

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

MDOT PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION				
MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal	
Check the appropriate Tier in the box below				
TIER I (\$25,000-\$99,999)	TIER II (\$100,000-\$250,000)	TIER III (>\$250,000)		
			Understanding of Service	
			<i>Innovations</i>	
			<i>Safety Program</i>	
N/A			Organizational Chart	
			Qualifications of Team	
			Past Performance	
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 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)	19 pages (MDOT Forms not counted)	Total maximum pages for RFP not including key personnel resumes	

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 Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

BUREAU OF HIGHWAYS

BUREAU OF TRANSPORTATION PLANNING **

OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO

YES

DATED _____ THROUGH _____

Prequalified Services – See page ___ of 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 section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

****For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (see address list, page 2). The priced proposal must be submitted in a sealed envelope, clearly marked "**PRICE PROPOSAL.**" The vendor's name and return address MUST be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

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.

Qualifications Review / 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 and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

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

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked "**SEALED BID.**" The vendor's name and return address MUST be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER	PROPOSAL/BID DUE DATE	TIME DUE
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PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

MDOT Project Manager

MDOT Other

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

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 four (4) 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.)

Michigan Department of Transportation

SCOPE OF SERVICE FOR CONSTRUCTION SERVICES AS NEEDED GEOTECHNICAL ENGINEERING

CONTROL SECTION: 84915 (Region-Wide)

JOB NUMBER: Various

PROJECT LOCATION: Various locations within the Southwest Region

PROJECT DESCRIPTION:

Perform geotechnical investigations for projects in the southwest Region.

These investigations may include

- Full depth coring of flexible, rigid, and/or composite pavements
- Soil borings for roads, bridges, and other highway structures.
- Ancillary soils work including standard penetration testing, soil sampling, gradation analysis, soil classification, shear strength, vane shear testing, consolidation testing, permeability testing, monitoring wells, and other soils work typically associated with geotechnical and materials investigations.
- Forensic study of pavements, including thickness measurements, concrete compressive strength testing, density testing and composition testing of HMA pavements.
- Provide culvert and/or sewer videotaping services as directed by the Project Manager.

Thoroughly investigate, analyze, and prepare a recommendation for construction procedures (for a proposed project involving future construction), or corrective action (for a roadway or bridge that has a pre-existing condition) that has been identified by the project manager as needing geotechnical review.

Up to two consultants will be selected.

Full-time services will not be required for this service at all times. This service is for “as-needed” services, based on the intermittent needs of the project offices. The Consultant’s point of contact will be contacted with requests for services. Every attempt will be made to submit requests at least one-week prior to the need for services, however it is expected that any request made will be complied with within a 48 period if needed. If the consultant is unable to fulfill the request, MDOT may utilize a secondary consultant for the services.

The contract period is intended to last for two years. The Southwest Region intends to maintain two consultant contracts to provide work for the service period indicated, with the work being assigned equally between them. Based on review of past performance and the projected workload we estimate approximately 1300 man-hours will be required per consultant over the two year duration of their contracts.

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

ANTICIPATED SERVICE START DATE:

May 1, 2012

ANTICIPATED SERVICE COMPLETION DATE:

April 30 2014

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Geotechnical Engineering Services

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

None

DBE REQUIREMENT:

None

MDOT PROJECT ENGINEER MANAGER:

Gregory S. Bills, PE
Southwest Region Soil & Materials Engineer
Michigan Department of Transportation
1501 E. Kilgore Rd.
Kalamazoo, Michigan 49001-6300
Phone: (269) 337-3949
Fax: (269) 337 3039
billsq1@michigan.gov.

CONSULTANT RESPONSIBILITIES:

1. The consultant is required to obtain individual permits or an annual permit for operating within the MDOT right-of-way and provide 5-day notice for each project. Permitting is accomplished through the Construction Permit System within the Michigan One-Step website.
2. The consultant is responsible for maintaining traffic during all operations. The Project Manager will supply the consultant with appropriate traffic control typicals to use for each specific project. In most cases the typicals will be drawn from the “MDOT Maintenance Work Zone Traffic Control Guidelines” available on the MDOT website.
3. The consultant is responsible for locating utilities by calling MISS DIG (800) 482-7171. The consultant is also responsible for location of other utilities not on the MISS DIG system.
4. The consultant is responsible for taking all pavement cores and soil borings at the frequencies requested by the Project Manager. All coring should be done with a four or six inch core barrel.
5. The consultant is responsible for preparing all core and boring reports. The specific submission requirements will be identified for each specific request for investigation. The typical format for a final report will usually be as follows:

Final report shall consist of two “hard-copies” of the core/soil boring report under the consultant’s letter head, plan sheet(s) in Microstation file format graphically listing all borings in accordance with current MDOT plan sheet standards, and electronic files of all submissions either by e-mail or on disc. Core/boring reports and plan sheets include the following as a minimum:

- Date and site of cores/borings
- Core location (by station), including lateral and longitudinal offsets referencing lanes and cross streets. Label mainline, shoulder, turn lane, etc. The consultant will also provide GPS coordinates in lat/long format, for all cores/bores performed. The GPS coordinates can be provided separate from the logs in a tabular format.
- Core/boring identification number
- Graphic profile indicating depth of each layer in the core/boring, in inches or feet, the type of pavement material and its condition. In concrete, depth to reinforcing steel, or lack of reinforcing steel is to be noted on the log. The graphic profile should be extended to show the gravel, subbase, and subgrade materials where borings are performed through the cores. Standard Penetration Test results or US Army Corp of Engineers DCP test results may also be required on specific projects.
- Indication of the presence of water, and measured depth below ground surface.

- Names of the crew members
 - Some projects will require detailed geotechnical recommendations regarding construction over unsuitable soils, slope stability, foundation bearing/settlement considerations, or other more complex engineering recommendations. The Project Manager will work with the consultant to delineate specific recommendations required for these projects prior to commencement of the field operations.
6. The consultant is responsible for patching all core holes prior to leaving the specific location with bituminous patching material or fast set concrete.
 7. The consultant is responsible for maintaining all field notes and cores for 60 days after submitting reports. After 60 days all cores shall be disposed of by the consultant.
 8. For each project, the consultant shall prepare an estimate of the project cost utilizing the fees agreed to in the contract prior to mobilizing field crews
 9. Perform video inspection of sewers and culverts at the direction of the Project Manager. Video inspection will include light cleaning of the elements investigated unless notified otherwise. Video inspection will include the following:
 - Camera should stop and pan all joints and defects unless notified otherwise.
 - Lighting and focus should provide clear video image.
 - Video report should include stationing, size and material composition, and length of pipe. Defects and/or blockages should be indicated with distance into pipe.
 - Video records on a CD disc should be included with the report in a format that can easily be reviewed by MDOT staff.

MDOT RESPONSIBILITIES

The Project Manager shall furnish to the Consultant all Project-specific construction contracts, proposals, plans, plan revisions, written instructions, and other information and/or data as deemed necessary by the Project Manager for the services required herein. Unless such information is available to be downloaded on the MDOT web site, then it is the Consultant's responsibility to supply the information.

The Project Manager will provide the consultant with the appropriate traffic control scheme to use for each project. Traffic control may be changed during the work in response to unforeseen conditions, or as dictated by emergency or other events. MDOT will review traffic control measures being used at random times during performance of the contract.

PAYMENT SCHEDULE

Compensation for this Scope of Services shall be on an **actual cost plus fixed fee** basis.

CONSULTANT PAYMENT:

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.

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 use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager.

The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.