

## Request for Qualifications\* Mandatory Meeting

Pre-SOQ Submittal Stage  
MDOT Southwest Region Office  
March 7, 2011 @ 1:30 PM

# M-222 Slope Failure

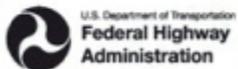
Construction Manager / General Contractor

CS:03041 JN:107575

### TOPICS

- Project Background & Goals
- Design Phase
- Construction Phase
- Statements of Qualifications
- Pre-Construction Services Fee
- Qualifications-Based Selection Process
- Project Information
- Final Comments & Questions

**\*Statement of Qualifications**



M-222 Slope Failure, City of Allegan  
Construction Manager / General Contractor

**SLIDE 1 – Title Slide**

The below notes represent information shared at the 1:30 PM, March 7, 2011, Pre-SOQ Meeting, a mandatory meeting for those responding to the Request for Qualifications for CS 03041, JN 107575. These notes are not verbatim meeting minutes but are written to capture the intent of the discussion. Those attending this meeting are noted on the registration pages at the end of these notes.

Note 1: The above slide was changed to reflect the 1:30 PM meeting start time as shown during the presentation, rather than the originally noted incorrect 1:00 PM as shown on the handout.

Note 2: Prior to the meeting, there was a brief discussion in regard to the crashed State of Michigan Web site. It was noted that anyone needing Web site documents, prior to the restoration of the Web site, are to request these documents from the Project Manager via an e-mail request.

Note 3: The handouts were described to confirm the receipt by all participants.

The meeting started at 1:34 PM. Good afternoon. As we begin this meeting, let's introduce ourselves. The MDOT participants are to identify themselves. The FHWA participants are to identify themselves. Would the design consultants present identify themselves? Would the contractors present identify themselves? Would industry members present identify themselves? The attendance list, completed as part of your registration, will be attached to the formal meeting notes.

We appreciate your interest in contracting for this project. We are looking forward to a successful project that has extraordinary issues and requires extraordinary considerations and methods to complete the work.

Now let's get started. This is a mandatory meeting for those parties submitting a Statement of Qualifications for consideration for selection as the Construction Manager/General Contractor. This presentation and the speaker notes will be part of the official record of this meeting. Further, any verbal clarifications and Questions/Answers discussed today will either be entered into these notes or reported within an attachment to these meeting notes.

Post Meeting Note: Only one question was asked during the presentation, the remainder were asked at the end; therefore, all the Q/A will be listed within notes attached to these presentation meeting notes.

# Presentation Overview

- Project Background & Goals
- Design Phase
- Construction Phase
- Statement of Qualifications
- Pre-Construction Services Fee
- Qualifications-Based Selection Process
- Project Information
- Final Comments & Questions

**SLIDE 2 – Presentation Overview**

Today we will cover these topics:

- Project Background and Goals
- Design Phase
- Construction Phase
- Statement of Qualifications
- Pre-Construction Services Fee
- Qualifications-Based Selection Process
- Project Information

Then we will close with Final Comments and Questions.

Please feel free to ask your questions throughout this presentation.

# CMGC Information



INGENUITY IMAGINATION INVENTION INNOVATION

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FHWA >> Every Day Counts >> Shortening Project Delivery >> Accelerated Project Delivery Methods >> Helpful Resources

## Accelerated Project Delivery Methods Helpful Resources

[DB Resources](#) [CM/GC Resources](#) [Additional DB Resources](#) [Additional CM/GC Resources](#)

### ACCELERATED PROJECT DELIVERY METHODS

- Introduction
- Quickfacts
- Case Studies
- Multimedia
- FAQs
- [Helpful Resources](#)
- Innovation Summit Materials

### EDC INNOVATION BOX

Share your ideas on how to Shorten Project Delivery or Accelerate Technology and Innovation

## Delivery Methods

### D. Construction Management @ Risk

#### Description

The department in a Construction Management @ Risk (CM@Risk) project has a direct contract with an architectural/engineering (A/E) firm and a separate contract with a construction company. The construction company is the construction manager (CM) for the project. The A/E firm designs the project, and the A/E firm and the CM are contractually required to work together during the design phase in order to create a project that is potentially less expensive and is quicker and easier to construct.

