

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

MDOT PROJECT MANAGER Nishantha Bandara			JOB NUMBER (JN) Various	CONTROL SECTION (CS) Various
DESCRIPTION IF NO JN/CS As needed geotechnical and pavement investigations contract for Metro Region projects				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input checked="" type="checkbox"/> TIER II (\$100,000-\$250,000)	<input type="checkbox"/> TIER III (>\$250,000)		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Past Performance	
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 checked="" type="checkbox"/>	<input type="checkbox"/>	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	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	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	

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 _____ THROUGH _____

Prequalified Services – See page 1 of the attached Scope of Services for required Prequalification Classifications.

Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. **(Form 5100J 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 12/18/09	TIME DUE 4.00 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

Nishantha Bandara
Supervising Geotechnical Engineer
MDOT-Metro Region
18101 W Nine Mile Road, Southfield, MI 48075

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.)

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.

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
Geotechnical Engineering Service**

CONTROL SECTION(S): Various

JOB NUMBER(S): Various

PROJECT LOCATION: Metro Region

PROJECT DESCRIPTION:

Perform geotechnical and pavement investigations on an as needed basis for Metro Region Projects. Pavement investigation work includes full depth coring through rigid, flexible and composite pavements with shallow geotechnical investigations. Shallow geotechnical investigation associated with this work includes soil classification, Dynamic Cone Penetrometer (DCP) Testing, water table determination (if encountered), the need for Standard Penetration Testing (SPT) is usually not required. Soil sampling and testing of engineered base materials may be included. Testing would typically include gradation analysis and or permeability testing. Deeper soil boring investigations will require SPT's and identification. Additionally, laboratory classification, unconfined compressive strength and consolidation testing may be requested.

Up to three consultants will be selected for these as-needed geotechnical and pavement investigation services.

ANTICIPATED SERVICE START DATE: February 1, 2010

ANTICIPATED SERVICE COMPLETION DATE: January 31, 2012

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Geotechnical Engineering Services

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

None

DBE REQUIREMENT: N/A

MDOT PROJECT MANAGER:

Nishantha Bandara
Supervising Geotechnical Engineer-Metro Region
18101 West Nine Mile Road
Southfield, MI 48075
E-mail: BandaraN@michigan.gov
Phone: (248) 483-5162

GENERAL INFORMATION:

On an as-needed basis, the Consultant shall furnish, to the satisfaction of the Department, all services, labor and equipment necessary to provide geotechnical and pavement investigations for Metro Region projects, over a two year period. Three consultants will be selected for this work throughout the Metro Region.

The Consultant shall submit their Proposal in relation to performing a maximum of 150 pavement cores with shallow geotechnical investigations and a maximum of 40 deeper soil boring investigations. Requests for services will be distributed throughout the two years of the as needed contract.

Proposal shall identify a list of sub consultants to be used and work they will perform. Although, drilling and geotechnical laboratory work will be allowed through sub consultants, prime consultants with their own equipment and facilities will be scored higher.

The Consultant shall furnish all services and labor necessary to perform the Services described herein. The Consultant will also furnish 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 the materials, equipment, supplies, and incidentals as necessary in carrying out this work. The Services will be performed to the satisfaction of the Department consistent with applicable professional standards.

- A. The Consultant's principal contact with the Department will be through the designated Project Manager, or his/her designee.
- B. The Services described herein are financed with public funds. The Consultant will comply with applicable Federal and State laws, rules, and regulations. The Consultant will perform field operations in accordance with MIOSHA regulations and accepted safety practices. The Consultant will wear personal safety equipment in accordance with MDOT policy while on the project.
- C. The Consultant agrees to demonstrate knowledge of, and performance in compliance with, the standard construction practices of the Department; the Project construction contract, proposal, and plans; the Standard Specifications for Construction, Michigan Department of Transportation Uniform Field Soil Classification System guide document and applicable publications referenced within; the Michigan Construction Manual; the Michigan Manual of Uniform Traffic Control Devices; the Materials Sampling Guide;

the Materials Source Guide; the Materials Quality Assurance Procedures Manual; applicable Special Provisions; and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.

- D. The Consultant will notify the Project Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the Project Manager.

CONSULTANT RESPONSIBILITIES:

The consultant agrees on all projects to be responsible for the following general considerations.

1. Obtain an MDOT permit through the appropriate Transportation Service Center.
2. Maintain traffic during all operations. The method of maintaining traffic shall be in accordance with MUTCD and MDOT maintaining traffic details. No more than one lane will be closed at any time. All details need to be included in the permit request.
3. Generally when lane closures are needed, all work should be completed on weekdays between the hours of 9:00 a.m. and 3:00 p.m. Weekend work should be completed during daylight hours only.
4. Locate all existing utilities by calling MISS DIG (800-482-7171). Also locate other utilities not on the MISS DIG system. This includes MDOT lighting systems; the Region Maintenance Engineer can provide locations with three working days prior notice.
5. Notify the Project Manager one business day (Monday through Friday) prior to beginning field operations.

On projects that require pavement coring with shallow geotechnical investigation the consultant is responsible for the following.

1. Obtaining pavement cores with a 4 inch or 6 inch diameter core barrel.
2. Obtaining shallow soil borings through the core hole extending 5 feet below the top of pavement, unless otherwise specified. SPT values are not required unless requested. Visual classification of the soils is required and should follow the Michigan Department of Transportation Uniform Field Soil Classification System guide document.
3. Upon request, performing Dynamic Cone Penetrometer (DCP) testing at core locations. Testing should follow appropriate ASTM and AASHTO standards.
4. Preparing all core and boring reports (logs) including the following as a minimum. Consultant shall use MDOT's current version of "gINT" software to produce boring logs.
 - Date and site of core/boring.

