

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 _____

<input checked="" type="checkbox"/> Prequalified Services – See page 3 of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, 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)
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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 3	PROPOSAL/BID DUE DATE 3/16/10	TIME DUE 12:00 NOON
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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

Richard A. Wolinski
 Bureau of Transportation Planning
 Van Wagoner Building, 425 W. Ottawa, P.O. Box 30050
 Lansing, MI 48909

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

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.)

Notification
ARRA MONTHLY EMPLOYMENT REPORTS
Note: This Notification is only applicable for those projects/contracts funded with ARRA funds. If you have questions, please contact MDOT Contract Services Division at (517) 335-0071.

The American Recovery and Reinvestment Act of 2009 (ARRA), requires states receiving stimulus funds for highway projects to provide monthly reports to the Federal Highway Administration (FHWA) regarding the number of employees of the prime contractors, all-tier subcontractors and consultants on ARRA funded projects.

The cost for complying with this Notification must be borne by the prime contractor, and all-tiers of subcontractors and consultants, as part of their overhead and is deemed to be included in the payments made under this contract.

Within 10 days after the end of each month in which work is performed on this contract, all prime contractors and consultants must provide the Engineer a monthly report on MERS at <https://sso.state.mi.us/> providing employment information on each ARRA project, which will include, for work performed in that preceding month:

- The total number of employees who performed work on this contract.
- The total number of hours worked by employees who performed work on this contract.
- The total wages of employees who performed work on this contract.

Prime Consultants are responsible for reporting on all subconsultants' employment information in MERS, as the sub consultants will not have access to do so.

In addition, the prime contractor must provide a total payment amount made to any subcontractor who is a certified DBE in that preceding month.

This Notification shall be included as a part of each subcontract executed by the prime contractor, and all-tiers of subcontractors and consultants.

If necessary to conform to guidance provided by FHWA concerning the ARRA reporting requirements, the prime contractor, and all-tiers of subcontractors and consultants will revise their reporting as directed by the Engineer.

Failure to comply with the reporting requirements under ARRA would jeopardize the Department's continued receipt of ARRA funding.

Accordingly, if a contractor or any-tier of subcontractor or consultant fails to comply with this Notification, the Department may withhold contract payments until compliance is achieved. If the Department is compelled to incur costs because of such a breach, the amount of those costs may be deducted from payments otherwise to be made under this contract. Additional sanctions may include reduction or elimination of prequalification ratings and removal of bidding privileges.

**NOTIFICATION
REQUIRED CONTRACT PROVISIONS TO IMPLEMENT AMERICAN
RECOVERY AND REINVESTMENT ACT (ARRA) SECTIONS 902 AND 1515**

Note: This notification is only applicable for those projects/contracts funded with ARRA funds. If you have questions, please contact MDOT Contract Services Division at (517) 335-0071.

In accordance with requirements under section 902 of the American Recovery and Reinvestment Act of 2009 (ARRA), the following language is made a part of this contract and is to be made a part of all tier subcontracts or consultant contracts:

The U.S. Comptroller General and his representatives have the authority:

- (1) To examine any records of the contractor or any of its subcontractors, or any State or local agency administering such contract, that directly pertain to, and involve transactions relating to, the contract or subcontract; and
- (2) To interview any officer or employee of the contractor or any of its subcontractors, or of any State or local government agency administering the contract, regarding such transactions.

The Comptroller General and his representatives have the authority and rights provided under Section 902 of the ARRA with respect to this contract. As provided in section 902, nothing in section 902 shall be interpreted to limit or restrict in any way any existing authority of the Comptroller General.

In accordance with the requirements of section 1515(a) of the ARRA any representatives of the Inspector General have the authority:

- (1) To examine any records of the contractor or grantee, any of its subcontractors or sub-grantees, or any State or local agency administering such contract, that pertain to, and involve transactions relating to the contract, subcontract, grant, or sub-grant; and
- (2) To interview any officer or employee of the contractor, grantee, sub-grantee or agency regarding such transactions.

Nothing set forth in section 1515 of the ARRA shall be interpreted to limit or restrict in any way any existing authority of an inspector general.

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
MUSSEL SURVEY & MITIGATION SERVICES**

**Stranded Mussel Survey and Mitigation, M-21 at the Flat River, Lowell, Kent County,
Michigan**

TIER I BEST VALUE SELECTION

Special notes pertaining to submission of Bid Sheet and Proposal Length

- For this Request for Proposals (RFP) only, do not follow the price proposal instructions as directed on page 1 of form 5100H.
- The Bid Sheet should be submitted along with the RFP proposal, but in a separate, sealed envelope clearly labeled with “Bid Sheet” and the vendor’s name. The format of the Bid Sheet is indicated toward the conclusion of this RFP. Questions about this process should be directed to Kathy Popoff at popoffk@michigan.gov.
- This RFP waives the 3-page limitation for proposals to allow for the integration of technical information and resumes.

