

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR PROPOSAL

	REQUISITION NUMBER 2934	DUE DATE 12/09/19	TIME DUE noon est
MDOT PROJECT MANAGER Andrea Wilcox	JOB NUMBER (JN) Various	CONTROL SECTION (CS) Various	
DESCRIPTION Small Business construction support for 3 bridges (multiple selections) within the limits of the I-94 Modernization Project			
MDOT PROJECT MANAGER: Check all items to be included in. WHITE = REQUIRED ** = OPTIONAL Check the appropriate Tier in the box below		CONSULTANT: Provide only checked items below in proposal when applicable, Best Value scoring criteria is listed separately in the RFP. **Optional items are determined by the MDOT Project Manager.	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
TIER I (\$100,000 - \$250,000)	TIER II (\$250,000-\$1,500,000)	TIER III (>\$1,500,000)	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Understanding of Service **
N/A	<input type="checkbox"/>	<input type="checkbox"/>	Innovations
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Qualifications of Team
N/A	N/A	<input type="checkbox"/>	Quality Assurance/Quality Control **
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	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	<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 not including key personnel resumes . Resumes limited to 2 pages per key staff personnel.

PROPOSAL AND BID SHEET E-MAIL ADDRESS – mdot-rfp-response@michigan.gov

The Consultants 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 that MDOT receives the proposal on time.

* Contact Contract Services Division immediately at 517-373-4680 if you do not get an auto response.

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 developed and submitted in accordance with the latest [Consultant/Vendor Selection Guidelines for Services Contracts.](#)"

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.)

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 e-mail address: MDOT-RFP-Response@michigan.gov. Failure to comply with this procedure may result in your bid being rejected from consideration. MDOT reserves the right to reject any and all bids.

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.

PROPOSAL REQUIREMENTS

Proposals must be submitted for this project electronically. Proposal submittal requirements are listed in *PART IV – INSTRUCTION FOR SUBMITTING PROPOSALS* at the following link [Selection Guidelines for Service Contracts](#)

FINANCIAL REQUIREMENTS FOR NON-PREQUALIFIED VENDORS

[Financial Requirements for Non-Prequalified Consultants/Vendors](#)

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.

DIGITAL SIGNATURE OF CONTRACTS

On **January 4, 2018**, Contract Services Division implemented the use of CoSign as the exclusive software for digitally signing all consultant contracts and consultant contract related documents. All other digital signing methods are no longer accepted.

Prior to using CoSign, all external partners must apply for a free digital signature user account by submitting a [MDOT Digital Signature Certificate Request Form](#).

MDOT INSURANCE UPDATED 3.9.17

At a minimum, the insurance types and limits identified below, may be required from the selected consultant, prior to contract award.

Required Limits	Additional Requirements
Commercial General Liability Insurance	
<u>Minimal Limits:</u> \$1,000,000 Each Occurrence Limit \$1,000,000 Personal & Advertising Injury Limit \$2,000,000 General Aggregate Limit \$2,000,000 Products/Completed Operations	Consultants must have their policy endorsed to add "the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees, and agents" as additional insureds
Automobile Liability Insurance	
<u>Minimal Limits:</u> \$1,000,000 Per Occurrence	
Workers' Compensation Insurance	
<u>Minimal Limits:</u> Coverage according to applicable laws governing work activities.	Waiver of subrogation, except where waiver is prohibited by law.
Employers Liability Insurance	
<u>Minimal Limits:</u> \$500,000 Each Accident \$500,000 Each Employee by Disease \$500,000 Aggregate Disease	
Professional Liability (Errors and Omissions) Insurance	
<u>Minimal Limits:</u> \$1,000,000 Per Claim	

The Insurer shall provide at least thirty (30) days written notice of cancellation. The Prime Consultant will be responsible to verify subconsultant(s) compliance with MDOT's insurance requirements.

**NOTIFICATION
SMALL BUSINESS CONSULTANT PROGRAM**

The Michigan Department of Transportation's (MDOT's) Small Business Program (SBP) is a race- and gender-neutral program designed to provide consultant opportunities for small businesses on projects funded in whole or in part by the Federal Aviation Administration (FAA), Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). This program is required by federal regulation 49 CFR Part §26.39.

Vendors proposing on work under this program must meet the same conditions and standards required of all contractors, consultants, suppliers and subcontractors performing work for the department.

Eligibility Criteria

In order to quote as a small business on SBP projects, vendors must:

- Submit an SBP application (Form 4106) at least 30 days prior to the proposal due date. Documentation will be reviewed by the MDOT Office of Business Development (OBD) to ensure only small businesses participate in this program.
- Certified DBE firms submit this documentation as a condition of certification.
- Small Business, including affiliates average gross receipts must fall below the size limits included in the following table:

NAICS Code	NAICS Industry Description	Size Standards in millions of dollars
541310	Architectural Services	\$7.50
541320	Landscape Architectural Services	\$7.50
541330	Engineering Services	\$15.00
541360	Geophysical Surveying and Mapping Services	\$15.00
541370	Surveying and Mapping (except Geophysical) Services	\$15.00
541380	Testing Laboratories	\$15.00

Project Selection

MDOT-let projects will be designated as SBP prime set-aside projects when they meet selection criteria specified below. The MDOT Contract Selection Team (CST) with input from the responsible MDOT Region, using the following criteria, shall select SBP projects:

- a) Projects considered for the SBP must be funded in whole or in part by the FAA, FHWA or the FTA.
- b) There must be at least three small businesses qualifying to quote as a prime on each respective project.

