



REQUEST FOR LETTERS OF INTEREST

**for Maintenance Services in Monroe County
under a Full-Service Maintenance Contract**

Original Issue – January 14, 2019

Due Date: February 4, 2019 5:00 p.m. East Standard Time

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1.0 INTRODUCTION

The Michigan Department of Transportation (MDOT), is pleased to present this Request for Letters of Interest (RFLOI) to entities with experience in providing maintenance services. Entities interested in responding to this request (“Respondents”) are invited, on a non-binding basis to express their interest in the project and provide feedback.

The purpose of this RFLOI is to generate responsive information that may help the Department understand the perspective of the industry and to confirm and/or refine the scope, and procurement approach for the Project. Respondents are informed that their submittals at this stage of the process will not lead to a short-list and other interested parties will not be precluded from participation in the future qualification process.

1.1 Project Description

The Project includes providing maintenance services for nearly 600 lane miles of state trunklines (all Interstate, US Routes, and “M” Routes) within Monroe County, in the University Region

MDOT is currently evaluating various contract types and durations. MDOT is interested in receiving feedback from entities that would be interested in providing maintenance services within this county. Additional services, beyond the current area, may be proposed, as long as it is under applicable law.

1.2 Project Purpose

MDOT is interested in contracting with an entity to provide maintenance services for Monroe County and achieve the following:

- Surface Maintenance
 - Joint and Crack Filling
 - Remove Replace Pavement
 - Patrol Patching
 - Pavement Spall and Pot Hole Repair
 - Bituminous Maintenance and Repair
 - Bump Removal
- Shoulder Maintenance
 - Gravel Shoulder Maintenance
 - Paved Shoulder Maintenance
- Roadside Maintenance
 - Tree Removal
 - Tree Trimming
 - Vegetation Control
 - Plant Trees
 - Retention/Detention Basin Maintenance
 - Catch Basin Cleanout
 - Ditch Cleanout
 - Litter Pick-up
 - Mowing
 - Brush Control
 - Culvert Underdrain and Edge Drain Cleaning and Maintenance
- General Maintenance
 - Guardrail and Guardrail Ending Repair
 - Dead Animal Carcass Removal
 - Cable Barrier Repair
 - Approach Sweeping

- Curb Sweeping
- Right-of-Way Fence Repair
- Winter Maintenance
- Structure Maintenance
 - Bridge Structure Repair
 - Bridge Deck Repair
 - Bridge Joint Replacement
- Sign/Signal Maintenance
 - Small Sign Maintenance
 - Signal Maintenance
 - Delineator Maintenance
 - Impact attenuator Maintenance
 - Large Sign Maintenance
 - Non-Routine Traffic Control
- Other
 - 24/7 Immediate Emergency Response

1.3 Protecting the Public’s Interest

The primary goal of the MDOT is to act in the best interest of the public. The public’s interest will be protected through the terms and conditions defined in any future RFP.

1.4 Anticipated Schedule

The following schedule shows the Project’s key milestones and their anticipated timeframes:

Milestone	Date
Publish RFLOI	January 14, 2019
Receive RFLOI Responses	February 4, 2019
Evaluate RFLOI Responses	February 2019
Advertise Maintenance Service Contract	To Be Determined

2.0 SUBMITTAL INSTRUCTIONS

2.1 Content

Respondents to this RFLOI are encouraged to provide the following information (to the extent relevant, based on the parts of this document the Respondent wishes to submit a response):

- *Contact Information* – Name and contact information (address, phone, fax, and e-mail) for the individual who will act as the Respondent’s principal contact throughout the process for this particular RFLOI and description of the individual member of the Respondent’s team with experience related to the objectives of the services as described in this RFLOI.

- *Company Information* – Brief description of the entity’s line of business and experience in providing maintenance services. Please also provide a description of the location of the entity and whether the entity is located in Michigan.
- *Responses to Questions* – Please provide responses to the questions asked in Section 2.2 and other relevant information.

