

## 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			
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP  WHITE = REQUIRED ** = OPTIONAL  Check the appropriate Tier in the box below		<b>CONSULTANT:</b> Provide only checked items below in proposal	
<input type="checkbox"/> <b>TIER I</b> (\$50,000 - \$150,000)	<input type="checkbox"/> <b>TIER II</b> (\$150,000-\$1,000,000)	<input type="checkbox"/> <b>TIER III</b> (>\$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"/>	<b>Location:</b> 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) ( <b>No Resumes</b> )	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP <b>not including key personnel resumes.</b> Resumes limited to 2 pages per key staff personnel.

**PROPOSAL AND BID SHEET EMAIL ADDRESS – [mdot-rfp-response@michigan.gov](mailto: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"/> <b>Prequalified Services</b> – See the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> <b>Non-Prequalified Services</b> – 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. <b>Form 5100J is required with Proposal for firms not currently prequalified with MDOT</b>
---	---

**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](mailto: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](mailto: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  
DESIGN SERVICES  
DEVELOPING BRIDGE REPAIR  
ALTERNATIVES**

**CONTROL SECTION:** 82062  
**JOB NUMBER:** 122499  
**CONTROL SECTION:** 82194  
**JOB NUMBER:** 122509

**LOCATION:**

Metro Region - see the WORK PACKAGE LISTING, Attachment 1A and 1B for specific bridge numbers and locations.

**PROJECT DESCRIPTION:**

The purpose of this service is to develop the scope of work and estimate for each bridge. To evaluate various repair alternatives for a prescribed set of bridges and recommend the most appropriate rehabilitation or preventive maintenance treatment based on current conditions, remaining structure life and sound engineering judgment.

**Up to 2 CONSULTANTS will be selected for this work**

Project includes visiting the site for each structure and maintaining traffic to evaluate the bridges.

**ANTICIPATED PROJECT START DATE:** December 16, 2013

**ANTICIPATED PROJECT COMPLETION DATE:** September 30, 2014

**PRIMARY PREQUALIFICATION CLASSIFICATION:**

Bridge Project Scoping

**SECONDARY PREQUALIFICATION CLASSIFICATION:**

Maintaining Traffic Plans and Provisions

**DBE REQUIREMENT:** 0%

**MDOT PROJECT MANAGER (MDOT PM):**

Olukayode (Kay) Adefeso, P.E.  
18101 W. Nine Mile Road  
Southfield, Michigan 48075  
Phone: (248) 483-5214  
Fax: (248) 569-7718  
E-mail: [adefesoo@michigan.gov](mailto:adefesoo@michigan.gov)

**GENERAL INFORMATION:**

Each year a number of bridges are selected for repairs based on many factors. Each of these bridges must have a detailed scope of work and an estimate developed prior to submitting for approval and design.

**The deliverables for this scope of service will be the Scoping Reports for each bridge.** The information contained in the Scoping Reports will be used by the Bridge Design Support Area to prepare rehabilitation plans. Therefore, in general terms, the content of the reports will need to be sufficient to adequately convey the general physical condition of each structure and the specific areas in need of repair. Current design standards and minimum requirement criteria must be taken into account when recommending repairs.

The bridges included in this scoping contract are located in various locations within the Metro Region. The work is proposed to be constructed in various years between 2015 and 2019. The determination of the scope of work for these bridges must take into account any road projects in the area. This information will be provided by MDOT.

MDOT has determined the following preliminary maintaining traffic concepts, which may be assumed by the consultant in developing the scopes of work. All maintaining traffic concepts shall be consistent with the MDOT Work Zone Safety and Mobility Policy.

1. When possible, work on the bridges shall be performed at night or on weekends to keep daytime lane closures to a minimum.
2. When night work is not possible, temporary or permanent widening and traffic shifts on the roadway and bridge shoulders should be evaluated for feasibility, such that as many lanes of traffic can be maintained as possible.
3. The feasibility of incentive/disincentive provisions should be considered and costs estimates added to the scope of work for each bridge as applicable.

## **DURATION AND SCHEDULE:**

The duration of the project has been established using an average time per bridge determined from previous experience. If the CONSULTANT cannot meet these deadlines, the reason for the required extra time must be detailed in the priced proposal.

**A. PROJECT DATES:** To be determined when the consultant is selected

**B. PROJECT SCHEDULE**

By submittal of priced proposal, the CONSULTANT is verifying that they can meet schedule identified in this scope of work. The priced proposal must include a bridge by bridge schedule showing the required milestones. The CONSULTANT must notify the MDOT PM 48 hours prior to the site review date of any changes to this schedule.

