

REQUEST FOR PROPOSAL

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 Services Contracts” and “Guideline for Completing a Low Bid Sheet(S)*, if a low bid is involved as part of the selection process. **Reference 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 _____

<input type="checkbox"/> Prequalified Services – See page ____ of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> 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
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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 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.

Qualification 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. The vendor that has met established qualification threshold and 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

Bid Sheet(s) must be submitted in accordance with the “Guidelines for Completing a Low Bid Sheet(s)* (available on MDOT’s website). Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the email address: mdot-rfp-response@michigan.gov. Failure to comply with this procedure may result in your bid being rejected from consideration.

PROPOSAL SUBMITTAL INFORMATION

REQUISITION NUMBER	PROPOSAL/BID DUE DATE	TIME DUE
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PROPOSAL AND BID SHEET EMAIL ADDRESS – mdot-rfp-response@michigan.gov

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 five (5) 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.)

**NOTIFICATION
MANDATORY ELECTRONIC SUBMITTAL**

Proposals submitted for this project must be submitted electronically.

The following are changes to the Proposal Submittal Requirements:

- Eliminated the Following Requirements:
 - Safety Program
 - Communication Plan
 - Past Performance as *a separate section*
 - Separate section for DBE Statement of goals. Include information in Qualification of Team section

- Implemented the Following Changes:
 - All proposals require an Organization Chart
 - Resumes must be a maximum of two pages
 - Only Key (lead) staff resumes may be submitted
 - Tier III proposal reduced from 19 to 14 pages
 - Forms 5100D, 5100I, and 5100G combined – 5100D
 - Forms 5100B and 5100H combined – 5100B
 - RFP's will be posted on a weekly basis -- on Mondays

The following are Requirements for Electronic Submittals:

- Proposals must be prepared using the most current guidelines
- The proposal must be bookmarked to clearly identify the proposal sections (See Below)
- For any section not required per the RFP, the bookmark must be edited to include “N/A” after the bookmark title.
Example: Understanding of Service – N/A
- Proposals must be assembled and saved as a single PDF file
- PDF file must be 5 megabytes or smaller
- PDF file must be submitted via e-mail to MDOT-RFP-Response@michigan.gov
- MDOT's requisition number and company name must be included in the subject line of the e-mail. The PDF shall be named using the following format:
 - Requisition#XXX_Company Name.PDF
- MDOT will not accept multiple submittals
- Proposals must be *received* by MDOT on or before the due date and time specified in each RFP

If the submittals do not comply with the requirements, they may be determined unresponsive.

The Consultant's will receive an e-mail reply/notification from MDOT when the proposal is received. Please retain a copy of this e-mail as proof that the proposal was received on time. **Consultants are responsible for ensuring the MDOT receives the proposal on time.**

Required Bookmarking Format:

- I. Request for Proposal Cover Sheet Form 5100D
 - A. Consultant Data and Signature Sheet, Form 5100J (if applicable)
- II. Understanding of Service
 - A. Innovations
- III. Qualifications of Team
 - A. Structure of Project Team
 - 1. Role of Firms
 - 2. Role of Key Personnel
 - B. Organization Chart
 - C. Location
- IV. Quality Assurance / Quality Control Plan
- V. Resumes of Key Staff
- VI. Pricing Documents/Bid Sheet (if applicable)

2/14/12

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
CONSTRUCTION SERVICES
As Needed Inspection and Testing**

CONTROL SECTION(S): Various

JOB NUMBER(S): Various

PROJECT LOCATION: Various projects in the Gaylord TSC area

PROJECT DESCRIPTION:

One (or more) inspectors may be needed full time or at various times, for inspection (includes pavement warranty inspection) and testing services on an as-needed basis for road construction and/or bridge rehabilitation work which will include performing inspection and testing services during construction and related tasks to close projects out (“finaling”) after construction.

The inspector(s) shall report directly to and work under the direction of the Project Engineer Manager. Inspection and testing will be performed on various projects throughout the 2012 construction season as directed by the Project Engineer Manager.

Inspection will be needed on a full time and part-time basis (some overtime may be necessary), depending on Contractor scheduling. Weekend work shall be required and some night work may be required.

No engineering services are required under this scope.

ANTICIPATED START DATE: April 2, 2012

ANTICIPATED COMPLETION DATE: December 31, 2012

PRIMARY PREQUALIFICATION CLASSIFICATION:

Density Inspection and Testing
Portland Cement Concrete Inspection and Testing
Bituminous Pavement Inspection

SECONDARY PREQUALIFICATION CLASSIFICATION:

Aggregate Testing

DBE REQUIREMENT: N/A

MDOT PROJECT MANAGER:

Matt Radulski
MDOT – Gaylord Transportation Service Center
1088 East M-32
Gaylord, Michigan 49735
Phone: 989-731-5090
Fax: 989-731-0536
E-mail: radulskim@michigan.gov

Any questions regarding this Scope of Service should be directed to the MDOT Project Manager in writing.

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 Engineer 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 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.
- E. 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 Source Guide; and any and all other references, guidelines, and procedure manuals needed to carry out the work described herein in an appropriate manner.
- F. MDOT Field Office and Communications staff shall handle primary communication issues. It is expected that the consultant be available to MDOT at all times for issues that may need clarification for public releases.

