

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

MDOT PROJECT MANAGER Jeff Bigelow			JOB NUMBER (JN) Various	CONTROL SECTION (CS) Various
DESCRIPTION IF NO JN/CS As Needed Technical Assistance in the Jackson TSC area				
<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 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 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"/>	<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 \_\_\_\_\_

**Prequalified Services** – See page 2 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 price 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 price proposal must be submitted in a sealed manila envelope, clearly marked in large red letters "**PRICE PROPOSAL – TO BE OPENED ONLY BY SELECTION SPECIALIST.**" The vendor's name and return address **MUST** be on the front of the envelope. The price proposal will only be opened for the highest scoring proposal. Unopened price proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your bid 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 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 DUE DATE 3/23/09	TIME DUE 3:00pm
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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

Jeff Bigelow, P.E.  
Jackson TSC  
2750 N. Elm Road  
Jackson, MI 49201

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 48809

Secretary, Contract Services Div - B470  
Michigan Department of Transportation  
425 W. Ottawa  
Lansing, MI 48833

- Contract Administrator/Selection Specialist  
Bureau of Transportation Planning B470  
Michigan Department of Transportation  
PO Box 30050  
Lansing, MI 48809

Contract Administrator/Selection Specialist  
Bureau of Transportation Planning B470  
Michigan Department of Transportation  
425 W. Ottawa  
Lansing, MI 48833

**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 Technical Assistance

**CONTROL SECTION(S):** Various  
See Attachment A

**JOB NUMBER(S):** Various  
See Attachment A

**PROJECT LOCATION(S):**  
See Attachment A

### **WORK DESCRIPTION:**

Provide experienced personnel for technical assistance services on an “as-needed” basis for road and bridge construction related work in the Jackson TSC area. The Jackson TSC area consists of projects administered from the Jackson TSC (Hillsdale and Jackson Counties) as well as the Tecumseh Field Office (Lenawee and Monroe Counties). In addition to the customary duties completed by experienced personnel to assist with:

- Final project file reviews of local agency projects in the Jackson TSC area
- Field inspection (not ongoing) of projects for compliance with FHWA required Jobsite Poster requirements
- Audits of local agency prevailing wage documentation

The “as-needed” technical assistance services will be needed beginning June 1, 2009, or as soon as the contracted services are awarded, through May 31, 2011. The employee submitted for the technical assistant position shall be dedicated as the technical assistant for the duration of the contract. The estimated amount of time per week for this work is twenty-four (24) hours but will vary depending on workload.

The intent is to select one (1) Technical Assistant.

The initial authorization for the “as-needed” technical assistance services will be **2500 hours**.

See **ATTACHMENT A** for the list of 2009 construction projects in the Jackson TSC area that will require “as-needed” technical assistance services. The “as-needed” technical assistance services may also be needed on past construction projects as requested by the Project Engineer Manager. The information on **ATTACHMENT A** was compiled with the most current data at the time of solicitation and is subject to change. An accurate list of 2010 construction projects in the Jackson TSC area is not available at this time.

**PRIMARY PREQUALIFICATION CLASSIFICATION:**

Technical Assistance

**SECONDARY PREQUALIFICATION CLASSIFICATION:**

None

**ANTICIPATED START DATE:** June 1, 2009

**ANTICIPATED COMPLETION DATE:** May 31, 2011

**DBE REQUIREMENT:** N/A

**MDOT PROJECT MANAGER:**

Jeff Bigelow, P.E. – Delivery Engineer

MDOT – Jackson TSC

2750 N. Elm Road

Jackson, MI 49201

(517) 780-5108 (office)

(517) 937-5465 ((cell)

[bigelowj@michigan.gov](mailto:bigelowj@michigan.gov)

**GENERAL:**

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

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

- A. The Consultant's principal contact with the Department shall be through the designated Project Engineer Manager.
- B. The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations. The Consultant shall perform field operations in accordance with MIOSHA regulations and accepted safety practices.
- 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 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.

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

**CONSULTANT RESPONSIBILITIES:**

The Consultant will provide, to the satisfaction of the Department, services as mentioned above. Reporting, measurement, computation, and documentation requirements directed by the Project Engineer Manager and/or referenced in the Specifications, Plans, Proposal, the Michigan Construction Manual, the MDOT Materials Source Guide and all other applicable references, guidelines, and procedures manuals and associated with this Technical Assistance work is also included.

The Consultant will provide the necessary personnel to adequately perform the requirements of this scope of service, and that his/her employees will possess the experience, knowledge, and character to qualify them for the particular duties each is to perform.

**The Consultant must obtain and be able to use the FieldManager Suite of Software for this project. Contact Info Tech, Inc. at (352) 381-4400 or fax (352) 381-4444 or ([www.fieldmanager.com](http://www.fieldmanager.com)) to obtain software and information on training. Since this software will be used on all MDOT projects in the future, the cost of this software cannot be charged as a direct expense for this project. Consultants must keep their version of the FieldManager Suite of software current with the version being used by MDOT.**

**Project Files:** Maintain project files in accordance with the MDOT Office Manual and Departmental procedures. Send copies of select correspondence and documentation to the Project Manager.

**MDOT RESPONSIBILITIES:**

The Project Engineer Manager shall furnish to the Consultant project-specific construction contracts, proposals, plans, written instructions, and other information and/or data as deemed necessary by the Project Engineer Manager for the Services required herein.

A workstation with the most current version of FieldManager will be provided by the Department.

**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, sub-consultant 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 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.**

**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 may 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.**

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

## ATTACHMENT A

1. 30011-79838A  
Scope of Work: HMA Reconstruct, Storm Sewer, Watermain, ect. On M-49 in the Village of Reading
2. 30011 – 102963A  
Scope of Work: Streetscape on M-49 from Silver St. to State St. in the Village of Reading
3. 30555 – 90639A  
Scope of Work: HMA Reconstruct, Storm Sewer, Watermain, etc. on Michigan St. in the Village of Reading
4. 30011 – 103052A  
Scope of Work: Microsurface with fiber membrane on M-49 from the Ohio State Line to US-12
5. 30031 – 103305A  
Scope of Work: Double Microsurface on M-99 from the Ohio State Line to M-34
6. 38101 – 103301A  
Scope of Work: Mill and single course HMA overlay on I-94 from West Ave to Sargent Road
7. 38101 – 88258A  
Scope of Work: Bridge replacement, Hawkins Road over I-94
8. 38102 – 87557A  
Scope of Work: Install Rumble Strips on I-94 from the Calhoun County Line to Michigan Ave.
9. 38101 – 105448A  
Scope of Work: Beam replacement on Elm Road over I-94
10. 84916 – 103347A  
Scope of Work: TSC wide HMA crack treatment