- MDOT control section (CS) and job number (JN).
 - Core/boring longitudinal location by station (if available) and distance offset from a physical item as requested and provided.
 - Core/boring lateral offset in feet from physical item (curb, edge of metal etc.).
 - Core/boring location in latitude/longitude (in decimal degrees) with sufficient accuracy. MDOT Project Manager will provide the accuracy requirements to selected consultants.
 - Core/boring reference to lane in which it was obtained.
 - Core/boring identification number.
 - Graphic profile of the core describing conditions and depth in inches or feet. Pavement layers, deterioration (type), reinforcing steel, and coarse aggregate type all should be noted.
 - Graphic profile of soil conditions and depth of layers in inches or feet. Aggregate base depth, aggregate base material type, subbase depth, soil classification, consistency, compactness, water table depth (if encountered), collection of soil sample and moisture conditions all should be noted.
 - The exact depth of each layer shall be shown on the graphic profile.
 - Names of the investigation crew members.
5. Sampling an adequate amount of sand subbase materials for testing at the frequencies requested. Composite sampling is not allowed.
 6. Performing all mechanical analysis and permeability testing on sampled sand subbase materials as requested. Gradation testing shall be in accordance with MTM 109-01 and MTM 108-07. Minimum sieves to be included for MTM 109-01 testing are the 25.4 mm, #4, #8, #16, #30, #40, #50, #60, #80 and #100. Any materials larger than 25.4 mm shall not be included in the MTM 108-07 analysis. Permeability testing shall be in accordance with MTM 122E-01.
 7. Preparing all sand subbase reports for submission. All test reports should include sample location, core/boring reference, depth range of sample, sample size, calculations and end results.
 8. Backfilling all soil bore holes and patching all core holes with the core (grouted in place) prior to leaving the specific location.
 9. Maintaining all field notes for a period of 5 years.
 10. Photographing all cores that show distress (cracks, deterioration, delamination etc.). Within the photograph there needs to be identification relative to the core/boring identification number. Photographs shall be presented in an electronic .jpg format and delivered for each individual project on a single compact disc. Sound pavement cores do not have to be photographed.
 11. Delivering electronic .dxf or .dgn files and “gINT” files containing the boring log information according to the current MDOT format. MDOT Project Manager will

provide a sample of a core/boring log to selected consultants. Any electronic files that do not conform to MDOT standards will be returned to the Consultant for correction at the Consultant's expense.

12. Electronic excel file containing core/boring location information (core/boring identification number, latitude, longitude etc.) according to the current MDOT format. MDOT Project Manager will provide a sample excel file to selected consultants.

B. On projects that require deep soil boring investigations the consultant is responsible for the following

1. Obtaining soil borings with visual classification and SPT values to the requested depths. SPT values shall be obtained every 5 feet of boring depth, unless specified otherwise. Visual classification of the soils shall follow the Michigan Department of Transportation Uniform Field Soil Classification System guide document.
2. Preparing all core and boring reports (logs) including the following as a minimum. Consultant shall use MDOT's current version of gINT software to produce boring logs.
 - Date and site of boring.
 - MDOT control section (CS) and job number (JN).
 - Boring longitudinal location by station (if available) and distance offset from a physical item as requested and provided.
 - Boring lateral offset in feet from physical item (curb, edge of metal etc.).
 - Core/boring location in latitude/longitude (in decimal degrees) with sufficient accuracy. MDOT Project Manager will provide the accuracy requirements to selected consultants.
 - Boring identification number.
 - Graphic profile of soil conditions and depth of layers in feet. SPT values, soil classification, consistency, compactness and moisture classification, water table information and any soil sampling all must be noted. All unconfined compressive strength, shear strength, moisture content or any other testing information shall be shown on the log in some manner at the corresponding sample depth.
 - The exact depth of each layer shall be shown on the graphic profile.
 - Hammer efficiency
 - Names of the investigation crew members.
3. Upon request, collecting soil samples and performing laboratory classification. Testing should follow appropriate ASTM and AASHTO standards.
4. Upon request, obtaining undisturbed soil samples and performing unconfined compressive strength and or consolidation testing. All procedures should follow applicable ASTM and AASHTO standards.
5. Upon request, installing groundwater monitoring wells.

6. Delivering electronic .dxf or .dgn files and gINT files containing the boring log information according to the current MDOT format. MDOT Project Manager will provide a sample of a core/boring log to selected consultants. Any electronic files that do not conform to MDOT standards will be returned to the Consultant for correction at the Consultant's expense.
7. Electronic excel file containing core/boring location information (core/boring identification number, latitude, longitude etc.) according to the current MDOT format. MDOT Project Manager will provide a sample excel file to selected consultants.

MDOT RESPONSIBILITIES:

MDOT agrees on all projects to be responsible for the following.

1. A detailed investigation plan for each project. This will include specific investigation locations and or a frequency of obtaining information plus details related to material sampling and laboratory testing required.
2. Any applicable design plans, drawings or sketches related to individual projects.
3. Availability to answer questions.
4. A specific deadline for completion of the project.

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.

The hours billed for inspectors will not begin until the inspectors report to the project site or to the project office.

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 Engineer 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 Engineer Manager.

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. The fixed fee allowed for this project will be 11.0%. 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.