

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

MDOT PROJECT MANAGER Matt Block		JOB NUMBER (JN) 111985C	CONTROL SECTION (CS) 84913
DESCRIPTION Design Services for CPM design			
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 checked="" 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 checked="" 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"/>	<i>Safety Program</i>
N/A	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Chart
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
<input checked="" type="checkbox"/>	<input 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 checked="" 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 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 1/1/11 THROUGH 3/31/11

<input checked="" type="checkbox"/> Prequalified Services – See page <u>1</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 1/11/11	TIME DUE 3:30
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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

Matthew Block
2660 Leonard St. NE
Grand Rapids, MI 49525

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
DESIGN SERVICES**

CONTROL SECTION: 84913

JOB NUMBER: 111985C

PROJECT LOCATION:

Various routes in Kent and Ottawa Counties, and will vary based on specific design needs.

PROJECT DESCRIPTION:

Work involved consists of preparing plans and documents for CPM projects, as assigned. The Consultant shall develop design plans for CPM projects based on scoping information, for CPM projects, including developing specifications for maintaining traffic for assigned projects. The Consultant shall develop traffic signal loop replacement plans for assigned projects, as required due to work type. It may be necessary for the Consultant to develop traffic signal loop replacement plans for projects being designed by MDOT.

ANTICIPATED SERVICE START DATES: January 2011

ANTICIPATED SERVICE COMPLETION DATES: December 2011

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Roads & Streets

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Maintaining Traffic Plans & Provisions
Traffic Signal Design

DBE REQUIREMENT: 0%

MDOT PROJECT ENGINEER MANAGER:

Matthew W. Block, P.E. Cost and Scheduling Engineer
2660 Leonard St., NE
Grand Rapids, MI 49525
616-464-1783
616-464-1189
blockm@michigan.gov

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, Drainage Manual, Roadside Design Guide, A Policy on Geometric Design of Highways and Streets, Michigan Manual of Uniform Traffic Control Devices, etc.).

Consultant is required to use MDOT's current version of Bentley MicroStation for CADD applications and Bentley GEOPAK for road design. Consultant shall comply with all MDOT CADD standards and file naming conventions.

CONSULTANT RESPONSIBILITIES:

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

Meet with the MDOT Project Manager to review project, location of data sources and contact persons, and review relevant MDOT operations. The Consultant shall review and clarify project issues, data needs and availability, and the sequence of events and team meetings that are essential to complete the design by the project plan completion date. Attention shall be given to critical target dates that may require a large lead time, such as geotechnical requirements, ROW submittal dates, Railroad coordination requirements, utility conflict resolution, local agency meetings, etc.

The Consultant shall develop design plans for CPM projects, as determined by the Department. All design shall be in accordance with MDOT's current Standard Specifications for Construction, and the MDOT CPM Guidelines (**to be provided by MDOT**).

This Scope of Services consists of performing to the satisfaction of the Department engineering and drafting services necessary to accomplish the work described herein consistent with applicable professional standards.

The Consultant shall furnish all services and labor necessary to conduct and complete the design services described herein. The Consultant shall utilize MDOT furnished materials, equipment, supplies, computer software and hardware necessary to perform the services.

The Consultant's principal contact with the Department shall be through the designated Project Manager. The Project Manager may delegate direction for completing assigned work to other MDOT responsible staff.

The services described herein are financed with public funds. The Consultant shall comply with applicable Federal and State laws, rules, and regulations.

At the request of the Department, the Consultant shall furnish any and all information or data relating to the services described herein.

The Consultant agrees to demonstrate knowledge and performance in compliance with the standard

design practices of the Department, the project-specific design, the Standard Specifications for Construction and applicable publications referenced within, the Road Design Manual, the AASHTO green book, and any and other references, guidelines, and procedures or manuals needed to carry out the work described herein in an appropriate manner. All estimates shall be estimated using MDOT's 2003 Standard Specifications for Construction and associated pay items as they apply to the project scope. All estimates shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards (i.e., Road Design Manual, Standard Plans, Drainage Manual, Roadside Design Guide, A Policy on Geometric Design of Highways and Streets, Michigan Manual of Uniform Traffic Control Devices, etc.)

The Consultant shall notify the Project Manger, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the Project Manager.

Perform on the project team consistent with the Department's practice and in accordance with the Road Design Manual, the AASHTO green book, and all other applicable references, guidelines, and/or procedure manuals.

Prepare design plans for CPM projects. It is anticipated that these projects will be in log format.

Prepare Maintaining Traffic documents for CPM projects designed

Prepare signal plans for signal loop replacement, as assigned.

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 for which they must perform.

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 Consultant or the Project Manager.

The Consultant staff will coordinate with the Department's staff to submit the required documentation, as indicated elsewhere in this Scope of Services.

Attend any related meetings as directed by the MDOT Project Manager.

