

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

	REQUISITION NUMBER	DUE DATE	TIME DUE
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	

DESCRIPTION

<p>MDOT PROJECT MANAGER: Check all items to be included in RFP</p> <p style="text-align: center;">WHITE = REQUIRED ** = OPTIONAL</p> <p style="text-align: center;">Check the appropriate Tier in the box below</p>	<p>CONSULTANT: Provide only checked items below in proposal When applicable, Best Value scoring criteria is listed separately in the RFP.</p>
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TIER I (\$50,000 - \$150,000)	TIER II (\$150,000-\$1,000,000)	TIER III (>\$1,000,000)	
N/A			Understanding of Service **
			<i>Innovations</i>
			Organizational Chart
			Qualifications of Team
N/A	N/A		Quality Assurance/Quality Control **
			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		Presentation **
N/A	N/A		Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) Resumes will only be accepted for Best Value Selections	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 E-MAIL 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 for all firms performing non-prequalified services on this project.)

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

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.”

RFP SPECIFIC INFORMATION

ENGINEERING SERVICES	BUREAU OF TRANSPORTATION PLANNING	OTHER
THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS		
NO	YES	DATED _____ THROUGH _____
<p>Prequalified Services – See the attached Scope of Services for required Prequalification Classifications.</p>		<p>Non-Prequalified Services – If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, 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 all firms performing non-prequalified services on this project.</p>

Qualification Based Selection - Use Consultant/Vendor Selection Guidelines.

For all Qualifications Based Selections, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected 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 Based Selection / 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.

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.)

BID SHEET INSTRUCTIONS

Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) with 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.

PARTNERSHIP CHARTER AGREEMENT

MDOT and ACEC created a Partnership Charter Agreement which establishes guidelines to assist MDOT and Consultants in successful partnering. Both the Consultant and MDOT Project Manager are reminded to review the [ACEC-MDOT Partnership Charter Agreement](#) and are asked to follow all communications, issues resolution and other procedures and guidance’s contained therein.

Proposals must be submitted for this project electronically. Proposal Submittal Requirements Can Be Found At the Following Link
http://www.michigan.gov/documents/MDOT_Consultant-Vendor_Selection_Guidelines-0106_145222_7.pdf?20150707153457

In PART IV – INSTRUCTION FOR SUBMITTING PROPOSALS

NOTIFICATION

E-VERIFY REQUIREMENTS

E-Verify is an Internet based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of that employee to work in the United States. There is no charge to employers to use E-Verify. The E-Verify system is operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration. E-Verify is available in Spanish.

The State of Michigan is requiring, under Public Act 200 of 2012, Section 381, that as a condition of each contract or subcontract for construction, maintenance, or engineering services that the pre-qualified contractor or subcontractor agree to use the E-Verify system to verify that all persons hired during the contract term by the contractor or subcontractor are legally present and authorized to work in the United States.

Information on registration for and use of the E-Verify program can be obtained via the Internet at the DHS Web site: <http://www.dhs.gov/E-Verify>.

The documentation supporting the usage of the E-Verify system must be maintained by each consultant and be made available to MDOT upon request.

It is the responsibility of the prime consultant to include the E-Verify requirement documented in this NOTIFICATION in all tiers of subcontracts.

9/13/12

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
DESIGN SERVICES
“AS NEEDED” REAL ESTATE ACQUISITION
AND RELOCATION SERVICES
REPOSTED 1/16/2017**

CONTROL SECTION: Various

JOB NUMBER: Various

PROJECT LOCATION: Various locations throughout the state

PROJECT DESCRIPTION:

The Consultant will be expected to provide acquisition and/or relocation services on an “as needed” basis for Michigan Department of Transportation (MDOT) projects requiring right of way acquisition and relocation. Acquisition and Relocation services must be performed in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended, the Uniform Condemnation Procedures Act (Act 87 of 1980), and MDOT’s Acquisition and Relocation Procedure Manual. Acquisition and relocation tasks may include, but are not limited to:

- Provide written good faith offer letters
- Provide written memo of negotiations
- Complete negotiations with property owners, including: administrative settlements, options, closing packages
- Complete Conceptual Stage Relocation Plans
- Provide Relocation Advisory Services
- Establish eligibility of displacees
- Complete Replacement Housing Determinations or Replacement Rental Determinations
- Provide Relocation notices
- Prepare Relocation Claims
- Provide post relocation assistance to displacees
- Assist MDOT staff with Relocation appeals

This Scope of Service for “As Needed” Real Estate Acquisition and Relocation Services is based on the intermittent needs of the MDOT Real Estate Services Section, Development Services Division. This is not a guarantee of consultant authorized work.

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

None

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

None

ANTICIPATED START DATE OF SERVICE:

March 1, 2017

ANTICIPATED END DATE OF SERVICE:

March 1, 2019

This selection is for a two year period.

DBE REQUIREMENT:

None

MDOT PRECONSTRUCTION TASKS:

Real Estate Acquisition, PPMS Task 4430

Real Estate Relocation, PPMS Task 4710

MDOT REAL ESTATE ACQUISITION AND RELOCATION PROJECT MANAGERS:

Lori Crysler

Michigan Department of Transportation

Van Wagoner Building

425 W. Ottawa

P.O. Box 30050

Lansing, MI 48909

517-373-4848

cryslerl@michigan.gov

Doug Fishell

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425 W. Ottawa

P.O. Box 30050

Lansing, MI 48909

517-335-2408

fishelld@michigan.gov

NUMBER OF CONSULTANTS & ESTIMATED CONTRACT COSTS:

Up to fifteen (15) consultants will be chosen for this “As Needed” Real Estate Acquisition and Relocation Services Contract. Each Consultant will be approved for up to a total of \$500,000 for a period of two (2) years. The number of assignments for each Consultant will be determined by future workloads.