**C. MEETINGS**

**1. Project Initiation**

A mandatory Project Kick-off Meeting will be held with the CONSULTANT prior to the start of the site review work. The CONSULTANT PM will be required to attend the meeting and it will be held at MDOT's Region Office unless an alternative site is mutually agreed to. The CONSULTANT will be responsible for documentation and distribution of all meeting minutes.

Each bridge will need to be categorized as a Rehabilitation/Replacement (R&R) work candidate, or a Capital Preventive Maintenance (CPM) work candidate, prior to finalizing the scoping reports. Many work packages will be a combination of both. During the Project Initiation Meeting, the categorization of the bridges in the work package will be discussed. After field reviews and prior to preparing Draft Reports, the CONSULTANT will submit a list of bridges, and the work category decided for each. Once concurrence with the MDOT PM is reached, the reports can be prepared, following the requirements of the work category.

**2. Sample Report Review and Progress**

The MDOT PM will decide if a Sample Report Review and Progress Meeting will be held with the CONSULTANT at the Region Office during the report preparation period, prior to the draft report submittal. Typically this is done if this is the first Bridge Scoping project the CONSULTANT has done for the Metro Region, or if the MDOT PM has no prior experience with the CONSULTANT. The MDOT PM and the CONSULTANT PM (report author) will be required to attend. A sample draft report (for one bridge) must be presented to the MDOT PM at the meeting. This report will be used to compare against the requirements of the Scope of Services. Questions on the report preparation may be asked at this time as well. The CONSULTANT is encouraged to ask questions throughout the duration of the project. A separate meeting with the Southeast Michigan Operations Center (SEMTOC) Development Engineer may be required to determine if there are any Intelligent Transportation Systems (ITS) components in or on the bridge, or in the

immediate vicinity of the bridge.

**GENERAL DESCRIPTION OF THEWORK:**

The work for each bridge is broken down into three main components; Site Review Engineering Analysis, and Report Preparation.

**SITE REVIEW**

**1. General**

Each bridge and environs must be visited by the CONSULTANT PM. The purpose of this visit is to locate all areas of deterioration, determine feasible repair options, and to ascertain quantities. Where necessary, high-reach equipment or an under bridge inspection crane must be used to get close enough to evaluate the structural components (See Section **EQUIPMENT AND SAFETY**, below). The site review should be done during days without precipitation. MDOT will not accept photos with weather related obstructions, i.e. snow.

The information collected in the field must be sufficient to determine quantities and locations of repairs and improvements. This information must be detailed in the field notes and/or sketches and are to be included in the report.

a. During the site review of the bridge, the following will be done, at a minimum:

- 1) Sound all concrete elements (deck, superstructure, substructure, etc.) for delaminations and unsound areas. All delaminated areas are to be marked with chalk, crayon, or kiel, that will be evident in the photographs. Paint may be used on deck surface with MDOT PM approval. The use of paint on substructure units is prohibited. All delamination surveys are part of the site review work (not part of testing). Sketches of the deck and substructure units mapping the areas of delamination and cracking are to be included in the appendix of the scoping report. Percent of total surface area delaminations shall be calculated and shown on the sketches.

The underside of the deck must be visually inspected for wet areas, efflorescence, transverse cracking, longitudinal cracking, map cracking, delamination, spalling, rust along beam edges, or any other evidence of deterioration. The type of cracking and severity must be described in detail in the report. Note areas of previous repairs, or where false decking is in place. Pictures of the area must be taken and a written description of the deterioration and location must be documented for inclusion into the report.

Visually inspect all substructure units for signs of settlement, lateral movement, cracking, spalling, exposed reinforcement and material defects. Note the condition of the backwalls, and check the bridge seat for undermining at bearing locations. For pier caps, check for flexural cracks and shear cracks.

- 2) Note the type and condition of the bridge railing. Does the railing meet current standards? Is a thrie beam retrofit necessary, or a railing replacement? If pedestrian fencing is present, note its condition. Guardrail on the approaches should also be evaluated. Note the condition of brush blocks, raised shoulders and sidewalks, and how these elements transition from the approaches.
- 3) For reinforced concrete and prestressed concrete superstructures, visually inspect for shear or flexure cracking, exposed or broken prestressing strands, crushing of beam end in bearing areas, discoloration of concrete caused by corroding mild reinforcement or prestressing strands, high load hit damage and signs of previous repairs. Observe live loads crossing structure and note excessive deflections or working cracks. Inspect the concrete diaphragms for spalling or diagonal cracking from structure movement or excessive deflection, and any other concrete defects. Note the use of temporary supports, or if they may be needed for the structure to remain in service until proposed rehabilitation.
- 4) For steel beam superstructures visually inspect for areas of section loss, heavily rusted areas or any web buckling due to excessive section loss. Note any areas that are prone to trapping drainage or debris. Note the condition of the paint system. Thickness readings shall be taken at each beam end that exhibits section loss using an ultra-sonic thickness gage. Preparation shall include removing all dirt, debris, and rust scale from the ends of each of the steel beams under the joints so that the steel can be inspected for section loss. Thickness readings on the web and the bottom flange are to be taken at the thinnest locations within 12 inches of the end of the beam. Do not remove paint on beam ends that exhibit no section loss. Mark the sheet as "No visible loss."

