

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

MDOT PROJECT MANAGER Julie Van Portfliet			JOB NUMBER (JN) Various	CONTROL SECTION (CS) Various
DESCRIPTION IF NO JN/CS As-needed Hot Mix Asphalt (HMA) Testing				
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP.  WHITE = REQUIRED GRAY SHADING = OPTIONAL			<b>CONSULTANT:</b> Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input type="checkbox"/> <b>TIER I</b> (\$25,000-\$99,999)	<input checked="" type="checkbox"/> <b>TIER II</b> (\$100,000-\$250,000)	<input type="checkbox"/> <b>TIER III</b> (>\$250,000)		
<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"/>	<i>Safety Program</i>	
N/A	<input 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"/>	<b>Location:</b> 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) <b>(No Resumes)</b>	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP <b>not including key personnel resumes</b>	

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 \_\_\_\_\_

<input checked="" type="checkbox"/> <b>Prequalified Services</b> – See page <u>1</u> of 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.
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**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 4	PROPOSAL/BID DUE DATE 2/12/09	TIME DUE 12:00 p.m.
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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

Julie Van Portfliet  
1818 3rd Ave. North  
Escanaba, MI 49829

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

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

**Michigan Department of Transportation**

**SCOPE OF SERVICE  
FOR  
AS NEEDED CONSTRUCTION SERVICES  
Inspection and Testing**

**CONTROL SECTION:** Various

**JOB NUMBER:** Various

**LOCATION:** Various

**WORK DESCRIPTION:**

Provide experienced personnel for Hot Mix Asphalt (HMA) materials testing, aggregate testing, reporting and record keeping. Additional duties may include physical feature inventory, wage rate interviews, Soil Erosion and Sedimentation reviews, survey work and assistance with the region Traffic and Safety program.

Testing services are as needed for work operations including, but not limited to HMA and aggregate testing, reporting and record keeping. These service are anticipated to be primarily during daylight hours Monday through Sunday, night work may be required. Two fully staffed shifts will run on the following schedule:

1<sup>st</sup> shift: Mon. – 10 hours (7 a.m. – 5:30 p.m.), Tues. – 10 hours (7 a.m. – 5:30 p.m.), Wed. – 10 hours (7:00 a.m. – 5:30 p.m.) and Thurs. – 10 hours (7 a.m. – 5:30 p.m.).

2<sup>nd</sup> shift: Fri. – 12 hours (6 a.m. – 6:30 p.m.), Sat. – 12 hours (6 a.m. – 6:30 p.m.), Sun. – 12 hours (6 a.m. – 6:30 p.m.) and Mon. – 4 hours (7 a.m. – 11 a.m.).

Employees assigned to a shift will remain on that shift for the entire season. Up to three consultant employees will be assigned to the 2nd shift.

Up to two additional consultant employees may be hired and assigned to the 1<sup>st</sup> shift.

MDOT reserves the right to request services on other projects located in the Region/TSC area that are not listed above, under the conditions of this “as needed” scope of services.

Full time services will not be required on all projects at all times. 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.

Full-time services will be required for this project. Overtime may be required.

The Consultant, as directed and approved, will provide up to five experienced inspectors to perform the inspection and testing services under the direction of the Project Manager or his designee. Work hours and assignments will be given to the consultant staff by the Project Manager or other MDOT personnel from this office. The consultant testers will cooperate with the senior level MDOT Technicians to ensure that adequate testing services are provided.

The projects that these services may be utilized on include, but are not limited to any construction, safety, or maintenance project within the Superior Region that has HMA.

**PRIMARY PREQUALIFICATION CLASSIFICATION:**

Aggregate Testing

**SECONDARY PREQUALIFICATION CLASSIFICATION:**

Engineering Assistance

**ANTICIPATED START DATE:** 6-12-09

**ANTICIPATED COMPLETION DATE:** 10-18-10

**DBE REQUIREMENT:** N/A

**MDOT PROJECT MANAGER:**

Julie Van Portfliet  
1818 3<sup>rd</sup> Avenue North  
Escanaba, MI 49829  
Ph: (906) 786-1800

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

**GENERAL:**

The Consultant shall furnish all labor necessary to conduct and complete the Construction Services described herein. The Services will be performed to the satisfaction of the Department consistent with the applicable professional standards.

- A. The Consultant's principal contact with the Department will be through the designated Project Manager or 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 is responsible to

supply and will wear personal safety equipment in accordance with MDOT policy while on the project.

- C. The consultant agrees to providing staff that are trained and certified in HMA testing through the Michigan Bituminous QC/QA Technician Certification Program. 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 plan; the Standard Specifications for Construction and applicable publications referenced within; the Michigan Construction Manual; 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:**

1. The Consultant will provide the necessary personnel to adequately perform the requirements of this contract. Personnel shall be certified through the Michigan Bituminous QC/QA Technician Certification Program, and that his/her employees will possess the experience, knowledge, and character to qualify them for the particular duties each is to perform.
2. The Consultant will furnish the necessary personnel needed to carry out the testing services.
3. Staff Reductions: Withdraw any personnel or halt any services no longer required, at the request of the Department, or within a reasonable time after the lack of need becomes apparent to the Consultant or the Project Manager. The Consultant will not be reimbursed for the cost of personnel charged to a project that the Project Manager has determined was unnecessary.

#### **Project Inspection:**

**Inspectors:** Perform testing services as the Inspector for the Project consistent with the Department's practice and in accordance with the Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Source Guide, and other applicable references, guidelines, and/or procedures manuals. The Inspector(s) will be assigned this Project with a sufficient number of technically qualified and experienced personnel to perform the Services required under the Agreement in a timely manner to avoid delay to the Construction Contractor.

**Coordination:** Provide appropriate coordination, contact, and cooperation with affected local, state, and/or federal agencies and other Consultants and Contractors; which may be involved in the Project and which are deemed to be the responsibility of the Consultant by the Department.

The inspectors will be equipped with their own cellular phones or pagers. The phones or pagers can not be charged as a direct expense to the project.

The Consultant will immediately bring to the attention of the Project Manager any failure by the Contractor to comply with a plan or specification requirement, any problem, trends toward borderline compliance, or any other occurrence which may require resolution.

**Contentious Issues:** Notify the Project Engineer of any problems, issues, discrepancies, or other items brought to the attention of the Consultant by the Contractor. Provide written documentation of the resolution of such issues.

**Consultant Deliverables:** Collect, properly label or identify, and deliver to the Department any original diaries, logs, notebooks, accounts, records, reports, as constructed plans, other documents, and Project files prepared by the Consultant in the performance of the Agreement, upon completion or termination of the Agreement. Return, upon completion or termination of the Agreement, Specifications, Manuals, guides, written instructions, construction contracts and plans, unused forms, and any other documents and materials furnished by the Department. The Consultant may be responsible for replacing lost documents or materials at a fair and reasonable price.

**Meetings:** Arrange and conduct conferences and meetings required to carry out the services of the project as required by the Project Manager. Prepare and distribute minutes of all meetings except the Preconstruction Meeting.

**Quality Assurance Testing and Reporting:**

1. **Material Testing:** Sample and/or test materials (except off-site aggregates, concrete cylinder breaks, and bituminous plant testing) to be incorporated in the work, including but not limited to, concrete quality assurance testing, bituminous quality assurance testing, on-site aggregates, and density testing and reporting, according to Materials Source Guide, and reject Contractor's work and materials not meeting the Specifications, Plans, Proposal, the Michigan Construction Manual, Materials Quality Assurance Manual, and all other applicable references, guidelines, and procedures manuals.

Acceptance samples, tests, and reporting procedures will conform to the Specifications, Proposal, MDOT Materials Source Guide and other applicable references, guidelines, and procedures manuals prescribed by the Department.

2. **Material Certification:** Coordinate with MDOT office and field staff to make certain that acceptable test reports and material certifications from the supplier **have been received, prior to the incorporation of materials in the work, for materials tested off the Project site.**

3. **Materials Reports:** Submit materials test reports (including, but not limited to Moisture and Density 582B, Inspector's Report of Concrete Placed 1174A, Aggregate Inspection Reports 1900 & 1901, Bituminous QA reports, and Concrete QA reports, etc.) according to the distribution list on a daily basis, within one work day following the testing. The efficiency of the consultant in getting the "Moisture and Density Determination, Nuclear Method", Form 582B, copy to the Lansing, Density Technology Unit, 8885 Ricks Road, Lansing Mich 48909 will be measured by that unit and reported to the Project Manager.
4. **Testing Personnel:** For aggregate, concrete, density, and bituminous testing, utilize only personnel certified according to current Department requirements. Personnel will be certified on all projects (not just NHS projects).  
The concrete testing inspector will be certified as a Concrete Technician Michigan Level I through a program certified by Michigan Concrete Association Board of Examiners or the Michigan Concrete Paving Association.  
Any inspector involved in sampling or testing of Hot Mix Asphalt must be a Michigan Qualified Bituminous QC/QA Technician. (The Department will consider the use of a lesser experienced technician who is properly certified, for the bituminous testing provided the hourly wage rate is in line with the experience of the technician).

