

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 WHITE = REQUIRED ** = OPTIONAL Check the appropriate Tier in the box below		CONSULTANT: Provide only checked items below in proposal	
<input type="checkbox"/> TIER I (\$50,000 - \$150,000)	<input type="checkbox"/> TIER II (\$150,000-\$1,000,000)	<input type="checkbox"/> TIER III (>\$1,000,000)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service **
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control **
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site p=inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	<input type="checkbox"/>	Presentation **
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) (No Resumes)	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 EMAIL ADDRESS – mdot-rfp-response@michigan.gov

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least five (5) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet

5100J – Consultant Data and Signature Sheet (Required only for firms not currently prequalified with MDOT)

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

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest (Consultant/Vendor Selection Guidelines for Services Contracts” and “Guideline for Completing a Low Bid Sheet(S)*, if a low bid is involved as part of the selection process. **Reference Guidelines are available on MDOT’s website under Doing Business > Vendor/Consultant Services >Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

ENGINEERING SERVICES BUREAU OF TRANSPORTATION PLANNING OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS
 NO YES DATED _____ THROUGH _____

<input type="checkbox"/> Prequalified Services – See the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> Non-Prequalified Services – If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT’s Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. Form 5100J is required with Proposal for firms not currently prequalified with MDOT
---	---

Qualifications Based Selection – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor’s job-order accounting system.

Qualification Based Selection / Low Bid – Use Consultant/Vendor Selection Guidelines. See Bid Sheet instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted. The vendor that has met established qualification threshold and with the lowest bid will be selected.

Best Value – Use Consultant/Vendor Selection Guidelines, See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

Low Bid (no qualifications review required – no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

Bid Sheet(s) must be submitted in accordance with the “Guidelines for Completing a Low Bid Sheet(s)* (available on MDOT’s website). Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) with the proposal, to the email address: mdot-rfp-response@michigan.gov. Failure to comply with this procedure may result in your bid being rejected from consideration.

PARTNERSHIP CHARTER AGREEMENT

MDOT and ACEC created a Partnership Charter Agreement which establishes guidelines to assist MDOT and Consultants in successful partnering. Both the Consultant and MDOT Project Manager are reminded to review the [ACEC-MDOT Partnership Charter Agreement](#) and are asked to follow all communications, issues resolution and other procedures and guidance’s contained therein.

**NOTIFICATION
MANDATORY ELECTRONIC SUBMITTAL**

Proposals submitted for this project must be submitted electronically.

The following are changes to the Proposal Submittal Requirements:

- Eliminated the Following Requirements:
 - Safety Program
 - Communication Plan
 - Past Performance as *a separate section*
 - Separate section for DBE Statement of goals. Include information in Qualification of Team section

- Implemented the Following Changes:
 - All proposals require an Organization Chart
 - Resumes must be a maximum of two pages
 - Only Key (lead) staff resumes may be submitted
 - Tier III proposal reduced from 19 to 14 pages
 - Forms 5100D, 5100I, and 5100G combined – 5100D
 - Forms 5100B and 5100H combined – 5100B
 - RFP's will be posted on a weekly basis -- on Mondays

The following are Requirements for Electronic Submittals:

- Proposals must be prepared using the most current guidelines
- The proposal must be bookmarked to clearly identify the proposal sections (See Below)
- For any section not required per the RFP, the bookmark must be edited to include “N/A” after the bookmark title.
Example: Understanding of Service – N/A
- Proposals must be assembled and saved as a single PDF file
- PDF file must be 5 megabytes or smaller
- PDF file must be submitted via e-mail to MDOT-RFP-Response@michigan.gov
- MDOT's requisition number and company name must be included in the subject line of the e-mail. The PDF shall be named using the following format:
 - Requisition#XXX_Company Name.PDF
- MDOT will not accept multiple submittals
- Proposals must be *received* by MDOT on or before the due date and time specified in each RFP

If the submittals do not comply with the requirements, they may be determined unresponsive.