**The thickness readings will be compared with the original thickness and the percentages of section loss will be calculated. This data will be tabulated in a specific format (as shown in Attachment 2, Detailed Beam Survey Report) and sketches will be prepared of major**

**components, showing the location of the deteriorated areas. Specifically, if beam end repairs are necessary, show the locations of beam ends in need of repair on the existing erection diagram from the as-built plans. This information will be presented in the appendix of the scoping report. These documents are used by Lansing Bridge Design to prepare rehabilitation plans, and C & T Bridge Operations Unit to perform load rating analyses if requested.**

Visually inspect the steel superstructure for any areas that may exhibit out of plane bending or distortion such as web to diaphragm or cross frame connections, lateral gusset plates to web connections, or connections of any other secondary members to beams. Note the existence of any fatigue prone details, or any welding in the tension zones that are transverse to the plane of stress. Inspect any pin and hanger assemblies for proper operation. Does the pin and hanger meet current standards? Note the condition of pin plates and if the ends are touching due to pin and hanger closure.

- 5) In other areas of heavy flaking rust, the CONSULTANT will clean as necessary to measure for any section loss. Thickness readings will be taken at the thinnest locations and recorded.
- 6) Note the condition of all bearing devices. For steel bearings such as rocker bearings or pedestal bearings, inspect for pack rust, rocker alignment, section loss and paint condition. For elastomeric bearings, check for excessive bulging of the sides (greater than 15% of bearing thickness), shear deformation due to thermal movement, splitting and tearing, and discoloration from exposure to light.
- 7) For timber structures visually inspect for checks (separations of the wood fibers parallel to the grain direction) knots and splits which are natural defects that may provide openings for decay and begin to reduce the strength of the members. Inspect for fungus, insect damage or any other effects of nature. Inspect for in-service defects such as fire damage, vehicular collision, abrasion or mechanical wear, overload distress, excessive deflection of flexural members, weathering or warping and chemical damage. Perform a pick or penetration test at various locations, which involves lifting a small sliver of wood with a pick or pocket knife, and observing whether or not it splinters or breaks abruptly. Sound wood splinters, while

decayed wood breaks abruptly. Inspect areas near the support to check for horizontal shear cracks along the grain of the member. Inspect bearing areas for crushing due to decay. Note the condition of fasteners and connections.

- 8) The vertical clearance of the bridge must be field verified and noted in the executive summary and stated in the report. A picture of any vertical clearance sign attached to the bridge must be taken. See the MDOT Bridge Design Manual, section 7.01.08 for minimum vertical clearance requirements. For structures not meeting minimum vertical underclearance criteria, raising the structure to meet current standards must be considered in selecting the repair option. Any option including a deck replacement, superstructure replacement or bridge replacement must meet the minimum vertical underclearance requirement as it is very difficult to obtain a design exception. The cost of raising the grade of the bridge to obtain acceptable underclearance must take into account additional approach work.
- 9) The width of the structure must be evaluated to determine whether it is functionally obsolete. If widening is necessary to upgrade the structure to current standards, or for maintaining traffic during construction, this must be stated in the report. Please refer to the MDOT Bridge Design Guides, Section 6.05 for acceptable bridge deck cross sections. This will include possible widening to meet current standards for radii. The CONSULTANT will describe how and where the widening is to take place and provide a plan view sketch showing the proposed widening. Specify if widening can be done within the deck overhang, or if additional beam lines and substructure width will be needed to accommodate the required deck cross section. Widening may also require additional approach work to transition between the roadway width and the new bridge width.
- 10) The CONSULTANT must determine if part-width construction is possible or if the entire crossing must be closed and a detour used. Final detailed traffic control costs for construction will be determined by MDOT.
- 11) Any work required for the approaches must be included in the report and these items accounted for on the Estimate Sheet.
- 12) The CONSULTANT must prepare a formal letter informing the local government agency of the proposed work and to

determine their future needs at each structure.

b. The area immediately around the structure must be closely evaluated to determine if there are any site issues or constraints that may have an impact during construction. Each quadrant of the structure is to be evaluated and photo-documented. These include items such as:

- 1) Businesses or driveways close to the approaches.
- 2) Utilities attached to or near the bridge.
- 3) Signs or sign brackets attached to the bridge. Specify if the connections are bolted or welded.
- 4) MITS dynamic message boards.
- 5) Poor alignment or geometrics.
- 6) Approach and departure guardrail terminals or the presence of impact attenuators.
- 7) Bank erosion or scour. Unusual channel features.
- 8) Railroad tracks that have been removed from over or under the bridge.
- 9) Proximity of other bridge structures.
- 10) Is drainage sufficient? Any evidence of ponding on the structure?
- 11) Is the Right-of-Way limited and might additional ROW or easements be required?
- 12) ITS components, such as cameras, changeable message signs, conduit, and other ITS elements.

c. Additionally the following items are some of the items that, if apply, must be evaluated and costs considered:

- 1) Is the bridge historical? (MDOT PM to provide information if applicable)
- 2) Does this bridge have special structural design features which may affect the repair options such as lack of load path redundancy, fracture critical members, category E' allowable fatigue stress details, etc? (See AASHTO Standard Specification for Highway Bridges, 17<sup>th</sup> edition, Section 10.3, tables 10.3.1A, 10.3.1B and 10.3.1C for descriptions and illustrative examples.)
- 3) Is the minimum vertical underclearance deficient?
- 4) Is the structure functionally obsolete? Will widening be required as part of rehabilitation effort?
- 5) If it is a turn-around structure, or has a turn around on it, do the radii meet current standards? Is widening of the bridge required to meet current radii standards?
- 6) Are there environmental issues that may impact the

project?

- 7) If it is a pedestrian structure, do the geometrics meet current ADA criteria? If not, consider what repair options would be necessary to meet the minimum criteria set by the ADA.
- 8) Are there sidewalks on the bridge? If so, do the geometrics meet current ADA standard? Are there sidewalk ramps within the limits of the bridge approach? If so, do the sidewalk ramps meet current ADA standard?
- 9) Determine impacts of the proposed bridge treatment on the existing horizontal and vertical alignments, pavements, curb and gutter, drainage, right of way (ROW), etc. Every effort shall be made to minimize ROW impacts within the limits of the projects. In areas of potential ROW impacts, the Consultant shall identify the potential need for additional ROW, by station or address, type of ROW required (grading permit, easement or fee), and roadside improvements proposed (i.e. fencing, turf establishment, landscaping, non-motorized, etc.).
- 10) Review and document the final scope for conformance to 3R/4R Guidelines for non-freeway jobs and 4R, AASHTO and Interstate Standards for freeway jobs. Documentation shall include existing condition, treatment as per design standards, and recommendation.
- 11) Identify areas where bridge design standards cannot be met on the final proposed recommended treatment, give justification and documentation as to the reason, and prepare the design exception. The preparation of a Design Exception Request form for the recommended proposed treatment may be necessary to fulfill the Federal Highway Administration requirements for structures on National Highway System (NHS) routes.
- 12) Review and document the roadside safety related items (i.e. guardrail, barriers, attenuators, etc.) which need to be modified or included in the project. Documentation will include location, existing type and condition, and the recommended treatment.
- 13) Document and identify any possible utility conflicts and estimate the cost of relocation and/or adjustment.
- 14) Document and identify locations of possible environmental issues which may impact the project, and estimate the cost of treatment.
- 15) Develop Construction Zone Traffic Control Concepts

in accordance with the Michigan Department of Transportation Mobility Policy.

- 16) Structure where recommended repair is replacement, consultant shall explore the possibility of applying Accelerated Bridge Construction (ABC) Techniques for all of the bridge elements, see Attachment 4.
- 17) All estimates and other project related items shall meet all MDOT requirements and detailing practices (i.e., format, materials, symbols, patterns, and layout) or as otherwise directed by MDOT.

**If, during the site review, the CONSULTANT finds any structural condition that may cause the bridge to be load restricted (such as holes in beams, broken prestressing strands, etc.), or which may require other immediate action (such as lane closures or emergency repairs to holes in the deck, temporary supports, false decking due to spalled concrete, etc.), the CONSULTANT will notify the MDOT PM as soon as possible. The CONSULTANT will be provided with a list of contact information of key personnel within MDOT in the event that the MDOT PM is unavailable. In addition, The CONSULTANT will provide documentation of the condition (such as beam measurements, pictures taken, etc.) to MDOT as quickly as possible using form 1887- MDOT Request For Action.**

## **2. Scoping Checklist and Determining Repair Options**

Completing the Scoping Checklist (provided by MDOT PM) and making an initial determination of the most appropriate repair option, based on the physical condition of the bridge, economic considerations, and engineering judgment, is to be done in the field.

The types of repair options that are to be considered must be separated into two major work type categories: Capital Preventive Maintenance and Rehabilitation/ Replacement.

