

**CHECKLIST TO DESIGNATE AREAS OF EVALUATION  
FOR REQUESTS FOR PROPOSAL (RFP)**  
Research Administration Use Only

		REQUISITION NUMBER 1108	DUE DATE 2/25/13	TIME DUE Noon EST
MDOT PROJECT MANAGER <b>Nathan Maack</b>		JOB NUMBER (JN) TBD		CONTROL SECTION (CS) n/a
DESCRIPTION <b>A Method to Assess the Use of New and Recycled Materials in Pavements</b>				
Check all items to be included in RFP			Provide only checked items below in proposal	
Check the appropriate Tier in the box below				
<input type="checkbox"/> <b>TIER 1</b> (\$25,000-\$99,999)	<input checked="" type="checkbox"/> <b>TIER II</b> (\$100,000-\$250,000)	<input type="checkbox"/> <b>TIER III</b> (>\$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"/>	Past Performance	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input checked="" 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 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)	

The prime consultant must be a Michigan university. The prime consultant/vendor is responsible for the successful completion of the service and is expected to perform at least 40 percent of the services, by dollar value. The basis of payment is Actual Costs as defined in standard MDOT contracts.

If your organization is interested in providing services, please indicate your interest by submitting a proposal following the **research guidelines** near the top of MDOT's Request for Proposals Web page at [http://www.michigan.gov/mdot/0,1607,7-151-9625\\_32842--\\_00.html](http://www.michigan.gov/mdot/0,1607,7-151-9625_32842--_00.html).

**RFP SPECIFIC INFORMATION**

Problem Title: A Method to Assess the Use of New and Recycled Materials in Pavements

OR Number: OR14-008

This is Best Value Selection which means the budget amount submitted with the proposal is a component of the proposal score, not the determining factor of the selection.

**PROPOSAL SUBMITTAL INFORMATION**

**PROPOSAL AND BID SHEET EMAIL ADDRESS –**

[mdot-rfp-response@michigan.gov](mailto:mdot-rfp-response@michigan.gov) with a CC to  
[mdot-research@michigan.gov](mailto:mdot-research@michigan.gov)

**GENERAL INFORMATION**

Any questions relative to the Research Problem Statement must be submitted by e-mail to:  
[mdot-research@michigan.gov](mailto:mdot-research@michigan.gov). Questions must be received by 5 business days prior to the RFP due date at 5:00 p.m. EST. All questions and answers will be placed on the MDOT RFP Web site as soon as possible after receipt of the questions and at least three (3) days prior to the due date listed above. The names of organizations 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 AND RESEARCH FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION:**

5100D- Request for Proposal Cover Sheet

Schedule of Research Activities Form- Appendix B

Deliverables Table- Appendix A

Initial Implementation Plan Form- Appendix C

5100J- Consultant Data and Presignature sheet is required for signatory on this proposal

Research Proposal Budget Form Worksheet Appendix D (Universities)

Or

Bid Sheet and Budget Exhibits required in [Priced Proposal Guidelines](#) (Consultants)

## MANDATORY ELECTRONIC SUBMITTAL

**Proposals submitted for this project must be submitted electronically.**

**The following are Requirements for Electronic Submittals:**

- Proposals must be prepared using the most current Research guidelines found at the top of the page- [MDOT – Research Proposal 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.
- 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 Proposer 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.

Proposers 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
    - i. Role of Firms
    - ii. Role of Key Personnel
- IV. Location
- V. Quality Assurance / Quality Control Plan
- VI. Resumes of Key Staff
- VII. Pricing Documents/Bid Sheet (if applicable)

# Michigan Department of Transportation

## SCOPE OF SERVICE FOR RESEARCH SERVICES

**TITLE:** A Method to Assess the Use of New and Recycled Materials in Pavements  
**OR#:** 13-008

**WORK DESCRIPTION:** Research on a Method to Assess the Use of New and Recycled Materials in Pavements

**ANTICIPATED START DATE:** 10/1/2013

**ANTICIPATED COMPLETION DATE:** 3/31/2015

**MDOT RESEARCH PROJECT ADMINISTRATION MANAGER:**

Andre Clover, P.E.  
8885 Ricks Road  
Lansing, Michigan 48917  
E-MAIL: [mdot-research@michigan.gov](mailto:mdot-research@michigan.gov)

