

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 10/1/09 THROUGH 12/31/09

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 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 3	PROPOSAL/BID DUE DATE 11/6/09	TIME DUE 11:00 am
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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

Jim Woodruff
Construction & Technology Support Area
8885 Ricks Road
Lansing, Michigan 48909

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

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.)

SOLICITATION OF INTEREST
for
ASBESTOS INVESTIGATION CONSULTANT SERVICES

The Michigan Department of Transportation (MDOT) will receive sealed bids from firms to provide asbestos investigation services in the following regions.

Bay Region, which consists of the following counties: Arenac, Bay, Clare, Genesee, Gladwin, Gratiot, Huron, Isabella, Lapeer, Midland, Saginaw, Sanilac, and Tuscola;

Grand Region, which consists of the following counties: Ionia, Kent, Mecosta, Montcalm, Muskegon, Newaygo, Oceana, and Ottawa;

Metro Region, which consists of the following counties: Macomb, Oakland, St. Clair, Wayne;

North Region, which consists of the following counties: Alcona, Alpena, Antrim, Benzie, Charlevoix, Cheboygan, Crawford, Emmet, Grand Traverse, Iosco, Kalkaska, Lake, Leelanau, Manistee, Mason, Missaukee, Montmorency, Ogemaw, Osceola, Oscoda, Otsego, Presque Isle, Roscommon and Wexford;

Southwest Region, which consists of the following counties: Allegan, Barry, Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, and Van Buren;

Superior Region, which consists of all counties in Michigan's Upper Peninsula; and

University Region, which consists of the following counties: Clinton, Eaton, Hillsdale, Ingham, Jackson, Lenawee, Livingston, Monroe, Shiawassee, and Washtenaw.

MDOT proposes to enter into a three-year contract for asbestos investigation services in each region listed above. If you are prequalified in Asbestos Investigations and interested, please submit your bid in accordance with the "Guidelines for Completing A Low Bid Sheet and Acceptance/Rejection of Bids" by November 6, 2009 at 11:00 A.M. to

**Jim Woodruff
Michigan Department of Transportation, Secondary Complex
Construction & Technology Support Area
8885 Ricks Road
P.O. Box 30049
Lansing, Michigan 48909**

The lowest "Total Bid" price on the bid sheet will be used for selection. Multiple contracts may be issued from this selection.

A public bid opening will be held on November 6, 2009, at 11:30 a.m. at the following location:

**Michigan Department of Transportation
Construction & Technology Division
Secondary Complex
8885 Ricks Road
Lansing, Michigan**

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. Participating DBE firms currently certified by MDOT's Office of Equal Opportunity should be listed in the Letter of Interest.

Any questions relative to the scope should be submitted in writing or by e-mail to Jim Woodruff at woodruffj@michigan.gov.

SCOPE OF SERVICES FOR ASBESTOS INVESTIGATION

BACKGROUND

MDOT frequently has a need for asbestos inspections at parcels of property and at bridges.

The parcels of property are typically residential with a house and garage, but may also include farms with outbuildings and commercial or industrial buildings. This may be identified as one parcel or two or more parcels grouped together. A typical residential property will be considered to be of 2,000 square feet in area. It will be considered to have 8 sample locations with three samples being taken at each location for a total of 24 samples per parcel. A commercial or industrial building that is larger than a residential parcel will be considered to be a group of parcels, depending upon its square footage.

The utility conduits and/or water mains in bridges need to be sampled for asbestos content prior to demolition or construction work where the potential asbestos containing material may be damaged. A typical bridge will be considered to have three utility conduits and/or water mains. Three samples will be collected per conduit/water main for a total of 9 samples. The number of conduit/water mains needing to be inspected and sampled at each bridge location will be specified in the work order. Materials needing inspections that are beneath bridge decks, behind concrete or otherwise not accessible will be exposed by a separate contractor.

If more samples are required than specified above for a typical parcel or bridge, or a potential asbestos containing material appears to need more than three samples for proper identification, or if point count analysis is needed in addition to polarized light microscopy to properly analyze a sample, then the additional samples/analysis will be paid for as "Additional Sampling Locations." Transmission Electron Microscopy sample analysis, when necessary, will be a separate pay item.