### **Capital Preventive Maintenance (CPM)**

- a. Joint Replacement
- b. Pin and Hanger Replacement
- c. Complete Painting
- d. Zone Painting
- e. Shallow Concrete Overlay
- f. Thin Epoxy Overlay
- g. Deck patching, Healer Sealer
- h. Scour Countermeasures
- i. HMA Overlay
- j. Substructure Patching

### **Rehabilitation / Replacement**

- a. Deep Concrete Overlay
- b. Superstructure Repairs
- c. Substructure Repair (Substructures with an NBI rating of 4 or less)
- d. Substructure Replacement
- e. Deck Replacement
- f. Superstructure Replacement
- g. Structure Replacement

The Bridge Deck Preservation Repair Matrix must be consulted for reasonable deck repair options based on the condition of the deck surface and underside. This is to be used as a guide, and shall not substitute for sound engineering judgment. See **ENGINEERING ANALYSIS** for more discussion about the option choices.

## **3. Photographs**

Photo-documentation of the bridge and the surrounding areas must be included in the report. All of the pictures must be mounted on 8½" X 11" media and are to be captioned with a description of what the picture is intended to show. Each copy of the bridge report must have this series of pictures showing at least the following items and sequenced in the following order:

- a. Elevation views of both sides of the bridge

- b. Deck surface (entire deck surface to be photographed, including joints)
- c. Railing, sidewalks, brush blocks, raised shoulders or any other feature of the deck surface
- d. Approaches
- e. Underside of deck (to sufficiently document condition)
- f. Typical superstructure elements (beams, diaphragms, cross bracing, lateral bracing, bearings, pin and hangers, etc.)
- g. Abutments, including wingwalls and slope protection
- h. Piers showing all faces
- i. Waterways / railroad tracks
- j. Major deteriorated areas
- k. Load posting signs
- l. Vertical clearance signs
- m. Signs or ITS attached to the bridge including connections
- n. Utilities including connections
- o. Quadrant photos, showing businesses or other items that could affect the cost of the construction, including ITS components
- p. Quadrant photos, showing side slopes, downspouts or other items that could affect the cost of construction.

In addition, pictures must be taken which will support the CONSULTANT's repair recommendations. All pictures must be captioned to describe the general view (such as north elevation, etc.) and to describe the pertinent item or deterioration. The deck surface photos will be an "aerial view" taken from a height of at least 12 ft above the surface of the deck. These photos will be taken after the deck delamination survey and the areas of delamination are expected to show clearly in the photo.

#### **4. Testing**

During the site review phase, the CONSULTANT may determine that material testing is desirable to better understand the condition of the deck and therefore make a better judgment on the best repair option. Advance approval of the MDOT PM is required prior to initiating any testing.

If the CONSULTANT PM determines that material testing is needed, a testing proposal must be submitted to the MDOT PM or DPM for approval. The testing proposal will show the bridges for which testing is to be performed, what tests are to be performed, what specific information is to be gained from the testing, how this information is to be used, and the cost of testing and necessary traffic control. Proposals submitted with insufficient justification for testing will be denied. Where the deck is beyond saving, as judged by visual indications, or where the appropriate repair option is clearly indicated, material testing will not be performed.

The results and analysis of any testing that is approved and performed will be discussed in the Site Review Findings section of the report and the actual test reports will be included in the Appendix.

## **ENGINEERING ANALYSIS**

The engineering analysis phase will include an evaluation of the site review findings, preparation of, and evaluation of a minimum of three repair strategies, including the preparation of cost estimates, the selection of the best repair option, and finally the determination of the appropriate work type category (R&R or CPM).

### **Rehabilitation/Replacement**

For proposed R & R work proceed with the preparation of and evaluation of at least three repair strategies, including the estimate of cost of the repair strategies and the selection of the best repair option. This phase shall also consider the scope of road work and maintaining traffic concepts as outlined in the scope.

An initial repair option will have been determined during the site review in the field. The CONSULTANT is required to perform an engineering analysis of this option and on the options above and below it from the list in the section "Scoping Checklist and Determining the most appropriate Repair Options". For example, if deck replacement is determined to be the most appropriate repair option, a cost estimate shall be prepared for the overlay and superstructure replacement options.

For the superstructure replacement and bridge replacement options, the CONSULTANT will also analyze eliminating or correcting undesirable or deficient design characteristics (e.g., structural capacity, widening, etc.). Analysis of the load carrying capacity of some components of the bridge may be required.

### **Estimating Various Repair Options**

Cost estimates for each of the Repair options will be prepared for each structure using the Bridge Repair Cost Estimate form with unit prices (provided by MDOT PM). The Estimate Sheet, on 8½" x 11" paper, provides spaces to show all of the repairs to be performed for that call for projects year. Calculations for the paint area will be prepared by the CONSULTANT and included in the appendix of the report.

The estimates required are "early preliminary estimates" and not the more detailed "engineering estimates." The object is to determine the most economical method of treatment and to establish the budget. The more detailed estimates will be determined in the design phase (not a part of this authorization).

