

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

	REQUISITION NUMBER		DUE DATE XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	
DESCRIPTION			
MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED GRAY SHADING = OPTIONAL Check the appropriate Tier in the box below		CONSULTANT: Provide only checked items below in proposal	
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input type="checkbox"/> TIER II (\$100,000-\$250,000)	<input type="checkbox"/> TIER III (>\$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"/>	Organizational Chart
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
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 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 p=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)	14 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes. Resumes limited to 2 pages per key staff personnel.

PROPOSAL AND BID SHEET EMAIL ADDRESS – mdot-rfp-response@michigan.gov

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 five (5) 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

5100J – Consultant Data and Signature Sheet (Required only for firms not currently prequalified with MDOT)

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

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest (Consultant/Vendor Selection Guidelines for Services Contracts" and "Guideline for Completing a Low Bid Sheet(S)*, if a low bid is involved as part of the selection process. **Reference 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 ____ 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 is required with Proposal for firms not currently prequalified with MDOT**

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 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.

Qualification 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. The vendor that has met established qualification threshold and 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

Bid Sheet(s) must be submitted in accordance with the "Guidelines for Completing a Low Bid Sheet(s)* (available on MDOT's website). Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the email address: mdot-rfp-response@michigan.gov. Failure to comply with this procedure may result in your bid being rejected from consideration.

**NOTIFICATION
MANDATORY ELECTRONIC SUBMITTAL**

Proposals submitted for this project must be submitted electronically.

The following are changes to the Proposal Submittal Requirements:

- Eliminated the Following Requirements:
 - Safety Program
 - Communication Plan
 - Past Performance as *a separate section*
 - Separate section for DBE Statement of goals. Include information in Qualification of Team section

- Implemented the Following Changes:
 - All proposals require an Organization Chart
 - Resumes must be a maximum of two pages
 - Only Key (lead) staff resumes may be submitted
 - Tier III proposal reduced from 19 to 14 pages
 - Forms 5100D, 5100I, and 5100G combined – 5100D
 - Forms 5100B and 5100H combined – 5100B
 - RFP's will be posted on a weekly basis -- on Mondays

The following are Requirements for Electronic Submittals:

- Proposals must be prepared using the most current guidelines
- The proposal must be bookmarked to clearly identify the proposal sections (See Below)
- For any section not required per the RFP, the bookmark must be edited to include “N/A” after the bookmark title.
Example: Understanding of Service – N/A
- Proposals must be assembled and saved as a single PDF file
- PDF file must be 5 megabytes or smaller
- PDF file must be submitted via e-mail to MDOT-RFP-Response@michigan.gov
- MDOT's requisition number and company name must be included in the subject line of the e-mail. The PDF shall be named using the following format:
 - Requisition#XXX_Company Name.PDF
- MDOT will not accept multiple submittals
- Proposals must be *received* by MDOT on or before the due date and time specified in each RFP

If the submittals do not comply with the requirements, they may be determined unresponsive.

The Consultant's will receive an e-mail reply/notification from MDOT when the proposal is received. Please retain a copy of this e-mail as proof that the proposal was received on time. **Consultants are responsible for ensuring the MDOT receives the proposal on time.**

****Contact Contract Services Division immediately at 517-373-4680 if you do not get an auto response****

Required Bookmarking Format:

- I. Request for Proposal Cover Sheet Form 5100D
 - A. Consultant Data and Signature Sheet, Form 5100J (if applicable)
- II. Understanding of Service
 - A. Innovations
- III. Qualifications of Team
 - A. Structure of Project Team
 - 1. Role of Firms
 - 2. Role of Key Personnel
 - B. Organization Chart
 - C. Location
- IV. Quality Assurance / Quality Control Plan
- V. Resumes of Key Staff
- VI. Pricing Documents/Bid Sheet (if applicable)

2/14/12

**NOTIFICATION
E-VERIFY REQUIREMENTS**

E-Verify is an Internet based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of that employee to work in the United States. There is no charge to employers to use E-Verify. The E-Verify system is operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration. E-Verify is available in Spanish.

The State of Michigan is requiring, under Public Act 200 of 2012, Section 381, that as a condition of each contract or subcontract for construction, maintenance, or engineering services that the pre-qualified contractor or subcontractor agree to use the E-Verify system to verify that all persons hired during the contract term by the contractor or subcontractor are legally present and authorized to work in the United States.

Information on registration for and use of the E-Verify program can be obtained via the Internet at the DHS Web site: <http://www.dhs.gov/E-Verify>.

The documentation supporting the usage of the E-Verify system must be maintained by each consultant and be made available to MDOT upon request.

It is the responsibility of the prime consultant to include the E-Verify requirement documented in this NOTIFICATION in all tiers of subcontracts.

