

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 Required with Proposal)**

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 Non-Prequalified Work)

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

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
“AS NEEDED” DESIGN SERVICES
Design Surveys**

CONTROL SECTION: Various

JOB NUMBER: Various

PROJECT LOCATION: Various

PROJECT DESCRIPTION:

The Consultant will be expected to provide experienced personnel for Design Survey services on an as needed basis for MDOT design projects. Such tasks would include but may not be limited to work in the following areas of survey: Road Design Survey, Hydraulics Survey, Structure Survey and ROW Survey. Full time services will not be required on all projects at all times.

This scope is for “as needed” services, based on the intermittent needs of the MDOT Lansing Design Survey Unit. It must be noted that this is not a guarantee of consultant authorized work.

NOTE: NOTE: Prequalification for all categories listed below is necessary for consideration for this RFP. Primary prequalification must be held by the Prime Consultant and secondary prequalification may be held by subconsultants listed in the proposal. A letter, on each firm’s letterhead, shall be submitted as part of the proposal package.

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Road Design Surveys, PPMS Task 3330

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Structure Surveys, PPMS Task 3340

Hydraulic Surveys, PPMS Task 3350

Right-of-Way Surveys, PPMS Task 4510

Consultants may submit a proposal as a team to incorporate all pre-qualification Classifications.

NUMBER OF CONSULTANTS & ESTIMATED CONTRACT COSTS

Up to twenty-five (25) consultants will be chosen for “as-needed” contracts up to \$300,000 each year for TWO YEARS. The number of projects assigned to each consultant will be determined by future workloads. Contract monetary limits will be:

Year	Amount	Contract Duration
2012	\$300,000	January 1, 2012 – December 31, 2012
2013	\$300,000	January 1, 2013 – December 31, 2013

DBE REQUIREMENT:

This Scope of Services has a **0 %** DBE qualification.

MDOT DESIGN SURVEY PROJECT MANAGERS:

Thomas W. Benson, P.S. Michigan Department of Transportation Van Wagoner Building 425 W. Ottawa Street, B220 P.O. Box 30050 Lansing, MI 48909 517-373-0020 bensont2@michigan.gov	Thomas D. Bogren, P.S. Michigan Department of Transportation Van Wagoner Building 425 W. Ottawa Street, B220 P.O. Box 30050 Lansing, MI 48909 517-335-1914 bogrent@michigan.gov
Michael C. Barger, P.S. Michigan Department of Transportation Van Wagoner Building 425 W. Ottawa Street, B220 P.O. Box 30050 Lansing, MI 48909 517-241-3431 bargerm@michigan.gov	

GENERAL INFORMATION:

Once a project is identified for consultant survey, the assigned project manager will pick a consultant based on location, amount available on their contract and number of projects done on THIS contract at that time.

A Consultant may not work on any more than two (2) “as needed” jobs for any Region Surveyor or Survey Consultant Project Manager at any given time.

What to expect from the MDOT Survey Project Manager:

- When your firm is identified, the assigned manager will make initial contact by phone to check on availability.
- If the consultant is available, the assigned manager will forward a completed **Attachment C, Request for Consultant Survey Staff Letter** to the consultant Professional Surveyor. A sample is attached to this proposal.
- Every attempt will be made to submit Price Proposals as soon as possible. Unless special cases exist, it takes about a week for as-needed contracts to be approved.

What is expected from the Consultant:

- If for any reason the work cannot be completed in the timeframe discussed, it will not deter from receiving future work if a project is turned down. The goal is for a quality product delivered on time.
- Availability and any changes in the staff outlined in this proposal must be brought to MDOT's attention at the time of the initial phone call or within two (2) days. A new Form 5100G will be required to document any changes in personnel. If the Consultant does not get pre-approval for this substitution, MDOT will not accept the hours worked as billable and the Consultant will be working at their risk.
- It is up to the consultant to communicate with the MDOT Project Manager or designated Region Surveyor to answer any questions regarding the scope and paperwork needed for contracting. The consultant may request a meeting with the assigned manager at any time.
- The consultant will prepare a priced proposal and other essential contract paperwork. Other noteworthy items:
 - Traffic control required by the local MDOT TSC Traffic & Safety Engineer must be included in the priced proposal in order to be reimbursed. See below for more information regarding traffic control.
 - Any changes from the signed Attachment C not covered in the price proposal can be documented in Form 5102.
- If a project duration is longer than six (6) weeks, a Monthly Progress Report is required to be submitted addressing the following items:
 - Work accomplished during the previous month
 - Anticipated work and goals for the coming month
 - Real problems which occurred during the month, and anticipated problems for the coming month
 - Any updates on the project schedule including explanations for any delays or changes in schedule, scope, or work plan
 - Any early reviews or submittals such as adjustments, computations, or alignment

The MDOT reserves the right to grant final work authorization based on the Consultant's understanding of the specific survey project tasks and personnel. If the Consultant is unable to fulfill a request MDOT may utilize a different Consultant awarded under this As Needed Scope for Consultant Survey Services.

