

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.

Proposals must be submitted for this project electronically. Proposal Submittal Requirements Can Be Found At the Following Link
http://www.michigan.gov/documents/MDOT_Consultant-Vendor_Selection_Guidelines-0106_145222_7.pdf?20150707153457

In PART IV – INSTRUCTION FOR SUBMITTING PROPOSALS

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**

Transportation Data Collection for Asset Management - Culverts

CONTROL SECTION: Various

JOB NUMBER: Various

PROJECT LOCATION: Various locations in Saginaw, Eaton, Ingham, Isabella, Osceola, Mackinac, and Allegan Counties

PROJECT DESCRIPTION: The selected consultant will perform asset data collection of culverts for MDOT's Transportation Asset Management System (TAMS).

MDOT anticipates selecting up to 5 firms under this solicitation.

ANTICIPATED START DATE: December 15, 2016

ANTICIPATED COMPLETION DATE: September 30, 2017

PRIMARY PREQUALIFICATION CLASSIFICATION:

N/A

SECONDARY PREQUALIFICATION CLASSIFICATION:

N/A

DBE REQUIREMENT: N/A

PREFERRED QUALIFICATIONS AND EXPERIENCE:

Land Surveyor – Minimum 5 Year's experience with MDOT Design Survey Standards, MDOT Design and Construction Standards, GIS data collection, MDOT Workzone Safety Standards, field safety principles. Licensed to practice in the State of Michigan.

Geographic Information System (GIS) Specialist - Minimum 5 years experience using current ESRI Software (or equivalent), creation and management of geospatial data.

Engineer – Minimum of 5 years experience with culvert design, construction, and/or maintenance on the MDOT transportation network. Licensed to practice in the State of Michigan.

MDOT PROJECT MANAGER:

Nicholas Ryan, P.S.
Central Office
Survey Support
425 W. Ottawa
P.O. Box 30050
Lansing, MI 48909
Phone : 517-335-1914
E-mail : ryann@michigan.gov

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

GENERAL INFORMATION:

The intent of this project is to provide asset recovery, identification, spatial location, attribution and condition assessment information for culverts located in MDOT Right-of-Way in multiple counties for use in MDOT's Transportation Asset Management System (TAMS). The collection will focus on areas implementing TAMS (VUEWorks) in MDOT direct force maintenance facilities.. The intent of this project is to produce a complete culvert inventory, for the areas specified, with spatial location and condition information

Background

MDOT initiated it's TAMS (Transportation Asset Management System) project in 2015. TAMS is a GIS-centric suite of software, centered upon assets existing in ESRI Spatial Data Engine (SDE) technology. Implementation of an electronic work order system (VUEWorks) at direct force maintenance facilities is currently underway.

A data collection pilot project for spatial location of culverts in Isabella County was completed in August 2016. Condition assessment was not in the scope of the pilot project. The pilot project included the development of a workflow for real-time GIS field collection.

Objectives

The primary objectives for this project are as follows:

- ✓ Produce a complete culvert inventory of culverts 1' – 10' spans for the target counties, not including drive culverts and large culverts designated as structures within the MiBRIDGE Inventory.
- ✓ Demonstrate the value of real-time data collection via web-based portal for asset collection
- ✓ Validation of condition assessment using VUEWorks MobileVUE

Planning & Field Collection

Each non-driveway culvert within the project extents must be visited. Direct observations must be taken for spatial location and condition assessment. All asset collection must conform to the “MDOT TAMS Asset Collection & Condition Assessment Guide for 1’-10’ Span Culverts.”

Prior to collection the consultant will develop a field collection work plan for presentation to the Project Manager. The work plan will detail:

- ✓ Routes to be covered.
- ✓ Times of collection.
- ✓ Quality control and quality assurance measures to be employed for field collection.
- ✓ Field safety plan.

Spatial Location Requirements:

- ✓ The consultant must use ESRI Collector for ArcGIS App for spatial location.
- ✓ Spatial location must be published to the enterprise SDE in real-time. Stand-alone datasets will not be accepted.
- ✓ Spatial quality index must be at a minimum of Level C (mapping grade).

Attribution Requirements:

- ✓ All attribution information must be collected
- ✓ All attribution must conform to the “MDOT TAMS Asset Collection & Condition Assessment Guide for 1’-10’ Span Culverts.”

Condition Assessment Requirements:

- ✓ The consultant must complete condition assessment using VUEWorks MobileVUE
- ✓ All condition assessment information must conform to “MDOT TAMS Asset Collection & Condition Assessment Guide for 1’-10’ Span Culverts.”

Culvert Recovery:

Recovery of culverts is within the scope of services including efforts such as hand digging, probing and/or use of a magnetic locator. The consultant must provide necessary equipment to aide in culvert recovery as described above, as well as necessary PPE.

