

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 _____

<input type="checkbox"/> Prequalified Services – See the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> Non-Prequalified Services – If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT’s Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. Form 5100J is required with Proposal for firms not currently prequalified with MDOT
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Qualifications Based Selection – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the 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 INSPECTION AND TESTING SERVICES
2015 Bay Region Hot Mix Asphalt Quality Assurance Program**

CONTROL SECTION(S): Various

JOB NUMBER(S): Various

PROJECT LOCATION:

Bay Region Area. The following counties are in the Bay Region: Arenac, Bay, Clare, Genesee, Gladwin, Gratiot, Huron, Isabella, Lapeer, Midland, Saginaw, Sanilac, Shiawassee, St. Clair, and Tuscola.

DESCRIPTION OF WORK:

The work consists of two (2) primary categories:

- A. Quality Assurance (QA) testing and inspection of the Bay Region's 2015 Hot Mix Asphalt (HMA) program as required by the appropriate specifications.
- B. Perform the duties of the Traveling Mix Inspector (TMI) for the Bay Region for the 2015 construction season, as characterized further in this Scope of Work.

Up to two (2) vendors may be selected for this as-needed contract.

The schedule for this project shall be considered to be 7 days a week, 24 hours a day. The consultant must demonstrate that it has qualified individuals available to meet this schedule. Weekend work and night work may be required.

The QA part involves providing all labor, equipment, and materials to perform the required tests and subsequent administration and reporting for Marshall and Superpave Hot Mix Asphalt (HMA) mixes. The work includes but is not limited to generation of all random sample locations for the TSC Construction Engineers, on site HMA sampling, HMA core pick up from various locations within the region, and complete all QA testing and related documentation within the time frames specified in the contract documents. The consultant must follow all AASHTO, ASTM, FHWA, and MDOT test procedures and regulations. The consultant shall attend meetings as directed by the Project Engineer or Project Manager.

The Traveling Mix Inspector (TMI) portion of this contract requires the consultant to provide all labor, equipment and materials to perform the duties of the TMI which include, but are not limited to, writing Job Mix Formulas (JMF's), provide technical expertise to MDOT and local government field inspectors, certifying HMA labs and plants, reviewing Independent Assurance Tests (IAT's), coordinating and training MDOT personnel on field and lab protocol, participating in MDOT's annual TMI meetings, gathering binder and HMA samples, working closely with the TSC Construction staff to troubleshoot problems and make recommendations to correct issues, and processing HMA dispute resolution requests. The TMI shall at a minimum be certified in HMA design through MDOT's sponsored program, have a valid driver's license, adequate transportation, and communication capabilities including but not limited to a cell phone and a laptop computer.

MDOT reserves the right to request services on multiple projects located in the Region service area 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.

ANTICIPATED START DATE: April 1, 2015

ANTICIPATED COMPLETION DATE: April 1, 2016

This selection is for a one year period.

PRIMARY PREQUALIFICATION CLASSIFICATION:

Hot Mix Asphalt (HMA) Plant Inspection & Testing

SECONDARY PREQUALIFICATION CLASSIFICATION:

N/A

DBE PARTICIPATION REQUIREMENT: N/A

MDOT PROJECT MANAGER:

Name and Classification: Dean E. Roggenbuck, Staff Engineer
Address: 5859 Sherman Road, Saginaw, MI 48604
Ph: (989) 239-2632
Fax: (989) 754-8122
E-mail: roggenduckd@michigan.gov

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. Provide experienced personnel and perform as-needed inspection and testing services at the direction of the Project Manager.
- C. The Consultant shall furnish all services and labor necessary to conduct and complete the Inspection and Testing Services described herein. The Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the Services, 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.
- D. 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 HMA Production Manual; 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.
- E. Consultant staff shall provide all required reference materials including, but not limited to, MDOT Standard Specifications, HMA Production Manual, Michigan Construction Manual, and any and all other necessary applicable references, guidelines and procedures manuals.
- F. 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.
- G. The consultant shall attend project meetings as requested by the MDOT Project Manager.
- H. The consultant will be required to document services using standardized forms when possible. Forms utilized are subject to the approval of the MDOT Project Manager.
- I. All work under this Agreement will be performed in compliance with the contract documents and the standard practices of the Department. Sampling frequencies for inspection and testing will be as prescribed by the Specifications, proposal, Material Sampling Guide and/or other applicable references, guidelines, and procedures manuals and instruction furnished by the Department or as directed by the Project Manager, and no variation will be permitted except on written order of the Department.

