

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

MDOT PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION				
<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				
<b>TIER I</b> <b>(\$25,000-\$99,999)</b>	<b>TIER II</b> <b>(\$100,000-\$250,000)</b>	<b>TIER III</b> <b>(&gt;\$250,000)</b>		
			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	
			<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		Presentation	
N/A	N/A		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 \_\_\_\_\_

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.

<b>Lansing Regular Mail</b>	<b>OR</b>	<b>Lansing Overnight Mail</b>
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” Technical Assistance**

**CONTROL SECTION(S):** Various

**JOB NUMBER(S):** Various

**PROJECT LOCATION:** Various projects throughout the Southwest Region including the counties of Berrien, Cass, Van Buren, Saint Joseph, Kalamazoo, Allegan, Barry, Calhoun, and Branch.

**DESCRIPTION OF WORK:**

The work required in this scope of services consists of, at the direction of the MDOT Project Manager, conducting Final and Interim Estimate Reviews, Interim Prevailing Wage Quality Assurance Reviews and follow-up, for MDOT, MDOT consultant oversight, and local agency construction projects in the Southwest Region.

Full time services will 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 a consultant selection is not a guarantee that MDOT will use the Consultant’s services.

For estimating purposes, the selected consultants should expect approximately 2700 hours of work during a two year period. **Two consultants may be selected for this project and the work divided evenly between them.**

**PRIMARY PREQUALIFICATION CLASSIFICATION:**

Technical Assistance

**SECONDARY PREQUALIFICATION CLASSIFICATION:**

N/A

**ANTICIPATED SERVICE START DATE:** August 1, 2011

**ANTICIPATED SERVICE COMPLETION DATE:** July 31, 2013

**DBE REQUIREMENT:** N/A

**MDOT PROJECT MANAGER:**

Gregory S. Bills, P.E.  
MDOT – Southwest Region  
Region Soils & Materials Engineer  
1501 East Kilgore Road  
Kalamazoo, MI 49001  
Phone: (269) 337-3949  
Fax: (269) 337-3039  
E-mail: [billsgr@michigan.gov](mailto:billsgr@michigan.gov)

**CONSULTANT RESPONSIBILITIES:**

- A. This Scope of Services consists of performing to the satisfaction of the Department all those Consultant Construction Engineering Services necessary to accomplish the work described herein consistent with applicable professional standards.
- B. The Consultant’s principal contact with the Department shall be through the designated Project Manager. For this project, the contact will be Southwest Region Soils and Materials Engineer, Gregory S. Bills, PE
- C. The Consultant agrees to demonstrate 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; Field Manager and Field Book software, and any and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.
- D. Provide experienced employees who are familiar with The Michigan Department of Transportation procedures for project record documentation and processing, and can demonstrate an ability to conduct any necessary investigation, and analysis, and then develop solutions to any outstanding issues that need to be resolved, in order that the project may be submitted for final payment, and closed out. This may include, but is not limited to, the following types of activities: Reviewing force accounts, reviewing contractor staking documentation, reviewing contractor QA/QC documentation and calculating contractor QA/QC payments (bituminous and/or concrete) , evaluating contractor "claims" requests, attending contractor claims meetings (at project office, TSC/Region Office, and Lansing Central Office Review level, if necessary). The selected consultant may be asked to present or assist the designated Project Engineer in presenting MDOT's position during these claims meetings.
- E. In addition, the consultant will be called upon to perform prevailing wage reviews on selected projects, consistent with the procedures set forth in Bureau of Highways, Instructional Memorandum (BOHIM) 09-07 and other applicable documents. This will include the following tasks:

1. Conduct QA reviews while the selected contracts are active.
  2. Review certified payrolls and other project documentation to determine compliance.
  3. Use form 1952, certified payroll checklist, for the review.
  4. If any deficiencies are found during the review, follow-up and document the resolution.
  5. When deficiencies are found, the proper procedures are to be reviewed with the Project Engineer.
- F. The Consultant shall notify the Project Manager in writing who will be conducting these functions. If the Consultant chooses to change the personnel from the initial notification, this change must be made in writing to the Project Manager for his/her approval two weeks prior to the new personnel conducting any contract work.
- G. The Consultant shall **not** review any project which they had any concern in during design or construction. If the Consultant is found to be reviewing any project which they had concern in they will be immediately released from the Contract and no compensation will be given for review work on that project or for any additional claims due to being released from the contract.
- H. The selected consultant should be prepared to travel anywhere in the nine county Southwest Region to perform the necessary project review work. In addition, the selected consultant should be prepared to attend meetings at the Southwest Region Office, in Kalamazoo, the MDOT central office in Lansing, a project contractor's office, or alternate locations as directed and approved by the Project Manager.
- I. Upon receipt of a letter (e-mail) from the Project Manager requesting a contract services, the consultant shall call the designated Project contact person within five calendar days, and schedule a date and time for an initial discussion meeting. Confirmation of the date and time scheduled shall be done in writing, within five calendar days from the date it was scheduled, to the Project Manager listed above. As part of this initial meeting, a schedule for completing the requested work should be established. Applicable test forms should be forwarded to the project engineer and copied to the project manager of these services.
- J. If in the opinion of the Project Manager the Consultant is not performing their duties satisfactorily the Project Manager can either 1) Request the Consultant to supply an alternate employee capable of conducting the functions described above or 2) Release the Consultant from the Contract with no additional compensation beyond payment for work that was completed and performed within the terms of the Contract.
- K. MDOT may revoke the Contract at any time for any reason with no additional compensation. Final payment will be based on work that was performed and completed within the terms of the Contract prior to being released from the Contract.

**MDOT RESPONSIBILITIES:**

- A. The Project Manager shall make available 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 to complete the required work.

**CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee:**

Compensation for this project shall be on an **actual cost plus fixed fee** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor rates, applied overhead, other direct costs, subconsultant costs, and applied fixed fee.

All billings for services must be directed to the Department and follow the current guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's website. This document contains instructions and forms that must be followed and used for billing. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

Direct expenses, if applicable, will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager.

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.

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 will 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 fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.