The CM@Risk delivery method has some of the same benefits as the Design/Build method. The CM@Risk method is based on team building and cooperation between MDOT, the A/E firm, and the CM from the beginning of the project's conceptual design through the final construction and operation

**SLIDE 3 – CMGC Information**

We are using the federal Construction Manager/General Contractor Delivery Method, part of the FHWA Every Day Counts program, with information found at the Web site shown on your handout.

MDOT has established guidance for staff for utilizing the same delivery method, though we used the title Construction Manager at Risk with information found at the Web site shown on your handout. We are choosing to NOT use the MDOT system and terminology given the first time use of this delivery method.

Before we start with the project details, I want to share why this project is being contracted as a CM/GC delivery method.

First, the project must be constructed this summer and we do not have time to get the project ready with the traditional Design-Bid-Build contracting method. Second, the Design-Build contracting method is not an option as there is too much risk for all parties to this project.

We need a contractor to be part of the design team to address constructability issues, site access issues, environmental concerns and requirements, utility relocation and/or support issues, and similar assistance to minimize the fiscal, schedule, and safety risks to all those involved with this project, while keeping M-222 operational.

The construction work needs to be expedited given the July and August construction window, which requires the construction contract to be concurrent with the design work. In addition, the selected contractor needs to provide pre-construction services as previously described.

The selected CM/GC will have the first right to provide a construction cost proposal to construct the project, while getting the work underway while the design work is still progressing.

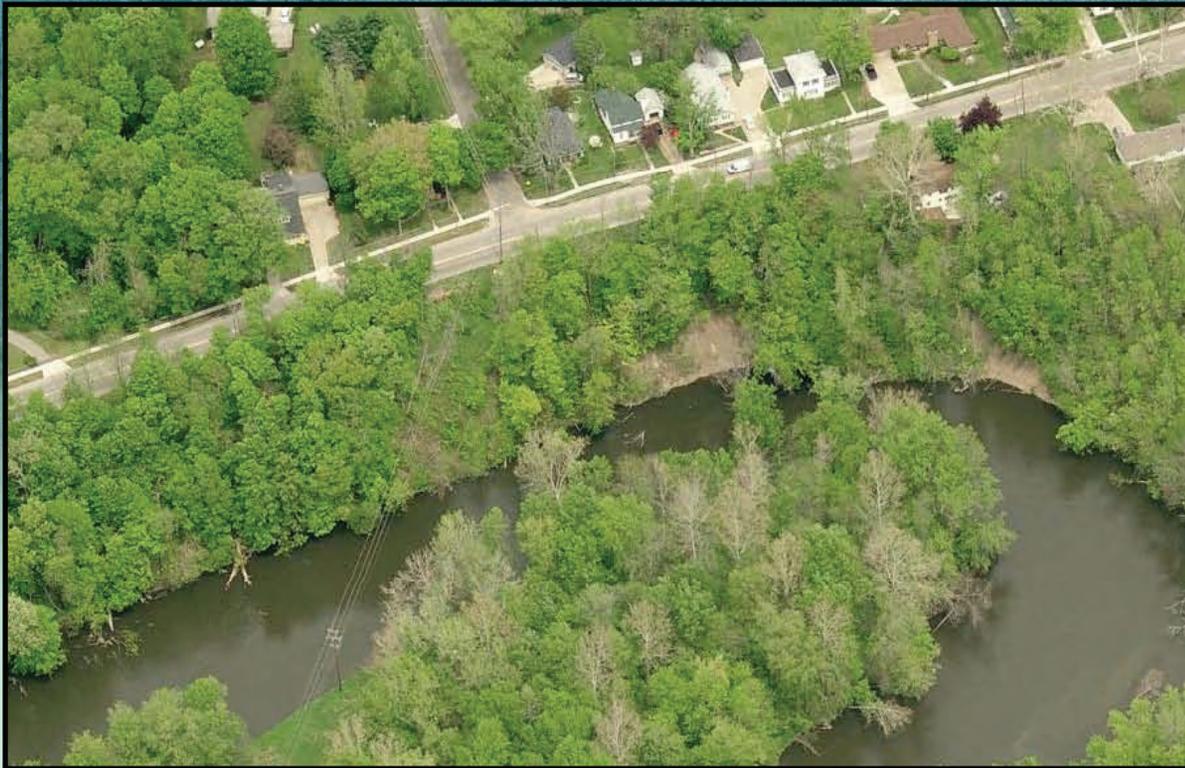
# Project Location



**SLIDE 4 – Project Location**

The project is located at M-222 in the city of Allegan, between North Main Street and North Eastern Avenue, the project site is across from Weeks Street.

