

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

	REQUISITION NUMBER		DUE DATE XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	
DESCRIPTION			
MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED GRAY SHADING = OPTIONAL Check the appropriate Tier in the box below		CONSULTANT: Provide only checked items below in proposal	
<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site p=inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	<input type="checkbox"/>	Presentation
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) (No Resumes)	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes. Resumes limited to 2 pages per key staff personnel.

PROPOSAL AND BID SHEET EMAIL ADDRESS – mdot-rfp-response@michigan.gov

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least five (5) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet

5100J – Consultant Data and Signature Sheet (Required only for firms not currently prequalified with MDOT)

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

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest (Consultant/Vendor Selection Guidelines for Services Contracts" and "Guideline for Completing a Low Bid Sheet(S)*, if a low bid is involved as part of the selection process. **Reference Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services >Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

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.

**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 PRE-DESIGN SERVICES Analysis and Evaluation

CONTROL SECTION: 82024

JOB NUMBER: 32587

PROJECT LOCATION:

The project is located on I-94, in the City of Detroit, Wayne County. The projects limits are the same as the completed Environmental Impact Statement and are generally from I-96 to Conner Avenue, including all interchanges and associated adjacent roadways on local roads and trunklines.

PROJECT DESCRIPTION:

The scope of work for this contract involves reviewing and evaluating the concepts proposed in the I-94 Success Management Workshop and preparing a report describing the feasibility of each concept. This may include but is not be limited to: supplementary traffic analysis, benefit/cost ratios, safety analysis for mainline changes, operational analysis, advantages and disadvantages of each design modification, ROW impacts and estimated cost increase or decrease, review if environmental clearance issues associated with any proposed changes, implications to maintenance, safety and enforcement, other specific impact (positive or negative) analysis, any associated cost and time savings, and other pertinent and related evaluations needed.

It is expected that the chosen consultant will conclude through evaluation and study, which of the proposed design modifications have utility, are cost effective and should be included as a part of the final alternative to be constructed. Documentation will include steps needed for each proposed design modification to be included as a part of the approved & selected alternative, including any revisions of environmental documents, further studies needed, stakeholder engagement activities, revisions to plans, changes to ROW impacts, modifications to cost estimates, any state and federal approvals, etc. Additionally, each of the proposed modifications evaluated that are not deemed viable and feasible should be documented with the rationale and impacts noted for not recommending it.

All recommendations as a result of the evaluation will need to honor commitments made through the environmental phase, and reflect the overall character of the project, while considering the principles of practical design, the design/build procurement method utilizing flexible standards and alternative technical concepts that have been used throughout the country to accelerate similar mega projects.

BACKGROUND INFORMATION:

This scope of service is for analysis of proposed design modifications for the I-94 capacity improvement project in Wayne County. Design modifications were developed from an internal workshop conducted in December, 2011. They were developed to accelerate the project's traditional delivery schedule that is projected to be completed in 2031. The workshop produced possible design revisions to the approved and selected alternative to complete construction in an accelerated timeframe.

I-94 capacity improvement project identified as the selected alternative in the environmental impact statement includes widening one lane in each direction, reconstruction of all bridges and interchanges within the project limits, storm water system and the construction of continuous service roads adjacent to the freeway. The Record of Decision for the project was obtained in December 2005.

In June 2010, a Detailed Engineering Report was completed to further refine the selected alternative and minimize impacts. In December 2011, a Success Management Workshop was held with MDOT and FHWA participants to develop innovative ideas to accelerate the construction schedule, reduce costs, and minimize impacts and inconvenience to motorists. The workshop focused on proposals to reduce shoulder width, applying practical design principles, the use of flexible specifications, purchasing additional ROW to reduce the need for retaining walls, the implementation of express lanes to minimize delays to freight traffic, other MOT concepts, the use of long life road and bridge materials and design/build procurement.

I-94 design modifications and concepts are described in the Success Management Workshop Report, which will be made available for review.

The final deliverable for this project will be a written report detailing the evaluation of the above five listed workshop design modifications. This will include the methodology used for analysis, the results, data, individual studies conducted, quantified impact, risk, feasibility, and finally a recommendation as to which of the design modifications should be included as a part of the final alternative to be constructed. All data and analysis will be included as an appendix to the report.

Note that a preliminary report is required no later than December 28, 2012.

