

## 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"/>	<b>Location:</b> 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 <b>not including key personnel resumes.</b> Resumes limited to 2 pages per key staff personnel.

**PROPOSAL AND BID SHEET EMAIL ADDRESS – [mdot-rfp-response@michigan.gov](mailto: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**

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## 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"/> <b>Prequalified Services</b> – See the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> <b>Non-Prequalified Services</b> – 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. <b>Form 5100J is required with proposal for all firms performing non-prequalified services on this project.</b>
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**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](mailto: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](mailto: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  
Construction Work Zone Inspection**

**CONTROL SECTION:** Various

**JOB NUMBER:** Various

**PROJECT LOCATION:** Grand Region (Allegan, Barry, Ionia, Kent, Lake, Mason, Mecosta, Montcalm, Muskegon, Newaygo, Osceola, Oceana and Ottawa Counties)

**DESCRIPTION OF WORK:**

Provide “as-needed” inspection and quality assurance services for traffic control within work zones and signed detours of state trunk lines in the Grand Region to ensure compliance with contract specifications and all applicable guidelines, policies, and standards for work zone traffic control. The inspector shall work under the direction of the Project Manager.

Services will be performed on various projects for the 2015 calendar year with the Department’s option to renew the contract on a year-by-year basis after the initial year. MDOT will provide the Consultant a list of potential future year projects prior to each construction season. The Consultant shall submit a cost proposal for these future projects within one month of receipt of these projects for approval by MDOT.

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.

Most work should be done within the 40 hour work week. In some instances, nighttime and weekend work zone reviews will be required. Overtime will be allowed only with prior approval by the Project Manager.

The consultant will be provided with a list of projects identifying route, location, TSC Construction Engineer, type of work, and estimated construction schedule. This list may be updated and/or revised during the year.

**ANTICIPATED START DATE:** June 1, 2015

**ANTICIPATED COMPLETION DATE:** June 1, 2017

**PRIMARY PREQUALIFICATION CLASSIFICATION:**

Traffic and Safety Inspection Services

This selection is for a two year period.

**SECONDARY PREQUALIFICATION CLASSIFICATION:**

None

**DBE REQUIREMENT:** N/A

**MDOT PROJECT MANAGER:**

Paul Arends, P.E.  
Transportation Operations Center Engineer  
MDOT – Grand Region  
1420 Front Avenue NW  
Grand Rapids, Michigan 49504  
E-mail: [arendsp@michigan.gov](mailto:arendsp@michigan.gov)  
Phone: (616) 451-2663

**GENERAL:**

- A. This Scope of Services consists of, performing to the satisfaction of the Department, inspection of all aspects of traffic control and devices within work zones, in accordance with MDOT specifications, proposals, plans, guidelines, MMUTCD and modifications to the traffic control plan as approved by the Engineer.
- B. The Consultant’s principal contact with the Department shall be through the Project Manager and the Region Operations Technician.
- C. The Consultant agrees to demonstrate knowledge and performance in compliance with the standard construction practices of the Department; the project specific construction contracts, proposal, and plans; the Standard Specifications for Construction, MMUTCD, and all applicable publications referenced within; the Michigan Construction Manual; and any and all other references, guidelines, and procedure manuals needed to carry out the work described herein in a professional manner.
- D. This solicitation will result in selection of inspection services from one firm.
- E. Definitions:

**Department** – Michigan Department of Transportation.

**Project Manager**-MDOT manager responsible for the administration of the contract.

**Region Operations Technician** -MDOT technician managing the oversight of the Region Work Zone QA process.

**MDOT Construction Engineer**-MDOT Transportation Service Center (TSC) Construction Engineer responsible for the administration of various construction operations within a TSC’s jurisdiction.

**Consultant Work Zone Inspector (Inspector)** – Consultant employee assigned to inspect and review Grand Region work zones.

**CONSULTANT RESPONSIBILITIES:**

- A. Provide a qualified inspector and vehicle on various projects and perform inspection services as directed by the Project Manager or Region Operations Technician.