- c) Projects must have small business subcontracting opportunities.
- d) Only projects below \$250k can be deemed eligible as SBP Consultant projects.

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
CONSTRUCTION SERVICES**
Small Business Construction Support
Small Business Program
Revised 11/20/2019

CONTROL SECTION(S): 82024 and 82025

JOB NUMBER(S): 113552, 200213, 200222, 201019, and 201022

PROJECT LOCATION: Multiple locations within the City of Detroit, Wayne County, Michigan

DESCRIPTION OF WORK:

This Request for Proposal (RFP) includes construction support services for up to three (3) bridges and up to two (2) smaller separate unbundled projects associated with the bridge work located within the limits of the I-94 Modernization Project, between I-96 and Conner Avenue in the City of Detroit.

****Based on industry capacity and qualifications MDOT anticipates selecting numerous Small Business Consultants to provide construction support services in response to this single RFP. MDOT has identified a maximum number of Consultant opportunities by Construction Support Service area as follows:**

One (1) Construction Engineering Roadway contract
Up to four (4) Construction Inspection contracts
One (1) Surveying Construction Staking contract
One (1) Construction Services Office Technician contract**

Up to 7 Consultants may be selected.

The work of the Construction Support Consultants will be limited to the construction support service areas listed above.

ANTICIPATED START DATE: February 2020

ANTICIPATED COMPLETION DATE: May 2021

PRIMARY PREQUALIFICATION CLASSIFICATION:

None

SECONDARY PREQUALIFICATION CLASSIFICATION:

None

DBE PARTICIPATION: N/A

PREFERRED QUALIFICATIONS AND CRITERIA (FOR NON-CLASSIFIED SERVICES):

The Consultant shall meet the following qualifications requirements:

- Small business and/or disadvantaged business certification,
- Consultant staff will work out of the I-94 Project Office (3031 West Grand Boulevard, Detroit MI) when delivering services associated with this contract.
- Consultant staff working on this contract will participate in the classroom and field Technical Training Program associated with this contract.
- President/CEO of Consultant will participate in the Small Business Executive Training Program associated with this contract (unless already completed in previous project phases).

Meet the minimum qualifications for key consultant personnel as listed below

OTHER ROLES AND RESPONSIBILITIES:

MDOT has contracted with HNTB to serve as the Owner's Representative Consultant (ORC) for the I-94 Modernization Project. HNTB's scope of work includes, but is not limited to, performing full construction engineering services on ABP2 Packages #1, #9 and #11.

MDOT and HNTB staff and its team of subconsultants will be providing oversight of the work to be supported by the Small Business Construction Support Consultants.

Comments from MDOT's ORC approved by the MDOT Project Manager shall be considered the same as comments directly from MDOT, and must be addressed by the selected Small Business Construction Support Consultant. Additionally, HNTB's scope of work includes assisting consultants selected under this contract participate in a Small Business classroom and field development training program.

MDOT PROJECT MANAGER:

Andrea Wilcox, P.E.
Projects & Contracts Administration Engineer
Detroit TSC
1060 West Fort Street
Detroit, MI 48226
Phone: 313.967.5410
Fax: 313.965.6340
E-mail: wilcoxa2@michigan.gov

ABP2 Package #1

Mt. Elliot Avenue over I-94 (S10 of 82024) - JN 113552

Anticipated Construction Letting: November 2019

The scope of work includes the removal and replacement of the existing bridge carrying Mt. Elliot over I-94 including site demolition, grading and excavation, bridge foundation, substructure and superstructure construction, roadway approaches, utility relocation, traffic &

safety improvements, electrical work, maintenance of traffic during construction, along with any other necessary work.

East Grand Boulevard over I-94 (S09 of 82024) - JN 200213

Anticipated Construction Letting: November 2019

The scope of work includes the removal and replacement of the existing bridge carrying East Grand Boulevard over I-94 including site demolition, grading and excavation, bridge foundation, substructure and superstructure construction, roadway approaches, utility relocation, traffic & safety improvements, electrical work, maintenance of traffic during construction, along with any other necessary work.

Milwaukee over I-75 (S02 of 82251) – JN 200222

Anticipated Construction Letting: November 2019

The scope of work includes the removal and replacement of the existing bridge carrying Milwaukee Ave. over I-94 including site demolition, grading and excavation, bridge foundation, substructure and superstructure construction, roadway approaches, utility relocation, traffic & safety improvements, electrical work, maintenance of traffic during construction, along with any other necessary work.

ABP2 Unbundled Packages #9 and #11:

Package #9

Turf Establishment for Mt. Elliot Avenue over I-94 - JN 201019

Anticipated Construction Letting: November 2019

The scope of work includes topsoil, seeding, mulching, watering and required erosion control measures, along with any other necessary work.

