

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

MDOT PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION				
MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal	
Check the appropriate Tier in the box below				
TIER I (\$25,000-\$99,999)	TIER II (\$100,000-\$250,000)	TIER III (>\$250,000)		
			Understanding of Service	
			<i>Innovations</i>	
			<i>Safety Program</i>	
N/A			Organizational Chart	
			Qualifications of Team	
			Past Performance	
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 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)	19 pages (MDOT Forms not counted)	Total maximum pages for RFP not including key personnel resumes	

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 Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

BUREAU OF HIGHWAYS

BUREAU OF TRANSPORTATION PLANNING **

OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO

YES

DATED _____

THROUGH _____

Prequalified Services – See page ___ of 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 Required with Proposal)**

Qualifications Based Selection – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

****For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (see address list, page 2). The priced proposal must be submitted in a sealed envelope, clearly marked "**PRICE PROPOSAL.**" The vendor's name and return address **MUST** be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

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.

Qualifications Review / 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 and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

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

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked "**SEALED BID.**" The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER	PROPOSAL/BID DUE DATE	TIME DUE
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PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

MDOT Project Manager

MDOT Other

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

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 four (4) 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

The following two American Recovery and Reinvestment Act of 2009 (ARRA) notifications, **ARRA MONTHLY EMPLOYMENT REPORTS** and **REQUIRED CONTRACT PROVISIONS TO IMPLEMENT AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) SECTIONS 902 AND 1515**, are attached to this Request For Proposal for your understanding. These two notifications are only applicable for those projects/contracts funded with ARRA funds and will be included in contract Exhibits.

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

- 5100D** – Request for Proposal Cover Sheet
- 5100G** – Certification of Availability of Key Personnel
- 5100I** – Conflict of Interest Statement
- 5100J** - Consultant Data and Signature Sheet (Required only for Non-Prequalified Work)

(These forms are not included in the proposal maximum page count.)

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
SPECIALTY SERVICES
Underwater Bridge Inspection**

CONTROL SECTION(S): 84911

JOB NUMBER(S): 112964

PROJECT LOCATION(S):

The bridges are in various locations in Baraga, Chippewa, Delta, Dickinson, Houghton, Mackinac, Marquette, Menominee, Ontonagon, and Schoolcraft Counties, Michigan in the Superior Region (see **Attachment No. 1, Work Package Listing**, for specific bridge numbers and locations).

DESCRIPTION OF WORK:

In accordance with Federal Regulations, each bridge under MDOT jurisdiction that has submerged substructure elements that cannot be checked by wading, must be inspected by a qualified diver on a periodic basis of 60 months or less. The work defined in this scope is limited to performing an underwater inspection of bridge substructure elements and preparing a report that details the inspection findings.

The work associated with this project is broken into two phases: Site inspection and data gathering; and the completion of the report writing and communication of the information to MDOT. Both phases must be complete for successful completion of the project.

PRIMARY PREQUALIFICATION CLASSIFICATION:

Underwater Bridge Inspection

SECONDARY PREQUALIFICATION CLASSIFICATION:

Bridge Safety Inspection

ANTICIPATED START DATE: June 1, 2011

ANTICIPATED COMPLETION DATE: September 30, 2011

DBE REQUIREMENT: N/A

MDOT PROJECT MANAGER

Peter W. Wessel, P.E.
Superior Region Bridge Engineer
1818 3rd Avenue North
Escanaba, Michigan 49829
Office: (906) 786-1800
Fax: (906) 789-9775
E-mail wesselp@michigan.gov

Please contact the MDOT Project Manager with any questions regarding this Scope of Service.

DURATION & SCHEDULE

Project Schedule

By submittal of the priced proposal, the CONSULTANT is verifying that they can meet the schedule identified in this scope of work. The CONSULTANT is required to develop a project schedule for the inspection of the bridges shown on the attached WORK PACKAGE LIST. The Project Schedule must be submitted in the form of a Gantt Chart also showing the meeting dates as milestones.

Any changes to the schedule must be submitted in writing to the MDOT PM for approval prior to the change. Failure to progress in alignment with the schedule will be considered as failing to meet the terms of the authorization and may result in the cancellation of the contract.

The CONSULTANT must be prepared to begin the field inspection work within one week after receiving the notice to proceed.

Project Dates

The CONSULTANT is required to attend an initial pre-inspection meeting, and a project closeout meeting. The expected dates for these meetings are shown below; however, these may be adjusted as mutually agreed to by the MDOT PM and the CONSULTANT.

Priced Proposal Submission:	April 15, 2011
Anticipated NTP:	May 2, 2011
Pre-Inspection Meeting:	June 13, 2011
Project Closeout Meeting:	September 12, 2011

ADDITIONAL REQUIREMENTS:

The Consultant must provide personnel with qualifications that meet or exceed the requirements below and comply with all applicable FHWA regulations. One individual may act in different capacities at different times. However, they must meet the qualifications of both jobs. This accommodation does not allow for a reduction in staff size at the site as described below.

