

# **REQUEST FOR QUALIFICATIONS**

**MICHIGAN DEPARTMENT OF TRANSPORTATION**

**Superior Region**

**Design-Build Project**

**Installation of Environmental Sensor Stations at Various  
Locations throughout the Superior Region**

**Job Numbers: 107426**

**Control Section: Various**

**Original Issue**

**DATE 07-10-2014**



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## **1.0 INTRODUCTION**

The Michigan Department of Transportation (MDOT), Superior Region, is requesting Statements of Qualifications (“SOQs”) from entities (“Submitters”) interested in submitting proposals for designing, installing, and integrating into the existing ITS system control software 8 to 10 full or partial Environmental Sensor Stations (ESS) in the Superior Region. (the “Project”). The final quantity, locations and types of sensors will be specified in the RFP. The Project will be funded with state and federal-aid dollars thereby requiring the Submitters adhere to all pertinent federal, state and local requirements.

### **1.1 Procurement Process**

MDOT will use a two-phase procurement process to select a Design-Build contractor to deliver the Project. This Request for Qualifications (RFQ) is issued as part of the first phase to solicit information, in the form of SOQ’s, that MDOT will evaluate to determine which Submitters are the most highly qualified to successfully deliver the Project. MDOT intends to short-list three, but not more than five, Submitters that submit SOQ’s. In the event that there are less than three Submitters, MDOT may cancel or re-advertise the Project.

In the second phase, MDOT will issue a Request for Proposals (RFP) for the Project to the short-listed Submitters. Only the short-listed Submitters will be eligible to submit technical and price proposals in response to the RFP for the Project. Each short-listed Submitter that submits a proposal in response to the RFP (if any) is referred to herein as a “Proposer.” MDOT will award a contract for the Project to the Proposer offering the low bid, to be determined as described in the RFP.

### **1.2 Project Goals**

The Purpose of this Project is to increase the number of ESS in Michigan’s Upper Peninsula to fill in the gaps in the existing Road Weather Information System (RWIS) and complete the RWIS network in the Upper Peninsula. ESS are capable of detecting wind, radiation, precipitation, accumulation, visibility, temperature, and frost depths, among other information. This data will be used to monitor weather patterns and provide advance warning to local officials of inclement weather. It will speed the process of notifying local residents of severe weather and will increase efficiency of dispatching maintenance personnel to the impacted areas.

The following goals have been established for the Project:

- a) Safety
  - Provide a safe Project area for the traveling public and workers during execution of the Project
  - Provide a solution consistent with current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards that are integrated with MDOT’s current ITS system.
- b) Quality – Provide a high quality product that minimizes future maintenance
- c) Budget – Complete the project within MDOT’s established budget
- d) Schedule – Complete the project within the established schedule

### **1.3 Submitter Information**

If an entity intends to submit an SOQ as part of a team, the entire team is required to submit a single SOQ as a single Submitter.

## 2.0 BACKGROUND INFORMATION: RFQ PROCESS

### 2.1 Project Description: Scope of Work

The Project is located across Michigan’s Upper Peninsula in the MDOT Superior Region. Counties include Gogebic, Ontonagon, Houghton, Baraga, Marquette, Alger, Delta, Schoolcraft, Luce, Mackinac, Chippewa, Keweenaw, Iron, Dickinson, and Menominee. The Project consists of the design and construction of 8 to 10 full or partial ESS.

Typical ESS locations will require the construction of the following main components:

- Construction of ESS lattice fold-down tower that is generally 30’ tall with 30” diameter drilled shaft foundations
- Installation of sensors attached to the tower and set in roadway pavement
- Installation of ground mounted ITS cabinet for housing of electronic and communication devices
- Connection to nearest power source within MDOT Right-of-way, including installation of meter-box, disconnect, conduit, wires, handholes, etc.
- Communications connection to the internet via wireline (fiber or coaxial cable), wireless or cellular equipment
- Construction of a gravel approach driveways for maintenance vehicle access
- Integration of the ESS into MDOT’s ITS system

Traffic is anticipated to be controlled under shoulder closures or lane closures. Depending on the location of the facility, lane closures may be restricted to off peak hours of the day.

