

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 When applicable, Best Value scoring criteria is listed separately in the RFP.	
TIER I (\$50,000 - \$150,000)	TIER II (\$150,000-\$1,000,000)	TIER III (>\$1,000,000)	
N/A			Understanding of Service **
			<i>Innovations</i>
			Organizational Chart
			Qualifications of Team
N/A	N/A		Quality Assurance/Quality Control **
			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		Presentation **
N/A	N/A		Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) Resumes will only be accepted for Best Value Selections	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 E-MAIL 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.)

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.”

RFP SPECIFIC INFORMATION

ENGINEERING SERVICES	BUREAU OF TRANSPORTATION PLANNING	OTHER
THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS		
NO	YES	DATED _____ THROUGH _____
Prequalified Services – See the attached Scope of Services for required Prequalification Classifications.		Non-Prequalified Services – If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, 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.

Proposals must be submitted for this project electronically. Proposal Submittal Requirements Can Be Found At the Following Link
http://www.michigan.gov/documents/MDOT_Consultant-Vendor_Selection_Guidelines-0106_145222_7.pdf?20150707153457

In PART IV – INSTRUCTION FOR SUBMITTING PROPOSALS

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
STATEWIDE PAVEMENT CORING**

CONTROL SECTION(S): Various

JOB NUMBER(S): Various

PROJECT LOCATION: Statewide

DESCRIPTION OF WORK: On-call statewide pavement coring. Perform concrete and bituminous pavement coring investigations on an as-needed basis for construction projects and pavement investigations throughout Michigan. These investigations may include existing roads or highways under construction. The majority of this work will consist of coring newly constructed concrete pavement, using a 6-inch diameter bore core barrel, to measure and record pavement thickness, concrete compressive strength and depth to reinforcing steel, when present.

The consultant is responsible for providing all equipment, materials, and labor required to perform all work activities. This includes determination of core locations and layout, core drilling and removal, core hole patching, transportation of cores to MDOT's Construction and Technology lab, located in Lansing, Michigan, and maintenance of daily work logs.

Occasional work coring bridge decks may be required.

ANTICIPATED START DATE: March 15, 2017

ANTICIPATED COMPLETION DATE: December 31, 2017

This selection is for a 9 month period.

PRIMARY PREQUALIFICATION CLASSIFICATION:

Construction Testing: Concrete

SECONDARY PREQUALIFICATION: None

DBE REQUIREMENT: N/A

MDOT PROJECT MANAGER:

David Weber
8885 Ricks Road
P.O. Box 30049
Lansing, MI 48909
(517) 322-6935

weberd@michigan.gov

Routine oversight and project coordination will be performed by MDOT technical advisor.

MDOT TECHNICAL ADVISOR:

Joseph Anderson
8885 Ricks Road
P.O. Box 30049
Lansing, MI 48909
(517) 322-6110

CONSULTANT RESPONSIBILITIES:

The consultant selected must have the capacity to perform at any location within the state boundaries. However, in general, the majority of work is performed in the lower portion of Lower Michigan, typically south of M-20.

The consultant will be expected to operate within the demands of construction scheduling and will be required to begin work within 24 hours of notification, from MDOT, that services are required.

It is estimated that removal of 1160 cores will be required during this contract timeframe. The following is a partial list of concrete paving projects, scheduled for completion during the 2017 construction season. This is not a complete list of projects and is intended solely for purpose of estimation.

<u>County</u>	<u>C.S.</u>	<u>Route</u>	<u>Description</u>	<u>Region</u>
Bay	09035	I-75	Concrete Overlay	Bay
Saginaw	73112	I-75	Concrete Reconstruction	Bay
Genesee	25805	I-75	Concrete Reconstruction	Bay

TASKS AND LEVEL OF EFFORT:

- A. The consultant is responsible for determining location and retrieval of pavement cores. This work will be performed in accordance with the Michigan Department of Transportation 2012 Standard Specifications for Construction and Michigan Test Method 201. All core holes in concrete pavement will be filled with concrete plugs or prepackaged hydraulic fast set patching material or a combination of each. Approved hydraulic fast set patching material must be selected from MDOT's Qualified Product List. Core holes in HMA pavement will be filled using a compacted HMA material approved by the project engineer.

- B. The consultant is responsible for recording field notes in a format provided by the pavement evaluation engineer. In addition, information related to each construction project will be summarized on MDOT form 502 Pavement Core Record. All records will be submitted to the Pavement Evaluation Engineer, or his approved representative within one week of the day coring work is performed.

- C. Coordination of utility clearance through MISS DIG is not required when work is limited to pavement coring. However, any sampling of material below the paved slab must be done in the presence of MDOT staff and they will be responsible for contacting MISS DIG.
- D. The consultant is responsible for supplying coring equipment and labor for all work within 24 hours of each request for service. Equipment will consist of a gasoline or diesel powered coring rig with a mechanical drive train, capable of coring reinforced concrete pavement at least 18 inches in thickness. The core rig will be equipped with enough core barrels to complete a minimum of 20 individual cores, per day, from 12-inch thick reinforced concrete. All core barrels will be 6-inch diameter, unless otherwise directed by the pavement evaluation engineer or his appointed representative. Each coring rig will be operated by at least two crew members capable of completing all work associated with retrieval and recording a minimum of 20 cores per day. Inability to meet this production rate may be cause for early termination of this agreement. Historically, this production rate has resulted in the need for overtime hours.
- E. The consultant is responsible for transporting cores to MDOT's Construction and Technology lab, located at 8885 Ricks Road, Lansing, Michigan. Typically this is limited to every tenth core and all penalty cores. Undamaged cores not transported to the MDOT lab may be used by the consultant as plugs for patching core holes.
- F. The consultant will perform field operations in accordance with MDOT'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 MDOT website under the "Doing Business" link then under the "Vendor/Consultant Services" link. The PPE document link is under the Vendor/Consultant Contracts heading. The Consultant must perform field operations in accordance with MIOSHA regulations and accepted safety practices.
- G. Normally traffic control devices are not required in areas closed to traffic during construction. However, work will be performed under conditions typical of roadway construction, where frequent movement of construction equipment and vehicles is common. If work is performed in areas open to traffic, MDOT staff will provide all labor and equipment for traffic control.
- H. Failure to comply with any of the requirements listed above will be considered unsatisfactory performance by the consultant.

MDOT RESPONSIBILITIES:

- A. All questions may be directed to MDOT's field technician, who will remain in daily contact with the consultant's crew during the duration of work.
- B. MDOT will provide access to construction plans for each work location.
- C. MDOT will perform all soils and aggregate sampling which occurs below the paved roadway layer.
- D. MDOT will provide all equipment and labor required for appropriate traffic control, where work is performed in areas open to traffic.

CONSULTANT PAYMENT:

Compensation for this project shall be on a unit price basis.

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 Finance and Administration" 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.

The contract unit price will be the sole method of payment for this project and includes all equipment and labor costs to the consultant. Quantity is based on actual cores retrieved and documented.

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.

SCORING:

Candidates submitting proposals will be evaluated using established selection method. Scores are assigned to each candidate based on five categories each worth an amount of points. Scores from each of the categories are summed together to generate an overall point total. Following is a description of criteria and point assignment used to score proposals.

- A. **Understanding of services – 30 points:** Statement of understanding of project requirements and a technical explanation of procedures and work plans used to perform work. A brief description of equipment to be used to complete work.
- B. **Qualifications and team experience – 40 points:** List qualifications and experience of key staff assigned to each component of work.
- C. **Past performance and experience with similar projects – 20 points:** Provide a list and description of similar project you have provided services for in the past five years. Provide references, including name, title, address and phone number of a project leader.
- D. **Price – 35 points:** Provide a list of unit prices per coring day for individual MDOT regions, using the attached form.
- E. **Location – 5 points:** Include the location of the office(s) from which work will be performed.

PRICE SHEET

2017 On-Call Statewide Pavement Coring

PAY ITEMS

ITEMS OF WORK	ESTIMATED # OF CORES (Information only)	UNIT PRICE PER CORE	REGION SUBTOTAL
Core Bay Region	440 Each		
Core Metro Region	480 Each		
Core University Region	240 Each		

Total Price: _____

Consultant Name	
Consultant Address	
Date	

Price is one of several selection criteria considered to determine overall score, following Best Value Selection practice.