

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

	REQUISITION NUMBER	DUE DATE	TIME DUE
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 ** = OPTIONAL  Check the appropriate Tier in the box below		<b>CONSULTANT:</b> Provide only checked items below in proposal	
<input type="checkbox"/> <b>TIER I</b> (\$50,000 - \$150,000)	<input type="checkbox"/> <b>TIER II</b> (\$150,000-\$1,000,000)	<input type="checkbox"/> <b>TIER III</b> (>\$1,000,000)	
<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**

ENGINEERING SERVICES                       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 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>
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**Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

**For all Qualifications Based Selections**, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected 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 Based Selection / 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.

**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) with 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.

**PARTNERSHIP CHARTER AGREEMENT**

MDOT and ACEC created a Partnership Charter Agreement which establishes guidelines to assist MDOT and Consultants in successful partnering. Both the Consultant and MDOT Project Manager are reminded to review the [ACEC-MDOT Partnership Charter Agreement](#) and are asked to follow all communications, issues resolution and other procedures and guidance’s contained therein.

**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.**

**\*\*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**

**NOTIFICATION  
E-VERIFY REQUIREMENTS**

E-Verify is an Internet based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of that employee to work in the United States. There is no charge to employers to use E-Verify. The E-Verify system is operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration. E-Verify is available in Spanish.

The State of Michigan is requiring, under Public Act 200 of 2012, Section 381, that as a condition of each contract or subcontract for construction, maintenance, or engineering services that the pre-qualified contractor or subcontractor agree to use the E-Verify system to verify that all persons hired during the contract term by the contractor or subcontractor are legally present and authorized to work in the United States.

Information on registration for and use of the E-Verify program can be obtained via the Internet at the DHS Web site: <http://www.dhs.gov/E-Verify>.

The documentation supporting the usage of the E-Verify system must be maintained by each consultant and be made available to MDOT upon request.

It is the responsibility of the prime consultant to include the E-Verify requirement documented in this NOTIFICATION in all tiers of subcontracts.

9/13/12

**Michigan Department of Transportation**

**SCOPE OF SERVICE  
FOR  
CONSTRUCTION SERVICES  
As Needed Office Technician Assistance  
Small Business Program Project**

**CONTROL SECTION(S):** Various

**JOB NUMBER(S):** Various

**PROJECT LOCATION:** Metro Region Office and Transportation Service Centers (TSC's)  
in Wayne, Oakland and Macomb Counties.

**PROJECT DESCRIPTION:**

This Scope of Services is primarily for Construction related technical assistance to the Metro Region CFS in the administration of the Construction Program.

The consultant shall provide a minimum of **two experienced technicians** to assist the Metro Region CFS, in the following that have a current FieldManager certification;

- Perform project documentation Final Audit Reviews, Interim Reviews and Prevailing Wage Reviews on MDOT and local government projects that require MDOT oversight.

It is estimated that this service will require a maximum hourly commitment of 35 hours per week per person working approximately 26 weeks of the year for each consultant. No overtime will be allowed.

Full time services will not be required. 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. The services provided will be for a one (1) year period.

**The intent is to perform a 3<sup>rd</sup> party independent file review of the TSC construction projects to help insure FHWA Compliance.**

**ANTICIPATED START DATE:** April 2016

**ANTICIPATED COMPLETION DATE:** March 2017

**This selection is for an 11 month period.**

**PRIMARY PREQUALIFICATION CLASSIFICATION:**  
Office Technician

**SECONDARY PREQUALIFICATION CLASSIFICATION: N/A**

**DBE REQUIREMENT:** N/A

**MDOT PROJECT MANAGER:**

Gustavo Serratos  
Metro Region Contract QA/QC Engineer  
Michigan Department of Transportation  
Metro Region Office  
18101 West Nine Mile Road  
Southfield, Michigan 48075  
248-303-5844 (Cell)  
313-965-6350 (Desk)  
[serratosg@michigan.gov](mailto:serratosg@michigan.gov)

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

**GENERAL:**

The Consultant shall furnish all services and labor necessary to conduct and complete the Construction Administration Assistance described herein. The staff will perform record reviews, identify file deficiencies, and other construction documentation related tasks on MDOT oversight, consultant oversight, and local agency oversight projects within the Metro Region.

The completed deliverables for this contract are but not limited to:

- Completed forms and checklists in accordance with BOHIM 2011-04.
- Usage of the Metro Region Final Audit Review, Interim Review and Prevailing Wage Microsoft Excel Spreadsheets forms.
- Following guidelines and procedures on reviews set forth by the MDOT Project Manager.
- Provide an itemized, detailed list of file deficiencies on each review.
- A report on the Consultant's time spent on the review, itemized by project Bi-weekly.

The consultant shall provide two (2) or more experienced technicians that each have a current FieldManager certification and are knowledgeable in Final Audit Reviews, Interim Reviews and Prevailing Wage Reviews. The consultant shall have knowledge on and experience using Projectwise.

The Consultant shall also furnish materials, computers, license to FieldManager, copy and scanning capability, e-signature capability, other necessary equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), 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.

