

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

MDOT PROJECT MANAGER Bartlett E. Franklin, P.E.			JOB NUMBER (JN) 109769 C	CONTROL SECTION (CS) 84913
DESCRIPTION As-Needed Quality Assurance Staff Services				
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 checked="" type="checkbox"/> TIER II (\$100,000-\$250,000)	<input type="checkbox"/> TIER III (>\$250,000)		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Chart	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Past Performance	
Not required As part of Official RFP	Not required As part of Official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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 7/1/10 THROUGH 9/30/10

<input checked="" type="checkbox"/> Prequalified Services – See page <u>2</u> of the attached Scope of Services for required Prequalification Classifications.	<input 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. (Form 5100J Required with Proposal)
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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 4	PROPOSAL/BID DUE DATE 10/7/10	TIME DUE 2:30 PM
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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

Bartlett E. Franklin, P.E.
1420 Front Avenue NW
Grand Rapids, MI 49504

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

The following two American Recovery and Reinvestment Act of 2009 (ARRA) notifications, **ARRA MONTHLY EMPLOYMENT REPORTS** and **REQUIRED CONTRACT PROVISIONS TO IMPLEMENT AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) SECTIONS 902 AND 1515**, are attached to this Request For Proposal for your understanding. These two notifications are only applicable for those projects/contracts funded with ARRA funds and will be included in contract Exhibits.

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

5100J - Consultant Data and Signature Sheet (Required only for Non-Prequalified Work)

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

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): 109769 C

PROJECT LOCATION: Grand Region

PROJECT DESCRIPTION:

Work will include, but is not limited to, assisting the Department's Grand Region staff with Quality Assurance (QA) 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 is 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 50% (1050 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, and 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: January, 2011

ANTICIPATED SERVICE COMPLETION DATE: January, 2013

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 REQUIREMENT:

0%

MDOT PROJECT MANAGER:

Bartlett E. Franklin, P.E.
Grand Region Development Manager
1420 Front Avenue N.W.
Grand Rapids, MI 49504
Direct: 616.451.4448
Fax: 616.451.0707
Email: franklinb@michigan.gov

WORK HOURS:

Total Anticipated Regular Hours = 2,100

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 (including, but not limited to: Road Design Manual, Standard Plans, Drainage Manual, Roadside Design Guide, A Policy on Geometric Design of Highways and Streets, and Michigan Manual of Uniform Traffic Control Devices).

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's staff assigned to this project must adhere to all applicable OSHA and MIOSHA safety standards 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 Department 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, 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 the Department'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. Consultant shall refer to contract for specific contract terms.

Direct expenses, if applicable, will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager.

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

The hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. Fixed fee on "as needed" projects is computed by taking the percent of actual labor hours billed to labor hours authorized, then applying that percentage to the total fixed fee authorized.

Full time services may not be required on all projects at all times. This scope is for "as needed" services, based on the intermittent needs of the Department. It must be noted that this is not a guarantee that the Department will use the Consultant's services.