Project information and data is included in attachments as follows:

- Attachment A – Preliminary RID
- Attachment B – Conflict of Interest Statement
- Attachment C – Example Notice of Shortlisting Results

The current anticipated design build cost of the Project is estimated to be \$1,552,000.

### 2.2 Project Schedule

The deadline for submitting RFQ questions and the SOQ due date stated below apply to this RFQ. MDOT also anticipates the following additional Project milestone dates. This schedule is subject to revision by addenda to this RFQ or the RFP requirements.

#### Phase 1 – Request for Qualifications

Issue RFQ	July 15, 2014
Deadline for submitting RFQ questions	August 5, 2014; 4 PM EST
SOQ due date	August 19, 2014; 1 PM EST
Evaluation of SOQs	August 19 to Sept. 2, 2014
Anticipated Notification of short-listed Submitters	September 2, 2014

#### Phase 2 – Request for Proposals – Tentative Schedule (subject to change)

Issue RFP	October 21, 2014
Technical and Price Proposals due	January 13, 2015
Proposer with Low Bid Announced	January 13, 2015

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Anticipated Contract Award  
Substantial Completion

February 3, 2015  
November 15, 2015

The RFP will establish the final project schedule including interim, substantial and final completion dates.

### **2.3 Addenda, Inquiries and General Information**

Information regarding this RFQ, including addenda to the RFQ, questions and answers, and project specific information, will be posted at the following website: [www.michigan.gov/ic](http://www.michigan.gov/ic). Click on “Environmental Sensor Stations in the Superior Region (DB)” under the 2014 Innovative Contracting Projects heading.

All questions regarding the Project must be submitted by e-mail to the MDOT Project Manager listed below. Questions shall be received by 4:00 p.m. EST on the date indicated in Section 2.2. All such questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of the entity submitting questions will not be disclosed. The employees and representatives of the Submitter may not contact any MDOT staff (including members of the selection team) other than the MDOT Project Manager, or their designee, to obtain information on the Project. Such contact may result in disqualification.

#### **MDOT Project Manager**

Dawn Gustafson

Michigan Department of Transportation, Superior Region

E-mail: [GustafsonD@michigan.gov](mailto:GustafsonD@michigan.gov)

Any news releases pertaining to this RFQ or the services, study, data or project to which it relates will not be made without prior written MDOT approval, and then only in accordance with the explicit written instructions from MDOT. MDOT reserves the right to revise this RFQ at any time before the SOQ due date. Such revisions, if any, will be announced by addenda to this RFQ.

Except as otherwise stated, all information in a Submitter’s SOQ and any contract resulting from this RFQ are subject to disclosure under the provisions of the “Freedom of Information Act,” 1976 Public Act No. 442, as amended, MCL 15.231, et seq.

### **2.4 Prequalification**

The Submitter or their subcontractors must meet the following prequalification requirements:

#### Design-Builder Prequalification Requirements

- 1552 L – Electrical Construction

If the Design-Builder is not prequalified, the Design-Builder must have a minimum of 5 years’ experience in ESS contracting including, but not limited to, construction and / or integration of ESS systems.

#### Lead Engineering Design Firms Prequalification Requirements

- Intelligent Transportation Systems – Design and System Manager

Additional design prequalification's may be listed in the Project's Request for Proposal. At the time this RFQ is issued, MDOT anticipates the following prequalification requirements will be required in the RFP. Firms that satisfy these requirements do not need to be identified or listed in the SOQ.

- Maintaining Traffic Plans and Provisions
- Geotechnical Engineering Services
- Road Design Surveys
- Construction Staking

## **2.5 Major Participants**

As used herein, the term "Major Participant" means any of the following entities: all general partners or joint venture members of the Submitter; all individuals, persons, proprietorships, partnerships, limited liability partnerships, corporations, professional corporations, limited liability companies, business associations, or other legal entity however organized, holding (directly or indirectly) a 30% or greater interest in the Submitter; any subcontractor(s) that will perform work valued at 30% or more of the overall contract amount; the lead engineering/design firm(s); and each engineering/design sub-consultant that will perform 30% or more of the design work.

