

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 ** = OPTIONAL Check the appropriate Tier in the box below			
<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"/>	
<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 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 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 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"/> 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, 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.
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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. 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
- 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 DEMOLITION OWNER'S REPRESENTATIVE CONSULTANT

A **mandatory** Pre-Bid Meeting will be held on **August 23, 2016 from 10:00 a.m. to 12:00 p.m.** at the Michigan Department of Transportation, Office of Aeronautics Auditorium, 2700 Port Lansing Road, Lansing, Michigan 48906. Failure of the DORC to attend the mandatory Pre-Bid Meeting will be deemed as submitting a non-responsive proposal. Any costs associated with attending the mandatory Pre-Bid Meeting are at the Consultant's own expense.

Revised 8/26/16

CONTROL SECTION: 82194

JOB NUMBER: 113693B1 (Plaza Area), 113717B1 (I-75 Interchange Area),
127063B1 (Bridge Area), 113716B1 (Overall Project Area).

PROJECT LOCATION:

The proposed project links I-75 in Detroit, Wayne County, Michigan and Highway 401 in Windsor, Ontario, Canada. This Scope of Service pertains only to the parcels located in Michigan.

The project is located in the Del Ray area of the City of Detroit, Michigan. The project area for the interchange and plaza is bounded by the south bound I-75 Service Drive, Morell Street, West End Street and Jefferson Avenue. The project area for the bridge is bounded by Jefferson Avenue, south to the Detroit River between Green Street and Truck Ferry Road.

PROJECT DESCRIPTION:

This Scope of Service is for the solicitation of expert property management/demolition professionals to work with, represent, and act as Michigan Department of Transportation (MDOT) representatives for various environmental/asbestos testing, security, property management, site clearance and demolition activities on the Gordie Howe International Bridge (GHIB) project. The general scope of duties of the Demolition Owner's Representative Consultant (DORC) is to procure, oversee and manage the environmental/asbestos testing, security, property management, site clearance and demolition activities on approximately **300** parcels (approximately **75** commercial improved properties, approximately **75** industrial improved properties and approximately **150** residential improved properties.) Parcels in each category may be added or subtracted, up to 30%, from stated amount.

ANTICIPATED SERVICE START DATE: October, 2016

ANTICIPATED SERVICE COMPLETION DATE: October, 2021

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

N/A

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Construction Services: Office Technician

Construction Testing: Density

All work under the secondary prequalification classifications, identified above, must be performed by a consultant/vendor prequalified in the MDOT classifications "Construction Services: Office

Technician” and “Construction Testing: Density”, and may be either the prime consultant/vendor or a subconsultant/vendor.

PREFERRED QUALIFICATIONS AND CRITERIA:

The DORC should have ten (10) years of experience in the procurement, oversight and management of environmental/asbestos testing, security, property management, site clearance and demolition activities on a project, including five (5) years of procurement, oversight and management experience on projects similar in size and scope to this project.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENT: 8%

The DORC must understand and follow the requirements in this Contract and applicable regulations including, but not limited to, 49 CFR Part 26.

The DORC may establish individual contract goals for each contract, subcontract, and each consultant, subconsultant and supply and service provider agreement in amounts to ensure the overall contract goal is met.

The DBE goal may be attained by means of an approved DBE Participation form 0178 or 0182 with a Michigan Unified Certification Program (MUCP) certified DBE. The amount of goal attainment is dependent on the amount actually paid to DBEs for work performed, per the agreement.

The Proposer shall make good faith efforts to include DBE contractors, subcontractors, consultants, subconsultants, suppliers and service providers in the DORC team. Furthermore, the Proposer shall also make every reasonable effort to subcontract work to DBEs through good faith negotiations and/or solicitations in advance of the date specified for the opening of bids.

In order to fulfill a DBE goal, the firms utilized as DBE subcontractors, consultants, sub-consultants, suppliers, or service providers must be certified as DBEs by the MUCP prior to the award of the Contract, or the selection of any new subcontractors, consultants, subconsultants, suppliers or service providers during the project. Requests for approval by the MDOT OBD are required before contracts with DBEs are executed. The MUCP Disadvantaged Business Enterprise (DBE) Directory contains the names and addresses of all firms that are certified to perform the type of work the Proposer is intending to subcontract. The MUCP DBE Directory can be accessed at the following website:

www.michigan.gov/mucp

Firms certified by other local jurisdictions do not count toward the DBE goal. If there are questions concerning the MUCP certification status of a firm, the MUCP certification process or to obtain a copy of the MUCP DBE Directory, please call the MDOT Office of Business Development at 517-373-2377 or visit the Office on-line at the following website:

<http://www.michigan.gov/mdotdbe>

LOCAL PARTICIPATION:

This project does not have a goal for Local Participation. However, MDOT encourages local firms to participate in this contract.