GENERAL REQUIREMENTS:

1. Surveys must comply with **all Michigan law** relative to land surveying.
2. Surveys must be done under the **direct supervision** of a Professional Surveyor licensed to practice in the State of Michigan.
3. Work in any of the following categories: Road Design Surveys, Structure Surveys, Hydraulic Surveys, and/or Right-of-Way Surveys must be completed by a firm which is pre-qualified by MDOT.
4. Surveys must meet all requirements of the Michigan Department of Transportation (MDOT) Design Surveys *Standards of Practice* and the MDOT QA/QC Checklist latest version. Please contact the Design Survey office to clarify any specific questions regarding these standards.
5. The Consultant is responsible for using the latest MDOT Feature Codes, files and tugboat (macro), available on the MDOT File Transfer Protocol (FTP) site. **The CAiCE software used must be Version 10.6 or newer. The Consultant must also use MicroStation Version 8, until MDOT Design requires an updated version.**
6. Consultants must obtain all necessary permits required to perform this survey on any public and/or private property. This includes an up-to-date permit from the MDOT Utilities Coordination and Permits Section
7. Prior to performing the survey, the Consultant must contact all landowners upon whose lands they will enter. The contact may be personal, phone or letter, but must be documented. This notice must include the reasons for the survey on private land, the approximate time the survey is to take place, the extent of the survey including potential brush cutting, and an MDOT contact person (the MDOT project manager).
8. The Consultant must contact any and all Railroads prior to commencing field survey on railroad property. The cost for any permit, flaggers and/or training that is required by the Railroad will be considered as a direct cost, but only if included in the Consultant's proposal.
9. The Consultant must adhere to all applicable OSHA and MIOSHA safety standards, including the appropriate traffic signs for the activities and conditions for this job.
10. Consultants are responsible for a comprehensive and conscientious research of all records, including MDOT records, essential for the completion of this project.

11. Measurements, stationing, recorded data, and computations must be in **International Feet**.
12. Coordinate values must be based on the Michigan Coordinate System of 1983 (CORS 96, Geoid 09), Appropriate Zone. All elevations must be based on the North American Vertical Datum of 1988 (NAVD88).
13. For a **Road Design Survey, Hydraulic Survey or Right of Way Survey, two CDs or DVD's** must be submitted to the Design Survey Unit in 10" by 12" divided portfolios with flap covers. For a **Structure Survey, one complete portfolio and a total of 2 CD's or DVD's** must be submitted. As many portfolios should be used as needed to contain all of the required documents and Compact Discs.
14. The Consultant representative shall record and submit typewritten minutes for all project related meetings to the MDOT Project Manager within two weeks of the meeting. The Consultant shall also distribute the minutes to all meeting attendees.
15. The MDOT Project Manager is the official contact for the Consultant. The Consultant must either address, or send a copy of all correspondence to the MDOT Project Manager. The MDOT Project Manager shall be made aware of all communications regarding this project. Any questions regarding this award or any subsequent project should be directed to one of the Design Survey Consultant Coordinators / Project Managers listed above.

At the completion of this survey, all field survey notes (legible copies will suffice), all electronic data, and all research records obtained for this project will be considered the property of MDOT and must be sent to: MDOT, Design Division, Consultant Coordinator / Survey Project Manager, P.O. Box 30050, Lansing, MI 48909. Please use MDOT's Form 222 entitled "SURVEY NOTES: RECEIPT AND TRANSMITTAL" for all transmittals.

NOTE: It is recommended that the project's horizontal and vertical control adjustments be submitted for review as soon as it is available.

WORK RESTRICTIONS

The Consultant must notify the closest MDOT Transportation Service Center Traffic & Safety Engineer that has jurisdiction prior to submitting a priced proposal and prior to beginning work activities in the project area.

The MDOT TSC Traffic & Safety Engineer must be notified at least two weeks prior to shoulder or lane closures so advance notice can be posted on the Web site.

No work shall be performed or lane closures allowed during the Memorial Day, Independence Day, or Labor Day holiday periods. The holiday periods will be defined

by the local Traffic and Safety Engineer which has jurisdiction over the project area.

All work on the road shall be conducted during daylight hours Monday through Friday only. Lane closures may only occur between the hours 9:00 am and 3:00 pm. Weekend work and lane closure exceptions may be permitted, but only with the approval in advance from the MDOT Project Manager or Designate (the Traffic and Safety Engineer).

Traffic shall be maintained by the Consultant throughout the project in accordance with Sections 812, 922, 103.05 and 103.06 of the *Standard Specifications for Construction*, 2003 edition, www.mdot.state.mi.us/specbook/, and Supplemental Specification 03SS001(2) Errata to the 2003 Standard Specifications and all other supplemental specifications currently in effect against the Standard Specifications for Construction.

All traffic control devices shall conform to the current edition, as revised, of the *Michigan Manual of Uniform Traffic Control Devices* (MMUTCD). All warning signs for maintenance of traffic used on this project shall be fabricated with prismatic retro-reflective sheeting. Sign covers shall be placed over existing regulatory signs that are not applicable during Survey work.

