

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

MDOT PROJECT MANAGER Timothy J. Little			JOB NUMBER (JN) N/A	CONTROL SECTION (CS) Various
DESCRIPTION IF NO JN/CS As needed administration of region-wide Highway Advertising Program				
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP.  WHITE = REQUIRED GRAY SHADING = OPTIONAL			<b>CONSULTANT:</b> Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input type="checkbox"/>	<input type="checkbox"/>	Organization Chart	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control	
<input checked="" 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 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)	19 pages (MDOT forms not counted)	Total maximum pages for RFP <b>not including key personnel resumes</b>	

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 Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced 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 1 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 Required with Proposal)**

**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 RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (see address list, page 2). The priced proposal must be submitted in a sealed envelope, clearly marked "**PRICE PROPOSAL.**" The vendor's name and return address **MUST** be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

**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.

**Qualifications 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 and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor 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

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked "**SEALED BID.**" The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

**PROPOSAL SUBMITTAL INFORMATION**

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER Three (3)	PROPOSAL/BID DUE DATE 8/10/10	TIME DUE noon
--	----------------------------------	------------------

**PROPOSAL AND BID SHEET MAILING ADDRESSES**

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

- MDOT Project Manager  MDOT Other

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

**Lansing Regular Mail****OR****Lansing Overnight Mail**

- Secretary, Contract Services Div - B470  
Michigan Department of Transportation  
PO Box 30050  
Lansing, MI 48909

Secretary, Contract Services Div - B470  
Michigan Department of Transportation  
425 W. Ottawa  
Lansing, MI 48933

- Contract Administrator/Selection Specialist  
Bureau of Transportation Planning B470  
Michigan Department of Transportation  
PO Box 30050  
Lansing, MI 48909

Contract Administrator/Selection Specialist  
Bureau of Transportation Planning B470  
Michigan Department of Transportation  
425 W. Ottawa  
Lansing, MI 48933

**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 four (4) 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
- 5100G** – Certification of Availability of Key Personnel
- 5100I** – Conflict of Interest Statement
- 5100J** - Consultant Data and Signature Sheet (Required only for Non-Prequalified Work)

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

**Notification**  
**ARRA MONTHLY EMPLOYMENT REPORTS**  
**Note: This Notification is only applicable for those projects/contracts funded with ARRA funds. If you have questions, please contact MDOT Contract Services Division at (517) 335-0071.**

The American Recovery and Reinvestment Act of 2009 (ARRA), requires states receiving stimulus funds for highway projects to provide monthly reports to the Federal Highway Administration (FHWA) regarding the number of employees of the prime contractors, all-tier subcontractors and consultants on ARRA funded projects.

The cost for complying with this Notification must be borne by the prime contractor, and all-tiers of subcontractors and consultants, as part of their overhead and is deemed to be included in the payments made under this contract.

Within 10 days after the end of each month in which work is performed on this contract, all prime contractors and consultants must provide the Engineer a monthly report on MERS at <https://sso.state.mi.us/> providing employment information on each ARRA project, which will include, for work performed in that preceding month:

- The total number of employees who performed work on this contract.
- The total number of hours worked by employees who performed work on this contract.
- The total wages of employees who performed work on this contract.

*Prime Consultants are responsible for reporting on all subconsultants' employment information in MERS, as the sub consultants will not have access to do so.*

In addition, the prime contractor must provide a total payment amount made to any subcontractor who is a certified DBE in that preceding month.

This Notification shall be included as a part of each subcontract executed by the prime contractor, and all-tiers of subcontractors and consultants.

If necessary to conform to guidance provided by FHWA concerning the ARRA reporting requirements, the prime contractor, and all-tiers of subcontractors and consultants will revise their reporting as directed by the Engineer.

**Failure to comply with the reporting requirements under ARRA would jeopardize the Department's continued receipt of ARRA funding.**

**Accordingly, if a contractor or any-tier of subcontractor or consultant fails to comply with this Notification, the Department may withhold contract payments until compliance is achieved. If the Department is compelled to incur costs because of such a breach, the amount of those costs may be deducted from payments otherwise to be made under this contract. Additional sanctions may include reduction or elimination of prequalification ratings and removal of bidding privileges.**

**NOTIFICATION  
REQUIRED CONTRACT PROVISIONS TO IMPLEMENT AMERICAN  
RECOVERY AND REINVESTMENT ACT (ARRA) SECTIONS 902 AND 1515**

**Note: This notification is only applicable for those projects/contracts funded with ARRA funds. If you have questions, please contact MDOT Contract Services Division at (517) 335-0071.**

In accordance with requirements under section 902 of the American Recovery and Reinvestment Act of 2009 (ARRA), the following language is made a part of this contract and is to be made a part of all tier subcontracts or consultant contracts:

The U.S. Comptroller General and his representatives have the authority:

- (1) To examine any records of the contractor or any of its subcontractors, or any State or local agency administering such contract, that directly pertain to, and involve transactions relating to, the contract or subcontract; and
- (2) To interview any officer or employee of the contractor or any of its subcontractors, or of any State or local government agency administering the contract, regarding such transactions.

