

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
CONSTRUCTION SERVICES
AS-NEEDED INSPECTION AND TESTING
Statewide Pavement Coring**

CONTROL SECTION(S): Various

JOB NUMBER(S): Various

PROJECT LOCATION: Statewide

DESCRIPTION OF WORK: On-call statewide pavement coring. Perform concrete and coring investigations on an as-needed basis for construction projects and pavement investigations throughout Michigan. These investigations may include existing roads or highways under construction. The majority of this work will consist of coring newly constructed concrete pavement, using a 6-inch diameter bore core barrel, to measure and record pavement thickness, concrete compressive strength and depth to reinforcing steel, when present.

The contractor is responsible for providing all equipment, materials, and labor required to perform all work activities. This includes determination of core locations and layout, core drilling and removal, core hole patching, transportation of cores to MDOT's Construction and Technology lab, located in Lansing, Michigan, and maintenance of daily work logs.

Occasional work coring bridge decks may be required.

ANTICIPATED START DATE: April 15, 2014

ANTICIPATED COMPLETION DATE: December 31, 2014

PRIMARY PREQUALIFICATION CLASSIFICATION:
Portland Cement Concrete Inspection and Testing Services

SECONDARY PREQUALIFICATION: None

DBE REQUIREMENT: N/A

MDOT PROJECT MANAGER:

David Weber
8885 Ricks Road
P.O. Box 30049
Lansing, MI 48909
(517) 322-6935
weberd@michigan.gov

Routine oversight and project coordination will be performed by MDOT technical advisor.

MDOT TECHNICAL ADVISOR:

Thomas Miller
8885 Ricks Road
P.O. Box 30049
Lansing, MI 48909
(517) 322-1070
Cell: (517) 243-0383

CONSULTANT RESPONSIBILITIES:

The consultant selected must have the capacity to perform at any location within the state boundaries. However, in general, the majority of work is performed in the lower portion of Lower Michigan, typically south of M-20.

The consultant will be expected to operate within the demands of construction scheduling and will be required to begin work within 24 hours of notification, from MDOT, that services are required.

It is estimated that removal of 1094 cores will be required during this contract timeframe. The following is a partial list of concrete paving projects, scheduled for completion during the 2014 construction season. This is not a complete list of projects and is intended solely for purpose of estimation.

<u>County</u>	<u>C.S.</u>	<u>Route</u>	<u>Description</u>	<u>Region</u>
Allegan	03035	I-196 EB	I-196 from US-131 to M-40	Southwest
Bay	09101	US-10	US-10 & M-47 interchange	Bay
Genesee	25084	I-69	I-69 from M-54 (Dort Hwy.) to Center Rd.	Bay
Jackson	38131	US-127	US127 from Parnall Rd. to Henry Rd.	University
Ottawa	70114	M-231	M-45 to Little Robison Creek	Grand
St Clair	77023	I-69/I-94	I-94 Interchange	Metro
Wayne	82131	M-1	Adams to Chandler	Metro
Wayne	82122	I-96	Newburgh Rd. to Telegraph Rd.	Metro

TASKS AND LEVEL OF EFFORT:

- A. The consultant is responsible for determining location and retrieval of pavement cores. This work will be performed in accordance with the Michigan Department of Transportation 2012 Standard Specifications for Construction and Michigan Test Method 201. All core holes will be filled with concrete plugs or prepackaged hydraulic fast set patching material or a combination of each. Approved hydraulic fast set patching material must be selected from MDOT's Qualified Product List.