- A. The Consultant's principal contact with the Department shall be through the designated Project Manager.
- B. The Services described herein are financed with public funds. The Consultant shall comply with applicable Federal and State laws, rules, and regulations. The Consultant shall perform field operations in accordance with MIOSHA regulations and accepted safety practices. The Consultant shall wear personal safety equipment in accordance with MDOT policy while on an active project.
- C. The Consultant agrees to demonstrate knowledge of, and perform all duties in compliance with the standard construction practices of the Department, the project's construction contract, proposal, and plans; the Standard Specifications for Construction and applicable publications referenced within the Michigan Construction Manual; and all other references, guidelines, and procedural manuals necessary to carry out the work described herein, in an appropriate manner.

### **CONSULTANT RESPONSIBILITIES:**

**The Consultant shall contact the (PM) prior to beginning any work on this Project. The Consultant shall notify the (PM), 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 Project Manager.**

The consultant shall provide their own laptop computers (or equivalent) with FieldManager software for the purpose of accessing the project files. The consultant may be required to perform reviews on projectwise.

The consultant shall provide their own transportation to and from the location where project files are located.

The consultant shall meet at the request of the MDOT PM.

The consultant shall follow MDOT Metro Region Final Project Review Procedures for MDOT and Local Agencies as shown in the last two pages.

#### **A. Consultant Scope of Services for Interim Reviews**

Consultants must be capable of performing the following services for interim audit reviews and be free of any conflict of interest on projects being reviewed. The selected consultant cannot be affiliated with a project on which an interim project review is being performed, due to conflict of interest.

The Consultant will be responsible for setting up interim file reviews with various MDOT offices, consultants and local agencies either at project offices or on projectwise. The Reviews will be conducted in accordance with all current Bureau of Highways Instructional Memorandums most notably 2011-04. Also of note is the Bureau of Highways Instructional Memorandum 2008-09 which states required administrative documents required in projects per MDOT's file manual for construction records. Once the Consultant has arranged and conducted the initial review, the consultant is to send a copy of deficiencies to the project specific MDOT Project Manager. Engineer along with the consultant or maintain agency. Within 14 days a "follow up" review should be conducted and deficiencies corrected. A copy of the interim review should be sent to the Project Manager of this contract for review and approval. Once approved, send to the project specific MDOT Project Manager along with the consultant or maintaining agency.

The work assignments and hours of work will be determined by the Project Manager.

#### **B. Consultant Scope of Services for Final Audit Reviews**

Consultants must be capable of performing the following services for final audit reviews and be free of any conflict of interest on projects being reviewed. The selected consultant cannot be affiliated with a project where a final project review is being performed, due to conflict of interest.

For final reviews the Consultant will be responsible for setting up a final file review with various consultants and local agencies at project offices or on projectwise. The reviews will be conducted in accordance with all current Bureau of Highways Instructional Memorandums most notably 2011-04. Also of note is the Bureau of Highways Instructional 2008-09 which states required administrative documents required in projects per MDOT's file manual for construction records. Consultants are also responsible to include among their reviews a wage compliance review of the listed projects. Once Consultants have arranged and conducted the first review, a copy of deficiencies will be sent to the project engineer and if a consultant project, the Project Manager. Within 30 days a "follow up" review should be conducted and deficiencies corrected. A copy of the final review should be sent to the Project Manager of this contract for review and approval. Once approved, send to the project specific MDOT Project Manager along with the consultant or maintaining agency.

The expectation of work flow is depicted in the charts below. The work assignments and hours of work will be determined by the Project Manager.

#### **C. Consultant Scope of Services for Prevailing Wage Reviews**

Consultants must be capable of performing the following services for prevailing wage reviews and be free of any conflict of interest on projects being reviewed.

For prevailing wage reviews the Consultant will be responsible for setting up reviews with various consultants. The Reviews will be conducted in accordance with all current Bureau of Highways Instructional Memorandums most notably 2009-07 on Prevailing Wage Oversight Procedures. Once Consultants have arranged and conducted the first initial review, a copy of deficiencies will be sent to the project specific MDOT Project Manager, consultant or agency keeping the files. After 14 days a “follow up” review should be conducted and deficiencies corrected. A copy of the review should be sent to Metro Region Prevailing Wage Engineer along with the consultant or maintaining agency once complete.

The work assignments and hours of work will be determined by the Project Manager.

### **MDOT RESPONSIBILITIES:**

1. The Project Manager shall 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.
2. The Project Manager shall provide general monitoring and quality auditing inspection 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 work performed to date, by the Consultant for Services rendered, is reasonable and appropriate before approving the Consultant’s requests for progress payments.
3. The Project Manager will provide the Consultant with projects to review on an as needed basis.
4. The Project Manager will provide the Consultant with the forms to be used for final audit reviews, interim reviews and prevailing wage reviews.

### **CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee: As-Needed**

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. 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. 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.

All billings for services must be directed to the Department and follow the current guidelines. Payment may be delayed or decreased if the instructions are not followed.

