

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

CONSULTANT: Provide only checked items below in proposal
 When applicable, Best Value scoring criteria is listed separately in the RFP.

Check the appropriate Tier in the box below

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
CONSTRUCTION SERVICES
As-Needed Construction Staking**

CONTROL SECTIONS(S): Various (see Attachment A)

JOB NUMBER(S): Various (see Attachment A)

PROJECT LOCATION(S): Various (see Attachment A)

DESCRIPTION OF WORK:

Provide as-needed construction staking services for road and bridge construction work as defined in subsection 104.09.A of the 2012 Standard Specifications for Construction. This work includes but is not limited to staking of original horizontal and vertical control and generation of staking data for road, bridge and sewer work during active construction operations, review of contractor staking submittals, field quality assurance on contractor layout for road and bridge items as directed by the Engineer, assistance with verification of claims issues, and calculations and reports necessary for final payment of applicable contract items (related to construction survey) during final close out of the project.

The surveyors shall work under the direction of the Project Engineer Manager. Consultant services will be performed on various projects, including but not limited to both road and bridge projects as shown on Attachment "A". Additional projects may be added throughout 2017 and 2018, as directed by the Project Manager.

The Consultant shall contact the MDOT Project Manager prior to beginning any as needed design or construction services.

The Construction Services for As-Needed Construction Surveying may be required to work part time, may be required to full time, may be required to work nights and/or weekends, and may be required to work overtime. 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 any of the consultant services.

ANTICIPATED START DATE: February, 2017

ANTICIPATED COMPLETION DATE: February, 2019

This selection is for a two year period.

PRIMARY PREQUALIFICATION CLASSIFICATION:

Surveying: Construction Staking

SECONDARY PREQUALIFICATION CLASSIFICATION:

Surveying: Structure

DBE REQUIREMENT: N/A

MDOT PROJECT ENGINEER MANAGER:

Adam Penzenstadler, P.E.
Michigan Department of Transportation
Taylor Transportation Service Center
6510 Telegraph Road
Taylor, MI 48180
Phone: 313-375-2400

GENERAL INFORMATION:

Construction Staking:

The Consultant's principal contact with the Department shall be through the designated Project Engineer Manager. The consultant staff will report and be directly responsible to the MDOT Project Engineer Manager. Work hours and assignments will be given to the consultant staff by the MDOT Project Engineer Manager and/or duly appointed representatives from the Taylor TSC. If the construction project(s) for which the consultant is requested includes MDOT Technician staff, the consultant may be given direction from the MDOT Technician(s). The consultant is expected to fully cooperate with all construction project staff.

At the request of the Department, the Consultant, during the progress of the Services, shall furnish information or data relating to the Services described herein and may be required by the Department to enable it to carry out or to proceed with related phases of the Project not described herein, or which may be necessary to enable the Department to furnish information to the consultant upon which to proceed with further Services.

The Consultant agrees to demonstrate the knowledge and performance in compliance with the standard construction and surveying practices of the Department; the project specific construction contracts, proposal, and plans; the Standard Specifications for Construction and all applicable publications referenced within; the Michigan Construction Manual; and any and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.

The selected firm should be familiar with all aspects of surveying. The selected firm should be familiar with Contractor use of Automated Machine Guidance.

The Consultant shall also furnish all 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 them prior to use in carrying out this work.

Right of Way staking at time of construction may be required for delineation of MDOT right-of-way fence or to establish MDOT right-of-way at existing property corners to facilitate construction operations.

Prior to the start of construction, the Consultant may be asked to verify plan information including but not limited to all plan grades, sewer invert and outlet grades, top of casting grades, structure layout, bridge datums, project stationing, and all other necessary grades for construction of project prior to staking. The Consultant should review the project documents enough in advance to determine if they contain errors so that they can be corrected prior to staking the information in the field. Errors shall be brought forth to the Project Engineer Manager immediately upon discovery.

During construction, the Consultant may be asked to verify project specific information including but not limited to contractor developed grades, bridge reference lines, detail grades, sewer invert and outlet grades, top of casting grades, bridge reference lines, haunch grades, transition grades, and all other necessary grades for construction of project during construction operations. The Consultant should review the project documents enough in advance to determine if they contain discrepancies so that they can be corrected to maintain the project's schedule. Discrepancies shall be brought forth to the Project Engineer Manager immediately upon discovery.

The Consultant(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 with may require resolution by the Engineer.

The Consultant(s) shall provide their own transportation to, from, and on the project site to perform the services outlined herein.

The surveyor(s) shall have all equipment necessary to complete the work as required and provide detailed drawings, profiles etc., when requested by the Engineer. If the use of Lidar equipment is available, it will be on a case by case basis and will be limited to the direction of the Project Engineer Manager.

The surveyor(s) shall wear personal safety equipment in accordance with MIOSHA and MDOT requirements and practices while on the project site.

The surveyor(s) shall attend all project related meetings, when directed by the Project Engineer Manager.

CONSULTANT RESPONSIBILITIES:

The Project Engineer Manager shall be immediately notified of any staking requests which may be received by the Consultant directly from the Prime Contractor, subcontractor, or supplier.

