

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 is required with Proposal for firms not currently prequalified with MDOT**

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 firms not currently prequalified with MDOT)

(These forms are not included in the proposal maximum page count.)

Michigan Department of Transportation

SCOPE OF SERVICE FOR AS-NEEDED CONSTRUCTION SERVICES Geotechnical Investigations

CONTROL SECTION(S): Various

JOB NUMBER(S): Various

PROJECT LOCATION: Grand Region area including the following counties: Ionia, Kent, Mecosta, Montcalm, Muskegon, Newaygo, Oceana, and Ottawa.

DESCRIPTION OF WORK:

The Consultant shall be prepared to perform design and/or construction geotechnical investigations on an as-needed basis for projects within the Grand Region. These investigations may include pavement coring/soil borings for roads, bridges and other structures during the design or construction phase.

Geotechnical work may involve but is not limited to pavement coring, drilling with hollow or solid stem augers, geoprobe, hand augers, peat rods, all terrain vehicles, laboratory analysis, getting MISS DIG clearance, obtaining necessary permits to work within MDOT right-of-way, issuing a geotechnical report, making recommendations, keeping records, obeying traffic restrictions, providing proper traffic control including signing and flaggers, wearing personal protective equipment, having communication capabilities such as cell phone and/or pager, etc.

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.

One Consultant will be selected for this as-needed service. Full time services will not be required on all projects at all times.

In the design phase of a project, the Consultant will be asked to provide bridge/pavement cores and/or soil borings for proper plan development. These borings could be to any depth but most probably to 25 feet or less and if through a pavement core, to 10 feet or less. The frequency of cores/borings will be determined by the Project Manager. Pavement cores may be requested on off-peak traffic hours such as weekends and nights. Rutting measurements, digital pictures and GPS location of the core/borings will be required as well as an approved permit obtained through the appropriate TSC Permit Agent. Lane and hours of work restrictions are usually part of the permit. Individual cost proposals to do the work on a project will normally be requested by the Project Manager before the work is authorized. Traffic control items as part of this cost proposal will need to be broke down by items. Lump sums will not be allowed. Laboratory analysis, including gradation testing and loss by wash, will be required. A geo-technical report may be requested by the Project Manager but most always plan or log sheets of the cores/borings in Microstation and PDF format will be required.

Occasionally, as part of a geotechnical report the consultant may be asked to do Shelby tube sampling with related consolidation testing, analysis and recommendations. Sheet pile wall design and recommendations for foundation piling may also be requested as well as environmental sampling and testing, strain pole and cantilever/truss borings. In the case of strain pole and sign borings after the MISS DIG has been completed, if a conflict exists with the proposed boring location and existing utility locations, and the boring is moved to a safe location, then the consultant must report the conflict back to the Project Manager and the designer along with the boring information so that the conflict can be dealt with during the design process. Strain pole borings are usually drilled to 25 feet in depth with blow counts and if cohesive soils are encountered in the boring, then the unconfined compressive shearing resistance, S_u in psf, will need to be reported by use of the pocket penetrometer. The consultant will be required to submit a geotech report with recommendations as to the diameter and depth of the drilled shafts needed from available charts.

In the construction phase of a project, the Consultant will be asked to supply either one person to do hand auger borings and make subgrade recommendations, or a two-person crew and drill rig to drill solid stem augers into the ground to a depth of usually 5 feet at a frequency determined by the Project Manager. The auger will then be pulled vertically outward so that a visual classification of the soil can be made by a MDOT engineer or technician. The Consultant in this case will be providing only the drill rig and crew necessary for the rig operation unless the Project Manager requests an engineer (from the Consultant) to do the classification and to make recommendations. Occasionally, soil borings will be required to go deeper in the case of swamps that are being checked for peat/backfill quantities. Timely response is needed during the construction phase of a project if borings are required. MDOT is requiring that the Consultant be able to respond to a request for borings within 24 hours to a specific construction request.

Grading projects are usually located within Kent County but may on occasion be in one of the outlying counties.

ANTICIPATED START DATE: April 1, 2012

ANTICIPATED COMPLETION DATE: March 30, 2014

PRIMARY PREQUALIFICATION CLASSIFICATION:
Geotechnical Engineering Services

SECONDARY PREQUALIFICATION CLASSIFICATION:
N/A

DBE REQUIREMENT: 0%

MDOT PROJECT MANAGER:
David Phillips, PE
1420 Front, NW
Grand Rapids, Michigan 49504
Ph: 616-451-7007
Fax: 616-451-0707
E-mail: phillipsd@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 procedures 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.

CONSULTANT RESPONSIBILITIES:

- A. 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.
- B. The Consultant is responsible for taking all pavement cores/soil borings at the frequencies requested by the Project Engineer Manager.
- C. On design projects, the Consultant is responsible for contacting MISS DIG. On construction projects, the contractor is usually depended upon to know where the utilities are located or he will make the MISS DIG call if one is to be made.

- D. For design projects, 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. On construction projects, the Consultant is responsible for supplying either one person who can make subgrade recommendations or a drilling rig and two-person crew for its operation in which case MDOT will make the engineering recommendations unless otherwise directed by the Project Manager.
- E. The Consultant is responsible for filling the auger holes unless otherwise directed by the Project Manager.
- F. Failure to comply with any of the requirements listed above will be considered unsatisfactory performance by the Consultant.
- G. The Consultant shall have communication capabilities. Cell phones will be considered as the minimum requirement. The Consultant will be responsible for all related costs.

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. On construction projects, MDOT will provide the engineering expertise for making written soils recommendations unless the Project Engineer Manager directs the Consultant otherwise.

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

The hours billed for inspectors and engineers will not begin until they report to the project site or to the project office.