- G. The Consultant shall contact the Project Engineer Manager (PEM) prior to beginning any work on this Project. Key consultant personnel are required to attend a partnering session with the MDOT staff prior to construction.
- H. The inspectors and surveyors shall submit time sheets on a weekly basis to the Project Engineer Manager for review and approval.
- I. One or more Consultants may be selected under this scope of services.

CONSULTANT RESPONSIBILITIES:

- A. To provide full time experienced inspection, testing and construction staking services on an as-needed basis on various projects and to perform inspection, testing, and construction staking services under the direction of the Project Engineer Manager. The inspectors and surveyors assigned to this project will report to and be directly responsible to the Project Engineer Manager.
- B. To provide, to the satisfaction of the Department, inspection and testing services required for bridge rehabilitation, bituminous construction, Portland cement concrete construction, aggregate construction, ditching, undercutting, bituminous base crushing and shaping, and/or earthwork. Perform all reporting, measurement, computation, and documentation required by the specifications, plans, proposal, the Michigan Construction Manual, the MDOT Materials Source Guide and any and all other applicable references, guidelines, and procedures manuals required for the inspection and testing for construction of the aforementioned projects, and as directed by the Project Engineer Manager.
- C. Perform all staking to be performed by the Engineer, to ensure accuracy and compliance with the contract documents. Resolve any plan errors, discrepancies or omissions identified by the Contractor and/or Vendor and notify the Project Manager.
- D. All work in this scope of service will be performed in compliance with the contract documents and the standard practices of the Department. Sampling frequencies for inspection and testing will be as prescribed by the specifications, proposal, MDOT Materials Source Guide and/or other applicable references, guidelines, and procedures manuals and instruction furnished by the department or as directed by the Engineer, and no variation will be permitted except on written order of the Department.
- E. Acceptance samples, tests, and reporting procedures will conform to the specifications, proposal, MDOT Materials Sources Guide and all other applicable references, guidelines, and procedures manuals prescribed by the Department.

- F.** The inspectors and surveyors will immediately bring to the attention of the Project Engineer Manager, the failure by the Contractor to comply with a plan or specification requirement, any problem, trends toward borderline compliance, or any other occurrence which may require resolution by the Project Engineer Manager.

The inspectors will accurately report, measure, compute, and document all quantities of items of work and all inspection and/or testing work in accordance with the specifications, plans, proposal, MDOT Materials Source Guide and any and all other applicable references, guidelines, and procedures manuals prescribed by the Department.

The surveyors shall have all equipment necessary to provide detailed drawings, profiles etc when requested by the Engineer.

The inspectors and surveyors shall be proficient working with English units.

- G.** Keep daily diaries, sketches, logs, and records consistent with Department practice as may be needed to record the Contractor's progress. Notify the Project Manager of any anticipated Contractor's requests for extensions of time. Notify the Project Manager upon receipt of any Contractor's requests for extensions of time.
- H.** The inspectors and surveyors shall provide their own transportation to, from, and on the project site to perform the services outlined herein.
- I.** The inspectors and surveyors shall have cellular phones and be responsible for paying all phone costs associated with this project. Cellular phones shall have voice mail capability and shall be carried on the person of the inspector and surveyor.
- J.** The inspectors shall provide lap top computers (or equivalent) with Field Book software (current release) and produce all daily inspection reports in this format. **The Consultant must obtain and be able to use the FieldManager Suite or Software for these projects. Contact Info Tech, Inc. at (352) 381-4400 or fax (352) 381-4444 or (www.fieldmanager.com) to obtain software and information on training. Since this software will be used on all MDOT projects in the future, the cost of this software cannot be charged as a direct expense for this project. Consultants must keep their version of the FieldManager Suite of software current with the version being used by MDOT.** The inspectors shall deliver all inspection reports to the Project Engineer Manager's field office on a daily basis, unless otherwise otherwise directed by the Project Engineer Manager.
- K.** The inspectors shall provide a Troxler Density Gauge and comply with all requirements related to the use of this gauge established by the Nuclear

Regulatory Commission and MDOT. This gauge shall be calibrated to meet MDOT requirements. **The inspector(s) shall be certified as a MDOT density technician.**

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 Nuclear Regulatory Commission (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 Office (RSO) or MDOT with a copy of the aforementioned license.**
- 3. Comply with all rules and regulations set forth by Title 10 (Energy) and 49 (Transportation).**

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

- L.** The inspectors shall provide a Roll-O-Meter, Press-Aire meter, or Acme air entrainment gauge for concrete testing. This gauge shall be calibrated to meet MDOT requirements.
- M.** The inspectors shall provide all necessary equipment for performing bituminous density test in the field as outlined in the Density Control Handbook.
- N.** In addition to providing the aforementioned density and concrete gauges, the inspectors shall provide all measuring and testing equipment required for proper and accurate inspection.

