

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

|                      |                    |                      |
|----------------------|--------------------|----------------------|
|                      | REQUISITION NUMBER | DUE DATE             |
| MDOT PROJECT MANAGER | JOB NUMBER (JN)    | CONTROL SECTION (CS) |

DESCRIPTION

| MDOT PROJECT MANAGER: Check all items to be included in RFP |  |  | CONSULTANT: Provide only checked items below in proposal  |
|---|--|--|---|
| WHITE = REQUIRED<br>GRAY SHADING = OPTIONAL                 |  |  |   |
| Check the appropriate Tier in the box below                 |  |  |   |
| <input type="checkbox"/><br>TIER I<br>(\$25,000-\$99,999)   | <input type="checkbox"/><br>TIER II<br>(\$100,000-\$250,000) | <input type="checkbox"/><br>TIER III<br>(>\$250,000) |   |
| <input type="checkbox"/>                                    | <input type="checkbox"/>                                     | <input type="checkbox"/>                             |   |
| <input type="checkbox"/>                                    | <input type="checkbox"/>                                     | <input type="checkbox"/>                             | Understanding of Service  |
| <input type="checkbox"/>                                    | <input type="checkbox"/>                                     | <input type="checkbox"/>                             | <i>Innovations</i>  |
| <input type="checkbox"/>                                    | <input type="checkbox"/>                                     | <input type="checkbox"/>                             | Organizational Chart  |
| <input type="checkbox"/>                                    | <input type="checkbox"/>                                     | <input type="checkbox"/>                             | Qualifications of Team  |
| Not required as part of Official RFP                        | Not required as part of Official RFP                         | <input type="checkbox"/>                             | Quality Assurance/Quality Control   |
| <input type="checkbox"/>                                    | <input type="checkbox"/>                                     | <input type="checkbox"/>                             | <b>Location:</b> The percentage of work performed in Michigan will be used for all selections unless the project is for on-site p=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  | <input type="checkbox"/>                             | Presentation  |
| N/A   | N/A  | <input type="checkbox"/>                             | Technical Proposal (if Presentation is required)  |
| 3 pages (MDOT Forms not counted) ( <b>No Resumes</b> )      | 7 pages (MDOT Forms not counted)                             | 14 pages (MDOT forms not counted)                    | Total maximum pages for RFP <b>not including key personnel resumes.</b> Resumes limited to 2 pages per key staff personnel.   |

**PROPOSAL AND BID SHEET EMAIL ADDRESS** – [mdot-rfp-response@michigan.gov](mailto: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.)**

# 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"/> <b>Prequalified Services</b> – See page ____ of the attached Scope of Services for required Prequalification Classifications. | <input type="checkbox"/> <b>Non-Prequalified Services</b> – 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. <b>Form 5100J is required with Proposal for firms not currently prequalified with MDOT</b> |
|--|---|

**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](mailto:mdot-rfp-response@michigan.gov). Failure to comply with this procedure may result in your bid being rejected from consideration.

**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](mailto: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  
AS-NEEDED CONSTRUCTION SERVICES  
Engineering Assistance and Technical Assistance**

**CONTROL SECTION(S):** Various

**JOB NUMBER(S):** Various

**PROJECT LOCATION(S):** Various locations for Detroit TSC, Wayne County

**DESCRIPTION OF WORK:** Engineering and technical assistance as-needed services consist of :

One (1) part time experienced engineer. This individual will perform general oversight and quality control of the review activity and ensure the applicable MDOT standards are met.

One (1) or more part time experienced technician. This (these) individual(s) will perform record review, identify file deficiencies, perform certified payroll reviews and tracking as requested by the MDOT Project Manager, assists with project close-out, maintain MDOT "39 Point Checklist" for project files, and other construction documentation related tasks on MDOT oversight projects within Wayne County.

Projects reviewed will include MDOT trunkline projects with MDOT oversight.

**ANTICIPATED START DATE:** July, 2012

**ANTICIPATED COMPLETION DATE:** June, 2013

**PRIMARY PREQUALIFICATION CLASSIFICATION:**  
Technical Assistance

**SECONDARY PREQUALIFICATION CLASSIFICATION:**  
Engineering Assistance

**DBE PARTICIPATION:** N/A

**ESTIMATED CONSTRUCTION COST:** N/A

**MDOT PROJECT MANAGER:**

Tia Klein, P.E.  
Sr. Contracts and Projects Administration Engineer  
Detroit TSC  
1400 Howard Street, Suite B  
Detroit, MI 48216  
Phone: (313) 967-5407  
Fax: (313) 965-6340  
E-mail: KleinT2@michigan.gov

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

**DELIVERABLES:**

Completed project files in accordance with BOHIM 2011-04  
A report on the Consultant's time spent on the review, itemized by 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.

- F. The selected consultant staff will report directly to the MDOT Project Manager.
- 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. Each time a review is completed, the Consultant will submit time records for the time spent on each project.