Any inspector performing sampling or testing of aggregates must be a current Michigan Certified Aggregate Technician.

The consultant and any sub-consultants contracted by the Michigan Department of Transportation (MDOT) to perform density testing services that use equipment regulated by the NRC shall:

- 1) Possess a valid license issued by the NRC, or recognized Agreement State, for ownership and use of sealed sources contained within portable nuclear density gauges.
- 2) Provide the Radiation Safety Officer (RSO) of MDOT with a copy of the aforementioned license.
- 3) Comply with all rules and regulations set forth by Title 10 (Energy) and 49 (Transportation) of the Code of Federal Regulations.

Failure of any of the above will be found in noncompliance with the contract.

5. **Project Review/Certification:** If requested, participate in and resolve items determined to be insufficient during the Department's review(s) of project records.

**Measurement, Computation, Documentation, and Recordkeeping:**

1. **Documentation:** Measure and compute quantities, and provide appropriate documentation of all materials incorporated in the work and items or work completed, and maintain an item record account using FieldManager and FieldBook software. The consultant must obtain and be able to use the most current available version of FieldManager as the primary system for automation of all required documentation for

this project. Contact Info Tech at (352) 375-7624 or fax (352) 373-9586 or (www.infotechfl.com) to obtain software information on training.

2. Assist in maintaining As-Constructed Plans throughout the project, showing any field changes, final utility locations, substantial quantity changes, etc. Verify the As-Constructed Plan information that is required to be provided by the Contractor.
3. Reports-Consultant Generated: Prepare such periodic, intermediate and final reports and records as may be required by the Department and as are applicable to the Project, which may include, but are not limited to:
  - a. **Inspector's Daily Reports**
  - b. **Moisture and Density Determination Reports (Form 582BM)**
  - c. **Inspector's Report of Concrete Placed (Form 1174A-M)**
  - d. **Mechanical Analysis, (Form 1901)**
  - e. **Final Quantity Sheets**
  - f. **Force Accounts**
  - g. **Wage Rate Interviews**
  - h. **Other records and/or reports as required for the individual Project by the Project Manager and/or as required by Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Source Guide, and other applicable references, guidelines and/or procedures manuals.**

**Reports-Consultant Generated:** Prepare such periodic, intermediate and final reports and records as may be required by the Department and as are applicable to the Project, which may include, but are not limited to:

- a. 1911
- b. 1903B
- c. 1903C
- d. 1907

**MDOT RESPONSIBILITIES:**

- A. The project Engineer will furnish the Consultant Project-specific construction contracts, proposals, plans, plan reviews, written instructions, and other information and/or data as deemed necessary by the Project Manager for the Services required herein.
- B. The Department will furnish bituminous mixture designs and any other materials customarily tested in the Department laboratories with its own forces or by statewide contracts. The customary testing is described in the Materials Quality Assurance Manual with exception noted within the Specifications, Plans, and Proposal. The Consultant will be responsible for all on-site sampling and transportation of all the materials required to be tested by Department personnel.

- C. The Department shall provide the office technician staff to maintain the project files in accordance with MDOT procedures. The Consultant inspector will coordinate with the Department's staff to submit the required documentation, as indicated elsewhere in this Scope of Services.
- D. The Project Manager shall provide inspection and contract administration 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 inspection work performed to date by the Consultant for services rendered is reasonable and appropriate before approving the Consultant's request for payment.

**CONSULTANT PAYMENT – Loaded Hourly Rate:**

Compensation for this project shall be on a **loaded hourly** rate basis. This basis of payment typically includes an estimate of labor hours by classification or employee, and a "loaded" rate which includes an hourly labor rate, applied overhead, and fixed fee by classification or employee. In addition, other direct costs and subconsultant costs may be proposed and authorized, if necessary.

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