

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

MDOT PROJECT MANAGER Sue Datta			JOB NUMBER (JN) 86919D	CONTROL SECTION (CS) 82192 & 82193
DESCRIPTION Preliminary Engineering Design Services to analyze and evaluate tentative design conditions for 5 pedestrian bridges-Detroit				
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input checked="" 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 _____ THROUGH _____

<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 5	PROPOSAL/BID DUE DATE 1/28/11	TIME DUE 12 noon
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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

Sue Datta, AICP
Senior Project Manager
18101 W. Nine Mile Road
Southfield, MI 48075

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
<input checked="" type="checkbox"/> 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
<input type="checkbox"/> 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
PRELIMINARY DESIGN SERVICES
Project Development Studies**

CONTROL SECTION(S): 82192 & 82193

JOB NUMBER: 86919D

PROJECT LOCATION:

Five pedestrian bridges (Sawyer, Cathedral, Glendale, Tournier and Vassar) over M-39 between I-94 and M-10 in the City of Detroit, Wayne County.

PROJECT DESCRIPTION:

M-39 pedestrian bridge evaluation---the purpose of this analysis and evaluation is to determine the optimal location of the five pedestrian bridges. The analysis may consider more appropriate locations for these pedestrian bridges along the corridor, or even their complete elimination from the corridor. The evaluation will examine current and future pedestrian patterns, necessity, safety and pedestrian crash history, stakeholder input, current and future land use, environmental impacts (i.e. parklands, potential historic attributes, etc.), aesthetic possibilities, cost-effectiveness and maintenance. At the conclusion, a recommended location and set of improvements for each pedestrian bridge (5), including possible alternate low or no growth options to grasses at the landing locations and the corridor gateway slope areas, will be conceptually developed with a cost estimate. A clear delineation of any impacts, positive or negative, with possible mitigation actions to allow the project to move into the next phase of planning and development will also be provided.

ANTICIPATED SERVICE START DATE: February 2011

ANTICIPATED SERVICE COMPLETION DATE: December 2011

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Project Development Studies

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

None

DBE REQUIREMENT: 0

MDOT PROJECT MANAGER:

Sue Datta, AICP
Senior Project Manager
Metro Region
18101 West Nine Mile Road
Southfield, MI, 48075
Email: dattas@michigan.gov

BACKGROUND:

The Pedestrian Bridge Evaluation will document the review process that will be conducted to develop improvements and identify the optimal location of the five pedestrian bridges. It has been determined that due to their deteriorating condition that all will require replacement. Analysis will include current pedestrian usage, projected future pedestrian usage, safety and pedestrian crash history and patterns, consideration of adjacent existing and future land uses, possible new crossing locations, potential aesthetics if available, any impacts positive or negative, constraints or limitations, constructability issues, and safety elements related to the replacement of the bridges. Also under consideration will be if the current locations are the optimal locations and if not, possible new locations based upon the above analysis and stakeholder input.

During the public engagement process for the M-39 Renovation Project, pedestrian bridges were discussed. It was MDOT's intent to replace the five pedestrian bridges as a part of that project. However as coordination occurred with the stakeholders, it became clear that a more comprehensive approach to the planning of these structures needed to occur. It was suggested that the current locations may no longer be the optimal locations for the pedestrian bridges based on changed land use and demographics. This is increasingly important as two of the pedestrian bridges, Tournier and Glendale, have been closed for approximately five years due to their deteriorated conditions. During this time, pedestrians have found alternate paths. Some preliminary work regarding average usage and alternate routes used have been collected through a mail back survey and at the public workshops that were conducted for the Renovation project.

Review, analysis, evaluation, engineering, planning, stakeholder collaboration and design to Americans with Disabilities Act (ADA) standards will determine the optimal location of these bridges. MDOT and local stakeholders will work together to identify the best locations, develop aesthetically appropriate bridges and define any associated impacts that may need to be mitigated. Local coordination will be considered and incorporated into the planning and engineering review process. All of the information will be prepared and submitted as a feasibility report. The documentation is expected to detail and identify feasible, constructible options for the pedestrian bridges.

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.).

NOTE: A process change mandated by federal audit of MDOT’s design process puts the Omissions and Errors Check Meeting after the Plan Completion. Please keep this in mind when preparing your schedule. See MDOT Road Design Manual, Chapter 14 – Procedures – Section 14.54 for corroboration. See “For Your Information” contacts at the end of this document for more info or questions.

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.

MONTHLY PROGRESS REPORTS:

A Monthly Progress Report will be required for this project. It should be mailed and e-mailed to the Project Manager on the first of each month. These will include at a minimum the following information:

- a. Work Accomplished During the Previous Period
- b. Anticipated Work Items for the Upcoming Month
- c. Real or Anticipated Problems on the Project
- d. Update of a previously approved detail project schedule, including explanations for any delays or changes
- e. Items needed from MDOT
- f. Log-in/Log-Out and Verbal Contact Records to Date

UTILITIES:

The CONSULTANT shall be responsible for obtaining, identifying and documenting on plans, the location and names of all existing utilities within the project limits. Existing data is available and will be provided to the CONSULTANT. However additional work maybe required. The CONSULTANT shall be responsible for any analyses, documentation and consequences of the recommended improvement on surface and groundwater resources.

CONSULTANT RESPONSIBILITIES:

- Document existing conditions of bridges and adjacent areas.
- Review current M-39 Renovation plans (82193-76902) for proposed MITS infrastructure and other major utility locations and take into consideration this information when developing proposed pedestrian bridge locations.