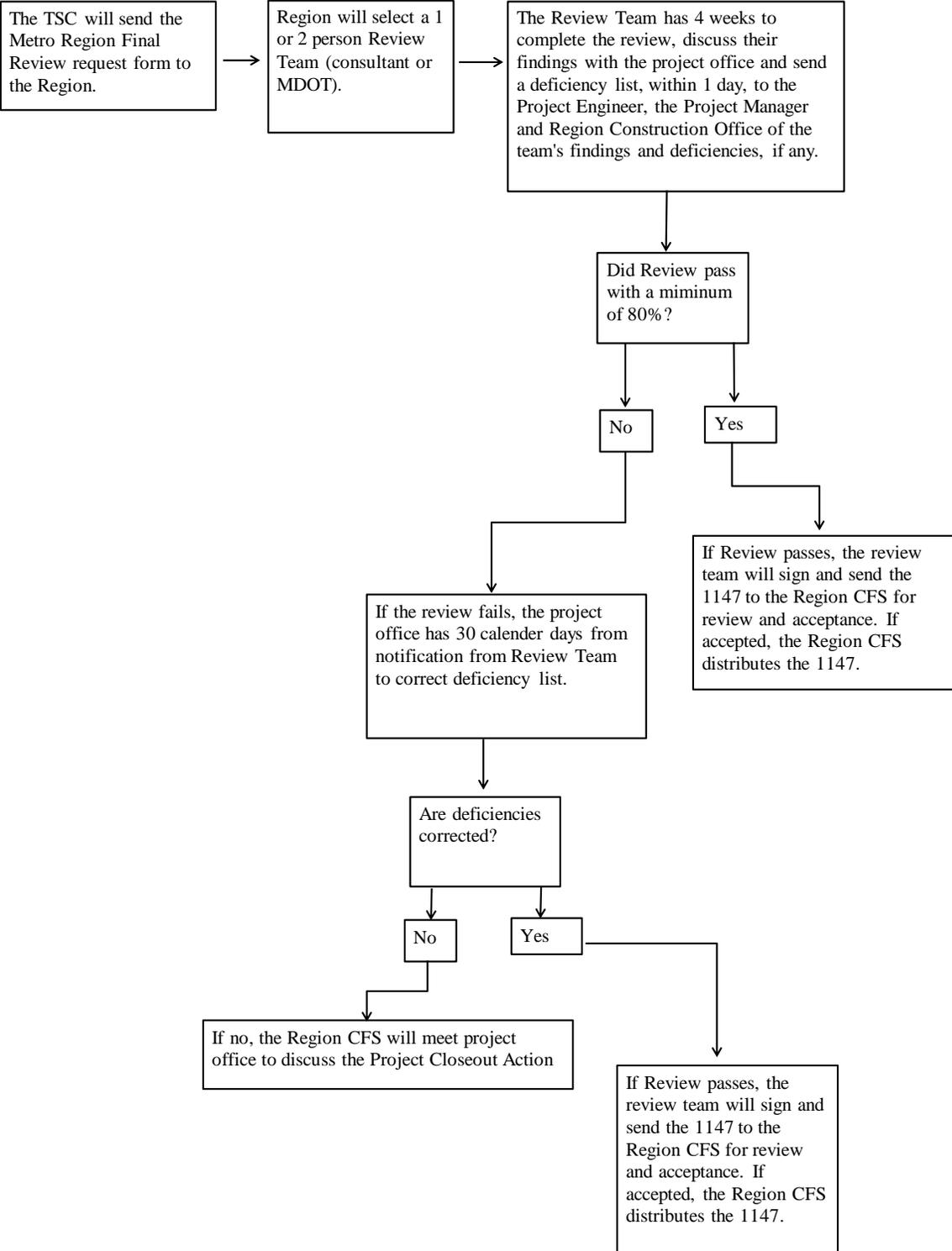
Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must 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.

MDOT will reimburse the consultant for vehicle expenses and the costs of travel to and from project sites in accordance with MDOT's Travel and Vehicle Expense Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at [http://www.michigan.gov/documents/mdot/Final\\_Travel\\_Guidelines\\_05-01-13\\_420289\\_7.pdf?20130509082418](http://www.michigan.gov/documents/mdot/Final_Travel_Guidelines_05-01-13_420289_7.pdf?20130509082418). MDOT's travel and vehicle expense reimbursement policies are intended primarily for construction engineering work. Reimbursement for travel to and from project sites and for vehicle expenses for all other types of work will be approved on a case by case basis.

MDOT will pay overtime in accordance with MDOT's Overtime Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at [http://www.michigan.gov/documents/mdot/Final\\_Overtime\\_Guidelines\\_05-01-13\\_420286\\_7.pdf?20130509081848](http://www.michigan.gov/documents/mdot/Final_Overtime_Guidelines_05-01-13_420286_7.pdf?20130509081848). MDOT's overtime reimbursement policies are intended primarily for construction engineering work. Overtime reimbursement for all other types of work will be approved on a case by case basis.

## Metro Region Final Project Review Procedure for MDOT Projects



2015

**Metro Region Final Project Review Procedure for Local Agencies**