**GENERAL INFORMATION:**

**1. PROBLEM TO ADDRESS:**

The green movement has presented an opportunity for increased innovation in new materials, and an increased use of recycled materials in pavement design and construction. However, the impacts of using new and recycled materials in pavements - particularly on long term pavement durability and performance are not often known when the use of those materials are proposed. MDOT does not have a system in place for evaluating any new or recycled materials as it relates to performance. This research will help identify methodologies to effectively determine the impacts of new and recycled materials in pavement design and create a system for evaluating those materials.

**2. RESEARCH OBJECTIVES:**

1. Literature search and review
2. Investigate various methodologies that include: cost/benefit analysis, impacts on the environment, life cycle assessment, long term sustainability, etc.

3. Determine the state of the practice
4. Develop the methodologies and framework for evaluating new and recycled materials
5. Validation of the methodology and framework using case studies

**3. URGENCY AND IMPLEMENTATION BENEFIT TO MDOT:**

The methodology will be used for new and recycled materials evaluation. MDOT will have an established method to evaluate new materials and their impacts on long term pavement performance. MDOT will have this method as a safeguard to allow the use of beneficial materials, and restrict the use of poor materials. Suppliers of these materials will have a potential market for their use. The general public benefits because pavement will perform equal to, or better than, normal. Plus the environmental benefits will help society as a whole.

**4. RISKS OR OBSTACLES TO RESEARCH:**

- Not being able to predict the long term performance when incorporating new and recycled materials.
- Possible use of Accelerated Performance Testing.

**5. DESIRED QUALIFICATIONS IN AN INVESTIGATOR(S):**

The investigator should have experience in the field of pavements, material assessment, life cycle cost analysis, and carbon emissions. There is no statistical qualification requirement for this proposal.

**CONSULTANT RESPONSIBILITIES:**

1. Literature review
2. Determine the state of the practice
3. Investigate various methodologies
4. Validation of the methodology and framework
5. Quarterly meetings and reports of work accomplished
6. Final Report

Failure of any of the above will be found in noncompliance with the contract.

## **DELIVERABLES:**

A framework/ methodology for the evaluation of new and recycled materials for use in pavements.

## **MDOT RESPONSIBILITIES:**

MDOT can provide, information about past materials used in pavements and pavement performance data as required.

## **COORDINATION PROCEDURES**

Work will be completed in compliance with the Research Implementation Manual

## **CONSULTANT PAYMENT**

All billings for services must be directed to the Department and follow the current Research Implementation Manual. 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.

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 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 project manager.

Compensation for services will be reimbursed on actual cost basis.

## **PROPOSAL INFORMATION AND SCORING**

Formal proposals are required and shall include the information as outlined in these Guidelines. This section is the information required in the proposal that will be used to score the qualifications of each

consultant's proposal. The section numbering correlates to the score sheet. Therefore, the consultant should format their proposals consistent with the outline provided.

### 1. UNDERSTANDING OF SERVICE: 40 POINTS

Describe understanding of the service intended to be proposed. This information is to be based on the scope of services.

**Problem Statement and Background Summary-** demonstrates good understanding of problem, looks objectively at problem, specifies problem limits and restricts scope appropriately, and cites relevant literature.

**Research Plan-** cites specific objectives clearly, technical approach responds to all written and implied requirements, difficult areas are identified and details to overcome are given, represents novel idea or technical approach, plan is feasible, and effort is consistent with scope of problem.

**Products and Implementation-** proposal clearly defines products to be delivered at completion, includes practical, realistic implementation plan.

**MDOT Involvement-** MDOT involvement is not excessive and is clearly defined and quantified.

### 2. QUALIFICATIONS OF TEAM: 30 POINTS –

Describe the structure of the project team including the roles of all key personnel and subcontractors. For each subcontractor describe role in service and include what percent of the task that the subcontractor is expected to provide. Provide résumés for each of the key staff of the prime and subcontractor.