Infrequently, it will be necessary to monitor an inspection location for a hazardous atmosphere with an instrument such as a combustible gas indicator, oxygen monitor, hydrogen sulfide monitor, or other atmosphere monitoring equipment. If a hazardous atmosphere is detected, the inspector is expected to withdraw from the location until measures can be taken to mitigate the hazard. Use of this equipment during inspections will be paid for as "Hazardous Atmosphere Monitoring."

The unit prices accepted by MDOT shall be valid during the entire three-year contract. As properties and/or bridges are identified, the selected firm will be authorized to do the work. The consultant will generally have four to six weeks to conduct an inspection and submit an inspection report, but MDOT may request an inspection and a report in less than a week's time.

DESCRIPTION

This work will consist of the following:

- 1) Parcels of Property
 - a) Conduct inspections of all buildings on each parcel, unless otherwise specified in the specific work order, collecting samples as necessary to identify asbestos-containing material and estimate the quantity of each asbestos-containing material.
 - b) The following should be included in, but not necessarily limited to, the parcel of property report:
 - i) Identify and estimate the quantity and location of all friable and non-friable asbestos present on the interior and exterior of the building.
 - ii) Digital photos of the inspected buildings, interior rooms, and potential asbestos containing materials on the parcel of property.
 - iii) A bulk collection record.
 - iv) All analytical results.
 - v) List of homogenous areas.
 - vi) Homogenous area assessment.
 - vii) Recommendations for abatement measures related to structure demolition.
 - viii) Cost estimates are **not** to be included in the report.
 - c) A pdf copy of the report and one unbound hard copy is to be submitted to the C&T Division project manager.
 - d) A pdf copy of the report is to be submitted to the Real Estate Division project manager.
- 2) Bridges
 - a) Inspect and collect samples of conduits/water mains identified by the MDOT project manager to identify asbestos-containing material.
 - b) The following should be included in, but not limited to, the bridge inspection report:
 - i) A summary of the analytical findings.
 - ii) All analytical results.
 - iii) Digital photos of the structure and sample locations.
 - iv) Cost estimates are **not** to be included in the report.
 - c) A pdf copy of the report and one unbound hard copy is to be submitted to the C&T Division project manager.
 - d) A pdf copy of the report is to be submitted to the Region, TSC or central office project manager.

EQUIPMENT AND PERSONNEL REQUIREMENTS

1. The inspections must be done by an accredited asbestos inspector.
2. Asbestos samples are to be analyzed by Polarized Light Microscopy.

MEASUREMENT AND PAYMENT

Depending on the number of parcels or bridges authorized, one or more of the following pay items will be used:

The pay item **Asbestos Investigation, one to five parcels** includes all costs for labor and testing necessary to inspect each parcel and take a maximum of twenty four asbestos samples at each parcel, with three samples taken of each similar material. The pay item includes both a .pdf copy and one unbound hard copy of the completed report. The report is completed when accepted by the project manager.

The pay item **Asbestos Investigation, six to ten parcels** includes all costs for labor and testing necessary to inspect each parcel and take a maximum of twenty four asbestos samples at each parcel, with three samples taken of each similar material. The pay item includes both a .pdf copy and one unbound hard copy of the completed report. The report is completed when accepted by the project manager.

The pay item **Asbestos Investigation, over ten parcels** includes all costs for labor and testing necessary to inspect each parcel and take a maximum of twenty four asbestos samples at each parcel, with three samples taken of each similar material. The pay item includes both a .pdf copy and one unbound hard copy of the completed report. The report is completed when accepted by the project manager.

The pay item **Asbestos Investigation, one to five bridges** includes all costs for labor and testing necessary to inspect the conduits and/or water mains specified at each bridge and take a maximum of nine asbestos samples, three of each identified conduit/water main. The pay item includes both a .pdf copy and one unbound hard copy of the completed report. The report is completed when accepted by the project manager.

