Michigan Department
Of Transportation
5100B (03/10)

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

Exhibit B

MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)
Mohammad A. Azam	Various	Various

DESCRIPTION
Conduct reviews under the Project Record Certification Program on a statewide basis

MDOT PROJECT MANAGER: Check all items to be included in RFP

WHITE = REQUIRED
GRAY SHADING = OPTIONAL

Check the appropriate Tier in the box below

CONSULTANT: Provide only checked items below in proposal

☐ **TIER 1 ($25,000-$99,999)**	☑ **TIER II ($100,000-$250,000)**	☐ **TIER III (>$250,000)**	
☐	☑	☐	Understanding of Service
☐	☑	☐	*Innovations*
☐	☑	☐	*Safety Program*
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**

REQUEST FOR PROPOSAL

Clear Form

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 _____

Prequalifed Services – See page 1 of the attached Scope of Services for required Prequalification Classifications.

☐ **Non-Prequalifed 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
4	2/8/12	noon

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

Mohammad A. Azam
Operations Review Engineer – Construction Field
Services Division, 8885 Ricks Road, P.O. Box 30049
Lansing, MI 48909

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
Project Final Reviews

CONTROL SECTION: Various

JOB NUMBER: Various

PROJECT LOCATION: Various

DESCRIPTION OF WORK:
The Consultant shall, to the satisfaction of the Department, conduct reviews under the Project Record Certification Program on a statewide basis. **Up to two independent consultant firms will be selected to provide these services.**

PRIMARY PREQUALIFICATION CLASSIFICATION:
Technical Assistance

SECONDARY PREQUALIFICATION CLASSIFICATION:
N/A

ANTICIPATED START DATE: April 10, 2012

ANTICIPATED COMPLETION DATE: April 9, 2015

DBE REQUIREMENT: N/A

MDOT PROJECT MANAGER:
Mohammad A. Azam
Operations Review Engineer – Construction Contracts Unit
Construction Field Services Division
8885 Ricks Road, P.O. Box 30049
Lansing, MI 48909
Phone: 517-243-7836
Fax: 517-322-5139
E-mail: azamm1@michigan.gov

GENERAL INFORMATION:

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.

C. The Consultant agrees to demonstrate knowledge of, 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 Source Guide; Field Manager and Field Book software, and any and all other references, guidelines, and procedures manuals needed to carry out the work described here in an appropriate manner.

D. The Consultant reviewing the projects shall not have had any involvement in the planning, design or construction of the project being reviewed.

E. The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations.

F. Provide information about the location of the office that will be in charge of the contract for this and any satellite offices that will actually be performing the review. When scoring, the location of the satellite offices will be used.

G. Also important will be past performance and capacity of the personnel performing the review and this information is to be included in the submitted proposal.

H. 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 is to be noted that this is not a guarantee that MDOT will use the Consultant's services.

I. These reviews may involve both MDOT and Local Agency construction projects.

CONSULTANT RESPONSIBILITIES:

The services performed by the Consultant shall include, but not be limited to the following:

A. Provide an experienced employee who is familiar with the Michigan Department of Transportation procedures for project reviews, and can demonstrate an ability to conduct final reviews on Federal and/or State funded projects. The Consultant shall notify the Project Manager in writing who will be conducting the reviews. If the Consultant requests to change the personnel from the initial notification this request must be made in writing to the Project Manager for his/her approval two weeks prior to the new personnel conducting the reviews.

B. Conduct project reviews according to the current Engineer Certification Program procedures and prepare all required documentation necessary to complete the project review process. A materials review will also be completed. The Consultant will be required to adjust their schedule with no

additional compensation as review dates fluctuate. The services include any and all follow up reviews of any projects which are initially found to not be in substantial compliance as stated above.

C. The consultant will not be allowed to review any project for which they had any involvement during the planning, design or construction phases. If the Consultant is found to be reviewing any project for which they had previous involvement, 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.

D. Conduct all reviews at the respective managing project office or an alternate location approved by the Project Manager.

E. Provide the Project Manager with a monthly update on the review of all projects to include the date, hours worked, and date review was completed, anticipated work for the upcoming month, real or anticipated problems and a copy of verbal contact records. This can be completed with an email and an Excel spreadsheet indicating the project number and status information.

MDOT RESPONSIBILITIES:

The Project Manager shall finish 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 at the time of review.

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

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 the actual labor hours invoiced to the labor hours authorized, then applying that percentage to the total fixed fee authorized.