Michigan Department
Of Transportation
5100B (03/10)

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

Exhibit B

MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)
Erin O'Brien	109859C	Multiple

DESCRIPTION
71.661 Miles of Non--Freeway Sign Upgrading on M-115 & M-72 in the Traverse City TSC Area , North Region

MDOT PROJECT MANAGER: Check all items to be included in RFP

WHITE = REQUIRED
GRAY SHADING = OPTIONAL

Check the appropriate Tier in the box below

CONSULTANT: Provide only checked items below in proposal

☐ **TIER 1 ($25,000-$99,999)**	☑ **TIER II ($100,000-$250,000)**	☐ **TIER III (>$250,000)**	
☐	☑	☐	Understanding of Service
☐	☐	☐	*Innovations*
☐	☐	☐	*Safety Program*
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**

REQUEST FOR PROPOSAL

Clear Form

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 _____

Prequalifed Services – See page 1 of the attached Scope of Services for required Prequalification Classifications.

☐ **Non-Prequalifed 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 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
5	1/27/12	4:00 P.M

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

Erin O'Brien, Traffic Sign Engineer
Traffic Sign & Delineation Unit, Traffic & Safety Section
MDOT, Murray D. Van Wagoner Building
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
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.)

Michigan Department of Transportation

SCOPE OF SERVICES
FOR
TRAFFIC & SAFETY SERVICES
Upgrade and Rehabilitation of Non-Freeway Signing for
71.661 miles of Non-Freeway Sign Upgrading in the Traverse City TSC

CONTROL SECTION(S):

M-115	CS 10041	BMP	0.000	EMP	6.565
	PR 1073305	BMP	0.000	EMP	6.565
	CS 10042	BMP	0.000	EMP	8.057
	PR 1074203	BMP	0.000	EMP	8.057
M-72	CS 28041	BMP	0.000	EMP	0.584
	PR 993209	BMP	0.000	EMP	0.584
	PR 3281171	BMP	0.000	EMP	0.576
	CS 28042	BMP	0.000	EMP	8.401
	PR 994307	BMP	0.000	EMP	8.401
	CS 40022	BMP	0.000	EMP	16.948
	PR 1097603	BMP	0.000	EMP	16.948
	CS 40023	BMP	0.000	EMP	8.700
	PR 1098301	BMP	0.000	EMP	8.700
	CS 45021	BMP	0.000	EMP	22.406
	PR 1147507	BMP	0..253	EMP	15.927
	PR 3450083	BMP	0..000	EMP	5.714
	PR 3280081	BMP	0..000	EMP	1.018

JOB NUMBER: **109859C**

PROJECT LOCATION: Traverse City TSC.

DESCRIPTION OF WORK:
71.661 miles of Non-Freeway Sign Upgrading in the Traverse City TSC.

ANTICIPATED SERVICE START DATE: March 15, 2012

ANTICIPATED SERVICE COMPLETION DATE: January 11, 2013

PRIMARY PREQUALIFICATION CLASSIFICATION(S):
Permanent Non-Freeway Traffic Signing Plans

SECONDARY PREQUALIFICATION CLASSIFICATION(S):
N/A

DBE REQUIREMENT: N/A

PROJECT MANAGER:
Erin O'Brien, Non-Freeway Signing Engineer
Traffic Sign and Delineation Unit
Traffic and Safety Support Area
Michigan Department of Transportation
Murray D. Van Wagoner Building
P.O. Box 30050
Lansing, MI 48909
Phone: 517-373-0748
Fax: 517-241-2567
E-mail: obriene@michigan.gov

COST OF CONSTRUCTION

The estimated cost of construction for this project is $700,000.

SCHEDULE

A. Target Date

The target date for the completion of this project is January 11, 2013

B. Intermediate Dates

1. Within seven days of the Department's notice to proceed, contact the Department's project manager in Lansing to discuss the project and set up a kick-off meeting.

