

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			
MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED ** = OPTIONAL Check the appropriate Tier in the box below		CONSULTANT: Provide only checked items below in proposal	
<input type="checkbox"/> TIER I (\$50,000 - \$150,000)	<input type="checkbox"/> TIER II (\$150,000-\$1,000,000)	<input type="checkbox"/> TIER III (>\$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"/>	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	<input type="checkbox"/>	Presentation **
N/A	N/A	<input type="checkbox"/>	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

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"/> Prequalified Services – See the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> 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
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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. 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
- 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
AS NEEDED CONSTRUCTION SERVICES
Construction Workzone Inspection**

CONTROL SECTION(S): Various

JOB NUMBER(S): Various

PROJECT LOCATION: University Region

DESCRIPTION OF WORK:

Provide “as-needed” inspection, quality assurance and plan review for traffic control within construction work zones and signed detours of state trunk lines in the University Region. Ensure compliance with contract specifications and all applicable guidelines, policies, and standards for work zone traffic control. The inspector shall work under the direction of the Project Manager.

Full time services will not be required on all projects at all times. This scope is for “as needed” services, based on the intermittent needs of MDOT. It must be noted that this is not a guarantee that MDOT will use the Consultant’s services.

Most work should be done within the 40 hour work week. In some instances, nighttime and weekend work zone reviews will be required. Overtime will be allowed only with prior approval by the Project Manager.

The Consultant shall provide, to the satisfaction of the Department, Services as generally described herein.

ANTICIPATED START DATE: July 1, 2013

ANTICIPATED COMPLETION DATE: December 1, 2014

PRIMARY PREQUALIFICATION CLASSIFICATION:

Traffic and Safety Inspection Services

SECONDARY PREQUALIFICATION CLASSIFICATION:

Maintaining Traffic Plans & Provisions

DBE PARTICIPATION REQUIREMENT:

NA

ESTIMATED PROJECT COST:

1440 hrs @ \$136,800

MDOT PROJECT MANAGER:

Name and Classification: Gregory A. Perry PE
Address: 4701 West Michigan Ave, Jackson Mi, 49201
Ph: 517-750-0424
Cell: 517-937-1923
Fax: 517-750-4397
E-mail: perryg2@michigan.gov

GENERAL INFORMATION:

This Scope of Services consists of performing to the satisfaction of the Department, inspection of all aspects of traffic control and devices within work zones, in accordance with MDOT specifications, proposals, plans, guidelines, MMUTCD and modifications to the traffic control plan as approved by the Engineer. In addition, the consultant may be asked to provide constructability reviews for maintenance of traffic plans for future projects.

The Consultant's principal contact with the Department shall be through the Project Manager and the TSC Construction Engineers. The Consultant shall contact the Project Manager prior to beginning any work on this Project.

The Consultant agrees to demonstrate knowledge and performance in compliance with the standard construction practices of the Department; the project specific construction contracts, proposal, and plans; the Standard Specifications for Construction, MMUTCD, and all applicable publications referenced within; the Michigan Construction Manual; and any and all other references, guidelines, and procedure manuals needed to carry out the work described herein in a professional manner.

The following are the TSC Construction Engineers:

Brighton TSC Construction Engineer:

James Daavettila PH: 810-225-2602 Fax: 810-227-7929

Jackson TSC Construction Engineer:

Robb Welch PH: 517-780-7870 Fax: 517-780-5454

Lansing TSC Construction Engineer:

Greg Losch PH: 517-324-2278) Fax: 517-324-9580)

CONSULTANT RESPONSIBILITIES:

Provide a qualified inspector and vehicle on various projects and perform inspection services under the direction of the Project Manager. The inspector assigned to this project will report to the MDOT Project manager and MDOT Construction Engineers.

Provide to the satisfaction of the Department, inspection services for work zones and traffic control devices. Perform all reporting, measurement, computation, and documentation required by the Specifications, plans, proposal, the Michigan Construction Manual, the MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals required for the inspection of aforementioned projects, and as directed by the Project Manager.

That all work will be performed in compliance with the contract documents and the standard practices of the Department. Inspections will be performed on projects as directed by the Project Manager and no variation will be permitted except by written order of MDOT.

Specifically, the inspector shall inspect each construction zone and associated detours. Additional inspections may be performed at the request of the Project Manager. The work zones shall be inspected to ensure that they are in place according to the contract documents, operating properly, are of acceptable quality, and are being maintained. The Consultant shall also verify that the work zone is set up according to the plans and specifications for each specific site. The inspector shall document all inspections on the most recent "Traffic Control Review Report Form", provided by the Project Manager. These reports shall be emailed to the respective MDOT Construction Engineer within 24 hours of the review. The inspector may also be asked to perform detailed inspections of work zones which will be documented on the eighth page "Review of Traffic Control Devices/Operations in Work Zones". Based on their observations, the inspector shall suggest recommended modifications to the MDOT Constuction Engineer that will improve the movement of traffic through the work zone, and improve safety for the public and the Contractor's operations.