The Consultant shall be responsible for any errors that occur on the project due to an inspection, testing, and/or staking error. The Consultant will be responsible to compensate MDOT for the additional costs incurred due to an inspection/ testing and/or staking error on the project by one of their employees. At such time the error is discovered MDOT will meet with the Consultant to discuss options to rectify the error. Once final costs are received from the Contractor for the additional work to rectify the problem, MDOT will forward a copy to the consultant for reimbursement.

- O.** Perform inspection of the construction site to assure that proper soil erosion and sedimentation controls are in place. A MDEQ certified NPDES Storm water Operator shall be assigned to inspect and document the project per the NPDES requirements. Any violation of the NPDES permit by the construction contractor

must be immediately reported to the Project Manager. Personnel performing inspection on areas where soil erosion and sedimentation control are needed must have successfully completed Soil Erosion and Sedimentation Control Training. **The street inspector(s) shall be certified as a Soil Erosion & Sedimentation Control and Storm Water Operator.**

- P.** 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.
- Q.** That the inspectors and surveying staff shall attend all project related meetings, when directed by the Project Engineer Manager.
- R.** That the inspectors shall provide all required reference materials including but not limited to, MDOT Standard Specifications, Materials Source Guide, Construction Manual, Standard Plans and any and all other necessary applicable references, guidelines and procedures manuals.

PROJECT INSPECTION

- A. Ongoing Inspection:** Provide inspection of all Contractor field construction work, perform quality assurance sampling and/or testing, and confirm substantial conformance with the Specifications, Plans, and Proposal. Arrange for non-compliance work to be made whole by the Contractor or to find the non-compliance work acceptable to the Consultant and, where necessary, to the MDOT Design Project Manager. Inform the above Project Manager of non-compliance work and trends toward borderline compliance.
- B. Final Inspection:** Complete a final inspection of all work included in the Project, or such portions thereof eligible for acceptance, after notification by the Contractor that the work is completed or after the Consultant's records show the work is completed. The final inspection shall include notifying the Contractor in writing of particular defects to be remedied if work is not acceptable to the Consultant.
- C. Final Acceptance:** Ascertain that each and every part of the Project has been performed in accordance with the plans and specifications, or such modifications thereof as may have been approved, and accept the Project. Invite the Project Manager and other Department personnel, as directed by current Department policy, to participate in the final acceptance.

TESTING AND REPORTING

- A. Material Quality Assurance Sampling and/or Testing and Density Control:** Conduct quality assurance sampling and/or testing of materials including but not limited to, Portland cement concrete, bituminous mixtures, aggregates, and density testing and reporting in accordance with MDOT's Materials Source Guide, Materials Quality Assurance Procedures Manual, Density Control Handbook and any or all other applicable referenced or included Contract Documents. Determine the acceptability of materials based on their respective specification requirements. Immediately inform the Project Manager of non-compliance work and trends toward borderline compliance. Reject Contractor's work and materials not in compliance with the Contract Documents or as directed by MDOT. **The Prime Consultant may be held accountable for all quality assurance activities if indicated in writing by the MDOT project manager that the Prime Consultant is accountable for them. The Prime Consultant will be reimbursed for these activities if required by the MDOT project manager to perform them. If the Prime Consultant is not directed in writing by the MDOT project manager to perform quality assurance activities on a project, the Prime Consultant will not be held accountable for them and will not be reimbursed for them.**
- B. Material Certification:** Make certain that acceptable test reports and/or material certifications from the supplier have been received, prior to the incorporation of materials in the work, for materials tested off the Project site.
- C. Material Reports:** Submit Material test reports, including but not limited, the Inspector's Report of Concrete Placed 1174A, Aggregate Inspection Reports 1900 & 1901, Bituminous QA reports, Concrete QA reports, and the "Moisture and Density Determination, Nuclear Method", Form 582B, etc. to the distribution list within one day of the testing. The efficiency of the consultant in getting the "Moisture and Density Determination, Nuclear Method", Form 582B, copy to the Lansing, Density Technology Unit, 8885 Ricks Road, Lansing, MI 48909 will be measured by that unit and reflected on the consultant's evaluation.

REPORTING AND RECORD KEEPING

- A. Consultant Reports:** Prepare such periodic, intermediate and final reports and records as may be required by the Department and as are applicable to the Project, which may include, but are not limited to:
- a. Inspector's Daily Reports,**
 - b. Construction Item and Tested Material Records using FieldManager,**
 - c. Monthly Report on Material Inspection,**
 - d. Moisture and Density Determination Reports (Form 582B)**
 - e. Inspector's Report of Concrete Placed (Form 1174A-M)**
 - f. NPDES Storm water Operator Reports (Form 1126)**

on-site bituminous inspection required, including, but not limited to, locating the required Quality Assurance cores, and coordinating with the contractor regarding this sampling.

- E. The Department shall perform soil borings and subsurface investigation as necessary throughout the contract.
- F. The Project Engineer/Manager will arrange and conduct the Preconstruction meeting as well as prepare and distribute the meeting minutes.

PAYMENT SCHEDULE:

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

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 these hours in which services have been provided to the Department. The fixed fee allowed for this project will be 11.0%.

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.

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 hours billed for inspector/tester/survey staff will not begin until the inspectors/testers/survey staff report to the project site, or the project office.