2.2 Questions Presented

1. What types of services would you be interested in providing in relation to the maintenance activities for Monroe County? If not all services proposed, please explain the reasons.
2. What experience do you have providing maintenance services?
3. For what length of time or contract length would you be interested in providing the services?
4. What performance measures would you propose for the assessment of your work?
5. Does your entity anticipate self-performing or partnering with other entities to perform these services?
6. Please comment on any conditions to be considered by MDOT prior to your entity’s engagement in the procurement process?
7. What payment terms would you expect? (per event, per hour, per month, Force Account, etc.)
8. Would you be interested in purchasing or leasing property or equipment from either MDOT or the County Road Commission? If so, what would you be interested in?
9. Often times MDOT can procure bulk materials like deicing salt at a lower cost than private sector customers. Would there be interest in MDOT procuring certain bulk materials for use by the contractor?
10. With maintenance often times being reactive in nature what process would you propose for MDOT and the contractor for creating a work plan, documenting pay items, and accepting completed work?
11. Maintenance at MDOT encompasses 24/7 emergency response for crashes and incidents that occur either on or off state trunkline. Required response could include traffic control, clean up, repairs to assets, essentially anything required to get the roadway to safe drivable condition. How would you propose MDOT pay for these services?
12. What are the biggest risks you anticipate with this type of contract?

2.3 Schedule and Interaction with Respondents

Responses are due on February 4, 2019 by 5:00 p.m. Eastern Standard Time. Any questions regarding this RFLOI must be submitted in writing to Tim Croze, Maintenance Services Engineer, Michigan Department of Transportation at crozet@michigan.gov. Responses to any inquiries/questions will be delivered via e-mail and may also be posted to the website.

MDOT reserves the right to continue interaction with Respondents as they deem appropriate, which may include conducting one-on-one meetings with participants, if such requests are received from the Respondents.

2.4 Format

MDOT requests that responses do not exceed 8 pages (8 ½” x 11”). Font should be a minimum of 12 point with pages numbered continuously.

2.5 Delivery

Respondents must provide their Letters of Interest via email to the following person by the previously stated deadline:

Name: Tim Croze

Title: Maintenance Services Engineer

Email: crozet@michigan.gov

Phone Number: (517) 322-3315

Respondents are solely responsible for assuring that the MDOT receives responses by the specified delivery date and time at the address listed above. Respondents will receive an e-mail noting receipt of the RFLOI.

3.0 LIMITATIONS

3.1 Inquiry only – no contract

This RFLOI is an inquiry only and no contract or agreement will be entered into as a result of this process. By responding to this document or otherwise participating in this process, no contract or agreement will be formed and no legal obligation between the MDOT and Respondent will arise. Individual entities or teams that have not responded to this RFLOI shall not be precluded from participating in any future qualification processes in relation to the project.

The MDOT is under no obligation as a result of this process and may decide to proceed or not to proceed with the maintenance services contract based on responses to this RFLOI. The MDOT reserves the right to proceed with other contract procurement means.

3.2 Right to alter

The MDOT reserves the right to alter this document, including any conditions and criteria outlined in the RFLOI which may include, but is not limited to, deadlines for submissions. The MDOT reserves the right to cancel this RFLOI process at any time. Any notifications regarding alterations or cancellations of this document will be posted on the following website: <http://www.michigan.gov/ic>

3.3 Cost and Expenses – no RFLOI Reimbursement

Each Respondent is responsible for its own costs and expenses related to this process, including cost and expenses associated with preparing and submitting a response to this RFLOI, participating in the process, the provision of any additional information or attendance at meetings or interviews. No costs related to this RFLOI will be RFLOI reimbursable from the MDOT.

3.4 Ownership of submissions

The MDOT will be entitled to retain all submissions and any other documentation received or related in response to this RFLOI. The MDOT will not offer any pay or other compensation for submissions

or documents received in response to this document.

3.5 Non-confidentiality of information

Respondents are advised that parts of the information included in the response documents may be presented to other branches of State Government. Also, it is brought to the Respondents attention that MDOT is subject to the Freedom of Information Act with respect to any documents or other records provided to MDOT and, by law, are subject to disclosure to the public upon request. Therefore, Respondents should consider responses to this RFLOI to be public documents.

3.6 Conflicts

Respondents should advise the MDOT of any potential or know conflicts of interest they may have.