### **CONSULTANT RESPONSIBILITIES:**

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.

- A. Provide full time experienced technician services as needed and perform services under the direction of the Project Engineer Manager. The technicians assigned to this project will report and be directly responsible to the Project Engineer Manager. Provide computer equipment necessary to run Field Manager.
- B. The technician(s) shall provide lap top computers (or equivalent) with Field Manager and/or Field Book.
- C. The technician(s) shall attend project related meetings as directed by the MDOT Project Manager.
- D. The technician(s) shall provide all required reference materials including, but not limited to, MDOT Standard Specifications, Materials Sampling Guide, Construction Manual, and any and all other necessary applicable references, guidelines and procedures manuals.
- E. Withdraw any personnel or halt any services no longer required, at the request of the Department, or within a reasonable time after the lack of need becomes apparent to the Consultant or the Project Manager. The consultant will not be reimbursed for the cost of personnel charged to a project that the Project Manager has determined was unnecessary.

## **MEASUREMENT, COMPUTATION AND DOCUMENTATION OF QUANTITIES**

- A. Documentation:** The Consultant must obtain and be able to use the FieldManager Suite of Software for this project. Contact Info Tech, Inc. at (352) 381-4400 or fax (352) 381-4444 or ([www.fieldmanager.com](http://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.
- B. Insufficient Tested Materials:** Track insufficient tested materials and notify the Contractor on a bi-weekly basis.
- C. Certified Payrolls:** Review, track, and maintain spreadsheet for certified payroll compliance for projects assigned by the MDOT Project Manager.

## **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. Labor Compliance, such as the Weekly Employment and OJT Report (Form 1199),**
  - e. Weekly Statement of Working Days Charged**
  - f. Other records and/or reports as required for the individual Project by the Project Manager and/or as required by Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Sampling Guide, and any and all other applicable references, guidelines, and/or procedures manuals.**
- B. Reports-Contractor Generated:** Review, process, and/or approve Construction Contractor submittal of records and reports required by the Department as applicable to the Project which may include, but not limited to:
  - a. Working Drawings,**
  - b. Contractor's claims for additional compensation and extension(s) of time, and**
  - c. Other reports and records as required for the individual Project by the Project Manager.**

## **CLOSING ALL PROJECT DOCUMENTATION**

- A. **Final Measure and Summarize:** Final field measure applicable items of work. Prepare final summaries for applicable items of work.

**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.

**CONSULTANT PAYMENT**

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for Services rendered shall not exceed the "Cost plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Consultant. All invoices/bills must be submitted within 60 calendar days of the last date of services being performed for that invoice.

Direct expenses 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 invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for the contract are those that are directly attributable to the CE activities of this Project.

**Overtime will not be required for this project.**

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.

MDOT reserves the right to request services on other projects located in the TSC area that are not listed above, under the conditions of this "as needed" scope of services.

The hours billed for the inspector will not begin until the inspector reports to the project site or to the project office.

The fixed fee allowed for this project is 11.0%.

**SERVICES MAY INCLUDE BUT IS NOT LIMITED TO THE FOLLOWING PROJECTS:**

**82131-79673A:** Mill and concrete overlay, intermittent replacement of curb and gutter, sidewalk and drainage structures, joint and crack repair, full depth pavement repairs, and miscellaneous pavement reconstruction, M-1 from Tuxedo to Chandler, Detroit, Wayne County.

**82073-79724A:** Bridge replacement of R01 of 82073 and S01 of 82073, Remove and fill in spans of S02 of 82073, M-85, Detroit, and Wayne County.

**82062-82728A:** Streetscape amenities: including replacing existing concrete sidewalk with brick pavers, and placement of trash receptacles. US-12 from 14<sup>th</sup> Street to Rosa Park Blvd., Detroit, Wayne County.

**82141-85479A:** Mill and resurface, joint and crack repairs, full depth concrete pavement repairs, reconstruct sinking pavement sections due to aggregate base failures, increase storage and taper lengths for median crossovers, traffic signal modifications, intermittent curb and gutter replacement and driveways as affected by construction, intermittent drainage repairs, ADA sidewalk upgrades, M-102 from M-5 to Rouge River, Detroit, Wayne County.

**82251-100535A:** Install an Active Speed System before the curve on southbound I-375 to warn motorists of an approaching curve, I-375 S.B. near downtown Detroit, Detroit, Wayne County.

**82023-104462A:** Signal modernization and interconnect, M-5, Detroit, Wayne County.

**82023-111686A:** Superstructure replacement, deck patching, partial paint, beam end repairs, pier repairs, slope protection, and concrete surface coating. Two pedestrian bridges over I-94, Detroit, Wayne County.

**82111-115226A:** Substructure replacement/repair, I-375 under Larned Street, Detroit, Wayne County.