

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

MDOT PROJECT MANAGER: Check all items to be included in RFP			CONSULTANT: Provide only checked items below in proposal
WHITE = REQUIRED ** = OPTIONAL Check the appropriate Tier in the box below			
<input type="checkbox"/> TIER I (\$50,000 - \$150,000)	<input type="checkbox"/> TIER II (\$150,000-\$1,000,000)	<input type="checkbox"/> TIER III (>\$1,000,000)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<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"/>	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	<input type="checkbox"/>	Presentation **
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted)	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 EMAIL 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.)

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) **AA**



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 _____

<input type="checkbox"/> Prequalified Services – See the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> 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.
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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.

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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.

**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
- 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

**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
SPECIALTY SERVICES
ENVIRONMENTAL OWNERS REPRESENTATIVE CONSULTANT (ORC) SERVICE
Gordie Howe International Bridge (GHIB)**

CONTROL SECTION: 82194

JOB NUMBER: 113716B

PROJECT LOCATION: The proposed project links I-75 in Detroit, Wayne County, Michigan and the Right Honorable Herb Gray Memorial Parkway in Windsor, Essex County, Ontario, Canada. This Scope of Service only pertains to proposed work in Michigan.

The project is located in the Delray area of the City of Detroit, Michigan. The project area for the interchange and plaza is bounded by I-75, Campbell Avenue, Green Street and Jefferson Avenue. The project area for the bridge is bounded by Jefferson Avenue, south to the Detroit River between Green Street and Truck Ferry Road.

PROJECT DESCRIPTION: This scope of services is for the solicitation of expert environmental professionals to work with, represent, and act as a Michigan Department of Transportation (MDOT) representative for various project services.

The ORC oversight and management responsibilities will consist of but not be limited to the following:

1. Review existing environmental due diligence, including any Project Area Contamination Surveys (PACS), Phase I Environmental Site Assessments, and asbestos inspection reports. Determine the need for any “**additional environmental due diligence**”. Approximately 25% of the 998 parcels of property where PACS were performed are expected to require additional environmental due diligence be completed.
2. Assign additional environmental due diligence to sub-consultants who are qualified and have the necessary certifications or licenses to perform the assigned additional environmental due diligence. The ORC will not be doing additional environmental due diligence.
 - a. Request work plans.
 - b. Review and approve additional environmental due diligence work plans.
 - c. Have sub-consultants on board and working on properties with site access permission within 30 days of execution of this contract.
3. Review and approve additional environmental due diligence reports and draft reports, and provide an opportunity for review and comment on reports and draft reports.

Upon request:

- a. Participate in a telephone conference with sub-consultants and MDOT and WDBA after onsite work is performed.
 - b. Provide MDOT and WDBA with an opportunity to review and comment on draft reports.
 - c. Participate in a telephone conference with sub-consultants and MDOT and WDBA before release of final reports.
4. Make recommendations and provide final additional environmental due diligence reports to WDBA and MDOT and MDOT Real Estate PM.
 5. Provide hazard recognition assistance to MDOT REAL ESTATE staff on walk through site visits as needed.
 6. Assist MDOT in gaining Right of Entries.
 7. Review and approve demolition contractor's asbestos inspection reports prior to abatement and building demolition, time frame to be determined.
 8. Assist MDOT during litigation procedures.
 9. Maintain and manage an access database from which reports and tracking information can be obtained.
 10. Assist in preparing a recommendation for any further environmental investigation, characterization, or delineation, including a recommendation for any remediation or compliance activities that may be required or recommended before site preparation and construction activities begin.
 11. Assist MDOT in coordinating with MDEQ and others.
 12. Assist, review environmental remediation work as part of the design and construction process and coordinate parcels for mitigation and closures including risk based closures.
 13. Problem solve issues related to unique site constraints including during design and construction.
 14. Develop GIS layer documenting contamination throughout project areas, including roadway, plaza, and bridge to assist in design and construction.

