Michigan Department of Transportation 5100B (07/07)

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

Exhibit B

| MDOT PROJECT MANAGER | JOB NUMBER (JN) | CONTROL SECTION (CS) |
|---|---|---|
| Gregg Zack | Various | Various |

DESCRIPTION IF NO JN/CS
"As-Needed" Technical Assistance

**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 I ($25,000-$99,999)** | ☒ **TIER II ($100,000-$250,000)** | ☐ **TIER III (>$250,000)** | |
|---|---|---|---|
| ☐ | ☒ | ☐ | Understanding of Service |
| ☐ | ☐ | ☐ | *Innovations* |
| ☐ | ☐ | ☐ | *Safety Program* |
| N/A | ☒ | ☐ | Organization 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** |

# 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 Service Contracts" and/or "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.

☑ **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 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 **"PRICED 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, if QBS/low bid selection to the address indicated below. The bid sheet(s) must be submitted in a sealed 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/BID SUBMITTAL INFORMATION

| REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER | PROPOSAL/BID DUE DATE | TIME DUE |
|---|---|---|
| 3 | 12/23/09 | 12:00 pm |

## 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

Gregg Zack, PE
MDOT - Muskegon TSC
2225 Olthoff Drive
Muskegon, MI 49444

Mail one additional stapled copy of the proposal and/or bid sheet(s) to the Lansing Office indicated below.

| | Lansing Regular Mail | OR | Lansing Overnight Mail |
|---|---|---|---|
| ☑ | Secretary, Contract Services Div - B470<br>Michigan Department of Transportation<br>PO Box 30050<br>Lansing, MI 48909 | | Secretary, Contract Services Div - B470<br>Michigan Department of Transportation<br>425 W. Ottawa<br>Lansing, MI 48933 |
| ☐ | Contract Administrator/Selection Specialist<br>Bureau of Transportation Planning B470<br>Michigan Department of Transportation<br>PO Box 30050<br>Lansing, MI 48909 | | Contract Administrator/Selection Specialist<br>Bureau of Transportation Planning B470<br>Michigan Department of Transportation<br>425 W. Ottawa<br>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/BID SUBMISSION

**5100D** – Request for Proposal Cover Sheet
**5100G** – Certification of Availability of Key Personnel
**5100 I** -- Conflict of Interest Statement

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

# Notification
## ARRA MONTHLY EMPLOYMENT REPORTS

**Note: This Notification is only applicable for those projects/contracts funded with ARRA funds. If you have questions, please contact MDOT Contract Services Division at (517) 335-0071.**

The American Recovery and Reinvestment Act of 2009 (ARRA), requires states receiving stimulus funds for highway projects to provide monthly reports to the Federal Highway Administration (FHWA) regarding the number of employees of prime contractors, all-tier subcontractors and consultants on ARRA funded projects.

The cost for complying with this Notification must be borne by the prime contractor, and all-tiers of subcontractors and consultants, as part of their overhead and is deemed to be included in the payments made under this contract.

Within 10 days after the end of each month in which work is performed on this contract, all prime contractors, and all-tier subcontractors and consultants, must provide the Engineer a monthly report on form FHWA-1589 (http://www.fhwa.dot.gov/economicrecovery/reportingforms.htm) providing employment information on each ARRA project, which will include, for work performed in that preceding month:

- The total number of employees who performed work on this contract
- The total number of hours worked by employees who performed work on this contract
- The total wages of employees who performed work on this contract

In addition, the prime contractor must provide a total payment amount made to any subcontractor who is a certified DBE in that preceding month.

This Notification shall be included as a part of each subcontract executed by the prime contractor, and all-tiers of subcontractors and consultants.

If necessary to conform to guidance provided by FHWA concerning the ARRA reporting requirements, the prime contractor, and all-tiers of subcontractors and consultants will revise their reporting as directed by the Engineer.

**Failure to comply with the reporting requirements under ARRA would jeopardize the Department's continued receipt of ARRA funding.**

**Accordingly, if a contractor or any-tier of subcontractor or consultant fails to comply with this Notification, the Department may withhold contract payments until compliance is achieved. If the Department is compelled to incur costs because of such a breach, the amount of those costs may be deducted from payments otherwise to be made under this contract. Additional sanctions may include reduction or elimination of prequalification ratings and removal of bidding privileges.**

**Revised 09/30/09**

**NOTIFICATION**
**REQUIRED CONTRACT PROVISIONS TO IMPLEMENT AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) SECTIONS 902 AND 1515**

**Note: This Notification is only applicable for those projects/contracts funded with ARRA funds. If you have questions, please contact MDOT Contract Services Division at (517) 335-0071.**

In accordance with requirements under section 902 of the American Recovery and Reinvestment Act of 2009 (ARRA), the following language is made a part of this contract and is to be made a part of all tier subcontracts or consultant contracts:

The U.S. Comptroller General and his representatives have the authority:

(1) to examine any records of the contractor or any of its subcontractors, or any State or local agency administering such contract, that directly pertain to, and involve transactions relating to, the contract or subcontract; and

(2) to interview any officer or employee of the contractor or any of its subcontractors, or of any State or local government agency administering the contract, regarding such transactions.

The Comptroller General and his representatives have the authority and rights provided under Section 902 of the ARRA with respect to this contract. As provided in section 902, nothing in section 902 shall be interpreted to limit or restrict in any way any existing authority of the Comptroller General.