Package #11

Sidewalk and Driveway Paving for Mt. Elliot Avenue over I-94 - JN 201022

The scope of work includes concrete work for ADA compliant sidewalks and sidewalk ramps, curb & gutter and driveways, along with any other necessary work.

The scope of work will be verified at a Scope Verification Meeting with MDOT personnel, the MDOT Owner's Representative Consultant (ORC), the ORC's Sub-Consultants and the selected Small Business Construction Support Consultants from this RFP. The meeting will be scheduled prior to the Small Business Construction Support Consultant's submittal of the Priced Proposal to the MDOT Project Manager.

Scope of work items will be completed as part of this project under separate MDOT contracts. In general, the MDOT ORC will be providing full construction engineering services with support from the ORC's Sub-Consultants and 'hands on' support from the Small Business Construction Support Consultants.

A Small Business Construction Support Firm will not be selected for more than one tier 1 (\$250,000) contract. Project assignments will be made in conjunction with the Scope Verification Meeting.

****All Consultant teams under this Small Business Construction Support contract will be required to participate in a construction partnership workshop and be a signatory party to**

the I-94 Project Partnering Agreement to document their commitment to being a part of a collocated, collaborative team focused on achieving MDOT's project goals for this project.**

PRELIMINARY PROGRAMMING INFORMATION:

Package #	Work Location	Job Number	Construction Season	Preliminary Construction Cost
1	Mt. Elliot Bridge	113552	2020	\$18,700,000
1	East Grand Blvd Bridge	200213	2020	\$14,900,000
1	Milwaukee Bridge	200222	2020	\$6,100,000
9	Turf Establishment for Mt. Elliot	201019	2020	\$310,000
11	Sidewalk Paving for Mt. Elliot	201022	2020	\$375,000

STAFFING REQUIREMENTS:

Small Business Construction Support Consultants delivering services under this Small Business Construction Support contract will be required to work collaboratively with the Michigan Department of Transportation, and other MDOT consultants performing construction services on this project. **Small Business Construction Support Consultants selected under this RFP will be required to provide a minimum of one key construction personnel reporting out of the I-94 Project Office while working on the project through completion.** The I-94 Project office is located at **3031 West Grand Boulevard, Suite 236, Detroit MI 48202**. Safety protocols and secure parking will be made available to all personnel working at the I-94 Project Office. MDOT and MDOT's ORC will lead the collaboration between the selected Small Business Construction Support Consultants and the Construction Oversight Team and will have project representatives in the I-94 Project Office. The I-94 Project Office will provide Small Business Construction Support Consultant staff with a printing capability, office supplies and Personal Protective Equipment. The Small Business Construction Support Consultants shall obtain laptop computers with the Microsoft Office Suite of software and Field Manager and Field Book software. In addition, provide vehicle(s) for transportation between the I-94 Project office and the project site where field duties are being performed.

Integration and cohousing of project team members will enhance collaboration between all parties and support the goal of creating a strong mentoring environment to support technical and business growth by Small Business firms into new MDOT prequalification categories. Consultants providing construction services for the I-94 projects will be engaged in a personalized Technical Training curriculum to strengthen their technical capabilities and understanding of MDOT project delivery.

GENERAL WORK REQUIREMENTS

Note: It is understood that Consultant personnel are performing 'support' services and are participating in a classroom and field training and development program while working on the I-94 Advanced Bridges Phase 2 Project. All references to the Consultant 'performing services' should be interpreted as performing such services while in training and under supervision or oversight by a fully certified and prequalified individual or firm.

1. The Consultant shall contact the ORC Project Manager (PM) prior to beginning any work on this Project. The Consultant shall furnish all services and labor necessary to conduct and complete the Construction Support Services described herein.

2. The Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated elsewhere in this RFP to be furnished by the Department or ORC), and check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work. The services shall be performed to the satisfaction of the Department consistent with applicable professional standards.
3. The Consultant's principal contact with the Department shall be through the designated PM.
4. The services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations. The Consultant shall perform field operations in accordance with MIOSHA regulations and accepted safety practices.
5. The Consultant agrees to demonstrate positive willingness to learn (and apply) though not limited to the following:
 - the standard construction practices of the Department
 - the Project construction contract, proposal, and plans
 - MDOT's Standard Specifications for Construction and all applicable publications referenced within the Department's Construction Manual;
 - the Department's Materials Sampling Guide
 - the Department's Materials Quality Assurance Procedures Manual
 - the Department's Density Control Handbook; and any and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.
6. The Consultant shall notify the MDOT PM, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the PM.
7. The Consultant shall provide, to the satisfaction of the Department, Construction Support Services as generally described herein until completion of work by the Construction Contractor or acceptance of the Project or to the Contract budget limit of \$250,000.00 or whichever comes first. The Construction Support Services to be provided are as follow ('hands on' role):
 - Roadway Construction Engineering Support Services (Road CEI)
 - Bridge Construction Inspection Support Services (Bridge CEI)
 - Roadway Construction Inspection Support Services (Road CEI)
 - Construction Survey Support Services (CS)
 - Office Technician Support Services (OT)
8. The schedule for this project shall be considered approximately 6 days a week, 10 hours a day. The Consultant must demonstrate that it has the personnel qualified and available to meet this schedule and to fully participate in the classroom and field training and development program. Some weekend work shall be required and some night work may be required.
9. Consultant personnel are also expected to participate in a pilot training program to prepare them for success on the project as part of the scope of work. Formal training will be provided in two categories: Senior Leadership Training and Technical Training. Informal training will also

occur on the job during one-on-one experience both in the I-94 Project Office and out on the job site. A total of eight (8) formal training modules are anticipated and as determined from responses to the Letter of Interest, as follows:

- Introduction to CEI
- Inspection and Documentation
- Safety and Risk Management
- Contract Administration
- Office Technician Duties
- Project Closeout
- Business Operations and Finance
- Business Marketing and Sales

A maximum of two (2) participants from each consultant will be allowed to participate in the Technical Training modules.

10. Consultant personnel shall obtain all necessary certifications outside of the MDOT sponsored pilot training program with the Consultant bearing the costs associated with obtaining these certifications. The outside training will provide opportunities for the consultant personnel to perform some specific onsite tasks which require certification and eventually allow prequalification by MDOT. A list of the training and training schedule (from previous years to anticipate when future training may be scheduled) are attached to this RFP and the costs for the training will NOT be part of this contract.

MINIMUM QUALIFICATIONS FOR KEY CONSULTANT PERSONNEL

Minimum qualifications for all Construction Services personnel are as follows:

- Valid Driver's License required
- Education: High school diploma/GED required - Associates Degree in Civil/Construction/Architectural/Concrete Technology is preferred
- Other desired/preferred skills:
 - Good verbal and written communication skills
 - Computer/software skills – Word, Excel, Outlook email, Bluebeam or similar preferred, Field Manager and Field Book or similar preferred
- Additional requirements for key personnel by areas of services are listed below.

Minimum qualifications for key Construction Engineering personnel are as follows:

- Education: Bachelor of Science in Engineering
- Professional Engineer's License in the State of Michigan or the ability to obtain the license
- Experience in monitoring/inspecting/managing road or bridge construction work preferred
- Preferred Training/Work experience: Knowledge of AASHTO, FHWA and MDOT standards, practices and current procedures. Project experience in the transportation industry with Local Agency, Aviation, or Commercial/Private Industry. MDOT project work experience and in a lead role.
- Preferred Certifications:
 - Michigan Soil Erosion and Sedimentation (SESC) – Comprehensive Certification
 - Storm Water Operator Certification
 - MDOT Computerized Office Technician Certification
 - MDOT Bridge

- Deck Construction Inspection & Bridge Rehab. Inspection

Minimum qualifications for key Construction Inspection personnel are as follows:

- Training/Work experience: Mathematics background preferred – Algebra and Geometry or demonstrated the ability to perform and learn rudimentary mathematical calculations
- Course work/training/experience in Highway Construction plan reading preferred
Experience in monitoring/inspecting road or bridge construction work preferred
- Other desired/preferred skills:
 - Flexible Schedule – nights, weekends. Note: work may involve standing, sitting, walking over rough terrain, being on your feet for long days, nights and weekends.
 - Ability to work in adverse conditions (harsh weather, terrain, noise, etc.)
 - Demonstrated ability to maintain daily record of observations, measurements, and communications
 - Certified or have the ability to become certified in: Density Control, Concrete Level I, MDEQ Storm Water Management and Soil Erosion and Sedimentation.

Minimum qualifications for key Office Technician personnel are as follows:

- Training/Work experience: Algebra and Geometry or demonstrated the ability to perform and learn rudimentary mathematical calculations. Experience in monitoring/inspecting road or bridge construction work. Knowledge of AASHTO, FHWA and MDOT standards, practices and current procedures.
- Preferred Certifications:
 - MDOT FieldManager Training
 - MDOT Computerized Office Technician Certification
 - MDOT Office Technician Exam (Recertification)
 - MDOT Prevailing Wage Training

Minimum qualifications for key Surveying: Construction Staking personnel are as follows:

- Training/Work experience: A Professional/Project Surveyor and survey crew with knowledge and experience in performing Construction Staking for roads, bridges, and MDOT staking is preferred with knowledge in the following areas:
 - Michigan State Plane Coordinate System (NAD 83)
 - North American Vertical Datum (NAVD 88)
 - NGS control, Least squares analysis and Coordinate geometry
 - Slope-staking, grading for roads, curb/gutter and ADA ramp layout
 - Utility stakeout, Storm and sanitary sewer layout
 - Bridge structure nomenclature and bridge staking
 - Right-of-Way surveying on MDOT trunk lines
 - Automated Machine Guidance / Automated Machine Control
 - Definitions and determination of roadway alignments and road design and construction concepts
 - Traffic control
 - Construction Staking surveying
- Required Certifications:
 - Michigan PS with active License number for the Professional/Project Surveyor
- Required Equipment:
 - Total Station(s) w/ Data Collectors – Robotic / Reflectorless /Conventional

