

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 _____

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

**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 Preliminary Site Investigations

CONTROL SECTION: Various

JOB NUMBER: Various

PROJECT LOCATION: Statewide

WORK DESCRIPTION: This scope of work consists of preparing work plans and price proposals for PSIs, conducting the PSIs and preparing PSI reports. This work may include but is not limited to subsurface investigation, soil sampling, monitor well installation, water sampling, laboratory testing, preparing work plans, price proposals and preliminary site investigation reports.

- A. The Michigan Department of Transportation (MDOT) frequently needs to investigate parcels of property that have been identified to potentially have the presence of environmental contamination. MDOT or its consultant identifies potential sites of environmental contamination during Project Area Contamination Surveys (PACS). If the PACS identifies a parcel as a potential site of environmental contamination, a Preliminary Site Investigation (PSI), may be initiated.
- B. The Consultant selected to do the PSI will do the initial site inspection and write the work plan and price proposal under the initial authorization. The same consultant will also perform the Preliminary Site Investigation and write the PSI report under the same authorization once it has been revised. **MDOT proposes to enter into a two year contract with up to four consultants who will conduct PSIs on a statewide basis.** For the work, the consultant will be required to be at the specified property and ready to begin a PSI in accordance with the authorization schedule.

Note: Generation of the PACS is not a part of this scope.

- C. The amount of work over this two year period, per consultant, is estimated to be up to \$225,000.00. The amount of work in some regions will be much smaller. Individual authorizations may be in amounts ranging from \$2,000.00 to \$90,000.00. Reimbursement will be made on a cost plus fixed fee basis.
- D. Work cannot proceed without written authorization from the Project Manager. Written authorization may be delivered to the consultant by fax. The consultant shall submit a work plan and price proposal to the Project Manager within two to five work days, depending on the number of parcels included within the PACS. For a typical construction project, 90 to 120 calendar days will be allowed to complete all PSI activities unless an expedited schedule is required. The Consultant may, with permission of the Project Manager continue site work outside regular hours or on weekends.

ANTICIPATED START DATE:

October 2014

ANTICIPATED COMPLETION DATE:

October 2016

This selection is for a 2 year period

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Site Investigation

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

N/A

DBE PARTICIPATION: None

MDOT PROJECT MANAGER:

Steven B. Adams

Michigan Department of Transportation

Environmental Services Section

Van Wagoner Building

425 West Ottawa Street

PO Box 30050

Lansing, Michigan 48909

Phone (517) 241-9114

Fax (517) 335-5696

E-mail: adamss@michigan.gov

CONSULTANT RESPONSIBILITIES:

The Consultant will perform geoenvironmental preliminary site investigation services on an “as needed” basis for transportation projects statewide for the next two years, based on the intermittent needs of the Department. Work will be authorized under a separate authorization for each project.

Upon request, the Consultant shall be prepared to thoroughly investigate, analyze, and prepare a preliminary site investigation report for each project.

The Consultant shall furnish all services and labor necessary to conduct and complete the requirements for preliminary site investigation services as described herein. The Consultant shall furnish all materials, equipment, supplies, and incidentals necessary to perform this service. The service shall be performed to the satisfaction of MDOT and consistent with applicable professional standards.

- A. The Consultant’s principal contact with the Department shall be through the designated Project Manager.
- B. The services described herein are financed with public funds. The Consultant shall comply with applicable federal and state laws, rules, and regulations. The Consultant will perform field operations in accordance with MIOSHA regulations and accepted safety practices. The Consultant will wear personal protection safety equipment in accordance with MDOT policy while on the project.

- C. The Consultant is responsible for maintaining traffic during all operations. The Consultant's method of maintaining traffic shall have prior approval by the Regional Traffic and Safety Engineer in accordance with the MUTCC and the MDOT maintaining traffic details.
- D. The Consultant will demonstrate knowledge of, and performance in compliance with, the standard practices of the Department and all manuals, and guidelines needed to carry out the work in an appropriate manner. All portions of the subsurface investigation will be in accordance with the current MDOT "Scope of Services for Preliminary Site Investigations" in addition to current ASTM standards.
- E. The Consultant is responsible for locating utilities by calling **MISS DIG (800-482-7171)**. The Consultant is responsible for locating utilities not on the MISS DIG system.
The Consultant is to notify the Project Manager 48 hours prior to starting work.
- F. The Consultant will notify the Project Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal.

