

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

MDOT PROJECT MANAGER Kim Nowack			JOB NUMBER (JN) na	CONTROL SECTION (CS) 86000
DESCRIPTION IF NO JN/CS Bridge inspection services for the Mackinac Bridge including, emergency repairs, inspections and structural designs				
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 type="checkbox"/> TIER II (\$100,000-\$250,000)	<input checked="" type="checkbox"/> TIER III (>\$250,000)		
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Safety Program</i>	
N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input checked="" type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 _____

<input type="checkbox"/> Prequalified Services – See page ___ of the attached Scope of Services for required Prequalification Classifications.	<input checked="" type="checkbox"/> 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.
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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 3	PROPOSAL/BID DUE DATE 3/21/11	TIME DUE 4:00 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

Kim Nowack
N 415 I-75
St. Ignace, MI 49781
nowackk@michigan.gov

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
CONSTRUCTION SERVICES
Mackinac Bridge Inspection**

CONTROL SECTION: 86000

JOB NUMBER:

PROJECT LOCATION: Mackinac Bridge

DESCRIPTION OF WORK: To perform various services for the Mackinac Bridge Authority (MBA) over the next three years. The services will include but not be limited to structural engineering services including inspections, structural designs, emergency repair details, generating studies and reports.

The term of this selection will be for three years.

ANTICIPATED START DATE: April 2011

ANTICIPATED COMPLETION DATE: March 2014

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

NA

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

*Complex Bridges

***NOTE: Due to the unique nature of this bridge, it is necessary to provide the expertise of this design service to support any structural design issues which may develop**

DBE REQUIREMENT: NA

MDOT PROJECT MANAGER: Kim Nowack
N415 I-75
St. Ignace, MI 49781
(906) 643-7600

GENERAL INFORMATION:

The Mackinac Bridge is a world renowned suspension bridge of very large proportions, complicated design and of great significance to the State of Michigan. The structural engineering needs of the bridge are continual and range from periodic regularly scheduled inspections to unanticipated emergency repairs. In order to be considered, the consulting firms must provide information in their proposals that show that they can meet the following general requirements as well as perform the specific inspections and projects that are detailed further in this RFP.

CONSULTANT QUALIFICATION REQUIREMENTS:

A Consultant Engineering firm will be selected based on the criteria in the Vendor Guideline with emphasis on the following criteria.

- At least 5 years of structural engineering experience with suspension bridges similar in proportion, design and age to the Mackinac Bridge. The experience must include inspections, design, engineering reports, studies, and construction engineering and field construction support.
- The firm's staff must include qualified bridge inspectors, draftsmen, cable specialists, professional structural engineers and technical writers with first hand knowledge and multiple years of experience with bridges of this stature. The consultant must show how their existing staff and expertise will meet the requirements of this scope of service.
- The consultant's project manager must be a licensed professional engineer in Michigan (or able to obtain the Michigan license) with extensive structural engineering skills and have at least 15 years of experience with suspension type bridges of a similar age and design.
- The consultant must show the safety measures that they will be taking and the level of staff safety experience, training and certifications that are maintained in order to perform the type of inspection work required of this contract which includes working in the open several hundred feet above the water.

ANTICIPATED PROJECTS, SCHEDULED INSPECTIONS AND ASSIGNMENTS:

The following is a partial list of projects, inspections and assignments that may be required of the consultant over the length of the selection and a brief description of the work. Actual detailed Scope of Services will be developed for each project authorization. No work shall commence on any service until it is authorized. These examples are intended to show the high level of engineering expertise required of the consultant and the complexity of the projects. Consulting firms must show that they have the experience and ability to perform the work involved in each and all of these projects.

Annual and Fracture Critical Inspection:

The Scope of Work includes performing Annual Inspections on the Mackinac Bridge in 2011, 2012 and 2013, and a Fracture Critical Inspection on the Mackinac Bridge in 2012. These Inspections shall be performed in accordance with the requirements of the National Bridge Inspection Standards (NBIS). The inspection procedures shall be in accordance with the latest AASHTO Manual for Condition Evaluation of Bridges including amendments and interim specifications, the Federal Highway Administration - Bridge Inspectors' Training Manual, and the FHWA's Manual for "Inspection of Fracture Critical Bridge Members", report No. FHWA-IP-86-26.

The Annual inspections shall be intermediate level type inspections and will include the substructure, anchorages, superstructure, towers, suspension system, roadway and other items. Fracture critical members of the support truss shall receive additional, detailed, hands on inspection as required by the FHWA. Annual inspections shall consist of sufficient observations and/or measurements to determine the

physical and functional conditions of the bridge. Observations of the bridge shall be compared to previously recorded conditions to identify any developing problems and/or change from previously noted conditions and to ensure that the structure continues to satisfy the present service requirements.