## **2.6 MDOT Consultant/Technical Support**

MDOT has retained consultants to provide guidance in preparing and evaluating the RFP and advice on related contractual and technical matters for this design build project. The following consultants are not eligible to participate on any submitter's team: URS Corporation Great Lakes, Surveying Solutions, Inc., Coleman Engineering Company, SRF Engineering, P.C., and Weather Management Solutions.

## **2.7 Conflicts of Interest**

The Proposer shall accept responsibility for being aware of the requirements of 23 Code of Federal Regulations (CFR) 636.116 and include a full disclosure of all potential organizational conflicts of interest in the Proposal.

The Submitter shall complete a Conflict of Interest Statement (See Attachment B) certifying that they have read and understand MDOT's policy regarding conflict of interest and the CFR and that each Major Participant has done the same. The Submitter shall certify that they and each Major Participant have no conflict of interest with the Project. If there is a conflict with the Project, then the Submitter needs to describe the conflict.

The Submitter agrees that, if after award, an organizational conflict of interest is discovered, the Submitter must make an immediate and full written disclosure to MDOT that includes a description of the action that the Submitter has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, MDOT may, at its discretion, cancel the design-build contract for the Project. If the Submitter was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MDOT, MDOT may terminate the contract for default.

MDOT may disqualify a Submitter if any of its Major Participants belong to more than one Submitter organization.

## **2.8 Changes to Organizational Structure**

All changes in Key Personnel from a Submitters SOQ to the Submitters proposal in response to the RFP must be approved by MDOT in writing by submitting Form 5100G. Changes in Key Personnel must be approved by MDOT prior to submitting a proposal in response to the RFP. MDOT may revoke an awarded contract if any Key Personnel or Major Participant identified in the SOQ is removed, replaced or added without MDOT's prior written approval. To qualify for MDOT approval, the written request must document that the proposed removal, replacement or addition will be equal to or better than the Key Personnel or Major Participant provided in the SOQ. MDOT will use the criteria specified in this RFQ to evaluate all requests. Form 5100G Changes in Key Personnel must be submitted to MDOT's Project Manager (Forms can be found at this website: <http://mdotcf.state.mi.us/public/webforms/index.cfm>).

## **2.9 Equal Employment Opportunity**

The Submitter will be required to follow both State of Michigan and Federal Equal Employment Opportunity (EEO) policies.

## **2.10 Disadvantaged Business Enterprises**

It is the policy of MDOT that Disadvantaged Business Enterprises (DBEs), as defined in 49 CFR Part 26, and other small businesses shall have the maximum feasible opportunity to participate in contracts financed in whole or in part with public funds. Consistent with this policy, MDOT will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise be discriminated against in connection with the award and performance of any U.S. Department of Transportation (DOT)-assisted contract because of sex, race, religion, or national origin. MDOT has established a DBE program in accordance with regulations of the DOT, 49 CFR Part 26. In this regard, the Submitter will take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that DBEs have the maximum opportunity to compete for and perform the contract. Additional DBE requirements will be set forth in the RFP.

MDOT anticipates that the Project will have a DBE goal of 0 to 3%.

## **3.0 CONTENT OF STATEMENT OF QUALIFICATIONS**

This section describes specific information that must be included in the SOQ. SOQs must follow the outline of this Section. Submitters shall provide brief, concise information that addresses the requirements of the Project consistent with the evaluation criteria described in this RFQ.

### **3.1 Introduction (Pass/Fail)**

Provide a letter stating the business name, address, business type (e.g., corporation, partnership, joint venture) and roles of the Submitter and each known Major Participant. Identify one contact person and his or her address, telephone and fax numbers, and e-mail address. This person shall be the single point of contact on behalf of the Submitter organization, responsible for correspondence to and from the organization and MDOT. MDOT will send all Project-related communications to this contact person. Authorized representatives of the Submitter organization must sign the letter. If the Submitter is a joint venture, the joint venture members must sign the letter. If the Submitter is not yet a legal entity, the known Major Participants must sign the letter. The letter must certify the truth and correctness of the contents of the SOQ. This information will be used to identify the Submitter and its designated contact, and will be reviewed on a pass/fail basis only and not as part of the qualitative assessment of the SOQ.

### **3.2 Understanding of Project (25 points)**

Based on preliminary information available at the time of the RFQ, provide a synopsis demonstrating the Submitter’s understanding of the physical description of the Project, probable impacts of the Project, and potential issues affecting the Project. Demonstrate an understanding of the Project goals and any anticipated approach to achieving the goals discussed in Section 1.2 as the following is specifically addressed:

- a. Understanding of Project scope and schedule
- b. Understanding of the construction requirements needed for the Project
- c. Understanding of the design requirements needed for the Project
- d. Understanding of the integration requirements needed for the Project
- e. Understanding of mobility and safety concerns
- f. Potential Project innovations
- g. Understanding of various equipment and how each type may benefit MDOT and its contract agencies.

### **3.3 Qualifications of Team (30 Points)**

Provide the qualifications of the Submitters team that includes both construction firm and design firm personnel. The information should address the following:

- a. Management and staff experience, capabilities and functions on projects with a similar scope and with similar design, construction, and integration requirements.
- b. Effective project management structure and interaction with MDOT or other entities
- c. Effective utilization of personnel and experience of team members working together
- d. Experience with on-budget completion of comparable projects
- e. Experience with integrating design and construction activities
- f. Experience with at least five ESS/RWIS construction/integration projects, with at least one of those projects with a DOT
- g. Experience with all facets of ESS/RWIS equipment and how each type of sensor may or may not benefit MDOT

#### **3.3.1 Organization of Project Team**

Describe the roles of all Key Personnel, Major Participants and identified subcontractors. Include what percent of the named role that the entity is expected to provide.

Provide an organizational chart(s) showing the flow of the “chain of command” with lines identifying participants who are responsible for major functions to be performed and their reporting relationships, in managing, designing and building the Project. The chart(s) must show the functional structure of the organization down to the design discipline leader or construction superintendent level and must identify Key Personnel by name. Identify the Submitter and all known Major Participants in the chart(s).

Submitters may be unable to identify all Major Participants or other subcontractors who are providing construction services (design services meeting the prequalification requirements listed in Section 2.4 must be provided). If a Submitter is unable to provide the name of the construction Major Participants or other subcontractors, they should include a plan of how they will obtain the firm including what qualifications they would expect the firm to provide.

### **3.3.2 Project Team Communication**

The Submitter shall provide information that will show how the Submitter communicates during the execution of the Project. MDOT’s desire is to have a strong single point of contact who controls the project during all phases, including planning, design, and construction. Scoring will be greatest to those Submitters who provide a clear and concise communication plan that incorporates and integrates all components of the Submitters team (i.e. primary designers, subconsultant designers, construction managers, construction field personnel, construction office personnel, material testing personnel, etc.) and inserts MDOT personnel and other appropriate stakeholders (i.e. local residents and businesses, public agencies) within that communication plan (i.e. process for design and construction submittals to MDOT, MDOT involvement in quality checkpoints during design and construction, incorporating MDOT review of design changes during construction, public information plan, etc.).

### **3.3.3 Staff Service Experience**

#### **3.3.3.1 Resumes of Key Personnel**

Resumes of Key Personnel shall be provided as Appendix A – Resumes of Key Personnel to the SOQ. Resumes of Key Personnel shall be limited to two pages each and will not be counted towards the overall SOQ page limit. If an individual fills more than one position, only one resume is required. The listing below describes the anticipated key personnel for the Project (“Key Personnel”), others may be added by the Submitter. Submitters may propose alternate plans to staff and manage the Project. SOQ’s with alternate staffing plans are required to have details of the key staff and their roles and responsibilities in a manner similar to the requirements listed below, including their responsibility on the project and their authority over the design and/or construction operations.

#### Key Personnel

- a. Submitter’s Project Manager
- b. Project Superintendent
- c. Construction Quality Control Manager
- d. Design Manager
- e. Lead ESS/RWIS Installer

Include the following items on each resume:

- a. Relevant licensing and registration;
- b. Years of experience performing similar work;
- c. Actual work examples on similar projects, including projects, project dates, duties performed and their percentage of time on the project.

#### **3.3.3.2 Qualifications of Key Personnel**

Key Personnel will be evaluated, in part, based on the extent they meet and/or exceed the listed qualifications including, but not limited to, relevant education, training, certification, and experience. The following provides expected qualifications of the Key Personnel assigned to the Project. Any certifications required to meet the requirements of the RFQ shall be in place by the time the first notice to proceed is issued. Key Personnel, except as noted, may perform Work in more than one position in the organization.

