

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

MDOT PROJECT MANAGER Louis J. Taylor		JOB NUMBER (JN) Various	CONTROL SECTION (CS) Various
DESCRIPTION As-needed construction inspection and testing services for the Bay City TSC 2011 construction program.			
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP  WHITE = REQUIRED GRAY SHADING = OPTIONAL		<b>CONSULTANT:</b> Provide only checked items below in proposal	
Check the appropriate Tier in the box below			
<input type="checkbox"/> <b>TIER I</b> (\$25,000-\$99,999)	<input type="checkbox"/> <b>TIER II</b> (\$100,000-\$250,000)	<input checked="" type="checkbox"/> <b>TIER III</b> (>\$250,000)	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Understanding of Service
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Innovations</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Safety Program</i>
N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Qualifications of Team
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Past Performance
Not required As part of Official RFP	Not required As part of Official RFP	<input checked="" type="checkbox"/>	Quality Assurance/Quality Control
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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) <b>(No Resumes)</b>	7 pages (MDOT Forms not counted)	19 pages (MDOT Forms not counted)	<b>Total maximum pages for RFP not including key personnel resumes</b>

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 10/1/10      THROUGH 12/31/10

**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 11/16/10	TIME DUE 1:00 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

Louis J. Taylor, Delivery Engineer  
MDOT - Bay City TSC  
2590 Wilder Road  
Bay City, MI 48706

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

The following two American Recovery and Reinvestment Act of 2009 (ARRA) notifications, **ARRA MONTHLY EMPLOYMENT REPORTS** and **REQUIRED CONTRACT PROVISIONS TO IMPLEMENT AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) SECTIONS 902 AND 1515**, are attached to this Request For Proposal for your understanding. These two notifications are only applicable for those projects/contracts funded with ARRA funds and will be included in contract Exhibits.

**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**

Inspection and Testing Service

Revised Exhibit A 11/5/2010

**CONTROL SECTION(S):** Various

**JOB NUMBER(S):** Various

**PROJECT LOCATION(S):** Arenac, Bay, Saginaw Counties

**DESCRIPTION OF WORK:**

Provide inspection and testing services as needed for road and bridge construction work which may include performing inspection and testing services during construction and office work to close project out (“finaling”) after construction. The inspectors shall work under the direction of the Project Engineer Manager. Inspection and testing will be performed on various projects and may be needed full time or at various given times (overtime may be necessary.)

This solicitation may result in selection of inspection and testing services of up to two firms.

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

**ANTICIPATED START DATE:** January 1, 2011

**ANTICIPATED COMPLETION DATE:** March 1, 2012

**PRIMARY PREQUALIFICATION CLASSIFICATION:**

Bituminous Pavement Inspection  
Portland Cement Concrete Inspection & Testing

**SECONDARY PREQUALIFICATION CLASSIFICATION:**

Aggregate Testing  
Density Inspection & Testing  
Traffic and Safety Inspection Services

**DBE REQUIREMENT:** 0%

## **MDOT PROJECT MANAGER:**

Louis J. Taylor, P.E.  
Bay City Transportation Service Center (TSC)  
2590 East Wilder Road  
Bay City, MI 48706  
Phone (989) 671-1555  
Fax (989) 671-1530  
Email: [taylorl7@michigan.gov](mailto:taylorl7@michigan.gov)

## **CONSULTANT RESPONSIBILITIES:**

This Scope of Services consists of performing to the satisfaction of the Department all inspection and testing services necessary to complete the construction contracts, in accordance with MDOT specifications, publications, and accepted practices.

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

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; the MDOT Materials Sampling Guide; the Density Control Handbook; the Materials Quality Assurance Procedures Manual and any and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.

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.

The inspectors shall provide their own transportation to, from, and on the project site to perform the services outlined herein. Consultant vehicles in a construction zone shall be equipped with a yellow beacon light and conspicuity tape.

Provide full time experienced inspection and testing services as needed on various projects and perform inspection and testing services under the direction of the Project Engineer Manager. The inspectors assigned to this project will report and be directly responsible to the Project Engineer Manager who is in charge of the project's construction.

Provide, to the satisfaction of the Department, inspection and testing services required for, but not limited to, bridge rehabilitation, bituminous construction, Portland cement concrete construction, aggregate construction, rubblizing, ditching and drainage, joint repair, guardrail, undercutting and earthwork. Perform all reporting, measurement, computation, and documentation required by the Specifications, plans, proposal, the Michigan Construction Manual, the MDOT Materials Sampling Guide and any and all

other applicable references, guidelines, and procedures manuals required for the inspection and testing for construction of the aforementioned projects, and as directed by the Project Engineer Manager.

The inspectors 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 which may require resolution by the Engineer.

