Michigan Department
Of Transportation
5100B (03/12)

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

REQUISITION NUMBER	DUE DATE	TIME DUE
1192	5/6/2013	noon EST

MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)
Mark Grennell	TBD	N/A

DESCRIPTION
Pavement Condition Analysis - Statewide Public Use Airports

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*
☐	☐	☑	Organizational Chart
☐	☐	☑	Qualifications of Team
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 p=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)	14 pages (MDOT forms not counted)	Total maximum pages for RFP **not including key personnel resumes.** Resumes limited to 2 pages per key staff personnel.

PROPOSAL AND BID SHEET EMAIL ADDRESS – mdot-rfp-response@michigan.gov

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 five (5) 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.)

REQUEST FOR PROPOSAL

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 Services Contracts" and "Guideline for Completing a Low Bid Sheet(S)*, if a low bid is involved as part of the selection process. **Reference 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 2/1/13 THROUGH 3/31/13

☐ **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 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.

☐ **Qualification 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. The vendor that has met established qualification threshold and 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

Bid Sheet(s) must be submitted in accordance with the "Guidelines for Completing a Low Bid Sheet(s)* (available on MDOT's website). Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the email address: mdot-rfp-response@michigan.gov. Failure to comply with this procedure may result in your bid being rejected from consideration.

NOTIFICATION
MANDATORY ELECTRONIC SUBMITTAL

Proposals submitted for this project must be submitted electronically.

The following are changes to the Proposal Submittal Requirements:

- Eliminated the Following Requirements:
  - Safety Program
  - Communication Plan
  - Past Performance as *a separate section*
  - Separate section for DBE Statement of goals. Include information in Qualification of Team section

- Implemented the Following Changes:
  - All proposals require an Organization Chart
  - Resumes must be a maximum of two pages
  - Only Key (lead) staff resumes may be submitted
  - Tier III proposal reduced from 19 to 14 pages
  - Forms 5100D, 5100I, and 5100G combined – 5100D
  - Forms 5100B and 5100H combined – 5100B
  - RFP's will be posted on a weekly basis -- on Mondays

The following are Requirements for Electronic Submittals:

- Proposals must be prepared using the most current guidelines
- The proposal must be bookmarked to clearly identify the proposal sections (See Below)
- For any section not required per the RFP, the bookmark must be edited to include "N/A" after the bookmark title.
  Example: Understanding of Service – N/A
- Proposals must be assembled and saved as a single PDF file
- PDF file must be 5 megabytes or smaller
- PDF file must be submitted via e-mail to MDOT-RFP-Response@michigan.gov
- MDOT's requisition number and company name must be included in the subject line of the e-mail. The PDF shall be named using the following format:
  - Requisition#XXX_Company Name.PDF
- MDOT will not accept multiple submittals
- Proposals must be *received* by MDOT on or before the due date and time specified in each RFP

If the submittals do not comply with the requirements, they may be determined unresponsive.

The Consultant's will receive an e-mail reply/notification from MDOT when the proposal is received. Please retain a copy of this e-mail as proof that the proposal was received on time. **Consultants are responsible for ensuring the MDOT receives the proposal on time.**

****Contact Contract Services Division immediately at 517-373-4680 if you do not get an auto response****

Required Bookmarking Format:

I. Request for Proposal Cover Sheet Form 5100D
   A. Consultant Data and Signature Sheet, Form 5100J (if applicable)
II. Understanding of Service
   A. Innovations
III. Qualifications of Team
   A. Structure of Project Team
      1. Role of Firms
      2. Role of Key Personnel
   B. Organization Chart
   C. Location
IV. Quality Assurance / Quality Control Plan
V. Resumes of Key Staff
VI. Pricing Documents/Bid Sheet (if applicable)

2/14/12

.

NOTIFICATION
E-VERIFY REQUIREMENTS

E-Verify is an Internet based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of that employee to work in the United States. There is no charge to employers to use E-Verify. The E-Verify system is operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration. E-Verify is available in Spanish.

The State of Michigan is requiring, under Public Act 200 of 2012, Section 381, that as a condition of each contract or subcontract for construction, maintenance, or engineering services that the pre-qualified contractor or subcontractor agree to use the E-Verify system to verify that all persons hired during the contract term by the contractor or subcontractor are legally present and authorized to work in the United States.

Information on registration for and use of the E-Verify program can be obtained via the Internet at the DHS Web site: http://www.dhs.gov/E-Verify.

The documentation supporting the usage of the E-Verify system must be maintained by each consultant and be made available to MDOT upon request.