- a) Submitter’s Project Manager

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The Submitter's Project Manager is expected to have significant experience managing the construction of RWIS and/or ESS projects. Submitter's Project Manager will be responsible for the overall design, construction, quality management and contract administration for the Project and will:

- (i) Have full responsibility for the prosecution of the Work,
- (ii) Act as agent and be a single point of contact in all matters on behalf of Submitter,
- (iii) Be available (or the Approved designee will be available) at all times that Work is performed, and
- (iv) Have authority to bind Submitter on all matters relating to the Project.

### b) Project Superintendent

The Project Superintendent is expected to have recent experience in highway and/or bridge construction and material testing. The Project Superintendent, or the Approved designee, must be on site during all construction activities. The Project Superintendent must work under the direct supervision of Submitter's Project Manager.

### c) Construction Quality Control Manager

The Construction Quality Control Manager is expected to have significant recent experience overseeing the inspection and materials testing on RWIS and/or ESS projects.

The Construction Quality Control Manager must work under the direct supervision of Submitter's Project Manager. It must be the responsibility of the Construction Quality Control Manager to manage the Submitter's assigned Quality Control functions and will:

- (i) Not be assigned any other duties or responsibilities on the Project.
- (ii) Visit the site weekly and report on that visit to the MDOT Project Manager.
- (iii) Be available whenever any construction activities are being performed.
- (iv) Have the authority to stop any and all work that does not meet the standards, specifications or criteria established for the Project.

### d) Design Manager

The Design Manager is expected to have significant experience in managing the design of ESS and/or RWIS projects and must be a licensed professional engineer in the State of Michigan now or by the award of the project. The Design Manager will be responsible for ensuring that the overall Project design is completed and design criteria requirements are met. The Design Manager will:

- (i) Be available whenever design activities are being performed.
- (ii) Work under the direct supervision of Submitter's Project Manager.

### e) Lead ESS/RWIS Installer

The Lead ESS/RWIS Installer shall be responsible for ensuring that all ESS/RWIS equipment, systems and infrastructure installed by the Design-Build team are installed according to the manufacturers' recommendations per the site conditions, that the system functions properly and is fully commissioned. The Lead ESS/RWIS Installer must have experience with installing and commissioning all types of ESS sensors. The Lead ESS/RWIS Installer must be certified in the installation of ESS systems. Acceptable certifications include past work trainings offered by vendors, certified letters from vendors stating that the Lead ESS/RWIS Installer may maintain/install the vendors'

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equipment or other certificates/letters that document their training or experience with ESS systems.

### **3.4 Submitter Experience (30 points)**

Describe at least three but a maximum of four projects the Submitter has completed or participated in (if the Submitter is not yet existing or is newly formed, please explain) and at least two but a maximum of four projects each listed Major Participant has managed, designed and/or constructed. For projects in which several of the proposed Major Participants were involved, the Submitter may provide a single project description. Highlight experience relevant to the Project the Submitter/Major Participants have gained in the last 5 years. Cite projects with levels of scope comparable to that anticipated for the Project. Also, consider citing projects where construction duration is minimized, design schedules were kept, and original design and construction budgets were not increased. Describe the experiences that could apply to this Project. The experience of the Submitter will account for 15 or more of the points out of the 30 points available in this category. The experience of the Major Participants will account for a maximum of 15 points out of the 30 points available in this category. If some Major Participants are unknown at the time SOQ's are submitted, the Submitter's plan for obtaining the firm for this area of work will be considered.

Each project description should include the following information:

- a. Name of the project and either the owner's contract number or state project number;
- b. Owner's construction engineer, design engineer, and geotechnical engineer and their current telephone number;
- c. Dates of design, construction, and project management;
- d. Description of the work or services provided and percentage of the overall project actually performed;
- e. Description of scheduled completion deadlines and actual completion dates;
- f. Original design or construction budget and final design or construction cost.

MDOT may elect to use the information provided above as a reference check.