MDOT DEMOLITION PROJECT MANAGER:

Brian Walsh
MDOT Demolition Project Manager
Program and Property Management Unit

Development Services Division
Michigan Department of Transportation
425 W. Ottawa Street
Lansing, MI 48909
Office: (517) 241-2735
Fax: (517) 373-2209
WALSHB@michigan.gov

DORC RESPONSIBILITIES:

The DORC procurement, oversight and management responsibilities include, but are not be limited to, the following tasks:

1. Procure, oversee and manage all environmental/asbestos testing, security, property management, site clearance and demolition activities. These activities include, but are not limited to: property inspections, hazardous materials surveys, asbestos testing/reporting, abatement and site clean-up, building board-ups, building and site security, utility shut-offs/meter pulls, demolition, quality assurance sampling and/or testing, density testing, quality control, issuance of work orders, meeting coordination/attendance, program reporting, inspection/oversight of demolition work, compliance oversight and other duties necessary to support the environmental/asbestos testing, security, property management, site clearance and demolition of all affected properties on the GHIB project in alignment with the construction scoping.
2. Develop, procure and oversee deconstruction on commercial and industrial properties identified through coordination between MDOT, the DORC and other third parties.
3. Organize local outreach activities to assist MDOT and/or contractors with participation opportunities for local and DBE work.
4. Coordinate activities with other entities working on the GHIB project including the land acquisition team to identify possession and occupancy vacancies; the utility companies regarding utility shut-offs; the Environmental Owner's Representative Consultant (EORC) regarding the review of hazardous materials surveys/asbestos reports and abatement/site clean-up; the Demolition Contractor hired to complete the demolition; and the MDOT Construction Engineer regarding the field inspections and the Field Manager system.
5. Coordinate compliance of environmental/asbestos testing, site clearance and demolition requirements pertaining to worker-safety issues and provide daily guidance/inspections as needed to be in compliance with various municipal state and federal environmental, site clearance and demolition statutes.
6. Perform field operations in accordance with the Department's Personal Protective Equipment (PPE) Policy as stated in the MDOT Guidance Document #10118 and in accordance with MIOSHA regulations and accepted safety practices.
7. Obtain and be able to use the most current Field Manager software for this project. Contact Info Tech, Inc. at (352) 381-4400 or fax (888) 971-3916 or (www.fieldmanager.com) to obtain software and information on training. As this software is used on all MDOT projects, the cost of this software cannot be charged as a direct expense for this project.
8. Track and provide documentation, logs and reports to the MDOT Demolition Project Manager and the MDOT Construction Engineer on the environmental/asbestos testing, security, property management, site clearance and demolition status for each parcel and update access database accordingly.
9. Resolve any problems, issues, discrepancies or other items in dispute with the Demolition Contractor, the EORC and any other contractors/subcontractors working on the GHIB project. Provide documented resolution of such issues and keep the MDOT Demolition Project

Manager and the MDOT Construction Engineer informed of all such issues.

10. Review and pay for all invoices for the hazardous materials surveys, asbestos testing/reporting, building and site security, building board-ups, density testing and any other activities performed by a subcontractor as it relates to the environmental/asbestos testing, security, property management, site clearance and demolition activities on the GHIB project.
11. Review all invoices submitted by the Demolition Contractors, and any other contractors working with the Demolition Contractors on the GHIB project, prior to payment by MDOT.

It is anticipated that there may be three (3) Demolition Contractors used for the demolition of the residential properties and four (4) Demolition Contractors used for the demolition of commercial and industrial properties.

