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)
Thomas J. Tellier, PE	Various	Various

DESCRIPTION
As Needed Construction Staking Services.

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**

Michigan Department
of Transportation
5100H (03/10)

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 10/1/10 THROUGH 12/31/10

☐ **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 Required with Proposal**)

☑ **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
5	11/23/10	4pm

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

Thomas J. Tellier, PE
Grand Rapids TSC
2660 Leonard NE
Grand Rapids, MI 49525

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

The following two American Recovery and Reinvestment Act of 2009 (ARRA) notifications, **ARRA MONTHLY EMPLOYMENT REPORTS** and **REQUIRED CONTRACT PROVISIONS TO IMPLEMENT AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) SECTIONS 902 AND 1515**, are attached to this Request For Proposal for your understanding. These two notifications are only applicable for those projects/contracts funded with ARRA funds and will be included in contract Exhibits.

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet
5100G – Certification of Availability of Key Personnel
5100I – Conflict of Interest Statement
5100J - Consultant Data and Signature Sheet (Required only for Non-Prequalified Work)

(These forms are not included in the proposal maximum page count.)

Michigan Department of Transportation

SCOPE OF SERVICE
FOR
AS NEEDED CONSTRUCTION SERVICES
Construction Staking

CONTROL SECTION(S): Various

JOB NUMBER(S): Various

PROJECT LOCATION: Grand Rapids TSC wide, Kent and Ottawa Counties.

DESCRIPTION OF WORK:

Provide staking services as needed for road and bridge construction work which will include performing staking services during construction and office work to close project out ("finaling") after construction for the staking work performed. The surveyors shall work under the direction of the Project Engineer Manager. Staking will be performed on various projects and may be needed full time or at various given times (overtime may be necessary.)

If at anytime MDOT can perform the surveying operations the contract will be void and MDOT will resume all staking duties with no compensation given to the consultant.

At anytime throughout the consultant contract MDOT may supply a person to be utilized on the staking crew. The person will still work for MDOT and be paid by MDOT for all hours worked.

See the following for the list of construction projects in the GRTSC area that will require "as-needed" surveying and staking. This information was compiled with the most current data at the time of solicitation and is subject to change.

The following projects are anticipated, but not limited to, for the 2011 Construction season:

41043 – 79083A M-21 over the Grand River
41024 – 106264A I-96 over M-11
41026 – 106271A I-96 over Marne Coopersville RR
41024 – 106669A Whitneyville over I-96
41025 – 109762A I-96 Westbound on ramp from Cascade
41027 – 108942A Fuller over I-196
41131 – 87156A 36th over US-131
41131 – 87155A Franklin, Hall and Burton/&RR over US-131
41131 – 106272A 100th over US-131
41029 – 108907A I-196, M-11 to the Grand River
41051 – 106475A M-37, Lake Eastbrook to I-96

41061 – 109765A M-11, Church to US-131
70114 – 110318A M-231 over North Cedar Drive
70114 – 110626A M-231, Sleeper to Cypress
70823 – 87019A M-121, 80th to 40th
70024 – 105657A Zeeland Rest Area
84913 – 102897A Crack Seal/Misc. TSC Wide.
Others…..

This scope will require on call surveying for the above projects which is anticipated for 1 full time Survey Crew with flexibility for covering overlap on the above projects. 2000 hours are estimated for this project. (1000 hours/2 person crew)

ANTICIPATED START DATE: January 2011

ANTICIPATED COMPLETION DATE: December 2011

PRIMARY PREQUALIFICATION CLASSIFICATION:
Construction Staking

SECONDARY PREQUALIFICATION CLASSIFICATION:
N/A

DBE REQUIREMENT: **0%**

MDOT PROJECT MANAGER:
Thomas J. Tellier, PE
Grand Rapids TSC
2660 Leonard NE
Grand Rapids, MI 49525
(616) 464-1800
telliert@michigan.gov

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

GENERAL INFORMATION:

The surveyors shall work under the direction of the Project Manager. Consultant services will be performed on various projects. Additional projects may be added throughout 2011, as directed by the Project Manager. Consultant services may be needed full time or at various given times (overtime may be necessary).

