

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 SERVICES
FOR
DESIGN SERVICES**
Geotechnical Engineering Services
Revised 4/30/2014

CONTROL SECTION: S08 of 38101

JOB NUMBER: 115862C

PROJECT LOCATION: Cooper Street (M-106) Interchange at I-94 in Blackman Township, Jackson County

PROJECT DESCRIPTION:

This project consists of all work related to the geotechnical investigation and engineering analysis in general conformance with PPMS Task 3325, Geotechnical Site Characterization – Structures, Task 3530 Geotechnical Foundation Engineering Report. The proposed work consists of replacing the M-106 bridge structure. Abandoned underground mines have been found within the vicinity of I-94 and Cooper Street (S08 of 38101) which will require a risk analysis.

The scope consists of two phases of work.

Phase 1: shall be an investigatory phase.

Phase 2: will be contingent on the findings obtained in the investigatory phase which would be limited to mitigation/remediation during design and construction of the project.

It is anticipated that a field investigation for the mine risk analysis will be needed due to the historical evidence of mining in this region. **The field investigation may require two-phases and will likely consist of both non-intrusive as well as intrusive methods.** The Consultant will submit the proposed the field investigation program for the mine risk analysis to the Project Manager for review and approval.

Subsurface investigation and proposed treatments must consider possible hazards inherent to abandoned coal mines including: open shafts and portals, mine subsidence, venting mine gases, and mine drainage. Other hazards may include mine fires, mine facilities, mine waste piles, and un-stable high walls. If necessary, design services to address emergency hazards, such as the sudden collapse of shafts, portals, or mine workings, will be approved by separate authorization.

The final deliverables for the project include a Subsidence Risk Assessment including Detailed Site Evaluation and Priority Site Recommendations. Construction plans and specifications as necessary for subsidence prevention, remediation, and/or monitoring. A Geotechnical Report regarding mine subsidence and any recommended remediation measures that will affect the proposed bridge and pavements, Geotechnical Reports for mine findings and risk assessment. Soil Boring Data plan sheet(s) and boring location drawing. Submit a complete calculation package for MDOT review and use on future design projects. The work must be in accordance with MDOT's Geotechnical Investigations and Analysis Requirements for Structures and current AASHTO LRFD Design Methodologies, unless otherwise directed by the Project Manager.

Review the plans and proposal at the Plan Review and OEC stages and provide comments. Attend Plan Review and OEC meetings as needed.

The Consultant must have substantial experience with the investigation and assessment of existing mines. All parties must clearly demonstrate this expertise as this will be a major part of this selection.

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Geotechnical Engineering Services

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

None

ANTICIPATED START DATE: June 15, 2014

ANTICIPATED COMPLETION DATE: December 20, 2016

MDOT PROJECT ENGINEER MANAGER:

Warren D'Souza, P. E.
MDOT – University Region Design
4701 W. Michigan Avenue
Jackson, MI 49201
Phone (517) 750-0452, Fax (517) 750-4397
DSouzaw@michigan.gov

CONSULTANT RESPONSIBILITIES:

The Michigan Department of Transportation requires the services of an engineering firm to provide the following:

- Risk Analysis including Detailed Mine Site Evaluation and Priority Site Investigation for the proposed reconstruction of the Cooper street (M-106) interchange- portions of which are located above abandoned mines. This site is classified as a Priority Site per FHWA Manual for Abandoned Underground Mine Inventory and Risk Assessment (FHWA-IF-99-00). Subsidence has been realized in the past, and the site has historic evidence of mine openings.
- Risk analysis includes Detailed Site Evaluation, Priority Site Investigation, and providing detailed recommendations to manage subsidence risk, including but not limited to Monitoring, Mitigation, and Remediation of abandoned workings. The limits of study shall include the I-94/Grand River Bridge crossing, the I-94/Cooper Street crossing, and all mainline, cross street, and ramp pavements shown in the supporting documents vicinity sheet.

- Meet with the MDOT Project Manager to review project, location of data sources and contact persons, and review relevant MDOT operations. The Consultant must review and clarify project issues, data needs and availability, and the sequence of events and team meetings that are essential to complete the Geotechnical Investigation by the project plan completion date.
- **P/PMS TASKS 3325, 3530** - See MDOT website for details.
- The Consultant representative must record and submit type-written minutes for all project related meetings to the MDOT Project Manager within one week of the meeting. The Consultant must also distribute the minutes to all meeting attendees.
- Attend any project-related meetings as directed by the MDOT Project Manager.
- The MDOT Project Manager must be the official MDOT contact person for the Consultant **and must be made aware of all communications regarding this project.**
- The Consultant must contact the Project Manager whenever discoveries or design alternatives have the potential to require changes in the scope, limits, quantities, costs, or right-of-way of the project.
- Perform subsidence Risk Analysis including Detailed Site Evaluation and Priority Site Investigation of the abandoned underground mines with respect to the proposed roads and bridges.
- Complete geotechnical investigations and engineering analysis for mine subsidence evaluation and remediation, if recommended.