The Consultant's will receive an e-mail reply/notification from MDOT when the proposal is received. Please retain a copy of this e-mail as proof that the proposal was received on time. **Consultants are responsible for ensuring the MDOT receives the proposal on time.**

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

Required Bookmarking Format:

- I. Request for Proposal Cover Sheet Form 5100D
 - A. Consultant Data and Signature Sheet, Form 5100J (if applicable)
- II. Understanding of Service
 - A. Innovations
- III. Qualifications of Team
 - A. Structure of Project Team
 - 1. Role of Firms
 - 2. Role of Key Personnel
 - B. Organization Chart
 - C. Location
- IV. Quality Assurance / Quality Control Plan
- V. Resumes of Key Staff
- VI. Pricing Documents/Bid Sheet (if applicable)

2/14/12

**NOTIFICATION
E-VERIFY REQUIREMENTS**

E-Verify is an Internet based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of that employee to work in the United States. There is no charge to employers to use E-Verify. The E-Verify system is operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration. E-Verify is available in Spanish.

The State of Michigan is requiring, under Public Act 200 of 2012, Section 381, that as a condition of each contract or subcontract for construction, maintenance, or engineering services that the pre-qualified contractor or subcontractor agree to use the E-Verify system to verify that all persons hired during the contract term by the contractor or subcontractor are legally present and authorized to work in the United States.

Information on registration for and use of the E-Verify program can be obtained via the Internet at the DHS Web site: <http://www.dhs.gov/E-Verify>.

The documentation supporting the usage of the E-Verify system must be maintained by each consultant and be made available to MDOT upon request.

It is the responsibility of the prime consultant to include the E-Verify requirement documented in this NOTIFICATION in all tiers of subcontracts.

9/13/12

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
SPECIALTY SERVICES
AS NEEDED GEOTECHNICAL ENGINEERING SERVICES**

CONTROL SECTION:

Various

JOB NUMBER:

Various

PROJECT LOCATION:

Statewide

PROJECT DESCRIPTION:

The Geotechnical Engineering Services work may include, but is not limited to: subsurface exploration, in-situ testing, laboratory testing, geotechnical analysis, geotechnical instrumentation, and providing recommendations using the **latest AASHTO LRFD Bridge Design Specifications**.

Additionally, required services may include Standard Penetration Test (SPT), undisturbed soil sampling, and the ability to perform standard geotechnical field and laboratory testing (gradation analysis, classification, shear strength, consolidation testing, vane shear testing, water level monitoring, etc.).

This scope is for “as needed” services, based on intermittent needs of the MDOT. It must be noted that this is not a guarantee that the MDOT will use the consultant’s services.

Up to three (3) Consultants will be selected for these “as needed” geotechnical engineering services.

ANTICIPATED SERVICE START DATE:

January 1, 2015

ANTICIPATED SERVICE COMPLETION DATE:

January 1, 2017

This selection is for a 2 year period.

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Geotechnical Engineering Services

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

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

None

MDOT PROJECT MANAGER:

Ryan W. Snook, P.E.
MDOT - Construction Field Services Division
Geotechnical Services Section
8885 Ricks Road
P. O. Box 30049
Lansing, MI 48909
Phone: (517) 322-5748
Fax: (517) 322-5664
E-mail: snookr@michigan.gov

MDOT ALTERNATE PROJECT CONTACT:

Chris D. Johncheck, P.E.
MDOT - Construction Field Services Division
Geotechnical Services Section
8885 Ricks Road
P. O. Box 30049
Lansing, MI 48909
Phone: (517) 322-6179
Fax: (517) 322-5664
E-mail: johncheckc@michigan.gov

The Consultant must contact the Project Manager or Contact prior to beginning any work on this Project.

REQUIRED MDOT GUIDELINES AND STANDARDS:

Work must conform to current MDOT, AASHTO, FHWA, and practices, guidelines, policies, and standards. Recently, geotechnical services for Program/Project Management System (PPMS) tasks have been modified from the one traditional Task 3530 to three separate tasks. These three PPMS tasks now consist of Task 3325 – Geotechnical Site Characterization – Structures, Task 3530 – Geotechnical Foundation Engineering Report, Task 3815 – Geotechnical Design Review – Structures. The consultant must demonstrate an understanding of these tasks and how they are implemented into MDOT projects. More detailed descriptions of these tasks can be found on MDOT’s public website.

CONSULTANT RESPONSIBILITIES:

The Consultant will perform geotechnical design services on an “as needed” basis for transportation projects statewide for the next two (2) years, based on the intermittent needs of the Department. Work will be authorized under a separate authorization for each project.