### **3.5 Past Performance of Designers (10 Points)**

MDOT's objective in evaluating Past Performance is to incorporate quality of past performance of the Submitter's design firm(s) into the overall technical score. Past performance of the design firm(s) will be determined based on the Service Vendor Evaluation System at MDOT. If performance evaluations have not been performed, the selection team will contact previous clients and base scoring on feedback received. Past performance for the Submitter's construction company is reflected in the level the firm can bid and will not be part of this score.

### **3.6 Location (5 points)**

MDOT's scoring of location provides additional points for work that is performed within Michigan. Both the Submitter's construction and design firms' location of effort will be taken into account equally (2.5 points total for each). Scoring will depend on percent of work performed in Michigan as follows:

- a. 95 - 100%      5 points
- b. 80 - 94%      4 points
- c. 50 - 79%      3 points
- d. 25 - 49%      2 points

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- e. 10 - 24% 1 point
- f. Less than 10% 0 points

### **3.7 Legal and Financial (Pass/Fail)**

The information required in response to Section 3.7 shall be submitted as Appendix B – Legal and Financial. Information provided in response to these sections will not count towards the overall page limitation defined in Section 5.2. Information required by this section will be evaluated on a pass/fail basis.

#### **3.7.1 Acknowledgment of Clarifications and Addenda**

Identify all RFQ addenda provided by date and version.

#### **3.7.2 Organizational Conflicts of Interest**

Identify all relevant facts relating to past, present or planned interest(s) of the Submitter's team (including the Submitter, Major Participants, proposed consultants, contractors and subcontractors, and their respective chief executives, directors and key project personnel) which may result, or could be viewed as, an organizational conflict of interest in connection with this RFQ.

Disclose: (a) any current contractual relationships with MDOT (by identifying the MDOT contract number and project manager) that may result in, or could be viewed as a potential conflict of interest on this project; (b) present or planned contractual or employment relationships with any current MDOT employee; and (c) any other circumstances that might be considered to create a financial interest in the contract for the Project by any current MDOT employee if the Submitter is awarded the contract. The foregoing is provided by way of example, and shall not constitute a limitation on the disclosure obligations.

For any fact, relationship or circumstance disclosed in response to this Section 3.7.2 identify steps that have been or will be taken to avoid, neutralize or mitigate any organizational conflicts of interest.

In cases where Major Participants on different Submitter teams belong to the same parent company, each Submitter must describe how the participants would avoid conflicts of interest through the qualification and proposal phases of the Project.

The required information for Organizational Conflicts of Interest shall be submitted using the Conflict of Interest Statement in Attachment B. Information provided in response to this section will not count towards the overall page limitation defined in Section 5.2.

#### **3.7.3 Legal Structure**

If the Submitter organization has already been formed, provide complete copies of the organizational documents that allow, or would allow by the time of contract award, the Submitter and Major Participants to conduct business in the State of Michigan. If the Submitter organization has not yet been formed, provide a brief description of the proposed legal structure or draft copies of the underlying agreements.

## **4.0 EVALUATION PROCESS**

### **4.1 SOQ Evaluation**

MDOT will initially review the SOQs for responsiveness to the requirements of this RFQ. The information in the SOQ will then be measured against the evaluation criteria described in Section 3. Submitter's SOQ response shall be complete based on the RFQ requirements. A non-responsive or

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partially non-responsive SOQ missing required information may result in a “fail”.

### **4.2 SOQ Scoring**

MDOT will evaluate all responsive SOQs and measure each Submitter’s response against the project goals and evaluation criteria set forth in this RFQ, resulting in a numerical score for each SOQ. The scoring will be distributed as described in Section 3 and summarized below:

- a. Understanding of Project (25 Points):
- b. Qualifications of Team (30 Points):
- c. Submitter Experience (30 Points)
- d. Past Performance of Designers (10 Points)
- e. Location (5 Points)

### **4.3 Determining Short-listed Submitters**

MDOT will total the scores for each responsive SOQ and prepare a ranked list of Submitters. MDOT intends to short list the most highly qualified Submitters.

MDOT reserves the right, in its sole discretion, to cancel this RFQ, issue a new RFQ, reject any or all SOQs, seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFQ, seek and receive clarifications to an SOQ and waive any deficiencies, irregularities or technicalities in considering and evaluating the SOQs.