- B. The consultant is responsible for recording field notes in a format provided by the pavement evaluation engineer. In addition, information related to each construction project will be summarized on MDOT form 502 Pavement Core Record. All records will be submitted to the Pavement Evaluation Engineer, or his approved representative within one week of the day coring work is performed.
- C. Coordination of utility clearance through MISS DIG is not required when work is limited to pavement coring. However, sampling of material below the paved slab must be done in the presence of MDOT staff and they will be responsible for contacting MISS DIG.
- D. The consultant is responsible for supplying coring equipment and labor for all work within 24 hours of each request for service. Equipment will consist of a gasoline or diesel powered coring rig with a mechanical drive train, capable of coring reinforced concrete pavement at least 18 inches in thickness. The core rig will be equipped with enough core barrels to complete a minimum of 20 individual cores, per day, from 12-inch thick reinforced concrete. All core barrels will be 6-inch diameter, unless otherwise directed by the pavement evaluation engineer or his appointed representative. Each coring rig will be operated by at least two crew members capable of completing all work associated with retrieval and recording a minimum of 20 cores per day. Inability to meet this production rate may be cause for early termination of this agreement. Historically, this production rate has resulted in the need for overtime hours.
- E. The consultant is responsible for transporting cores to MDOT's Construction and Technology lab, located at 8885 Ricks Road, Lansing, Michigan. Typically this is limited to every tenth core and all penalty cores. Undamaged cores not transported to the MDOT lab may be used by the consultant as plugs for patching core holes.
- F. The consultant will perform field operations in accordance with MDOT's Personal Protective Equipment (PPE) policy as provided in the departmental Guidance Document GD #10118. A current version of MDOT's PPE policy is available, via the internet on the Bulletin Board System, at the following address:
<http://apps.mdot.state.mi.us/interchange/guidocs/files/10118.pdf>
- G. Normally traffic control devices are not required in areas closed to traffic during construction. However, work will be performed under conditions typical of roadway construction, where frequent movement of construction equipment and vehicles is common. If work is performed in areas open to traffic, MDOT staff will provide all labor and equipment for traffic control.
- H. Failure to comply with any of the requirements listed above will be considered unsatisfactory performance by the consultant.

MDOT RESPONSIBILITIES:

- A. All questions may be directed to MDOT's field technician, who will remain in daily contact with the consultant's crew during the duration of work.
- B. MDOT will provide construction plans for each work location.
- C. MDOT will perform all soils and aggregate sampling which occurs below the paved roadway layer.
- D. MDOT will provide all equipment and labor required for appropriate traffic control, where work is performed in areas open to traffic.

CONSULTANT PAYMENT:

Compensation for this project shall be on a unit price basis. This basis of payment typically includes a maximum quantity of units and a maximum reimbursable cost per unit.

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 for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

MDOT reserves the right to request services on other projects located in the Region/TSC area that are not listed above, under the conditions of this "as needed" scope of services.

Full time services may 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.

The contract unit price for core days, counted in increments of 0.1, will be the sole method of payment for this project and includes all equipment and labor costs to the consultant. Quantity is based on actual cores retrieved and documented. The consultant will be paid 1.0 coring days each day MDOT requires boring and removal of 10 or fewer cores. Typically these requests represent small projects where less than 10 cores are needed.

The consultant will be paid an addition 0.1 core days for each additional core retrieved and documented, above 10 per day. For example, 15 cores retrieved and documented during one work day, in Bay City will result in payment for 1.5 core days at the Bay Region unit price. If less than 10 cores are retrieved resulting from inclement weather or equipment failure, payment

for that day will be calculated as the product of unit price for core days multiplied by the number of cores retrieved and documented, multiplied by 0.1.

SCORING:

Candidates submitting proposals will be evaluated using established selection method. Scores are assigned to each candidate based on five categories each worth an amount of points. Scores from each of the categories are summed together to generate an overall point total. Following is a description of criteria and point assignment used to score proposals.

- A. **Understanding of services – 35 points:** Statement of understanding of project requirements and a technical explanation of procedures and work plans used to perform work. A brief description of equipment to be used to complete work.
- B. **Qualifications and team experience – 30 points:** List qualifications and experience of key staff assigned to each component of work.
- C. **Past performance and experience with similar projects – 35points:** Provide a list and description of similar project you have provided services for in the past five years. Provide references, including name, title, address and phone number of a project leader.
- D. **Price – 35 points:** Provide a list of unit prices per coring day for individual MDOT regions, using the attached form.
- E. **Location – 5 points:** Include the location of the office(s) from which work will be performed.

PRICE SHEET

2014 On-Call Statewide Pavement Coring

PAY ITEMS

ITEMS OF WORK	ESTIMATED # OF CORES (Information only)	ESTIMATED QUANTITY	UNIT PRICE (BASED ON 10 CORES/DAY)	REGION SUBTOTAL
Coring Days – Bay Region	116 Each	Coring Days		
Coring Days - Grand Region	166 Each	Coring Days		
Coring Days – Metro Region	454 Each	Coring Days		
Coring Days-Southwest Region	160 Each	Coring Days		
Coring Days - University Region	198 Each	Coring Days		

Total Price: _____

Consultant Name	
Consultant Signature	
Consultant Address	
Date	

Price is one of several selection criteria considered to determine overall score, following Best Value Selection practice.