ **TIER 1 ($50,000 - $150,000)**	☑ **TIER II ($150,000-$1,000,000)**	☐ **TIER III (>$1,000,000)**	
☐	☑	☐	Understanding of Service **
☐	☑	☐	*Innovations*
☐	☑	☐	Organizational Chart
☐	☑	☐	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	☐	Quality Assurance/Quality Control **
☐	☑	☐	**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	☐	Presentation **
N/A	N/A	☐	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

☑ ENGINEERING SERVICES ☐ BUREAU OF TRANSPORTATION PLANNING ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☑ NO ☐ YES DATED_____ THROUGH _____

☑ **Prequalified Services** – See 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 selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected 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 Based Selection / 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.

☐ **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) with 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

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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
Technical Assistance

CONTROL SECTION(S): Various
See Attachment A

JOB NUMBER(S): Various
See Attachment A

PROJECT LOCATION(S):
Clinton, Eaton, Ingham and Shiawassee Counties.

WORK DESCRIPTION:
Provide experienced personnel for technical assistance services on an "as-needed" basis for road and bridge construction related work in the Lansing TSC area. In addition to the normal duties required as the acting Technical Assistant at Lansing TSC, the work also includes:

1. Establishing and maintaining project files in accordance with state and federal standards
2. Distribution of project related information to internal and external customers
3. Compilation of project information to fulfill FOIA requests
4. Coordination and communication with internal and external customers
5. Miscellaneous office assistance as requested by the Project Engineer Manager

The "as-needed" technical assistance services will be needed (overtime may be necessary), beginning December 2, 2013, or as soon as the contracted services are awarded, through December 31, 2014. The employee submitted for the technical assistant position shall be dedicated as the technical assistant for the duration of the contract. The estimated amount of time per week for this work is thirty two (32) hours but will vary depending on workload. The intent of this solicitation is to select one (1) primary Technical Assistant from all applicants although backup technical assistance personnel may be necessary with an additional Technical Assistant to assist the primary.

The initial authorization for the "as-needed" technical assistance services will be **2,240 hours**.

See **ATTACHMENT A** for the list of current 2013 and 2014 construction projects in the Lansing TSC area that will require "as-needed" technical assistance services. The "as-needed" technical assistance services may be needed on past construction projects as requested by the Project Engineer Manager. The information on **ATTACHMENT A** was compiled with the most current data at the time of solicitation and is subject to change.

PRIMARY PREQUALIFICATION CLASSIFICATION:
Technical Assistance

SECONDARY PREQUALIFICATION CLASSIFICATION:
None

ANTICIPATED START DATE: December 2, 2013

ANTICIPATED COMPLETION DATE: December 31, 2014

DBE REQUIREMENT: N/A

MDOT PROJECT MANAGER:
Kenneth J. Koepke, P.E., Assistant Delivery Engineer
MDOT – Lansing TSC
2711 Port Lansing Road
Lansing, Michigan 48906
Phone (517) 335-3710
Fax (517) 335-3752
koepkek@michigan.gov

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

The Consultant shall furnish all services and labor necessary to conduct and complete the Construction Engineering Services described herein. The Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), and check and/or test the materials, equipment, supplies, 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 Engineer Manager.

B. The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations. The Consultant shall perform field operations in accordance with MIOSHA regulations and accepted safety practices.

C. 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 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.

D. The Consultant shall notify the Project Engineer Manger, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel

E. Substitutions are subject to review and approval of the Project Engineer Manager.

CONSULTANT RESPONSIBILITIES:

The Consultant will provide, to the satisfaction of the Department, services as mentioned above. Reporting, measurement, computation, and documentation requirements directed by the Project Engineer Manager and/or referenced in the Specifications, Plans, Proposal, the Michigan Construction Manual, the MDOT Materials Source Guide and all other applicable references, guidelines, and procedures manuals and associated with this Technical assistance work is also included.

The Consultant will provide the necessary personnel to adequately perform the requirements of this Agreement, and that his/her employees will possess the experience, knowledge, and character to qualify them for the particular duties each is to perform.

MDOT RESPONSIBILITIES:

The Project Engineer Manager shall furnish to the Consultant project-specific construction contracts, proposals, plans, written instructions, and other information and/or data as deemed necessary by the Project Engineer Manager for the Services required herein.

