

## 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			
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP  WHITE = REQUIRED ** = OPTIONAL  Check the appropriate Tier in the box below		<b>CONSULTANT:</b> Provide only checked items below in proposal	
<input type="checkbox"/> <b>TIER I</b> (\$50,000 - \$150,000)	<input type="checkbox"/> <b>TIER II</b> (\$150,000-\$1,000,000)	<input type="checkbox"/> <b>TIER III</b> (>\$1,000,000)	
<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"/>	<b>Location:</b> The percentage of work performed in Michigan will be used for all selections unless the project is for on-site p=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)	14 pages (MDOT forms not counted)	Total maximum pages for RFP <b>not including key personnel resumes.</b> Resumes limited to 2 pages per key staff personnel.

**PROPOSAL AND BID SHEET EMAIL ADDRESS – [mdot-rfp-response@michigan.gov](mailto: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 only for firms not currently prequalified with MDOT)

**(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” and “Guideline for Completing a Low Bid Sheet(S)\*, if a low bid is involved as part of the selection process. **Reference Guidelines are available on MDOT’s website under Doing Business > Vendor/Consultant Services >Vendor/Consultant Selections.**

**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"/> <b>Prequalified Services</b> – See the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> <b>Non-Prequalified Services</b> – 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. <b>Form 5100J is required with Proposal for firms not currently prequalified with MDOT</b>
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**Qualifications 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.) See Bid Sheet Instructions below for additional instructions.

**BID SHEET INSTRUCTIONS**

Bid Sheet(s) must be submitted in accordance with the “Guidelines for Completing a Low Bid Sheet(s)\* (available on MDOT’s website). 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](mailto: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.

**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 SERVICES  
FOR  
AS-NEEDED SPECIALTY SERVICES  
CONSTRUCTABILITY/CONSTRUCTION  
MANAGEMENT SUPPORT SERVICES  
REVISED BID SHEET 10/11/2013**

**CONTROL SECTION:** Various

**JOB NUMBER:** Various

**PROJECT LOCATION:** Statewide

**DESCRIPTION OF WORK:** Perform construction management services, provide technical reviews and offer advice to support the department's capital construction program. Specific projects and or topics requiring review will be assigned to the CONSULTANT by the Project Manager. Full time services will not be required at all times. This scope is for "as needed" services, based on the intermittent needs of MDOT.

**ANTICIPATED START DATE:** January, 2014

**ANTICIPATED COMPLETION DATE:** December, 2015

**PRIMARY PREQUALIFICATION CLASSIFICATION:**

N/A

**SECONDARY PREQUALIFICATION CLASSIFICATION:**

N/A

**MDOT PROJECT MANAGER:**

Terry A. Stepanski, P.E.  
425 West Ottawa Street  
P.O. Box 30050  
Lansing, MI 48909  
Phone: (517) 241-0233  
Email: [stepanskit@michigan.gov](mailto:stepanskit@michigan.gov)

**GENERAL**

The contract may include partial or full responsibility for conducting interviews, preparing reports, conducting meetings, performing constructability reviews and preparing strategies for resolving complex construction issues. Additional assignments related to this project may be

added through Work Assignment(s) as the overall capital construction program and implementation of the department's strategic business plan evolve.

### **SUBCONTRACTING OF CONTRACT WORK**

The CONSULTANT remains fully responsible to the department for completion of the all work according to the Work Assignment(s), whether preformed directly or by subcontract.

All subcontractor communications with the department shall be through the CONSULTANT to the MDOT Project Manager. This requirement may be waived if a written communication plan is approved by the MDOT Project Manager.

The department may direct the immediate removal of any subcontractor working in violation of this subsection. Any costs or damages incurred are assumed by the CONSULTANT by acceptance of the Work Assignment(s). It is further understood that the CONSULTANT'S responsibilities in the performance of the contract by an approved subcontract, are the same as if the CONSULTANT had handled the work with the CONSULTANT'S own organization.

### **CONSULTANT RESPONSIBILITIES (GENERAL)**

To function as an extension of the MDOT Director's Executive Team by providing the necessary range of services required to support the department's capital construction program. The CONSULTANT will assist the department in coordinating activities and work with the Michigan Infrastructure & Transportation Association (MITA), Asphalt Paving Association of Michigan (APAM), Michigan Concrete Paving Association (MCPA), Michigan Aggregate Association (MAA), and Michigan Road Preservation Association (MRPA). Additional coordination with other associations and individual contractors/suppliers may be required.

The scope of this solicitation includes, but is not limited to the following:

1. Reviewing the constructability of select MDOT projects prior to letting those projects for bid.
2. Providing calculations of anticipated construction cost savings or cost avoidance that may be realized as a result of the constructability/plan review. In addition to general constructability, the cost savings or cost avoidance may be associated with, but not limited to, quantity errors, pay item omissions, future maintenance, utilities, mobility, safety or right-of way acquisition. The calculation shall be a mathematical comparison between construction costs of the plans prior to and after the incorporation of proposed changes recommended as a result of the constructability/plan review. These calculations shall be performed as a part of all constructability/plan reviews where applicable.
3. Reviewing construction plans and estimated quantities of work for accuracy and identifying any work items that are consistently incorrect.

4. Review as assigned parts of the current Standard Specifications for Construction and recommend improvements
5. Review as assigned issues of contention between MDOT and contractor associations and recommend improvements or alternative strategies.

The CONSULTANT Project Manager will be the CONSULTANT'S primary contract manager and point of contact for the department.

The CONSULTANT Project Manager and other personnel may be called upon to perform specific activities during the course of this contract.

