

## 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)	Total maximum pages for RFP <b>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 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.

<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

**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 SERVICES FOR “AS NEEDED” CONSTRUCTION TESTING SERVICES Quality Assurance Inspection

**CONTROL SECTION:** Various

**JOB NUMBER:** Various

**PROJECT LOCATION:** Work will be performed on various projects through-out the Southwest Region which includes the counties of Berrien, Cass, Van Buren, Allegan, Kalamazoo, St. Joseph, Branch, Calhoun, and Barry.

### **WORK DESCRIPTION:**

Provide properly qualified and experienced personnel for inspection & testing services on an as needed basis for the following classes of work:

1. Laboratory HMA QA testing
2. Laboratory curing and testing of concrete cylinders
3. Traveling Mix Inspector Duties
4. Field Concrete, Aggregate, and/or Density Testing and Inspection on construction projects

This RFP is intended to procure “emergency” or short-term, unplanned services. As such, work will be provided “as-needed” based on the department’s intermittent needs, and will not normally entail long-term assignments. There is no guarantee that the consultant will be utilized for the full number of hours approved for the contract. For cost proposal purposes we request approximately 1250 hours of service over a two-year period.

### **PRIMARY PREQUALIFICATION CLASSIFICATIONS:**

Hot Mix Asphalt (HMA) Plant Inspection & Testing  
Portland Cement Concrete Inspection & Testing

### **SECONDARY PREQUALIFICATION CLASSIFICATIONS:**

Aggregate Testing  
Density Inspection and Testing

**ANTICIPATED START DATE:** May 2012

**ANTICIPATED COMPLETION DATE:** May 2014

**DBE REQUIREMENT:** N/A

**This solicitation may result in the selection of testing services from one or more firms.**

**MDOT PROJECT MANAGER:**

Gregory S. Bills, PE  
Southwest Region Soil & Materials Engineer  
1501 E. Kilgore Road  
Kalamazoo, MI 49001  
Telephone: (269) 337-3949  
Fax: (269) 337-3039  
E-mail: billsg1@michigan.gov

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

**CONSULTANT RESPONSIBILITIES:**

The Consultant shall furnish all services and labor necessary to conduct and complete the Construction Services described herein. The Consultant will also furnish 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 will be performed to the satisfaction of the Department consistent with applicable professional standards.

- A. The Consultant's principal contact with the Department will be through the Project Manager, Project Engineer for designated projects, or his/her designee.
- B. The Services described herein are financed with public funds. The Consultant will comply with applicable Federal and State laws, rules, and regulations. The Consultant will perform field operations in accordance with MIOSHA regulations and accepted safety practices. The Consultant will wear personal safety equipment in accordance with MDOT policy while on the project.
- C. 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 applicable publications referenced within; the Michigan Construction Manual; the Materials Source Guide; the Materials Quality Assurance Procedures Manual; applicable Special Provisions; and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.
- D. The Consultant will notify the Project Engineer, 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 Engineer.
  
- E. HMA Quality Assurance Testing

Provide all labor, equipment, and materials to perform the required testing and subsequent administration and reporting for Marshall and Superpave Hot Mix Asphalt (HMA) mixes. Testing and reporting must be completed within the time-frames specified within the Specifications and Special Provisions. The work could include on-site HMA sampling and/or HMA core pick-up from various locations within the region. The consultant must follow all AASHTO, ASTM, FHWA, and MDOT test procedures and regulations. The laboratory must participate in the AMRL proficiency testing program for HMA materials and their laboratory assessment program. In addition, the laboratory must participate in MDOT's statewide round robin HMA testing program and be in compliance with the Laboratory Quality System Management provisions of the special provision. The consultant must attend all meetings directed by the Project Manager or Project Engineer.

#### F. Traveling Mix Inspector

Provide all labor, equipment and materials to perform the duties of the Traveling Mix Inspector (TMI) which include but are not limited to, writing Job Mix Formulas (JMFs), provide technical expertise to MDOT and local government field inspectors, certifying bituminous labs and plants, performing certifications for Sampling Behind the Paver, coordinating and training MDOT personnel on field and lab protocol, participation in MDOT's TMI quarterly meetings, gathering binder and HMA samples, working closely with the TSC Delivery staff to troubleshoot construction problems and make recommendations to correct issues, and administering HMA referee sampling results.

#### G. Laboratory Curing and Testing of Concrete Cylinders

Cure and test concrete cylinders in accordance with ASTM, AASHTO, and MTM procedures and regulations. The consultant laboratory must meet the Laboratory Quality Systems Management provision of the special provision for concrete quality assurance, and must participate and pass the requirements of the statewide round robin concrete testing program. This work may entail travelling to project sites to pick-up and transport cylinders, or MDOT technicians may deliver cylinders to the laboratory. Cylinder test results will be reported on the proper MDOT Southwest Region formwork and forwarded to the region materials laboratory.

#### H. Field Concrete, Aggregate, and Field Density Testing

Provide properly qualified and certified personnel to perform construction inspection services on MDOT construction sites or to provide aggregate inspection services for the region materials group. Provide all equipment supplies necessary to the work. Report test results using approved MDOT form work and complete Inspector's Daily Reports (IDRs) in Field Manager.

The consultant and any sub-consultants contracted by the Michigan Department of Transportation (MDOT) to perform density testing services that use equipment regulated by the 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 Officer (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) of the Code of Federal Regulations.

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

### **MDOT RESPONSIBILITIES:**

- A. The Project Engineer will furnish to the Consultant 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.
- B. The Department will furnish concrete cylinder breaks, off-site aggregate testing, off-site inspections and tests of steel, cement, bituminous mixture designs, sewer and drainage pipe, structural steel, prestressed girders and beams, traffic signs, and any other materials customarily tested in the Department laboratories with its own forces or by statewide contracts. The customary testing is described in the Materials Quality Assurance Manual with exceptions noted within the Specifications, Plans, and Proposal. The Consultant will be responsible for all on-site sampling and transportation of all the materials required to be tested by Department personnel.
- C. Project Engineer: Perform as the Project Engineer for the Project consistent with the Department's practice and in accordance with the Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Source Guide, and other applicable references, guidelines, and/or procedures manuals.
- D. The Department shall provide the office technician staff to maintain the project files in accordance with MDOT procedures. The Consultant inspector will coordinate with the Department's staff to submit the required documentation, as indicated elsewhere in this Scope of Services.
- E. The Project Manager shall provide inspection and contract administration 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 inspection work performed to date by the Consultant for services rendered is reasonable and appropriate before approving the Consultant's request for payment.

### **PAYMENT SCHEDULE**

Compensation for this Scope of Services shall be on an **actual cost plus fixed fee** basis.

### **CONSULTANT PAYMENT:**

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