CONTROL SECTION 41043

JOB NUMBER 78623A

LOCATION

Lowell, Kent County, Michigan

DESCRIPTION OF WORK

The Michigan Department of Transportation (MDOT) is seeking statements of qualification from firms interested in responding to a scope of work involving implementation of the DNRE Stranded Mussel Protocol and associated summary documentation.

ANTICIPATED START DATE

April 1, 2010

ANTICIPATED COMPLETION DATE

September 30, 2010

MDOT PROJECT MANAGER

**Richard A. Wolinski
425 W. Ottawa**

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P.O. Box 30050
Lansing, Michigan 48933
Phone: (517) 335-2633 Fax: (517) 373-9255

The Consultant shall contact the Project Manager prior to beginning any work on this project.

GENERAL INFORMATION

Recent survey work conducted by the Michigan Department of Natural Resources staff and partners documented the presence of several state listed mussel species at the location of the M-21 crossing of the Flat River in Lowell, Kent County (T6N-R9W, Sec 2). Based upon the results of two surveys upstream and downstream of the project site, the need to mitigate for potential impacts to mussels has been incorporated as a condition of the permit issued to conduct work on the bridge and the associated drawdown of the millpond.

SCOPE OF WORK

The mitigation plan is based upon the “Stranded Mussel Protocol” developed by DNRE, Fisheries Division dated June 23, 2009 (attached as part of this RFP). All work shall be conducted in accordance with conditions stated in the permit and in the protocol.

1. The consultant will review the available information on the distribution and species assemblage of the mussel population prior to the first field survey. This information will be supplied by MDOT.
2. A survey of the project site will be conducted by the consultant with attendance by MDOT engineering and Environmental staff prior to commencement of the drawdown. The first field survey shall be conducted no less than two days prior to initiation of a scheduled drawdown. MDNE staff may also be in attendance at this meeting.
3. The first field survey will be used to inspect the previously identified locations of the mussels and shall be used to identify secure areas into which any affected mussels will be relocated if found to be impacted by the drawdown activity.
4. Detailed mapping and inventory of the affected mussels will be undertaken daily during the active drawdown period within the projected area of impact.
5. Two water level readings from staff gages shall be recorded at the start and end of the day; or more often, if deemed useful.
6. An inventory and mapping of the placement of marked individual mussels, both those remaining in place or relocated, shall be kept for each day and provided to DNRE and MDOT construction management staff (the responsible individual to be identified prior to first field survey) and to the MDOT Wildlife Ecologist no later than two days later. Mapping shall be conducted by use of GPS with sub-meter accuracy.
7. Photographic documentation of work tasks is strongly recommended.
8. A summary report of the mitigation effort that includes descriptions of the methods used, their effectiveness, suggestions for improvement in the protection protocol, and associated

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mapping of the mussel population shall be provided to MDOT and DNRE (two hard copies and two digital files on CD-ROM or other storage device).

Proposals should include responses to the following statements:

- Describe your firm's understanding of this request for proposal. Include understanding of MDOT and FHWA financing requirements.
- Describe your firm's approach to developing a work plan to implement the scope or work and associated documentation.

The Consultant shall furnish all services and labor necessary to conduct and complete the Services described herein. The Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department.) The Services shall be performed to the satisfaction of the Department consistent with applicable professional standards.

The Consultant's principal contact with the Department shall be through the designated Project Manager.

The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations.

The Consultant agrees to demonstrate knowledge of, and performance in compliance with, the standard accounting practices of the Department, the State, Generally Accepted Accounting Principles and the Governmental Accounting Standards Board.

The Consultant will notify the MDOT Project Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to the review and approval of the MDOT Project Manager.

GENERAL QUALIFICATION REQUIREMENT

The qualified Consultant must have: relevant experience in the identification of species of mussels within the state, qualified staff with previous experience in the safe handling, transport, and implantation of stranded mussels, and have the expertise related to the writing and graphic presentation of the summary documents using GPS based mapping tools. The consultant shall have the required Threatened and Endangered species permits for survey and handling of listed species to be eligible to conduct the work.

CONSULTANT RESPONSIBILITIES

Meetings: Arrange and conduct conferences and meetings as required to carry out the services or as may be required by the Project Manager.