### **PROJECT MANAGEMENT**

The CONSULTANT Project Manager is to bring experience, expertise, innovation and "not business as usual" skills in leadership and technical ability. The CONSULTANT shall demonstrate relevant expertise and experience in as many of the following areas as possible:

- Management - administration and oversight of construction contracts as an owner representative or major contractor/supplier.
- Communication - involving coordination of many different groups who may have differing opinions and prospective.
- Experience in the administration of a contractor/supplier company, including project management, planning, resource allocation, setting objectives and measuring success.
- Quality management and other project controls, including scheduling, quality assurance and quality control, cost estimating, document control, general accounting, cost accounting and budgeting.

Note: Substitution of the CONSULTANT'S personnel identified on MDOT form 5100G in the proposal will not be permitted without the department's written approval. The personnel indicated on MDOT form 5100G comprise a core group of key personnel who must be available at various times to perform the work assigned.

### **MDOT RESPONSIBILITIES (GENERAL)**

Schedule and/or conduct the following:

1. Project related meetings.
2. Other as defined in each Work Assignment.

### **WORK ASSIGNMENT(S)**

The MDOT Project Manager will assign work to the CONSULTANT by way of a written document defining such work; such assignments will be called “Work Assignment.” The maximum amount of each Work Assignment will be set forth in the Work Assignment and all Work Assignment(s) cumulatively will not exceed the maximum amount of the contract.

## **SCHEDULE**

As defined in each Work Assignment.

## **PROGRESS REPORTS**

On the first of each month, the CONSULTANT Project Manager shall submit a monthly project progress report to the MDOT Project Manager. Each week the CONSULTANT shall send a progress report by email to the MDOT Project Manager. The progress reports shall detail activities of the CONSULTANT, accomplishments, and issues and specifically where additional direction from MDOT is requested.

## **PROJECT SCORING & BEST VALUE SELECTION:**

This contract will be selected based on Best Value and the scoring criteria below. The point Values will be used for the best value selection. The five scoring criteria are the understanding Of service, qualifications of team, past performance, location and price. The scoring will total 130 points. The specific point values are as follows:

Proposed Selection Criteria and Total Possible Points

### **Understanding of Service – 30 Points**

Describe your understanding of the service to be provided.

### **Qualifications of Team – 40 Points**

Describe your team and the roles of key personnel. Provide resumes for key personnel.

### **Past Performance – 20 Points**

Provide references and examples of similar work performed for other agencies.

### **Price – 35 Points**

CSRT approved formula: Low Bid/Bid \* points assigned

Completed bid sheet required.

**(Price must be at least 25% of overall points assigned)**

### **Location – 5 Points**

Indicate the percentage of work that will be performed in Michigan.

## **CONSULTANT PAYMENT**

Compensation for this project shall be on a **loaded hourly rate** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, and a “loaded” rate which includes an hourly labor rate, applied overhead, and fixed fee by classification or employee. In addition, other direct costs and subconsultant costs may be proposed and authorized, if necessary.

The hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. Fixed fee on “as needed” projects is computed by taking the percent of actual labor hours billed to labor hours authorized, then applying that percentage to the total fixed fee authorized.

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.

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.

For projects advertised May 1, 2013, or later, 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 Expense 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](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.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and 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 Region Engineer/Bureau Director and the MDOT Project Manager.

For projects advertised May 1, 2013, or later, 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](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.

## GENERAL ORGANIZATION INFORMATION

### REQUIRED RESPONDENT INFORMATION

Please provide the following required respondent information. Failure to respond to each requirement may disqualify the respondent from further participation in this RFP.

**RESPONDENT NAME AND ADDRESS:** Provide name, address, principle place of business, telephone number of legal entity with whom the contract is to be written, and the web page address.

<b>Name and Title:</b>		
<b>Address:</b>		
<b>City, State, Zip:</b>		
<b>Phone:</b> ( )		<b>Facsimile:</b> ( )
<b>Web Page:</b>		

### LOCATION ADDRESS

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

### ORGANIZATION AND YEAR:

Please provide the legal status and business structure (corporation, partnership, sole proprietorship, etc.) of the respondent and the year the entity was established.

<b>Status:</b>		<b>Year:</b>
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### RFP CONTACT:

Please provide the following information of the respondent's RFP contact:

<b>Name and Title:</b>		
<b>Address:</b>		
<b>City, State, Zip:</b>		
<b>Phone:</b> ( )		<b>Facsimile:</b> ( )
<b>Web Page:</b>		

## Bid Sheet

All entries on this page must be handwritten in ink or computer generated. This is provided as an example. Priced proposal costs will be required after selection, in accordance with the MDOT Priced Proposal Guidelines ([Guidelines](#)).

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**PROJECT DESCRIPTION:**

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**\*LABOR HOURLY RATE:** \$ \_\_\_\_\_  
(Calculated as a weighted average to represent all project staff)

**APPLIED OVERHEAD/HOUR:** \$ \_\_\_\_\_  
(Calculated as a percentage of hourly rate)

**FACILITIES CAPITAL COST OF MONEY/HOUR:** \$ \_\_\_\_\_  
(Calculated as percentage of hourly rate)

**FIXED FEE/HOUR:** \$ \_\_\_\_\_  
(Calculated as percentage of hourly rate and overhead)

**LOADED HOURLY RATE:** \$ \_\_\_\_\_

\*As a reference, labor hours required by this contract have been estimated to be approximately 800, but are subject to change due to the “as needed” nature of the contract.

<b>Consultant Name:</b>
<b>Consultant Address:</b>
<b>Date:</b>
<b>Authorized Signature:</b>