

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 ** = OPTIONAL Check the appropriate Tier in the box below		CONSULTANT: Provide only checked items below in proposal	
<input type="checkbox"/> TIER I (\$50,000 - \$150,000)	<input type="checkbox"/> TIER II (\$150,000-\$1,000,000)	<input type="checkbox"/> TIER III (>\$1,000,000)	
<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

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

**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):
Monroe, 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 Transportation Service Center (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, beginning January 1, 2015, or as soon as the contracted services are awarded, through December 31, 2016. The employee(s) submitted for the technical assistant position shall be dedicated as the technical assistant for the duration of the contract. The intent of this solicitation is to select one (1) primary technical assistant with the understanding that (1) backup technical assistant may be necessary to assist in Prevailing Wage Reviews.

It is anticipated that overtime will not be necessary to adequately fulfil the requirements of this contract. The estimated amount of time per week for this work is forty (40) hours but will vary depending on workload. The initial authorization for the “as needed” Technical Assistance Services will be **5,000 hours**.

See **ATTACHMENT A** for the list of carryover 2013/2014, and forecasted 2015/ 2016 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 the carryover 2013/2014 construction projects as requested by the Project Engineering Manager. The information in **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: January 1, 2015

ANTICIPATED COMPLETION DATE: December 31, 2016

DBE REQUIREMENT: N/A

MDOT PROJECT ENGINEERING MANAGER:

Richard J. Myers, P.E., Assistant Delivery Engineer
MDOT – Lansing TSC
2700 Port Lansing Road
Lansing, Michigan 48906
Phone (517) 335-3717
Fax (517) 335-3752
myersR4@michigan.gov

GENERAL:

The Consultant shall contact the Project Engineering Manager (PEM) prior to beginning any work on this Project.

The Consultant shall furnish all services and labor necessary to conduct and complete the Technical Assistant 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 PEM.
- 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 PEM, 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 PEM.

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 PEM 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 selected Consultant will also comply with the following:

- A. The Consultant will provide the necessary personnel to adequately perform the requirements of this service, and that his/her employees will possess the experience, knowledge, and character to qualify them for the particular duties each is to perform.
- B. The Consultant must be familiar with the MDOT E-Construction Project process, as all projects let after October 1, 2014 will include the Special Provision for *ProjectWise Document Management*. It is anticipated that all project documentation for 2015 and 2016 construction projects will be submitted in electronic format and placed in the ProjectWise document management system.
- C. The Consultant shall provide their own transportation to, from, and on the project site to perform the services outlined herein. *This note is specific to the I-75 Reconstruct project in Monroe County. It is not anticipated, but the selected Consultant may be required to visit the project field office intermittently to pick up miscellaneous project documentation that is not submitted electronically.*

MDOT RESPONSIBILITIES:

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

A workstation with the most current version of ProjectWise and 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 Engineering 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 Engineering 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.

ATTACHMENT A

Carryover 2013 Projects

1. 23051- 113272A
 - Scope of Work: Reconstruct M-50 from I-69 BL to I-69, Eaton County
2. 33082-110593A, 113167A, 113942A, 115123A, 116643A
 - 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
3. 33084-110762A
 - Scope of Work: ITS traffic control installation along I-96 between Williamston and Lansing, and along US-127 between I-96 and I-496
4. 33172-110926A
 - Scope of Work: Construct auxiliary weave lane along US-127 between M-43 and Lake Lansing Road

Carryover 2014 Projects

1. 33084-111596A
 - Scope of Work: Landscaping at Okemos Rest Area on I-96
2. 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
3. 84916-109849A
 - Scope of Work: Non-freeway sign upgrades in Ingham, Clinton, Eaton, and Shiawassee Counties
4. 19031-120354A
 - Scope of Work: Milling, fiber mat, and HMA overlay on Old US-27
5. 33071-120141A
 - Scope of Work: Bituminous overlay of M-106 from Green Road, south
6. 33035-120347A
 - Scope of Work: Multiple course microsurface on US-127 from Cedar Street to I-96
7. 84916-119084A
 - Scope of Work: Lansing TSC area wide Pavement Marking
8. 84916-120358A
 - Scope of Work: Lansing TSC area Bituminous Crack Treatment
9. 84916-121464A
 - Scope of Work: Lansing TSC area wide Pavement Marking
10. 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.
11. 23152-113078A
 - Scope of Work: Construct median cable barrier on I-96, Clinton/Eaton County line
12. 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

ATTACHMENT A, cont'd.

2015 Projects

1. 23111-124086A
 - Scope of Work: Multiple course chip-seal from the M-50/M-99 intersection to M-188
2. 23091-123966A
 - Scope of Work: Mill and fill with ADA Ramp upgrades from the south city limits of Eaton Rapids to Jackson County
3. 84916-124084A
 - Scope of Work: Lansing TSC area Bituminous Crack Treatment
4. 33172-123841A
 - Scope of Work: Noise wall installation along US-127 NB from Grand River Avenue to Lake Lansing Road
5. 33084-118462A
 - Scope of Work: Deck replacement, widening, superstructure, substructure and beam repairs on Aurelius Road over I-96
6. 33083-102843A
 - Scope of Work: Deep overlay, steel repairs, partial railing replacement, and substructure repairs along eastbound & westbound I-96 over I-96BL
7. 33083-105884A
 - Scope of Work: Joint replacement, steel repairs, and substructure repairs along eastbound & westbound I-96 over Cedar Street
8. 23071-105939A
 - Scope of Work: Three bridge replacements on M-100, Eaton County
9. 33083-112712A
 - Scope of Work: Deck patching, railing and fascia replacement, bearing replacement, and substructure repairs along eastbound & westbound I-96 over Sycamore Creek
10. 58152-110616A, 113109A, 115834A
 - Scope of Work: Full reconstruction of I-75 mainline, full replacement of two bridges, and superstructure replacement of 3 bridges on I-75 from Dixie Hwy to I-275 in Monroe County. **This is a 2-year project (2015/2016 Seasons) with an estimated Construction Cost of \$95,000,000.**

2016 Projects

1. 33082-113491A
 - Scope of Work: Mill and resurface on M-43 from Park Lake Road to Dobie Road
2. 84916-109845A
 - Scope of Work: Non-Freeway signing upgrades on M-100, M-43, and I-69BL
3. 19031-116353A
 - Scope of Work: Installation of left turn lane at the intersection of Old 27 and Stoll Road
4. 23052-117702A
 - Scope of Work: Non-Freeway signing upgrades on M-50
5. 84916-119984A
 - Scope of Work: Non-Freeway signing upgrades on M-21

ATTACHMENT A, cont'd.

6. 58152-110616A, 113109A, 115834A
 - Scope of Work: Full reconstruction of I-75 mainline, full replacement of two bridges, and superstructure replacement of 3 bridges on I-75 from Dixie Hwy to I-275 in Monroe County. **This is a 2-year project (2015/2016 Seasons) with an estimated Construction Cost of \$95,000,000.**