

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

	REQUISITION NUMBER	DUE DATE	TIME DUE
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	
DESCRIPTION			
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP  WHITE = REQUIRED ** = OPTIONAL  Check the appropriate Tier in the box below		<b>CONSULTANT:</b> Provide only checked items below in proposal	
<input type="checkbox"/> <b>TIER I</b> (\$50,000 - \$150,000)	<input type="checkbox"/> <b>TIER II</b> (\$150,000-\$1,000,000)	<input type="checkbox"/> <b>TIER III</b> (>\$1,000,000)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service **
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control **
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Location:</b> 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	<input type="checkbox"/>	Presentation **
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) ( <b>No Resumes</b> )	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP <b>not including key personnel resumes.</b> Resumes limited to 2 pages per key staff personnel.

**PROPOSAL AND BID SHEET EMAIL ADDRESS – [mdot-rfp-response@michigan.gov](mailto: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**

ENGINEERING SERVICES                       BUREAU OF TRANSPORTATION PLANNING                       OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS  
 NO     YES    DATED \_\_\_\_\_ THROUGH \_\_\_\_\_

<input type="checkbox"/> <b>Prequalified Services</b> – See the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> <b>Non-Prequalified Services</b> – 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. <b>Form 5100J is required with Proposal for firms not currently prequalified with MDOT</b>
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**Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

**For all Qualifications Based Selections**, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected 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 Based Selection / 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.

**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) with the proposal, to the email address: [mdot-rfp-response@michigan.gov](mailto:mdot-rfp-response@michigan.gov). Failure to comply with this procedure may result in your bid being rejected from consideration.

**PARTNERSHIP CHARTER AGREEMENT**

MDOT and ACEC created a Partnership Charter Agreement which establishes guidelines to assist MDOT and Consultants in successful partnering. Both the Consultant and MDOT Project Manager are reminded to review the [ACEC-MDOT Partnership Charter Agreement](#) and are asked to follow all communications, issues resolution and other procedures and guidance’s contained therein.

**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](mailto: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  
AERONAUTICS SERVICES**

**CONTROL SECTION:** N/A

**JOB NUMBER:** TBD

**PROJECT LOCATION:**

Canton-Plymouth-Mettetal Airport, Canton, MI

**PROJECT DESCRIPTION:**

The Canton-Plymouth-Mettetal Airport in Canton, MI is proposing to complete an Airport Layout Plan (ALP) update. The current ALP was last completed in 2006 with minor updates to include as-constructed information several times since. The proposed ALP will include acquiring a new aerial and obstruction information to current Federal Aviation (FAA) standards.

The ALP document will be required to follow FAA's Standard Operating Procedure (SOP) for FAA Review and Approval of Airport Layout Plans. The planning documents shall also include information pertaining to movement areas for tenant and public vehicle movements as well as aircraft and maintenance vehicle movement areas. Proposed development areas depicted on the future ALP sheets shall also include preliminary review of the handling of storm water runoff.

**ANTICIPATED START DATE:**

May 1, 2015

**ANTICIPATED COMPLETION DATE:**

May 1, 2016

**PRIMARY PREQUALIFICATION CLASSIFICATION:** N/A

**SECONDARY PREQUALIFICATION CLASSIFICATION(S):** N/A

**DBE REQUIREMENT:** N/A

**ESTIMATED CONSTRUCTION COST:** TBD

**MDOT PROJECT MANAGER:**

Linn Smith, Project Manager  
MDOT – Aeronautics Building  
2700 Port Lansing Road  
Lansing, MI 48906-2160  
Phone: (517) 335-9949  
Fax: (517) 886-0366  
E-mail: SmithL50@michigan.gov

**GENERAL INFORMATION:**

PREVIOUS WORK EXPERIENCE ON AIRPORTS, AS WELL AS FAMILIARITY WITH STATE AND FEDERAL AVIATION ADMINISTRATION (FAA) RULES AND REGULATIONS, AIRPORT DESIGN STANDARDS, AND AIRPORT PLANNING REQUIREMENTS, IS MANDATORY.