In accordance with the requirements of section 1515(a) of the ARRA any representatives of the Inspector General have the authority:

(1) to examine any records of the contractor or grantee, any of its subcontractors or subgrantees, or any State or local agency administering such contract, that pertain to, and involve transactions relating to the contract, subcontract, grant, or subgrant; and

(2) to interview any officer or employee of the contractor, grantee, subgrantee or agency regarding such transactions.

Nothing set forth in section 1515 of the ARRA shall be interpreted to limit or restrict in any way any existing authority of an inspector general.

**Michigan Department of Transportation**

**SCOPE OF SERVICE**
**FOR**
**AS NEEDED CONSTRUCTION SERVICES**
Technical Assistance

**CONTROL SECTION(S):** Various

**JOB NUMBER(S):** Various

**PROJECT LOCATION(S):** Muskegon, Newaygo, Oceana, & Ottawa Counties

**DESCRIPTION OF WORK:**
Provide services to perform to the satisfaction of the Department, Technical Assistance (T.A), previously Office Technician, duties for road and bridge construction work which may include work to close projects out ("finaling") after construction in accordance with MDOT specifications, publications, and accepted practices.

This scope of service requires two (2) T.A's to perform the as needed services:

- The first T.A. position shall be expected to perform an estimated 16 to 40 hours which may vary with required potential overtime.
- The second T.A. position shall be expected to perform an estimated 10 to 15 hours which may encompass portions of approximately 0 to 2 days per week during the summer (June-September) and 2-3 days per week during the winter (Oct-May), or as otherwise requested by the Project Engineer Manager.

**When feasible, or when requested by the MDOT Project Engineer Manager, both T.A positions may be filled by the same individual.**

This service will be performed at the Muskegon TSC Office on various projects throughout 2010 and a portion of 2011 as directed by the Project Engineer Manager. The employee(s) submitted for these positions shall be dedicated for the entire length of the service.

An attempt will be made as often as practical, and/or when performed by a second individual, to adjust the second T.A. hours in half-day or greater blocks of time to minimize unnecessary travel.

**ANTICIPATED START DATE:** February 2010

**ANTICIPATED COMPLETION DATE:** June 2011

**PRIMARY PREQUALIFICATION CLASSIFICATION(S):**
Technical Assistance

**SECONDARY PREQUALIFICATION CLASSIFICATION(S):**
N/A

**DBE REQUIREMENT(S):** 0%

**MDOT PROJECT MANAGER:**
Gregg Zack, P.E.
2225 Olthoff Drive
Muskegon, MI 49444-2644
Phone: 231-777-3451
Fax: 231-777-3621

**GENERAL INFORMATION:**
Full-time services will not be required at all times. This "as-needed" service is based on the intermittent needs of the project office for Technical Assistance. The service hours are estimated; as such, the Department reserves the right to vary these hours as required to complete the necessary services. There is no guarantee that Consultant services will be required on any or all of the listed project(s), or that the total hours of service will match those estimates included within this scope.

The Consultant's point of contact will be contacted with the requests for staff. It is anticipated that the provided personnel will remain with the Department active on this authorization throughout the duration of the contract, with substitutions made only for Holidays, Sick Leave, etc. Every attempt will be made to submit requests and schedule at least one week prior to the need for personnel, however it is expected that any requests made will be complied with within a 24-48 hour period. If the consultant is unable to fulfill the request, MDOT may utilize a secondary consultant for the services.

The consultant staff will report and be directly responsible to the Project Manager who is in responsible charge of the project construction. Work hours and assignments will be given to the consultant staff directly by the Project Manager or other MDOT personnel from this office. The consultant staff will cooperate with the senior level MDOT Technicians and above to ensure that adequate services are provided.

**CONSULTANT RESPONSIBILITIES:**
The Consultant will provide, to the satisfaction of the Department, “as-needed” Technical Assistance as requested by the Project Engineer Manager.

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; 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.

The Consultant will immediately bring to the attention of the MDOT Project Engineer any failure by the Contractor to comply with any documentation requirement, any problem, trends toward borderline compliance, or any occurrence which may require resolution.

The employee shall provide their own transportation to, from, and on the project site to perform the services outlined herein. Work may require occasional travel to the project sites, during which time the employee shall wear personal safety equipment in accordance with MIOSHA and MDOT requirements and practices.

The proposed Technical Assistance shall have a thorough understanding of the MDOT and Federal wage compliance rules, laws, guidelines, etc., as they will likely perform the review of all contractor and subcontractor payrolls, and will be charged with the task of following-up with all deficient findings.

The employee shall attend all project related meetings, when directed by the Project Engineer Manager.

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

**MDOT RESPONSIBILITIES:**

The Project Engineer Manager will provide the employee(s) with the Field Manager computer and software at the Muskegon TSC site, and/or the standard office supplies and equipment for the services required.

The Project Engineer Manager shall furnish to the Consultant all project specific construction proposals, plans, plan revisions, written instructions, reports forms, other information and/or data deemed necessary for the services required herein.

**CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee:**

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. **Hourly reimbursement for the two (2) T.A.'s shall commence upon arrival at the Muskegon Transportation Service Center (TSC); time required for travel to and from the TSC is not considered reimbursable. Mileage reimbursement shall be determined based on the distance from the TSC to the Vendor's closest office or to the T.A.'s residence if travel begins at that point and the distance is less.**

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.**

**This authorization may be suspended or terminated by the Department at any time, including, but not limited to, the end of the Fiscal Year, occurring on September 30 of each Calendar Year.**