Michigan Department
Of Transportation
5100B (03/12)

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

REQUISITION NUMBER	DUE DATE	TIME DUE
998	10/1/2012	noon EST

MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)
Jeremy McDonald	Various	Various in Grand Region

DESCRIPTION
Final Project File Reviews and Documentation & Interim Construction Inpection

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*
☑	☐	☐	Organizational Chart
☑	☐	☐	Qualifications of Team
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 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	☐	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)	14 pages (MDOT forms not counted)	Total maximum pages for RFP **not including key personnel resumes.** Resumes limited to 2 pages per key staff personnel.

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.)

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 _____

☑ **Prequalified Services** – See page 1____ 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 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.

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.**

****Contact Contract Services Division immediately at 517-373-4680 if you do not get an auto response****

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

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Michigan Department of Transportation

SCOPE OF SERVICE
FOR
AS-NEEDED CONSTRUCTION SERVICES

Technical Assistance

CONTROL SECTION(S): Various

JOB NUMBER(S): Various

PROJECT LOCATION:
Various Locations in the Grand Region

PROJECT DESCRIPTION:
This scope is for interim field and file reviews as well as final estimate reviews as detailed below.

A. Provide on an as-needed basis one person to assist MDOT TSC and Region staff with performing interim inspections and file reviews as detailed in BOHIM 2009-06 as well as final estimate reviews as detailed in BOH-IM 2011-04. This will primarily cover local agency projects. This person, at times, may need to report directly to the assigned MDOT office for daily work assignments from the MDOT Project Manager. The work for this will generally be inside; however, field reviews will be required.

ANTICIPATED SERVICE START DATE: 11-01-2012

ANTICIPATED SERVICE COMPLETION DATE: 09-30-2015

PRIMARY PREQUALIFICATION CLASSIFICATION(S):
Technical Assistance

SECONDARY PREQUALIFICATION CLASSIFICATION(S): None

DBE REQUIREMENT: 0%

MDOT PROJECT ENGINEER MANAGER:
Jeremy McDonald, PE
Grand Region Construction Engineer
1420 Front Ave.
Grand Rapids, MI
Direct: 616.451.3519
Fax: 616.451.0707
Email: mcdonaldj6@michigan.gov

WORK HOURS:

Total Anticipated Regular Hours = 1,000

The Vendor's staff assigned to this project will report and be directly responsible to the Project Manager who will assign the tasks required.

REQUIRED MDOT GUIDELINES AND STANDARDS:

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards (i.e., Road Design Manual, Standard Plans, Drainage Manual, Roadside Design Guide, A Policy on Geometric Design of Highways and Streets, Michigan Manual of Uniform Traffic Control Devices, etc.).

GENERAL REQUIREMENTS:

1. This Scope of Services consists of performing to the satisfaction of the Department the services necessary to accomplish the work described herein consistent with applicable professional standards.

2. The Vendor shall furnish all services and labor necessary to conduct and complete the services described herein. When onsite work is required, the Vendor shall utilize MDOT furnished materials, equipment, supplies, computer software and hardware necessary to perform the services.

3. The Vendor's principal contact with the Department shall be through the designated MDOT Project Manager. The MDOT Project Manager may delegate direction for completing assigned work to other responsible MDOT staff.

4. The services described herein are financed with public funds. The Vendor shall comply with applicable Federal and State laws, rules, and regulations.

5. At the request of the Department the Vendor shall furnish any and all information or data relating to the services described herein. All work materials or products generated by the Vendor's staff while working for MDOT under this contract are the sole property of the Michigan Department of Transportation and must remain with the MDOT Grand Region office upon termination of this contract.

6. All third party or external communication (outside of MDOT and the vendor), inquiries, or requests for information directed to the Vendor's staff shall be forwarded to the MDOT Project Manager. At no time should the vendor's staff be involved in third party communication without prior approval by the MDOT Project Manger.

CONSULTANT RESPONSIBILITIES:

Complete the scope of services of this project including, but not limited to the following:

The Consultant must adhere to all applicable OSHA and MIOSHA safety standards, including the appropriate traffic signs for the activities and conditions for this job and perform field operations in accordance with the Department's Personal Protective Equipment (PPE) policy as stated in the MDOT Guidance Document #10118.

Meet with the MDOT Project Manager to review assigned tasks, project scope and background, location of data sources and contact persons, and review relevant MDOT operations. The Consultant shall review and clarify project issues, data needs and availability, and the sequence of events and team meetings that are essential to complete the design.

1. Assist MDOT TSC & Region personnel with performing interim inspections and file reviews of MDOT oversight Local Agency Projects (LAP) as detailed in BOHIM 2009-06, as well as other duties described in the BOHIM as directed by the MDOT Project Manager.

2. Review the final estimate and project files for MDOT LAP projects and MDOT full CE projects as detailed in BOH-IM 2011-04.

3. The Vendor will provide the necessary personnel to adequately perform the requirements of this work, and ensure that the employee assigned to the project will possess the experience, knowledge, and character to qualify them for the particular duties for which they must perform.

4. For any field work related to constructability reviews, the Vendor will be required to have personal protective equipment (PPE) that conforms to current MDOT standards and specifications. The Vendor's PPE will be inspected by MDOT personnel before beginning work.

5. The Vendor shall 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 MDOT Project Manager.

6. Attend any project-related meetings as directed by the MDOT Project Manager including meetings with the designers for the projects that are reviewed to discuss the review comments.

7. The MDOT Project Manager shall be the official MDOT contact person for the Consultant **and shall be made aware of all communications regarding this project**. The Consultant must either address or send a copy of all correspondence to the MDOT Project Manager. This includes all Subcontractor correspondence and verbal contact records.

MONTHLY PROGRESS REPORT:

On the first day of each month, the Vendor shall submit a monthly project progress report to the Project Manager. The monthly progress report shall address the following items:

1. Work accomplished by the Vendors staff including job numbers and tasks.
2. Vendor staff hours (regular & overtime) billed to the above invoice number and itemized by MDOT job number worked on.
3. Any changes in the Vendor's staff for the upcoming period.
4. Any problems that the Vendor's staff has encountered or foresees.
5. Anticipated schedule of Vendor's staff for the upcoming period.

MDOT RESPONSIBILITIES:

1. The MDOT Project Manager shall provide leadership and guidance for the project to assure that all tasks have been completed in conformance with Region direction and applicable standards. The Project Manager shall also determine that the work performed to date by the Vendor for services rendered is reasonable and appropriate before approving the Vendor's requests for progress payments.

2. When required, provide an MDOT workstation in the Grand Region Office along with any additional necessary equipment and pertinent reference materials required to perform the scope of services.

CONSULTANT PAYMENT SCHEDULE:

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.

Full time services may not be required on all projects at all times. 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.