

## 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"/>	<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)	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 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**

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## 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, 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 all firms performing non-prequalified services on this project.</b>
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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](mailto: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](mailto: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**  
Storm Water Management Program Support

**CONTROL SECTION(S):** 84900

**JOB NUMBER(S):** 126009

**PROJECT LOCATION:** Statewide

**PROJECT DESCRIPTION:**

This work will include providing storm water management expertise and support to the MDOT Storm Water Steering Committee to achieve the successful implementation of all elements of the program.

**Program Administration Tasks**

- Assist Storm Water Steering Committee in writing proposals for research project grants.
- Develop, implement, maintain, evaluate, and report on selected research projects involving storm water issues pertinent to departments of transportation.
- Assist Storm Water Steering Committee in developing implementation schedules for specific activities.
- Provide technical and administrative support to Storm Water Steering Committee and other MDOT employees to facilitate effective and cost efficient implementation of program.
- Prepare, print and distribute draft and final reports, and other materials.
- Represent the Storm Water Steering Committee at storm water related meetings.

The work provided under this scope of service will build on MDOT's existing Storm Water Management Plan (SWMP) to ensure the Department's continued compliance with the National Pollutant Discharge Elimination System (NPDES) permit requirements.

**ANTICIPATED SERVICE START DATE:** April 2015

**ANTICIPATED SERVICE COMPLETION DATE:** April 2020

**PRIMARY PREQUALIFICATION CLASSIFICATION:**  
Engineering Assistance

**SECONDARY PREQUALIFICATION CLASSIFICATION:**  
Hydraulics

**DBE REQUIREMENT:** N/A

**MDOT PROJECT MANAGER:**

Harold L. Zweng Jr., P.E.  
Field Services Environmental Engineer  
MDOT- Bureau of Highway Development  
P.O. Box 30049  
Phone: 517-335-2171  
Fax: 517-335-5696  
E-mail: zwengh@michigan.gov

**QUESTIONS:**

Address all questions in writing or by E-mail to the MDOT Project Manager. All questions will be answered on the MDOT website where this RFP is posted (directly below the link for this RFP).

**GENERAL INFORMATION:**

The reauthorization of the Clean Water Act in 1987 established regulations to control storm water discharges from certain urban areas. The Michigan Department of Environmental Quality (MDEQ) has program authorization from the U.S. EPA to implement provisions of the Clean Water Act including the National Pollutant Discharge Elimination System (NPDES) program. The NPDES program requires an owner/operator of a Municipal Separate Storm Sewer System (MS4) to obtain a permit and to implement best management practices (BMP) designed to minimize the impact of storm water runoff on receiving waters.

1. The Consultant will furnish all services and labor necessary to conduct and complete the work for the services described herein. The Consultant will also furnish all materials, supplies, and incidentals necessary to perform the services (other than those designated in writing to be furnished by the Department). The services will be performed to the satisfaction of the Department consistent with applicable professional standards.
2. The Consultant's principal contact with the Department will be through the designated Project Manager, or her designee.
3. The services described herein are financed with public funds. The Consultant will comply with applicable federal and state laws, rules, and regulations. The Consultant will perform field operations in accordance with MIOSHA regulations and accepted safety practices, and will provide and wear personal safety equipment in accordance with MDOT policy while on any work site.
4. The Consultant will notify the Project Manager, in writing, prior to any personnel changes from those specified in the Consultants original approved proposal. Any personnel substitutions are subject to review and approval of the Project Manager.

5. The Consultant will provide the necessary personnel to adequately perform the requirements of this project within the specified timeframes.
6. At the request of the Department, the Consultant will furnish any and all information or data relating to the services and work products described herein. All work materials or products generated by the Consultant's staff while working for MDOT under this project are the sole property of MDOT, and must remain with MDOT upon termination of this contract.
7. The Consultant is expected to make every effort not to recreate existing information that is available within MDOT or from easily accessed sources within other state agencies or academic institutions.
8. The work location for the Consultant's staff will be their office. MDOT will not pay mileage for the Consultant to travel to and from work. MDOT will reimburse the Consultant when their staff drives to various MDOT offices or field sites for the purpose of attending meetings or conducting work authorized by the Project Manager.
9. A presentation may be required as part of the selection process for this project. If a presentation is required, notification and schedule arrangements will be made by the Project Manager. Presentation will be limited to two (2) hours including time for questions and answers.

**GENERAL REQUIREMENTS:**

All work products developed by the consultant or their subconsultants related to the MDOT Storm Water Management Program under any contractual agreement entered into as a result of this RFP solicitation will become the property of the MDOT and must be turned over to the MDOT Project Manager immediately upon request.

These work products may include, but are not limited to, draft or final manuals, training modules, and graphic art developed specifically for MDOT Storm Water Management Program needs, whether in hard copy or electronic form. All such materials and work products developed or produced specifically for, and billed to, MDOT shall not be used for any purpose, or delivered to any entity or agency, other than that originally intended by the MDOT Storm Water Management Program absent specific written permission of the MDOT Project Manager.

**CONSULTANT RESPONSIBILITIES:**

This scope of work describes many tasks identified for completion in order to comply with the NPDES Phase II permit requirements in support of the MDOT Storm Water Management Program.

This scope of work is intended to provide sufficient information about the anticipated tasks to develop responsive RFP proposals. This task list is not intended to be exhaustive, and additional tasks that are similar to those listed herein may be identified over the life of the contract.

### **Construction Site Storm Water Runoff Tasks**

- Evaluate effectiveness of the MDOT construction site soil erosion and sedimentation control (SESC) Quality Assurance Program and develop annual summary report of program findings and recommendations.
- Assist MDOT in development of course content for SESC (Part 91) and NPDES Phase II construction site inspection and documentation training.