**Facilities-** proposer has adequate access to equipment and/or laboratory required in study.

**Staffing-** personnel availability is clearly defined, shows a depth of qualified personnel, proposer has ability to manage a project of this size an sufficient resources to complete study, qualifications are directly related to the requirements of the project, plans for specific key personnel assignment included, and there is a reasonable balance between subcontractor and prime contractor.

**Statistical Qualification-** The required knowledge level for a research team in statistical analyses, if defined, will be in the RFP under the heading DESIRED QUALIFICATIONS IN AN INVESTIGATOR(S).

Proposals not documenting statistical training and experience levels required in the RFP may be classified as non-responsive.

### 3. RELEVANT PAST PERFORMANCE: 30 POINTS

The project manager will contact references and review relevant performance evaluations from the past 5 years.

**Record of past accomplishment-** proposer satisfactorily completed past projects, was cooperative and flexible, and ended past projects according to the original budget and time schedule.

### 4. QUALITY ASSURANCE/QUALITY CONTROL (QA/QC) PLAN: 5 POINTS

The proposer provided an outline of a QA/QC process. The QA/QC Manager is experienced with MDOT standards and practices.

**5. LOCATION: 5 POINTS**

The percentage of work hours performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activity. The combination of location and percentage of work performed in Michigan should not exceed 5 points.

Percentage of Work To Be Done in Michigan	
	Score
95% to 100%	5
80% to 94%	4
50% to 79%	3
25% to 49%	2
10% to 24%	1
Less than 10%	0

**6. PRICE: 40 POINTS**

Cost score is based on the lowest cost proposed divided by the current proposer cost multiplied by 40. Lowest bid shall receive 40 points.

**TOTAL POINTS: 150**

**Research Proposal Budget Form Worksheet**

Project Title \_\_\_\_\_  
 Research Organization \_\_\_\_\_  
 Date \_\_\_\_\_

									FY1	FY2	FY3	FY4	TOTAL	
<b>SALARIES &amp; WAGES -- MUST COMPLY WITH OMB CIRCULAR A-21</b>														
Specify number of hours to be worked and hourly rate for each individual below: Examples of role of individual are Principal Investigator, Technician, Grad Student, etc. Annual wage increases must not exceed 2%														
(role of individual)	Name of individual													
Enter FY	FY1 rate	FY1 hrs	FY2 rate	FY2 hrs	FY3 rate	FY3 hrs	FY4 rate	FY4 hrs						
rate & hrs									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
(role of individual)	Name of individual													
Enter FY	FY1 rate	FY1 hrs	FY2 rate	FY2 hrs	FY3 rate	FY3 hrs	FY4 rate	FY4 hrs						
rate & hrs									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
(role of individual)	Name of individual													
Enter FY	FY1 rate	FY1 hrs	FY2 rate	FY2 hrs	FY3 rate	FY3 hrs	FY4 rate	FY4 hrs						
rate & hrs									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
(role of individual)	Name of individual													
Enter FY	FY1 rate	FY1 hrs	FY2 rate	FY2 hrs	FY3 rate	FY3 hrs	FY4 rate	FY4 hrs						
rate & hrs									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
(role of individual)	Name of individual													
Enter FY	FY1 rate	FY1 hrs	FY2 rate	FY2 hrs	FY3 rate	FY3 hrs	FY4 rate	FY4 hrs						
rate & hrs									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
(role of individual)	Name of individual													
Enter FY	FY1 rate	FY1 hrs	FY2 rate	FY2 hrs	FY3 rate	FY3 hrs	FY4 rate	FY4 hrs						
rate & hrs									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
(role of individual)	Name of individual													
Enter FY	FY1 rate	FY1 hrs	FY2 rate	FY2 hrs	FY3 rate	FY3 hrs	FY4 rate	FY4 hrs						
rate & hrs									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Sub-Total Salary &amp; Wages</b>									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