This RFQ does not commit MDOT to enter into a contract or proceed with the procurement of the Project. MDOT assumes no obligations, responsibilities and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred by the parties responding to this RFQ. All such costs shall be borne solely by each Submitter.

### **4.4 Notification of Short Listing**

The names, contact person, and individual scores of the shortlist teams will be posted on MDOT’s website. The scores of non-shortlisted firms will also be posted without the names of the teams. See Attachment C for an example. All Submitters will receive their individual scores and comments from MDOT via e-mail within five working days from when the shortlist is posted.

### **4.5 Debriefing**

Feedback may be provided via face to face meeting, phone or email at the discretion of the Project Manager however, it will not be provided until after the award of the contract.

## **5.0 SOQ SUBMITTAL REQUIREMENTS**

The following section describes requirements that all Submitters must satisfy in submitting SOQs. Failure of any Submitter to submit their SOQ as required in this RFQ may result in rejection of its SOQ.

### **5.1 Due Date, Time and Location**

SOQ’s are due on August 19, 2014 at 1:00PM EST. Any SOQ that fails to meet the deadline or delivery requirement will be rejected without opening, consideration or evaluation. MDOT will not accept SOQs by facsimile.

SOQ’s shall be delivered to the MDOT Project Manager via email or in person. If SOQ’s are

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delivered in person, the Submitter shall provide 5 copies of the SOQ, and one electronic copy of the SOQ on a CD or flash drive.

SOQ's shall be delivered to the following person and location or email address:

Dawn Gustafson, MDOT Project Manager  
Superior Region  
1818 Third Avenue North  
Escanaba, MI 49829  
GustafsonD@michigan.gov

### 5.2 Format

All SOQ's must comply with the following:

- a. The SOQ must not exceed 10 single-sided pages. The 10 page limit does not include title sheet, key personnel resumes (Appendix A – Resumes of Key Personnel), required 5100 forms, Conflict of Interest Statement, and the required legal information (Appendix B – Legal and Financial) defined in Section 3.7.
- b. Pages shall be 8 ½ inches by 11 inches.
- c. Font must be a minimum of 12 point.
- d. All pages must be numbered continuously throughout and in the format of “Page 1 of \_”, including resumes, 5100 forms and legal understanding.
- e. If delivered in person, then submittals shall be stapled in the upper left hand corner and shall be completely recyclable. (E.g. no binders, plastic, spiral binding, etc.)
- f. All electronic files shall be bookmarked Portable Document Files (PDFs)
- g. Graphics are allowed within established page limits.

## 6.0 PROCUREMENT PHASE 2

This Section 6.0 is provided for informational purposes only so that each Submitter has information that describes the second phase of the Project procurement process, including a summary of certain anticipated RFP requirements. MDOT reserves the right to make changes to the following, and the short-listed Submitters must only rely on the actual RFP when and if it is issued. This Section 6.0 does not contain requirements related to the SOQ.

### 6.1 Request for Proposals

The Submitters remaining on the short list following Phase 1 of the procurement process will be eligible to move to Phase 2 and receive an RFP. While MDOT may make the RFP available to the public for informational purposes, only short-listed submitters will be allowed to submit a response to the RFP.

### 6.2 RFP Structure

The RFP will be structured as follows:

- a. Instructions to Proposers
- b. Contract Documents

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- i. Book 1 (Contract Terms and Conditions)
  - ii. Book 2 (Project Requirements)
  - iii. Book 3 (Standards)
- c. Reference Information Documents (RID)

### **6.3 Proposal Evaluations**

This contract will be processed through the MDOT E-Proposal Bid Express System on the date specified in Section 2.2. MDOT anticipates that award of the Project will be based on the lowest qualified bid.

### **6.4 Stipends**

MDOT will pay a \$6000 stipend for the responsive proposals submitted by Proposers (short-listed Submitter). A stipend will not be paid to the successful Proposer.

Stipends will not be paid for submitting SOQs.

In consideration for paying the stipend, MDOT may use any ideas or information contained in the proposals in connection with any contract awarded for the Project or in connection with a subsequent procurement, without any obligation to pay any additional compensation to the unsuccessful short-listed Proposers.

