

## 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.

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

**MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION**

**5100D** – Request for Proposal Cover Sheet

**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  
Warranty Inspections & Documentation**

**CONTROL SECTION(S):** 84916

**JOB NUMBER(S):** 114181A (Pavement Warranties)  
114182A (CPM Warranties)  
114183A (Bridge Painting Warranties)

**PROJECT LOCATION:** University Region (Clinton, Eaton, Hillsdale, Ingham, Jackson, Lenawee, Livingston, Monroe, Shiawassee and Washtenaw Counties).

**DESCRIPTION OF WORK:**

Perform interim and final warranty inspections and document findings and recommendations.

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

**ANTICIPATED COMPLETION DATE:** September 30, 2013

**PRIMARY PREQUALIFICATION CLASSIFICATION(S):**

Road Construction Engineering

**SECONDARY PREQUALIFICATION CLASSIFICATION(S):**

Bridge Painting Inspection

**DBE REQUIREMENT:** N/A

**MDOT PROJECT MANAGER:**

Rick Jenkins, P.E.  
University Region Cost & Scheduling Engineer  
4701 West Michigan Ave.  
Jackson, Michigan 49201  
E-mail: [jenkinsr@michigan.gov](mailto:jenkinsr@michigan.gov)  
Phone: (517) 750-0450

**GENERAL INFORMATION:**

On an as-needed basis, the Consultant shall furnish, to the satisfaction of the Department, all services, labor and equipment necessary to conduct and complete region-wide project warranty inspections in the University Region for a period of two years.

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 cost proposal shall be divided into three estimates. The division should be based on warranty administration for 1) Capital Preventative Maintenance projects, 2) Rehabilitate and Reconstruct (pavement) projects and 3) Bridge Painting projects.

During the term of the contract, MDOT shall be adding new warranty projects. MDOT will provide the base training in order to establish a base line for level of acceptable work. 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.

- 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; typical MDOT construction contracts, proposal, and plans; the Standard Specifications for Construction, the "Guidelines for Administering Warranties on Road and Bridge Construction Contracts" manual and all applicable publications referenced within; the Michigan Construction Manual; the Materials Sampling Guide; the Materials Quality Assurance Procedures Manual; the Density Control Handbook; Michigan Manual of Uniform Traffic Control Devices; and any and all other references, guidelines, and procedures manuals needed to carry out the work described herein.
- D.** The Consultant shall notify the 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 review and approval of the Project Manager.
- E.** Please indicate in the Proposal any previous involvement your firm or your subcontractors have had with MDOT University Region construction projects in the past 5 years in the design phase, construction engineering or inspection, contractor QA/QC testing or contractor staking and any other involvement such as acting as an expert witness.

## **CONSULTANT RESPONSIBILITIES:**

The consultant agrees on all projects to be responsible for the following.

1. Monitor the MDOT Statewide Administration Database (SWAD) for upcoming inspections.
2. Schedule and perform field inspection within 30 days (plus or minus) of the target inspection date in SWAD.
3. If a lane closure is needed, obtain an MDOT permit through the appropriate Transportation Service Center (TSC).
4. Obtain prior approval from the Project Manager to perform any inspections during weekends and or nights.
5. Maintain traffic during all operations in accordance with MUTCD and MDOT maintaining traffic details.
6. 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.
7. Determine locations of all warranted elements in each contract and perform warranty inspections following MDOT project warranty specifications and inspection guidelines.
8. Document inspection results using the appropriate MDOT warranty inspection form or Project Manager approved equivalent.
9. Assess defects in comparison with warranty thresholds and determine if repair work is required.
10. Document pavement or bridge paint defects with digital photographs. Include these electronic files with the final report.
11. Forward the final report to the Project Manager and appropriate Resident Engineer within 30 days of completing the field inspection for "acceptable" projects, and 15 days of completing the field inspection for "not acceptable" projects.
12. Upon request, meet with the Project Manager, appropriate Resident Engineer, and/or appropriate Warranty contractor to answer questions related to inspection results.

13. Upon request, perform follow up field inspection of warranty repair work on behalf of the appropriate Resident Engineer.

### **MDOT RESPONSIBILITIES:**

MDOT agrees on all projects to be responsible for the following.

1. Maintain SWAD, which includes entering in the vendor's inspection results.
2. Upon request furnish applicable project plans, proposals, and special provisions, if available.
3. Answer questions related to services required to be completed by the vendor.
4. Provide guidance interpreting inspection results relative to the warranty special provisions, inspection forms, and warranty guidelines.

### **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.

**The hours billed for inspectors will not begin until the inspectors report to the project site or to the project office. Direct expenses will not be paid in the excess of that allowed by the Department for its own employees.**

**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.**