

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER Daniel Grupdo			JOB NUMBER (JN) Various	CONTROL SECTION (CS) Various
DESCRIPTION As Needed Construction Staking				
MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal	
Check the appropriate Tier in the box below				
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input checked="" type="checkbox"/> TIER II (\$100,000-\$250,000)	<input type="checkbox"/> TIER III (>\$250,000)		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Organizational Chart	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Past Performance	
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 checked="" 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) (No Resumes)	7 pages (MDOT Forms not counted)	19 pages (MDOT Forms not counted)	Total maximum pages for RFP not including key personnel resumes	

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 Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

BUREAU OF HIGHWAYS BUREAU OF TRANSPORTATION PLANNING ** OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO YES DATED _____ THROUGH _____

Prequalified Services – See page 1 of 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, if overhead is not audited, 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 Required with Proposal)**

Qualifications Based Selection – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

****For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (see address list, page 2). The priced proposal must be submitted in a sealed envelope, clearly marked "**PRICE PROPOSAL.**" The vendor's name and return address **MUST** be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

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.

Qualifications Review / 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 and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

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.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked "**SEALED BID.**" The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 4	PROPOSAL/BID DUE DATE 11/3/10	TIME DUE 3:00 pm
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PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

MDOT Project Manager MDOT Other

Daniel Grupdio
2127 11th Ave.
Port Huron, MI 48060

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail**OR****Lansing Overnight Mail**

Secretary, Contract Services Div - B470
Michigan Department of Transportation
PO Box 30050
Lansing, MI 48909

Secretary, Contract Services Div - B470
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

Contract Administrator/Selection Specialist
Bureau of Transportation Planning B470
Michigan Department of Transportation
PO Box 30050
Lansing, MI 48909

Contract Administrator/Selection Specialist
Bureau of Transportation Planning B470
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

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 four (4) 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
- 5100G** – Certification of Availability of Key Personnel
- 5100I** – Conflict of Interest Statement
- 5100J** - Consultant Data and Signature Sheet (Required only for Non-Prequalified Work)

(These forms are not included in the proposal maximum page count.)

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
AS NEEDED CONSTRUCTION SERVICES
Engineering Staking – Port Huron TSC**

CONTROL SECTIONS(S): Various

JOB NUMBER(S): Various

PROJECT LOCATION(S): St. Clair County

DESCRIPTION OF WORK:

Provide services for as needed staking on road and bridge construction work which will include performing engineering staking services during construction and office work to close projects (“finaling”) after construction for the staking work performed. The surveyors shall work under the direction of the Project Engineer Manager. Staking will be performed on various projects and may be needed full time or part time (overtime may be necessary.)

If at anytime MDOT can perform the surveying operations the contract will be void and MDOT will resume all staking duties with no compensation given to the consultant.

At anytime throughout the consultant contract MDOT may supply a person to be utilized on the staking crew. The person will still work for MDOT and be paid by MDOT for all hours worked.

See **Attachment A** for the list of construction projects in the TSC area that will require “as-needed” surveying and staking. The information on **Attachment A** was compiled with the most current data at the time of solicitation and is subject to change.

NOTE: This project contains a federal TIGER Grant. The Consultant will be required to provide additional reporting based on the agreement between the MDOT and the Federal Highway Administration (FHWA).

ANTICIPATED START DATE: January 17, 2011

ANTICIPATED COMPLETION DATE: January 17, 2013

PRIMARY PREQUALIFICATION CLASSIFICATION:

Construction Staking
Right-of-Way Surveys

SECONDARY PREQUALIFICATION CLASSIFICATION:

None

DBE REQUIREMENT: 0%

MDOT PROJECT MANAGER:

Daniel Grupido
Port Huron TSC – Assistant Delivery Engineer
2127 11th Avenue
Port Huron, MI 48060
Phone: (810) 985-5011
Fax: (810) 985-5042
E-mail: GrupidoD@michigan.gov

GENERAL INFORMATION:

The surveyors shall work under the direction of the Project Manager. Consultant services will be performed on various projects. Additional projects may be added throughout 2011-2013, as directed by the Project Manager.

Engineering Staking:

Perform all staking in accordance with Department standards, including, but not limited to, all staking to be performed by the Engineer as indicated in the 2003 Standard of Specifications for Construction, including Mitigation.

Perform all staking to be performed by the Engineer, to ensure accuracy and compliance with the contract documents. Resolve any plan errors, discrepancies or omissions identified by the Contractor and/or Vendor and notify the Project Manager.

Perform all verification requirements as noted in the Construction Manual.

Right of Way staking, establishing horizontal and vertical control points and establishment of bench marks shall be performed by the Consultant. Consultant services will begin upon approval for consultant services from MDOT.