The Comptroller General and his representatives have the authority and rights provided under Section 902 of the ARRA with respect to this contract. As provided in section 902, nothing in section 902 shall be interpreted to limit or restrict in any way any existing authority of the Comptroller General.

In accordance with the requirements of section 1515(a) of the ARRA any representatives of the Inspector General have the authority:

- (1) To examine any records of the contractor or grantee, any of its subcontractors or sub-grantees, or any State or local agency administering such contract, that pertain to, and involve transactions relating to the contract, subcontract, grant, or sub-grant; and
- (2) To interview any officer or employee of the contractor, grantee, sub-grantee or agency regarding such transactions.

Nothing set forth in section 1515 of the ARRA shall be interpreted to limit or restrict in any way any existing authority of an inspector general.

**Michigan Department of Transportation**

**SCOPE OF SERVICE  
FOR  
AS-NEEDED SERVICES  
Highway Advertising Program Administration**

**CONTROL SECTION(s):** Various

**JOB NUMBER(s):** N/A

**PROJECT LOCATION:** Grand Region counties

**DESCRIPTION OF WORK:**

Provide a technician to administer the Highway Advertising Program in the Grand Region under the direct supervision of the Project Manager. This service will require one person for 10 hours a week. The duties include both office administration and field work and involves ALL aspects of the program administration which includes but not limited to customer contact, processing of permit applications, both office administration and field verification, tracking permit process, writing letters for Project Managers signature, maintaining permit files and performing permit inventory. The approximate task distribution is as follows:

**ANTICIPATED START DATE:** September 1, 2010

**ANTICIPATED COMPLETION DATE:** September 30, 2011

**PRIMARY PREQUALIFICATION CLASSIFICATION:**

Outdoor Advertising

**SECONDARY PREQUALIFICATION CLASSIFICATION:**

N/A

**DBE REQUIREMENT:** N/A

**MDOT PROJECT MANAGER:** Timothy J. Little, PE  
Associate Region Engineer, Grand Region  
1420 Front Street, NW  
Grand Rapids, MI 49504  
616-451-6116

### **GENERAL INFORMATION:**

The Consultant shall furnish all services and labor necessary to conduct and complete the Highway Advertising Program Administration services described herein. The Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), and incidentals as necessary in carrying out this work. The Services shall be performed to the satisfaction of the Department consistent with applicable professional standards.

- A. The Consultant's principal contact with the Department shall be through the designated Project Manager.
- B. The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations

### **SPECIFIC PROJECT INFORMATION:**

See Attachment A "Field Work for the Highway Advertising Program Grand Region"

### **QUALIFICATIONS OF CONSULTANT STAFF:**

The Consultant employee shall be familiar with and have direct experience administering the State of Michigan Highway Advertising Program.

### **CONSULTANT RESPONSIBILITIES:**

- A. The Consultants employee will be directly responsible to the Project Manager.
- B. The Consultant employee will report to the Grand Region Office, 1420 Front Street NW, Grand Rapids, Michigan 49504 on the days agreed to between the Consultant and Project Manager. Work will require both office administrative work and field work.
- C. The Consultant employee shall be familiar with the State of Michigan Highway Advertising Program and have specific experience administering the program. The Consultant employee shall have good communication, writing and computer skills, and will act in a professional manner at all times while performing the duties of this contract. This position requires interaction with the general public, permit applicants, MDOT region, and Lansing staff.

The Project Manager reserves the right to request the Consultant to remove an employee and replace them if they cannot perform said duties in a professional courteous manner.