- Perform pedestrian directional counts in fair weather conditions. Data collectors may be placed at the foot of each end of the bridge landing for the data collection, and utilize a simple, survey instrument (to be provided by MDOT) to administer to willing pedestrians, as they cross the bridges.
- Provide additional, alternative methods for estimating current and future pedestrian travel demand may be recommended by the vendor to enhance the data available for decision-making.
- Perform a historical pedestrian crash analysis and pedestrian safety audit at current and preferred future locations, to ensure pedestrian safety is built into the proposed improvements.
- Conduct up to four small group meetings with MDOT and local stakeholders to coordinate and exchange information and ideas.
- Identify alternative crossing locations and routes for consideration, based on the results of stakeholder input, engineering analysis and land use plans.
- Prepare conceptual plans and renderings for the replacement of each of the pedestrian bridges (5) to current ADA standards depicting the location layout and aesthetic features and options for public consideration.
- Develop a cost estimate for the replacement of each of the pedestrian bridges (5) to current ADA standards, ROW impacts and aesthetics. Maintenance costs should also be considered.
- Recommend low/no growth planting options for use at the pedestrian bridge landing areas and possibly as “gateway-type landscaping” at strategic locations on the slopes within the M-39 corridor, near the bridges.
- Document all impacts particularly ROW and environmental impacts related to the replacement of bridges to ADA standards on aerial mapping and other medium.
- Prepare potential mitigation options, if required.

Some specific objectives are included below:

1. Establish existing conditions at the bridge, pedestrian patterns and destinations based on data collection, history, observation, and the survey.
2. Refer to the City of Detroit’s adopted Non-Motorized Master Plan and identify key locations where non-motorized crossings may be considered and determine bridge widths accordingly.

3. Develop potential alternate locations of pedestrian bridges (if required) designed to ADA standards with any impacts including ROW impacts delineated and potential mitigation identified.
4. Document any bridge removals/eliminations while identifying the safety and benefits of alternate routes.
5. Recommend low/no growth planting options for bridge landing areas and possibly at select locations on the slopes within the corridor.
6. Prepare cost estimates for each pedestrian bridge including ROW impacts, aesthetics, cost and required mitigation.
7. Quantify maintenance costs required of each pedestrian bridge if different, based on size, aesthetics, low/no growth landscaping, etc.
8. Meet with MDOT to review project, location of data sources, and relevant MDOT operations. Questions may include any needed clarifications of issues, expectations, data availability, and other necessary components in order to prepare a thorough and comprehensive evaluation regarding the necessity of the pedestrian bridges and their conceptual design developed to ADA standards, aesthetics, ROW impacts and others.
9. Maintain a project record/diary that includes a history of significant events (changes, comments, etc.) which influenced the development of the options through the review process.
10. Record and submit type-written minutes for all meetings as directed by MDOT.
11. Participate, plan and assist MDOT in the coordination of small group meetings. This will include responding to questions and the preparation of conceptual plans, boards, handouts, and other communication tools, as directed by MDOT.
12. Communicate to MDOT whenever discoveries have the potential to require changes in options, quantities, costs, or right-of-way impacts.
13. Review and analysis will conform to current MDOT, FHWA, ADA and AASHTO practices, guidelines, policies and standards.

MDOT RESPONSIBILITIES (GENERAL):

- a). MDOT will provide written notice providing clear direction for the process to be adhered to and the final deliverables. Work is to be performed consistent with 23 CFR Part 450, and 49 CFR Part 613 (Statewide and Metropolitan Planning Rule), and other applicable state and federal regulations.

- b). MDOT will prepare and provide the pedestrian survey to be administered during data collection activities.
- c). MDOT will provide direction for development of concepts.
- d). MDOT will provide existing pertinent data and reports if available.

DELIVERABLES:

1. A report detailing the review and evaluation process conducted is required. This will include descriptions, process, necessity of bridges, quantification of impacts associated with replacements or eliminations, potential mitigation measures and other improvements based on ADA standards. Cost estimates with consideration to aesthetics as well as any other pertinent data will be a part of the report.
2. A drawing of each pedestrian bridge developed, with improvements if any, in ADA standards is required. The drawing will also include any proposed aesthetics, and list impacts and mitigation measures, if applicable.
3. A set of recommendations for low/no growth planting options for the bridge landing areas that could be applicable to other parts of the corridor.
4. Any documentation prepared during the course of the analysis and evaluation, and other information from meetings, memos, reports, plans, renderings, survey comments and others will be submitted.
5. Any additional work products will be submitted.
6. All appropriate materials and data that have been collected and generated in an electronic format should be submitted to MDOT in a compatible electronic format.
7. Maps and/or plan sheets shall be generated in a Microstation format and must follow MDOT/Design Division's Guidelines for Plan Preparation. The electronic files shall be two dimensional and compiled on magnetic tape or disc in dgn format. Each magnetic tape or disc shall be accompanied by a reproducible Mylar of each Microstation file and a graphic index of each map. An American Standard Code for Information (ASCII) file of the ground coordinates and elevations of the points used to create the map contours shall be provided on magnetic tape disc. Also the development of any design geometric, horizontal, and vertical alignments must be submitted in a format compatible with Intergraph system, and Interactive Graphic Road Design System (IGRDS) software, consistent with English standards.
8. Any aerial mosaic negatives, and mapping, showing alignments if used, will be submitted.
9. Prepared plan and profile sheets, alignments, cross-sections, drainage, ROW requirements and other data submitted, if applicable.

10. Printing up to 25 copies of the report for distribution per MDOT's discretion.

FOR YOUR INFORMATION:

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

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

Dennis Kelley: (517) 373-4614

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.