<b>FRINGE BENEFITS -- MUST COMPLY WITH OMB CIRCULAR A-21</b>										
Indicate Employee, appropriate negotiated rate for each and description of who the rate applies to. ( e.g. - Sam Smith, 25%, Summer Faculty. The rate is negotiated between the university and it's cognizant agency										
Name										
(Rate Description)										
(% rate)	FY1	FY2	FY3	FY4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Name										
(Rate Description)										
(% rate)	FY1	FY2	FY3	FY4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Name										
(Rate Description)										
(% rate)	FY1	FY2	FY3	FY4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Name										
(Rate Description)										
(% rate)	FY1	FY2	FY3	FY4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Name										
(Rate Description)										
(% rate)	FY1	FY2	FY3	FY4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Name										
(Rate Description)										
(% rate)	FY1	FY2	FY3	FY4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Name										
(Rate Description)										
(% rate)	FY1	FY2	FY3	FY4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Sub-Total Fringe Benefits</b>					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>SUBCONTRACTOR -- MUST COMPLY WITH OMB CIRCULAR A-21</b>										
A copy of the subcontractor's budget must be attached. An MDOT approved subcontract is required for subcontractor costs in excess of \$25,000 prior to payment of invoices that contain subcontractor work. List all subcontractors on a separate line.										
Subcontractor Name & Amt.										\$0.00
Subcontractor Name & Amt.										\$0.00
<b>Sub-Total Subcontractor</b>					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TRAVEL -- MUST COMPLY WITH OMB CIRCULAR A-21</b>										
Must be in accordance with IDS contract requirements.										
<b>In-State Travel (Destinations within Michigan)</b>										
Provide a separate table itemizing costs.										\$0.00
<b>Out-of-State Travel (Prior approval required)</b>										
Provide a separate table itemizing costs.										\$0.00
<b>Sub-Total Travel</b>					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**SUPPLIES -- MUST COMPLY WITH OMB CIRCULAR A-21 (Few items not allowed are: computers, printers, monitors, fax machines, printer paper, toner cartridges, pens, pencils, legal pads, clips, rubber bands, post-it notes, books, notebooks, binders, folders, diskettes, postage stamps, chairs, office furniture, calendars, paper punches, business cards, staplers, waste cans, etc.)**

Provide details if cost exceeds \$2,000. Individual line items in excess of \$1,000 require a detailed explanation regardless of total cost

(Description)										\$0.00
(Description)										\$0.00
(Description)										\$0.00
(Description)										\$0.00
(Description)										\$0.00
(Description)										\$0.00
(Description)										\$0.00
(Description)										\$0.00
<b>Sub-Total Supplies</b>										\$0.00

**CAPITAL EQUIPMENT -- MUST COMPLY WITH OMB CIRCULAR A-21 - Purchased specifically for this project**

List items with a value in excess of \$500. Equipment in excess of \$5,000 requires prior approval.

(Description)										\$0.00
(Description)										\$0.00
(Description)										\$0.00
(Description)										\$0.00
(Description)										\$0.00
(Description)										\$0.00
(Description)										\$0.00
(Description)										\$0.00
<b>Sub-Total Equipment</b>										\$0.00

**OTHER EXPENSES -- MUST COMPLY WITH OMB CIRCULAR A-21 (Few items not allowed are: memberships in professional & scientific organizations, local telephone lines, cell phones, etc.)** Any project expense which does not fall into another category. Provide detailed explanation of the expense and applicable breakdown of costs (e.g. graduate student tuition).

(Description)										\$0.00
(Description)										\$0.00
(Description)										\$0.00
(Description)										\$0.00
(Description)										\$0.00
<b>Sub-Total Other Expenses</b>										\$0.00

**Total Sub-Totals**      \$0.00      \$0.00      \$0.00      \$0.00      \$0.00

**INDIRECT COSTS -- MUST COMPLY WITH OMB CIRCULAR A-21**

Indirect cost rates are negotiated between the university and it's cognizant agency. Indicate the type of negotiated indirect rate used and the percentage (e.g. On Campus Research, 52%)

(Type)		(%)								
			FY1	FY2	FY3	FY4				
Enter \$ Amt per FY							\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Indirect Costs</b>							\$0.00	\$0.00	\$0.00	\$0.00

<b>TOTAL PROJECT COSTS</b>										\$0.00
<b>UNIVERSITY MATCHING FUNDS</b>										\$0.00
<b>TOTAL MDOT PROJECT COSTS</b>										\$0.00