The pay item **Asbestos Investigation, six to ten bridges** includes all costs for labor and testing necessary to inspect the conduits and/or water mains specified at each bridge and take a maximum of nine asbestos samples, three of each identified conduit/water main. The pay item includes both a .pdf copy and one unbound hard copy of the completed report. The report is completed when accepted by the project manager.

The pay item **Asbestos Investigation, over ten bridges** includes all costs for labor and testing necessary to inspect the conduits and/or water mains specified at each bridge and take a maximum of nine asbestos samples, three of each identified conduit/water main. The pay item includes both a .pdf copy and one unbound hard copy of the completed report. The report is completed when accepted by the project manager.

Depending on the number of samples needed at each parcel of property or bridge, the following pay item may be used:

The pay item **Additional Sample Location** includes the costs for all labor and testing necessary for each additional sample location needed beyond the number of sample locations defined above for typical parcels and bridges. Three samples must be taken of each similar material or conduit at each location. If point count analysis is needed for proper sample identification, the pay item will be used in conjunction with one of the above pay items and the information from this additional sample location must be included in the report.

The pay item **Transmission Electron Microscopy (TEM)** includes the costs for all labor and testing necessary for each sample where TEM analysis is needed. Each TEM analysis will be paid for separately.

Depending on the potential for a hazardous atmosphere at a parcel of property or bridge, the following pay item may be used:

The pay item **Hazardous Atmosphere Monitoring** includes all costs for labor and instruments necessary to monitor for a potentially hazardous atmosphere during inspection of a parcel of property or bridge. Payment will be for the day the monitoring is necessary for the inspection. The type of hazardous atmosphere suspected to be present at the inspection location will be identified in the work order for that particular location.

**BAY REGION
ASBESTOS INVESTIGATION**

PAY ITEMS

All entries made on this page shall be handwritten in ink.

ITEMS OF WORK	QUANTITY	UNIT PRICE
Asbestos investigation, one to five parcels.	1 parcel	
Asbestos investigation, six to ten parcels.	1 parcel	
Asbestos investigation, over ten parcels.	1 parcel	
Asbestos investigation, one to five bridges.	1 bridge	
Asbestos investigation, six to ten bridges.	1 bridge	
Asbestos investigation, over ten bridges.	1 bridge	
Additional Sample Location	1 location	
Transmission Electron Microscopy	1 sample	
Hazardous Atmosphere Monitoring	1 day	

Total Bid:

Contractor Name:

Contractor Signature:

Date:

The Michigan Department of Transportation reserves the right to reject any or all bids.

Check UNIT PRICE column for omissions before entering bid total.

**GRAND REGION
ASBESTOS INVESTIGATION**

PAY ITEMS

All entries made on this page shall be handwritten in ink.

ITEMS OF WORK	QUANTITY	UNIT PRICE
Asbestos investigation, one to five parcels.	1 parcel	
Asbestos investigation, six to ten parcels.	1 parcel	
Asbestos investigation, over ten parcels.	1 parcel	
Asbestos investigation, one to five bridges.	1 bridge	
Asbestos investigation, six to ten bridges.	1 bridge	
Asbestos investigation, over ten bridges.	1 bridge	
Additional Sample Location	1 location	
Transmission Electron Microscopy	1 sample	
Hazardous Atmosphere Monitoring	1 day	

Total Bid:

Contractor Name:

Contractor Signature:

Date:

The Michigan Department of Transportation reserves the right to reject any or all bids.

Check UNIT PRICE column for omissions before entering bid total.

**METRO REGION
ASBESTOS INVESTIGATION**

PAY ITEMS

All entries made on this page shall be handwritten in ink.

ITEMS OF WORK	QUANTITY	UNIT PRICE
Asbestos investigation, one to five parcels.	1 parcel	
Asbestos investigation, six to ten parcels.	1 parcel	
Asbestos investigation, over ten parcels.	1 parcel	
Asbestos investigation, one to five bridges.	1 bridge	
Asbestos investigation, six to ten bridges.	1 bridge	
Asbestos investigation, over ten bridges.	1 bridge	
Additional Sample Location	1 location	
Transmission Electron Microscopy	1 sample	
Hazardous Atmosphere Monitoring	1 day	

Total Bid:

Contractor Name:

Contractor Signature:

Date:

The Michigan Department of Transportation reserves the right to reject any or all bids.