Changes made to the Project Manager/Team Leader that occurs after the authorization must be submitted in writing for MDOT’s project manager’s approval. Failure to comply with this requirement may result in termination of the contract.

The Project Manager/ Team Leader will be responsible for writing the Inspection Report and will be the primary contact with MDOT's project manager.

Only one manager level position will be allowed and paid for on this project.

Bridge File review

In this phase of the work, the CONSULTANT will take several steps to review the documentation for each bridge and register on-line to be assigned the forms to complete.

1. The Qualified Diver must register on-line with the MDOT Michigan Bridge Inspection System (MBIS) bridge data collection application, at the "New Consultant / Inspector Registration". This person's name will appear on all inspection documents.
2. Review the bridge files, and become familiar with the documentation for each bridge at the MDOT Superior Region office.
3. Review previous underwater inspection reports, if available.

Site Inspection

Briefly stated, the Diver Inspection Team will go to the bridge site, enter the water with underwater breathing equipment, and physically examine (Level I) the condition of the structure under the water's surface and just above it. This inspection will be done according to NBIS and will include a topographical examination of the stream bed in and around the substructure elements and probing along the mud line for support. The Diver Inspection Team will record their observations in narrative form as well as with sketches and pictures as is appropriate.

Prior to commencing diving operations, the Diver Inspection Team will evaluate and make notes on the waterway such as bank erosion or evidence of waterway movement, debris buildup, and obstructions which may adversely affect the bridge. Any deficiencies visually observed on substructure elements above the water will be noted in the report.

Timber dolphin and fender systems on or near the bridge or in the waterway for the protection of the bridge will be inspected. The structural condition of the elements will be determined and they will be evaluated to determine if they meet the latest FHWA clearance requirements.

The elevation of the riverbed relative to an established USGS datum must be measured for all structures over water. These measurements must be taken at the previous locations along the length of the bridge that is over the water and recorded on the "*Stream Cross Section Report*" form. This information must be compared to the previous data, if available, in the form of a graph. The form is set up to automatically graph the new data with the old for comparison. With the approval of the MDOT PM, the CONSULTANT may contact *Christopher Potvin, P.E., Consultant PM-Manager of the MDOT Hydraulics Unit in Design* for additional information.

Problems, which could affect the continued safe operation of the bridge, must be brought to the attention of the MDOT PM before the Diver Inspection Team leaves the site.

Reports

The Diver Inspection Team will take the information and data obtained in the field and assemble it into a report for delivery to MDOT. The report will contain a written description of the conditions found at the site above and below water, contain a statement as to the condition of the substructure elements (ie good, fair, poor), identify all deleterious conditions and an estimate of the magnitude of each, and provide photographs and sketches of the substructure element and the effected areas. MDOT will provide existing plan and elevation drawings for each bridge to aid and utilize when producing each sketch.

A Michigan Registered Professional Engineer working for the consultant will review the underwater inspection for compliance with the NBIS and CFR 650 for the thoroughness of the inspection. The report will be sealed and signed by the consultant attesting to this review.

The consultant report will contain a number of standard observations and measurements as follows:

1. Date and time of inspection.
2. Bridge Number
3. Location and name of waterway
4. Water Temperature
5. Current Water
6. Depth Turbidity
7. Type of material on the stream bed
8. Presence and condition of rip-rap or scour countermeasures
9. Extent of marine growth on substructure elements
10. Consultant PM's Name
11. Diver Inspector's Name
12. Tenders Name
13. Type of diving equipment used.

Two (2) draft copies of each report will be provided to the MDOT Project Manager. One of these will be marked up by MDOT with comments and returned to the consultant for review. A progress meeting will be held with the MDOT representatives and the consultant to review and discuss comments. The consultant will then incorporate revisions into the final reports. MDOT reserves the right to request additional drafts for review if, in the opinion of MDOT's Project Manager, the changes required are extensive. The contract will be unsatisfactory if the consultant fails to make changes to the reports as required by MDOT's Project Manager.

The consultant will submit two bound copies of the final report for each bridge. The final report will also contain one Compact Disk (CD) with electronic copies of the final report and photographs.

Streambed profile measurements will be included with each report and on the standardized forms provided on the MDOT Bridge Operations website.

The consultant will be required to recommend updated NBIS ratings for the Substructure Elements (Item 60), Channel and Channel Protection (Item 61), and Pier Protection (Item 111), as part of the deliverables. The Consultant will also be required to use the Michigan Bridge Inspection System to complete the underwater inspection form, SI&A item 92B and include a copy of this report in the

final report. This portion of the deliverables will be coordinated with the MDOT PM and completed at the time of the inspections.

The consultant deliverables will include two written recommendations to remediate a scour rating of a 5 or below.

EQUIPMENT

The consultant will be responsible for providing all equipment necessary to complete the project in an efficient and safe manner. The consultant will be responsible for selecting the type of dive equipment (SCUBA, surface-supplied air, or mixed gas) that will best be suited for the work at a given site and is required to have all of the typical forms of commercial diving equipment available for the project. The boat or marine vessel used for the project must have room to accommodate MDOT staff as necessary.

