

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 |
|---|-----------------------|----------|

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
Inspection & Testing, Construction Staking**

CONTROL SECTION(S): 84912

JOB NUMBER(S): 105596A

PROJECT LOCATION: 71 Miles of non-motorized path along the MDNR Railroad Grade from Woodward Avenue in the city of Alpena to north of Stemky Street in the city of Cheboygan.

DESCRIPTION OF WORK: Crushed limestone surfacing of an abandoned railroad corridor.

The construction services are as follows: **construction staking, inspection, density and quality assurance testing, reporting, measurement, computation and documentation of quantities.** The schedule for this project shall be considered to be five days per week and 50 hours per week. Hours may vary depending on Contractor scheduling. The consultant must demonstrate that it has the qualified individuals available to meet this schedule. Weekend work may be required. **MDOT also reserves the right to modify the number of inspectors based on work load.**

At any time throughout the Consultant Contract, MDOT may supply personnel to perform the construction staking.

The work description should include the following project information, if applicable:

ANTICIPATED START DATE: April 11, 2011

ANTICIPATED COMPLETION DATE: September 30, 2011

PRIMARY PREQUALIFICATION CLASSIFICATION:

Density Inspection and Testing
Portland Cement Concrete Inspection and Testing

SECONDARY PREQUALIFICATION CLASSIFICATION:

Construction Staking

DBE REQUIREMENT: NA

ESTIMATED PROJECT COSTS: \$2,302,199.00

MDOT PROJECT MANAGER:

David Krentz, Delivery Engineer
MDOT – Alpena Transportation Service Center
1540 Airport Road
Alpena, Michigan 49707
Phone: (989) 356-2231
FAX: (989) 354-4142
E-mail: krentzd@michigan.gov

The Consultant shall contact the Project Manager prior to beginning any work on this Project.

GENERAL INFORMATION:

- A. The Consultant shall furnish all services and labor necessary to conduct and complete the Construction Engineering 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 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.
- B. The Consultant’s principal contact with the Department shall be through the designated Project Manager.
- C. The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations.
- D. 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 procedure manuals needed to carry out the work described herein in an appropriate manner.
- E. 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.
- F. The selected Consultant staff will report directly to the MDOT TSC construction team. This team will consist of a Delivery Engineer and construction staff assigned to this project for its entirety and will be on site as necessary during construction. The Consultant staff will operate under the MDOT Delivery Engineer and shall be in charge of the day-to-day construction activities for the project. MDOT will retain control over all monetary extras and changes and the design revision process. All of the Consultant personnel shall meet with the MDOT team prior to construction of this project. This will familiarize everyone with one another and define/clarify roles and responsibilities.

- G. The Consultant will be required to document and process all IDRs and other documents using FieldBook. MDOT staff may review the FieldBook at any time during regular business hours and create FieldManager items.
- H. The inspector(s) and surveyor(s) shall submit time sheets on a weekly basis to the Project Engineer for review and approval.

CONSULTANT RESPONSIBILITIES:

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.

- A. Provide experienced construction staking, inspection, and testing services as needed and perform inspection and testing services under the direction of the Project Manager. The inspector(s) and surveyor(s) assigned to this project will report and be directly responsible to the Project Manager who is in charge of the project's construction. Provide computer equipment necessary to run FieldManager.
- B. Provide, to the satisfaction of the Department, construction staking, inspection, and testing services required for Portland Cement concrete construction, aggregate construction, and drainage. 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 project, and as directed by the Project Manager.
- C. That all work under this Agreement will be performed in compliance with the contract documents and the standard practices of the Department. Sampling frequencies for inspection and testing will be as prescribed by the Specifications, proposals, MDOT Materials Sampling Guide and/or other applicable references, guidelines, and procedures manual and instruction furnished by the Department or as directed by the Engineer, and no variation will be permitted except on written order by the Department.
- D. That acceptance samples, tests, and reporting procedures will conform to the Specifications, proposal, MDOT Materials Sampling Guide, and any and all other applicable references, guidelines, and procedures manuals prescribed by the Department.
- E. The inspector(s) and surveyor(s) shall provide their own transportation to, from, and on the project site to perform the services outlined herein.
- F. The inspector(s) and surveyor(s) shall have cellular phones and be responsible for paying all phone costs associated with the project. Cellular phones shall have voice mail capability and shall be carried on the person(s).