GENERAL CONSULTANT REQUIREMENTS:

1. The Consultant must be pre-approved by MDOT, with current standing on MDOT’s Approved Acquisition List or MDOT’s Approved Relocation List.
2. The Consultant must perform work in either acquisition and/or relocation.

GENERAL PROJECT INFORMATION:

Upon selection approval, the MDOT Real Estate Acquisition and Relocation Project Manager may contact a Consultant to perform a specific acquisition and/or relocation assignment as outlined on MDOT Form 633ES, Real Estate Services Assignment Proposal and Fee Estimate. The Consultant will review MDOT Form 633ES and within two (2) business days will submit a price proposal to complete the acquisition and/or relocation assignment or will decline the assignment.

This “As Needed” Real Estate Acquisition and Relocation Services Contract is on a per assignment basis for a period of two (2) years from the date of initial authorization. A Consultant may not work on any more than two (2) “as needed” assignments at any given time, unless prior authorization is granted.

CONSULTANT PAYMENT- Actual Cost:

Compensation for each “as needed” acquisition and relocation assignment will be based on the price proposal submitted by the Consultant on MDOT Form 633ES. MDOT Form 633ES must include the estimated number of hours to complete the acquisition and relocation assignment and the Consultant’s hourly fixed rate, as provided on the “As Needed” Real Estate Acquisition and Relocation Services Bid Sheet.

PROPOSAL REQUIREMENTS:

A Consultant’s proposal MUST have the following items in order to be evaluated and scored:

1. Qualifications of the Consultant to perform Acquisition and Relocation activities.

- Provide level of Real Estate licensure.
- Describe your acquisition experience for federally funded right-of-way projects.
- Describe your relocation experience for federally funded right-of-way projects.
- Provide resume. Limit resume to three (3) pages.

2. Past Performance

- Provide a list and description of projects that demonstrate your acquisition and relocation experience with MDOT, local governments, federal government and/or other state governments.
- Provide 3 references.

3. Location

- Use the “As Needed” Real Estate Acquisition and Relocation Services Region Sheet to indicate the Regions you will or will not accept acquisition and relocation assignments.

4. Price

- Use the “As Needed” Real Estate Acquisition and Relocation Services Bid Sheet to indicate your fixed hourly rate.

SCORING CRITERIA FOR EVALUATION OF PROPOSALS:

Scoring and evaluation of a Consultant's proposal will be based on the following criteria:

1. Qualifications of Acquisition/Relocation consultant (43 Points)

The Consultant will be scored based on their acquisition and relocation qualifications, experience and ability to meet MDOT's acquisition and/or relocation needs. The Consultant must be in current standing on MDOT's Approved Acquisition or Relocation List.

2. Past Performance (25 Points)

The Consultant will be scored based on their previous acquisition and relocation experience with MDOT, local governments, federal governments and/or other state governments.

3. Location (7 Points)

The Consultant will receive a point for each Region where they will accept acquisition and relocation assignments.

4. Price (25 Points)

The Consultant will be scored based on their fixed price per hour bid. The lowest bid will receive 25 points and the other bids will receive progressively lower points based on a percentage formula. $\text{Lowest Bid/Bid} \times 25 = \text{Score}$

“As Needed” Real Estate Acquisition and Relocation Services Region Sheet

MDOT is divided into the following seven (7) Regions. Please indicate which Region(s) you would or would not accept acquisition/relocation assignments. A “Yes” response means you would accept acquisition/relocation assignments in that Region and a “No” response means you would not accept acquisition/relocation assignments in that Region.

YES	NO	REGION	REGION OFFICE LOCATION	COUNTIES IN REGION
<input type="checkbox"/>	<input type="checkbox"/>	Bay	Saginaw	Arenac, Bay, Clare, Genesee, Gladwin, Gratiot, Huron, Isabella, Lapeer, Midland, Saginaw, Sanilac, Shiawassee, St. Clair, Tuscola
<input type="checkbox"/>	<input type="checkbox"/>	Grand	Grand Rapids	Allegan, Barry, Ionia, Kent, Lake, Mason, Mecosta, Montcalm, Muskegon, Newaygo, Oceana, Oceola, Ottawa
<input type="checkbox"/>	<input type="checkbox"/>	Metro	Southfield	Macomb, Oakland, Wayne
<input type="checkbox"/>	<input type="checkbox"/>	North	Cadillac/Gaylord	Alcona, Alpena, Antrim, Benzie, Charlevoix, Cheboygan, Crawford, Emmet, Grand Traverse, Iosco, Kalkaska, Leelanau, Manistee, Missaukee, Montmorency, Ogemaw, Oscoda, Otsego, Presque Isle, Roscommon, Wexford
<input type="checkbox"/>	<input type="checkbox"/>	Southwest	Kalamazoo	Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, Van Buren
<input type="checkbox"/>	<input type="checkbox"/>	Superior	Escanaba	Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac, Marquette, Menominee, Ontonagon, Schoolcraft
<input type="checkbox"/>	<input type="checkbox"/>	University	Jackson	Clinton, Eaton, Hillsdale, Ingham, Jackson, Lenawee, Livingston, Monroe, Washtenaw

“As Needed” Real Estate Acquisition and Relocation Services Bid Sheet

Level of Licensure

R.E. Salesman

R.E. Broker

Fixed Hourly Rate

\$ _____

Consultant Name:	
Business Name:	
Business Address:	
Telephone Number:	()
Fax Number:	()
Email Address:	
Consultant Signature:	
Date:	