# Project Description

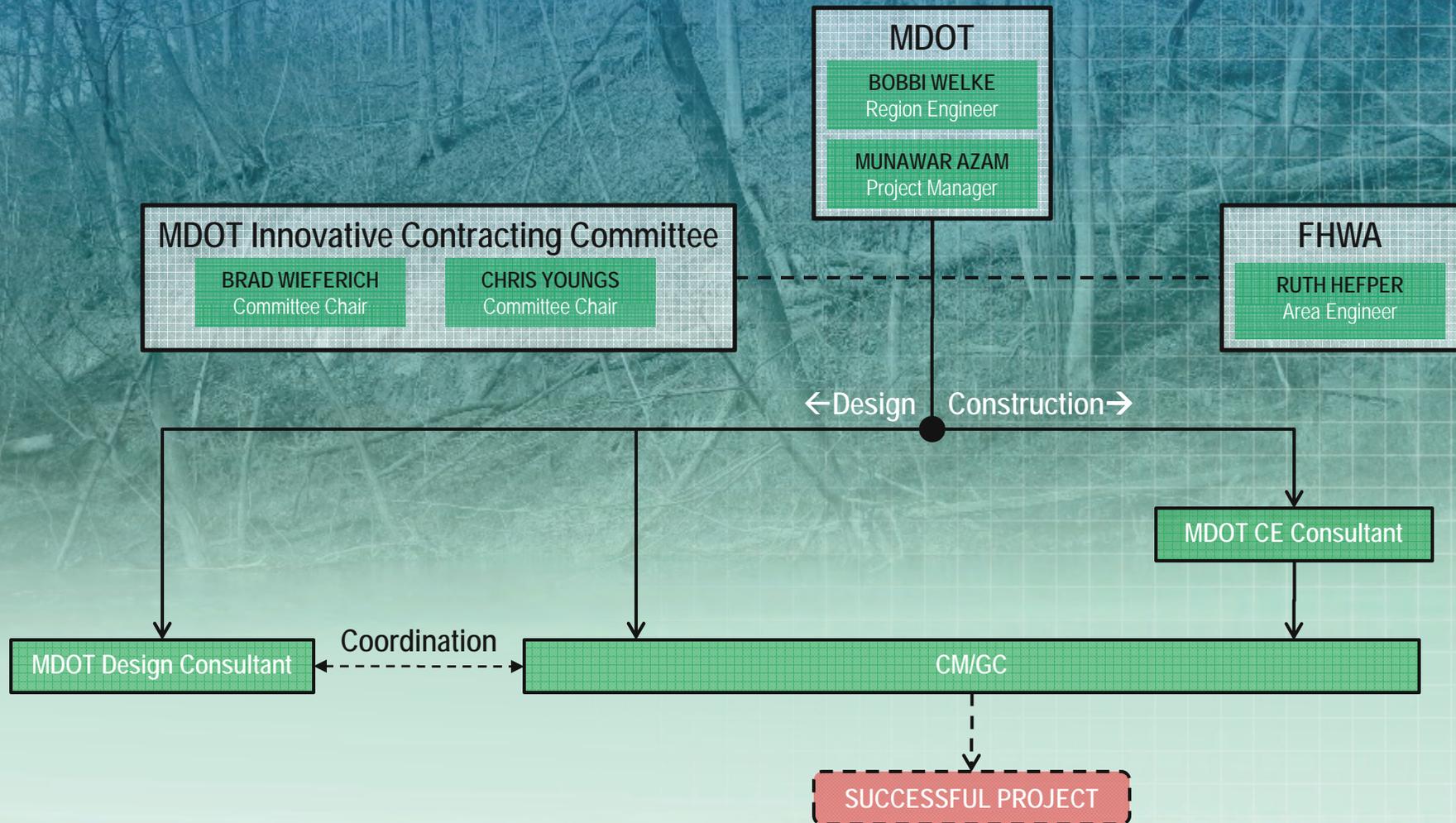


**SLIDE 5 – Project Description**

The slope between M-222 and the Kalamazoo River is to be stabilized and restored. The slope in the project area has a steep localized slough at the top of the slope due to drainage issues and loss of vegetation. The bottom of the slope has a series of block failures which is undercutting the toe, this is due to the migration of the Kalamazoo River.

The work will involve design assistance and the construction of the slope stability measures.

# Project Team



**SLIDE 6 – Project Team**

This slide reports the Project Team and the interaction between the team members. The above slide was described. In addition, Janine Cooper, Associate Region Engineer for Delivery, will assist Bobbi Welke, in the oversight of the PM and project.

Munawar Azam, Ruth Hepfer, Brad Wieferich, and Chris Youngs were identified.

Post Meeting Note: Ms. Cooper was not present at this meeting.

# Project Goals

- Slope repair and stabilization
- Protect M-222 / Kalamazoo river
- Construction in July / August 2011
- Mitigate environmental issues

**SLIDE 7 – Project Goals**

The project goals are:

- Quality slope repair and stabilization
- Proper protection and mobility for M-222 and the Kalamazoo River
- Perform the construction in July/August 2011
- Perform mitigation measures in regard to environmental issues

Post Meeting Note: The project goals are more thoroughly described within the RFQ and are to be slightly revised in a future version of the RFQ.

# Design Phase

- **Seek design consultant**
  - **Traditional RFP process, with:**
    - Accelerated advertisement, selection, and performance
  - **Project delivered using CM/GC**

**SLIDE 8 – Design Phase**

Refer to slide information.

We are currently in the design consultant selection process. We expect to execute the design contract by the end of April. The designer will need to complete the contract documents beginning May 2<sup>nd</sup> and completion in mid-July. The designer is to develop three concepts to stabilize the slope.

The designer's contract will include the requirement for providing design assistance during the construction work.

# Design Phase

- **CM/GC to provide pre-construction services**
  - **Constructability and access to work**
  - **Limited construction time**
  - **Utility protection / coordination**
  - **Environmental protection**
  - **Maintenance of traffic**

**SLIDE 9 – Design Phase**

The selected contractor will work as the Construction Manager/General Contractor, and sign a typical MDOT design contract, to provide design phase services that include, but are not limited to:

Constructability and access to work; does the road and adjacent property provide the necessary access to the work, or will work have to be staged from the river, and if so, how will the work be done, what considerations are necessary?