A workstation with the most current version of FieldManager will be provided by the Department.

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

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.

For projects advertised May 1, 2013, or later, MDOT will reimburse the CONSULTANT for vehicle expenses and the costs of travel to and from project sites in accordance with MDOT's Travel and Vehicle Expense Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at http://www.michigan.gov/documents/mdot/Final_Travel_Guidelines_05-01-13_420289_7.pdf?20130509082418. MDOT's travel and vehicle expense reimbursement policies are intended primarily for construction engineering work. Reimbursement for travel to and from project sites and for vehicle expenses for all other types of work will be approved on a case by case basis.

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.

For projects advertised May 1, 2013, or later, MDOT will pay overtime in accordance with MDOT's Overtime Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at http://www.michigan.gov/documents/mdot/Final_Overtime_Guidelines_05-01-13_420286_7.pdf?20130509081848. MDOT's overtime reimbursement policies are intended primarily for construction engineering work. Overtime reimbursement for all other types of work will be approved on a case by case basis.

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.

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 may not be required on all projects at all times. This scope is for "as needed" services, based on the intermittent needs of MDOT. It must be noted that this is not a guarantee that MDOT will use the Consultant's services.

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

ATTACHMENT A

Current 2013 Projects

1. 33172-105914A
Scope of Work: Deep concrete overlay, pin and hanger replacement, substructure repairs, on US-127 over Lake Lansing Rd, Ingham County.

2. 19081-109182A
Scope of Work: Deck Patching, joints, pin & hanger replacement on US-127 over State Rd, Ingham County.

3. 19043- 109745A
Scope of Work: Freeway sign upgrade on I-69

4. 23051- 113272A
Scope of Work: Reconstruct M-50 from I-69 BL to I-69, Eaton County

5. 84916 -111799A
Scope of Work: Freeway sign upgrade on I-69 from US-127 to M-13 Shiawassee County

6. 19011-23072A
Scope of Work: Surface Seal on M-100 from the Grand River bridge to Grand River Ave

7. 19031-108052A
Scope of Work: Signal Modernization at 5 locations in Lansing TSC area

8. 19042-118477A
Scope of Work: Scour Protection on I-69 over the Remy-Chandler Drain

9. 19042-118915A
Scope of Work: Concrete pavement repairs on I-69 from US-127 to Peacock Road

10. 19081-118907A
Scope of Work: Concrete pavement repairs on US-127 from I-496 to Clark Road

11. 23011-116548A
Scope of Work: Railroad crossing reconstruction on M-78 at the Canadian National/GTWR crossing in Village of Bellevue

12. 23042-114475A
Scope of Work: Storm sewer outlet construction along Vermillian Drive from M-43 to Westshire

13. 23051-113272A
Scope of Work: Mainline reconstruction of M-50 from I-69BL to I-69

14. 23061-115093A
Scope of Work: Deck patching, joint replacement, and epoxy overlay on the M-50 bridge over I-69

15. 23052-105923A
Scope of Work: Bridge and culvert reconstruction of 5 structures on M-50

17. 23061-118908A
Scope of Work: Concrete pavement repairs on I-69 from Stine Road to Lansing Road

18. 23081-M61366
Scope of Work: HMA longitudinal joint repair on I-496

19. 33011-116329A
Scope of Work: Mill and resurface on M-99 from Victor Ave to the Grand River bridge

20. 33043-116971A
Scope of Work: Construction of left turn lane and loon on I-69BL, north of Towner Road

21. 33051-116305A
Scope of Work: Multi course microsurface on M-52 from M-43 to the Shiawassee County line

22. 33083-100287A
Scope of Work: Replace tower lighting at the I-96/Cedar Street interchange

23. 33082-110593A
Scope of Work: ADA sidewalk upgrades, joint repairs, and HMA cold milling and two-course resurfacing on M-43 from Orchard Street to Park Lake Road

24. 33082-113167A
Scope of Work: ADA sidewalk upgrades, joint repairs, and HMA cold milling and resurfacing on M-43 from Coolidge Road to M-143, and on M-143 from the Lansing city limits to M-43