**Consultant selection will be qualifications-based.** The selected consultant will be required to attend a Pre-Scoping Meeting at the airport, along with the MDOT Project Manager and the Airport Manager. Existing site conditions will be inspected as part of the Pre-Scoping Meeting. The meeting discussion will focus on achieving consensus on the most effective way to develop future layouts of the terminal and building area, apron, and airport operations area. The planning documents shall also include information pertaining to movement areas for tenant and public vehicle movements as well as aircraft and maintenance vehicle movement areas.

The work scope for consulting planning and engineering services will be finalized based on the discussion that takes place at the Pre-Scoping Meeting. The Agreement for Professional Engineering Service (consultant contract) will be developed based on the final version of the scope of services. The selected consultant will be expected to submit a cost and man hour estimate for their services, as well as a detailed project schedule. The cost and man hour estimates will be reviewed by the MDOT Project Manager for reasonableness of cost. If considered high, a negotiation process will be initiated.

This project is expected to be funded in part by grants from the Federal Aviation Administration (FAA) and 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 on the proposed planning study (ALP)

2. An organizational chart, which depicts all of the proposed work team members included in completing the work elements required in the FAA (SOP) for completing ALP's.
3. A description of qualifications and experience of each proposed team member, as well as a description of the duties that each member will be performing.
4. A description of past performance and experience that their firm has had with completing ALP's to the current FAA requirements for ALPs. Previous experience at, and familiarity with, Canton-Plymouth-Mettetal Airport should also 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 team members without prior MDOT approval may result in termination of the contract.

**DELIVERABLES:**

The project deliverables will include an ALP document that is considered approvable by the Office of Aeronautics of the Michigan Department of Transportation and meets all the requirements of FAA's Standard Operating Procedure (SOP) for FAA Review and Approval of Airport Layout Plans. A narrative report as outlined in the SOP is also considered a required deliverable. The electronic Computer Aided Drafting and Design (CADD) files and all electronic data required to complete the ALP document and associated reports shall be a deliverable and become property of the Office of Aeronautics with no copyrights to the consultant.

**CONSULTANT PAYMENT - Milestone:**

Compensation for engineering services associated with each phase of this project will be made in the form of progress payments for completed work on a Milestone basis, but not more than once per month. The final payment schedule will be outlined in the Agreement for Professional Engineering Services (Consultant contract) once it has been developed.

Compensation for each phase of this project will be divided into payments for the completion of a portion of the services (deliverables). An example would be:

Milestones:

30% Data Inventory and Aerial	30% Payment
50% ALP 50% and Draft Narrative Report	60% Payment
90% Final ALP and Narrative Submitted	90% Payment
Final ALP and Narrative signed and approved by MDOT	100% Payment

All billings for services must first be approved by the Airport Sponsor prior to being submitted to the MDOT Project Manager for processing. The MDOT Project Manager may authorize payment if a milestone is delayed due to circumstances beyond the Consultant's control.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the Consultant contract. 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. Specific contract terms will be defined in the Consultant contract.

MDOT will reimburse the consultant for vehicle expenses and the costs of travel to and from project sites in accordance with MDOT's Travel and Vehicle Expense Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at [http://www.michigan.gov/documents/mdot/Final\\_Travel\\_Guidelines\\_05-01-13\\_420289\\_7.pdf?20130509082418](http://www.michigan.gov/documents/mdot/Final_Travel_Guidelines_05-01-13_420289_7.pdf?20130509082418). MDOT's travel and vehicle expense reimbursement policies are intended primarily for construction engineering work. Reimbursement for travel to and from project sites and for vehicle expenses for all other types of work will be approved on a case by case basis.

MDOT will pay overtime in accordance with MDOT's Overtime Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at [http://www.michigan.gov/documents/mdot/Final\\_Overtime\\_Guidelines\\_05-01-13\\_420286\\_7.pdf?20130509081848](http://www.michigan.gov/documents/mdot/Final_Overtime_Guidelines_05-01-13_420286_7.pdf?20130509081848). MDOT's overtime reimbursement policies are intended primarily for construction engineering work. Overtime reimbursement for all other types of work will be approved on a case by case basis.