- D. The Consultant will perform all function under this agreement in compliance with the standard practices of the Department.
- E. The Consultant will furnish and the employee shall wear personal safety equipment in accordance with MIOSHA and MDOT requirements and practice while performing field duties within or adjacent to the right of way.
- F. The Consultant will provide a vehicle with the following equipment installed:
  - An electronic distance measuring (EDM) device reading in hundredths of a mile
  - An orange or yellow rotating strobe light or beacon
- G. The Consultant shall provide and maintain the following items for his employee:
  1. Digital Camera per the following minimum specifications:
 

Minimum resolution	2,048 X 1,536 pixels (3.2 mega pixels)
Recommend Resolution	2592 x 1944 pixels (5.0 mega pixels)
Minimum Lens	3x optical zoom and 3x digital zoom
Recommended Lens	5x optical and 5x digital zoom
Contrast	Each image shall exhibit proper contrast. Overly darkened or whitened images shall be corrected prior to uploading.
Picture File Saving Format	All images shall be date stamped on the image.
  2. GPS Recorder, accurate to within 10 feet
  3. Range-finding Binocular
  4. Compass
  5. Cell Phone voice mail capabilities. The Consultant will be responsible for all related costs.
  6. Measurement wheel or steel tape

**MDOT RESPONSIBILITIES:**

- A. The Department will provide the Consultants employee with office space in the Region Office.
- B. The Department will provide the Consultants employee a lap top computer to use both in the office and in the field and access to appropriate MDOT computer programs.

**PAYMENT SCHEDULE:**

Compensation for this Scope of Services shall be on a unit price basis.

The technicians work day will be 7:30 am through 4:30 pm with a one hour lunch period.

The hours billed for the technician's time will not begin until the technician reports to the region office.

**CONSULTANT PAYMENT – Unit Price:**

Compensation for this project shall be on a **unit price** basis. This basis of payment typically includes a maximum quantity of units and a maximum reimbursable cost per unit.

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.

## Attachment A

### FIELD WORK FOR THE HIGHWAY ADVERTISING PROGRAM Grand Region

All assigned tasks shall be completed in compliance with the requirements stipulated in the following:

- Highway Advertising Act, as amended (P.A. 106 of 1972)
- Administrative Rules for the Act (P.A. 200 of 1969)
- MDOT's Highway Advertising Procedure Manual
- MDOT's Highway Advertising Desk Reference Manual
- MDOT's Highway Advertising Control Program -Standard Business Practices
- MDOT's Internet Highway Advertising Program (IHAP) –Database

#### 1. **Provide Information, Forms and Documents**

The MDOT Local Contract Manager *may* assign the CONSULTANT EMPLOYEE to complete this task. Subtasks related to this task may include but are not limited to the following:

- Respond to customer inquiries via phone or email
- Provide MDOT Website links and navigation assistance
- Distribute forms and/or documents via mail and/or email
- Copy documents
- Store documents
- Create and complete a Monthly Public Relations Disbursement Log , Form xxx1
- Distribute permit application package

Permit application packages may require the inclusion of one or more of the following documents:

- Interim Permit Application, Form 2223I
- Commercial Sign Permit Application, Form 2223
- Non Commercial Sign Permit Application, Form 2223H
- Landowner Acknowledgement, Form 2495
- Billboard Location Sketch, Form UP-68
- Certification of Zoning, Form 3700
- Copy of the Highway Advertising Act (PA 106 of 1972)
- Other additional and unanticipated public relations documents, if needed, as they are developed by MDOT

## **2. Survey, Evaluate, Correct and Certify Inventory Records**

The Local Contract Manager *may* assign the CONSULTANT EMPLOYEE to complete this task. Subtasks related to this task may include but are not limited to the following:

- Drive all highways subject to the Act
- Take photograph of each sign face
- Update missing or inaccurate database fields
- Record all illegal and non-compliant signs identified on the Sign Survey Report, Form xxx2
- Initiate Task 4 for all signs identified on Form xxx2

The CONSULTANT EMPLOYEE shall survey all regulated routes on an annual basis in accordance with Procedure 1605.11 and 1605.11dm.

## **3. Create Sign Permit Application Recommendation Package**

The MDOT Local Contract Manager *may* assign the CONSULTANT EMPLOYEE to complete this task. Subtasks related to this task may include but are not limited to the following:

- Create a recommendation letter according to 1602.01dm
- Create a permit record in the database, if approved
- Create and update Permit Status Report, Form xxx3
- Determine the following:
  - Existence of valid Interim Permit
  - Local zoning designation
  - Sign located in an active commercial or industrial business area
  - Sign located inside or within 1 mile of an incorporated municipality
  - Right-of-Way width
  - Sign spacing
  - Sign size
  - Sign lighting
  - Number of faces
  - Face arrangement
  - Other field measurements

The CONSULTANT EMPLOYEE shall perform this task in accordance with Procedure 1602.01 and 1602.01dm, or 1602.11. This task is statutorily required to be accomplished within thirty (30) days after proper receipt of the sign permit application package and the permit fee from the applicant.