In-Depth Cable Inspection:

The Mackinac Bridge is required by the FHWA to periodically perform an in-depth inspection of the cable suspension system. It is anticipated that during this proposed three year contract, in-depth cable inspections may be performed each year. The cable inspection must be done in accordance with NCHRP 534 "Guidelines for Inspection and Strength Evaluation of Suspension Bridge Parallel Wire Cables".

There are two primary objectives the consulting firm is to accomplish during the in-depth cable inspection:

1. Conduct an overall visual inspection and assessment of the suspension system and cable related components. This includes the exterior of the main cables for their full length, the splay strands, strand anchorages, suspenders, saddle and splay castings and the cable bands. It also includes inspection of the lower end termination at selected suspenders.
2. Perform a detailed assessment of the main cable interior wires at specific locations and provide explicit documentation of the findings.

Review of Computations and Drawings Related to Mackinac Bridge Projects:

In connection with work done on the bridge by others, such as painting or paving contractors, the consulting firm will review the plans for such work to determine the compatibility of any proposed false work or temporary equipment with the bridge. Work performed by contractors must not damage the structural condition of the bridge or impede the flow of traffic and must be performed in a way that is safe for the traveling public. This review may involve analyzing equipment placements, scaffolding designs, tarp configurations, temporary connection details, and/or traffic staging.

Structural Analysis, Designs and Details:

The consulting firm must competently design repair details for any structural member that exists on the bridge. Repair details in some cases could be minor in nature, or could, as in the case of removal and replacement of a truss member, involve the careful sequencing of installation steps to allow for proper unloading, temporary support and reloading in order to avoid locking in any unwanted stresses in any of the truss members. Preparation of design details in this case would involve temporary support considerations as well as traffic loading schemes so that optimum conditions for making the field connections are present at the time of repair. All repair details must take into consideration the requirements of traffic, the space limitations for work and lifting equipment, and the practicality of assembly methods that will be performed at height.

Attendance at Meetings:

Occasionally it may be necessary for the consultant to attend meetings of the Mackinac Bridge Authority, pre-bid meetings, construction progress meetings, and/or conferences at the bridge site or elsewhere upon request of the MBA. This would be for the purposes of sharing information about the condition of the

bridge and reporting on the results of any studies or research the firm may be doing in relationship to upcoming projects.

Cable Protection System Study:

The suspension cable system on the Mackinac Bridge is currently in good condition and has been inspected following FHWA requirements. In an effort to plan for the future protection of the cable system, the Mackinac Bridge Authority may be requesting that a study of cable protection systems be performed as part of this IDS contract. The consultant firm must show how they would complete such a study.

It is expected that the study would evaluate the existing condition of the suspension system, research alternative protection systems and recommend preferred systems for this bridge in particular. It is recognized that environmental conditions in different locations around the world play a significant part in the deterioration of a cable system. The alternatives presented should take this into consideration. The study would recommend the optimum timing of any cable protection projects in consideration of the useful life of the existing system. The study would evaluate costs and construction methods.

Emergency Response:

The consulting firm must respond to emergency situations. This could involve travel to the site to assess structural damage and the immediate design of repair details. Twenty-four hour emergency response availability for phone calls will be expected of the consulting firm.

3 D Computer Structural Model:

The consulting firm must competently develop and use a 3 D computer structural analysis model of the Mackinac Bridge in order to assess loading conditions and recommend load placements during various Mackinac Bridge Authority projects and general maintenance tasks. The firm must develop and use the 3 D model to predict bridge stresses and movements under known loading conditions (including dead, live, temperature and wind loading).

Miscellaneous:

Other engineering services as requested by the Mackinac Bridge Authority. These are undetermined at this time, but would be defined as separate projects as needs arise.

BRIDGE PROTECTIVE MEASURES:

The selected consultant shall comply with the requirements for bridge protective measures set forth in Exhibit 1 which is attached to this scope of work and which will become part of the contract with the selected consultant.

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.

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.

EXHIBIT 1

MACKINAC BRIDGE PROTECTIVE MEASURES

The following provisions address the intention to safeguard the Mackinac Bridge.

It is expected the CONSULTANT will disclose the provisions described below to its SUBCONSULTANT(S) and all prospective employees before the CONSULTANT presents any individual employee to the MBA as their personnel authorized to work on this Michigan Department of Transportation (MDOT) CONTACT.

The CONSULTANT and all personnel performing the work will be expected to fully comply with all provisions.

A CONFIDENTIALITY PROVISIONS

The CONSULTANT agrees that all information related to any work performed under this CONTRACT authorization, including, but not limited to, copies of plans, reports and/or other documents used or generated related to the work performed, is confidential. Any information provided by the Michigan Bridge Authority (MBA) or obtained by the CONSULTANT or its SUBCONSULTANT(S) relating to the work to be performed shall not be reproduced or distributed to any individuals without the express written approval of the Mackinac Bridge Authority Engineer (ENGINEER). The CONSULTANT agrees to maintain all information related to this project as confidential except any information that is required to be disclosed by court order.