If additional information is necessary for a unit price not on the list,

contact the MDOT PM.

### **Capital Preventive Maintenance**

For proposed Capital Preventive Maintenance work proceed with the preparation of a cost estimate using the Bridge Repair Cost Estimate. This phase shall also consider the scope of road work and maintaining traffic concepts as outlined in the scope. If additional information is necessary for a unit price not on the list, contact the MDOT PM.

## **REPORT**

### **Rehabilitation / Replacement Work Category**

The deliverables for a Rehabilitation/Replacement work category for this scope of work will be the reports, photographs, estimate sheets, field notes and scoping checklist. One electronic PDF file will be submitted for each bridge scope included in the work package list. This PDF file shall be the report in its entirety. In addition to the PDF file, the CONSULTANT shall submit the Microsoft Excel files for each bridge.

For each bridge, a binder clip containing the scoping reports as described below will be submitted. The binder clip will contain all information pertaining to the site review findings and recommended repair options for each bridge. Two sets of each report will be submitted.

A summary sheet showing Structure Number, Bridge ID, bridge location, proposed work, and estimated cost per bridge shall serve as a cover sheet.

*a. Table of Contents:*

A table of contents will be provided for the complete document.

*b. General Site Review Procedures:*

This section will summarize the general procedures used during the site review. This information will include a table showing the site review dates for the bridge, equipment used, traffic control procedures, site review procedures, etc.

*c. Executive Summary:*

This is to include a statement of the recommended treatment for the bridge and the cost (in FY dollars as directed by the MDOT PM) of the initial repair. The executive summary will be a standalone section and will not refer to other sections of the report, nor will the main text refer to information in the executive summary. The information to be included in the executive summary shall be as stated follows:

- 1) Recommended repair option, and cost in 2018 dollars
- 2) The general condition, and current NBI ratings for item 58A (deck surface), item 58 (deck), item 59 (superstructure), and item 60 (substructure) from the Bridge Safety Inspection Report.
- 3) The percent deficiencies of the deck surface, deck underside and substructure units. State if recommended repair option is consistent with the Bridge Deck Preservation Repair Matrix and justification as to why or why not.
- 4) Eligibility for FHWA funding and current sufficiency rating. State whether structure is on or off the National Highway System (MDOT PM to provide this information)
- 5) The measured existing vertical underclearance, and any utilities on the structure. State the Region or TSC contact personnel for utility and maintenance of traffic issues (MDOT PM to provide this information).

d. *Field Site Review Findings:*

This section will include, as a minimum, discussion of the following areas:

- 1) Overall assessment of the condition of the bridge including an evaluation of the beam end thicknesses (webs and bottom flanges) taken during the site review. Reference to current NBI ratings for items 58A, 58, 59, & 60. State percent deck surface and underside deficiencies. Sketches of beam end repair areas, all substructure elements showing repair areas for all faces, and typical deck sections for widening options.
- 2) Site issues, i.e., geometrics, vertical clearance, maintenance of traffic, utilities, scour, etc. In case of the situation where no site issues that would impact the rehabilitation of the structure were identified, a statement will be made that all areas were investigated and no issues were found.
- 3) Testing results and implications to the repair options. If no testing was performed, this will be stated in the report.
- 4) The following outline may be used for a consistent presentation format for the body of this section of the report:
  - a. Approaches (approach slab and sleeper slab if applicable, guardrails)
  - b. Deck (surface, underside, joints, sidewalk, brush block, bridge railing)
  - c. Superstructure (beams, diaphragms, cross frames, paint system, bearings, pin and hangar)
  - d. Substructure (abutments, backwalls, wingwalls,

piers, slope protection, scour)

e. Site Issues

- I. Maintaining Traffic
- II. Geometrics
- III. Vertical Clearance
- IV. Signs
- V. Quadrants
- VI. ADA/Standards Compliance, etc.
- VII. Utilities
- VIII. Channel condition
- IX. ITS Components

f. Material Testing

e. *Rehabilitation Options:*

This section will include a discussion of the rehabilitation options considered. For each option evaluated, a discussion of the necessary improvements and the associated costs will be included. The report must discuss and state the reasoning and judgment for selection of the recommended option. This discussion will also include the reasoning for the elimination of all other options, as appropriate.

f. *Summary with Repair Recommendation:*

This section will state the recommended course of action for the bridge and the factors used in determining this recommendation. This section will also briefly discuss the effects of postponing the recommended improvements.

g. *Maintaining Traffic / Mobility Summary*

This section shall include an analysis of the traffic control plan in accordance with the Michigan Department of Transportation's Mobility Policy. Various traffic control alternatives shall be evaluated.