25. 33082-113942A
Scope of Work: Signal modernization at 5 intersections along M-43 and M-143 in East Lansing

26. 33082-115123A
Scope of Work: Non-motorized pathway construction along M-43 from Collingwood to the Meridian Township line

27. 33082-116643A
Scope of Work: ADA sidewalk upgrades, and multiple course HMA resurfacing and intersection improvements on M-43 from M-143 to Orchard Street

28. 33084-110762
Scope of Work: ITS traffic control installation along I-96 between Williamston and Lansing, and along US-127 between I-96 and I-496

29. 33403-53394A
Scope of Work: ITS traffic control installation in Lansing

30. 33171-115938A
Scope of Work: Construct auxiliary weave lane along US-127 between I-496 and M-43

31. 33172-110926A
Scope of Work: Construct auxiliary weave lane along US-127 between M-43 and Lake Lansing Road

32. 33172-105914A
Scope of Work: Deep concrete overlay, full painting, structural steel repairs and bridge approach work on the Lake Lansing Road bridge over US-127

33. 19081-109182A
Scope of Work: Deck patching, pin and hanger replacement, partial painting and substructure concrete repairs on 3 bridges on US-127 in DeWitt Township, Clinton County

ATTACHMENT A, cont'd.

34. 33172-115473A
Scope of Work: Signal modernization at 2 ramps at the NB and SB off ramps at Lake Lansing Road

35. 76100-117195A
Scope of Work: Track and crossing rehabilitation along the Great Lakes Central Railroad in Clinton and Shiawassee Counties.

36. 84916-117219A
Scope of Work: Place special pavement markings in the Lansing TSC area

37. 84916-116328A
Scope of Work: HMA overband and crackfilling in the Lansing TSC area

2014 Projects

1. 33084-107028A
Scope of Work: I-96 carpool lot upgrade at Williamston Road

2. 19022-111598A
Scope of Work: Landscaping at Grand Ledge Rest Area on I-96

3. 33031-109556A
Scope of Work: Deck patching, joint replacement, beam repairs, and substructure patching on three bridges on US-127, Ingham County

4. 33035-118482A
Scope of Work: Deep overlay on Holt Road bridge over US-127

5. 33084-111596A
Scope of Work: Landscaping at Okemos Rest Area on I-96

6. 76012-87244A
Scope of Work: Bituminous resurfacing and concrete pavement repairs, ADA ramp upgrades, and signal work on M-52 and M-21 in the city of Owosso

7. 76061-114948A
Scope of Work: Traffic signal upgrade at M-21 and Chipman Street

8. 84916-109849A
Scope of Work: Non-freeway sign upgrades in Ingham, Clinton, Eaton, and Shiawassee Counties

9. 19031-120354A
Scope of Work: Milling, fiber mat, and HMA overlay on Old US-27

10. 33071-120141A
Scope of Work: Bituminous overlay of M-106 from Green Road, south

11. 33035-120347A
Scope of Work: Multiple course microsurface on US-127 from Cedar Street to I-96

12. 76041-119988A
Scope of Work: Non-freeway sign upgrades on M-71

ATTACHMENT A, cont'd.

13. 84916-119084A
Scope of Work: Lansing TSC area wide Pavement Marking

14. 84916-120358A
Scope of Work: Lansing TSC area Bituminous Crack Treatment

15. 84916-121464A
Scope of Work: Lansing TSC area wide Pavement Marking

16. 23052-120897A
Scope of Work: Railroad Crossing improvements and Safety Devices on M-50

17. 33031-105903A
Scope of Work: Deep concrete overlay, Substructure repairs on US-127 at Bellevue Rd, Barnes Rd Columbia Rd, Sitts Rd and M-36, Ingham County.

18. 23152-113078A
Scope of Work: Construct median cable barrier on I-96, Clinton/Eaton County line

19. 84916-109854A
Scope of Work: Non-freeway sign replacement in the Lansing TSC area

20. 23071-105939A
Scope of Work: Three bridge replacements on M-100, Eaton County

21. 38101-106928A
Scope of Work: ITS traffic control installation along US-127 from I-94 to I-75, I-94 from US-127 to I-75, I-96 from US-127 to M-59 and US-23 from I-94 to I-75