



**STATE OF MICHIGAN**  
**Department of Transportation**  
 November, 2006

Request For Information  
**Construction Quality Partnership (CQP) Support Services**

<b>Key Milestone:</b>	<b>Date:</b>
RFI Issue Date	November 28, 2006
Questions Due to MDOT	December 18, 2006
Responses to Questions Posted by MDOT	January 8, 2007
Statement of Interest Due Date	January 29, 2007
Oral Presentations if Determined Necessary	To be Determined

**Terms and Definitions**

<b>Term</b>	<b>Definition</b>
AD Board	Administrative Board that has the final authority to review and approve recommendation packages/contract changes.
Addendum	Document utilized to modify posted documents (such as bid packages, contracts, etc.)
Advice of Change	Document utilized for processing changes to requisitions, purchase orders and contracts.
BPO	Blanket Purchase Order
Contract folder	Includes all documentation from the point of contract execution, through contract management, invoicing, payment, closeout, and expiration/termination.
DPO	Direct Purchase Order
PO	Purchase Order

Question and Answer	A phase in the Acquisition process where vendors can send questions about a bid to the MDOT. The State compiles the questions, answers them, and then posts both questions and answers on the website. Respondent questions are sometimes a way to gauge the bid outcome.
RFI	Request for Information
RFP	Request for Proposals
SOW	Statement of Work
Vendor Performance	Phase used only when a problem exists with the vendor or the vendor has done something noteworthy.

## **INTRODUCTION**

The Michigan Department of Transportation (MDOT) is requesting Statements of Interest (SOI) from private entities (Respondents) that are qualified to and experienced with: identifying training courses, certifications, and other skills determined necessary by the Construction Quality Partnership training subcommittee; coordinating a broad spectrum of training programs; developing/updating/maintaining web-based databases; tracking communications; tracking class enrollment; and coordinating certification requirements, and certifications received. Respondents should also have experience and/or familiarity with road and bridge construction processes. These skills will be used to support Michigan's Construction Quality Partnership, as explained below.

## **BACKGROUND**

Michigan's highway network is an essential element of our transportation infrastructure and its quality is critical to our economic growth and our ability to compete in the global marketplace. The Construction Quality Partnership (CQP) is a comprehensive quality initiative designed to deliver continuous improvement of the State's transportation system in the 21<sup>st</sup> century. It has been initiated by industry, in partnership with the Michigan Department of Transportation, Federal Highway Administration (FHWA), and the County Road Association of Michigan (CRAM), for the purpose of improving quality by training and certifying all individuals, agencies, and companies who are involved in the design and construction of the transportation system in Michigan. The use of warranties has led to a stronger focus on quality, but alone they will not assure quality. CQP is intended to be the vehicle that delivers continuous quality improvement.

In the past, quality construction was accomplished through a one size fits all design, an extensive history of repetitive projects combined with the ability of trained testing and inspection personnel to enforce the specifications. As we build and maintain the infrastructure for the 21<sup>st</sup> century, we are constructing projects with more distinct cost-efficient designs. Furthermore, we are promoting the development of new innovative

techniques that improve the construction process and designs. A key to success will be our ability to involve and utilize all of the individuals in the industry within the process. Individuals are being asked to take on a greater level of responsibility and they should expect that they will be provided with the necessary training in return. With those expectations, a comprehensive educational program is urgently needed to train and develop personnel at all levels

Initially, CQP will function as a joint training and certification program for both owner agency and contractor personnel. Three job specific areas of training have been identified: Strategic – for corporate/executive management; Technical – for project engineering management, and finally Hands On – for labor/inspection personnel. The goal is to radically change the way we think about quality by expanding it far beyond traditional material testing. Construction practices must reflect the fact that operations, such as mixing and placing materials, have as great an effect on the performance of the pavement as does the quality of the individual materials. Through state-of-the-art personnel training in the areas of project development, construction processes, inspection and equipment operation, we will provide the traveling public with a higher quality system at a lower net cost.

Once personnel training programs and certifications are implemented for all phases of project delivery, corporate certification criteria will be established. The certification program will require that all contractors and consultants seeking contracts for transportation projects in Michigan establish a corporate quality program and invest resources in quality training. As with all certification programs there will need to be an accountability monitoring system that certifies and audits compliance with requirements.

Finally, the vision of CQP includes determination of appropriate fix guidelines for projects and implementing appropriate state-of-the art designs and specifications. Post construction review of the design, constructability and quality of projects will be conducted periodically; recommendations for specific design and specification improvements along with recommendations for research and development of new technologies would then be developed for incorporation into future projects.

The key to the success is to ensure that everyone working on Michigan transportation projects is properly trained and equipped to deliver projects with the highest possible level of quality. The measure of success of this program will be proven through fewer incidents of early failures, increased confidence of agencies in the industry, an economical world class transportation system that enhances our ability to compete in the world market place and ultimately, economic growth in Michigan.