- B. Provide, to the satisfaction of the Department, inspection services for work zones and traffic control devices. As directed, perform reporting, measurement, computation, and documentation required by the Specifications, plans, proposal, the Michigan Construction Manual, the MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals required for the inspection.
- C. The Consultant shall have discussions or emails with the Project Manager and/or Region Operations Technician, at the beginning of each week to verify the proposed review schedule based on construction activities for that week.
- D. Specifically, the inspector shall inspect each construction zone and associated detours as assigned. Inspections may be performed in conjunction with Region Operations Technician and MDOT Traffic Safety staff. The work zones shall be inspected to ensure that they are in place according to the contract documents, operating properly, are of acceptable quality, and are being maintained. The inspector shall also verify that the work zone is set up according to the plans and specifications for each specific site. If assigned, the inspector shall document all inspections on the most recent "Traffic Control Review Report Form", provided by the Project Manager. When assigned a project, the inspector will be expected to coordinate with MDOT staff to schedule and notify appropriate personnel of planned reviews.
- E. All reports shall be posted to the Projectwise site within 24 hours of the review. Each time a new report is added, the Consultant shall notify the team for that project via email that a new report has been posted. The inspector must obtain and maintain an MDOT Projectwise login for use for reporting during this project.
- F. The inspector may be required to assist with documentation of follow-up and resolution of deficiencies.
- G. The MDOT on site personnel will be notified immediately of any unsatisfactory traffic control devices or operations. Emergency situations will require the Consultant Inspector to stay on site until MDOT is notified.
- H. The Project Manager may provide the Consultant/Inspector with a maximum number of hours that may be charged to certain projects. The Consultant/Inspector shall request approval from the Construction Engineer if it is anticipated that this limit will be exceeded.
- I. The Consultant shall use eProposal to obtain as-let plans and proposals
- J. The Consultant shall provide MDOT with a list of projects they have been or will be associated with (design, inspect, testing, etc.). This list shall be updated throughout the contract period.
- K. The inspector shall have attended the MSU/MDOT two day Work Zone Training or be an American Traffic Safety Services Association (ATSSA) or International Municipal Signal Association (IMSA) certified Worksite Traffic Supervisor or have a minimum of four years inspecting or laying out traffic control for construction work zones. Experience will be reviewed and approved by Project Manager.
- L. The selected consultant/inspector shall attend a work zone traffic control update (provided by the local MDOT office) on a yearly basis.
- M. The inspector shall attend project related meetings, when directed by the Project Manager.

- N. The inspector shall provide all required reference materials including, but not limited to, MDOT Standard Specifications, Materials Sampling Guide, Construction Manual, MMUTCD, and any and all other necessary applicable references, guidelines and procedures manuals.
- O. In addition, the inspector may be required to perform QA work zone mobility measurements. Measurements will be recorded on forms provided by the Project Manager. The reporting requirements and distributions are the same as traffic control inspection services.
- P. The inspector may be asked to provide traffic inspection and/or mobility reviews on Permit or Maintenance projects, as requested by the Project Manager. The requirements for these projects are the same as for Construction projects, as described herein.
- Q. The Consultant shall provide the Project Manager a weekly summary, itemized by job number, time, mileage, and other expenses charged to the job number.
- R. At the conclusion of the season, the consultant/inspector will provide a summary report of their findings. This report will include any trends in the region, including pictures and documentation.
- S. The Consultant may be asked to provide presentations to MDOT personnel as requested by the Project Manager. The Consultant shall provide all necessary materials.
- T. The inspector shall provide their own transportation to, from, and on the project site to perform the services outlined herein. The vehicle shall be equipped with a roof or post-mounted flashing or rotating amber light, or approved equal, visible from 360 degrees. Reflective conspicuity tape shall be applied to the vehicle per section 812.03.L of the MDOT's Standard Specifications for Construction.
- V. The inspector shall provide their own personal protective safety equipment. These items must be worn in accordance with MIOSHA and MDOT requirements and practices while on the project site or in any work zone.

### **MDOT RESPONSIBILITIES:**

The Project Manager will furnish to the inspector all updates to 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.

### **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. 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](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](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.