

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

	REQUISITION NUMBER		DUE DATE <del>XXXXXXXXXX</del> <del>XXXXXXXXXX</del> <del>XXXXXXXXXX</del>
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	
DESCRIPTION			
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP  WHITE = REQUIRED GRAY SHADING = OPTIONAL  Check the appropriate Tier in the box below		<b>CONSULTANT:</b> Provide only checked items below in proposal	
<input type="checkbox"/> <b>TIER I</b> (\$25,000-\$99,999)	<input type="checkbox"/> <b>TIER II</b> (\$100,000-\$250,000)	<input type="checkbox"/> <b>TIER III</b> (>\$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"/>	<b>Location:</b> 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) ( <b>No Resumes</b> )	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP <b>not including key personnel resumes.</b> Resumes limited to 2 pages per key staff personnel.

**PROPOSAL AND BID SHEET EMAIL ADDRESS** – [mdot-rfp-response@michigan.gov](mailto: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](mailto: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](mailto: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.**

**\*\*Contact Contract Services Division immediately at 517-373-4680 if you do not get an auto response\*\***

**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  
DESIGN SERVICES**

**CONTROL SECTION:** 03111, 64014

**JOB NUMBER:** 81685, 101596

**PROJECT LOCATION:**

US-131 NB Martin Rest Area, Gun Plain Township, Allegan County

US-31 NB Rothbury Rest Area, Grant Township, Oceana County

**PROJECT DESCRIPTION:** New Rest Area

To provide experienced personnel for design function of architectural, electrical and mechanical work including but not limited to:

Review and provide recommendations for update of plans and specifications for the rest area building, including mechanical and electrical system components and all related materials and products to assure full compliance with protocols outlined in the Bureau of Highway Instructional Memorandum 2012-06, the Special Provision for Source of Steel and Iron (Buy America 12SP105(A) 05-31-12) and in accordance with all applicable Federal Codes, State Codes, Local Codes, The Americans with Disabilities Act and the Michigan Department of Transportation 2012 Standard Specifications for Construction.

**ANTICIPATED SERVICE START DATE:**

November 1, 2012

**ANTICIPATED SERVICE COMPLETION DATE:**

March 22, 2013

**PRIMARY PREQUALIFICATION(S)**

Building and Structure Design

**SECONDARY PREQUALIFICATION(S)**

None

**DBE REQUIREMENT:**

None

## **MDOT PROJECT ENGINEER MANAGER:**

Lynn Lynwood  
Design Division  
Roadside Development Unit  
425 West Ottawa  
P.O. Box 30050 Lansing, MI 48909

Ph#: 517-373-0026

Fax #: 517-335-2731

E-mail Address: [lynwoodl@michigan.gov](mailto:lynwoodl@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, AASHTO Roadway Lighting 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.

## **GENERAL INFORMATION:**

This service requires the consultant to fulfill architectural, mechanical, utility and electrical assignments and functions of the Municipal Utilities/Electrical Unit. Consultant is to represent MDOT in all required capacities including the review of design project documentation and the review of construction details. The consultant will serve as the MDOT technical resource.

Consultants will be required to coordinate as necessary with other MDOT personnel including construction, operations and maintenance.

## **CONSULTANT RESPONSIBILITIES:**

Complete review of toilet building plans, specifications and calculations including, but not limited to the following:

1. Meet with the MDOT Project Manager to review plans and specifications, contact persons, and to review relevant MDOT directives. The Consultant shall review and clarify issues, data needs and availability, and the sequence of events and meetings that are essential to complete the building design and specification review and provide all

necessary updates by the service completion date.

2. Conduct detailed review of building, mechanical and electrical system design and specifications for all steel and iron related materials, products and components including but not limited to framing, walls, trusses, roof framing, windows, doors, finished roofing, fixtures, hardware, finishes, special equipment, HVAC equipment, electrical equipment, and mechanical equipment as identified in Divisions 1 through 10 and Divisions 14, 15 and 16 of the Special Provision for Rest Area Building.
  - A. Evaluate the availability of domestic manufacture for all steel and iron related materials, products and components.
  - B. Establish the total value of the incidental steel and iron materials, products and components used in the construction of the toilet building and associated facilities. Provide the following documentation to verify value:
    - a. Description of associated steel/iron material, product, or component
    - b. Cost of associated steel/iron material, product or component
    - c. Cumulative list of items with the total dollar amount of incorporated steel
  - C. Provide cost estimate associated with use of alternate materials, products or components.
  - D. Provide a complete description of the efforts made by the Consultant to locate an equal domestically manufactured product.
  - E. Provide a list of items requiring a waiver request.
  - F. Provide an analysis and cost estimate for re-design of the identified building components, HVAC, mechanical and electrical systems, products and materials using alternate or approved equal domestic product.
  - G. Identify performance, cost and maintenance impacts associated with the use of alternate systems, products, components or materials.
3. Maintain a Design Project Record which includes a history of significant events (changes, comments, etc.) which influenced the development of the recommendations, dates of submittals and receipt of information.
4. The Consultant representative shall record and submit type-written minutes for all service related meetings to the MDOT Project Manager within two weeks of the meeting. The Consultant shall also distribute the minutes to all meeting attendees.
5. Attend any service related meetings as directed by the MDOT Project Manager.

6. 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.

### **MONTHLY PROGRESS REPORT**

On the first of each month, the Consultant Project Manager shall submit a monthly project progress report to the Project Manager. The monthly progress report shall follow the guidelines in **Attachment A**.

### **MDOT RESPONSIBILITIES:**

1. Schedule service related meetings
2. Furnish Special Details and pertinent reference materials
3. Furnish complete set of toilet room building plans and specifications
4. Furnish Bureau of Highway Instructional Memorandum 2012-06 and the Special Provision for Source of Steel and Iron (Buy America 12SP105(A) 05-31-12)

### **DELIVERABLES:**

The Consultant shall deliver marked up plans in Adobe PDF format and specifications in WORD format marked up using Track Changes on DVD, CD or uploaded to ProjectWise, as directed by the MDOT Project Manager. Deliver all spreadsheets associated with the project in their native format.

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

### **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**

Martin Rest Area and Rothbury Rest Area

Control Section 03111; 64014  
Job Number 81685C; 101596C  
Date 00/00/0000

**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.**