Recommendations are to be coordinated with the design and construction of proposed pavements, bridge foundations, and roadway appurtenances. Work must include, but is not limited to the following:

A. Obtain from MDOT and review:

1. Proposed roadway vertical and horizontal alignments and typical roadway sections.
2. Existing boring logs and construction history.
3. Available information that MDOT has regarding history and extent of mining at the project site. Including Geotechnical reports and preliminary risk assessment analysis.
4. Existing and proposed bridge plans for the Cooper Street Bridge.
5. General Site Survey Information inclusive of Geographical Mine features.

- B. Gather and review geologic information from published sources.
- C. Obtain: FHWA MANUAL FOR ABANDONED UNDERGROUND MINE INVENTORY AND RISK ASSESSMENT (FHWA-IF-99-00).

Conduct a Detailed Site Evaluation and Priority Site Investigation in general accordance with FHWA procedures. Provided subsidence risk assessment and engineering recommendations to achieve appropriate level of safety for the reconstructed facility.

1. Review MDOT's Initial and Detailed Site Evaluations
 2. Plan and perform field investigation for Priority Site Investigation. Field investigation will likely consist of both non-intrusive as well as intrusive methods. Submit the proposed the field investigation program to the Project Manager for review and approval, revise as required. Notify Project Manager at least three working days prior to the start of the field investigation.
 3. Update/Revise Detailed Site Evaluation as necessary following field investigation.
 4. Develop Risk Assessment including Priority Site Recommendations
 5. Develop Construction plans, detail sheets and special provisions as deemed necessary for remediation and/or monitoring.
- D. Obtain permission to access property and utility clearance from MDOT Region/TSC Staff. Determine appropriate traffic control requirements per MDOT guidelines and arrange necessary traffic control for conducting the field investigation.
 - E. The Consultant must be responsible for protecting all utilities from damage. Contact all utility owners who are not part of the Miss Dig alert system directly. Contact Miss Dig (1-800-482-7171) a minimum of three full working days (excluding Saturdays, Sundays and holidays), before beginning any subsurface exploration work. See PPMS Task 3325 for procedures in locating ITS and freeway lighting infrastructure.
 - F. Obtain soil boring elevation and location utilizing conventional survey methods and/or a Global Positioning System (GPS) unit (northing, easting, latitude & longitude). Coordinates must be in the Michigan State Plane Coordinate System (NAD 83), elevations in the Vertical Datum (NAVD 1988), and longitude and latitude in the WGS 1984 Datum. If a vertical benchmark is not established for the project, the soil boring locations should be tied into a known reference point, such as one of the bridge's existing reference points. Report horizontal locations to within a sub feet accuracy and vertical elevations within an accuracy of 0.1 ft. All points shall be incorporated into a map with outputs that are compatible with Micro-station software.
 - G. Perform and complete subsurface investigation, laboratory testing, and engineering analysis. Assist in developing or develop existing special provisions and/or develop any unique special provisions if needed for a mitigation project.
 - H. Prepare and submit the Geotechnical Report, Log of Boring plan sheet and boring location drawing to the Project Manager for review. All plan sheets and drawings are to be prepared exclusively in Bentley Micro-station. Provide necessary design plans and

recommendations for any remediation construction, if required. Receive Project Manager's comments and revise as required.

- I. Conduct a review on a set of preliminary plans (Plan Review) and omissions, errors, and corrections (OEC) plans. If the Consultant discovers any discrepancies from what they intended in their geotechnical report, they must be documented and forwarded to the Project Manager. Attend Plan Review and OEC meetings as needed.
- J. Provide solutions to any unique geotechnical problems that may arise during the subsurface investigation and design of this project.
- K. The Consultant may be required to provide Geotechnical Services during the construction phase of this project. If construction assistance is required, then a separate authorization for those services will be issued.
- L. The Consultant may be required to consult with the Office of Surface Mining. If remediation/mitigation is deemed a requirement, the Consultant will assist in seeking potential funding sources through the office of surface mining.

FORMAT

All plan sheets that are required for this project must be prepared exclusively in Bentley Microstation. In addition, all plans, special provisions, estimates, and other project related items must meet all MDOT requirements and detailing practices (i.e., format, materials, symbols, patterns, and layout) or as otherwise directed by the Project Manager. These documents and other project related items are subject to review and approval by MDOT.

TRAFFIC CONTROL AND MDOT PERMITS:

The Consultant is responsible for all traffic control required to perform the tasks as outlined in this Project Scope of Services for Geotechnical Engineering. High visibility safety apparel meeting the requirements of Performance Class 2 or 3 of the ANSI/ISEA 107-2004, as described in the Construction Advisory 2009-01, should be worn when performing field work.

The Consultant is responsible for obtaining up to date access permits and pertinent information for tasks in MDOT Right of Way (ROW).

MDOT RESPONSIBILITIES (GENERAL):

- A. Furnish special details and pertinent reference materials.
- B. Furnish available plans of existing structures.
- C. Furnish available information that MDOT has regarding abandoned underground mines beneath the proposed reconstruction.
- D. Provide survey control points.
- E. Provide available plans of proposed structure.
- F. Provide site plans in electronic format.
- G. Provide Plan Review and OEC plans for review and comment.
- H. The road portion of the project shall be designed by MDOT as well as the two structures (Grand River Bridge and the Cooper St Bridge).

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, 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.

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.

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.

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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.

CONSULTANT REIMBURSEMENT INFORMATION:

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