Progress: Notify the Project Manager of any anticipated requests for extensions of time.

Staff Reductions: Withdraw any personnel or halt any services no longer required, at the request of the Department, or within a reasonable time after the lack of need becomes apparent to the Consultant or the Project Manager.

TYPE OF CONTRACT

The contract will be on a lump sum basis with two (2) payments identified in the following milestone schedule upon MDOT's approval of the deliverables. The contract is anticipated to begin around April 1, 2010, and be completed within approximately six (6) months, ending on September 30 2010. If a contract is entered into as a result of this RFP, it will include all necessary services as required in the Scope of Work and will include a delivery schedule.

CONSULTANT PAYMENT - Milestone:

Compensation for this project shall be on a **milestone** basis, upon completion of two work related items. The first payment shall be made upon completion of the field survey and mitigation phase of the work plan; the second payment will be made upon completion and acceptance of the summary report. Each payment shall represent fifty percent (50%) of the total project cost.

Completion of Field Survey & Mitigation	50%
Completion and MDOT Acceptance of Summary Report	50%
Total Service	100%

The MDOT Project Manager may authorize payment if a milestone is delayed due to circumstances beyond the Consultant's control.

All billings for services must be directed to the MDOT Project Manager. Please note: Labor supporting documentation must be submitted with your billing for all labor performed on a milestone basis project.

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.

SCORING

Proposed Selection Criteria and Total Possible Points

1. **Understanding of Services: 40 Points.**

The proposal will be evaluated on the level of understanding of the scope of services as presented in this RFP. The consultant will also be evaluated on their approach to achieving the goals of the project, the comprehensiveness and the cohesiveness of the proposed approach. Evaluation will also be based upon the allocation of time and staff hours on specific tasks.

2. **Qualifications of Team: 30 Points.**

The professional personnel will be evaluated on the ability to meet the terms of the RFP relative to having the qualifications needed to successfully complete the project, including the possession of the relevant permits from state or federal agencies to conduct the work. The score will be based on education and overall experience of the individual professional personnel assigned to the project, as specified in the proposal as stated in their attached resumes. The professional personnel who work on the project must be the same individuals identified in the proposal.

3. **Relevant Past Performance: 30 Points.**

The proposals will be evaluated on specific prior experience and work applicable to this scope of services. The consultant should include only the experience of personnel assigned to this project and their roles should be clearly stated. This should also include the prospective consultant's experience working in a cooperative team environment with other consultants and public agencies. References of consultant and sub-consultants will be checked.

4. **Quality Assurance/Control: 10 Points.**

The proposal will be evaluated on a plan or checklist to ensure quality control and assurance for the project's data collection, including GPS field mapping, and completeness of the final document. This includes methods to ensure quality in data analysis, data checks, and document version control.

5. **Location: 5 Points.**

The consultant selection criteria will include a consideration of the amount of work that will be performed in Michigan, following the MDOT standard listed here:

<u>Percentage of Work to be done in Michigan</u>	<u>Score</u>
95% to 100%	5
80% to 94%	4
50% to 79%	3
25% to 49%	2
10% to 24%	1
Less than 10%	0

6. **Price: 40 Points.**

The total price of the proposal will be scored using a scale determined by the MDOT selection team.

Total Points: 155 Points.

BID SHEET

Stranded Mussel Survey and Mitigation, M-21 at the Flat River, Lowell, Kent County, Michigan

PAY ITEMS

All entries on this page must be handwritten in ink or computer generated.

STAFF/CLASSIFICATION	# HOURS	FIXED HOURLY RATE
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Direct Expenses:

Total Bid:

Consultant Name:	
Consultant Address:	
Date:	
Authorized Signature	

The Michigan Department of Transportation reserves the right to reject any or all bids.