The ORC will assist and coordinate with the MDOT real estate consultant and MDOT real estate project manager in obtaining right of entry to perform additional environmental due diligence on parcels of property to be acquired. This includes but is not limited to: providing work plans for additional environmental due diligence, meeting with property owners and/or legal representatives, and providing testimony or assistance in court actions to obtain right of entries for conducting additional environmental due diligence.

ANTICIPATED SERVICE START DATE: September 2015

ANTICIPATED SERVICE COMPLETION DATE: June 2020

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Site Investigation

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

None

NOTE: The prime consultant must be prequalified in all primary prequalification classifications identified on the RFP. They may, however, subcontract out work identified under the primary prequalification classification(s) to another prequalified consultant.

Other Requirements and Qualifications:

Asbestos building inspection certification.

DBE REQUIREMENT: 5%

MDOT PROJECT MANAGER:

James Woodruff
MDOT Bureau of Development
Environmental Services Section
425 W. Ottawa Street
Lansing, MI 48909
Office: (517) 241-9115
woodruffj@michigan.gov

MDOT REAL ESTATE PROJECT MANAGER:

Sherry Piacenti
MDOT Development Services Division
425 W. Ottawa Street
Lansing, MI 48909
Office: (517) 373-4148
Cell: (517) 230-7369
piacentis@michigan.gov

GENERAL INFORMATION:

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, A Policy on Geometric Design of Highways and Streets, Michigan Manual of Uniform Traffic Control Devices, etc.). Work shall also conform to any standards, practices, guidelines, and policies identified in a work plan for additional environmental due diligence. And work shall conform to and comply with all applicable law, including Michigan's Natural Resources and Environmental Protection Act, and be performed with the level of care, skill, and judgment reasonably exercised by qualified and certified professionals in the field.

This project has a goal of encouraging and maximizing the development and participation of the local workforce, and serving as a catalyst to spur other economic development along the impacted community.

The EORC proposal must describe a communication plan that facilitates open communication between the successful proposer, jurisdictional partners, residents and other stakeholders in the impacted community.

A “Local Business and Workforce Development and Participation Plan” shall be included in the EORC Proposal to demonstrate how local business and the community will/can be engaged to provide contracting and employment opportunities, where feasible, to accomplish the additional environmental due diligence tasks and any supporting tasks, like interpretation services, notification services, site restoration services, site security, etc. that are determined to be necessary.

It is the expectation that the successful proposer will be in close communication with the immediately impacted community regarding any concerns generated by the execution of this contract. As a part of this effort, the successful proposer should provide contracting and employment opportunities to the local contractors and workforce in a manner that is consistent with the law. Nothing in this clause must be construed as requiring the successful proposer to establish a local hiring or subcontracting preference.

CONSULTANT RESPONSIBILITIES:

- **Be on site and readily available.**
- **Program management:** risk management, contract administration, program/project controls, quality assurance services, communication services, DBE services, and administrative support.
- **Primary environmental compliance** and supporting data collection focused on managing items of greatest risk to achieving MDOT's goals.
- **Management of scheduled completion of additional environmental due diligence** by tracking every activity that needs to be completed within a scheduled time frame for each parcel of property.
- **Environmental compliance:** determine activities necessary to bring properties into compliance with applicable environmental law, including due care and continuing obligation requirements under Part 201 and CERCLA. The ORC will assign additional environmental due diligence to sub-consultants to identify and perform any activities that may be required, as more fully outlined in the Project Description, above.
- **Performance measure:** work plan assignment must be assigned to sub consultant within seven days of coordination with REAL ESTATE PM regarding critical path.
- **Coordinate with other Consultants as defined by MDOT** including but not limited to Real Estate Consultant, General Engineering Consultant (GEC), PACS Vendors, Demolition Consultants, General Services Administration (GSA), WDBA, and others.
- Work cooperatively with other core project advisors (i.e., financial, transactional and legal) and other consultants as required.

