

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 STAKING**

CONTROL SECTION(S): 58152

JOB NUMBER(S): 110616A, 113109A, 115834A

PROJECT LOCATION(S): I-75 from Dixie Hwy to I-275, Frenchtown Township, in Monroe County

WORK DESCRIPTION:

The Consultant shall provide experienced personnel on an "as needed" basis for construction staking services related to road and bridge construction as described herein.

Work may include, but is not limited to, staking of horizontal and vertical control, generation of staking data for road, bridge and sewer work, review of contractor staking submittals during active construction operations, as well as performing all calculations necessary for final payment of applicable contract items (related to survey) during final close out of the project ("finaling").

In addition, the Consultant shall be responsible for the performance of all work defined in the attached Special Provision for *Automated 3D Positioning for Construction - Pilot (12DS104(G485))* as being the responsibility of the "Engineer" or the "Department". Work includes, but is not limited to, review of the Contractor's submittals related to Automated Machine Guidance and/or Automated Machine Control (AMG/AMC), develop and manage a Staking Quality Assurance Plan, provide independent quality assurance (QA) for continuous AMG/AMC operations, report inaccuracies in the AMG/AMC operations to the Project Engineering Manager (PEM), assist in assembling plan revisions based on the Contractor's revised model and electronic files if needed.

This Request for Proposal (RFP) is for "as needed" services, based on the intermittent needs of the project office for the items listed above. The Consultant shall establish and list a point of contact for this work. The Consultant's point of contact will be notified with the requests for staff. Every attempt will be made to submit requests and schedule at least one week prior to the need for personnel, however it is expected that any requests made will be executed within a forty-eight (48) hour period. It must be noted that this is not a guarantee and that the Michigan Department of Transportation (MDOT) may not use 100% of the Consultant's services.

The initial authorization for construction staking services will be set at **9,600 hours**. The MDOT anticipates the need for a maximum of **2** full time surveyors with all necessary certifications to perform staking services described herein. Notification for the inspectors will be given when they are needed with as much notice as possible. It is anticipated that the need for staking services will end December 31, 2016.

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Construction Staking

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

N/A

ANTICIPATED SERVICE START DATE:

January 5, 2015

ANTICIPATED SERVICE COMPLETION DATE:

December 31, 2016

This selection is for a 2 year period.

DBE PERCENTAGE:

N/A

ESTIMATED CONSTRUCTION COST:

\$95,000,000.00

MDOT PROJECT ENGINEERING MANAGER:

Gregory M. Losch, P.E., Construction Engineer

MDOT – Lansing TSC

2700 Port Lansing Road

Lansing, Michigan 48906

Phone (517) 335-3770

Fax (517) 335-3752

loschg@michigan.gov

The Consultant shall contact the MDOT Project Engineer Manager (PEM) prior beginning any work on this project.

GENERAL INFORMATION:

- A. The Consultant shall furnish all services and labor necessary to conduct and complete the Construction Staking Services described herein. The Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), and check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work. 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 PEM or his/her designee.
- C. The Consultant provided personnel will report and be directly responsible to the PEM (Construction Engineer) who is in responsible charge of the project construction. Project assignments, specific tasks and work hours will be given by the PEM, Assistant Construction Engineer, and/or the Senior Technicians (Construction Technician - 12). It is anticipated that the Consultant's technical personnel will work primarily with the Senior Technicians for day to day assignments to ensure adequate services are being provided.

- D. The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations.
- E. The Consultant agrees to demonstrate knowledge of, and performance in compliance with the standard construction practices of the Department; the project construction contract, proposal, and plans; the Standard Specifications for Construction and all applicable publications referenced within; the Michigan Construction Manual; and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.
- F. The Consultant will notify the PEM, 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 PEM.
- G. The Consultant provided personnel will report and be directly responsible to the PEM (Construction Engineer) who is in responsible charge of the project construction. Project assignments, specific tasks and work hours will be given by the PEM, Assistant Construction Engineer, and/or the Senior Technicians (Construction Technician - 12). It is anticipated that the Consultant's technical personnel will work primarily with the Senior Technicians for day to day assignments to ensure adequate services are being provided.
- H. The Consultant may be required to document and process all Inspector Daily Reports (IDRs) and other documents using FieldBook as applicable. The MDOT staff may review the FieldBook at any time and create FieldManager items. All IDRs shall be submitted electronically in accordance with the MDOT E-Construction Process.
- I. The Consultant shall contact the PEM prior to beginning any work on this contract. Following initial contact, the PEM will schedule an expectations meeting with the Consultant to be held at the Lansing TSC prior to the start of work.
- J. At the request of the Department, the Consultant, during the progress of the Services, shall furnish information or data relating to the Services described herein and may be required by the Department to enable it to carry out or to proceed with related phases of the project not described herein, or which may be necessary to enable the Department to furnish information to the consultant upon which to proceed with further Services.
- K. The selected firm should be familiar with all aspects of surveying.
- L. The Consultant shall also furnish all materials, equipment, supplies and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), and check and/or test them prior to use in carrying out this work.