Structural information concerning the Mackinac Bridge is exempt from disclosure under the Michigan Freedom of Information Act (FOIA) Act 442 of 1976, (15.2 MCL). Section 13 of the Act specifically exempts from disclosure information relating to bridges or documents related to the bridges as they are "public works" and "[r]ecords or information of measures designed to protect the security or safety of persons or property." Other exemptions may be applicable as well.

All original plans and/or documents related to any and all project work done under this authorization that is hereafter part of this Contract and all copies thereof shall be returned to the MBA when the projects are completed. The CONSULTANT agrees that all original plans and documents related to the projects and all copies thereof belong to the MBA. The CONSULTANT further agrees that it will not make copies of any plans or documents related to the projects without the prior written consent of the ENGINEER. All documents prepared by the CONSULTANT including tracings, drawings, estimates, specifications, field notes, investigative studies, and other relevant documents, are the property of the MBA and will not be furnished to any other party without the prior written permission of the ENGINEER.

The CONSULTANT agrees that if the CONSULTANT or its SUBCONSULTANT(S) violates the confidentiality provisions of this authorization the CONSULTANT will be financially responsible for consequential damages, including, but not limited to, the costs associated with assessing the potential threat and providing additional security systems to the Mackinac Bridge.

A violation of these CONFIDENTIALITY PROVISIONS shall be considered a breach of this authorization and this Contract. MDOT may, in its sole discretion, terminate this authorization and the Contract for any breach of these CONFIDENTIALITY PROVISIONS.

B. EQUIPMENT INSPECTION PROVISIONS

The ENGINEER may refuse to allow the CONSULTANT or its SUBCONSULTANT to use equipment brought to the Mackinac Bridge due to security concerns. Equipment brought to the Mackinac Bridge for use by the CONSULTANT or its SUBCONSULTANT(S) will be made available and subject to inspection by the ENGINEER or a duly designated inspection agent prior to its use or at any time while onsite.

A violation of this EQUIPMENT INSPECTION PROVISION shall be considered a breach of this authorization and this Contract. MDOT may, in its sole discretion, terminate this authorization and the Contract if the EQUIPMENT INSPECTION PROVISIONS are not met by the CONSULTANT or its SUBCONSULTANT(S).

C PERSONNEL SPECIAL SECURITY PROVISIONS

The CONSULTANT agrees to initially submit a complete list to the ENGINEER at the pre-inspection meeting that identifies all personnel and their SUBCONSULTANT(S) personnel that will have access to the documents discussed above and any information that is produced as a result of the work that they will perform. The list shall include, at a minimum, each identified person's full name, driver's license or identification number, social security number, place and date of birth. A current photograph from a valid identification document must also be provided for each person identified on the list. The list with accompanied photograph shall be updated if personnel are added or dropped from the workforce.

The CONSULTANT shall also provide, at or before the pre-inspection meeting, criminal background checks of all personnel that they indicate will perform work at any time under this contract authorization.

Requests for such additional background checks may be initiated by the ENGINEER at any time. The CONSULTANT expressly recognizes and agrees to cooperate, if the ENGINEER, in its sole discretion, desires to conduct an investigation concerning the eligibility of any personnel identified to perform work on this project. Such investigations may include Michigan State Police Background checks (ICHAT OR LEIN) and may include the National Crime Information Center (NCIC) Finger Prints. The personnel that are identified and listed may be required to complete and submit an RI-8 Fingerprint Card for the NCIC Finger Print Checks. Any personnel, if requested, that refuses or fails to submit an RI-8 Fingerprint Card for the NCIC Finger Print Checks must be replaced with personnel acceptable to the ENGINEER.

Only personnel with satisfactory criminal background checks that are acceptable to the ENGINEER will be authorized to perform work under this contract authorization.

The identity of all personnel working at the bridge will be subject to verification by the ENGINEER or a duly designated verification agent at the start of each workday. Off-site personnel are subject to verification by the ENGINEER or a duly designated verification agent at any time. Personnel that are not verified will not be permitted access to the bridge or the documents discussed above.

The CONSULTANT remains fully responsible for providing employees that will be able to obtain and maintain acceptable security checks and achieve verification that satisfy the MBA. The CONSULTANT shall not be entitled to extensions of time while suitable replacements are obtained.

A violation of these PERSONNEL SPECIAL SECURITY PROVISIONS shall be considered a breach of this authorization and this Contract. MDOT may, in its sole discretion, terminate this authorization and the Contract for any breach of these PERSONNEL SPECIAL SECURITY PROVISIONS.

D. STATE OF MICHIGAN'S IT POLICY PROVISION

All personnel employed by the CONSULTANT and its SUBCONSULTANT(S) must agree to and comply with the State of Michigan's IT resource acceptable use policy if accepted as personnel authorized to work on this Contract.

A violation of these STATE OF MICHIGAN'S IT POLICY PROVISION shall be considered a breach of this authorization and this Contract. MDOT may, in its sole discretion, terminate this authorization and the Contract for any breach of these STATE OF MICHIGAN'S IT POLICY PROVISION.