Michigan Department
Of Transportation
5100B (03/10)

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

Exhibit B

MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)
Daniel Grupdo	Various	Various

DESCRIPTION
As Needed Construction Staking

MDOT PROJECT MANAGER: Check all items to be included in RFP

WHITE = REQUIRED
GRAY SHADING = OPTIONAL

Check the appropriate Tier in the box below

CONSULTANT: Provide only checked items below in proposal

☐ **TIER 1 ($25,000-$99,999)**	☐ **TIER II ($100,000-$250,000)**	☑ **TIER III (>$250,000)**	
☐	☐	☑	Understanding of Service
☐	☐	☑	*Innovations*
☐	☐	☑	*Safety Program*
N/A	☐	☑	Organizational Chart
☐	☐	☑	Qualifications of Team
☐	☐	☑	Past Performance
Not required As part of Official RFP	Not required As part of Official RFP	☑	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) **(No Resumes)**	7 pages (MDOT Forms not counted)	19 pages (MDOT Forms not counted)	Total maximum pages for RFP **not including key personnel resumes**

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 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	PROPOSAL/BID DUE DATE	TIME DUE
4	11/3/10	3:00 pm

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

Construction Staking – I-94/I-69 - Bridges

CONTROL SECTION(S): Various (See Attachment A)

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

PROJECT LOCATION(S): St. Clair County

DESCRIPTION OF WORK:

The Consultant shall provide, to the satisfaction of the Department as generally described herein: Project staking for the construction work that is to be performed by the Construction Contractor until completion of the work by the Construction Contractor and acceptance of the project by the Department.

Provide staking services "as needed" for **bridge construction, associated with the Blue Water Bridge Corridor Contract 1.** Work will include performing staking services prior to construction, during construction, and office work following construction to close out each project. 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 on given projects.

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 construction projects in the Port Huron TSC area that will require "as-needed" construction 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, 2014

PRIMARY PREQUALIFICATION CLASSIFICATION:
Construction Staking

SECONDARY PREQUALIFICATION CLASSIFICATION:
Road Design Surveys
Structure Surveys

DBE REQUIREMENT: N/A

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

The Consultant shall contact the Project Manager prior to beginning any work on this project. **Overtime hours may be allowed if deemed necessary to enable the Contractor to maintain the project schedule and only if approved by the Project Manager, in writing, prior to the work being performed**.

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 or 2012, as directed by the Project Manager. Consultant services may be needed full time or at various given times (overtime may be necessary).

The Consultant shall furnish all services and labor necessary to conduct the 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 calibrate, check and/or test the materials, equipment, supplies and incidentals as necessary in carrying out this work. The Services shall be performed to the satisfaction of the Department consistent with applicable professional standards.

A. The Consultant's principal contact with the Department shall be through the designated Project Manager, hereafter also referred to as the Engineer.

B. The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules and regulations.

C. The Consultant agrees to demonstrate knowledge of, and performance in compliance with, the standard construction practices of the Department; the project specific construction contract, proposal and plans; the 2003 Standard

Specifications for Construction and all applicable publications referenced within; the Michigan Construction Manual; and any and all other references, guidelines, procedures and manuals needed to carry out the work described herein in an appropriate manner.

D. The Consultant agrees to be responsible for any staking errors/omissions which are determined to be attributable to the Consultant and to reimburse the Department for any additional costs incurred due to such errors/omissions. If a staking error/omission is discovered, the Consultant will meet with the Project Manager to discuss options to rectify the error/omission. Once final costs, if any, are received from the Contractor and agreed to by the Project Manager, a copy of the invoice will be forwarded to the Consultant for reimbursement.

E. The Department reserves the right to perform and/or assist with any of the Construction Staking services described herein as deemed necessary by the Project Manager. This will not relieve the Consultant of responsibility for the integrity of the work.