Work Plan and Price Proposal Preparation

- A. Review the PACS report, project description, and plans.
 - 1. Provide the department with a price proposal to develop a work plan and a price proposal to perform the PSI.
- B. Upon receiving an approved authorization, prepare and submit a Site Investigation work plan and price proposal (within two to five work days of receiving the PACS report, project plans, and approved authorization). The work plan provides the Project Manager with sufficient information to assure that all environmental contamination that may impact the project will be defined during the site investigation.
 - 1. The plan should include but not be limited to:
 - a. Maps showing proposed wells and soil boring locations.
 - b. Location and type of sampling proposed.
 - 2. Revise work plan, as requested by the Project Manager.
- C. Along with the work plan, provide a price proposal for the specific services.
 - *The same Consultant that is authorized to do the initial site inspection and write the work plan and price proposal will also do the Preliminary Site Investigation and write the PSI report under the same authorization, once it has been revised.

Preliminary Site Investigation

- D. Perform the following services within the 90 to 120 day time frame unless an expedited schedule is required:
 - 1. Conduct site investigation.
 - a. Utilities
 - (1) The Consultant shall be responsible for contacting Miss Dig a minimum of three (3) working days prior to performing work. The Consultant is also responsible for locating any utilities not covered or marked by MISS DIG, including those on MDOT property.
 - (2) The Consultant shall be responsible for marking the locations of the proposed work prior to MISS DIG staking the site.

- (3) The Consultant shall record and provide the MISS DIG confirmation number to the Project Manager prior to start of the work.
 - (4) Any utilities damaged during the course of the work shall be the responsibility of the Consultant to repair.
 - b. Consultant Use of Premises
 - (1) Operations at the site shall be confined to areas permitted by applicable laws, ordinances, permits, and by the Contract Documents. The Consultant shall not unreasonably encumber the site with materials and equipment.
 - (2) The Consultant shall assume full responsibility for the protection and safekeeping of all materials, products, and equipment stored on site or at another location.
2. Utilizing all U.S. Environmental Protection Agency and Michigan Department of Environmental Quality (MDEQ) guidance and policies and all available construction plans, the consultant develops and submits a PSI report to the Project Manager containing the location, nature, extent and volume of any contamination found and recommendations for dealing with it. Recommendations will include any permits or special procedures and/or provisions that are required and pay items with an estimate of construction costs relating to any contamination present. The site investigation report must contain the following information:
 - a. Description of site history and definition of possible contamination sources.
 - b. Description of the investigative activities completed at the site and the degree to which the activities defined the contamination.
 - c. Location map and site plans showing areas of contamination encountered, type of contamination and concentrations.
 - d. Estimate the quantity of soil and/or ground water that will be encountered during construction activities that must be removed and identify these areas on the construction plans.
 - e. Table of chemical concentrations for each soil and water sample collected. Also provide complete set of analytical results in an appendix.
 - f. Description of investigative and analytical techniques such as drilling methods, sampling methods, well construction, and chemical analytic techniques.
 - g. Well and soil borings logs
 - h. Comparison of contamination levels to appropriate MDEQ Cleanup standards.
 - i. Recommendations for further investigation not covered in original work plan.
 - j. Recommendations for methods, procedures, and construction cost estimates/pay items for properly addressing contamination that intersects with proposed construction as indicated on the construction plans.
3. Revise report as requested by the Project Manager. No payment will be made until the report is approved.
4. If additional site investigation work is required, the original authorization may be revised or a new authorization will be required and steps B, C and D will be completed again.

MDOT RESPONSIBILITIES:

- A. MDOT will respond to and provide answers to Consultant's questions pertaining to the projects. Questions can be directed to the Project Manager:
STEVEN B. ADAMS at (517) 241-9114.
- B. MDOT will schedule and/or conduct project related meetings.
- C. MDOT must review and approve any consultant staff changes as they pertain to the project.
- D. MDOT will provide Project Plans (if available) and scope of as needed preliminary site investigation services.

Work Plan and Price Proposal Preparation

- A. Notify consultant of potential work.
- B. Provide PACS report to the consultant.
- C. Provide project description
 - 1. Number of parcels to be investigated.
 - 2. Length and type of project.
 - 3. Project plans at various stages of development, if available.
- D. Provide scope of requested services, including time frames.
- E. Provide an approved authorization to write a PSI work plan and price proposal prior to services beginning (for small locations, this will include the work at the site, also).

Preliminary Site Investigation

- F. Approve site investigation work plan.
- G. Review and negotiate priced proposal for the service.
- H. Provide an approved authorization, if needed, to conduct the PSI prior to services beginning.
- I. Approve intermittent progress reports.
- J. Approve final PSI report.

CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee: As-Needed

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.

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. 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 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.

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.

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.

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.