Collection Locations:

Data collection will focus on all MDOT Trunkline routes in six counties with multiple MDOT direct force maintenance facilities implementing TAMS (VUEWorks). The counties of focus are **Saginaw, Allegan, Eaton, Ingham, Isabella, Mackinac, and Osceola.**

The collection locations achieved will vary based on cost limitations negotiated as a fixed fee variable scope, where data collection is limited to a portion of the \$500,000.00 total value. The

consultant will propose the routes and counties to be covered from the above list to the project manager prior to commencement of data collection.

To aid in identification of perspective locations, MDOT will furnish a .shp file and/or live reference layer in ArcGIS Online (AGO) outlining approximate ROW limits and digitized historic culvert locations for the extent of the project outlined in the Consultant's work plan coordinating with scheduled work activities. Historic culvert locations provided are for informational purposes to aid in field location of asset. Actual field location will supersede any provided historic location.

MDOT will provide existing culvert inventory data, if available, to aid in field location of existing known culverts and update existing information as needed. Allegan County and Isabella County have near complete existing inventories and data collection will likely be limited to condition assessment.

A reference layer will also be provided showing the location of large culverts maintained as structures in MiBRIDGE inventory to aid in distinguishing between spans managed by TAMS and those managed by MiBRIDGE. Spans maintained as structures in MiBRIDGE are not in the scope of this project.

Data Storage & Accessibility:

- ✓ The consultant will be provided access to MDOT's ArcGIS Online (AGO) portal and VUEWorks maintenance work order system.
- ✓ All location and attribute data collected during this project must be collected through AGO or ESRI Collector for ArcGIS App
- ✓ All condition assessment information must be stored in VUEWorks database

Monthly Progress Reports:

The Consultant must submit a monthly project progress report to the MDOT Project Manager. The progress report will address the following items:

- ✓ Work accomplished during the previous reporting period.
- ✓ Anticipated work and goals for the coming weeks or month.
- ✓ Real problems which occurred during the month, and anticipated problems for the coming reporting period.
- ✓ Any updates on the project schedule including explanations for any delays or changes in schedule, scope, or work plan.
- ✓ Any early reviews or submittals.

Final Project Report:

The consultant will prepare a report summarizing the project activities. Key components of the report will include:

- ✓ General summary of project
- ✓ Issues encountered
- ✓ Productivity report / analysis

Deliverables:

- ✓ Location of culverts based on actual observations, via real-time collection with MDOT's AGO consistent with the "MDOT TAMS Asset Collection & Condition Assessment Guide for 1'-10' Span Culverts." to a minimum Level C (mapping grade) spatial quality
- ✓ Collected culvert attributes via AGO consistent with "MDOT TAMS Asset Collection & Condition Assessment Guide for 1'-10' Span Culverts."
- ✓ Condition assessment of culverts in VUEWorks MobileVUE
- ✓ Field collection work-plan
- ✓ Monthly progress reports
- ✓ Final project report

GENERAL REQUIREMENTS:

1. Consultants must obtain all necessary permits required to perform this survey on any public and/or private property, including an up-to-date permit from the MDOT Utilities Coordination and Permits Section. The **Consultant shall be responsible for obtaining up to date access permits** and pertinent information for any tasks involving work within the MDOT Right of Way (ROW).
2. The Consultant must adhere to all applicable OSHA and MIOSHA safety standards, including use of the appropriate traffic signs for the activities and conditions for this job.

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, sub-consultant 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.

MANDATORY PRE-PROPOSAL WEB MEETING INFORMATION

Mandatory attendance at a pre-proposal web meeting is required for perspective respondents. The meeting will provide an overview of the workflow utilized for pilot data collection in Isabella County.

The meeting will be held on **October 31, 2016 at 9:00 A.M.**

Meeting Name: TAMS Culvert Data Collection RFP Pre-Bid Meeting 10/31/16
When: 10/31/2016 9:00 AM
Time Zone: (GMT-05:00) Eastern Time (US and Canada)

To join the meeting:

<http://michigandot.adobeconnect.com/r7109ij7h0o/>

Audio Conference Details:

Conference Number(s):
US (Toll): 1-719-234-7800
US (Toll Free): 1-888-850-4523
Participant Code: 105065

Email Instructions with our audio in Adobe Connect Meeting/Seminar

Instructions for participating in this webinar:

1. 15 minutes prior to the start of this webinar, select the URL listed above (located under "To Join the meeting")
2. On the Adobe sign-in page, select enter as a Guest option. (Please do not choose Adobe login ID; those are not given out by PES).
3. Type your FIRST & LAST name in the name field, then select the button that reads "Enter Room".

Enter as a Guest

Name

4. In order to access the audio portion of the webinar, type your phone number in the pop-up box that appears and click join. If you prefer, you may access the audio by calling the conference number listed above using a telephone. **In the event the pop-up box does not appear or if your phone number is one with an extension, you must call into the conference at the number listed above using a telephone.** (Adobe Connect Audio is unable to recognize and call back a number that has an extension.)

Join Audio Conference

This meeting's audio conference was successfully started.
How would you like to join the meeting's audio conference?

Dial-out [Receive a call from the meeting]

+1 (USA)

Type the phone number where you are then click join.