Stranded Freshwater Mussel Protocol

Stranded Mussel Survey

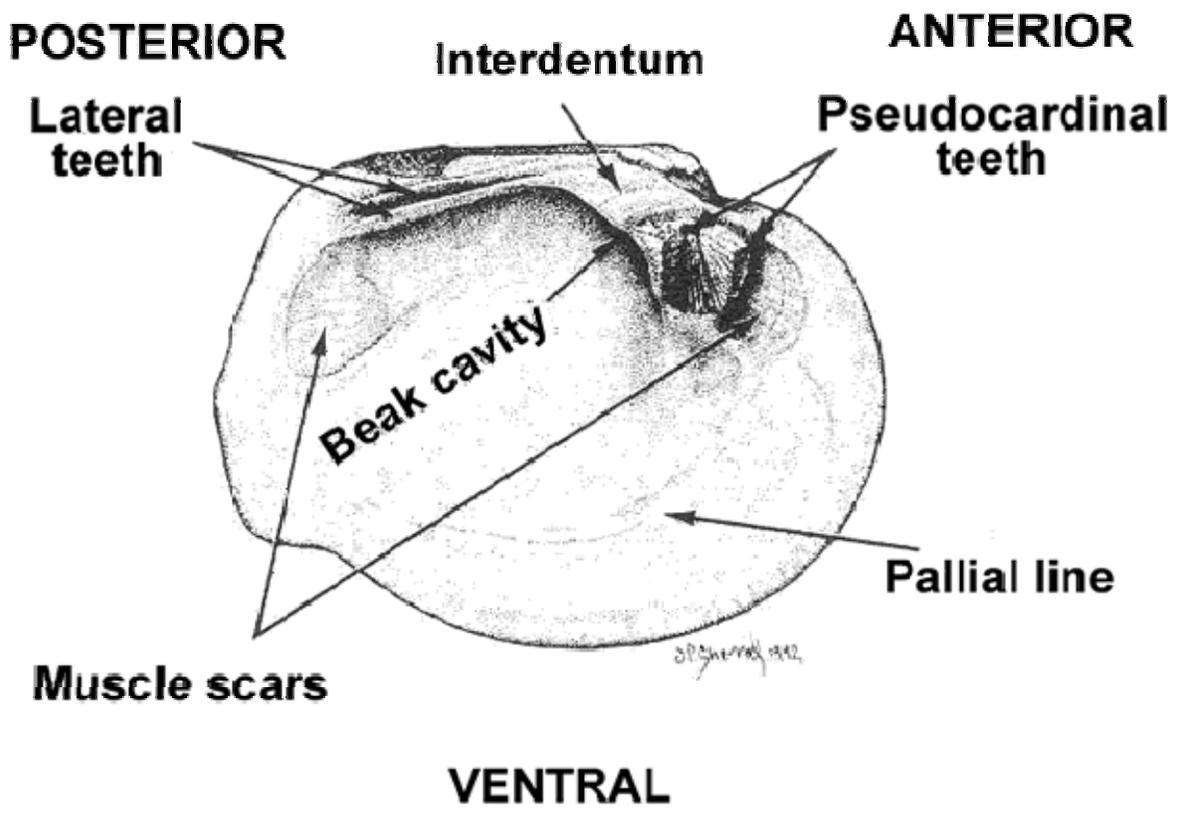
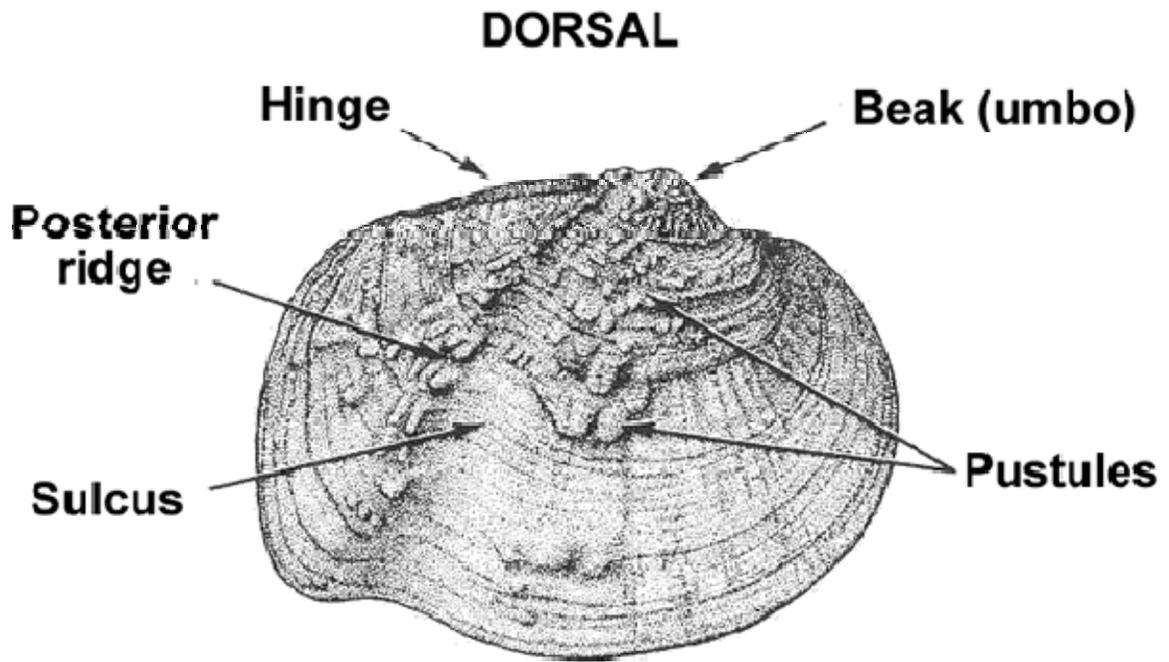
Stranded mussel surveys should be conducted whenever there is potential for mussels to be stranded, either through a reservoir drawdown or river being dewatered. These surveys should focus on areas with high mussel densities or rare species, if known. If historical information is not available, depending on the circumstances the entire reservoir shoreline should be assessed to the depth of the thermocline or the entire dewatered stretch of river should be surveyed.