All overtime for the Consultant must be authorized by the Project Engineer Manager prior to the start of the work by the Consultant.

The Consultant shall return to the Project Engineer Manager at the completion of this Agreement any and all Project-specific materials and documents furnished to the consultant by the Project Engineer Manager.

If required, the Consultant shall provide original and final plotted cross sections and final volume calculations of a format meeting the prior approval of the Project Engineer Manager for all earthwork, undercuts, muck excavation, swamp backfill, and topsoil stripping and will determine final quantities for these items by plan sheet breakdown.

If required, intermediate plotted cross sections will be provided by the Consultant to verify interim earthwork quantities when requested by the Department. The Consultant shall also provide to the Project Engineer Manager a final "as constructed" full sized set of paper plans documenting all changes of vertical and horizontal alignment, all drainage and subsurface changes, and other miscellaneous changes.

Staking documentation and field notes shall be legally bound, signed, checked, dated and provided by the Consultant in a neat and orderly manner as approved by the Project Engineer Manager prior to the start of the related work. The field notes and grade computation documents shall become the property of the Department upon completion of the work. The field notes and computation documents may be inspected by the Department at any time. Failure to provide the field notes and grade computation documents upon completion of the work could result in non payment for consultant services.

The Consultant shall supply all stakes, survey equipment, personnel and other devices necessary for checking, marking, preserving and maintaining all points, lines and grades as directed by the Project Engineer Manager. Stakes will be set and marked in a manner that will permit checking of the work.

The Consultant shall be responsible for any errors that occur on the project due to a staking error. The Consultant will be responsible to compensate MDOT for the additional costs incurred due to a staking error on the project. At such time, when the error is discovered MDOT will meet with the Consultant to discuss options to rectify the error. Once final costs are received from the Contractor for the additional work to rectify the problem MDOT will forward a copy to the consultant for reimbursement.

MDOT RESPONSIBILITIES:

The Project Engineer Manager shall determine if a staking error or omission has occurred. The Project Engineer Manager will notify the Consultant in writing within 10 business days of the error or omission.

The Project Engineer Manager shall furnish to the Consultant all Project-specific construction contracts, proposals, plans, shop drawings, plan revisions, written instructions, and other information and/or data as deemed necessary by the Project Engineer Manager for the Consultant to perform the services required. Otherwise, such documents are available for download from the MDOT web site.

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.

ATTACHMENT A

2017-2018 I-75 Corridor Work

CS 82191 runs north from Huron River in Rockwood (0.0) to M-39 (13.908)

CS 82194 runs north from M-39 (0.0) to 14th Street (8.50)

Const Year	CS	JN	Route	Location Description	Work Description
2017	82194	116287	I-75	B01 Rouge River B01-5 NB Off Ramp B01-6 SB On Ramp	Deck Replacement
2017	82194	116291	I-75	S06 Fort St	Deck Replacement
2017	82194	130056	I-75	Goddard Rd to Rouge River	Concrete Patch Repairs and associated road work
2017	82191	126818	I-75	B03-1 NB Sexton Kilfoil Drain and Goddard Rd B03-2 SB Sexton Kilfoil Drain and Goddard Rd	Deck Replacement, Superstructure Repair, Substructure Repair
2017	82191	126863	I-75	S04 Gibraltar Road S07 West Road	Metal Mesh Panels, Deck Patch, Joint Repair, Epoxy Overlay, Substructure Repair, Approaches Deck Patch, Joint Repair, Epoxy Overlay, Substructure Repair, Paint
2017	82191	128543	I-75	S07 West Road	Widening for Pedestrians
2017	82191	120424	I-75	ITS from I-96 to Clark & from Schaefer to Sibley	Install fiber optic cable and ITS components
2017	?	128945	I-96	Between M-39 and Schaefer	Concrete patching and longitudinal joint repairs
2017	82194	?	I-75	Springwells Ave to Clark Street	Concrete inlay, widening for Gordie Howe bridge, and construction of utility crossings
2017	82191	?	I-75	Between Goddard and Rouge bridge	Repair/reconstruct soundwall
Const Year	CS	JN	Route	Location Description	Work Description
2018	82191	122199	I-75	S13 US -24 Connector S14-1 NB Eureka S14-2 SB Eureka S17-1 NB Northline S17-2 SB Northline	Deck Replace, Steel Repair, Substruct Patch, Paint, Conc Sealant Deck Replace, Steel Repair, Pin & Hanger, Substruct Patch, Paint, Conc Sealant, Slope Paving Deck Replace, Steel Repair, Substruct Patch, Paint, Conc Sealant
2018	82191	119187	I-75	S16-1 NB Allen Rd S16-2 SB Allen Rd	Deck Patch, Healer Sealer, Paint, Rail Replacement, Substructure repair, Joint repair
2018	82191	128775	I-75	B01 SB Blakely Drain B02 NB Blakely Drain	Deck Replacement, Full Paint, Abutment Repair, Silt Removal
2018	82191	129138	I-75	R02-1 NB GTW Railroad R02-2 SB GTW Railroad	Epoxy Overlay, Steel Repair, Pier Repair, Railing Patching, Full Paint