- J. Acceptance samples, tests, and reporting procedures will conform to the Specifications, proposal, HMA Production Manual and any and all other applicable references, guidelines, and procedures manuals prescribed by the Department.
- K. 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.
- L. The Consultant shall withdraw any personnel or halt any services no longer required, at the request of the Department, or within a reasonable time after the lack of need becomes apparent to the Consultant or the Project Manager. The consultant will not be reimbursed for the cost of personnel charged to a project that the MDOT Project Manager has determined was unnecessary.

DETAILED INFORMATION:

- A. The Consultant shall maintain an HMA testing facility certified in accordance with the HMA Production Manual, applicable Michigan Test Methods, and current MDOT guidelines.
- B. The Consultant shall contact the MDOT Project Manager prior to beginning work on this Project. Key consultant personnel are required to attend a partnering session with MDOT staff prior to construction.
- C. The Consultant will coordinate services with the appropriate TSC Construction Engineer or designated representative. The Consultant shall contact the TSC Construction Engineer or designated representative prior to commencing work on any project and verify the services to be provided and define/clarify roles and responsibilities.
- D. The TSC Construction Engineer or designated representative will schedule HMA pre-production meetings as needed. The Consultant will be responsible for facilitating (leading) the meeting and recording and distributing the meeting minutes.
- E. Consultant staff shall provide their own transportation to, from, and on the project site to perform the services outlined herein.
- F. The Consultant shall coordinate preparation of HMA Quality Control Plans with the TSC Construction Engineer.
- G. The Consultant shall make all reasonable efforts to coordinate with MDOT materials testing staff to ensure that Independent Assurance Tests (IAT's) are performed on consultant staff as needed to maintain compliance with current MDOT guidelines.

- H. The Consultant shall collect and transport HMA Binder Samples to MDOT's Construction Field Services Unit. The Consultant shall make all reasonable efforts to witness the sampling of an appropriate number of binder samples in accordance with current MDOT guidelines. The Consultant shall maintain a log with data including project numbers, days when HMA paving occurred, dates when HMA binder samples were collected and dates when binder samples were witnessed. The log shall be submitted to MDOT upon request.
- I. When requested by the TSC Construction Engineer, the Consultant shall provide in-place HMA density testing in accordance with the provisions for alternate density acceptance as outlined in applicable special provisions.
- J. The Consultant shall provide a Troxler Density Gauge as-needed and comply with all requirements related to the use of this gauge established by the Nuclear Regulatory Commission and MDOT. This gauge should be calibrated to meet MDOT requirements. The inspector(s) shall be certified as a MDOT density technician.

The Consultant shall:

- i. Possess a valid license issued by the NRC, or recognized Agreement State, for ownership and use of sealed sources contained within portable nuclear density gauges.**
 - ii. Provide the Radiation Safety Office (RSO) of MDOT with a copy of the aforementioned license.**
 - iii. Comply withal rules and regulations set forth by Title 10 (Energy) and 49 (Transportation).**
- K. The Consultant will clean and maintain all HMA sampling and testing equipment to MDOT standards, this will include both field and laboratory equipment.
- L. Consultant staff will immediately bring to the attention of the TSC Construction Engineer, the failure by the Contractor to comply with a plan or specification requirement, any problem, trends toward borderline compliance, or any other occurrence which may require resolution by the TSC Construction Engineer.
- M. The Consultant will distribute testing results/data to the Project Manager, TSC Construction Engineer, and Contractor in a digital format via email or through the use of ProjectWise software as directed by the TSC Construction Engineer. Faxing of test results/data will not be allowed under this contract without prior approval of the Project Manager. The Consultant shall collect and include Contractor Quality Control data in final reports.
- N. With each billing, the Consultant shall submit a written summary indicating the total tonnage of HMA which the testing represented during the billing period. This summary shall also indicate the tested HMA tonnage quantities represented on a per project basis listing individual MDOT job numbers.

- O. With each billing, the Consultant shall provide a summary of any additional information needed to allow the MDOT Project Manager to readily verify that any overtime billed by the Consultant is in accordance with MDOT's current Overtime Reimbursement Guidelines.
- P. The Consultant shall complete and maintain vehicle usage logs in accordance with MDOT's current Travel and Vehicle Expense Reimbursement Guidelines. These records shall be provided to the MDOT Project Manager upon request. In addition, the Consultant shall maintain a summary of any additional information needed to allow the MDOT Project Manager to readily verify that any travel and vehicle expenses billed to this contract are in accordance with MDOT's current guidelines.

CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee: As-Needed

Compensation for this project shall be on an **actual cost plus fixed fee** basis. This basis of payment typically includes 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.

This scope is for "as needed" services. As such, the hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. Fixed fee on "as needed" projects is computed by taking the percent of actual labor hours billed to labor hours authorized, then applying that percentage to the total fixed fee authorized.

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 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 the contract are those that are directly attributable to the activities of this Project.

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.

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.