

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			CONSULTANT: Provide only checked items below in proposal
WHITE = REQUIRED ** = OPTIONAL Check the appropriate Tier in the box below			
<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"/>	
<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 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)	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 for all firms performing non-prequalified services on this project.)

(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) **AA**

.....

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, 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 all firms performing non-prequalified services on this project.
---	--

Qualification 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.)

BID SHEET INSTRUCTIONS

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 SERVICES
FOR
“AS NEEDED” CONSTRUCTION SERVICES
Inspection and Testing**

CONTROL SECTION: Various

JOB NUMBER: Various

PROJECT LOCATION: Work will be performed on various projects through-out the Southwest Region which includes the counties of Berrien, Cass, Van Buren, Allegan, Kalamazoo, St. Joseph, Branch, Calhoun, and Barry.

WORK DESCRIPTION:

Provide properly qualified and experienced personnel for inspection & testing services on an as needed basis for the following classes of work:

1. Laboratory HMA QA testing
2. Laboratory curing and testing of concrete cylinders
3. Traveling Mix Inspector Duties
4. Field Concrete, Aggregate, and/or Density Testing and Inspection on construction projects

This RFP is intended to procure a consultant to act as the southwest region HMA laboratory until a permanent MDOT facility is obtained sometime in the 2015 construction season. Additionally, services will be required for “emergency” or short-term, unplanned workforce shortages. As such, work will be provided “as-needed” based on the department’s intermittent needs, and will not normally entail long-term assignments.

There is no guarantee that the consultant will be utilized for the full number of hours approved for the contract. For cost proposal purposes we request approximately 6160 hours of service be proposed over a two-year period. Approximately 2680 hrs estimated for HMA Laboratory Services and 3480 hrs in Construction Inspection Services.

PRIMARY PREQUALIFICATION CLASSIFICATIONS:

Hot Mix Asphalt (HMA) Plant Inspection & Testing Services
Hot Mix Asphalt (HMA) Technician Testing Assistance
Portland Cement Concrete Inspection & Testing Services

SECONDARY PREQUALIFICATION CLASSIFICATIONS:

Aggregate Inspection Services
Density Inspection and Testing Services

ANTICIPATED START DATE: May 2015

ANTICIPATED COMPLETION DATE: April 2017

This selection is for a 2 year period.

DBE REQUIREMENT: N/A

This solicitation may result in the selection of testing services from one or more firms.

MDOT PROJECT MANAGER:

Andy Stamm
Michigan Department of Transportation
Southwest Region
Region Construction Engineer
1501 E. Kilgore Road
Kalamazoo, MI 49001

(w) [269.337.3951](tel:269.337.3951)

(c) [269.330.4920](tel:269.330.4920)

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

CONSULTANT RESPONSIBILITIES:

The Consultant shall furnish all services and labor necessary to conduct and complete the Construction Services described herein. The Consultant will 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 check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work. The Services will be performed to the satisfaction of the Department consistent with applicable professional standards.

- A. The Consultant's principal contact with the Department will be through the Project Manager. Secondary contact may be delegated to Project Managers/Engineer or their designees for assigned projects.
- B. The Services described herein are financed with public funds. The Consultant will comply with applicable Federal and State laws, rules, and regulations. The Consultant will perform field operations in accordance with MIOSHA regulations and accepted safety practices. The Consultant will wear personal safety equipment in accordance with MDOT policy while on the project.
- 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 applicable publications referenced within; the Michigan Construction Manual; the Materials Source Guide; the Materials Quality Assurance Procedures Manual; applicable Special Provisions; and all other references, guidelines, and procedures manuals needed to carry out the work

described herein in an appropriate manner.

- D. The Consultant will notify the Project Engineer, 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 Engineer.

PROJECT INSPECTION:

A. HMA Quality Assurance Testing

Provide all labor, equipment, and materials to perform the required testing and subsequent administration and reporting for Marshall and Superpave Hot Mix Asphalt (HMA) mixes. Testing and reporting must be completed within the time-frames specified within the Specifications and Special Provisions. The work could include on-site HMA sampling and/or HMA core pick-up from various locations within the region. The consultant must follow all AASHTO, ASTM, FHWA, and MDOT test procedures and regulations. The laboratory must participate in the AMRL proficiency testing program for HMA materials and their laboratory assessment program. In addition, the laboratory must successfully complete MDOT's statewide round robin HMA testing program and be in compliance with the Laboratory Quality System Management provisions of the MDOT Materials Quality Assurance Procedures Manual. The consultant must attend all meetings directed by the Project Manager or Project Engineer. Once the region laboratory is constructed and depending on need, HMA technician services at the MDOT laboratory could be required.

