

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

MDOT PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION				
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				
TIER I (\$25,000-\$99,999)	TIER II (\$100,000-\$250,000)	TIER III (>\$250,000)		
			Understanding of Service	
			<i>Innovations</i>	
			<i>Safety Program</i>	
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	

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 ___ 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
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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

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 CONSTRUCTION SERVICES As-Needed Inspection and Testing Statewide Pavement Coring

CONTROL SECTION(S): Various

JOB NUMBER(S): Various

PROJECT LOCATION: Statewide

DESCRIPTION OF WORK: On-call statewide pavement coring. Perform concrete and bituminous pavement coring investigations on an as-needed basis for construction projects and pavement investigations throughout Michigan. These investigations may include existing roads or highways under construction. The majority of this work will consist of coring newly constructed concrete pavement, using a 6-inch diameter bore core barrel, to measure and record pavement thickness, concrete compressive strength and depth to reinforcing steel, when present.

Provide all equipment, materials, and labor required to perform all work activities. This includes determination of core locations and layout, core drilling and removal, core hole patching, transportation of cores to MDOT's Construction and Technology lab, located in Lansing, Michigan, and maintenance of daily work logs.

Occasional work coring bridge decks may be required.

ANTICIPATED START DATE: May 1, 2011

ANTICIPATED COMPLETION DATE: December 31, 2011

PRIMARY PREQUALIFICATION CLASSIFICATION:

Portland Cement Concrete Inspection and Testing Services

SECONDARY PREQUALIFICATION: None

DBE REQUIREMENT: N/A

MDOT PROJECT MANAGER:

David Weber

8885 Ricks Road

P.O. Box 30049

Lansing, MI 48909

(517) 322-6935

weberd@michigan.gov

Routine oversight and project coordination will be performed by MDOT technical advisor.

MDOT TECHNICAL ADVISOR:

Thomas Miller
8885 Ricks Road
P.O. Box 30049
Lansing, MI 48909
(517) 322-1070
Cell: (517) 243-0383

CONSULTANT RESPONSIBILITIES:

The consultant selected must have the capacity to perform at any location within the state boundaries. However, in general, the majority of work is performed in the lower portion of Lower Michigan, typically south of M-20.

The consultant will be expected to operate within the demands of construction scheduling and will be required to begin work within 24 hours of notification, from MDOT, that services are required.

It is estimated that removal of 1360 cores will be required during this contract timeframe. The following is a partial list of concrete paving projects, scheduled for completion during the 2011 construction season. This is not a complete list of projects and is intended solely for purpose of estimation.

<u>County</u>	<u>C.S.</u>	<u>Route</u>	<u>Description</u>	<u>Region</u>
Bay	09035	I-75	Linwood Rd. to Pinconning Rd.	Bay
Ingham	33172	US-127	US-127, Grand River Ave. to Lake Lansing Rd.	University
Ionia	34032	M-66	South of GRE RR north to M-21	Grand
Oakland	63052	US-24	Old Telegraph Rd. to Square Lake Rd.	Metro
St Clair	77032	I-94 BL	Ravenswood S. to CSX RR	Metro
St Clair	77111	I-94/I-69	Lapeer Rd. to Water St.	Metro
Wayne	82103	M-8	US-10 to Grand Trunk Western RR	Metro

TASKS AND LEVEL OF EFFORT:

- A. The consultant is responsible for determining location and retrieval of pavement cores. This work will be performed in accordance with the Michigan Department of Transportation 2003 Standard Specifications for Construction and Michigan Test Method 201. All core holes will be filled with concrete plugs or prepackaged hydraulic fast set patching material or a combination of each. Approved hydraulic fast set patching material must be selected from MDOT's Qualified Product List.

- B. The consultant is responsible for recording field notes in a format provided by the pavement evaluation engineer. In addition, information related to each construction project will be summarized on MDOT form 502 Pavement Core Record. All records will

be submitted to the Pavement Evaluation Engineer, or his approved representative within one week of the day coring work is performed.

- C. Coordination of utility clearance through MISS DIG is not required when work is limited to pavement coring. However, sampling of material below the paved slab must be done in the presence of MDOT staff and they will be responsible for contacting MISS DIG.
- D. The consultant is responsible for supplying coring equipment and labor for all work within 24 hours of each request for service. Equipment will consist of a gasoline or diesel powered coring rig with a mechanical drive train, capable of coring reinforced concrete pavement at least 18 inches in thickness. The core rig will be equipped with enough core barrels to complete a minimum of 20 individual cores, per day, from 12-inch thick reinforced concrete. All core barrels will be 6-inch diameter, unless otherwise directed by the pavement evaluation engineer or his appointed representative. Each coring rig will be operated by at least two crew members capable of completing all work associated with retrieval and recording a minimum of 20 cores per day. Inability to meet this production rate may be cause for early termination of this agreement. Historically, this production rate has resulted in the need for overtime hours.