- GPS receivers (minimum 2) – Dual Frequency and associated processing software – RTK capable
- Leveling equipment capable of meeting a standard deviation of +/- 2.0 mm per KM
- Least squares adjustment software – Horizontal and Vertical
- Coordinate Geometry Software
- Data Collection Software

CONSULTANT RESPONSIBILITIES:

- A. Safety:** The Consultant must perform field operations in accordance with the Department’s Personal Protective Equipment (PPE) Policy as stated in the MDOT Guidance Document #10118. A current copy of MDOT’s PPE Policy is available on the MDOT website under the “Doing Business” link then under the “Vendor/Consultant Services” link. The PPE document link is under the Vendor/Consultant Contracts heading. The Consultant must perform field operations in accordance with MIOSHA regulations and accepted safety practices.
- B. Project Engineer:** Perform as the Project Engineer for the Project consistent with the Department’s practice and in accordance with the Specifications, Plans, Proposal, the MDOT Construction Manual, and any and all other applicable references, guidelines, and/or procedures manuals. Assign the Project Engineer as liaison between the Consultant and Department-designated Project Manager.
- C. Inspectors:** Perform as the Inspector for the Project consistent with the Department’s practice and in accordance with the Specifications, Plans, Proposal, the MDOT Construction Manual, and any and all other applicable references, guidelines, and/or procedures manuals. The Consultant must assign a sufficient number of qualified and experienced inspectors to this Project to perform the services in a quality manner to avoid any delay to the Construction Contractor. Personnel performing inspection and testing on hot mix asphalt, concrete, aggregate or for density must have the appropriate certification and level for the inspection and testing that is being performed.
- D. Office Support and Equipment:** Provide an experienced and certified office technician knowledgeable about all aspects of the current MDOT construction administration software platform, and procedures regarding project record documentation. Provide administrative support. Provide all computers, mobile devices, and related equipment necessary to run the MDOT construction administration software. Provide construction administration, field implementation and record keeping per the most current Special Provision for Construction Document Management and Department procedures.
- E. Meetings:** The Project Manager for each Consultant Team will participate in regular coordination meetings with MDOT and other consultants. The frequency and location of these meetings will be attempted to be determined prior to submittal of the Priced Proposal and will be at the I-94 Project Office and/or at the field office(s) on or near the project site.

Attend any project related meetings as directed by the MDOT Project Manager or MDOT’s ORC.

Public information and/or stakeholder meetings will be required for this project, and is included in the scope of services for MDOT’s ORC. The Consultant may be asked to assist with the public outreach by providing information that will be used at Public Information Meetings. This may

include, but is not, limited to, providing project documentation, prints of developed plan sheets and attending meetings to answer questions related to the project.

- F. Coordination:** Provide appropriate coordination/contact, public relations, and cooperation with all affected local, state, and/or federal agencies including the Federal Highway Administration; other Consultants and other Contractors; the general public; utilities and railroad companies; and local police, fire, and emergency services which may be affected by the Project and which are deemed to be the responsibility of the Consultant by the Department.

Coordinate extensively with other MDOT consultants to provide any information needed to complete the tasks they are responsible for.

- G. Progress:** Keep daily diaries, sketches, logs, and records consistent with Department practice as may be needed to record the Contractor's progress and support Contractor payment. Notify the Project Manager of any anticipated Contractor's requests for extensions of time. Notify the Project Manager upon receipt of any Contractor's requests for extensions of time.
- H. Changes/Extras/Adjustments:** Notify the Project Manager immediately of any unanticipated project conditions and any changes, extras, force accounts, or adjustments to the contract before processing a Work Order, Extensions of Time, and/or Contract Modification.
- I. Contentious Issues:** The Consultant shall contact the MDOT Project Manager or MDOT's ORC whenever field conditions have the potential to require changes in the scope, limits, quantities, costs, or right-of-way of the project.

Any problems, issues, discrepancies, or other items shall be brought to the attention of the MDOT Project Manager or MDOT's ORC. Provide documented resolution of such issues.

- J. Contractor Claims:** Represent the Department as the Project Engineer on any and all claims and denied extensions of time requests filed on behalf of the Construction Contractor and/or Subcontractor on the Project against the Department. These claims must be represented by the Consultant in accordance with the most current Standard Specifications for Construction and/or the Department's documented Claim or Dispute Review Board Procedures in effect at the time the Construction Contractor files the claim.
- K. Staff Reductions:** Withdraw any personnel or halt any services no longer required, at the request of the Department, or within a reasonable time after the lack of need becomes apparent to the Consultant or the Project Manager. The Consultant will not be reimbursed for the cost of personnel charged to a project that the Project Manager has determined was unnecessary.
- L. Consultant Deliverables:** Collect, properly label or identify, and electronically (where applicable) provide or deliver to the Department all original diaries, logs, notebooks, accounts, records, reports, other documents, and Project files prepared by the Consultant in the performance of the Agreement, upon completion or termination of the Agreement. Return, upon completion or termination of the Agreement, all specifications, manuals, guides, documented instructions, construction contracts and plans, unused forms, and all other documents and materials furnished by the Department. The Consultant may be responsible for replacing lost documents or materials at a fair and reasonable price.
- M. Design Revisions:** Due to the complexity of this project, the Consultant is responsible for coordination and incorporation of all necessary design revisions with approval from the Project Manager.
- N. Soil Erosion and Sedimentation Control (SESC):** The Consultant must have a comprehensive knowledge of Part 91, Soil Erosion and Sedimentation Control, of Public Act 451 of 1994, Natural Resources and Environmental Protection Act, MDOT's current Soil Erosion and Sedimentation Control Manual, and MDOT's obligation as an Authorized Public Agency (APA).