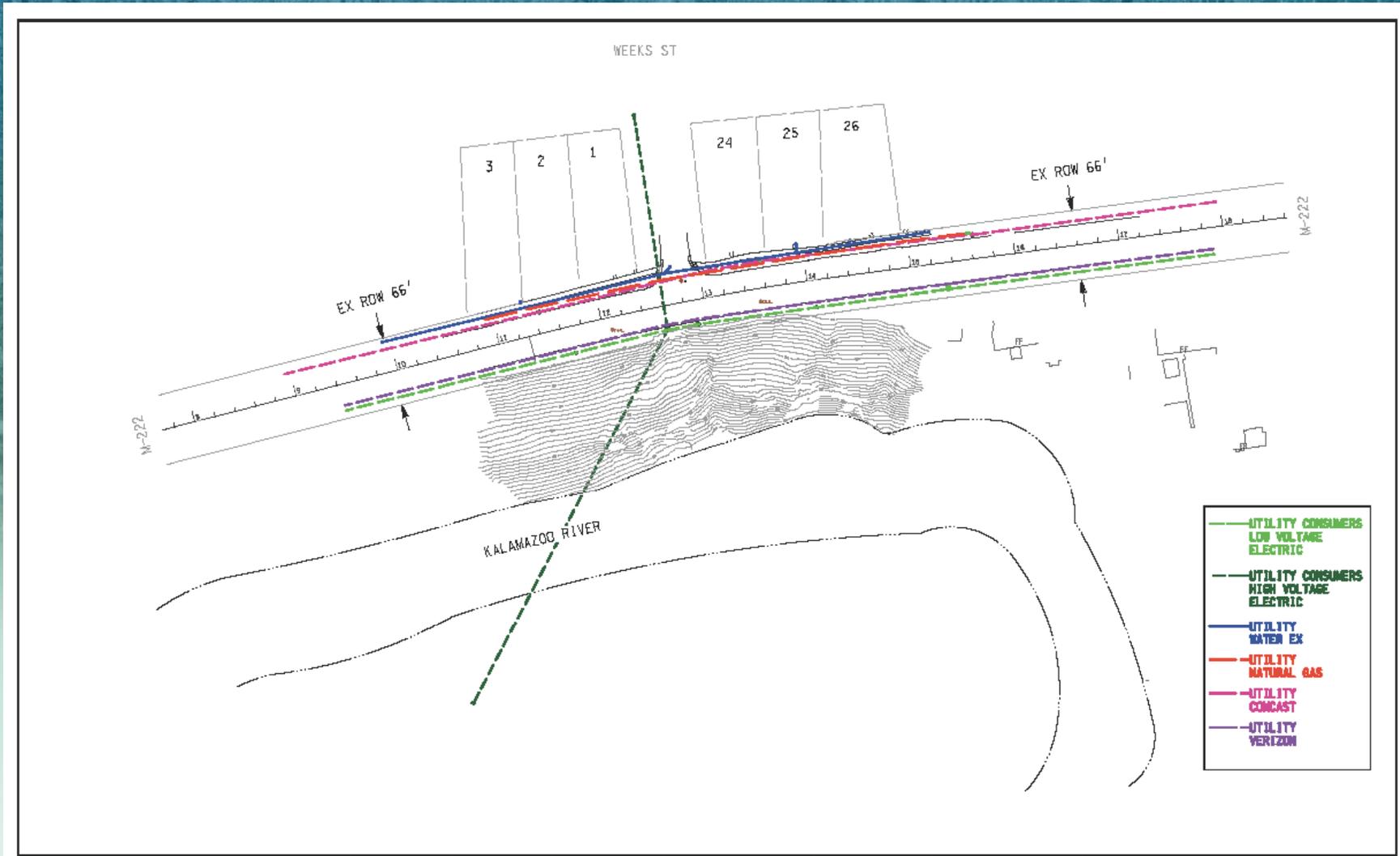
The design needs to consider the limited construction time, such that the construction work needs to commence before the design is completed.

There are a variety of utilities in the area, we need a contractor to provide input to the designer and utility companies about the best means to protect utilities that must remain and coordinate those that must be relocated. I will discuss some of the utility issues in more detail within the next slide.

The protection of the environment is important, we need a contractor's expertise to assist MDOT and the designer with the permit development with the MDEQ. This portion of the Kalamazoo River is an EPA designated PCB site, though the PCB readings are within the acceptable range. Soil erosion and sedimentation control features will be paramount as will protection of the fish and wildlife. We need to know what restrictions are needed and will be permitted for the recreation traffic using this section of the Kalamazoo River.

Maintenance of traffic issues for M-222 and the river are important and need proper consideration.

# Design Phase



**SLIDE 10 – Design Phase**

As previously stated, there are a variety of utilities in the area, we need a contractor to provide input to the designer and utility companies about the best means to protect utilities that must remain and coordinate those that must be relocated.

You can see by the information within this slide that there are six utilities in the area, three of which are on the south side of M-222 and one of which crosses the slope and river area.

I would like to focus my remaining utility comments on the Consumers Energy utilities given their impactful nature.

Consumers Energy has three utility coordination options for their High Voltage Distribution lines:

1. Permanently move [will have ROW issues].
2. Temporarily move left / right 15± feet.
3. Temporarily raise lines to increase under clearance.

Consumers Energy Distribution lines can be relocated to new and/or existing poles, or completely re-routed around the area.

Consumers Energy will be invited to Project Kickoff Meeting, a planned kickoff meeting for the designer and contractor, once both parties are selected.