Upon request, the Consultant must be prepared to thoroughly investigate, analyze and prepare geotechnical recommendations for design and construction. The Consultant must demonstrate experience in complex soil mechanics analysis for transportation related applications using the **latest AASHTO LRFD Bridge Design Specifications**, such as settlement, sliding block slope stability, rotational slope stability, lateral squeeze of foundation soil slope stability, bridge foundations (both shallow and deep), ground modification, and retaining structures. Experience demonstrating these types of geotechnical analyses on MDOT projects is preferred.

The Consultant must furnish all services and labor necessary to conduct and complete the requirements for geotechnical design services as described herein. The Consultant must furnish all materials, equipment, supplies, and incidentals necessary to perform this service. If drilling subconsultants are to be used to fulfill these requirements, the names and contact information of these companies must be listed in the proposal.

At the start of the project, the Consultant must meet with the MDOT Project Manager to review the project, location of data sources, contact persons, and review of relevant MDOT operations. The Vendor must review and clarify project issues, data needs and availability, and the sequence of events and team meetings that are essential to complete the Geotechnical Investigation by the project plan completion date.

The Consultant must deliver all computer files associated with the project in their native format (spreadsheets, CADD files, etc.) on DVD, CD or uploaded to ProjectWise, or as directed by the MDOT Project Manager. All CADD files must be created and identified with standard MDOT file names as shown in Appendix A of the Road Design Manual.

Consultant is required to use MDOT’s current version of Bentley MicroStation for CADD applications. Consultant must comply with all MDOT CADD standards and file naming conventions. Any CADD files that do not conform to MDOT standards will be returned to the Consultant for correction at the Consultant’s expense.

In addition, the consultant must obtain soil boring elevations and locations utilizing conventional survey methods and/or a Global Positioning System (GPS) unit (northing, easting, latitude & longitude). Coordinates must be in the Michigan State Plane Coordinate System (NAD 83), elevations in the Vertical Datum (NAVD 1988), and longitude and latitude in the WGS 1984 Datum.

Within the proposal, describe the company’s Quality Assurance and Quality Control (QA/QC) process and how it would apply to a typical MDOT geotechnical engineering project.

The geotechnical design services must be performed to the satisfaction of MDOT and consistent with applicable professional standards as stated below:

- A. The Consultant’s principal contact with the Department must be through the designated Project Manager.
- B. The services described herein are financed with public funds. The Consultant must comply with applicable Federal and State laws, rules, and regulations.
- C. The Consultant will perform field operations in accordance with OSHA and MIOSHA regulations and accepted safety practices. The Consultant will wear personal protection safety equipment in accordance with MDOT policy as stated in the MDOT Guidance Document #10118, while on the project.
- D. The Consultant is responsible for maintaining traffic during all operations. **The Consultant’s method of maintaining traffic must have prior approval by the Regional Traffic and Safety Engineer, be in accordance with the MUTCC and the MDOT maintaining traffic details.** In addition, The Vendor is responsible for obtaining up to date access permits and pertinent information for tasks in MDOT Right of Way (ROW).
- E. The Consultant will demonstrate knowledge of and performance in compliance with the standard practices of the Department, and all manuals and guidelines needed to carry out the work in an appropriate manner. All portions of the subsurface investigation must be in accordance with current LRFD Bridge Design Specifications standards, ASTM Standards, MDOT’s “Geotechnical Investigation and Analysis Requirements for Structures” report dated March 2004 and MDOT’s “Uniform Field Soil Classification System (Modified Unified Description)”. These last two documents can be found on MDOT’s public website.
- F. The Consultant is responsible for locating utilities by calling **MISS DIG (800-482-7171)** and is also responsible for locating utilities not on the MISS DIG system. Additionally, the Consultant is to notify Mr. Snook 48 hours prior to starting work.
- G. The Consultant will notify the Project Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal.

MDOT RESPONSIBILITIES:

- A. MDOT will respond to and provide answers to the Consultant's questions pertaining to the projects. Questions can be directed towards the MDOT Project Manager:

Ryan W. Snook, P.E.
Or Alternate Project Contact

Phone (517) 322-5748
Phone (517) 322-6179

- B. MDOT will schedule and/or conduct project related meetings.
- C. MDOT must review and approve any Consultant staff changes as they pertain to the project.

- D. MDOT will provide Project Study Plans and plans of the existing structure (if available) and a specific scope of work indicating the as needed Geotechnical Engineering Services.

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.