Manage significant coordination, negotiation and interaction with the following:

- Core advisors and consultants hired by MDOT
- Private/public utility and other property owners
- Windsor Detroit Bridge Authority (“**WDBA**”)
- Government of Canada, and Government of Canada subdivisions and entities
- State of Michigan
- Federal Highway Administration
- General Services Administration
- U.S. Federal Inspection Services entities
- City of Detroit
- Local railway companies
- Local utilities

Others to be identified

- **Overall Mitigation / Compliance coordination for all Michigan owned properties**

Responsibilities include but are not limited to:

- A. Complete work tasks as assigned by MDOT PM.
- B. Provide solutions to any unique problems that may arise.
- C. Maintain a Project Record which includes a history of significant events (changes, comments, etc.).
- D. Record and submit electronic type-written minutes for all project related meetings to the MDOT PM within two weeks of the meeting. MDOT will provide and distribute official meeting minutes, as needed.
- E. Provide to MDOT at scheduled milestone dates, copies of draft and information, data, etc. needed. Electronic copies in Word format will also be required.
- F. Prepare and submit electronically (native format or Adobe PDF) any information, reports, illustrations, associated analysis or drawings.
- G. Attend any project-related meetings as directed by the MDOT PM.
- H. Attend any other meetings, as directed to assist in responding to concerns and/or questions, if needed. This may require assistance with preparation of graphics, maps, etc.
- I. Incorporate pertinent information as required in the specific deliverable.
- J. The MDOT PM shall be the official MDOT contact person for the ORC and shall be made aware of all communications. The ORC must either address or send a

copy of all correspondence to the MDOT PM. This includes all sub correspondence and verbal contact records.

- K. Contact the MDOT PM whenever discoveries have the potential to require changes in the scope of work.

The Owners Representative consultant (ORC) will be responsible for overall compliance for any and all areas of environmental contamination and certain worker safety issues.

DELIVERABLES:

The ORC shall deliver all computer files associated with the project in as directed by the MDOT PM, including databases and GIS layer and be property of MDOT.

Additional environmental due diligence reports and other related deliverables will be provided to MDOT and WDBA for review and comment, as more fully outlined in the Project Description, above. A Word file of reports, any appendices, illustrations, drawings, field notes, etc., including the submission of the supporting data output sheets will need to be included in the final deliverables package, in hard copy and MDOT compatible electronic format.

On the first of each month or more frequently as directed by MDOT, the ORC shall submit a monthly progress report detailing the work accomplished to date, the work planned for the next month and any needs. Schedule, monitoring reports, monthly evaluations, and other reports that assist the MDOT PM in the oversight management of the project.

MDOT RESPONSIBILITIES:

- Provide existing environmental due diligence, including PACS reports, Phase I Environmental Site Assessment Reports, and asbestos inspection reports
- Associated database
- Schedule and conduct meetings.
- Coordinate and facilitate internal reviews, review and approve proposed solutions for issues and provide recommendations at critical points throughout the schedule.

CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee:

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. The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

All billings for services must be directed to the Department and follow the current guidelines. 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.

MDOT will reimburse the consultant for vehicle expenses and the costs of travel to and from project sites in accordance with MDOT's Travel and Vehicle Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at http://www.michigan.gov/documents/mdot/Final_Travel_Guidelines_05-01-13_420289_7.pdf?20130509082418. MDOT's travel and vehicle expense reimbursement policies are intended primarily for construction engineering work. Reimbursement for travel to and from project sites and for vehicle expenses for all other types of work will be approved on a case by case basis.

MDOT will pay overtime in accordance with MDOT's Overtime Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at http://www.michigan.gov/documents/mdot/Final_Overtime_Guidelines_05-01-13_420286_7.pdf?20130509081848. MDOT's overtime reimbursement policies are intended primarily for construction engineering work. Overtime reimbursement for all other types of work will be approved on a case by case basis.