

## 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.

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## 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**  
Geotechnical Engineering Services

**CONTROL SECTION:** Various

**JOB NUMBER:** Various locations within the Superior Region

**PROJECT DESCRIPTION:**

Perform geotechnical investigations for projects in the Superior Region. These investigations may include:

- 1) Full depth coring of flexible, rigid, and/or composite pavements
- 2) Soil borings for roads, bridges, traffic strain poles, and other highway structures.
- 3) Ancillary soils work including standard penetration testing, soil sampling, rock coring, gradation analysis, soil and rock classification, split spoon sampling, shear strength, vane shear testing consolidation testing, permeability testing, rock strength testing and materials investigations.
- 4) Provide culvert and/or sewer videotaping services as directed by the Project Manager.
- 5) Provide drilling equipment (capable of roadway and reasonable off-road terrain) and operator(s) to complete soils investigations under the direct supervision of the Superior Region Soils Engineer, Transportation Service Center Engineer, or Region Material Supervisor.

Thoroughly investigate, analyze, and prepare a recommendation for construction procedures (for a proposed project involving future construction), or corrective action (for a roadway or bridge that has a pre-existing condition) that has been identified by the project manager as needing geotechnical review.

Full-time service will not be required at all times. This is for “as-needed” services, based on the intermittent needs of the Superior Region. The Consultant’s point of contact will be contacted with requests for services. Every attempt will be made to submit requests at least one-week prior to the need for services, however it is expected that any request made will be complied with within a 48 period if needed. If the consultant is unable to fulfill the request, MDOT may utilize a secondary consultant for services

Based on review of performance and the projected workload we estimate approximately 1200 man-hours will be required to complete this contract. This is a two year contract.

**ANTICIPATED SERVICE START DATE:** August 1, 2015

**ANTICIPATED SERVICE COMPLETION:** May 31, 2017

This selection is for a 2 year period.

**PRIMARY PREQUALIFICATION CLASSIFICATION(S):**

Geotechnical Engineering Services

**SECONDARY PREQUALIFICATION CLASSIFICATION(S):**

None

**DBE REQUIREMENT:** N/A

**MDOT PROJECT ENGINEER MANAGER:**

Steven Cadeau, P.E.

Michigan Department of Transportation

1818 3<sup>rd</sup> Avenue North

Escanaba, Michigan 49829

Phone: (906) 786-1830 ext. 317

Fax: (906) 789-9775

**CONSULTANT RESPONSIBILITIES:**

1. The consultant is required to own the equipment necessary to perform the work in this Scope of Service.
2. The consultant is required to notify the appropriate Transportation Service Center (TSC) with an "Advance Notice and Approval of Permitted Activity" (Form 2204) at least five days in advance of work commencing on any specific project.
3. The consultant is responsible for traffic control during all operations. The Project Manager will supply the consultant with appropriate traffic control typicals to use for each specific project. In most cases the typicals will be drawn from the "MDOT Maintenance Work Zone Traffic Control Guidelines" available on the MDOT website.
4. The consultant is responsible for locating utilities by calling MISS DIG (800) 482-7171. The consultant is also responsible for location of other utilities not shown on the MISS DIG system.
5. The consultant is responsible for taking all pavement cores and soil borings at the frequency requested by the Project Manager. All coring should be done with a four inch core barrel.

6. The consultant is responsible for preparing all core and boring reports. The specific submission requirements will be identified for each specific request for investigation. The typical format for a final report will usually be as follows:

Final report shall consist of a .PDF of the core/soil boring report and plan sheet(s) in Microstation file format graphically listing all borings (unless otherwise specified). Core/boring reports and plan sheets include the following as a minimum:

- (1) Date and site of cores/borings
  - (2) Core location (by station), including lateral and longitudinal offsets referencing lanes and cross streets. Label mainline, shoulder, turn lane, etc. The consultant will also provide GPS coordinates in lat/long format, for all cores/borings performed. The GPS coordinates can be provided separate from the logs in a tabular format.
  - (3) Core/boring identification number (i.e. SB #1, SB#2, etc.)
  - (4) Graphic profile indication depth of each layer in the core/boring, in inches or feet, the type of pavement material and condition. In concrete, depth to reinforcing steel or lack of reinforcing steel is to be noted on the log. The graphic profile should be extended to show the gravel, subbase, and subgrade materials where borings are performed through the cores. If the soil boring information can be completely conveyed in the core report, then a separate soil boring log need not be attached. Standard Penetration Test results or US Army Corp of Engineers DCP test results may be required on specific projects
  - (5) Indication of the presence of water, and measured depth below ground surface
  - (6) Names of the crew members
  - (7) Some projects will require detailed geotechnical recommendations regarding construction over unsuitable soils, slope stability, foundation bearing/settlement considerations (including, but not limited to strain poles), or other more complex engineering recommendations. The Project Manager will work with the consultant to delineate specific recommendations required for these projects prior to commencement of the field operations.
7. The consultant is responsible for patching all core holes with bituminous patching material or fast set concrete prior to leaving the specific location.
  8. The consultant is responsible for maintaining all field notes and cores for 60 days after submitting reports. After 60 days all cores shall be disposed of by the consultant.

9. When specifically requested, perform video inspection of sewers and culverts at the direction of the Project Manager. Video inspection will include light cleaning of the elements investigated unless notified otherwise. Video inspection will include the following:
  - a. Camera should stop and pan all joints and defects unless notified otherwise
  - b. Lighting and focus should provide clear video image
  - c. Video report should include stationing, size and material composition, and length of pipe. Defects and/or blockages should be indicated with distance into pipe
  - d. Video records on a CD disc should be included with the report in a format that can easily be reviewed by MDOT staff.

### **MDOT RESPONSIBILITIES:**

The Project Manager shall furnish to the Consultant all Project-specific construction contracts, proposals, plans, plan revisions, written instruction, and other information and/or data as deemed necessary by the Project Manager for the services required herein. Unless such information is available to be downloaded on the MDOT website, then it is the Consultant's responsibility to supply the information.

The Project Manager will provide the consultant with the appropriate traffic control scheme to use for each project. Traffic control may be changed during the work in response to unforeseen conditions, or as dictated by emergency or other events. MDOT will review traffic control measures being used at random times during performance of the contract.

The Project Manager will establish a completion date deadline for all work that is assigned to a consultant.

### **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, sub-consultant 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. 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.

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.

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.