# Construction Phase

- **CM/GC to perform construction**
  - **Submit Guaranteed Maximum Price (GMP) Proposal**
  - **Negotiate GMP with MDOT**
  - **Perform work**

**SLIDE 11 – Construction Phase**

The Guaranteed Maximum Price proposal is prepared by the contractor and submitted to MDOT when the contract documents are approximately 70 to 80 percent complete. The GMP is to include a detailed cost proposal, the construction schedule, a Quality Assurance/Quality Control plan, environmental measures, DBE participation plan – if required, description of inclusions and exclusions, and a written guarantee that the total construction costs will not exceed the GMP, except for work identified by and compensation arranged for by written work order and subsequent Contract Modification.

When the GMP is negotiated, contingency items may be identified that will be paid for outside of the GMP. An example of a possible contingency item would be the establishment of a truck detour route. If the design work calls for maintaining two-way traffic on M-222 and we have potential concern for the commercial traffic live load while the slope stabilization is under way, we may elect to recognize the potential need for this new detour and the pay items to establish the detour as a series of contingency items.

The CMGC will sign a typical construction contract with MDOT with the contingency items outlined with one or more special provisions.

If a GMP cannot be agreed upon, MDOT reserves the right to let the project using traditional Design-Bid-Build or other non-traditional methods. The information provided by the CMGC in the pre-construction phase will be used to develop the plan and specifications for the letting, regardless of the contractor continuing as the CM/GC within the construction phase. The contractor that worked in the pre-construction phase will be allowed to bid on the project if we move to a traditional design-bid-build project.

The work is to be substantially complete, complete except for restoration, by August 26, 2011.

# Statement of Qualifications

- Firm's ability to meet RFQ requirements
- Complete, clear, responsive, and comprehend project needs
- Timely submittal, required format
- Appropriate content

**SLIDE 12 – Statement of Qualifications**

The Statement of Qualifications is to include a description of a firm's ability to meet the requirements of the RFQ.

The SOQ must be complete, clear in its intent, responsive to the requirements, and comprehensive of the project needs.

It must be submitted timely and in the required format.

The content must cover the items outlined in Section 6 within the Statement of Qualifications Content including, but not limited to:

An understanding of the services required.

- Similar experiences.
- Ability to offer the pre-construction services, including the advantages the firm brings to this project.
- A description of the firm's ability to perform the expected construction work.
- A description of the firm's organization and project personnel qualifications.

And, the firm's bonding limit needs to be documented.

# Pre-Construction Services Fee

- **Lump sum price**
  - Direct costs, overhead, profit
  - Description of level of effort
  - Equivalent cost / hour of work
- **Fee remains sealed until after selection**

**SLIDE 13 – Pre-Construction Services Fee**

The pre-construction services fee is the lump sum price, which is to include all direct costs, overhead, and profit required to complete the pre-construction services outlined in the RFQ.

The submitter is to submit a description of the pre-construction services level of effort and the equivalent cost per hour for the work during the development of the contract documents during the design period which is scheduled for between May 2, 2011 and July 11, 2011.

The submitted fees will remain sealed. Once the CM/GC is selected, their fee, and only their fee, will be opened. The department retains the right to negotiate the fee with the submitter, negotiate the hourly price, the hours of effort, and the numbers of personnel providing the necessary services.

If this lump sum preconstruction services fee negotiation is not successful, the department will attempt to contract with the next most qualified firm and negotiate the pre-construction services fee with this firm.

After the award of the project, all unopened price proposals will be returned to the unsuccessful contractors.

MDOT will need verification/justification of the costs in the price proposal, and will work with the successful Submitter to justify the costs. For example, if the price proposal has an hourly rate for John Smith at \$35 an hour, we will need to see a payroll to verify this rate. Items such as overhead will need similar justification. MDOT is not expecting these justifications to be included in the price proposal.

In regard to basis of the level of effort, at this point we expect the design phase to be approximately 6 weeks (Post Meeting Note Correction: The design phase will take 10 weeks). We expect a design or field meeting each week. We will expect three cost estimates to be generated by the CMGC (at 30% and 60% of plan completion, and for the GMP). The CMGC will be expected to review design submittals and answer questions from the design team, outside of meetings.