Evaluate construction site storm water runoff regulations, participate in field inspections and recommend BMPs to improve storm water runoff quality.

As an owner/operator of a MS4 in qualifying areas of the state, MDOT applied for and was issued a statewide NPDES Phase II permit (MI0057364) and has implemented a Storm Water Management Plan (SWMP) which fulfills the requirements for the following:

- Public Education Program (PEP)
- Public Involvement and Participation
- Illicit Discharge Elimination Program (IDEP)
- Post-construction Storm Water Management
- Construction Storm Water Runoff Control
- Pollution Prevention and Good Housekeeping

Portions of the SWMP are implemented only within urbanized areas while other portions are implemented statewide by MDOT due to pre-existing policies, cost effectiveness, or convenience. Application has been made for the NPDES Phase II permit with an anticipated effective date of October 1, 2015

MDOT is currently updating the Storm Water Management Plan in accordance with the upcoming permit issuance. The Storm Water Program Annual Progress Reports provide the most recent information on the status of current and proposed storm water activities. The SWMP and the annual reports may be viewed and downloaded from the Department's storm water program web page at [www.michigan.gov/stormwatermgmt](http://www.michigan.gov/stormwatermgmt). The current permit and region-specific maps of MDOT trunklines within the designated urbanized areas are included in the SWMP.

### **Post-Construction Storm Water Management Tasks**

- Evaluate results and effectiveness of MDOT's Early Coordination Process implemented to analyze storm water impacts during the environmental clearance (NEPA) phase and recommend modifications as necessary.
- Conduct field inspection and recommend maintenance of post construction BMPs to ensure their continued effectiveness.
- Evaluate, and recommend modifications to the planning, selection, and design process for post-construction BMPs.
- Evaluate, and update as necessary, guidance on long-term operation and maintenance of post-construction BMPs including definition of equipment needs, maintenance schedules and inventory methods.

- Assist MDOT employees in evaluating storm water routing and management models.
- Provide assistance when requested to evaluate challenging site issues.

### **Illicit Discharge Elimination Program Tasks**

- Take the lead in outfall mapping and dry weather screening including collaboration with adjacent NPDES Phase I and Phase II permittees.
- Conduct or assist in the investigation of illicit discharges and illicit connections to the MDOT storm water drainage system in order to determine the probable source and pollutants involved.
- Evaluate, and update as necessary, tracking and inventory method for direct connections to MDOT's storm water drainage system.
- Collect all GPS coordinates (latitude and longitude) accurate to within  $\pm 10$  feet. Submit all GPS coordinates on compact disk as shape files compatible with ArcView 9.2, or newer, GIS software.
- Conduct frequent communications regarding GIS/GPS work with MDOT GIS experts in order to ensure the work product will continue to conform to MDOT standards for projections, levels of accuracy, etc.

### **Public Education and Public Involvement Tasks**

- Design, develop, and produce brochures, fliers, bulletins, signage, web content, etc. to educate the general public about problems associated with storm water runoff and the means available to reduce pollutants in storm water discharges.
- Develop, coordinate, and participate in workshops, seminars, presentations and other training activities pertaining to transportation related storm water management issues.
- Design, develop, and produce storm water related display or presentation materials.
- Evaluate the effectiveness of existing and new public education materials concerning transportation related storm water management, allowable discharges to regulated storm water drainage systems, and similar strategies, distributed to MDOT employees, and the general public.

### **Road & Bridge Pollution Prevention Tasks**

- Evaluate the use of MDOT's Maintenance Activity Reporting System (MARS) to estimate the total solids (gross and suspended) removed from the storm water drainage system through the application of structural, vegetative and operational best management practices and recommend modifications as necessary to facilitate storm water program data collection and reporting.
- Evaluate current MDOT herbicide, pesticide, and fertilizer training as this relates to transportation related storm water runoff impacts, and recommend updates as necessary.
- Participate in review and evaluation of the current MDOT bridge maintenance activities and recommend changes as necessary to minimize storm water runoff impacts.

### **Facility Pollution Prevention and Good Housekeeping Tasks**

- Evaluate the environmental audit process at MDOT maintenance facilities, and recommend modifications as necessary to improve permit compliance.
- Evaluate current guidelines and recommend storm water drainage considerations during design and construction or reconstruction of maintenance facilities, roadside parks and rest areas.

### **Miscellaneous Tasks**

For each of the Storm Water Management Program areas described above

- Work with MDOT staff to modify existing operational procedures as necessary to ensure the efficient and cost effective compliance with applicable state, federal, and local law or rule pertaining to transportation related storm water runoff.
- Conduct all work in a manner that ensures that expansion of the program is relatively seamless and does not require the re-development of existing databases, forms, tracking schemes, and reporting procedures.
- Evaluate and update as necessary method and format of Storm Water Management Program information gathering and reporting.
- Prepare draft and final reports as required including executive summary, budget information, new initiatives, and status of completion of all activities. Provide oral presentation to the Storm Water Steering Committee as required.
- Conduct needs assessment, identify target audiences, develop content, and deliver training on various storm water management subjects including permit issues, BMPs, total maximum daily loading (TMDL), and/or other related topics to MDOT employees, contractors, or consultants.
- Complete other work as assigned to support, update, and improve programs and procedures to ensure compliance with the NPDES Phase II permit and assist with integration of programs and procedures into existing MDOT organization and business practices.
- The MDOT Stormwater program was audited by the United States Environmental Protection Agency in April and May of 2014. It is anticipated that the final report from this audit will be made available in late 2014. The scope of this contract will include developing and /or revising MDOT processes and procedures to address the audit findings.

## **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 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.

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.