As an APA, MDOT accepts responsibility for earth disturbance within its right of way. The Consultant must assign a Construction Storm Water Operator (CSWO), who possesses a current

Construction Storm Water Operator Certification (CSWOC), to perform documented site inspections to determine compliance with the Soil Erosion and Sedimentation Control Plan and report inspections and any deficiencies on Form 1126, National Pollutant Discharge Elimination System (NPDES) and Soil Erosion Sedimentation Control (SESC) Inspection Report.

A CSWO is defined as an individual who has taken Michigan Department of Environment, Great Lakes, and Energy (MDEGLE) Construction Storm Water Operator/Soil Erosion Inspector Training (covering Units 1-5) and holds a valid, current CSWO Certification. The CSWO duties consist of performing inspections of the construction site to ensure SESC measures are implemented and maintained per the SESC plan and are effective in minimizing soil erosion and preventing sedimentation from leaving the site. The CSWO must inspect the project for SESC compliance every 7 days or within 24 hours, including weekend and holiday days regardless if the Contractor is working or not, after a precipitation event that results in a discharge from the site unless other provisions are coordinated with the Project Manager. The CSWO must be available to meet with MDOT staff or MDEGLE personnel. The CSWO must make available any MDEGLE or MDOT SESC inspection report to the Project Manager and the applicable Region Soils Engineer for field review.

Individuals who are responsible for administering and enforcing Part 91 or revising SESC plan measures before or during construction must hold a valid Comprehensive Soil Erosion and Sedimentation Control Training Certificate. Only an individual holding this certificate may develop, modify, or change prescribed SESC measures. Both the Project Manager and the applicable Region Soils Engineer must have access to the revised SESC plan for approval.

The Consultant must immediately report to the Project Manager the Contractor's failure to complete SESC corrective actions within the required time frames. Deficiencies are to be documented on Form 1126. Form 1126 is to be distributed to the applicable Region Soils Engineer and the Construction Field Services Division.

- O. Storm Water Management:** The Consultant must have a thorough working knowledge of the Department's Storm Water Management Plan. Perform inspection of the construction site to ensure that the Contractor's operation is following pollution prevention and good housekeeping best management practices conforming to the Department's Storm Water Management Plan. Notify the Project Manager or designee immediately of the occurrence of, or potential for, release of polluting material to the ground, groundwater, surface water, or storm water drainage system including open ditches, culverts, and enclosed storm sewers.
- P. Environmental Permits:** Have a thorough working knowledge of the construction requirements of all project specific environmental permits issued to MDOT by the MDEGLE Land and Water Management Division, U.S. Army Corp of Engineers, or other permitting agency. Inspect project areas covered by these permits and assure that the Contractor complies with the permit requirements. Report to the Project Manager or designee any potential for or occurrence of violation of these permits. Fully document all site conditions and actions taken regarding potential or actual violations of the permit requirements.
- Q. Other Environmental Issues:** Have a thorough working knowledge of the Department's specifications regarding bridge painting, diamond grinding, hydrodemolition, and hazardous materials containment and cleanup. Ensure that the Contractor complies with these specifications, and maintain proper documentation.
- R. Inspection Reports:** Complete inspection reports, including but not limited to, Inspector's Daily Report (IDR) and NPDES/SESC Inspection Report (Form 1126), as necessary to fully document all site conditions and any corrective action required and completed related to environmental issues. Provide digital photos as necessary to document conditions and all corrective actions.

PROJECT INSPECTION

- A. Ongoing Inspection:** Provide inspection of all Contractor field construction work, perform quality assurance sampling and/or testing, and confirm substantial conformance with the Specifications, Plans, and Proposal. Arrange for non-compliance work to be made whole by the Contractor or to find the non-compliance work acceptable to the Consultant and, where necessary, to the MDOT Project Manager. Inform the Project Manager of non-compliance work and trends toward borderline compliance.
- B. Final Inspection:** Complete a final inspection of all work included in the Project, or such portions thereof eligible for acceptance, after notification by the Contractor that the work is completed or after the Consultant's records show the work is completed. The final inspection must include documented communication notifying the Contractor of particular defects to be remedied if work is not acceptable to the Consultant.
- C. Final Acceptance:** Ascertain that every part of the Project has been completed in accordance with the plans and specifications, or such modifications thereof as may have been approved. Invite the Project Manager and other Department personnel, as directed by current Department policy, to participate in the final acceptance review.
- D. Overdue Final:** The Department has 120 days from the actual project completion date to final the project and issue the final pay estimate. After this time period the project will be placed into

overdue final status. The Consultant should close the project within this time period and issue the final estimate to avoid the project falling into overdue final status.