The inspectors will accurately report, measure, compute, and document all quantities of items of work and all inspection and or testing work in accordance with the Specifications, plans, proposal, MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals prescribed by the Department.

The Consultant shall provide MDOT with two cellular or Nextel phones for use throughout the life of the contract. All charges for these phones will be paid by the Consultant.

The Consultant shall perform field operations in accordance with the Department's Personal Protective Equipment (PPE) Policy, MIOSHA regulations and accepted safety practices.

The inspectors shall attend all project related meetings, when directed by the Project Engineer Manager.

The Consultant shall provide all required reference materials including, but not limited to, MDOT Standard Specifications, Materials Sampling Guide, Construction Manual, and any and all other necessary applicable references, guidelines and procedures manuals.

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 furnished to the Consultant by the Project Engineer Manager.

The Consultant shall be responsible for any errors that occur on the project due to an inspection or testing error. The Consultant will be responsible to compensate MDOT for the additional costs incurred due to an inspection and/or testing error on the project by one of their employees. 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.

The Consultant shall provide the inspectors with lap top computers (or equivalent) with Field Manager and/or Field Book software and produce all daily inspection reports in this format. The inspectors shall deliver all inspection reports to the Project Engineer

Manager's office daily. Once a project begins, daily inspection reports shall be written and turned in for every day of construction contract time.

The Consultant shall provide the inspectors with digital cameras to document field conditions as needed.

The inspectors shall have passed the Michigan Department of Natural Resources and Environment certification for construction certified storm water operator and soil erosion and sedimentation control training.

The inspectors shall provide a Troxler Density Gauge and comply with all requirements related to the use of this gauge established by the Nuclear Regulatory Commission and MDOT. This gauge should be calibrated to meet MDOT requirements.

The inspectors shall provide a Roll-O-Meter, Acme or Pres-sure air entrainment gauge for concrete testing. This gauge should be calibrated to meet MDOT requirements.

In addition to providing the aforementioned density and concrete gauges, the inspectors shall provide all measuring and testing equipment required for proper and accurate inspection.

The bridge inspector(s) shall be certified as a Concrete Technician Michigan Level I through a program certified by Michigan Concrete Association Board of Examiners or the Michigan Concrete Paving Association. The road inspector(s) shall have completed MDOT's Inspection School, or display a proficiency in MDOT practices through equivalent relevant experience.

#### **MDOT RESPONSIBILITIES:**

The Project Engineer Manager shall determine if an 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 inspectors all project specific construction contracts, proposals, plans, plan revisions, written instructions, and other information and/ or data as deemed necessary by the Project Engineer Manager for the services required herein.

## **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.

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.

The hours billed for inspectors will not begin until the inspectors report to the project site or to the project office.

## ATTACHMENT A

1. 06041-87150A  
Scope of Work: 1.24 mi of guardrail, curb, and gutter upgrades on the US-23 Connector and M-13 at various locations, Arenac County.
2. 06071-100193A  
Scope of Work: 0.29 mi of widening for turn lanes, box culvert extension, drainage improvements, and signal work on M-13 at Worth Road, Arenac County.
3. 09011-48271A - ARRA  
Scope of Work: 4.49 mi of hot mix asphalt and concrete reconstruction and widening including watermain, sanitary and storm sewer, bridge deck and structure replacements on 6 bridges, signal, arch and box culvert replacements, intersection improvements, guardrail, and safety improvements on M-84 from south of Delta Road northerly to M-13 and on I-75 from south of M-84 northerly to north of Hotchkiss Road, Bay County.
4. 09031-83554A  
Scope of Work: Bridge replacement and approach work on M-13 over Cheboyganing Creek, Bay County.
5. 09034-87508A  
Scope of Work: 2.7 mi of concrete freeway reconstruct, widening, drainage and safety improvements and culvert replacement on I-75 from north of Crane Road northerly to south of the Squaconning Creek, Frankenlust and Kochville Townships, Bay and Saginaw Counties.
6. 73051-90118A  
Scope of Work: Bridge removal and replacement, hot mix asphalt approach work, and maintaining traffic on M-13 over King Drain, Saginaw County.
7. 73073-110393A  
Scope of Work: 6.092 mi of concrete pavement repairs on M-47 from Shattuck Road north to Church Street, Saginaw and Tittabawassee Townships, Saginaw County.
8. 73101-79971A  
Scope of Work: Deck replacement with minor widening, modification of existing girders, cleaning and coating of the structural steel, approach roadway reconstruction, and hot mix asphalt cold milling and resurfacing on Veterans Memorial Highway over I-675 in the city of Saginaw, Saginaw County.
9. 73101-84986A  
Scope of Work: Concrete reconstruction of I-675, Fitzhugh Street and Wadsworth Avenue including ramp realignment and bridge replacement of three bridges.