CONSULTANT RESPONSIBILITIES:

A. **Safety:** Perform field operations in accordance with the Department's Personal Protective Equipment (PPE) Policy as stated in the MDOT Guidance Document #10118. Perform field operations in accordance with MIOSHA regulations and accepted safety practices.

B. **Staking:** Perform all staking in accordance with Department standards including, but not limited to, all staking to be performed by the Contractor in Section 104.08 of the 2003 Standard Specifications for Construction, project Special Provisions, plans and all other contract documents. Pay items for Contractor Staking will not be utilized on this project. Verify all plan grades, sewer invert and outlet grades, top of casting grades, curb grades and all other grades necessary for construction of the project prior to staking. This verification must include ensuring that such grades are constructible with regard to existing topography. Respond to staking requests by the Contractor or the Engineer within 24 hours or as agreed upon by the Engineer.

C. **Plan Errors/Omissions:** Notify the Engineer immediately upon discovering an apparent plan error, failure of the Contractor to comply with a plan or specification, trends toward borderline compliance, or any other occurrence which may require resolution by the Engineer. In consultation with the Engineer, resolve any plan errors, discrepancies or omissions identified by the Contractor and/or Consultant.

D. **Transportation:** Provide transportation to, from and on the project site to perform the required services.

E. **Drawings & Details:** Provide all equipment and supplies necessary to create detailed drawings, profiles, cross sections, etc., as requested by the Engineer.

Provide original and final plotted cross sections and final volume calculations in a format meeting the approval of the Engineer for all earthwork, undercuts, muck excavation, swamp backfill and topsoil stripping. Determine final quantities for these items by plan sheet Breakdown ID. Provide intermediate plotted cross sections to verify interim earthwork quantities when requested by the Engineer.

F. **Meetings:** Attend the pre-construction meeting, progress meetings and any other project related meetings as requested by the Engineer.

G. **Communications:** Provide cellular (preferably Nextel) phones for use by Consultant staff throughout the life of the project. The Consultant must be available for contacts at all times. Charges for cellular phones will be paid by the Consultant.

H. **Reference Materials:** Provide all required reference materials including, but not limited to, the 2003 Standard Specifications for Construction, the Michigan Construction Manual, and any other necessary references, guidelines and procedures manuals.

I. **Equipment & Materials:** Supply all stakes, survey equipment, personnel and other devices necessary for checking, marking, preserving and maintaining all points, lines and grades. Set and mark stakes in a manner that will permit checking of the work.

J. **Consultant Deliverables:** Provide a final "As Constructed" full size set of paper plans documenting all changes of vertical and horizontal alignment, all drainage and subsurface changes and other miscellaneous changes. Collect, properly label or identify, and deliver to the Department all original diaries, logs, notebooks, accounts, records, reports, and other documents prepared by the Consultant in the performance of the services. All such documents shall become the property of the Department upon completion of the work. Staking documentation, computations and field notes shall be legally bound, signed, checked and dated and presented in a neat and orderly manner. All staking documentation, computations and field notes may be inspected at any time. Failure to provide staking documentation, computations and field notes upon completion of the work or to allow inspection of such at any time may result in non-payment for Consultant services.

MDOT RESPONSIBILITIES:

A. The Project Manager shall furnish all project-specific construction contracts, proposals, plans, plan revisions, written instructions and other information and/or data deemed necessary by the Project Manager for the Services required herein.

B. The Project Manager shall provide monitoring and quality auditing inspection of the project to assure that the project has been completed in reasonable conformance with the plans and specifications for Project Acceptance and to determine that the work performed to date by the Consultant for Services rendered

is reasonable and appropriate before approving the Consultant's requests for progress payments.

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

D. The Project Manager will schedule all project related meetings and will prepare and distribute minutes of such meetings.

E. The Project Manager may allow the use of office space, if available and upon request, for the Consultant to aid in the performance of the services required herein.

CONSULTANT PAYMENT – Actual Cost plus Fixed Fee:

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.

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.

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.