TESTING AND REPORTING

- A. Material Quality Assurance Sampling and/or Testing and Density Control:** Conduct quality assurance sampling and/or testing of materials including but not limited to, hot mix asphalt, concrete, aggregates, and density testing and reporting in accordance with MDOT's Materials Quality Assurance Procedures Manual, Density Testing and Inspection Manual, and any or all other applicable referenced or included Contract Documents. Determine the acceptability of materials based on their respective specification requirements. Immediately inform the Project Manager of non-compliance work and trends toward borderline compliance. Reject Contractor's work and materials not in compliance with the Contract Documents or as directed by the Project Manager. **The Consultant will be held accountable for all quality assurance activities and will be reimbursed for these activities unless otherwise documented by the Project Manager that the Consultant is not responsible for these services.**
- B. Material Certification:** Ensure that acceptable test reports and/or material certifications from the Contractor have been received, prior to the incorporation of materials in the work and before payment is issued.
- C. Material Reports:** Submit all material test reports according to their respective distribution list within two days of the testing.

The Consultant and any Subconsultants contracted by the Department to perform density testing services with portable nuclear density gauges regulated by the U.S. Nuclear Regulatory Commission (NRC) must:

- 1. Possess a valid Materials License issued by the NRC, or recognized Agreement State, that is issued to the consultant performing the work for ownership and use of sealed radioactive sources contained within the portable nuclear density gauges.**
- 2. Provide the MDOT Radiation Safety Officer (RSO) and the Project Manager with a copy of the aforementioned license.**
- 3. Comply with all rules and regulations set forth by Titles 10 CFR (Energy) and 49 CFR (Transportation).**

Failure of any of the above will result in the Consultant being in non-compliance with the contract.

MEASUREMENT, COMPUTATION AND DOCUMENTATION OF QUANTITIES

- A. Documentation:** Measure and compute quantities, and provide appropriate documentation of all materials incorporated in the work and items of work completed, and maintain an item record account using the most current MDOT construction administration software. Documentation is to be maintained in electronic format per the most current documentation guidance issued by the

Department. This is applicable per any Contractor directed special provisions or guidance issued by the Department to construction oversight staff.

For Projects using FieldManager, the Consultant must obtain and be able to use the most current FieldManager suite of software. Contact Info Tech, Inc. at (352) 381-4400 or fax (888) 971-3916 or (www.fieldmanager.com) to obtain software and information on training. The cost of this software cannot be charged as a direct expense for this project. Consultants must maintain the most current version of the software used by the Department to administer construction contracts.

- B. Insufficient Tested Materials:** Track insufficient material documentation and notify the Contractor on a bi-weekly basis.

REPORTING AND RECORD KEEPING

- A. Consultant Reports:** Prepare such periodic, intermediate and final reports and records as may be required by the Department and as applicable to the Project, which may include, but are not limited to:
- a. Inspector's Daily Reports,**
 - b. Work Orders,**
 - c. Construction Item and Tested Material Records,**
 - d. Transfer of Tested Materials,**
 - e. Shipment of Tested Stock (Form 1922)**
 - f. Moisture and Density Determination Reports (Form 582B)**
 - g. Inspector's Report of Concrete Placed (Form 1174R or S)**
 - h. National Pollutant Discharge Elimination System (NPDES) and Soil Erosion and Sedimentation Control (SESC) Inspection Report (Form 1126)**
 - i. Labor Compliance, such as Contractor's Certified Payroll Report (Form 1955)**
 - j. Final Acceptance/Certification Report (Form 1120)**
 - k. Weekly Statement of Work Days Charged**
 - l. Force Accounts**
 - m. Contract Modifications**
 - n. Extension of Time and Liquidated Damages**
 - o. Contractor Evaluation (Form 1182)**
 - p. Commercial Useful Function (Form 4109)**
 - q. Post Certification of Subcontract Compliance (Form 1386)**
 - r. Complete Post Construction Review**
 - s. Other records and/or reports as required for the individual Project by the Project Manager and/or as required by Specifications, Plans, Proposal, the Construction Manual, and any and all other applicable references, guidelines, and/or procedures manuals.**
- B. Reports-Contractor Generated:** Review, process, and/or approve Construction Contractor submittal of records and reports required by the Department as applicable to the Project which may include, but not limited to:
- a. Working and Shop Drawings,**
 - b. Weekly Employment Reports, Certified Payrolls**
 - c. Contractor's claims for additional compensation and extension(s) of time, and**
 - d. Other reports and records as required for the individual Project by the Project Manager.**

- C. **Project Files:** Maintain project files in accordance with the most current documentation guidance as issued by the Department and the most current version of the Special Provision for Construction Document Management.