The survey should be conducted on a daily basis, unless historical information allows for less frequent surveys (e.g., historical data shows that mussels are found only at certain depths, allowing survey efforts to wait until reservoir drawdown reaches identified level). Records of stranded mussel efforts (including condition, number, and species) and voucher specimens (shells) of each species shall be provided to the DNR after the maximum drawdown depth is reached. Survey dates should be coordinated in advance with the DNR to facilitate participation.

Handling

To minimize stress and mortality, all stranded mussels should be handled using the following procedures:

- To minimize stress and mortality, relocation efforts should take place in the early morning, when air temperatures are cooler.
- Relocation areas should be identified in advance.
- Mussels should remain in the water inside a mesh collecting bag or cooler until ready for relocation.
- Do not expose the mussels to air any longer than necessary.
- Place the mussels in a permanently inundated portion of the water body; however to avoid placement in unsuitable habitat, place the mussels no deeper than necessary.
- Place the mussels in the same type of sediment as they were found (e.g., sand substrate to sand substrate).
- Mussels should be carefully placed into the sediment in the correct position. Care should be taken to orient the mussel in the posterior up position (see following diagram). If staff is uncertain of the correct position, the mussel should be placed on the substrate surface and left to appropriately burrow into the correct direction, position, and depth.
- No living or dead freshwater mussels may be taken from the waters without an approved Cultural or Scientific Collector's Permit issued by the DNR.



Source: Cummings, K.S. and C.A. Mayer. 1992. [Field Guide to Freshwater Mussels of the Midwest](#). Manual 5. Illinois Natural History Survey, Champaign, IL. 194pp.

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Proposed Mussel Mitigation Plan for DEQ Permit 09-41-0033-P

Recent survey work conducted by the Michigan Department of Natural Resources staff and partners documented the presence of several state listed mussel species at the location of the M-21 crossing of the Flat River in Lowell, Kent County (T6N-R9W, Sec 2). Based upon the results of two surveys upstream and downstream of the project site, the need to mitigate for potential impacts to mussels has been incorporated as a condition of the permit issued to conduct work on the bridge and the associated drawdown of the millpond.

The mitigation plan is based upon the “Stranded Mussel Protocol” developed by DNR, Fisheries Division dated June 23, 2009. All work shall be conducted in accordance with conditions stated in the permit and in the protocol.

1. The consultant will review the available information on the distribution and species assemblage of the mussel population prior to the first field survey.
2. A survey of the project site will be conducted by the consultant with attendance by MDOT engineering and Environmental staff prior to commencement of the drawdown. The first field survey shall be conducted no less than two days prior to initiation of a scheduled drawdown. MDNR/DEQ staff may also be in attendance at this meeting.
3. The first field survey will be used to inspect the previously identified locations of the mussels and shall be used to identify secure areas into which any affected mussels will be relocated if found to be impacted by the drawdown activity.
4. Detailed mapping and inventory of the affected mussels will be undertaken daily during the active drawdown period within the projected area of impact.
5. Two water level readings from staff gages shall be recorded at the start and end of the day; or more often, if deemed useful.
6. An inventory and mapping of the placement of marked individual mussels, both those remaining in place or relocated, shall be kept for each day and provided to MDNR and MDOT construction management staff (the responsible individual to be identified prior to first field survey) and to the MDOT Wildlife Ecologist no later than two days later. Mapping shall be conducted by use of GPS with sub-meter accuracy.
7. Photographic documentation of work tasks is strongly recommended.
8. A summary report of the mitigation effort that includes descriptions of the methods used, their effectiveness, suggestions for improvement in the protection protocol, and associated mapping of the mussel population shall be provided to MDOT and MDNR (two hard copies and two digital files on CD-ROM or other storage device).