The Consultant shall furnish all services and labor necessary to conduct and complete the Consultant Construction Staking Services described herein. 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.

The Consultant's principal contact with the Department shall be through the designated Project Manager.

Since the Services described herein are financed in whole or in part with Federal or State funds, the Services shall comply with all applicable Federal and State laws and regulations.

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 the Department 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 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 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.

The surveyor(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 provide detailed drawings, profiles etc when requested by the Engineer.

The surveyor(s) shall be proficient working with English units.

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 Manager.

CONSULTANT RESPONSIBILITIES:

The Project Manager shall be immediately notified of any staking requests which may be received by the Consultant directly from the Construction Contractor.

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

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

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

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. 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, 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 herein. Unless such documents are available for download from the MDOT web site.

PAYMENT SCHEDULE:

Compensation for this Scope of Services shall be on an **actual cost plus fixed fee** basis.

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 these hours in which services have been provided to the Department. The fixed fee allowed for this project will be 11.0%.

CONSULTANT PAYMENT:

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.

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 Highways" 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.

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 use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager.

The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

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 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.

ATTACHMENT A

77111-86951A, 77111-87024A, 77111-106466A, 77111-106551A, 77111-106617, 77111-110808A

Scope of Work: 2.13 miles of road reconstruction of I-94/I-69 with temporary tie-ins to the existing plaza, reconfiguration of the Water Street and Lapeer Connector interchanges, Wetland Mitigation and site grading for a relocated welcome center. Replacement of: structures S20 and S21 of 77111, bridge B03 of 77111, culvert C05 of 77111, the construction of proposed retaining walls, and relocating a house in St. Clair County.

77024-106535A, 77024-10536A

Scope of Work: Deck patching, steel beam painting, concrete surface coating, substructure patching, joint repairs, and approach work on 10 Bridges on I-69 between M-19 and I-94 in St. Clair County.

77132-109758A, 77031-109759A, 77031-107753A

Scope of Work: JN 109758A - Construction of an 11 foot wide hot mix asphalt right turn lane, sewer and catch basin installation, concrete driveway, and sidewalk ramps to ADA compliance on southbound M-25 at Kraft Road in Fort Gratiot Township, St. Clair County.

Scope of Work: JN 109759A - Construction of a non-motorized path from the I-94 interchange park and ride lot to Range Road along the I-94 BL in Kimball Township, St. Clair County.

Scope of Work: JN 107753A – Extend left turn lane and replace the signal and controller at the intersection of Gratiot and Range Road, St. Clair County.

77052-110771A

Scope of Work: Full depth concrete repairs and sidewalk ramp upgrades to ADA compliance in the City of St. Clair, St. Clair County.

77023-110772A

Scope of Work: Concrete Pavement Restoration on I-69 BL westbound from 24th Street to 32nd Street and eastbound from 32nd Street to Military Street with sidewalk ramp upgrades to ADA compliance in the City of Port Huron, St. Clair County.

77023-110774A

Scope of Work: Micro Surfacing and 1.5 inch cold milling and hot mix asphalt overlay on I-69 BL westbound from Military Street to 10th Street and from 10th Street to 24th Street with sidewalk ramp upgrades to ADA compliance in the City of Port Huron, St. Clair County.

77032-104088A

Scope of Work: Drainage improvements, pavement removal, curb and gutter, and paving on the I-94 BL between Gratiot and Ravenswood Road in the City of Marysville, St. Clair County.

77023-108622A

Scope of Work: Scour protection on B01 of 77023, I-69 eastbound over the South Branch of the Pine River, St. Clair County.

77023-78887A, 77023-85489A, 77111-79545A

Scope of Work: I-94/I-69 interchange reconstruction. Reconstruction of structures S04 of 77023 (Michigan Rd over I-69 EB), S05 of 77023 (Michigan Rd over I-69 WB), S16 of 77111 (Michigan Rd over I-94), S23 of 77111 (Ramp D I-94 EB; over I-69 EB and over I-94), S15 of 77111 (I-69 EB over I-94), S17 of 77111 (I-69 WB over I-94), S18-3 of 77111 (I-94 EB over Lapeer Rd), S18-4 of 77111 (I-94 WB over Lapeer Rd)

77023-103342A, 77024-103343A, 77111-103341A, 77871-103339A

Scope of Work: Milling and resurfacing the park and ride lots, signs, stripping and border maintenance.

77023-108625A

Scope of Work: Freeway sign replacement on I-69 from Lapeer to I-94

84917-105437A

Scope of Work: Non-freeway sign replacement on M-136, M-19, I-69 BL, I-94 BL, and I-94 Connector.