

## 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                              |  |  | CONSULTANT: Provide only checked items below in proposal.   |
|--|--|--|---|
| WHITE = REQUIRED<br>** = OPTIONAL<br>Check the appropriate Tier in the box below         |  |  |   |
| <input type="checkbox"/><br>TIER I<br>(\$50,000 - \$150,000)                             | <input type="checkbox"/><br>TIER II<br>(\$150,000-\$1,000,000) | <input type="checkbox"/><br>TIER III<br>(>\$1,000,000) |   |
| <input type="checkbox"/>   | <input type="checkbox"/>                                       | <input type="checkbox"/>                               |   |
| <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 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) Resumes will only be accepted for Best Value Selections | 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 E-MAIL 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 for all firms performing non-prequalified services on this project.)

**(These forms are not included in the proposal maximum page count.)**

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.”

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**RFP SPECIFIC INFORMATION**

ENGINEERING SERVICES                       BUREAU OF TRANSPORTATION PLANNING                       OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO                       YES                      DATED \_\_\_\_\_ THROUGH \_\_\_\_\_

**Prequalified Services** – See the attached Scope of Services for required Prequalification Classifications.

**Non-Prequalified Services** – If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, 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 all firms performing non-prequalified services on this project.**

**Qualification 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.)

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**BID SHEET INSTRUCTIONS**

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.

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**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.

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**Proposals must be submitted for this project electronically. Proposal Submittal Requirements Can Be Found At the Following Link**  
[http://www.michigan.gov/documents/MDOT\\_Consultant-Vendor\\_Selection\\_Guidelines-0106\\_145222\\_7.pdf?20150707153457](http://www.michigan.gov/documents/MDOT_Consultant-Vendor_Selection_Guidelines-0106_145222_7.pdf?20150707153457)

**In PART IV – INSTRUCTION FOR SUBMITTING PROPOSALS**

**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 SERVICES FOR “AS-NEEDED” BRIDGE DESIGN SERVICES

Revised as of 10.12.16

**CONTROL SECTIONS:** Various

**JOB NUMBERS:** Various

**PROJECT LOCATION:** Various locations throughout the state.

### **DESCRIPTION OF WORK:**

Provide bridge design services as needed for high priority design projects. Bridge design services include, but are not limited to the following: Partial superstructure/substructure replacement, beam end repairs, substructure repairs, joint replacement, painting, bridge overlay, maintenance of traffic, approach work. Services will be required as directed by the Project Manager; durations of time will be established at the time of request.

**Up to four (4) consultants will be chosen for “as-needed” contracts up to \$250,000 each. Refer to Attachment “A” regarding project assignments within each Consultant Contract.**

Full-time services will not be required for this project at all times. This contract is for "as needed" services, based on the intermittent needs of the design division for bridge design support. Every attempt will be made to submit requests and schedule at least one week prior to the need for personnel.

### **PRIMARY PREQUALIFICATION CLASSIFICATION:**

**Design – Bridges:** ~~Movable Span~~

### **SECONDARY PREQUALIFICATION CLASSIFICATION(S):**

Design – Roadway: Intermediate

Design – Traffic: Work Zone Maintenance of Traffic

Design – Traffic: Work Zone Mobility & Safety

### **ANTICIPATED START AND COMPLETION DATES:**

Anticipated Start Date: December 1, 2016

Anticipated Start Date: December 1, 2018

**DBE REQUIREMENT:** N/A.

**MDOT PROJECT MANAGER:**

José A. Garcia, P.E.  
MDOT - Design Division  
Van Wagoner Building  
425 W. Ottawa Street  
P.O. Box 30050  
Lansing, Michigan 48909

**CONSULTANT RESPONSIBILITIES:**

- A. This Scope of Service consists of performing Bridge Design Services to the satisfaction of the department.
- B. The Consultant's principal contact with the Department shall be through the designated Project Manager.
- C. The Services described herein are financed with public funds. The Consultant shall comply with applicable Federal and State laws, rules, and regulations. The Consultant shall perform CADD operations in accordance with the department's drafting standards, including Microstation V8, Projectwise, GeoPak and eProposal.
- D. The Consultant agrees to demonstrate knowledge and performance in compliance with the AASHTO guidelines, MDOT design standards and specifications and MDOT geometric and safety guidelines.
- E. Since this is an as needed service contract, the personnel to be provided by the Consultant shall be subject to the review and approval of the Project Manager. The Consultant must notify the Project Manager, in writing, of any personnel availability changes from those specified in the Consultant's approved proposal.
- F. The Consultant will provide the necessary personnel to adequately perform the requirements of this Agreement, and that his/her employee will possess the experience, knowledge, and character to qualify him/her for the particular duties.
- G. Drafting Technician services must be performed in accordance with the department's plan preparation guidelines and all other applicable references, and/or procedures manuals. Services may include participation in minor pick-up survey.
- H. The Consultant will immediately bring to the attention of the MDOT Project Manager any discrepancy with plans or specification requirement or any other occurrence which may require resolution by the MDOT Project Manager.
- I. No work is to commence prior to authorization or extend beyond the

authorization's Service Completion Date. The need for services will be at the discretion of the Project Manager. The Department reserves the right to withdraw any personnel or halt any services no longer required, within a reasonable time after the lack of need for services becomes apparent to the Consultant or the Project Manager.

**MDOT RESPONSIBILITIES:**

- A. The Department will be responsible for the overall contract administration for the MDOT projects to assure that the projects are completed in reasonable conformance with the plans and specifications for Project Acceptance.

**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. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

Direct expenses, if applicable, will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

The hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. Fixed fee on “as needed” projects is computed by taking the

percent of actual labor hours billed to labor hours authorized, then applying that percentage to the total fixed fee authorized.

MDOT reserves the right to request services on other projects located in the Region/TSC area that are not listed above, under the conditions of this “as needed” scope of services.

Full time services may not be required on all projects at all times. This scope is for “as needed” services, based on the intermittent needs of MDOT. It must be noted that this is not a guarantee that MDOT will use the Consultant’s services.

MDOT will reimburse the consultant for vehicle expenses and the costs of travel to and from project sites in accordance with MDOT’s Travel and Vehicle Expense Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at [http://www.michigan.gov/documents/mdot/Final\\_Travel\\_Guidelines\\_05-01-13\\_420289\\_7.pdf?20130509082418](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.

## **Attachment A**

### **Consultant Work Order Proposal**

MDOT will prepare a letter/memo for the requested design services including control section, project location, bridge ID number, and services needed each of an “as-needed” consultant.

All consultants chosen during the RFP process will submit a **one page** “Statement of Qualifications” within 2 business days to MDOT.

The **one page** “Statement of Qualifications” will include:

- Understanding of Service - 35 points
- Past performance of similar types of services - 20 points
- Key personnel available for **immediate work** - 50 points
- QA/QC personnel available for **immediate work** - 10 points
- Location – 5 points

MDOT Project Manager will rank and select the most qualified consultant within 2 business days.