- G. The inspector(s) shall provide lap top computers (or equivalent) with FieldManager and/or FieldBook software (current release) and produce all daily inspection reports in this format. **The Consultant must obtain and be able to use the FieldManager Suite of Software for this project. Contact Info Tech, Inc. at Phone (352) 381-4400, FAX (352) 381-4444, or www.fieldmanager.com to obtain software and information on training. Since this software will be used on all MDOT projects in the future, the cost of this software cannot be charged as direct expense for this project. Consultants must keep their version of the FieldManager Suite of software current with the version being used by MDOT.** The inspector(s) shall deliver all inspection reports to the Project Manager's office daily unless other arrangements are made.
- H. **The inspector(s) 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 shall be calibrated to meet MDOT requirements. The inspector(s) shall be certified as a MDOT density technician.**

The consultant and any sub-consultants contracted by MDOT to perform density testing services that use equipment regulated by the Nuclear Regulatory Commission (NRC) shall:

- 1. Possess a valid license issued by the NRC, or recognized Agreement State, for ownership and use of sealed sources contained within portable nuclear density gauges.**
- 2. Provide the Radiation Safety Office (RSO) of MDOT with a copy of the aforementioned license.**
- 3. Comply with all rules and regulations set forth by Title 10 (Energy) and 49 (Transportation).**

Failure of any of the above will be found in noncompliance with the contract.

- I. The inspector(s) 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.
- J. In addition to providing the aforementioned density and concrete gauges, the inspector(s) shall provide all measuring and testing equipment required for proper and accurate inspection, including, but not limited to: video camera, digital camera, vehicle mounted electronic distance measuring device (DMI), etc.
- K. The inspector(s) and surveyor(s) 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.

- L. The Consultant shall be responsible for any errors that occur on the project due to an inspection and/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.
- M. Perform inspection of the construction site to assure that proper soil erosion and sedimentation controls are in place, installed correctly, performing as intended, and maintained daily. **The inspector(s) shall be a MDEQ certified NPDES Storm Water Operator.** The inspector(s) shall inspect and document the project per the NPDES requirements. Any violation of the NPDES permit by the construction contractor must be immediately reported to the Project Manager. Provide digital photos as necessary to document conditions and all corrective actions.
- N. Keep daily diaries, sketches, logs, and records consistent with Department practice as may be needed to record the Contractor's progress. Notify the Project Manager of any anticipated contractor's requests for extensions of time. Notify the Project Manager upon receipt of any Contractor's requests for extensions of time.
- O. Withdraw any personnel or halt any services no longer required, at the request of the Department, or within a reasonable time after the lack of need becomes apparent to the Consultant or the Project Manager. The consultant will not be reimbursed for the cost of personnel charged to a project that the Project Manager has determined was unnecessary.
- P. The consultant shall attend all project related meetings when directed by the Project Manager.
- Q. The consultant shall also provide to the Project Manager a final "as constructed" half sized set of paper plans documenting all changes of vertical and horizontal alignment, all drainage and subsurface change, and other miscellaneous changes.

PROJECT INSPECTION, TESTING, REPORTING, MEASUREMENT COMPUTATION, AND DOCUMENTATION:

- A. **Ongoing Inspection:** Provide inspection of all Contractor field construction work, perform quality assurance sampling and/or testing, density testing, and confirm substantial conformance with the Specifications, Plans, and Proposal. The inspector(s) will accurately report, measure, compute, and document all quantities and materials 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 procedure manuals prescribed by the Department. The inspector(s) will immediately bring to the attention of the Project 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.