CLOSING ALL PROJECT DOCUMENTATION

- A. **Final Measure and Summarize:** Final field measure applicable items of work. Prepare final summaries for applicable items of work.
- B. **Project Review/Certification:** Participate in and resolve items determined to be insufficient during the Department's review(s) of project records and/or during the Project Engineer Certification Process prior to submitting the Final Estimate. Within 45 calendar days of the actual project completion date, the project records must be ready for the Final Records Review.
- C. **Final Documents:** Prepare and submit the Final Estimate, Final Quantity Sheets, and Final Marked As-Constructed Plans. The Final Estimate Package must be submitted to the Project Manager within 30 days of the Final Records Review.

MDOT RESPONSIBILITIES:

- A. The Project Manager will furnish to the Consultant all Project-specific construction contracts, proposals, plans, plan revisions, documented instructions, and other information and/or data as deemed necessary by the Project Manager for the Services required herein unless such information is available to be downloaded on the MDOT web site.
- B. The Department will furnish off-site inspections and tests of steel, cement, bituminous mixture designs, sewer and drainage pipe, structural steel, prestressed girders and beams, traffic signs, geotextiles and any other materials customarily tested in the Department laboratories with its own forces or by statewide contracts except concrete aggregates, aggregates, and concrete cylinders. The customary testing is described in the Materials Quality Assurance Procedures Manual with exceptions noted within the Specifications, Plans, and Proposal. The Consultant is responsible for the sampling and transportation of all the materials to be tested by Department personnel.
- C. The Project Manager will provide general monitoring and quality auditing inspection of the Project to assure that the Project has been completed in reasonable conformance with the plans and specifications for Project Acceptance and to determine that the work performed to date by the Consultant for Services rendered is reasonable and appropriate before approving the Consultant's requests for progress payments.
- D. The Department will perform soil borings and subsurface investigation as necessary throughout the contract.
- E. The Project Manager or their designee will arrange and conduct the preconstruction meeting as well as prepare and distribute the meeting minutes unless otherwise directed.

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.

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. 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. 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.

ADDITIONAL PROPOSAL INFORMATION TO BE SCORED

This selection will follow MDOT's Tier One Vendor Selection process with the following supplemental information for clarity of how the proposals will be evaluated:

1. **Proposals up to 3 (three) pages not including key staff resumes and MDOT forms.** Consultants are requested to be as succinct as possible and only use the number of pages required to provide the requested information.
2. **Understanding of Service and Innovations:** The consultant will:
 - A. Provide a description of the desired construction support services to be provided under this contract.
 - B. Identify MDOT service prequalification categories associated with the service to be provided under this contract.
 - C. Describe how this contract will be used to create business growth opportunities and build capacity within the firm.
 - D. Identify equipment and technology the consultant plans to provide under this contract.
3. **Qualifications of Team:** The consultant will:
 - A. Provide the qualifications of the consultant and organization structure. No subconsultants are allowed to participate as part of the team for this solicitation.
 - B. Identify key staff that will be assigned to the I-94 Project Office.
 - C. Identify relevant technical experience, capabilities (i.e. industry certifications, Field Manager and construction inspection experience, etc.) and past performance.
 - D. Identify certifications key staff either currently have or will obtain prior to providing construction support services under this contract. See the "Minimum Qualifications for Key Consultant Personnel" section of this Request for Proposal (RFP) for a listing of required certifications by area of service.
 - E. **Include resumes for all key staff identified in the consultant's proposal response. Resumes will not be counted against the 3 (three) page proposal limitation. Past performance will be addressed in the resumes with client references cited for verification purposes.**

**MDOT REQUEST FOR PROPOSAL
COVER SHEET SMALL BUSINESS
CONSTRUCTION SUPPORT SERVICES**

MDOT requests information for the following project and attached scope of service. The Consultant will fill out this cover sheet by identifying the construction support services areas the consultant would like to be considered for, the prime firm, the consultant project manager and include a signed copy of the completed form with the Proposal. This cover sheet will not be counted against the 3 (three) page proposal limitation.

MDOT Project Manager: Andrea Wilcox, P.E.

CONTROL SECTION(S): 82024 and 82025

JOB NUMBER(S): To be assigned: 113552, 200213, 200222, 201019 and 201022

PROJECT LOCATION:

Various Locations (See Below), City of Detroit, Wayne County, Michigan.

CONSULTANT PROJECT MANAGER:

Check all construction support service areas (MDOT prequalification categories) the consultant would like to be considered for and identify preferences numerically with #1 being the Consultants most preferred service area. **MDOT will select each Small Business Construction Support Consultant for specific construction support areas with each contract limited to \$250,000.**

Check each Applicable Box	Construction Support Service Areas (MDOT Prequalification Categories)	Rank in Order of Preference
	Construction Engineering: Roadway	
	Construction Inspection: Bridges and Ancillary Structures	
	Construction Inspection: Roadway	
	Surveying: Construction Staking	
	Construction Services: Office Technician	

Note: the Proposals will be scored for each construction support service area identified above based on how they are addressed in the Proposal. Only one proposal response will be accepted for each prime consultant. No Consultant will

subcontract out any portion of the construction support services work selected under this solicitation.