## **Overview of Intent of RFI and Subsequent RFP**

This is an RFI and as such, represents CQP's opportunity to obtain input as to the skills, functionality, and deliverables respondent's feel are necessary to successfully obtain the as-needed services to support, and track Michigan's CQP initiatives. This exercise is by no means to be interpreted as a commitment surrounding the requirements determined for the final RFP. Until the RFI results are obtained and reviewed, we will not have the information necessary to finalize the anticipated RFP requirements.

The decision to conduct a Request for Information (RFI) to provide support services for the Construction Quality Partnership was made after considerable discussions. The information gained as a result of responses from this RFI is meant to be a two-way proposition to ensure that the ensuing Request for Proposal provides the best framework for soliciting appropriate solutions that will accomplish a realistic set of expectations for an effective business solution.

This RFI has been constructed to allow the respondent the opportunity to evaluate and prepare their RFI responses and to comment and/or suggest modifications to the RFP prior to release. The deliverables requested from this RFI will be built upon and requested as a component of the RFP and evaluated in the selection process.

Questions concerning the RFI are to be submitted, in writing, no later than December 18, 2006 to:

Carol Rademacher  
Michigan Department of Transportation  
PO Box 30050  
Lansing, MI 48909  
Email: [Rademacherc@michigan.gov](mailto:Rademacherc@michigan.gov)  
Fax: (517) 373-3707

All questions must be submitted in writing and sent as an attachment in Microsoft Word or Rich Text Format (RTF).

## **Changes and Answers to Questions**

Changes to the RFI and answers to questions will be prepared and posted on the State's web site under, <http://www.michigan.gov/mdot>. Follow this link to Doing Business, Vendor consultant Services, RFP. Posted information will officially revise and supersede the original RFI.

## **RFI Review**

The Statement of Interest (SOI) will be reviewed by the members of the CQP team, and will be considered as we shape the future activities regarding CQP support services.

## **Instruction for Responses**

Respondents should submit a Statement of Interest that demonstrates a clear understanding of the issues associated with the project and supply any suggestions for structuring the success of the project. The response should include, but not be limited to the following:

- Supply issues, tasks, topics, and deliverables regarding the operation and development of services necessary to support and function as an extension of the CQP initiative.
- Provide suggestions on methods used to assist the CQP's training subcommittee in identifying training courses, certifications, and other opportunities for skills deemed necessary by the subcommittee.
- Provide suggestions on developing and managing a web-based database to track/monitor required training and certifications, for both individuals and companies.
- Provide suggestions on facilitating/tracking/monitoring all logistics associated with providing training. This includes facility needs, instructor contact and scheduling, registration fees, meals, billing and payment, and attendance monitoring.
- Provide suggestions on the possible structure of the CQP support and provide suggestions on how the entities will work together to optimize the support services.
- Provide suggestions on the level of experience and /or familiarity with road and bridge construction processes.
- Provide suggestions not addressed by the RFI that respondents believe are crucial to address in any future RFP, and provide input on those issues or topics.
- Include information on the particular skills required to perform the required tasks.
- Provide suggestions for a financial structure to fund the CQP initiative.

## **Submitting RFI Responses**

**RFI RESPONSES MUST BE RECEIVED AND TIME-STAMPED AT MDOT CONTRACT SERVICES DIVISION ON OR BEFORE 3PM ON THE DUE DATE SPECIFIED ON THE COVER PAGE OF THE RFI. RESPONDENTS ARE RESPONSIBLE FOR TIMELY RECEIPT IN CONTRACT SERVICES DIVISION OF THEIR SOI. SOI'S WHICH ARE RECEIVED AFTER THE SPECIFIED DUE DATE AND TIME CANNOT BE CONSIDERED.**

## **RFI Response Submission**

Submit [1 signed original and 10 hard copies](#) of your SOI to the project manager name provided below. The SOI's will not be returned to the respondent.

All documents and data must be created using tools that are compatible with the Microsoft Office standard desktop tools.

**GENERAL COMPANY INFORMATION**

**REQUIRED RESPONDENT INFORMATION**

Please provide following required Respondent information

**Respondent Information**

**RESPONDENT NAME AND ADDRESS**

Name, address, principle place of business, and telephone number of legal entity with whom contract is to be written.

<b>Name:</b>	
<b>Address:</b>	
<b>City, State, Zip:</b>	
<b>Phone:</b>	(      )

**LOCATION ADDRESS**

<b>Address:</b>	
<b>City, State, Zip:</b>	

**ORGANIZATION AND YEAR**

Legal status and business structure (corporation, partnership, sole proprietorship, etc.) of the Respondent and the year entity was established.

<b>Status:</b>	
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**RFI CONTACT**

Name, title, address, email, phone and fax numbers for Respondent's RFI Contact.

<b>Name:</b>	
<b>Address:</b>	
<b>City, State, Zip</b>	
<b>Phone:</b>	(      )
<b>Fax:</b>	(      )
<b>E-Mail</b>	

The following individual will oversee the project:

Name:

Address:

City:

State & Zip

Email

Phone:

Cell:

Fax:

Email:

The respondent's project manager will be the point of contact for the CQP. The respondent's project manager is to bring experience, expertise, innovation and "not business as usual" skills in leadership and technical ability.