MDOT RESPONSIBILITIES:

A. Schedule and/or conduct the following:

1. Project related meetings.
 2. The Plan Review
 3. Utility Meetings.
 4. Quantity summary sheets and final item cost estimates.
 5. Packaging of plans and proposal.
- B. Furnish Special Details and pertinent reference materials.
- C. Furnish prints of an example of a similar project and old plans of the area, if available.
- D. Obtain all permits for the project as outlined in previous section.
- E. Coordinate any necessary utility relocation.
- F. Furnish FTP site for software download and instructions for the MDOT Stand Alone Proposal Estimator's Worksheet (SAPW).
- G. Provide examples of previously designed Log Projects for reference in design.
- H. Provide proposed pavement design

DELIVERABLES:

The Consultant shall deliver all computer files associated with the project in their native format (spreadsheets, CADD files, GEOPAK files, etc.) on DVD, CD or uploaded to ProjectWise, as directed by the MDOT Project Manager. All CADD/GEOPAK files shall be created and identified with standard MDOT file names as shown in Appendix A of the Road Design Manual.

It is the Consultant's responsibility to obtain up to date MicroStation and GEOPAK seed/configuration files necessary to comply with MDOT's CADD standards which are posted to the bulletin board system. When the use of GEOPAK road design software is necessary to develop plans all pay items shall be placed into the CADD file using GEOPAK's Design and Computation Manager so that Quantity Manager can be used to transfer pay item information to SAPW/Trns*port. Any CADD/GEOPAK files that do not conform to MDOT standards will be returned to the Consultant for correction at the Consultant's expense.

Proposal documents shall be submitted in their native format with standard naming conventions as well as combined into one Adobe PDF file in the sequence specified by MDOT. To provide text search capabilities the combined proposal shall be created by converting native electronic files to PDF. Scanning to PDF is discouraged except in instances where it is necessary to capturing a legally signed document or a hard copy version of a document is all that exists.

Plan files shall be submitted in their native dgn format with standard naming conventions as well as plotted into a combined Adobe PDF file. Plan sheets shall be plotted to Adobe PDF with full text search and level on/off capabilities in half size (11" x 17") formats. A full size title sheet

shall be plotted stamped and signed then scanned for inclusion with the Adobe PDF set. The original title sheet will be sent to the MDOT Project Manager.

Stand Alone Proposal Estimator's Worksheet (SAPW) shall be used to generate the txt and csv files necessary for import into the Trns*port bid letting software. The SAPW files shall be transmitted electronically by the method specified by the MDOT Project Manager.

Other plan sheets that are required for this project shall be completed by the Consultant. These may include, but are not limited to the following plan sheets:

- A. The title sheet. MDOT will provide a map of the area on a disk in our workstation format. If the map is not available, MDOT will provide a map that could be used. The Consultant shall be responsible for any revisions to the title sheet and the title sheet and map shall meet MDOT format and layout guidelines.
- B. Note Sheet.
- C. Typical Cross-Sections.
- D. Project specific Special Details.
- E. Construction staging and traffic control plans.
- F. Detail grade sheets for critical areas.
- G. Pavement marking plan(s).
- H. Witness and benchmark sheet(s).
- I. Soil boring log sheet(s).
- J. Structure plan(s).

All plans, special provisions, estimates, and other project related items shall meet all MDOT requirements and detailing practices (i.e., format, materials, symbols, patterns, and layout) or as otherwise directed by the Project Manager.

All plans, specifications, and other project related items are subject to review and approval by MDOT.

The consultant engineer assigned to this project will report and be directly responsible to the Project Manager who will assign the tasks required to complete the design of the project. MDOT is responsible for all estimates.

PAYMENT SCHEDULE

Compensation for this Scope of Design Services shall be on an actual cost plus fixed fee basis.

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.

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.

ATTACHMENT A

MONTHLY PROGRESS REPORTS

The first two pages of this attachment are the necessary layout of the Monthly progress reports and the last three pages are a completed example.

Control Section 00000
Job Number 00000C
Structure Number S00
Date 00/00/00

MONTHLY PROGRESS REPORT

- A. Work accomplished during the previous month.
- B. Anticipated work items for the upcoming month.
- C. Real or anticipated problems on the project.
- D. Update of previously approved detailed project schedule (attached), including explanations for any delays or changes.
- E. Items needed from MDOT.
- F. Copy of Verbal Contact Records for the period (attached).

Structure Number - Control Section - Job Number
Route, Location Description
 Design Schedule as of 00/00/00

LIST TASKS, SUBMITTALS, APPROVALS AND MEETINGS AS OUTLINED IN SCOPE OF DESIGN SERVICES AS NEEDED. THIS LIST IS JUST AN EXAMPLE.