- B. **Material Certification:** Make certain that acceptable test reports and/or material certifications from the supplier have been received, prior to the incorporation of materials in the work, for materials tested off the Project site.
- C. **Insufficient Tested Materials:** Track insufficient tested materials and notify the Contractor on a bi-weekly basis.
- D. **Consultant Reports:** Prepare such periodic, intermediate, and final reports and records as may be required by the Department and as are applicable to the Project, which may include, but are not limited to:
1. **Inspector's Daily Reports**
 2. **Construction Item and Tested Material Records using FieldManager**
 3. **Monthly Report on Material Inspection**
 4. **Moisture and Density Determination Reports (Form 582B)**
 5. **Inspector's Report of Concrete Placed (Form 1174A-M)**
 6. **NPDES Storm Water Operator Reports (Form 1126)**
 7. **Minimum Wage Rate Interviews**
 8. **Force Accounts**
 9. **Other records and/or reports as required for the individual Project by the Project Manager and/or as required by Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Sampling Guide, and any and all other applicable references, guidelines, and/or procedure manuals.**
- E. **Final Inspection:** Complete a final inspection of all work included in the project, or such portions thereof eligible for acceptance, after notification by the Contractor that the work is completed or after the Consultant's records show the work is completed. The final inspection shall include notifying the Contractor in writing of particular defects to be remedied if work is not acceptable to the Consultant.
- F. **Final Acceptance:** Ascertain that each and every part of the Project has been performed in accordance with the plans and specifications, or such modifications thereof as may have been approved, and accept the Project. Invite the Project Manager and other Department personnel, as directed by current Department policy, to participate in the final acceptance.
- G. **Final Measure and Summarize:** Final field measure applicable items of work. Prepare final summaries for applicable items of work.

CONSTRUCTION STAKING:

- A. Perform all staking and verification requirements to be performed by the Engineer, to ensure accuracy and compliance with the contract documents. Resolve any plan errors, discrepancies or omissions by the Contractor and/or Vendor and notify the Project Manager.
- B. Right-of-Way staking, establishing horizontal and vertical control points and establishment of bench marks shall be performed by the Consultant.
- C. 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 it 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.
- D. The consultant is responsible for verifying all plan grades, sewer invert, and outlet grades, top of casting grades, and all other necessary grades for construction of project prior to staking. The Consultant should review the project documents far enough in advance to determine if they contain errors so that they can be corrected prior to staking the information in the field.
- E. The surveyor(s) shall have all equipment necessary to provide detailed drawings, profiles, etc. when requested by the Engineer.
- F. The Project Manager shall be immediately notified of any staking requests which may be received by the Consultant directly from the Construction Contractor.
- G. The Consultant shall provide original and final plotted cross sections and final volume calculations of a format meeting the prior approval of the Project Manager for all earthwork, undercuts, peat excavation, swamp backfill, and topsoil stripping and will determine final quantities for these items by plan sheet breakdown. Intermediate plotted cross sections will be provided by the Consultant to verify interim earthwork quantities when requested by the Department.
- H. 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.
- I. 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.
- J. 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.

- K. At any time throughout the Consultant Contract, MDOT may supply personnel to perform the construction staking.

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 from the MDOT website.
- B. The Department shall furnish off-site inspections and tests of steel, cement, drainage pipe, traffic signs, and any other materials customarily tested in the Department laboratories with its own forces or by statewide contracts except concrete aggregates, aggregates, and concrete cylinders. The customary testing is described in the Materials Quality Assurance Manual with exceptions noted within the Specifications, Plans, and Proposal. The Consultant shall be responsible for the sampling and transportation of all the materials to be tested by Department personnel.
- C. The Project Manger shall provide general 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.
- D. The Department shall perform soil borings and subsurface investigation as necessary throughout the contract.
- E. The Project Manager shall determine if a staking error or omission has occurred. The Project Manager will notify the Consultant in writing within ten business days of the error or omission.

PAYMENT SCHEDULE:

Compensation for this service shall be on an actual cost plus fixed fee basis.

CONSULTANT PAYMENT:

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 “Cost Plus Fixed Fee Not to Exceed Maximum Amount” unless an increase is approved in accordance with the contract
Final Posted Scope??

with the Consultant. All invoices/bills must be submitted within 60 calendar days of the last date of services being performed for that invoice.

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 the contract are those that are directly attributable to the CE activities of this project.

Reimbursement for overtime hours will be limited to time spent on this project in excess of forty hours per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior approval by the MDOT Project Manager.

The hours billed for the inspector will not begin until the inspector reports to the project site.

The fixed fee allowed for this project is 11.0%.