

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

	REQUISITION NUMBER	DUE DATE	TIME DUE
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	
DESCRIPTION			
MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED ** = OPTIONAL Check the appropriate Tier in the box below		CONSULTANT: Provide only checked items below in proposal	
<input type="checkbox"/> TIER I (\$50,000 - \$150,000)	<input type="checkbox"/> TIER II (\$150,000-\$1,000,000)	<input type="checkbox"/> TIER III (>\$1,000,000)	
<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

ENGINEERING SERVICES BUREAU OF TRANSPORTATION PLANNING OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO YES DATED _____ THROUGH _____

Prequalified Services – See 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 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 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 Based Selection / 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.

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) with 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.

PARTNERSHIP CHARTER AGREEMENT

MDOT and ACEC created a Partnership Charter Agreement which establishes guidelines to assist MDOT and Consultants in successful partnering. Both the Consultant and MDOT Project Manager are reminded to review the [ACEC-MDOT Partnership Charter Agreement](#) and are asked to follow all communications, issues resolution and other procedures and guidance's contained therein.

**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 AS NEEDED DESIGN SERVICES Quality Assurance Design Review Assistance (QA)

CONTROL SECTION(S): 84913

JOB NUMBER(S): 121001C

PROJECT LOCATION: Grand Region

PROJECT DESCRIPTION:

Provide Quality Assurance (QA) reviews as described in the subsequent paragraphs.

Work will include, but is not limited to, assisting the Department's Grand Region staff with Quality Assurance reviews for projects currently in design along with project scoping, review of preliminary cost estimates, and early preliminary engineering tasks as required to meet the needs of the Grand Region. The work will generally be inside; however, some field reviews may be required.

The Consultant shall provide, on an as-needed basis, one person with design experience in the listed pre-qualification classifications to work with the Department's Grand Region staff.

The Consultant will be required to report to their regular work location or to the Department's Grand Region Office for completion of work assignments as determined by the MDOT Project Manager. Although it is likely that a majority of the reviews and contract hours will be completed from the Consultant's office, the Consultant shall estimate contract hours spent at each location at 33% (500 hours).

QA reviews requested under this scope of services will primarily be for, but may not be limited to, plan and proposal reviews for one or more P/PMS milestone meetings (Scope Verification, Base Plan, Plan Review, Pre-OEC, OEC). **Upon completion of the review, the marked-up plans shall be returned to the Department.** Reviews shall cover the areas of constructability, adherence to Department design standards and specifications, drafting, geometrics, maintenance of traffic, along with general omission and error checks. The validity of data in other specialty areas such as Survey, Right of Way (ROW), Environmental, Hydraulics, and Geotechnical will be the responsibility of Department specialists.

The Consultant's staff assigned to this project may be required to attend the milestone meetings with their comments for the given review tasks performed. This person may also be required to attend additional meetings such as: utility meetings, geometric reviews, and MOT reviews. Determination of required attendance at these meetings is dependant upon project specific needs and/or the role of the as-needed staff.

ANTICIPATED SERVICE START DATE: September, 2013

ANTICIPATED SERVICE COMPLETION DATE: September, 2015

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Complex Urban Freeway Design

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Maintaining Traffic Plans and Provisions

Note: Some experience in Bridge Design is preferred, but not required.

DBE PARTICIPATION:

0%

MDOT PROJECT ENGINEER MANAGER:

Christopher Van Norwick, P.E.
Consultant Coordinator
1420 Front Avenue N.W.
Grand Rapids, MI 49504
Direct: 616.451.3096
Fax: 616.451.0707
Email: VanNorwickC@michigan.gov

WORK HOURS:

Anticipated Regular Hours = 1,500

Regular work hours are 7:30 AM to 4:30 PM, Monday through Friday. The Consultant's staff assigned to this project will report and be directly responsible to the MDOT Project Manager who will assign the tasks required.

The Department will not pay any mileage for the Consultant's staff assigned to this project to travel to and from work in the mornings and afternoons. The Department will reimburse the Consultant if their staff drives their personal vehicle on a specific work assignment during regular business hours.

REQUIRED MDOT GUIDELINES AND STANDARDS:

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards (i.e., Road Design Manual, Standard Plans, Published MDOT Design Advisories, Drainage Manual, Roadside Design Guide, A Policy on Geometric Design of Highways and Streets, Michigan Manual of Uniform Traffic Control Devices, etc.).