12. Procure, oversee and manage all environmental/asbestos testing, security, property management, site clearance and demolition activities consistent with MDOT practices, guidelines, requirements, specifications, plans, proposals, rules, regulations and in accordance with MDOT's Construction Manual, Materials Source Guide, Materials Quality Assurance Procedures Manual, Density Testing and Inspection Manual, Title 49 CFR (Transportation) and any and all other applicable references, regulations, specifications, guidelines, and/or procedures manuals. **Security is to be provided by the DORC at all times from the time MDOT takes possession of a property until the building(s) on the property are demolished and any required backfilling is completed. Failure of any of the above will result in the DORC being in non-compliance with the contract.**

SERVICE PERIOD:

It is anticipated that one consultant will be selected as the DORC and will be responsible for the procurement, oversight and management of environmental/asbestos testing, security, property management, site clearance and demolition activities on the GHIB project **for a five (5) year term**. The major activity on this project will take place in the first through the third year of the contract, with close-out activities taking place in the fourth and fifth year of the contract. MDOT reserves the right to extend the contract up to 2 additional years.

GENERAL INFORMATION:

Work shall conform to current MDOT, MDNR, MDEQ, FHWA, and AASHTO practices, guidelines, policies, standards, manuals and applicable law, including 49 CFR Part 24 and other applicable state and federal regulations. In addition, all work shall conform to applicable OSHA and MIOSHA safety standards.

DELIVERABLES:

The DORC shall produce the following deliverables as directed by the MDOT Demolition Project Manager and the MDOT Construction Engineer:

1. Detailed work plan and schedule, broken down by day, within two (2) weeks of contract execution.
2. Detailed work plan, broken down by task, showing the DORC's plan for procuring, overseeing and managing the environmental/asbestos testing, security, property management, site clearance and demolition activities.
3. Detailed work plan, broken down by task, showing the DORC's plan for achieving DBE Goals and Local Participation.
3. All computer files associated with the project.
4. Bi-weekly progress report, including diaries, sketches, logs and records, detailing the work accomplished to date, the work procured to date, the work planned for the next reporting period and any anticipated needs and/or issues projected.

5. Bi-weekly progress report, detailing the DBE Goals and Local Participation accomplished to date.
6. Bi-weekly monitoring reports, monthly evaluations and other reports that assist the MDOT Demolition Project Manager and the MDOT Construction Engineer in the oversight and management of the project.
7. A Word file of reports, any appendices, illustrations, drawings, field notes and supporting data output sheets, etc. will need to be included in the final deliverables package, in hard copy and in MDOT compatible electronic format.
8. Specifications or other contract documentation needed to develop the residential, commercial and industrial demolition contracts.

REPORTING AND RECORD KEEPING:

1. Prepare such periodic, intermediate and final reports and records as may be required by MDOT and as applicable to the MDOT Demolition Project Manager and the MDOT Construction Engineer, which may include, but are not limited to, the following:
 - a. Inspector's Daily Reports
 - b. Work Orders
 - c. Moisture and Density Determination Reports (Form 582B)
 - d. Final Acceptance/Certification Report (Form 1120)
 - e. Contract Modifications
 - f. Extension of Time and Liquidated Damages
 - g. Contractor Evaluation (Form 1182)
 - h. Other records and/or reports as required for the MDOT Demolition Project Manager, the MDOT Construction Engineer and/or as required by MDOT practices, guidelines, requirements, specifications, plans, proposals, rules, regulations and in accordance with MDOT's Construction Manual, Materials Source Guide, Materials Quality Assurance Procedures Manual, Density Testing and Inspection Manual, Title 49 CFR (Transportation) and any and all other applicable references, regulations, specifications, guidelines, and/or procedures manuals.
2. Review, process, and/or approve records and reports submitted by the Demolition Contractor as required by MDOT and as applicable to the GHIB project which may include, but are not limited to, the following:
 - a. Weekly Employment Reports, Certified Payrolls
 - b. Contractor's claims for additional compensation and extension(s) of time
 - c. Other reports and records as required for the MDOT Demolition Project Manager and the MDOT Construction Engineer
3. Review, process, and/or approve records and reports submitted by the subcontractors responsible for the hazardous materials surveys, asbestos testing/reporting, building and site security, building board-ups, density testing and any other activities as required by MDOT and as applicable to the GHIB project which may include, but are not limited to, the following:
 - a. Weekly Employment Reports, Certified Payrolls
 - b. Subcontractor's claims for additional compensation and extension(s) of time
 - c. Other reports and records as required for the MDOT Demolition Project Manager and the MDOT Construction Engineer

4. Maintain project files in accordance with the most current documentation guidance as issued by MDOT and the most current version of the Special Provision for Construction Document Management.

MDOT RESPONSIBILITIES:

MDOT will provide clear, written direction, procedures and guidelines on all aspects of environmental/asbestos testing, security, property management, site clearance and demolition activities, including guidance on the following:

- Bid letting process and selection of a demolition contractor bidding pool.
- Property inspections, hazardous materials surveys, asbestos testing/reporting, abatement and site clean-up, building board-ups, building and site security, utility shut-offs/meter pulls, deconstruction, demolition, quality assurance sampling and/or testing, density testing, quality control, issuing work orders, meeting coordination/attendance, program reporting, inspection/oversight of demolition work, compliance oversight and other duties necessary to support the environmental/asbestos testing, security, property management, site clearance and demolition of all affected properties on the GHIB project in alignment with the construction scoping.
- Internal review coordination/facilitation, issue-resolution and critical decision making.

Moreover, MDOT will provide the following deliverables:

- Project office space for the DORC. (The DORC will be responsible for their own office equipment, computers, printers, fax machines, telephones, etc.).
- Pertinent reference material, previous and current data, studies, reports and analyses.
- Environmental, security, property management, site clearance and applicable demolition documents related to parcels.
- Financial, cost and budget documentation.

GENERAL STAFFING REQUIREMENTS:

The DORC is expected to provide a satisfactory number of qualified personnel to effectively execute the contracted responsibilities. Depending on the task and schedule, there may be work during nighttime hours, on weekends, and/or under expedited time constraints. The number of personnel needed during any particular task may change as the project progresses.

The DORC will adequately staff each task in advance of the start of work, in order to be properly prepared to satisfy the responsibilities. However, the DORC must not assign any personnel until first submitting in writing for MDOT's review and approval, the qualifications of each person proposed to be assigned to the task. The DORC must submit this request for approval to the MDOT Demolition Project Manager at least two weeks before the date an individual is expected to start work.

An individual, who is previously approved by the MDOT Demolition Project Manager, but whose performance is later determined by the MDOT Demolition Project Manager to be unsatisfactory, will not be allowed to continue working on the GHIB project and may be replaced by another individual if an alternate is acceptable to the MDOT Demolition Project Manager.

Any adjustment of workforce as recommended by the MDOT Demolition Project Manager will be accomplished within one week after notification. MDOT reserves the right to add or reduce staff on tasks as it so desires during the course of the contract.

CONSULTANT PAYMENT – Unit Price and Loaded Hourly Rate:

Compensation for this project shall be on a **Unit Price** basis and a **Loaded Hourly Rate** basis,

as identified below.

Unit Price: Payment for all activities as outlined under this DORC Scope of Service, with the exception of the Extra Work identified below, will be paid on a Unit Price basis. Payment will not be made in excess of the Unit Price documented on the Consultant Bid Sheet and accepted by MDOT.

Loaded Hourly Rate: Compensation for Extra Work that is required on the project shall be on a Loaded Hourly Rate basis. **Extra Work** includes, but is not limited to, any unanticipated or unforeseen environmental/asbestos testing, security, property management, site clearance, and/or demolition activities on the project that were not included in the DORC Scope of Services. Payment will not be made in excess of the Loaded Hourly Rate documented on the Consultant Bid Sheet and accepted by MDOT. All Extra Work must be approved by the MDOT Demolition Project Manager prior to work commencing. The Loaded Hourly Rate for Extra Work should not be included in the DORC's Unit Price.

In addition to the requirements above, payment to the DORC for services rendered shall not exceed the maximum contract amount unless an increase is approved by MDOT. Billings must be submitted within sixty (60) days after the completion of services for the current billing. The final billing must be received within sixty (60) days of the completion of services.

Direct expenses, if applicable, can only be charged for services when Extra Work items are being performed and will not be paid in excess of that allowed by MDOT 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 direct expenses on the project in accordance with Reimbursement Guidelines. The only direct expenses that will be considered allowable charges for this contract are those that are directly attributable to the environmental/asbestos testing, security, property management, site clearance and demolition activities on this project.

SELECTION CRITERIA:

A mandatory Pre-Bid Meeting will be held on August 23, 2016 from 10:00 a.m. to 12:00 p.m. at the Michigan Department of Transportation, Office of Aeronautics Auditorium, 2700 Port Lansing Road, Lansing, Michigan 48906. Failure of the DORC to attend the mandatory Pre-Bid Meeting will be deemed as submitting a non-responsive proposal. Any costs associated with attending the mandatory Pre-Bid Meeting are at the Consultant's own expense.

Responses to this Scope of Service will be evaluated based upon a "Three Step Selection Process" based on the highest total point score of the three (3) steps outlined below:

Step 1 – Evaluation of the Written Proposal -- (100 Points Total)

The Written Proposal must contain enough detail and sufficient information to be properly evaluated and scored. Out of a total maximum possible score in Step 1 of 100 points, a minimum of 75 points is required for the Consultant to be further considered under Step 2.

1) Understanding of the Scope of Service (35 Points): Describe your understanding of this Demolition Owner Representative Consultant (DORC) Scope of Service, the role and responsibility of the DORC and the use of subcontractors to procure, oversee and manage all the environmental/asbestos testing, security, property management, site clearance and demolition work on the GHIB project. The following items must also be included:

- a. A work plan, broken down on a bi-weekly basis, with the products that will be delivered.
- b. A work plan which includes the means and methods by which the DORC plans to procure, engage, achieve, document, monitor and report the work performed by subcontractors, including but not limited to, hazardous materials surveys, asbestos testing/reporting, building and site security, building board-ups, density testing and any other activities required to be subcontracted by the DORC on the GHIB project.

- c. A work plan which includes the means and methods by which the DORC plans to procure, engage, achieve, document, monitor and report DBE participation and Local Participation as specified in the DBE Goals and Local Participation areas of this Scope of Service.
- d. The approach that will be used to work as the DORC, including a plan for a successful integration and collaboration with MDOT, the land acquisition team, the EORC and the Demolition Contractors.
- e. A work plan which details the DORC's plans for identifying deconstruction properties and for coordinating, monitoring, documenting and reporting deconstruction activities.
- f. A work plan that will be used to provide the specified tasks and services requested while being cost effective and efficient.
- g. A detailed schedule showing major events, identifying milestones and the proposed time frames to deliver these events.

2) Team Qualifications (35 Points): Provide a detailed description of the qualifications, experience and ability of the DORC to deliver the tasks and services as required for this Scope of Service. The following items must also be included:

- a. A high level organization chart.
- b. A structural description of the team including the roles and experience of the DORC Project Manager, the other team members and the use of subcontractors that will be used to accomplish the work. This must include a resume for each of these key personnel.
- c. A description of the method that will be used to determine if subcontractors may be needed, even if they are not known at this time.

3) Past Performance (20 Points): Provide a detailed description of your experience in environmental/asbestos testing, security, property management, site clearance and demolition, including any procurement, oversight and management experience on projects similar in size and scope to this project. Provide Performance Evaluations received over the last five (5) years on similarly related projects and/or References by MDOT staff and/or other governmental entities. Documentation of previous work must include:

- a. Date of project
- b. Name and address of client organization
- c. Name and telephone number of individual in the client organization familiar with the project
- d. Short project description

4) Quality Assurance/Quality Control Process (10 Points): Describe the plan for completing Quality Assurance/Quality Control services on this project. The following items must be included:

- a. A narrative description of the quality assurance methods used to monitor and assure compliance with the contract requirements in this Scope of Service.
- b. An outline of the type of records which will be generated and maintained during the execution of the Quality Assurance Program.
- c. A listing of the key personnel responsible for the completion of the Quality Assurance/Quality Control services on this project.

Step 2 – Oral Interview – (25 Points Total)

Out of a total maximum possible score in Step 2 of 25 points, a minimum of 20 points is required for the Consultant to be further considered under Step 3. For Consultants scoring 20 points or more, their score will be added to their score from Step 1.

The Oral Interview will take place in Lansing approximately one (1) week after the Written Proposal is due. The Project Manager and up to five (5) key staff must be in attendance at the Oral Interview. Failure to attend the Oral Interview will be deemed as submitting a non-responsive proposal.

The Consultant will be evaluated on their understanding of the DORC Scope of Service on this project, their staffing plan and staff qualifications, interaction with the MDOT Demolition Project Manager and MDOT Construction Engineer, dedicated hours of the staff and their Quality Assurance/Quality Control plan. MDOT may provide a list of questions and/or issues at the Oral Interview that the Consultant will be required to address. However, questions to MDOT from the Consultant will not be permitted during the Oral Interview.