Check UNIT PRICE column for omissions before entering bid total.

**NORTH REGION
ASBESTOS INVESTIGATION**

PAY ITEMS

All entries made on this page shall be handwritten in ink.

ITEMS OF WORK	QUANTITY	UNIT PRICE
Asbestos investigation, one to five parcels.	1 parcel	
Asbestos investigation, six to ten parcels.	1 parcel	
Asbestos investigation, over ten parcels.	1 parcel	
Asbestos investigation, one to five bridges.	1 bridge	
Asbestos investigation, six to ten bridges.	1 bridge	
Asbestos investigation, over ten bridges.	1 bridge	
Additional Sample Location	1 location	
Transmission Electron Microscopy	1 sample	
Hazardous Atmosphere Monitoring	1 day	

Total Bid:

Contractor Name:

Contractor Signature:

Date:

The Michigan Department of Transportation reserves the right to reject any or all bids.

Check UNIT PRICE column for omissions before entering bid total.

**SUPERIOR REGION
ASBESTOS INVESTIGATION**

PAY ITEMS

All entries made on this page shall be handwritten in ink.

ITEMS OF WORK	QUANTITY	UNIT PRICE
Asbestos investigation, one to five parcels.	1 parcel	
Asbestos investigation, six to ten parcels.	1 parcel	
Asbestos investigation, over ten parcels.	1 parcel	
Asbestos investigation, one to five bridges.	1 bridge	
Asbestos investigation, six to ten bridges.	1 bridge	
Asbestos investigation, over ten bridges.	1 bridge	
Additional Sample Location	1 location	
Transmission Electron Microscopy	1 sample	
Hazardous Atmosphere Monitoring	1 day	

Total Bid:

Contractor Name:

Contractor Signature:

Date:

The Michigan Department of Transportation reserves the right to reject any or all bids.

Check UNIT PRICE column for omissions before entering bid total.

**SOUTHWEST REGION
ASBESTOS INVESTIGATION**

PAY ITEMS

All entries made on this page shall be handwritten in ink.

ITEMS OF WORK	QUANTITY	UNIT PRICE
Asbestos investigation, one to five parcels.	1 parcel	
Asbestos investigation, six to ten parcels.	1 parcel	
Asbestos investigation, over ten parcels.	1 parcel	
Asbestos investigation, one to five bridges.	1 bridge	
Asbestos investigation, six to ten bridges.	1 bridge	
Asbestos investigation, over ten bridges.	1 bridge	
Additional Sample Location	1 location	
Transmission Electron Microscopy	1 sample	
Hazardous Atmosphere Monitoring	1 day	

Total Bid:

Contractor Name:

Contractor Signature:

Date:

The Michigan Department of Transportation reserves the right to reject any or all bids.

Check UNIT PRICE column for omissions before entering bid total.

**UNIVERSITY REGION
ASBESTOS INVESTIGATION**

PAY ITEMS

All entries made on this page shall be handwritten in ink.

ITEMS OF WORK	QUANTITY	UNIT PRICE
Asbestos investigation, one to five parcels.	1 parcel	
Asbestos investigation, six to ten parcels.	1 parcel	
Asbestos investigation, over ten parcels.	1 parcel	
Asbestos investigation, one to five bridges.	1 bridge	
Asbestos investigation, six to ten bridges.	1 bridge	
Asbestos investigation, over ten bridges.	1 bridge	
Additional Sample Location	1 location	
Transmission Electron Microscopy	1 sample	
Hazardous Atmosphere Monitoring	1 day	

Total Bid:

Contractor Name:

Contractor Signature:

Date:

The Michigan Department of Transportation reserves the right to reject any or all bids.

Check UNIT PRICE column for omissions before entering bid total.