Michigan Department
Of Transportation
5100B (05/13)

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

REQUISITION NUMBER	DUE DATE	TIME DUE
1391	12/16/2013	noon EST

MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)
Benjamin J. Gowell, P.E.	Various	Various

DESCRIPTION
"As-Needed" Testing Services for the North Region

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

☐ **TIER 1 ($50,000 - $150,000)**	☑ **TIER II ($150,000-$1,000,000)**	☐ **TIER III (>$1,000,000)**	
☐	☑	☐	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

☐ ENGINEERING SERVICES ☐ BUREAU OF TRANSPORTATION PLANNING ☑ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☐ NO ☑ YES DATED Oct. 1, 2013 THROUGH Dec. 31, 2013

☑ **Prequalified Services** – See 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 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

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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 Testing

CONTROL SECTION(S): Various

JOB NUMBER(S): Various

PROJECT LOCATION:
This majority of the scope of services will be provided at the Kalkaska Materials & Technology Testing Laboratory with other various locations potentially utilized. The projects requiring testing services will be administered by the Alpena, Cadillac, Gaylord, and Traverse City Transportation Service Centers (TSC) respectively.

DESCRIPTION OF WORK:
Provide complete testing services for any and all of the following: Aggregate, Concrete, HMA, and/or Materials, as needed and requested by the Project Manager for the Michigan Department of Transportation (MDOT) North Region. This work includes:

- Completion of all Quality Assurance Testing requirements and any other Testing, for any of the above mentioned items, as directed.
- Completion of all paperwork necessary for the project files.
- Testing services will be needed on a full time and part-time basis (some overtime may be necessary), depending on Contractor scheduling.
- Testing services from one or more vendor may be utilized concurrently at the M&T Testing Lab.
- The Consultant shall work under the direction of the Transportation Service Center Construction Engineer or 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.

ANTICIPATED START DATE: March 1, 2014

ANTICIPATED COMPLETION DATE: May 31, 2015

PRIMARY PREQUALIFICATION CLASSIFICATION:
Hot Mix Asphalt (HMA) Technician Testing Assistance
Aggregate Testing
Portland Cement Concrete Inspection & Testing (Testing only)

SECONDARY PREQUALIFICATION CLASSIFICATION:
None

DBE REQUIREMENT: 0%

MDOT PROJECT MANAGER:
Benjamin J. Gowell, P.E.
1088 M-32 East
Gaylord, MI 49735
989-731-5090
gowellb@michigan.gov

The Consultant shall contact the Project Manager prior to beginning any work on this Project.

GENERAL INFORMATION

The Consultant shall provide, to the satisfaction of the Department, As Needed Aggregate, Concrete, HMA, and Materials Testing services as generally described herein:

A. The Consultant shall furnish all services and labor necessary to conduct and complete the Testing Services described herein. The Services shall be performed to the satisfaction of the Department consistent with applicable professional standards.

B. The Consultant's principal contact with the Department shall be through the designated Project Manager.

C. The services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules and regulations.

D. The Consultant agrees to demonstrate knowledge of current MDOT specifications, special provisions, supplemental specifications, AASHTO, ASTM, and MDOT test procedures and Bureau of Highway Instruction Memoranda. The Consultant shall demonstrate ability to perform to the satisfaction of MDOT all required sampling and testing requirements contained in said publications. The Consultant shall demonstrate ability to understand MDOT documentation practices and be available to assist in any TSC office work necessary to complete all applicable construction activities within the North Region Area in accordance with the project documents.

E. The Consultant shall demonstrate knowledge and performance in compliance with the standard construction practices of the Department; relating to applicable methods, testing, and equipment for all types of testing performed. The Consultant must supply the Department with personnel that possess and maintain the appropriate industry certification(s) required by MDOT applicable to the type of testing being performed, including but not limited to ACI Concrete Strength Testing, MCA/ACI Level I Field Testing Technician, Aggregate Inspection Certification Level Two (or equivalent), and Michigan Bituminous QC/QA Certified Technician. These are the minimum certifications required for technicians, however MDOT may require that further certifications are held or maintained by vendor personnel. It is anticipated that **approximately 2260 hours** of testing will be required, divided between any and all testing types and services as MDOT sees fit.

F. The Consultant will notify the MDOT Project Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to the review and approval of the MDOT Project Manager.

G. North Region Area

Alcona, Alpena, Antrim, Benzie, Charlevoix, Cheboygan, Crawford, Emmet, Grand Traverse, Iosco, Kalkaska, Lake, Leelanau, Manistee, Mason, Missaukee, Montmorency, Ogemaw, Osceola, Oscoda, Otsego, Presque Isle, Roscommon and Wexford and other surrounding counties influenced by North Region activities.