h. *Bridge Repair Cost Estimate*

A cost estimate must be prepared for each repair option that was considered using the Bridge Repair Cost estimate sheet.

i. *Appendix*

:

- Index sheet with Photo Titles
- Word document with photos and descriptions
- Scoping Checklist(s)
- Field notes and sketches
- Paint calculations – Paint Areas, Deck Areas, etc.
- Table of beam end thickness readings (if applicable)
- Lab test reports (if applicable)

Road preliminary estimate (separate spreadsheet)  
Existing plan sheets (general plan of site and general plan of structure)  
Current bridge inspection reports

### **Capital Preventive Maintenance Work Category**

The deliverables for CPM reports will be similar to that for R&R, with two main exceptions. The Summary with Repair Recommendations section will only include brief discussion and listing of the repairs being recommended. Discussion on other repair recommendations, comparing and contrasting the logical alternatives, will not be needed. Once agreed upon by the MDOT PM as a CPM category bridge, the repairs will be less involved and will not require the additional analysis. The second difference will be reflected in the Cost Estimates. There will only be need for one estimate.

Formatting for the reports, including Table of Contents, executive summary sheet, scoping checklist, a discussion of the component conditions as described above under Field Review Findings, an MOT/Mobility Summary, Cost Estimate Sheets, and Appendix materials will follow as prescribed for the R&R reports. One electronic PDF file will be submitted for each bridge scope included in the work package list. This PDF file shall be the report in its entirety. In addition to the PDF file, the CONSULTANT shall submit the Microsoft Excel files for each bridge. The package shall be submitted in a binder clip. Two sets of each binder clip will be submitted.

Incomplete final reports or reports with errors will be returned to the Consultant for revision. Failure to make the required changes will be considered a failure to meet the terms of the scope of work.

## **TRAFFIC CONTROL**

### **Traffic Control & Permits During Site Review**

The traffic control during the site review will be the responsibility of the CONSULTANT. Permits for the traffic control and for working in the MDOT right-of-way must be obtained from the MDOT TSC in which county the bridges are located, prior the start of work. On the permit application, please indicate the Control Section and Job Number. Allow ample time for permit issuance. The CONSULTANT must follow all requirements as issued with the Permit from the MDOT TSC. Nighttime lane closures for deck inspection may be allowed at the discretion of the MDOT PM. Approval for nighttime work must be obtained prior to the start of work.

### **Railroad Flagging & Permits**

If it is necessary to work over an active railroad during the site review phase, the CONSULTANT will be responsible for obtaining the necessary permits and flagmen. Costs for this will be considered an expense and must be detailed in the traffic

control section in the proposal and on the invoice.

## **GENERAL**

### **Software Requirements**

The CONSULTANT is required to own and use Microsoft Excel version 2002 or later for all spreadsheets, Microsoft Word version 2002 or later for word processing, and Adobe Acrobat for pdf files. The requested electronic files (see Section 1, **REPORT**) must be submitted in these applications. Electronic file templates for all of the attachments can be provided via E-mail, from the MDOT website. The Consultant is to furnish electronic files contained on a Compact Disc (CD). The CD should be labeled with the Bridge ID and structure number ie, S04-50011(6010) for each structure. Contact the MDOT PM with a request of a CD.

## **EQUIPMENT AND SAFETY**

The CONSULTANT will be responsible for obtaining and operating the high reach equipment for inspection under the bridge. However, MDOT will provide an under bridge inspection crane for the CONSULTANT's use in certain situations, for example, high river and railroad crossings. The CONSULTANT will still be responsible for traffic control and for scheduling. Contact the MDOT PM or DPM a minimum of 14 days in advance for scheduling use of the equipment.

During the inspection, the CONSULTANT is responsible for traffic control and all aspects of personal safety of his or her staff. Traffic control will follow standard MDOT procedures. The CONSULTANT will be responsible for obtaining all permits and notifying the Region Engineer in writing (with a copy to the MDOT PM) of the time and location of the work.

All other inspection equipment and personal safety equipment such as hard hat, steel toed shoes, reflective vest, and eye protection will be responsibility of the CONSULTANT.

### **Diving**

No diving of river crossings is expected as part of this work. However, if it does become necessary, it will be dealt with under a separate authorization.

## **Appendices**

Attachment 1A: Work Package Listing JN 1122499

Attachment 1B: Work Package Listing JN 122509

Attachment 2: Detailed Beam Survey Report

Attachment 3: Structural Clearance Measurement Form

Attachment 4: Accelerated Bridge Construction Techniques

**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.

For projects advertised May 1, 2013, or later, 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.

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.

For projects advertised May 1, 2013, or later, 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.

