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

REQUISITION NUMBER	DUE DATE	TIME DUE
1503	5/27/2014	noon EST

MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)
Terry A. Stepanski	N/A	N/A

DESCRIPTION
Contract for support services related to the development of Disadvantaged Business Enterprises (DBE)

MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED ** = OPTIONAL Check the appropriate Tier in the box below			**CONSULTANT:** Provide only checked items below in proposal
☐ **TIER 1 ($50,000 - $150,000)**	☑ **TIER II ($150,000-$1,000,000)**	☐ **TIER III (>$1,000,000)**	
☐	☑	☐	Understanding of Service **
☐	☑	☐	*Innovations*
☐	☑	☐	Organizational Chart
☐	☑	☐	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	☐	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 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	☐	Presentation **
N/A	N/A	☐	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) **(No Resumes)**	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 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 _____

☐ **Prequalified Services** – See 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 is required with Proposal for firms not currently prequalified with MDOT**

☐ **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. 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
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

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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
AS NEEDED SPECIALTY SERVICES
Disadvantaged Business Enterprise (DBE) Support

CONTROL SECTION: Various

JOB NUMBER: Various

PROJECT LOCATION: Statewide

DESCRIPTION OF WORK:

To provide support services related to MDOT's Disadvantaged Business Enterprise (DBE) program. The overall goal of the DBE program is to ensure that firms owned and controlled by minorities, women, and other socially and economically disadvantaged persons have the opportunity to grow and become self-sufficient. This service will involve the development of existing and potential DBE contractors such that they will be better prepared to bid on MDOT and non-MDOT projects.

On an "as-needed" basis, work closely with the MDOT's Office of Business Development, Region Representatives, Contract Manager and the Project Manager to provide expert guidance and knowledge in the areas of, but not limited to, construction, construction management, contracting, prequalification office management, staffing and finance.

ANTICIPATED START DATE: July 1, 2014

ANTICIPATED COMPLETION DATE: June 30, 2016

PRIMARY PREQUALIFICATION CLASSIFICATION:
N/A

SECONDARY PREQUALIFICATION CLASSIFICATION:
N/A

MDOT CONTRACT MANAGER:

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

CONSULTANT RESPONSIBILITIES

Provide support to DBE contactors and potential DBE contractors such that the following goals and tasks are achieved:

- Increase the number of bids submitted by each DBE firm by 10 percent each year of the contract.
- Increase the contract awards to DBE's by dollars, and number of awards by 10 percent over the previous year.
- Add new prequalification categories, prequalification readiness, and/or increases in prequalification ratings for each company.
- Assist each DBE firm with improving financial ratings, obtaining bonding, obtaining lines of credit, and other financial needs as agreed upon with the DBE firm and MDOT OBD staff.
- Improve contract management and troubleshooting of outstanding issues in the areas of performance ratings, prevailing wage, prompt payment to suppliers, and other contract management issues determined for each participating DBE firm by the consultant, the DBE firm and MDOT OBD Staff
- Participate in monthly one hour meetings with program coordinator to ensure goals and accomplishments are in alignment with MDOT DBE program goals.
- Maintain a project file containing all relevant information including, meeting notes, summaries of discussions and a record of communications

The CONSULTANT shall demonstrate relevant expertise, experience and technical ability in the following areas:

- Managing, administering construction contracts including project management, planning and budget management,

- Quality management and other project controls, including scheduling, quality compliance, 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.

Note: The Consultant shall not be involved in DBE contractor claims involving MDOT or other Federal Aid projects.

MDOT RESPONSIBILITIES:

Provide overall direction and set priorities
Schedule and/or conduct the project related meetings
Review progress reports and schedules within one week of submission by consultant.

SCHEDULE

A schedule of planned activities for the upcoming month must be submitted on a monthly schedule to MDOT Contract Manager and Project Manager prior to engaging in any contractual activities.

All activities must be preapproved prior to billing. No payments will be made without an approved schedule of activities. Attendance at conferences or training sessions will only be billable for a time period and amount pre-approved by the project manager.

PROGRESS REPORTS

On the first of each month, the CONSULTANT Project Manager shall submit a monthly project progress report to the MDOT Contract Manager and Project Manager. The progress reports shall detail activities of the CONSULTANT, accomplishments, and issues and specifically where additional direction from MDOT is requested. The progress report shall include the following:

- Hours spent with each DBE during the period
- Summary of discussion between the Consultant and DBE including information on contract goals achieved during period for each DBE firm
- Summary of items to be accomplished during the next period

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/Innovations – 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.

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.

CONSULTANT REIMBURSEMENT INFORMATION:

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. 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.

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.

Name and Title:		
Address:		
City, State, Zip:		
Phone:	( )	**Facsimile:** ( )
Web Page:		

LOCATION ADDRESS

Address:	
City, State, Zip:	

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.

Status:		**Year:**

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

Name and Title:		
Address:		
City, State, Zip:		
Phone:	( )	**Facsimile:** ( )
Web Page:		

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).

PROJECT DESCRIPTION:

***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 900, but are subject to change due to the "as needed" nature of the contract.

Consultant Name:
Consultant Address:
Date:
Authorized Signature: