

## CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

|                      |                    |                      |          |
|----------------------|--------------------|----------------------|----------|
|                      | REQUISITION NUMBER | DUE DATE             | TIME DUE |
| MDOT PROJECT MANAGER | JOB NUMBER (JN)    | CONTROL SECTION (CS) |          |

DESCRIPTION

| MDOT PROJECT MANAGER: Check all items to be included in RFP                      |  |  | CONSULTANT: Provide only checked items below in proposal  |
|--|--|--|---|
| WHITE = REQUIRED<br>** = OPTIONAL<br>Check the appropriate Tier in the box below |  |  |   |
| <input type="checkbox"/><br>TIER I<br>(\$50,000 - \$150,000)                     | <input type="checkbox"/><br>TIER II<br>(\$150,000-\$1,000,000) | <input type="checkbox"/><br>TIER III<br>(>\$1,000,000) |   |
| <input type="checkbox"/>   | <input type="checkbox"/>                                       | <input type="checkbox"/>                               |   |
| <input type="checkbox"/>   | <input type="checkbox"/>                                       | <input type="checkbox"/>                               | Understanding of Service **   |
| <input type="checkbox"/>   | <input type="checkbox"/>                                       | <input type="checkbox"/>                               | <i>Innovations</i>  |
| <input type="checkbox"/>   | <input type="checkbox"/>                                       | <input type="checkbox"/>                               | Organizational Chart  |
| <input type="checkbox"/>   | <input type="checkbox"/>                                       | <input type="checkbox"/>                               | Qualifications of Team  |
| Not required as part of Official RFP   | Not required as part of Official RFP                           | <input type="checkbox"/>                               | Quality Assurance/Quality Control **  |
| <input type="checkbox"/>   | <input type="checkbox"/>                                       | <input type="checkbox"/>                               | <b>Location:</b> The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity. |
| N/A  | N/A  | <input type="checkbox"/>                               | Presentation **   |
| N/A  | N/A  | <input type="checkbox"/>                               | Technical Proposal (if Presentation is required)  |
| 3 pages (MDOT Forms not counted)   | 7 pages (MDOT Forms not counted)                               | 14 pages (MDOT forms not counted)                      | Total maximum pages for RFP <b>not including key personnel resumes.</b> Resumes limited to 2 pages per key staff personnel.   |

**PROPOSAL AND BID SHEET EMAIL ADDRESS – [mdot-rfp-response@michigan.gov](mailto:mdot-rfp-response@michigan.gov)**

### GENERAL INFORMATION

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

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

### MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

**5100D** – Request for Proposal Cover Sheet

**5100J** – Consultant Data and Signature Sheet (Required for all firms performing non-prequalified services on this project.)

**(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) **AA**



## RFP SPECIFIC INFORMATION

ENGINEERING SERVICES                       BUREAU OF TRANSPORTATION PLANNING                       OTHER

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

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

**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 email address: [mdot-rfp-response@michigan.gov](mailto:mdot-rfp-response@michigan.gov). Failure to comply with this procedure may result in your bid being rejected from consideration.

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## PARTNERSHIP CHARTER AGREEMENT

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

**NOTIFICATION  
MANDATORY ELECTRONIC SUBMITTAL**

**Proposals submitted for this project must be submitted electronically.**

**The following are changes to the Proposal Submittal Requirements:**

- Eliminated the Following Requirements:
  - Safety Program
  - Communication Plan
  - Past Performance as *a separate section*
  - Separate section for DBE Statement of goals. Include information in Qualification of Team section
  
- Implemented the Following Changes:
  - All proposals require an Organization Chart
  - Resumes must be a maximum of two pages
  - Only Key (lead) staff resumes may be submitted
  - Tier III proposal reduced from 19 to 14 pages
  - Forms 5100D, 5100I, and 5100G combined – 5100D
  - Forms 5100B and 5100H combined – 5100B
  - RFP's will be posted on a weekly basis -- on Mondays

**The following are Requirements for Electronic Submittals:**

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

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

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

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

**Required Bookmarking Format:**

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

**2/14/12**

**NOTIFICATION  
E-VERIFY REQUIREMENTS**

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

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

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

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

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

9/13/12

**Michigan Department of Transportation**

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

Owner's Representative  
Revised as of 9.28.15

**CONTROL SECTION:** Various

**JOB NUMBER:** Various

**PROJECT LOCATION:**  
Metro Region

**PROJECT DESCRIPTION:**

Provide support and analysis of claims on an as-needed basis for the four TSC's within the Metro Region. As the owners representative the selected Consultant will work with the Project Engineer(Owner) to gain an understanding of the claim, review all available documentation, meet with the Contractor, and provide a recommendation to the Owner.

The services will be primarily used for complex claims however any claim needing additional analysis could be included.

**ANTICIPATED SERVICE START DATE:**

November 1, 2015

**ANTICIPATED SERVICE COMPLETION DATE:**

October 31, 2017

**PRIMARY PREQUALIFICATION CLASSIFICATION(S):**

~~Engineering Assistance~~ **Construction Engineering: Assistance**

**SECONDARY PREQUALIFICATION CLASSIFICATION(S):**

~~Technical Assistance~~ **Construction Services: Office Technician**

**DBE PARTICIPATION:** N/A

**MDOT PROJECT MANAGER:**

Aaron Raymond, Region CPM Engineer  
Metro Region  
18101 West Nine Mile Road  
Southfield, MI, 48075  
313-477-1044  
Raymonda2@michigan.gov

## **REQUIRED MDOT GUIDELINES AND STANDARDS:**

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards.

## **GENERAL INFORMATION:**

The Consultant shall furnish all services and labor necessary to conduct and complete the Construction Engineering Services described herein. The Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), 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, and be consistent with applicable professional standards.

- A. The Consultant's principal contact with the Department shall be through the designated Project Manager.
- B. The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations.
- C. The Consultant agrees to demonstrate knowledge of, and performance in compliance with the standard construction practices of the Department, Industry accepted claim mitigation techniques, the Project construction contract, proposal, and plans, the Standard Specifications for Construction and all applicable publications referenced within, the Michigan Construction Manual, the Materials Sampling Guide, the Materials Quality Assurance Procedures Manual, the Density Control Handbook, and any and all other references, guidelines, and procedure manuals needed to carry out the work described herein in an appropriate manner.

## **CONSULTANT RESPONSIBILITIES:**

- A. Perform a review on claims as needed on various projects through out the Metro Region. The level of review and complexity of the analysis will be vary.
- B. The consultant shall provide expertise in claim resolution for all types of claims with an emphasis on complex claims involving acceleration, inefficiencies, and delays.
- C. The consultant shall be prepared to provide a full detailed report regarding the claim when requested by the Project Engineer. This will be report may be used in situations where the claim is not resolved at the TSC level.
- D. The consultant may be asked to accompany the Project Engineer as a witness in any litigation that arises from claim.

- E. The consultant will be representing the department and must disclose any conflicts of interest prior to working on a claim.
- F. The consultant must be prepared on short notice to get involved in a project and assist with claim resolution. At times there might be little advance notice however the expectation will be that the consultant is available.
- G. Provide input into guidance documents, special provisions, specifications, and other documents relating to contract claims.
- H. Provide training as necessary for MDOT staff in regards to claim avoidance.

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 and adherence to the Personal Protective Equipment (PPE) standards.

**REPORTING AND RECORD KEEPING**

- A. Any claim documents will become property of MDOT and part of the official project records.

**MDOT RESPONSIBILITIES:**

- A. The Project Manager shall furnish the consultant with all project specific information necessary to evaluate a claim. This includes the proposal, plans, project records, correspondence, and meeting minutes.
- B. The Project Manager will allow the consultant to attend project related meetings if necessary to resolve the claim.

**CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee: As-Needed**

Compensation for this project shall be on an **actual cost plus fixed fee** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor rates, applied overhead, other direct costs, subconsultant costs, and applied fixed fee. The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

This scope is for “as needed” services. As such, the hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. Fixed fee on “as needed” projects is computed by taking the percent of actual labor hours invoiced to labor hours authorized, then applying that percentage to the total fixed fee authorized.

All billings for services must be directed to the Department and follow the current guidelines. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an

increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

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

**The hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. Fixed fee on "as needed" projects is computed by taking the percent of actual labor hours billed to labor hours authorized, then applying that percentage to the total fixed fee authorized.**

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

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

MDOT will reimburse the consultant for vehicle expenses and the costs of travel to and from project sites in accordance with MDOT's Travel and Vehicle Expense Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at [http://www.michigan.gov/documents/mdot/Final\\_Travel\\_Guidelines\\_05-01-13\\_420289\\_7.pdf?20130509082418](http://www.michigan.gov/documents/mdot/Final_Travel_Guidelines_05-01-13_420289_7.pdf?20130509082418). MDOT's travel and vehicle expense reimbursement policies are intended primarily for construction engineering work. Reimbursement for travel to and from project sites and for vehicle expenses for all other types of work will be approved on a case by case basis.

MDOT will pay overtime in accordance with MDOT's Overtime Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at [http://www.michigan.gov/documents/mdot/Final\\_Overtime\\_Guidelines\\_05-01-13\\_420286\\_7.pdf?20130509081848](http://www.michigan.gov/documents/mdot/Final_Overtime_Guidelines_05-01-13_420286_7.pdf?20130509081848). MDOT's overtime reimbursement policies are intended primarily for construction engineering work. Overtime reimbursement for all other types of work will be approved on a case by case basis.