Step 3 – Price Analysis – (44 Points Total)

The Consultant must submit their bid on the attached Consultant Bid Sheet. This Consultant Bid Sheet must be presented in a **separate document** from the Written Proposal in Step 1, but must be submitted at the **same time** as the Written Proposal in Step 1. This will ensure that pricing of all proposals will be evaluated separately from the technical criteria as outlined in Step 1. Failure to submit the Consultant Bid Sheet as outlined in the instructions above will be deemed as submitting a non-responsive proposal.

The Price Analysis in Step 3 will be scored as follows:

1. Total Unit Price - 75% (33 points)

This score will be based on the lowest Total Unit Price receiving 33 points and the other Total Unit Prices receiving progressively lower points based on the following percentage formula:

$$\text{Lowest Total Unit Price/Total Unit Price X 33 = Score}$$

2. Total Loaded Hourly Rate – 25% (11 points)

This score will be based on the lowest Total Loaded Hourly Rate receiving 11 points and the other Total Loaded Hourly Rates receiving progressively lower points based on the following percentage formula:

$$\text{Lowest Total Loaded Hourly Rate/Total Loaded Hourly Rate X 11 = Score}$$

The total points calculated in the Price Analysis will be added to the Consultant’s score from the Written Proposal in Step 1 and Oral Interview in Step 2 for the Consultant’s Total Score.

REQUIRED CONSULTANT INFORMATION:

Please provide the following required respondent information. Failure to respond to each requirement may disqualify the Consultant from further participation in this Request for Proposal.

CONSULTANT NAME AND ADDRESS: Provide name, address, principle place of business, telephone number of legal entity with whom the contract is to be written, and the web page address.

Name and Title:		
Address:		
City, State, Zip:		
Phone:	()	Facsimile: ()
Web Page:		

ORGANIZATION AND YEAR:

Please provide the legal status and business structure (Corporation, Partnership, Sole Proprietorship, etc.) of the consultant and the year the entity was established.

Status:

Year:

RFP CONTACT:

Please provide the following information on the consultant's primary contact:

Name and Title:		
Address:		
City, State, Zip:		
Phone:	()	Facsimile: ()
Web Page:		

CONSULTANT BID SHEET - UNIT PRICE and LOADED HOURLY RATE

This Consultant Bid Sheet is required in conjunction with Step 3 of the Request for Proposal (RFP). All entries on this page must be handwritten in ink or computer generated. The Consultant Bid Sheet must be submitted in a separate document, but at the same time, as Step 1 - Written Proposal.

Compensation for this project shall be on a **Unit Price and Loaded Hourly Rate** basis. Unit Prices and Loaded Hourly Rates must be filled in by the Consultant for each item listed below. The Loaded Hourly Rate is for pre-approved, Extra Work only. Prior to contract award, MDOT will require three actual invoices billed to entities other than MDOT, documenting the reasonableness of the Consultant's Loaded Hourly Rates.

A priced proposal must be completed by the selected Consultant in accordance with MDOT's Priced Proposal Guidelines, which can be found on the MDOT web page under [Vendor/Consultant Services](#). **Note:** MDOT reserves the right to reject any or all bids.

DESCRIPTION	QUANTITY (Units)	UNIT PRICE	TOTAL
Improved Residential	# 150	\$ _____	\$ _____
Improved Industrial	# 75	\$ _____	\$ _____
Improved Commercial	# 75	\$ _____	\$ _____
TOTAL UNIT PRICE			\$ _____

DESCRIPTION *Extra Work only	LOADED HOURLY RATE	TOTAL
Environmental/Asbestos Testing	\$ _____	
Security	\$ _____	
Property Management	\$ _____	
Site Clearance	\$ _____	
Demolition	\$ _____	
Other Miscellaneous Tasks	\$ _____	
TOTAL LOADED HOURLY RATE		\$ _____

EXTRA WORK includes, but is not limited to, any unanticipated or unforeseen environmental/asbestos testing, security, property management, site clearance, and/or demolition activities on the project that were not included in the DORC Scope of Service, but are at the directive of the MDOT Demolition Project Manager.

Payments will be made to the DORC as follows:

- Unit Price activities will be paid the full unit price as invoiced every two weeks, on a per-parcel basis, when all activities have been completed on a parcel.
- Loaded Hourly Rate activities (for Extra Work only) will be paid the loaded hourly rate as invoiced every two weeks, on an on-going, per-parcel, per hour basis, when extra work activities are required, pre-approved and completed on a parcel.

Legal Business Name:	
Consultant's Authorized Legal Signer:	
Consultant Address:	
Date:	