MDOT will not consider waiving these equipment requirements.

- E. The consultant is responsible for transporting cores to MDOT's Construction and Technology lab, located at 8885 Ricks Road, Lansing, Michigan. Typically this is limited to every tenth core and all penalty cores. Undamaged cores not transported to the MDOT lab may be used by the consultant as plugs for patching core holes.
- F. The consultant will perform field operations in accordance with MDOT's Personal Protective Equipment (PPE) policy as provided in the departmental Guidance Document GD #10118. A current version of MDOT's PPE policy is available, via the internet on the Bulletin Board System, at the following address:
<http://apps.mdot.state.mi.us/interchange/guidocs/files/10118.pdf>
- G. Normally traffic control devices are not required in areas closed to traffic during construction. However, work will be performed under conditions typical of roadway construction, where frequent movement of construction equipment and vehicles is common. If work is performed in areas open to traffic, MDOT staff will provide all labor and equipment for traffic control.
- H. Failure to comply with any of the requirements listed above will be considered unsatisfactory performance by the consultant.

MDOT RESPONSIBILITIES:

- A. All questions may be directed to MDOT's field technician, who will remain in daily contact with the consultant's crew during the duration of work.
- B. MDOT will provide construction plans for each work location.
- C. MDOT will perform all soils and aggregate sampling which occurs below the paved roadway layer.
- D. MDOT will provide all equipment and labor required for appropriate traffic control, where work is performed in areas open to traffic.

CONSULTANT PAYMENT:

Compensation for this project shall be on a **unit price** basis. This basis of payment typically includes a maximum quantity of units and a maximum reimbursable cost per unit.

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.

ADDITIONAL INFORMATION:

The contract unit price for core days, counted in increments of 0.1, will be the sole method of payment for this project and includes all equipment and labor costs to the consultant. Quantity is based on actual cores retrieved and documented. The consultant will be paid 1.0 coring days each day MDOT requires boring and removal of 10 or fewer cores. Typically these requests represent small projects where less than 10 cores are needed.

The consultant will be paid an addition 0.1 core days for each additional core retrieved and documented, above 10 per day. For example, 15 cores retrieved and documented during one work day, in Bay City will result in payment for 1.5 core days at the Bay Region unit price. If less than 10 cores are retrieved resulting from inclement weather or equipment failure, payment for that day will be calculated as the product of unit price for core days multiplied by the number of cores retrieved and documented, multiplied by 0.1.

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.

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. The fixed fee allowed for this project will be 11.0%. 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.

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.

SCORING:

Candidates submitting proposals will be evaluated using established selection method. Scores are assigned to each candidate based on five categories each worth an amount of points. Scores from each of the categories are summed together to generate an overall point total. Following is a description of criteria and point assignment used to score proposals.

- A. **Understanding of Services – 25 points:** Statement of understanding of project requirements and a technical explanation of procedures and work plans use to perform work. A brief description of equipment to be used to complete work.
- B. **Qualifications and team experience – 35 points:** List qualifications and experience of key staff assigned to each component of work.
- C. **Past performance and experience with similar projects – 30 points:** Provide a list and description of similar project you have provided services for in the past five years. Provide references, including name, title, address and phone number of a project leader.
- D. **Price – 35 points:** Consultants Bid/ low bid * (points possible) = Price score

Provide a list of unit prices per coring day for individual MDOT regions, using the attached form.
- E. **Location – 5 points:** Include the location of the office(s) from which work will be performed.

PRICE SHEET

2011 On-Call Statewide Pavement Coring

PAY ITEMS

ITEMS OF WORK	ESTIMATED # OF CORES (Information only)	ESTIMATED QUANTITY	UNIT PRICE (BASED ON 10 CORES/DAY)	REGION SUBTOTAL
Coring Days – Bay Region	400 Each	40.0 Coring Days		
Coring Days - University Region	60 Each	6.0 Coring Days		
Coring Days – Metro Region	830 Each	83.0 Coring Days		
Coring Days - Grand Region	70 Each	7.0 Coring Days		

Total Price: _____

Consultant Name	
Consultant Address	
Date	

Price is one of several selection criteria considered to determine overall score, following Best Value Selection practice.