The inspector shall supply the Project Manager with copies of the "Traffic Control Review Report Form" on a weekly basis. The inspector will also supply the Project Manager with monthly summaries of the inspector's findings, actions taken, and resolution of those actions in a written spread sheet type format.

The MDOT Construction Engineer will be notified immediately of any deficiencies regarding traffic control devices for the maintenance of traffic. The inspector will email to the MDOT Construction Engineer, within 24 hours of the review, the "Traffic Control Review Report Form". Otherwise, reporting procedures will conform to the Specifications, proposal, MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals prescribed by the Department. Emergency situations will require the Consultant Inspector to stay on site until the Constuction Engineer is notified and the situation has been corrected or until the Constuction Engineer has delegated an MDOT employee to ensure the correction has been made.

The inspector will immediately bring to the attention of the MDOT Constuction Engineer the failure by the Contractor to comply with a plan or specification requirement, any problem, trends toward borderline compliance or any other occurrence which may require resolution by the MDOT Constuction Engineer.

The inspector shall possess good written and verbal communication skills and a valid Michigan Driver's License at all times, throughout the duration of the contract.

The inspector shall provide their own transportation to, from, and on the project site to perform the services outlined herein. The vehicle shall be equipped with a roof or post-mounted flashing amber light or approved equal. Reflective conspicuity tape shall be applied to the vehicle per section 812.03.L of the MDOT's Standard Specifications for Construction. The inspector shall provide their own cell phone.

The inspector shall have attended the MSU/MDOT two day Work Zone Training or be an American Traffic Safety Services Association (ATSSA) or International Municipal Signal Association (IMSA) certified Worksite Traffic Supervisor or have a minimum of two years inspecting or laying out traffic control for construction work zones. Experience will be reviewed and approved by Project Manager. Information regarding the MSU/MDOT training can be obtained from Angie Kremer at 517-322-6794.

The inspector shall wear personal protective safety equipment in accordance with MIOSHA and MDOT requirements and practices while on the project site or in any work zone.

The inspector shall attend project related meetings, when directed by the Project Manager or TSC Construction Engineers.

The inspector shall provide all required reference materials including, but not limited to, MDOT Standard Specifications, Materials Sampling Guide, Construction Manual, MMUTCD, and any and all other necessary applicable references, guidelines and procedures manuals.

The Consultant shall provide the Project Manager a weekly summary, itemized by job number, time and mileage charged to the job number.

At the conclusion of the season, the inspector will provide a summary report of their findings. This report will include any trends in the region. The inspector will also be asked to work with Lansing staff to provide a region nomination for best work zone. This may include providing pictures and documentation to justify the nomination.

The inspector shall also provide constructability reviews for the upcoming year's maintenance of traffic plans for select projects as determined by the Project Manager.

The Consultant shall provide training to MDOT personnel as requested by the Project Manager. The Consultant shall provide all necessary training materials.

The Consultant shall perform field operations in accordance with the Department's Personal Protective Equipment (PPE) Policy as stated in the MDOT Guidance Document #10118. A current copy of MDOT's PPE Policy is available on the Bulletin Board System. The Consultant shall perform field operations in accordance with MIOSHA regulations and accepted safety practices.

MDOT RESPONSIBILITIES:

The Project Manager will furnish to the inspector all project specific construction contracts, proposals, plans, plan revisions, written instructions, and other information and/ or data as deemed necessary by the Project Manager for the services required herein.

CONSULTANT PAYMENT

This scope is for "as needed" services. As such, the hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. The fixed fee allowed for this project will be 11.0%. Fixed fee on "as needed" projects is computed by taking the percent of actual labor hours invoiced to labor hours authorized, then applying that percentage to the total fixed fee authorized.

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Consultant. All invoices/bills must be submitted within 60 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for the contract are those that are directly attributable to the CE activities of this Project.

Reimbursement for overtime hours will be limited to time spent on this project in excess of forty hours per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior approval by the MDOT Project Engineer Manager.

For projects advertised May 1, 2013, or later, MDOT will pay overtime in accordance with MDOT's current Overtime Reimbursement Guidelines.

For projects advertised May 1, 2013, or later, MDOT will reimburse the CONSULTANT for vehicle expenses and the costs of travel to and from project sites in accordance with MDOT's current Travel and Vehicle Expense Reimbursement Guidelines.

The hours billed for the inspector will not begin until the inspector reports to the project site.