- M. The Consultant is responsible for verifying all plan grades, sewer invert and outlet grades, top of casting grades and all other necessary grades for construction of project prior to staking. The Consultant should review the project documents far enough in advance to determine if they contain errors so that they can be corrected prior to staking the information in the field. Errors shall be brought forth to the PEM immediately upon discovery.
- N. The Consultant(s) will immediately bring to the attention of the PEM the failure by the Contractor to comply with a plan or specification requirement, any problem, trends toward borderline compliance, or any other occurrence with may require resolution by the Engineer.
- O. The Consultant(s) shall provide their own transportation to, from, and on the project site to perform the services outlined herein.
- P. The surveyor(s) shall have all equipment necessary to complete the work as required and provide detailed drawings, profiles etc., when requested by the PEM.
- Q. The surveyor(s) shall wear personal safety equipment in accordance with MIOSHA and MDOT requirements and practices while on the project site.
- R. The surveyor(s) shall attend all project related meetings, when directed by the PEM.
- S. The surveyor(s) shall submit time sheets on a weekly basis to the PEM for review and approval.
- T. The pay item for Contractor Staking will be included in this project. With that said, the selected Consultant may be required to perform and/or verify all items of work to be completed by the Contractor, as detailed in Section 824 and Section 104 of the 2012 Standard Specifications for Construction, when directed by the PEM.

CONSULTANT RESPONSIBILITIES:

- A. 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.
- B. The PEM shall be immediately notified of any staking requests which may be received by the Consultant directly from the Prime Contractor, subcontractor, or supplier.
- C. All overtime for the Consultant must be authorized by the PEM prior to the start of the work by the Consultant.
- D. The Consultant shall return to the PEM at the completion of this Agreement any and all project-specific materials and documents furnished to the Consultant by the PEM.

- E. The Consultant shall provide the original and final plotted cross sections and final volume calculations of a format meeting the prior approval of the PEM for all earthwork, undercuts, muck excavation, swamp backfill, and topsoil stripping and will determine final quantities for these items by plan sheet breakdown. The Consultant shall also assist the PEM in quality assurance reviews of the Contractor's submittals for all aforementioned items.
- F. Intermediate plotted cross sections will be provided by the Consultant to verify interim earthwork quantities when requested by the Department. The Consultant shall also provide to the PEM a final "as constructed" set of electronic plans documenting all changes of vertical and horizontal alignment, all drainage and subsurface changes, and other miscellaneous changes. Size and format of this submittal shall be reviewed and discussed with the PEM prior to acceptance.
- G. Staking documentation and field notes shall be legally bound, signed, checked, dated and provided by the Consultant in a neat, orderly, and electronic manner as approved by the PEM prior to the start of the related work. The field notes and grade computation documents shall become the property of the Department upon completion of the work. The field notes and computation documents may be inspected by the Department at any time. Failure to provide the field notes and grade computation documents upon completion of the work could result in nonpayment for consultant services.
- H. The Consultant shall supply all stakes, survey equipment, personnel and other devices necessary for checking, marking, preserving and maintaining all points, lines and grades. Stakes will be set and marked in a manner that will permit checking of the work.
- I. The Consultant shall be responsible for any errors that occur on the project due to a staking error. The Consultant will be responsible to compensate MDOT for the additional costs incurred due to a staking error on the project. At such time, the error is discovered the MDOT will meet with the Consultant to discuss options to rectify the error. Once final costs are received from the Contractor for the additional work to rectify the problem, the MDOT will forward a copy to the Consultant for reimbursement.
- J. The Consultant shall be familiar with the MDOT E-Construction Project process, as this project will include the Special Provision for *ProjectWise Document Management*. **All project documentation for this contract will be submitted in electronic format** and placed in the ProjectWise document management system. The Department will provide an E-Construction Acclimation Session for all parties associated with this project following project award. The date, time, and location of this session will be scheduled at a later date by the PEM. The selected Consultant shall attend this session.
- K. 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 PEM. The Consultant will not be reimbursed for the cost of personnel charged to a project that the PEM has determined was unnecessary.

MDOT RESPONSIBILITIES:

- A. The PEM shall furnish to the Consultant all project-specific construction contracts, proposals, plans, shop drawings, plan revisions, written instructions, and other information and/or data as deemed necessary by the PEM for the Consultant to perform the services required. Otherwise, such documents are available for download from the MDOT web site.
- B. The PEM shall determine if a staking error or omission has occurred. The PEM will notify the Consultant in writing within 10 business days of the error or omission.
- C. The PEM shall provide general monitoring and quality auditing inspection of the project to assure that the project has been completed in reasonable conformance with the plans and specifications for project acceptance and to 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.

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.

MDOT will reimburse the consultant for vehicle expenses and the costs of travel to and from project sites in accordance with MDOT's Travel and Vehicle Expense Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at [http://www.michigan.gov/documents/mdot/Final Travel Guidelines 05-01-13 420289 7.pdf?20130509082418](http://www.michigan.gov/documents/mdot/Final_Travel_Guidelines_05-01-13_420289_7.pdf?20130509082418). MDOT's travel and vehicle expense reimbursement policies are intended primarily for construction engineering work. Reimbursement for travel to and from project sites and for vehicle expenses for all other types of work will be approved on a case by case basis.

MDOT will pay overtime in accordance with MDOT's Overtime Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at [http://www.michigan.gov/documents/mdot/Final Overtime Guidelines 05-01-13 420286 7.pdf?20130509081848](http://www.michigan.gov/documents/mdot/Final_Overtime_Guidelines_05-01-13_420286_7.pdf?20130509081848). MDOT's overtime reimbursement policies are intended primarily for construction engineering work. Overtime reimbursement for all other types of work will be approved on a case by case basis.