#### **4. Create Violation Package**

The MDOT Local Contract Manager *may* assign the CONSULTANT EMPLOYEE to complete this task. Subtasks related to this task may include but are not limited to the following:

- Identify an illegal sign
- Identify a noncompliant sign
- Complete a Site Inspection Report, Form xxx6
- Digitally photograph each sign face(s)
- Create a Consultant employee recommendation letter
- Create a Notification of Billboard Violation, Form UP-37
- Create Explanation of Violation, Form UP-45
- Email Form xxx6 and a digital photograph to the Local Contract Manager for approval prior to the posting of a sign or mailing of a violation letter
- Send Form UP-37, Form UP-45, and photographs to the sign owner by certified mail
- Verify the sign(s) status with a field inspection sixty (60) days after the date of the mailing of the initial violation notice or posting of the sign.

The CONSULTANT EMPLOYEE shall perform this task in accordance with Procedure 1603.01 and 1603.01dm, or 1606.31. The CONSULTANT EMPLOYEE shall identify all illegal and/or noncompliant signs when surveying regulated routes and while driving to investigate a new sign location, a site review, etc.

**Illegal sign** (i.e., no permit)

**Noncompliant sign** (i.e., no permit number displayed, incorrect permit number displayed, exceeds lighting requirements, exceeds requirement for change of message, exceeds size, etc.)

Verification after 60 days shall require a new dated digital photograph and updated Site Inspection Report Form xxx6. This verification effort shall occur within 2 weeks of the expiration of the 60 day period allowed for compliance.

#### **5. Create Hearing Package**

The MDOT Local Contract Manager *may* assign the CONSULTANT EMPLOYEE to complete this task. Subtasks related to this task may include but are not limited to the following:

- Assemble the package, which includes the following documents:
  - Summary Sheet (Form 2203)
  - Signed Notification of Billboard Violation, Form UP-37 with attachments
  - Signed green certified mail card or certified mailing receipt
  - Notification of Violation sticker (Form 2223G), if applicable
  - Completed Affidavit of Posting (Form UP-53 or UP-54)
  - Copy of Site Inspection Report, Form xxx3 with continuing sign violation field-verified

The CONSULTANT EMPLOYEE shall perform this task in accordance with Procedure 1606.01.

#### **6. Create Site Review Package**

The MDOT Local Contract Manager *may* assign the CONSULTANT EMPLOYEE to complete this task. Subtasks related to this task may include but are not limited to the following:

- Conduct site review in the following situations, as specifically assigned by the Local Contract Manager:
  - the sign status is questionable
  - MDOT is preparing for a hearing
  - an account is lost
  - a sign is abandoned
  - a permit is revoked
  - a sign is removed
  - a Freedom of Information Act (FOIA) request needs to be addressed
  - a permit holder has a specific inquiry
  - other situations
- Digitally photograph each sign face(s)
- Upload photograph(s) to the database
- Complete a Site Inspection Report, Form xxx6
- Update database record as required

#### **7. Create Miscellaneous Task Package**

The MDOT Local Contract Manager *may* assign the CONSULTANT EMPLOYEE to complete this task. Subtasks related to this task may include but are not limited to the following:

- Attend Administrative Hearing
- Attend Statewide Training Meeting
- Attend Local Contract Manager Meeting
- Work on Miscellaneous Tasks

The estimated number of Administrative Hearings is four (4) per year, per MDOT region. Attendance time at each hearing is approximately one (1) hour. Hearings are held in Lansing, Michigan.

The estimated number of Statewide Training Meetings is one (1) per year. The attendance time at each meeting is approximately four (4) hours.

#### **8. Assist Region Resource Specialist in reviewing Vegetation Removal Permits**

The MDOT Local Contract Manager *may* assign the CONSULTANT EMPLOYEE to complete this task. Subtasks related to this task may include but are not limited to the following:

- Review and verification of Vegetation Removal Areas associated with billboard vegetation removal permit applications.
- Review and inventory of existing vegetation in Vegetation Removal Area for appraisal calculation to be used in issuance of billboard vegetation removal permits.
- Review and verification of work completed under approved billboard vegetation removal permits.

# BID SHEET

AS NEEDED REAL ESTATE SERVICES  
Highway Advertising Program Administration

## PAY ITEMS

**All entries on this page must be handwritten in ink or computer generated.**

ITEMS OF WORK	QUANTITY	UNIT PRICE
Highway Advertising Program Administration	520 Hours	

Total Bid: \_\_\_\_\_

Consultant Name:	
Consultant Address:	
Date:	
Authorized Signature	

The Michigan Department of Transportation reserves the right to reject any or all bids.

Check "UNIT PRICE" column for omissions before entering bid total.