The Consultant shall use MDOT standard “maintaining traffic” typicals for any and all closures. Typical MDOT traffic control diagrams are available on line at www.mdot.state.mi.us/tands/plans.cfm

The Consultant may also use MDOT Maintenance Work Zone Traffic Control Guidelines, found on line at http://www.michigan.gov/documents/zonecontrol_112912_7.pdf

All temporary signs shall be mounted at a 5 foot minimum bottom height in un-curved areas and 7 foot minimum bottom height in curbed or pedestrian areas. All temporary signs shall be constructed with legends and symbols flush to the sign's face and not extending beyond the sign borders or edge.

Distances shown between construction warning, regulatory, and guide signs shown on the maintaining traffic typicals are approximate and may require field adjustments, as directed by the MDOT Project Manager or Designate.

The Consultant must have a vehicle with markings/logo that identifies the company within sight distance of survey activity whenever they are working on or near the road.

Traffic control on city streets and county roads is under the jurisdiction of the local authorities where the project is located.

COORDINATION WITH OTHER CONTRACTS IN THE VICINITY

The Consultant shall coordinate his operations with contractors performing work on other

projects within or adjacent to the Construction Influence Area (CIA).

MDOT maintenance crews and/or Contract Maintenance Agencies may perform maintenance work within or adjacent to the CIA. The Maintenance Division of MDOT and/or Contract Maintenance Agency will coordinate their operations with the MDOT Project Manager or Designate to minimize the interference to the Consultant.

The Consultant must contact the MDOT TSC Traffic & Safety Engineer for information regarding project coordination.

The Consultant's attention is called to the requirements of cooperation with others as covered in Article 104.07 of the 2003 Standard Specifications for Construction. Other contracts or maintenance operations may occur during the life of the project.

No claim for extra compensation or adjustment in authorization costs will be allowed on account of delay or failure of others to complete their work unit as scheduled.

FIELD SURVEY

The purpose of a field survey is to obtain information and/or data required by / for the project design engineer, to leave horizontal and vertical control in the field for future construction staking, and to provide a sufficient history of the area to enable the MDOT Design Survey Unit to perform dependable surveys in the future.

The Consultant will be made aware of the scope for each "as needed" project through the use of Attachment C for specific detail. For the preferred methods, refer to the Standards of Practice latest version or contact the MDOT Survey Consultant Project Manager. Any discrepancy or contradiction will be resolved by applying the following list in order of priority:

1. Written instructions from the Survey Consultant Project Manager or Region Surveyor
2. The scope of the project, or in this case, the Attachment C
3. MDOT Survey Standards of Practice, latest version
4. MDOT Design Survey Manual
5. Accepted Survey practice, documented in books from disinterested third parties or paper form from state or federal agencies

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.

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 public website at http://www.michigan.gov/mdot/0,1607,7-151-9625_21540---,00.html. 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.

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

**ATTACHMENT “C”
MDOT REQUEST FOR CONSULTANT SURVEY STAFF**

Date:

Company Name
Attn: Pat Tripod, PS
123 Fake Address Parkway
Oneofthetowns, MI 4****

VIA: email

MDOT requests consultant survey staff and services for the following project under the contract number and authorization number 20xx-xxxx (x), Scope of Services for Consultants “As Needed” Design Survey Services for Lansing Design Support Area Survey Unit.

JOB NUMBER: *****

CONTROL SECTION: *****

ROUTE: *****

TYPE OF SURVEY: Design Survey Tasks 3330, 3340, 3350, 4510

PROJECT DESCRIPTION: Complete topographic mapping along Route between Road 1 and Road 2, including ramps.

Research: See attached.

Control: Two primary control monuments are to be located intervisible and in the project area as defined in the Mapping section of this document. At least four benchmarks are to be left in the field: one in each cardinal direction of the bridge located within the project area.

Alignment: Construction, legal or none.

Property: Right of Way to be determined by visual inspection only: fence location or pacing from centerline OR Right of Way as determined by the interpretation of deeds and field evidence. Staking of alignment and property MAY be required.

Mapping: Topographic mapping required for this project:

- Limits along the route are from Station 1171+00 to 1206+00 from ROW to ROW (fence to fence).
- Limits along cross roads extend 100 feet beyond the PC of the curb.
- MISSDIG may or may not need to be contacted.

PROJECT DELIVERABLES:

The current Standards of Practice and the current MDOT QA/QC Checklist will be utilized as the **guidelines** for the project submittal. Specific deliverables may be listed

below, such as:

- CD portfolio and paper portfolio, if requested
- Surveyor's report
- Specific spreadsheets
- Specific sketches, diagrams or reports
- Electronic mapping format (CAiCE is required until PowerGEOPak is functional)

PROJECT DUE DATE: ## WEEKS after final work authorization is issued. Multiple due dates may be necessary for various tasks.

Receipt of this request requires the Consultant to notify the undersigned regarding the availability of the Consultant's staff to work on this project and acceptance of the above terms and conditions in writing within two working days. A detailed cost proposal with a breakdown of man hours and tasks will be required and reviewed prior to obtaining an Authorization for Consultant to Proceed.

MDOT Design Survey PM name
Lansing Survey Project Manager
Date: _____

Pat Tripod, PS
Company Name
Date: _____

FAX: 517-241-4631