GENERAL REQUIREMENTS:

1. This Scope of Services consists of performing to the satisfaction of the Department the services necessary to accomplish the work described herein consistent with applicable professional standards.
2. The Consultant shall furnish all services and labor necessary to conduct and complete the services described herein. When the Consultant is required to report to the Department's Grand Region Office, they shall utilize Department furnished materials, equipment, supplies, computer software and hardware necessary to perform the services.
3. The Consultant's principal contact with the Department shall be through the designated MDOT Project Manager. The MDOT Project Manager may delegate direction for completing assigned work to other Department staff.
4. The services described herein are financed with public funds. The Consultant shall comply with applicable Federal and State laws, rules, and regulations.
5. At the request of the Department the Consultant shall furnish any and all information or data relating to the services described herein. All work materials or products generated by the Consultant's staff while working for the Department under this contract are the sole property of the Department and must remain with the Department's Grand Region office upon termination of this contract.
6. All third party or external communication (outside of the Department and the Consultant, inquiries, or requests for information directed to the Consultant's staff shall be forwarded to the MDOT Project Manager. At no time shall the Consultant's staff be involved in third party communication without prior approval by the MDOT Project Manger.

CONSULTANT RESPONSIBILITIES:

The Consultant must adhere to all applicable OSHA and MIOSHA safety standards, including the appropriate traffic signs for the activities and conditions for this job and perform field operations in accordance with the Department's Personal Protective Equipment (PPE) policy as stated in the MDOT Guidance Document #10118.

Complete the scope of services of this project including, but not limited to the following:

1. Meet with the MDOT Project Manager to review project, location of data sources and contact persons, and review relevant Department operations. The Consultant's staff shall review and clarify project issues, data needs and availability, and the sequence of events and team meetings that are essential to complete the task.
2. Perform quality reviews for applicable projects that are consistent with the Department's Road Design Manual, Standard Plans, Geometric Design Guide, and all other applicable references, guidelines, and/or procedure manuals.
3. Review the constructability of select Department projects during the design phase of the project. Document review comments on the plans and proposals. The Consultant's staff may be required to create an electronic itemized list of comments for delivery with the reviewed plans.
4. Review construction plans and estimated quantities of work for accuracy and identify any work items that are incorrect.
5. The Consultant will provide the necessary personnel to adequately perform the requirements of this work, and ensure that the employee assigned to the project will possess the experience, knowledge, and character to qualify them for the particular duties which they must perform.
6. For any project related field work, the Consultant's staff will be required to have PPE that conforms to current Department standards and specifications. The Consultant's PPE will be inspected by Department personnel before beginning work.
7. The Consultant shall 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 MDOT Project Manager.
8. Attend any project-related meetings as directed by the MDOT Project Manager including meetings with designers to discuss project review comments as necessary.
9. The MDOT Project Manager shall be the official MDOT contact person for the Consultant **and shall be made aware of all communications regarding this project.** The Consultant must either address or send a copy of all correspondence to the MDOT Project Manager.

10. Review project Maintaining Traffic specifications and plans for feasibility and consistency with the practices and directions of the Department.

MONTHLY PROGRESS REPORT:

On the first business day of each month, the Consultant shall submit a monthly project progress report to the MDOT Project Manager. The monthly progress report shall address the following items:

1. Work accomplished by the Consultant's staff including job numbers and tasks.
2. Consultant's staff hours (regular & overtime) billed to the above invoice number and itemized by Department job number worked on.
3. Any changes in the Consultant's staff for the upcoming period.
4. Any problems that the Consultant's staff has encountered or foresees.
5. Anticipated schedule of Consultant's staff for the upcoming period.

MDOT RESPONSIBILITIES:

1. The MDOT Project Manager shall provide leadership and guidance for the project to assure that all tasks have been completed in conformance with Region direction and applicable standards. The MDOT Project Manager shall also determine that the work performed to date by the Consultant for services rendered is reasonable and appropriate before approving the Consultant's requests for progress payments.
2. When required, provide a Department workstation in the Grand Region Office along with any additional necessary equipment, vehicles, and pertinent reference materials required to perform the scope of services.

CONSULTANT PAYMENT SCHEDULE:

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. The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

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.

For projects advertised May 1, 2013, or later, MDOT will reimburse the CONSULTANT for vehicle expenses and the costs of travel to and from project sites in accordance with MDOT's Travel and Vehicle Expense Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at http://www.michigan.gov/documents/mdot/Final_Travel_Guidelines_05-01-13_420289_7.pdf?20130509082418. MDOT's travel and vehicle expense reimbursement policies are intended primarily for construction engineering work. Reimbursement for travel to and from project sites and for vehicle expenses for all other types of work will be approved on a case by case basis.

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.

For projects advertised May 1, 2013, or later, MDOT will pay overtime in accordance with MDOT's Overtime Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at http://www.michigan.gov/documents/mdot/Final_Overtime_Guidelines_05-01-13_420286_7.pdf?20130509081848. MDOT's overtime reimbursement policies are intended primarily for construction engineering work. Overtime reimbursement for all other types of work will be approved on a case by case basis.