2. Provide preliminary plans by 08/01/12, and conduct the Plan Review not later than the 08/15/12.

3. Provide final plans by 10/10/12 for OEC Meeting, and conduct the OEC Meeting no letter than 10/31/12.

5. Provide revised final plans from OEC and final package by 11/14/12.

GENERAL INFORMATION:

The Michigan Department of Transportation (MDOT) manages an annual non-freeway sign upgrading program. Projects selected are based on the age and condition of the signs in place along various state trunklines. The sign population on any segment of roadway includes new and old signs. The Department requires use of high-intensity legends and background on all new signs. In general, high-intensity signs are expected to last 15 years. Any signs three years and older are considered for replacement. Signs which do not conform to the Michigan Manual of Uniform Traffic Control Devices (MMUTCD) or MDOT's Standard Highway Signs Manual, MDOT's Guidelines for Signing on State Trunkline Highways, have deteriorated to an extent that they no longer provide adequate nighttime reflectivity, are damaged, are incorrectly installed or located, or are structurally deficient will be replaced. Passing zones must be reviewed to determine the correct placement of passing restriction signs.

Large overhead support structures such as trusses, cantilevers, and bridge-mounted sign structures will be evaluated by the Department. This information will be provided when requested by the Consultant during the term of the contract. Determination of replacement or retention of a structure will be made by the Department. The Department will specify repairs required to retain overhead and bridge-mounted structures.

WORK PLAN

Develop a non-freeway signing package suitable for contract letting by the Department. The contracts are developed utilizing the Department's MTSIS (Michigan Traffic Sign Inventory System). Access to this MDOT developed computer program will be provided to the Consultant. Any plan sheet required for project completion must be developed using Microstation software.

The Consultant shall supply all materials necessary for completion of Project Review including the necessary paper prints and compact disc.

The Consultant shall make trips to the Department offices (Lansing), MDOT region offices, and to the project site as may be necessary to carry out the services in accordance to the agreement.

The Consultant shall make necessary corrections/changes to the data as directed by the Project Manager. During execution of this Contract, the Traffic Signs and Delineation Unit Engineer or designee will be considered as the Project Manager.

All non-freeway signing contract details are produced according to the Department's standardized practice and meet the requirements of the 2003 MDOT Standard Specifications for Construction.

Work which is not covered by current MDOT Standard Specifications, supplemental specifications or special provisions will be described by the Consultant and set in standard MDOT special provision standard format. A copy of standard format will be provided when requested by the Consultant. All special provisions written by the Consultant will require Departmental approval.

TASK DESCRIPTIONS

Task 1. Familiarization with Region Practices and Personnel

A. At the initiation of the project, the consultant shall set up a meeting with Non-freeway Program Coordinator and Staff, Traffic Signs and Delineation Unit in Lansing to become familiar with the Department- provided computer software program. Technology transfer and MTSIS computer training will occur at this time. All computer hardware needs for this meeting will be provided by the Department.

B. The Consultant shall also be responsible to schedule a meeting with the TSC Traffic and Safety Engineer or his designee to become familiar with their needs and practices. During this meeting, the Project Manager will ensure that all concerns about the project are brought to the attention of the Consultant. The meeting shall be held at the TSC office.

Task 2. Field review computerized signing inventory

A. The Consultant shall be responsible for field reviewing the project to verify existing sign inventory. The location and mileages of all signs shall be determined utilizing a Distance Measurement Instrument (DMI). All signs shall be located to a nearest 0.001 mile. All signing discrepancies identified in the field shall be corrected on the computerized inventory by the Consultant.

B. During the field review, the condition of all existing sign and support systems shall be determined using the criteria provided. This information will be used to determine which signs and supports will be replaced. In general, 90 percent of signs and supports are replaced during the sign upgrading contract.

The installation date for signs retained (less than three years old) will be shown on the computerized inventory.

At a minimum, the following information shall be verified and recorded on the computerized inventory:

1. Sign sizes and types
2. Sign offset
3. Sign message
4. Sign location
5. Sign support system
6. Type of sign support foundation

Task 3. Review of Traffic Control Orders

The Consultant shall be responsible for reviewing existing Traffic Control Orders (TCOs) to ascertain whether existing speed limits and parking restrictions are located properly within the project limits. All proposed signing changes based on TCOs shall require approval of the TSC Traffic and Safety Engineer.

