

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 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
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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

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 SERVICE
FOR
AS NEEDED SPECIALTY SERVICES
Disadvantaged Business Enterprise (DBE) Support**

CONTROL SECTION: Various

JOB NUMBER: Various

PROJECT LOCATION: Statewide

DESCRIPTION OF WORK:

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

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

ANTICIPATED START DATE: January, 2012

ANTICIPATED COMPLETION DATE: December, 2013

PRIMARY PREQUALIFICATION CLASSIFICATION:

N/A

SECONDARY PREQUALIFICATION CLASSIFICATION:

N/A

MDOT CONTRACT MANAGER:

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

CONSULTANT RESPONSIBILITIES

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

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

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

- Managing, administering construction contracts including project management, planning and budget management,
- Quality management and other project controls, including scheduling, quality compliance, cost estimating, document control, general accounting, cost accounting and budgeting.

Note: Substitution of the CONSULTANT'S personnel identified on MDOT form 5100G in the proposal will not be permitted without the department's written approval. The personnel indicated on MDOT form 5100G comprise a core group of key personnel who must be available at various times to perform the work assigned.

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

MDOT RESPONSIBILITIES:

Provide overall direction and set priorities

Schedule and/or conduct the project related meetings

Review progress reports and schedules within one week of submission by consultant.

SCHEDULE

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

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

PROGRESS REPORTS

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

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

CONSULTANT PAYMENT

Compensation for this project shall be on a **loaded hourly rate** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, and a “loaded” rate which includes an hourly labor rate, applied overhead, and fixed fee by classification or employee. In addition, other direct costs and subconsultant costs may be proposed and authorized, if necessary.

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.

Full time services may not be required at all times. This scope is for “as needed” services, based on the intermittent needs of MDOT. It must be noted that this is not a guarantee that MDOT will use the Consultant’s services.