Original Authorized Start Date	Original Authorized Finish Date	(Anticipated) or Actual Start Dates	(Anticipated) or Actual Finish Dates	Task	Task Description
00/00/00	00/00/00	00/00/00	00/00/00	??	Initial project meeting.
00/00/00	00/00/00	00/00/00	00/00/00	3330	Conduct Design Survey
00/00/00	00/00/00	00/00/00	00/00/00	3360	Prepare Base Plans
00/00/00	00/00/00	00/00/00	00/00/00		Submit Base Plans
00/00/00	00/00/00	00/00/00	00/00/00	3580	Develop Preliminary Plans
00/00/00	00/00/00	00/00/00	00/00/00	3390	Develop Construction Zone Traffic Control Concepts
00/00/00	00/00/00	00/00/00	00/00/00	3540	Develop Construction Zone Traffic Control Plan
00/00/00	(00/00/00)	00/00/00	00/00/00	3550	Develop Preliminary Traffic Operations Plan
00/00/00	(00/00/00)	00/00/00	00/00/00	3351	Review & Submit of Preliminary Right-Of-Way Plans
00/00/00	(00/00/00)	00/00/00	00/00/00		Submittal of The Plan Review Package
00/00/00	(00/00/00)	00/00/00	00/00/00		Completion of the Plan Review Meeting
00/00/00	(00/00/00)	00/00/00	00/00/00	3840	Develop Final Plans and Specifications
00/00/00	(00/00/00)	00/00/00	00/00/00		Submittal of final plans/proposal package to MDOT for final review.
00/00/00	00/00/00	00/00/00	00/00/00	3870	Omissions/Errors Check (OEC) Meeting
00/00/00	00/00/00	00/00/00	00/00/00		Consultant's Plan Completion: Final Construction Plan/Proposal package with recommendations incorporated to MDOT (two weeks after OEC Meeting)
00/00/00	00/00/00	00/00/00	00/00/00		Final Deliverables to MDOT

SAMPLE

Control Section 12345

Job Number 11111C

Structure Number S02

Date:

MONTHLY PROGRESS REPORT

- A. Work accomplished during the previous month.
 - 1. During the last month we completed the Final Right of Way plans and submitted them to Mr. Project Manager on 00/00/00.
- B. Anticipated work items for the upcoming month.
 - 1. Submit the Preliminary Plans and related material on 00/00/00.
 - 2. Attend the meeting regarding the Ameritech lines on the bridge, scheduled for 00/00/00.
- C. Real or anticipated problems on the project.
 - 1. We foresee no problems at this time.
- D. Update of previously approved detailed project schedule (attached), including explanations for any delays or changes.
 - 1. The design is falling behind schedule because we had problems resolving the geometries of the ramps in relation to the bridge. The Preliminary Plan submittal will be the only task affected by this delay because we will make up the lost time prior to submitting the Final Plans and Specifications.
- E. Items needed from MDOT.
 - 1. Prior to final Plan submittal we will need the latest Special provision and Supplemental Specification checklist.
- F. Copy of Verbal Contact Records for the period (attached).
 - 1. Discussed bridge and ramp geometries with Traffic Safety Eng. of MDOT Traffic and Safety Division on 00-00-00.

SN: S02 - CS: 12345 - JN: 11111C
M-111, from There Village Limits to north of That Road
 Design Schedule as of 00/00/00

Original Authorized Start Date	Original Authorized Finish Date	(Anticipated) or Actual Start Dates	Anticipated) or Actual Finish Dates	Task	Task Description
01/12/95	01/12/95	01/12/95	01/12/95??		Initial project meeting.
01/29/95	01/29/95	01/30/95	01/30/95 3330		Conduct Design Survey.
02/17/95	04/10/95	02/17/95	04/20/95 3360		Prepare Base Plans.
02/29/95	02/29/95	02/29/95	02/29/95 3390		Develop the Construction Zone Traffic Control Concepts
03/12/95	03/13/95	03/12/95	(03/30/95)	3540	Develop Construction Zone Traffic Control Plan
03/20/95	03/19/95	03/25/95	(03/30/95)	3551	Develop/Review Preliminary Traffic Signal Plan
07/01/95	07/01/95	(07/01/95)	(07/01/95)	3590	The Plan Review Meeting
07/11/95	08/11/95	(07/11/95)	(08/11/95)	3821	Complete/Review Traffic Signal Plan
09/15/95	09/15/95	(09/15/95)	(09/15/95)	3830	Complete Construction Zone Traffic Control Plan.
09/16/95	09/16/95	(09/16/95)	(09/16/95)	3840	Develop Final Plans and Specifications
09/25/95	09/23/95	(09/25/95)	(09/25/95)	3870	Omissions/Errors Check (OEC) Meeting

VERBAL CONTACT RECORD

Control Section 12345
Job Number 11111C
Structure Number S02
Date 00/00/00

Joe Engineer talked to Mr. Traffic and decided to use a 0.05'/ft super on ramp A leading into the bridge.

FOR YOUR INFORMATION

Final posted scope: 12/28/2010

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For questions on specific tasks, refer to the P/PMS Task Manual located on the MDOT Bulletin Board System.

For assistance in accessing this manual, please contact one of following:

Dennis Kelley: (517) 373-4614