Task 4. Recommendations to Michigan Traffic Sign Inventory System (MTSIS)

A. The Consultant shall make signing recommendations utilizing updated computer inventory, complete in detail and acceptable to the Department. These recommendations will be used by the Consultant to develop a contract package recommended for competitive bid letting and construction execution by prequalified contractors.

If alignment is provided and base sheets are submitted then recommendations will not be required. The MTSIS program will still need to be updated with the new sign locations.

B. The Consultant's recommendations to upgrade signs and supports shall be in compliance with the 2005 Edition of the Michigan Manual of Uniform Traffic Control Devices, MDOT Guidelines for Signing on State Trunkline Highways, and Non-Freeway Signing Design, Placement, and Application Guidelines.

All proposed signing recommendations by the Consultant shall be input into the Department's developed MTSIS computer system. Access to the subject software will be provided to the Consultant at the start of the project.

C. Signs which are unique will be drawn by the Consultant using CADD software according to the latest Standard Highway Signs Manual and contain complete detail for fabrication. Non-standard design will be shown on separate detail sheets. Standard signs at respective locations may be referred to by the standard sign numbering system.

D. Selection of signs, location, letter size, color, etc. will be according to the latest edition of the MMUTCD. The Consultant is responsible for all decisions on sign selection placement and design.

E. Documents that may be required to make contract recommendations by the Consultants shall include:

2005 edition of MMUTCD
MDOT Standard Highway Signs Manual
MDOT 2003 Standard Specifications for Construction
MDOT Supplemental Specifications
MDOT Special Provisions
Traffic and Safety Division Notes
MDOT Guidelines for Signing on State Trunkline Highways
Non-Freeway Signing Design, Placement, and Application Guidelines
MDOT Sign Support Typical Plans
Traffic and Safety CADD Procedures

Task 5. Grade Inspection and Review of Proposed Recommendations

A. After field review has been completed and preliminary plans developed by the Consultant, a Grade Inspection (GI) will be set up between the Region Traffic and Safety Engineer or designated person and the Consultant to review the whole contract.

The Consultant shall be responsible for making all changes recommended by The Project Manager or his designee during the G.I., and, thereafter, and during the development of completed plans.

B. After the plans are completed, the Consultant shall notify the Non-Freeway Program Coordinator, Traffic Signs and Delineation Unit, Traffic and Safety Division in Lansing. All changes to final recommendations required by the Project Manager shall be incorporated by the Consultant.

P/PMS TASKS:

A. **P/PMS TASK 3360 - PREPARE BASE PLANS**

1) The Consultant is required to produce base log plans for the signing influence area and the area within the project limits in MTSIS

B. **P/PMS TASK 3390 - DEVELOP MAINTAINING TRAFFIC CONCEPTS**

1) Develop the Maintaining of Traffic through a Special Provision.

C. **P/PMS – 3590 – REVIEW PRELIMINARY PLANS**

1) Prepare and submit to the Department preliminary plans, cost estimate and other pertinent documents electronically.

2) Schedule, Attend and Conduct Preliminary plan review meetings with the Department staff.

D. **P/PMS- 3824 –COMPLETE NON-FREEWAY SIGNING PLAN**

1) Update the preliminary plans, quantities, cost estimates and maintaining traffic special provision and typicals as a result of review by the Department.

E. **P/PMS-387M-OMISSIONS/ERRORS CHECK MEETING**

1) Prepare and submit to the Department the log plans, Cost Estimate, Proposal, Supporting Documents, Special Sign Layout Details, Special Construction Details and other pertinent documents electronically

2) Schedule, Attend and Conduct OEC meeting with the Department, Contractors and/or Sub-contractors.

F. **P/PMS-3840- DEVELOP FINAL PLANS AND SPECIFICATIONS**

1) Update the plans, quantities, cost estimates, maintaining traffic special provisions and typicals and all other required documents as a result of review by the Department.

G. **P/PMS-3910- PREPARE FINAL PROJECT PACKAGE**

1) In Accordance to E-Proposal Guidelines, Prepare and submit to the Department Final Log Plans, Cost Estimate, Proposal, Supporting Documents, Special Sign Layout Details, Special Construction Details and other pertinent documents suitable for submittal.