**Attachment 1A: Work Package  
Listing - JN 122499**

	STRUCTURE		Facility Carried	Feature Intersection
1	S09	63022	Haggerty Rd	M-5
2	S01	63191	Meadowbrook Rd	I-96
3	S02	63191	Haggerty Rd	I-96 EB
4	S03	63191	Haggerty Rd	I-96 WB
5	S04	63191	I-696 SB to I-96 R	M-102
6	S05-1	63191	I-275 NB & M-5	I-696
7	S05-4	63191	I-96 WB	I-696
8	S06	63191	TRN RDWY C (I-696) over I-96 & I-275	I-96 & I-275
9	S07	63191	I-96 WB	M-5
10	S08	63191	I-96 Ramp	M-5
11	S09	63191	Grand River Ave	I-275, I-96
12	S10	63191	Ten Mile Rd	I-96
13	S12	63191	I-96 EB	Nine Mile Rd
14	S13	63191	I-96 WB	Nine Mile Rd
15	S18	63191	I-96 Ramp	Ramp from M-102
16	S19	63191	I-96	M-5
17	S03	82125	Seven Mile Rd	I-96
18	S09	82293	I-275 SB	M-14
19	S10-1	82293	I-275 NB	M-14
20	S11	82293	SB to EB I-96	I-275 NB
21	S12	82293	Five Mile Rd	I-96

**Attachment 1B: Work Package Listing - JN 122509**

	STRUCTURE		Facility Carried	Feature Intersection
1	S04	82191	Gibraltar Rd	I-75
2	S07	82191	West Rd	I-75
3	R02-1	82191	I-75 NB	GTW RR
4	R02-2	82191	I-75 SB	GTW RR
5	P09	82252	Philadelphia	I-75
6	R10	82252	M-8 E-S Ramp	GTW RR
7	R11	82252	Davison to I-75 RP	GTW RR, I-75&Davison
8	S05	82252	Holbrook Ave	I-75
9	S24	82252	Savannah Ave	I-75
10	S27	82252	Meade St	I-75
11	S28	82252	I-75	Ramp to Davison
12	S31	82252	I-75 & Ramps C&D	M-8 Davison & Ser RDS
13	S33	82252	Davison Ramp(M-8)	I-75
14	S37	82252	Davison RMP to &5	Dequindre Ave
15	B03-1	82191	I-75 NB	Goddard Rd, SXTN-KIL DRN
16	B03-2	82191	I-75 SB	Goddard Rd, SXTN-KIL DRN



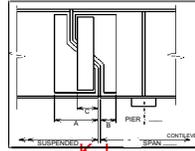


Form 0267-1 (03/02)

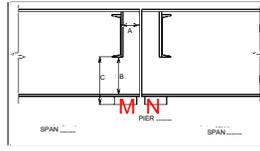
### DETAILED BEAM SURVEY REPORT

(WELDED GIRDER OR ROLLED BEAM)

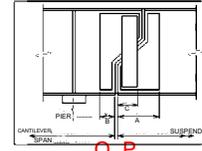
USE this form when TRAFFIC ON BRIDGE IS: WEST or EAST Bnd.



IF at .pin & hanger.. THIS Side of pier



IF at ... PIER ...



IF at .pin & hanger.. THIS Side of pier

FACILITY CARRIED: \_\_\_\_\_

INSPECTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

STRUCTURE NO. \_\_\_\_\_ REGION \_\_\_\_\_

ALWAYS CIRCLE ABOVE TO NOTE APPLICABLE CASE USED IN FORM

DETAILS FOR FROM  
span W  
ex. span 1 w

INSPECTION AT FROM  
PIER W  
ex. PIER 1 w

DETAILS FOR FROM  
span W  
ex. span 2 w

COMMENTS & references to photos and sketches

COMMENTS & references to photos and sketches

BEAM LINE #	WEB LOSS MEASUREMENTS				FLANGE LOSS MEASUREMENTS				REPORT CASE			WEB LOSS MEASUREMENTS				FLANGE LOSS MEASUREMENTS				BEAM LINE #			
	THICKN. LOST	HEIGHT RANGE		LENGTH RANGE		ACTUAL THICKN.	LOSS WIDTH RANGE		LOSS LENGTH RANGE		Traffic: WEST / EAST	Bridge ID	THICKN. LOST	HEIGHT RANGE		LENGTH RANGE		ACTUAL THICKN.	LOSS WIDTH RANGE		LOSS LENGTH RANGE		
		START	end	START	end		START	end	START	end				START	end	START	end		START		end	START	end
14 S																							14 S
13 S																							13 S
12 S																							12 S
11 S																							11 S
10 S																							10 S
9 S																							9 S
8 S																							8 S
7 S																							7 S
6 S																							6 S
5 S																							5 S
4 S																							4 S
3 S																							3 S
2 S																							2 S
1 S																							1 S

K  
M  
O

L  
N  
P