It is the responsibility of the prime consultant to include the E-Verify requirement documented in this NOTIFICATION in all tiers of subcontracts.

9/13/12

Michigan Department of Transportation

SCOPE OF SERVICE
FOR
SPECIALITY SERVICES
Airports Pavement Condition Index

CONTROL SECTION(S): AM84800

JOB NUMBER(S): TBD

PROJECT LOCATION: Various public use airports around the state of Michigan.

PROJECT DESCRIPTION:
The objective of this project is to update the current MDOT Airport Pavement Management System (APMS) and further the utilization of the APMS. Work includes but is not limited to the following:

- Inspection of airport pavements (runways, taxiways and aprons).
- Update the Pavement Condition Index (PCI) for each airport.
- Development of Pavement Management Programs for each airport.
- Development of internet program for interactive viewing of data.

Approximately 95 public use airports will be included. It is anticipated the work cycle for these airports will take three years to complete and may be limited by funding availability.

ANTICIPATED SERVICE START DATE: June 1, 2013

ANTICIPATED SERVICE COMPLETION DATE: May 31, 2017

PRIMARY PREQUALIFICATION CLASSIFICATION(S):
N/A

SECONDARY PREQUALIFICATION CLASSIFICATION(S):
N/A

DBE REQUIREMENT: N/A

MDOT PROJECT ENGINEER MANAGER:
Mark Grennell, P.E.
MDOT/BOA – Aeronautics Building
2700 Port Lansing Road
Lansing, Michigan 48906
Phone: (517)335-9024
Fax: (517) 886-0366
E-mail: grennellm@michigan.gov

REQUIRED GUIDELINES AND STANDARDS:

The proposed work will follow Federal Aviation Administration (FAA) Advisory Circulars 150/5380-7A "Airport Pavement Management Program" and 150/5380-6B "Guidelines and Procedures for Maintenance of Airport Pavements". The consultant will utilize the latest release of MicroPAVER software for data entry and analysis.

QUALIFICATION REQUIREMENTS:

Previous work experience on airports, as well as familiarity with state and FAA rules and regulations is mandatory. Work experience **must** also include:

- Experience with development of Pavement Management Programs.
- Experience with pavement management software (specifically MicroPAVER)
- Experience with PCI criteria.

The description of services outlined in this document is a preliminary overview of the project requirements and the associated engineering services to be performed.

The selected consultant will be required to attend a kickoff meeting. The meeting discussion will focus on achieving consensus on existing information and data available, the scope of work, work schedule and project deliverables required.

The selected consultant will be expected to submit a cost and man hour estimate for their services, as well as detailed project schedule. The cost and man hour estimates must be reviewed by the MDOT Project Manager for reasonableness of cost.

This project is expected to be funded by a grant from the Michigan Aeronautics Commission (MAC). The selected firm will be subject to federal and state requirements.

Interested firms must include in their proposal:

1. A description of their understanding of services to be performed.

2. Innovations and new ideas the firm has implemented in pavement management services.

3. An organizational chart, which depicts all of the proposed work team members included in this project.

4. A description of qualifications and experience of each team member, as well as a description of the duties that each member will be performing.

5. A description of past performances and experience that their firm has had with airport pavement management services. Previous experience with airports in the state of Michigan should be included.

The selected firm will not be allowed to substitute proposed team members without prior written approval of the MDOT Project manager. Substitution of key members without prior MDOT approval may result in termination of the contract.

DELIVERABLES:

The consultant will be required to update the existing MDOT MicroPAVER database inventory. The consultant will be reviewing the existing airport reports and, based on field evaluations and detailed analysis, creating or revising the reports for each airport that is inspected. The reports will include PCI updates and pavement management programs. Based on data collected, the consultant will also update the statewide PCI report. This will be in hardcopy format as well as an interactive CD. The CD will be developed to allow placement on MDOT Office of Aeronautics' website for interactive viewing.

CONSULTANT PAYMENT – Lump Sum:

Compensation for this project shall be on a **lump sum** basis. One lump sum payment will be made once the deliverable is received and approved by the MDOT Project Manager. The MDOT Project Manager may authorize partial payment if the project is delayed due to circumstances beyond the consultant's control. Determination of the actual fee will be made during the final scoping and contracting process, which will begin upon completion of the consultant selection process. Progress payments for completed work will be made on a periodic basis (generally monthly). The payment schedule will be outlined in the Agreement for Professional Services once it has been developed.

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 Finance and Administration" 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. Refer to your contract for your specific contract terms.