The consultant must provide all of the necessary inspection tools for completion of the inspection. Typical items such as cameras, hammers, lights, message boards, and scrapers can be expected.

The consultant must provide all of the necessary personal safety equipment for each employee at the work site.

All equipment must be in sound working order, meeting applicable inspections for safe operation. Lost time due to equipment failures will not be paid for.

SAFETY

MDOT requires safe working operations. The consultant and it's employees must be trained in all the applicable state and federal regulations as well as industry practices for the work being performed. It is not the responsibility of MDOT or the MDOT PM to regulate the consultant's safety practices, however, the MDOT PM has the authority to have any individual who is found working unsafely removed from MDOT right of way. If the consultant is found to be working unsafely, the MDOT PM can stop all operations and terminate the contract.

Some, but not all, of the regulations that can be expected to apply are the latest revisions of:

Michigan Occupational Safety and Health Administration regulations (MIOSHA) Part 79 & Part 504, Diving Operations.

Occupational Safety and Health Administration regulations (OSHA) Subpart N, Commercial Diving Standards.

Marine Occupational Safety and Health Standards (USCG Regulations), 46 CFR 197.200-197.488 plus Appendix A, Subchapter V.

Consensus Standards for Commercial Diving Operations, Association of Diving Contractors, latest edition (ADC Standards)

EXISTING RECORDS AND DATA

MDOT will furnish the consultant access to any available pertinent information related to the structure(s) being inspected.

Information furnished to the consultant is not to be released or distributed to any outside agency without written permission from MDOT's Project Manager.

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.

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.

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.

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

The hours billed for inspectors will not begin until the inspectors report to the project site.

GENERAL INFORMATION:

Release of information: The consultant may not release any information about the bridge or the inspection to anyone outside of MDOT. The consultant is not allowed to make copies of the information in the bridge files unless given written approval from the MDOT Project Manager.

References and Guidelines: The consultant is expected to be familiar with the following reference material:

- AASHTO Publications:
 - Manual for Condition Evaluation of Bridges
 - AASHTO Manual for Maintenance Inspection of Bridges
- Federal Highway Administration (FHWA) Publications:
 - Inspection of Fracture Critical Bridge Members
- Manual on Uniform Traffic Control Devices for Streets and Highways
- National Bridge Inspection Standards (NBIS)
- Bridge Inspectors Reference Manual (BIRM)
- Underwater Bridge Inspections

	Bridge Number	Facility Carried	Feature Intersected	Bridge Location	UWI Due Date	Comments (sub = submerged)
1	B01-07041	M-38	Sturgeon River	6.6 Miles W of Baraga	7/24/11	1 Pier in River
2	B02-17011	M-123	Tahquamenon River	4.8 Miles S of Paradise	7/28/11	4 Piers in River
3	C01-17043	M-48	Br Big Munuscong River	7.6 Miles NW of Goetzville	7/29/11	Twin CMP's, mostly sub
4	C01-21024	US-2	Br Ogontz River	0.5 Miles W of St. Jacques	7/20/11	Conc Box, mostly sub
5	C02-21024	US-2	Little Fishdam River	1.5 Miles W of Schoolcraft Cnty Line	7/19/11	Conc Box, mostly sub
6	B01-22011	M-95	Menominee River	1.7 Miles S of Kingsford (Stateline)	7/22/11	2 Piers in River, need extra report for Wis.
7	B02-31051	US-41	Backwater Portage River	2.7 Miles SE of Chassell	7/25/11	Twin Slab, low clearance
8	B03-31051	US-41	Sturgeon River Slough	2.3 Miles SE of Chassell	7/26/11	2 Piers in River
9	B04-31051	US-41	Sturgeon River	1.8 Miles SE of Chassell	7/26/11	3 Piers in River
10	C01-31051	US-41	Jarvi Creek	2.1 Miles N of Baraga Cnty Line	7/25/11	Conc Box, partly sub
11	C02-31051	US-41	Marsh Drain	2.9 Miles SE of Chassell	7/25/11	2 Span Conc Box ext. w/ 3 conc pipes
12	B01-49041	M-134	Pine River	1.0 Miles E of I-75	7/30/11	2 Piers in River
13	C01-52031	M-35	Sawmill Creek	4.1 Miles SE of Little Lake	7/27/11	1 CMP, mostly sub
14	B03-52032	M-35	Mid Br Escanaba River	6.2 Miles NW of Gwinn	7/27/11	1 Pier in River
15	B01-55031	M-35	Big Cedar River	0.2 Miles N of Cedar River	7/20/11	4 Piers in River
16	C02-66012	M-64	Anderson Creek	9.2 Miles N of M-28	7/22/11	Twin CMP's, mostly sub
17	B01-75021	US-2	Manistique River	Manistique	7/19/11	2 Piers in River
18	C01-75051	M-77	Lake Ann Louise	0.5 Miles N of Blaney Park	N/A	One Time Only (Recommended during Routine Inspection)

Attachment No. 1, Work Package Listing