B. Traveling Mix Inspector

Provide all labor, equipment and materials to perform the duties of the Traveling Mix Inspector (TMI) which include but are not limited to, writing Job Mix Formulas (JMFs), provide technical expertise to MDOT and local government field inspectors, certifying bituminous labs and plants, performing certifications for Sampling Behind the Paver, coordinating and training MDOT personnel on field and lab protocol, participation in MDOT's TMI quarterly meetings, gathering binder and HMA samples, working closely with the TSC Delivery staff to troubleshoot construction problems and make recommendations to correct issues, and administering HMA referee sampling results.

C. Laboratory Curing and Testing of Concrete Cylinders

Cure and test concrete cylinders in accordance with ASTM, AASHTO, and MTM procedures and regulations. The consultant technician qualification program and laboratory facility must be in compliance with the provisions of the MDOT Material Quality Assurance Manual, and must successfully complete the statewide round robin concrete testing program. This work may entail travelling to project sites to pick-up and transport cylinders, or MDOT technicians may deliver cylinders to the laboratory. Cylinder test results will be reported on the proper MDOT Southwest Region formwork and forwarded to the region materials laboratory.

D. Construction Inspection for Concrete, Density, and Aggregates

Provide properly qualified and certified personnel; and necessary equipment and supplies to perform construction inspection services on MDOT construction sites or to provide aggregate inspection services for the region materials group.

1. All project documentation for this project is to be submitted in electronic format and placed in the ProjectWise document management system as directed by the Engineer. Access to ProjectWise is available at no cost to the Consultant. The Consultant must place all required documentation into ProjectWise and this documentation must be kept up to date throughout the execution of the contract. Exceptions to Consultant electronic posting are made for delivery tickets of aggregates, HMA, and concrete. MDOT will continue to collect and retain hard copy delivery tickets in the field.
2. The Engineer reserves the right to electronically reject documents that are deemed to be unsuitable. This can include documents submitted that are illegible or unreadable. The Consultant must submit the corrected documents into ProjectWise.
3. Digitally Encrypted Electronic Signatures: All documents that require signature authorizations must be digitally electronically signed. For further instruction on digital electronic signatures, refer to the Bureau of Highway Instructional Memorandum 2012-02 (Digitally Encrypted Electronic Signatures)
http://www.michigan.gov/documents/mdot/MDOT_IM_12-02_378056_7.pdf
4. The inspector(s) will immediately bring to the attention of the Project Engineer/Manager, 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 Engineer.
5. The inspector(s) will accurately report, measure, compute, and document all quantities of items of work and all inspection and/or testing work in accordance with the specifications, plans, proposal, MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals prescribed by the Department.
6. The Consultant shall be responsible for any errors that occur on the project due to the Consultant's inspection and/or testing error. The Consultant will be responsible to compensate MDOT for the additional costs incurred due to an inspection and/or testing error on the project by one of their employees. At such time the error is discovered MDOT will meet with the Consultant to discuss options to rectify the error.
7. Perform inspection of the construction site to assure that proper soil erosion and sedimentation controls are in place. The street inspector(s) shall be certified as a **Soil Erosion & Sedimentation Control and Storm Water Operator**.
8. The consultant and any sub-consultants contracted by the Michigan Department of Transportation (MDOT) to perform density testing services that use equipment regulated by the NRC shall:
 - a) 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.
 - b) Provide the Radiation Safety Officer (RSO) of MDOT with a copy of the aforementioned license.

- c) Comply with all rules and regulations set forth by Title 10 (Energy) and 49 (Transportation) of the Code of Federal Regulations.

Failure of any of the above will be found in noncompliance with the contract.

MDOT RESPONSIBILITIES:

- A. The Project Engineer will 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.
- B. The Department will furnish concrete cylinder breaks, off-site aggregate testing, off-site inspections and tests of steel, cement, bituminous mixture designs, sewer and drainage pipe, structural steel, prestressed girders and beams, traffic signs, and any other materials customarily tested in the Department laboratories with its own forces or by statewide contracts. The customary testing is described in the Materials Quality Assurance Manual with exceptions noted within the Specifications, Plans, and Proposal. The Consultant will be responsible for all on-site sampling and transportation of all the materials required to be tested by Department personnel.
- C. Project Engineer: Perform as the Project Engineer for the Project consistent with the Department's practice and in accordance with the Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Source Guide, and other applicable references, guidelines, and/or procedures manuals.
- D. The Department shall provide the office technician staff to maintain the project files in accordance with MDOT procedures. The Consultant inspector will coordinate with the Department's staff to submit the required documentation, as indicated elsewhere in this Scope of Services.
- E. The Project Manager shall provide inspection and contract administration 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 inspection work performed to date by the Consultant for services rendered is reasonable and appropriate before approving the Consultant's request for payment.

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 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.

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 invoiced 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. 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 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.

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.