

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

BUREAU OF HIGHWAYS BUREAU OF TRANSPORTATION PLANNING OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO YES DATED _____ THROUGH _____

Prequalified Services – See page ____ of 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 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 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 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. The vendor that has met established qualification threshold and 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

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) separate from 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.

PROPOSAL SUBMITTAL INFORMATION

REQUISITION NUMBER	PROPOSAL/BID DUE DATE	TIME DUE
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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.)

**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.**

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

Michigan Department of Transportation

SCOPE OF SERVICE FOR AS NEEDED DESIGN SERVICES PROJECT SCOPING ESTIMATES

CONTROL SECTION: Varies

JOB NUMBER: Varies

PROJECT LOCATION:

Various routes in Muskegon, Newaygo, Oceana, and Ottawa Counties, and will vary based on specific design needs.

PROJECT DESCRIPTION:

The Consultant shall develop design plans for Capital Preventive Maintenance (CPM) projects based on scoping information, for CPM projects as well as other as needed road design services.

Design assistance includes, but will not be limited to: Developing CPM plans (typically in Log format), signal loop replacement and/or pedestrian signal relocation plans, ADA/sidewalk design, MOT, and preparing final specifications and bid package(s) for all assigned CPM projects. preparing project scoping estimates, road design, bridge approach design, signal loop replacement or pedestrian signal relocation plans, ADA/sidewalk design, MOT/Staging plans, detour plans, and/or minor drainage/culvert upgrade or replacement work, assistance in preparing environmental permits, and preparing final specifications and bid package(s) for projects to be turned in for letting. Work type includes design assistance in preparing the roadway portion of the design for bridge approach replacement.

The Consultant may be required to utilize a MDOT workstation and proprietary equipment and/or software to complete the scoping estimate portion of this service. The Consultant will be required to report to the MDOT, Muskegon TSC office for this activity, where such materials will be provided. It is anticipated that this will be a short duration (estimated to be 1-2 weeks), and details will be worked out with the MDOT project Manager.”....

MDOT reserves the right to request services on other projects located in the TSC area, under the conditions of this “as needed” scope of services.

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

ANTICIPATED SERVICE START DATES: April 13, 2012

ANTICIPATED SERVICE COMPLETION DATES: April 10, 2013

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Road & Streets Design

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Maintaining Traffic Plans & Provisions

Traffic Signal Design

DBE REQUIREMENT: 0%

MDOT PROJECT ENGINEER MANAGER:

Matthew W. Block, P.E.

Consultant Coordinator

2225 Olthoff

Muskegon, MI49444

Ph. (231) 777-7281

Fax. (231) 777-3621

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 according to the scope of services (above) 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 may be required to 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 2012 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.

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: MDOT will perform all structure related design services.

- A. Schedule and/or conduct the following:
 - 1. Project related meetings.
 - 2. Misc. correspondence with other units/agencies involved
 - 3. The Plan Review
 - 4. Utility Meetings.
 - 5. OEC Meeting
 - 6. Quantity summary sheets and final item cost estimates.
 - 7. Final 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 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. CPM projects will be designed in Log format (8.5" x 11"). The title sheet shall be plotted stamped and signed by the Consultant, 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 and signing plan(s).
- H. Signal/signal staging plan(s)
- I. Witness and benchmark sheet(s).
- J. Soil boring log sheet(s).
- K. 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.

ANTICIPATED WORK SCHEDULE AND HOURS:

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.

April 6, 2012 – April 10, 2013

Consultant may be required to provide one person to work in the MDOT, Muskegon TSC office from time to time, for the estimating portion of this contract. A work station will be provided by MDOT for this portion of the service. Arrangements can be made with the MDOT Project Manager for scheduling of this portion of the service.

Total anticipated regular hours = 1000

Total anticipated as-needed service hours (various projects) = 500

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.

For the "as-needed" portion of the contract, 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.

MDOT reserves the right to request services on other projects located in the Region/TSC area that are not listed above, under the conditions of this "as needed" scope of services.

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 MDOT. It must be noted that this is not a guarantee that MDOT will use the Consultant's services.