H. Project Documents

All current versions of the following publications and documentation:

- Construction Contracts requiring applicable testing operations
- MDOT Quality Assurance Manual
- MDOT Standard Specifications for Construction
- MDOT Construction Manual
- MDOT Materials Sampling Guide
- Bureau of Highway Instruction Memorandum
- Any and all other references, guidelines, or procedure manuals needed to carry out the work described herein in an appropriate manner

I. North Region Transportation Service Centers

Alpena TSC
1540 Airport Road
Alpena, MI 49707
989-356-2231

Cadillac TSC
100 E. Chapin Street
Cadillac, MI 49601
231-775-3487

Gaylord TSC
1088 M-32 East
Gaylord, MI 49735
989-731-5090

Traverse City TSC
2084 US-31S, Suite B
Traverse City, MI 49684
231-941-1986

J. North Region M&T Testing Laboratory
Kalkaska HMA Testing Laboratory
Kalkaska M&T Laboratory
807 North Birch Street
Kalkaska, MI 49646
231-258-6106

CONSULTANT RESPONSIBILITIES

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

A. All Consultant personnel involved in any testing shall possess and maintain the appropriate industry certification(s) required by MDOT applicable to the type of testing being performed, including but not limited to ACI Concrete Strength Testing, MCA/ACI Level I Field Testing Technician, Aggregate Inspection Certification Level Two (or equivalent), and Michigan Bituminous QC/QA Certified Technician. These are the minimum certifications required for technicians, however MDOT may require that further certifications are held or maintained by vendor personnel. No substitution of personnel shall be allowed without the approval of the Project Manager in charge of this contract.

B. The Consultant shall provide, to the satisfaction of the Department, testing services required for any and all of the following: Aggregate, Concrete, HMA, and/or Materials. 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 and testing for construction of the aforementioned projects, and as directed by the Project Manager.

C. All work under this Agreement will be performed in compliance with the contract documents and the standard practices of the Department. Sampling frequencies for testing will be as prescribed by the Specifications, proposal, MDOT Materials Sampling Guide and/ or other applicable references, guidelines, and procedures manuals and instruction furnished by the Department or as directed by the Engineer, and no variation will be permitted except on written order of the Department.

D. That acceptance samples, tests, and 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.

E. The Consultant shall immediately bring to the attention of the North Region Traveling Mix Inspector (HMA related issues only), TSC Construction Engineer and Project Manager the failure by the Contractor to comply with any specification requirement, any problem, trends toward borderline compliance, or any other occurrence which may require resolution by the Engineer.

F. The Consultant will accurately report, measure, compute, and document all quantities of items of work and all inspection and/ or testing work in accordance with the Specifications, plans, proposal, MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals prescribed by the Department.

G. The Consultant shall provide their own transportation to and from the MDOT M&T Testing Lab to perform these services. The consultant shall also provide their own vehicle for any needed transportation or pick up of samples.

H. The Consultant shall attend all project related meetings when directed by the Region Traveling Mix Inspector, TSC Construction Engineer and/or Project Manager.

I. All personnel involved in any testing services shall have cellular phones and be responsible for paying all phone costs associated with this contract. If the cellular phones provided by the Consultant are not carried on the person of the tester, pagers shall also be provided.

J. The Consultant shall be proficient in working with English and metric units.

K. The Consultant shall provide mentoring and training to MDOT personnel, at the M&T Testing Lab, for any and all testing services required to complete Quality Assurance Testing, and any other testing required by this contract.

L. Withdraw any personnel or halt any services no longer required, at the request of the Department, or within a reasonable time after the lack of need becomes apparent to the Consultant or the Project Manager. The consultant will not be reimbursed for the cost of personnel charges to a project that the Project Manager has determined were unnecessary.

TESTING AND REPORTING

A. **Material Quality Assurance Sampling and/or Testing and Density Control**: Conduct quality assurance sampling and/or testing of materials including but not limited to, Portland cement concrete, bituminous mixtures, aggregates, and density testing and reporting in accordance with MDOT's Materials Source Guide, Materials Quality Assurance Procedures Manual, Density Control Handbook and any or all other applicable referenced or included Contract Documents. Determine the acceptability of materials based on their respective specification requirements. Immediately inform the Project Manager of non-compliance work and trends toward borderline compliance. Reject Contractor's work and materials not in compliance with the Contract Documents or as directed by MDOT**. The Prime Consultant <u>may</u> be held accountable for all quality assurance activities if indicated in writing by the MDOT project manager that the Prime Consultant is accountable for them. The Prime Consultant will be reimbursed for these activities if required by the MDOT project manager to perform them. If the Prime Consultant is not directed in writing by the MDOT project manager to perform quality assurance activities on a project, the Prime Consultant will not be held accountable for them and will not be reimbursed for them.**

B. **Material Reports**: Submit Material test reports, including but not limited to, Aggregate Inspection Reports 1900 & 1901, Bituminous QA reports, and Concrete QA reports, to the distribution list within one day of the testing. The Consultant shall deliver (by email, fax, mail, etc.) all documentation to the Transportation Service Center and be responsible for sending reports to the Transportation Service Center, the appropriate personnel/lab in Lansing, and the Contractor.

MDOT RESPONSIBILITIES

A. The Department shall furnish to the Consultant all project specific construction contracts, proposals, plans, plan revisions, written instructions, report forms, and/or data as deemed necessary by the Project Manager for the services required herein**.**

B. The Department shall provide general monitoring and quality auditing inspection of the testing, assure that the Service has been completed in reasonable conformance with the specifications for Project Acceptance, and determine that the work performed to date by the Consultant for Services rendered is reasonable and appropriate before approving the Consultant's requests for progress payments.

C. The TSC Construction Engineer will arrange and conduct the Preproduction meeting as well as prepare and distribute the meeting minutes.

D. The Department will conduct any and all inspection work that may unexpectedly be required.

CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee:

Compensation for this project shall be on an **actual cost plus fixed fee** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor rates, applied overhead, other direct costs, subconsultant costs, and applied fixed fee. The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

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 Highways" 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.

Direct expenses, if applicable, 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 billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

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. 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. 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.

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. Fixed fee on "as needed" projects is computed by taking the percent of actual labor hours billed to labor hours authorized, then applying that percentage to the total fixed fee authorized.