CONSULTANT RESPONSIBILITIES

A. The Consultant will schedule appointments to meet with the Non-Freeway Signing Engineer in Lansing for transfer of Department technical signing contract information required by the Consultant to perform Project Review duties. The constant is responsible for taking minutes at these meetings.

B. The Consultant will set up a least a one-day meeting with the TSC Traffic and Safety Engineer or his designee to become familiar with existing Region needs and practices.

C. The Consultant will perform all field work, select and design all signs, and set up meetings with Department personnel as may be necessary to fulfill contract requirements

D. The Consultant will contact the Project Manager to set up a Preliminary Plan Review meeting and submit to the Department an electronic copy of preliminary plan logs for review. The Project Manager shall be provided with a least a three-week period to review preliminary plans. After the Preliminary Plan Review, the Consultant shall be responsible for incorporating all the recommended changes made during the Preliminary Plan Review and submit completed plans to the Project Manager.

E. After incorporating written recommendations of the Project Manager and the TSC, the Consultant will contact the Project Manager to set up an OEC meeting and submit to the Department an electronic copy of the final contract log and final package.

Any special sign details produced by the Consultant must comply with MDOT standards.

F. Prepare and submit to the Department the following products with the final package:

1. Title Sheet.
2. Signing Plan Note Sheet.
3. MTSIS contract log or plan sheets.
4. Special Detail Sheets.
5. Frequently Used Special Provisions and Supplemental Specifications.

6. Special provisions (unique) produced by the Consultant and approved by the Department.
7. Advertising Data Sheet.
8. Notice to Bidders.
9. Trans-port (bid based price report, cost summary).
10. Special Provisions for Maintaining Traffic.
11. Certification Acceptance Form.
12. Obtain the Utility Clearance from the TSC Utility Engineer.
13. Obtain the Coordination Clause from the TSC Delivery Engineer.
14. Obtain the Progress Clause from the TSC Delivery Engineer.

G. Prepare and submit to the Department the following products following the OEC: revised final MTSIS contract log and revised final package.

H. The Consultant will provide start and completion dates for each task to the Non-Freeway Signing Engineer for entry into the P/PMS Network.

I. The Consultant must use MDOT current versions of the following software:

1. Microstation
2. SignCAD
3. MTSIS
4. Microsoft Word
5. Microsoft Excel

J. Collect Project Quantities and Perform Cost Estimate/s

1. The Consultant shall produce Stand Alone PES Worksheet (SAPW), which contains bid item identification, unit of measurement, unit cost.

2. The Consultant shall produce a preliminary cost estimate prior to the Plan Review. The Cost estimate will be updated consistent with plans and throughout each development phase.

K. Monthly Progress Report

On the first of each month, the Consultant Project Engineer shall submit a monthly project progress report to the Project Manager/Specialist. The monthly progress report shall follow the guidelines in **Attachment C.**

MDOT RESPONSIBILITIES

A. Furnish to the Consultant the following:

1. Typical department log job proposal.
2. Appropriate Traffic and Safety Division Notes.*
3. MDOT Sign Support Typical Plans.*
4. MDOT Standard Highway Signs Manual.*
5. MDOT Guidelines for Signing on State Trunkline Highways.*
6. MDOT Non-Freeway Signing Design, Placement, and Application Guidelines.*

7. Access to the Department's MTSIS (Michigan Traffic Sign Inventory System).
8. Access Passwords to the Departments Network Server.
9. Electronic alignment.

* Available on MDOT website.

B. Arrange all meetings.

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.

ATTACHMENT C

CS – JN

MONTHLY PROGRESS REPORTS

The first two pages of this attachment are the necessary layout of the Monthly progress reports and the last three pages are a completed example.

Control Section 00000
Job Number 00000C
Structure Number S00
Date 00/00/00

MONTHLY PROGRESS REPORT

A. Work accomplished during the previous month.

B. Anticipated work items for the upcoming month.

C. Real or anticipated problems on the project.

D. Update of previously approved detailed project schedule (attached), including explanations for any delays or changes.

E. Items needed from MDOT.

F. Copy of Verbal Contact Records for the period (attached).