9/13/12

MICHIGAN DEPARTMENT OF TRANSPORTATION

**SCOPE OF SERVICE
FOR
PRE-DESIGN SERVICES
FEASIBILITY STUDY OF BRIDGE REPAIR ALTERNATIVES
FOR MOVABLE SPAN BRIDGE**

CONTROL SECTION: 09032

JOB NUMBER: 117082

PROJECT LOCATION: M-13/M-84 (Lafayette St.) over E. Channel Saginaw River
B01-09032 Bascule bridge in Bay City

PROJECT DESCRIPTION:

This bridge is a 3 span (one lift span and two approach spans) double leaf Scherzer type rolling lift bascule, originally built in 1938 with a bascule superstructure replacement in 1987.

The purpose of this service is to develop a structure feasibility study of various repair, rehab, and replacement options for this movable bridge, including but not limited to: repair or replacement of the curved and horizontal tread plates, and total bridge replacement.

A detailed inspection of this bridge was performed in 2012. That inspection report discusses the condition of the structural, mechanical, and electrical components of the bridge, as well as repair options and recommendations, and is to be a key reference for this project.

ANTICIPATED START DATE: January 2013

ANTICIPATED COMPLETION DATE: July 2013

PRIMARY PREQUALIFICATION CLASSIFICATION:

Movable Span Bridges

SECONDARY PREQUALIFICATION CLASSIFICATION: NONE

DBE REQUIREMENT: 0%

MDOT PROJECT MANAGER: Linda M. Reed, P.E.
Bridge Scoping Engineer
MDOT
8885 Ricks Road
Lansing, MI 48909
Email: reedl@michigan.gov

GENERAL INFORMATION:

The work associated with this project is separated into five main components: (A) Data Collection and Review; (B) Site Visit / Walk Through Inspection; (C) Concept Development; (D) Feasibility and Cost Analysis; and (E) Report Production. All phases must be completed for successful completion of the project.

The following provisions are the minimum for this contract. The CONSULTANT may elect to suggest activities in the proposal that will improve the structure study or reduce cost:

A. DATA COLLECTION AND REVIEW

The CONSULTANT will coordinate with MDOT to gather as much relevant information as possible about the construction and current condition of the bridge. This documentation would include plans, shop drawings, detailed inspection reports (in particular, the 2012 Detailed Inspection Report), bi-annual inspection reports, maintenance reports, bridge scoping documents, etc.

The CONSULTANT may not release any information about the bridge to anyone outside of MDOT. The CONSULTANT is not allowed to make copies of the information in the bridge files unless given written approval from the MDOT Project Manager.

B. SITE VISIT / WALK THROUGH INSPECTION

1. General

After review of the bridge documents, history, and detailed inspection reports, primary members of the CONSULTANT team will travel to the bridge site to do a walk through inspection, investigate the condition of the bridge, familiarize themselves with areas of distress and elements unique to the bridge, take measurements and photographs as needed to support the CONSULTANT'S conclusions and recommendations, and perform non-destructive testing as specified. Specific items to be investigated in detail include (but are not limited to): Curved and horizontal tread plates (including bolts, welds, pintles, etc.), grout pads beneath the tread plates, substructure concrete, cracks in floor beams and uplift girder, and contractor alignment and balancing of the mechanical components and superstructure.

2. Work Restrictions

Any field work that involves inspection of the mechanical and electrical components will take place during normal periods of operation, as defined in the current edition of the United States Coast Pilot 6. If inspection of the machinery rooms and electrical operations of the bascule bridge is necessary, it will be permitted with minimum disruption to traffic and as approved by MDOT.

The CONSULTANT will be responsible for coordination and permitting with the United States Coast Guard prior to any inspection activities. If required, Coast Guard approval must be granted before disassembling any mechanical elements, which would leave the bridge inoperable. The Coast Guard will set the maximum time durations for the bridge to be inoperable.

3. Equipment & Safety

If necessary, MDOT will provide the use of an under bridge inspection truck (Reachall) for access to the underside of the bridge. The CONSULTANT will be responsible for contacting the MDOT Operations Field Services Division (Aaron Porter at 517-242-5788 or Jason DeRuyver at 517-322-3320) to schedule one of the Reachall units a minimum of 14 days in advance.

MDOT will provide traffic control during the use of the Reachall. If necessary, MDOT Crew will assist with the disassembling and assembling of the mechanical components.

The CONSULTANT will ensure that all personnel on site have all personal protective safety equipment (PPE) for working within MDOT Right-of-Way, and that it is worn by the staff while onsite. The CONSULTANT shall perform field operations in accordance with MIOSHA regulations and accepted safety practices.

4. Testing

The CONSULTANT will perform a petrographic examination (per ASTM C856) and compressive strength testing (per ASTM C42) of the substructure concrete to assess the condition and estimate the longevity of the substructure. The CONSULTANT will determine if concrete testing of the pit floor would be beneficial.

The CONSULTANT may determine that additional testing is needed to better understand the condition of the bridge and to evaluate the best repair option. Such testing (such as ultrasonic, magnetic particle testing, acoustic emission, etc.) must be approved by MDOT's Project Manager in advance. The CONSULTANT must submit a testing proposal showing what tests are to be performed, what specific information is to be gained from testing, and how the information is to be used. Testing proposals submitted with insufficient information will be denied.

