

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

MDOT PROJECT MANAGER Julie VanPortfliet			JOB NUMBER (JN) Various	CONTROL SECTION (CS) Various
DESCRIPTION As-needed Geotechnical Services				
<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 checked="" type="checkbox"/> <b>TIER II</b> (\$100,000-\$250,000)	<input type="checkbox"/> <b>TIER III</b> (>\$250,000)		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input 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"/>	<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)	Total maximum pages for RFP <b>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 \_\_\_\_\_ THROUGH \_\_\_\_\_

<input checked="" type="checkbox"/> <b>Prequalified Services</b> – See page <u>1</u> of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> <b>Non-Prequalified Services</b> - 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. <b>(Form 5100J Required with Proposal)</b>
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**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 3/1/11	TIME DUE
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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

Julie VanPortfliet - MDOT  
1818 3rd Avenue North  
Escanaba, MI 49829

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  
Geotechnical Engineering Services**

**CONTROL SECTION**                      Various

**JOB NUMBER**                      Various

**LOCATION:** Various locations within the Superior Region

**DESCRIPTION OF WORK**

The Consultant shall be prepared to perform geotechnical investigations on an as-needed basis for projects within the Superior Region. These investigations may include pavement coring/soil borings for roads, bridges, traffic strain poles, sewers and other structures using hollow or solid stem augers, geoprobe, hand augers, peat rods or all terrain vehicles. Borings could be to any depth but most probably to 50 feet or less and if through a pavement core, to 15 feet or less. Pavement cores/soil borings for highly traveled routes may be requested to be performed during off-peak traffic hours such as weekends and nights. Ancillary soils work including standard penetration testing, soil sampling, gradation analysis, soil classification, split spoon sampling, permeability testing and materials investigations may be required. Investigations, analyzation, and recommendations for constructions procedures (for a proposed project involving future construction) or corrective action (for a roadway or bridge that has a pre-existing condition) may also be required. Culvert and/or sewer videotaping services may be required as directed by the Project Manager.

Full time services will not be required for this contract at all times. This scope is for “as needed” services, based on the intermittent needs of MDOT. The Consultant’s point of contact will be contacted with requests for services. It must be noted that this is not a guarantee that MDOT will use the Consultant’s services. When Consultant services are requested, every attempt will be made to submit requests at least one-week prior to the need for services, however it is expected that any request made will be completed within a 48 hour period if needed. If the consultant is unable to fulfill the request, MDOT may utilize a secondary consultant.

**It is intended that two consultants will be selected to provide work for the service period indicated with the work being assigned equally between them.** Based on review of performance and the projected workload we estimate approximately 500 man-hours will be required of each of the two consultants.

**ANTICIPATED START DATE**    March 1, 2011

**ANTICIPATED COMPLETION DATE**    January 1, 2013

## **PRIMARY PREQUALIFICATION CLASSIFICATION**

Geotechnical Engineering Services

## **SECONDARY PREQUALIFICATION CLASSIFICATION** N/A

## **DBE REQUIREMENT** 0%

## **MDOT PROJECT MANAGER**

Julie VanPortfliet

Superior Region Bituminous and Soils Engineer

Michigan Department of Transportation

1818 3<sup>rd</sup> Avenue North

Escanaba, MI 49829

Ph: 906-786-1800

Fax: 906-789-9775

email: vanportflietj@michigan.gov

## **GENERAL INFORMATION**

- A. The Consultant's principal contact with the Department shall be through the designated Project Manager.
- 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 construction contract, proposal, and plans; the Standard Specifications for Construction and all applicable publications referenced within; the Michigan Construction Manual; the Materials Sampling Guide; the Materials Quality Assurance Procedures Manual; the Density Control Handbook; and any and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.
- D. The Consultant will notify the MDOT Project Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to the review and approval of the MDOT Project Manager.

## **CONSULTANT RESPONSIBILITIES**

- A. The Consultant is required to own all necessary equipment to perform the work described within this Scope of Services. Video taping equipment and traffic control services do not apply to this requirement.
- B. The Consultant is responsible for supplying the engineering expertise, equipment and manpower to completely do the field and office work needed to make informed engineering recommendations.
- C. The Consultant is required to notify the appropriate Transportation Service Center (TSC) with an “Advance Notice and Approval of Permitted Activity” (Form 2204) at least five days in advance work commencing on any project.
- D. The Consultant is responsible for contacting MISS DIG (800) 482-7171. The consultant is also responsible for location of other utilities not on the MISS DIG system.
- E. The consultant may be responsible for traffic control during all operations. Traffic control will be as directed by the Project Manager. If the consultant is responsible for the traffic control, the Project Manager will supply the consultant with appropriate traffic control typicals to use for each specific project. In most cases the typicals will be drawn from the “MDOT Maintenance Work Zone Traffic Control Guidelines” available on the MDOT website.
- F. The Consultant shall perform field operations in accordance with the Department’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 Bulletin Board System. The Consultant shall perform field operations in accordance with MIOSHA regulations and accepted safety practices.
- G. The Consultant is responsible for taking all pavement cores/soil borings at the frequencies requested by the Project Manager.
- H. The Consultant is responsible for filling the auger holes with bituminous patching material or fast set concrete prior to leaving the specific location.
- I. If directed by the Project Manager, the consultant will be responsible for preparing all core and boring reports. The core/soil boring report shall consist of plan sheet(s) in Microstation and pdf formats graphically listing all cores/borings. Core/boring locations shall include lateral and longitudinal offsets referencing lanes and cross streets. In addition, the consultant will provide GPS coordinates in latitude/longitude format for all cores/borings locations.

Some projects may require detailed geotechnical recommendations regarding construction over unsuitable soils, slope stability, foundation bearing/settlement considerations or other more complex engineering recommendation. The Project Manager will identify these specific recommendations prior to commencement of the field operations.

- J. When directed by the Project Manager, the consultant is responsible to perform video inspection of sewers and culverts. Video inspection will include light cleaning of the elements being investigated unless noted otherwise. Video inspection will include the following:
  - a. Camera should stop and pan all joints and defects unless directed otherwise
  - b. Lighting and focus should provide a clear video image.
  - c. Video report should include stationing, size and material composition, and length of pipe. Defects and/or blockages should be indicated with a distance measurement to the end of the pipe.
  - d. Video records on a CD disk should be included with a report in a format that can be easily reviewed by MDOT staff.

### **MDOT RESPONSIBILITIES**

- A. The Project Manager shall furnish to the Consultant all project specific construction contracts, proposals, plans, plan revisions, written instructions, and other information and/or data as deemed necessary by the Project Manager for the Services required herein. Unless such information is available to be downloaded on the MDOT web site then it is the Consultant's responsibility to supply the information.
- B. The Project Manager will provide the consultant with the appropriate traffic control scheme to use for each project. Traffic control may be changed during the work in response to unforeseen conditions, or as dictated by emergency or other events. MDOT will review traffic control measures being used at random times during performance of the contract.
- C. The Project Manager will establish a completion date deadline for all work that is assigned to a consultant.

### **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 invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/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. All invoices/bills must be submitted within 60 calendar days of 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 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 invoice/bill, for all billable expenses on the Project. 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 Engineer 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 Engineer Manager.

The fixed fee allowed for this project will be 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 performed 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.**