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**ATTACHMENT A: PRELIMINARY REFERENCE INFORMATION DOCUMENTS  
(RID)**

This attachment includes the Preliminary RID DVD Index only. The actual DVD is available upon request by contacting the MDOT Project Manager listed in Section 2.3.

<b>PRELIMINARY RID INDEX</b>
ESS Tower Detail.pdf <i>Typical ESS tower detail sheet</i>
ESS Footing Detail.pdf <i>Typical ESS tower footing detail sheet</i>
ESS Sample Site Plan.pdf <i>Sample ESS site plan sheet</i>
Superior Region ESS Deployment Plan.pdf <i>Superior Region map showing locations of existing ESS sites and possible future ESS sites</i>

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**ATTACHMENT B: CONFLICT OF INTEREST STATEMENT**

CONFLICT OF INTEREST STATEMENT

\_\_\_\_\_ (Prime Contractor Name) certifies that it has read and understands the following:

The PRIME CONTRACTOR, its team members, and its Affiliates agree not to have any public or private interest, and shall not acquire directly or indirectly any such interest in connection with the project, that would conflict or appear to conflict in any manner with the performance of the services under this Contract. "Affiliate" means a corporate entity connected to the PRIME CONTRACTOR through common ownership. "Team member" means any known entity the PRIME CONTRACTOR intends to be in a contractual relationship with to complete the work associated with the project. The PRIME CONTRACTOR, its team members, and its Affiliates agree not to provide any services to any entity that may have an adversarial interest in the project, for which it has provided services to the DEPARTMENT. The PRIME CONTRACTOR, its team members, and its Affiliates agree to disclose to the DEPARTMENT all other interests that the PRIME CONTRACTOR, its team members, or sub consultants have or contemplate having during each phase of the project. The phases of the project include, but are not limited to, planning, scoping, early preliminary engineering, design, and construction. In all situations, the DEPARTMENT will decide if a conflict of interest exists. If the PRIME CONTRACTOR, its team members, and its Affiliates choose to retain the interest constituting the conflict, the DEPARTMENT may terminate the Contract for cause in accordance with the provisions stated in the Contract.

- Certification for Subject Project: Based on the foregoing, the PRIME CONTRACTOR certifies that no conflict exists with the subject project for it, or any of its team members and/or Affiliates
  
- Disclose of Conflict with Subject Project: Based on the foregoing, the PRIME CONTRACTOR certifies that a potential conflict does or may exist with the subject project for it, and/or any of its team members and/or Affiliates. The attached sheets describe the potential conflict

This form, and any attachments, must be certified by a person from the PRIME CONTRACTOR who has contracting authority.

Certified by: Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

ATTACHMENT C: EXAMPLE NOTICE OF SHORTLISTING RESULTS



(DATE OF POSTING)

**Environmental Sensor Stations Design-Build Project**

**MDOT Job No. 107462**

The following teams have been short listed for the ESS Design-Build Project:

<b>Shortlisted Team Name</b>	<b>Cumulative Score (100 Pts. Max.)</b>	<b>Criterion #1 Project Understanding (25 Pts. Max.)</b>	<b>Criterion #2 Team Qualifications (30 Pts. Max.)</b>	<b>Criterion #3 Submitter Experience (30 Pts. Max.)</b>	<b>Criterion #4 Past Performance of Designers (10 Pts. Max.)</b>	<b>Criterion #5 Location (5 Pts. Max.)</b>
Company 1						
Company 2						
Company 3						
Company 4						
Company 5						
<b>Non-Shortlisted Scores (Names are not provided)</b>	<b>Cumulative Score (100 Pts. Max.)</b>	<b>Criterion #1 Project Understanding (25 Pts. Max.)</b>	<b>Criterion #2 Team Qualifications (30 Pts. Max.)</b>	<b>Criterion #3 Submitter Experience (30 Pts. Max.)</b>	<b>Criterion #4 Past Performance of Designers (10 Pts. Max.)</b>	<b>Criterion #5 Location (5 Pts. Max.)</b>
<i>(Intentionally Left Blank)</i>						
<i>(Intentionally Left Blank)</i>						
<i>(Intentionally Left Blank)</i>						
<i>(Intentionally Left Blank)</i>						