The results and analysis of any testing that is approved and performed will be discussed in the Field Site Review Findings section of the report and the actual test reports will be included in the Appendix.

C. CONCEPT DEVELOPMENT

The study will include an engineering analysis on the existing superstructure, substructure, cost/benefit analysis, and risk assessment. Items to consider and address include:

- Bearing capacity of the substructures
- Capacity of the pit floor to support shoring loads during construction
- Load capacity of the girder webs and flanges at the curved track
- Condition of the steel grillages embedded in the concrete (assumed to need replacement)
- Substructure concrete strength and properties
- Condition of grout pad under horizontal tread plates
- Loads added to the substructure during the previous rehabilitations (for example, originally designed for an open grid deck but actual deck is half-filled grid with thin epoxy overlay)
- Movement of the substructures (if any)
- Finite element analysis of the tread plates (curved and horizontal) to determine the cause of bolt fracture
- Possibility of reducing the dead load by replacing the half-filled grid deck with a lightweight (such as open grid) deck.

Also, evaluate potential Design Exceptions that may be needed for proposed rehab / replacement recommendations (Review MDOT Bridge Design Manual Section 12).

D. FEASIBILITY AND COST ANALYSIS

The alternatives identified during the concept development stage will undergo feasibility and life cycle cost analysis to determine the recommended alternative. The LCCA will include life expectancy and cost of not only the structural components, but also of the mechanical and electrical systems. Considered alternatives will be included in the report with documentation indicating the reasons for choosing the selected option. A detailed Scope of Work will be provided.

The detailed Scope of Work for the bridge will include rehabilitation or replacement of the main girder segmental tread plates and pier bearing tread plates, and an option for total bridge replacement. The bridge replacement option will include consideration of a two lane structure, a three lane structure, and a four lane structure. The feasibility of a single leaf structure should also be considered as an alternative.

The Scope of Work will include proposed method, quantities, unit prices, cost estimates (including estimates for right-of-way acquisition as needed) and life cycle cost estimates of the repair / rehabilitate / replace options. Utilize the MDOT Bridge Repair Cost Estimate Worksheet for work items and unit prices where applicable.

E. REPORT PRODUCTION

The deliverable for this contract will be the Structure Feasibility Study Report. The report must include descriptions and observations of conditions found during data collection and document review, site visit and walk through inspection, and testing for the members of the structural, mechanical, and electrical systems. The report will also include a discussion of the significance of the findings, feasible options for repair, rehabilitation, and replacement (including life cycle cost analysis for each), and recommendations with cost estimate. The report will be presented in the following manner:

- Cover Sheet
- Table of Contents
- General Introduction
- Structural, Mechanical, Electrical
 - Summary of Research and Field Findings
- Conclusions
- Repair/Rehab/Replace Options, with LCCA for each
- Recommendations and Cost Estimate (Scope of Work)
- Appendix

The Appendix Section will include test reports, recorded readings, tables, sketches, schematics, and color photographs. In general, photographs are to be provided that support the CONSULTANT'S recommendations. All photographs will be in color and captioned. Photographs will be displayed on 8.5" x 11" media and include a location drawing. The date the photograph was taken and bridge number will be identified on the photo log.

Four (4) draft hard copies of the report will be provided to the MDOT Project Manager. One of these will be marked up by MDOT with comments and returned to the CONSULTANT for review. A progress meeting will be held with the MDOT representatives and the CONSULTANT to review and discuss comments. All remaining color photos will be returned for use in the final report. The CONSULTANT will then incorporate revisions into the final report. MDOT reserves the right to request additional drafts for review if, in the opinion of MDOT's Project Manager, the changes

required are extensive. The contract will be unsatisfactory if the CONSULTANT fails to make changes to the report as required by MDOT's Project Manager.

The CONSULTANT will submit four (4) 3-ring bound copies of the final report. The final report will also contain one Compact Disk (CD or DVD) with electronic copies of the final report.

DURATION & SCHEDULE:

The CONSULTANT will develop a detailed schedule, including specific dates and milestones as described below which will form a part of the contract. Failure to progress in alignment with the schedule will be considered as failing to meet the terms of this contract and may result in the cancellation of the contract.

A. SCHEDULE OF DATES AND MILESTONES

The CONSULTANT is required to develop a Project Schedule in alignment with the project parameters described above, for this work. The Project Schedule must include a Gantt chart showing meeting dates, draft report submissions, etc. as milestones.

A high level Project Schedule must be submitted as part of the Price Proposal. A fully complete Project Schedule will be submitted, to the MDOT PM for approval, at the project initiation meeting.

Once the project begins, the CONSULTANT will be required to adhere to the schedule and any changes to the schedule must be submitted in writing to the MDOT PM for approval prior to the change. The CONSULTANT must be prepared to begin the field evaluation work within two weeks after receiving Notice to Proceed.

B. MEETING DATES

1. Project Initiation Meeting

Approximately one week after NTP (Notice to Proceed). Location to be determined.

2. Draft Report Review Meeting

After draft report is submitted and reviewed by MDOT. This meeting will be held at the discretion of the MDOT PM.

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, 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.