ANTICIPATED SERVICE START DATE: June 28, 2012

ANTICIPATED SERVICE COMPLETION DATE: June 28, 2013

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Project Development Studies

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Safety Studies

DBE REQUIREMENT: 5%

MDOT PROJECT MANAGER:

Terry Stepanski, P.E
Senior Project Manager
Bureau of Highway Development
425 W. Ottawa Street
Lansing, MI 48909
517.241.0233
517.204.2656
Stepanskit@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 scope of this project including, but not limited to the following:

The Consultant must adhere to all applicable OSHA and MIOSHA safety standards, including the appropriate traffic signs for the activities and conditions for this job and perform field operations in accordance with the Department's Personal Protective Equipment (PPE) policy as stated in the MDOT Guidance Document #10118. 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 project by the completion date. Attention shall be given to critical target dates that may require a large lead time.

- A. Conduct analysis to confirm viability of proposed design modifications and concepts
- B. Prepare required plans, including preliminary ROW plans if necessary, studies, evaluation, cross-sections, details, and specifications required for evaluation of design modifications.
- C. Compute and verify quantities.
- D. Prepare any special plans, if needed.
- E. Provide solutions to any unique problems that may arise during the project.
- F. Maintain a Design Project Record which includes a history of significant events (changes, comments, etc.) which influenced the development of the plans, dates of submittals and receipt of information.
- G. The Consultant shall keep an administrative record of meetings minutes, notes, email and any other pertinent information. This record shall be compiled chronologically, prefaced with a descriptive index and submitted in its entirety to the project manager at the

completion of the work. The submittal shall include one paper copy and one electronic copy on disk.

- H. The Consultant shall prepare and submit a draft schedule for timely delivery of the evaluation and construction of the project.
- I. The Consultant representative shall record and submit type-written minutes for all project related meetings to the MDOT Project Manager within two weeks of the meeting. MDOT will provide and distribute official meeting minutes, as needed.
- J. The Consultant will provide to MDOT at scheduled submittal dates, copies of required documents, plans, materials, etc. The Consultant shall contact the project manager prior to the submittal dates for the exact number of copies that will be required. The following is an estimate of the number of copies that will be needed: 15 draft copies and 30 final copies.
- K. Prepare and submit electronically (native format or Adobe PDF) any information, reports, calculations, associated analyses, or drawings required by MDOT.
- L. Attend any project-related meetings as directed by the MDOT Project Manager.
- M. Attend any other meetings, as directed by MDOT, to assist in responding to concerns and questions. This may require assistance to MDOT in the preparation of graphics, exhibits, displays, maps, copies of materials, etc.
- N. The Consultant shall incorporate pertinent information from the analysis in the report as required.
- O. The MDOT Project Manager shall be the official MDOT 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. This includes all Subcontractor correspondence and verbal contact records.
- P. The Consultant shall contact the MDOT Project Manager whenever discoveries or design alternatives have the potential to require changes in the scope, limits, quantities, costs, or right-of-way of the project.

The Consultant will provide a written report with supporting data and analysis, plan sheets, etc. as needed detailing the review of the design modifications, their feasibility, impact, cost, benefit, required mitigation, next steps and recommendations. After MDOT review and comment, changes will be made as directed. The final report deliverable will include these changes.

MONTHLY PROGRESS REPORT:

On the first of each month, the Consultant Project Manager shall submit a monthly project progress report to the MDOT Project Manager.

MDOT RESPONSIBILITIES:

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. MDOT will also provide general direction for development of a vision and provide existing pertinent data and reports if available.

- Schedule and/or conduct meetings.
- Furnish pertinent reference materials and share previous data, studies and analysis.
- Coordinate necessary internal reviews and resolve decision points throughout the project.

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 obtain 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. The project construction, removal and profile sheets will require a ratio (scale) of **1:40 (English Units)**.

Other plan sheets that are required for this project shall be completed by the Consultant. 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 will provide a written report with plan sheets as needed detailing the review of the design modifications, their feasibility, utility, impacts, cost, benefits, mitigations, next steps and recommendations, as a draft implementation plan for the I-94 project. After MDOT review and comment, changes will be made as needed, and reflected in the report. The final written report deliverable will include these changes with any supporting data, plan sheets, etc. needed.

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:

Dennis Kelley: (517) 373-4614

CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee:

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