Construction Staking:

Perform all staking in accordance with Department standards, including, but not limited to, all staking to be performed by the Engineer as indicated in the 2003 Standard of Specifications for Construction, including Mitigation.
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**.**

Perform all verification requirements as noted in the Construction Manual.

Right of Way staking, establishing horizontal and vertical control points and establishment of bench marks shall be performed by the Consultant. Consultant services will begin upon approval for consultant services from MDOT.

The Consultant shall furnish all services and labor necessary to conduct and complete the Consultant Construction Staking 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 them prior to use in carrying out this work.

The Consultant's principal contact with the Department shall be through the designated Project Manager.

Since the Services described herein are financed in whole or in part with Federal or State funds, the Services shall comply with all applicable Federal and State laws and regulations.

At the request of the Department, the Consultant, during the progress of the Services, shall furnish information or data relating to the Services described herein and may be required by the Department to enable it to carry out or to proceed with related phases of the Project not described herein, or which may be necessary to enable the Department to furnish information to the consultant upon which to proceed with further Services.

The Consultant agrees to demonstrate the 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; and any and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.

The selected firm should be familiar with all aspects of surveying.

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 them prior to use in carrying out this work.

The Consultant is responsible for verifying all plan grades, sewer invert and outlet grades, top of casting grades and all other necessary grades for construction of project prior to staking. The Consultant should review the project documents far enough in advance to determine if they contain errors so that they can be corrected prior to staking the information in the field.

The 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 with may require resolution by the Engineer.

The surveyor(s) shall provide their own transportation to, from, and on the project site to perform the services outlined herein.

The surveyor(s) shall have all equipment necessary to provide detailed drawings, profiles etc when requested by the Engineer.

The surveyor(s) shall be proficient working with English units.

The surveyor(s) shall wear personal safety equipment in accordance with MIOSHA and MDOT requirements and practices while on the project site.

The surveyor(s) shall attend all project related meetings, when directed by the Project Manager.

CONSULTANT RESPONSIBILITIES:

The Project Manager shall be immediately notified of any staking requests which may be received by the Consultant directly from the Construction Contractor.

All overtime for the Consultant must be authorized by the Project Manager prior to the start of the work by the Consultant.

The Consultant shall return to the Project Manager at the completion of this Agreement any and all Project-specific materials and documents furnished to the consultant by the Project Manager.

The Consultant shall provide original and final plotted cross sections and final volume calculations of a format meeting the prior approval of the Project Manager for all earthwork, undercuts, muck excavation, swamp backfill, and topsoil stripping and will determine final quantities for these items by plan sheet breakdown.

Intermediate plotted cross sections will be provided by the Consultant to verify interim earthwork quantities when requested by the Department. The Consultant shall also

provide to the Project Manager a final "as constructed" full sized set of paper plans documenting all changes of vertical and horizontal alignment, all drainage and subsurface changes, and other miscellaneous changes.

Staking documentation and field notes shall be legally bound, signed, checked, dated and provided by the Consultant in a neat and orderly manner as approved by the Project Manager prior to the start of the related work. The field notes and grade computation documents shall become the property of the Department upon completion of the work. The field notes and computation documents may be inspected by the Department at any time. Failure to provide the field notes and grade computation documents upon completion of the work could result in non payment for consultant services.

The Consultant shall supply all stakes, survey equipment, personnel and other devices necessary for checking, marking, preserving and maintaining all points, lines and grades. Stakes will be set and marked in a manner that will permit checking of the work.

The Consultant shall be responsible for any errors that occur on the project due to a staking error. The Consultant will be responsible to compensate MDOT for the additional costs incurred due to a staking error on the project. 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.

At anytime throughout the consultant contract MDOT may supply a person to be utilized on the staking crew. The person will still work for MDOT and be paid by MDOT for all hours worked.

MDOT RESPONSIBILITIES:

The Project Engineer Manager shall determine if a staking error or omission has occurred. The Project Engineer Manager will notify the Consultant in writing within 10 business days of the error or omission.

The Project Engineer Manager shall furnish to the Consultant all Project-specific construction contracts, proposals, plans, shop drawings, plan revisions, written instructions, and other information and/or data as deemed necessary by the Project Engineer Manager for the Consultant to perform the services required herein. Unless such documents are available for download from the MDOT web site.

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.