The price proposal is to outline the expectations it is based on, and MDOT and the CMGC will rectify any discrepancies and determine a lump sum pre-construction fee, based on an agreed upon level of effort, before executing a contract.

# Qualifications-Based Selection Process

- **Evaluation Process**
  - Six (6) pass / fail requirements
  - Five (5) qualitative evaluation criteria
    - Understanding of service
    - Experience
    - Pre-construction services
    - Construction services
    - Staffing

### SLIDE 14 – Qualifications-Based Selection Process

The evaluation for this qualifications-based selection process consists of - Six pass/fail requirements:

- If, in the selection panel's judgment, a submitter's Statement of Qualifications passes all six requirements, the SOQ will then be evaluated based upon the Project Goals and the Scoring Criteria noted within the RFQ.
- If the SOQ does not pass all six requirements, the SOQ will not be considered further.

Those submittals which meet the pass/fail requirements will be evaluated on five qualitative criterion, which are noted in the bottom portion of this slide. Each criteria is judged based on either 100, 150, 200, or 400 points for a total of 1000 points. The submittal that receives the highest total combined score, meaning the score closest to 1000, will be selected for this project.

The department will proceed with a review of the pre-construction service fee and negotiations with the selected CM/GC.

This is a new initiative, and we are striving to select the most qualified team, and work in a true partnership to deliver this project. Teamwork, communication, and the willingness to work through new issues will be a key to the success of the project.

Remember that the SOQ needs to speak for itself. Don't assume the MDOT selection panel is familiar with a project you worked on, or the complexities of the project. (Post Meeting Note: Do not assume the selection panel is familiar with your firm or your employees, or any other requirement you are to document within your SOQ.)

Submitters should highlight similar work, and anything that would make their efforts on similar projects stand out.

Clearly state any commitments the CMGC is proposing. For example, don't write, "The erosion controls measures should be checked regularly." We consider statements to have higher weight or value if the submitter was to write, "Our team will have qualified staff check the erosion control measures at least twice a day, at the end of every notable event, and more regularly, if requested by MDOT." Both statements may mean the same in the contractor's mind, but the second statement is a clear and an enforceable commitment.

The department will seek compliance with all commitments made in a SOQ, that they are delivered in the design and/or construction phase of the project, as applicable.

# Project Information

- **M-222 Section of Design Build Web site**
  - [www.Michigan.gov/designbuild](http://www.Michigan.gov/designbuild)
  - RFQ Posted
  - Questions and Answers Posted
- **Selection Results**
  - Individual scores & comments will be e-mailed to each Submitter
  - Overall scores posted on M-222 Web site
  - Debriefing Session available after award

**SLIDE 15 – Project Information**

The RFQ, Q/A, soils reports, and Preliminary Site Investigation are all posted in the M-222 section of the department's Design Build Web site.

Typically, it has taken MDOT approximately two weeks to post the results of a selection that utilizes a Qualifications Based Selection procurement, and we would expect the same time frame to apply to this project.

We have to thoroughly review each SOQ, and have the results reviewed by the department's Consultant Selection Review Team (CSRT) team prior to releasing the final determination.

# Final Comments and Questions

**SLIDE 16 – Final Comments & Questions**

The selection process is a formal process, we have an obligation to all contractors to completely and fairly use this process to select the most qualified contractor. The selection team recognizes your interest in our following all due processes and making a deliberative and wise decision. The public deserves nothing less than a properly selected firm who will be charged with the stabilization and repair of this failing slope. (Note: Clarifying language has been included within the last sentence of this paragraph.)

We are looking forward to establishing a productive designer, CMGC, and owner project team. Together, we will create a successful project, a quality and cost effective project, to repair and stabilize the slope between M-222 and the Kalamazoo River, while protecting the mobility needs of road and river; a project built on time, and with due regard to the environmental concerns (Note: Clarifying language has been included within the last sentence of this paragraph.)

This concludes the formal presentation. What questions can we now address? If we cannot address your question here; for instance, if your question requires some deliberation, we will address the question in writing to all participants, at a later date.

Note: See the Meeting Q/A document attached to these notes.

The meeting concluded at 2:22 PM.