ADDENDUM NO. 2

Michigan Department
Of Transportation
5100B (03/10)

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

Exhibit B

MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)
Tia L. Schnee	111639	82111

DESCRIPTION
Construction Manager / General Contractor (CMGC) Services for the Detroit E. Riverfront Riverwalk Project.

MDOT PROJECT MANAGER: Check all items to be included in RFP

WHITE = REQUIRED
GRAY SHADING = OPTIONAL

Check the appropriate Tier in the box below

CONSULTANT: Provide only checked items below in proposal

☐ **TIER 1 ($25,000-$99,999)**	☐ **TIER II ($100,000-$250,000)**	☑ **TIER III (>$250,000)**	
☐	☐	☑	Understanding of Service
☐	☐	☑	*Innovations*
☐	☐	☐	*Safety Program*
N/A	☐	☑	Organizational Chart
☐	☐	☑	Qualifications of Team
☐	☐	☑	Past Performance
Not required As part of Official RFP	Not required As part of Official RFP	☑	Quality Assurance/Quality Control
☐	☐	☑	**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	☐	Presentation
N/A	N/A	☐	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) **(No Resumes)**	7 pages (MDOT Forms not counted)	23 pages (MDOT Forms not counted)	Total maximum pages for RFP **not including key personnel resumes**

REQUEST FOR PROPOSAL

ADDENDUM NO. 2

Clear Form

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 Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services >Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

☑ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING ** ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☑ NO ☐ YES DATED _____ THROUGH _____

Prequalifed Services – See page ___ of the attached Scope of Services for required Prequalification Classifications.

☑ **Non-Prequalifed 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 section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

****For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning **(see address list, page 2)**. The priced proposal must be submitted in a sealed envelope, clearly marked **"PRICE PROPOSAL."** The vendor's name and return address MUST be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

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.

☐ **Qualifications Review / 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 and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☐ **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

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked **"SEALED BID."** The vendor's name and return address MUST be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER	PROPOSAL/BID DUE DATE	TIME DUE
7	1/12/12	4:00 pm

PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☑ MDOT Project Manager

☐ MDOT Other

MDOT Detroit TSC
1400 Howard Street
Detroit, Michigan 48216
Attn: Tia L. Schnee

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

	Lansing Regular Mail	OR	Lansing Overnight Mail
☑	Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
☐	Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

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 four (4) 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.)

ADDENDUM NO. 2

REQUEST FOR QUALIFICATIONS

Detroit E. Riverfront Riverwalk Project At Mt. Elliott Park, City of Detroit

Construction Manager / General Contractor (CMGC)

ISSUE DATE: December 15, 2011

MANDATORY STATEMENT OF QUALIFICATIONS
PRE-SUBMITTAL MEETING: December 20, 2011

STATEMENT OF QUALIFICATIONS DUE DATE: January 12, 2012

MDOT
Michigan Department of Transportation

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1.0 INTRODUCTION

The Michigan Department of Transportation (MDOT), Metro Region, is accepting Statements of Qualifications (SOQ's) and a pre-construction services cost proposal from entities (Submitters) interested in providing Construction Manager / General Contractor (CMGC) services for a project to construct a Riverwalk along the Detroit East Riverfront, at Mt. Elliott Park, in the City of Detroit. The Project includes LEED, or Leadership in Energy and Environmental Design, certification, construction of a pavilion, universally accessible water feature / playscape, tensile structure, and a non-motorized path, to include, lighting, security, site furnishings and seawall cap and platforms. The Project will be funded with local and federal-aid dollars, thereby requiring the Submitter to adhere to all pertinent federal, state, and local requirements.

MDOT has hired a design consultant (the Consultant), with whom the CMGC will collaborate throughout the design phase of the Project. The CMGC will be responsible to provide constructability reviews, cost estimates, and similar construction input during the design phase.

As the design nears completion, the selected CMGC will prepare a construction cost proposal (i.e. a Guaranteed Maximum Price (GMP) proposal). Subject to a successful negotiation with MDOT, the CMGC will be awarded the construction portion of the project, responsible to complete the construction while directly performing at least 35 percent of the work, excluding specialty items. Specialty items include LEED, or Leadership in Energy and Environmental Design, certification, construction of a pavilion, custom water feature / playscape, and tensile structure. The other 65 percent, or less, work may be completed by subcontractors. If an acceptable GMP cannot be reached, the project will be advertised following MDOT's normal competitive bidding process. By submitting a SOQ and pre-construction services cost proposal, Submitters agree to be bound by the requirements outlined in this Request for Qualifications (RFQ) and shall satisfy all requirements specified. Failure of the Submitter to meet these requirements may result in rejection of the SOQ.

2.0 BACKGROUND

The purpose of utilizing this innovative and accelerated delivery method is to design and construct the project as effectively and efficiently as possible given the anticipated specialty construction services for the Project. Specialized items include LEED, or Leadership in Energy and Environmental Design, certification, construction of a pavilion, custom water feature / playscape, and tensile structure. The CMGC will be responsible for ensuring that both LEED certification, and the desired quality level of work are achieved from the inception to the completion of the Project.

The CMGC will be responsible for ensuring that their key staff meet the required qualifications to perform the anticipated specialty construction services for the Project.

2.1 PROJECT MANAGER

Tia L. Schnee, P.E.
MDOT Detroit TSC
1400 Howard Street

Detroit, Michigan 48216
Phone: (313) 967-5217
E-mail: SchneeT@michigan.gov

All inquiries must be made, in writing, by E-mail to the Project Manager.

2.2 PROJECT TEAM

The Project Team, as referenced herein, is composed of MDOT, the Detroit Riverfront Conservancy (DRFC), the Consultant, the CMGC, and any additional Project stakeholders. MDOT will hire another consultant firm to perform the full construction engineering duties.

2.3 PRE-QUALIFICATION

The Contractor (CMGC) is hereby notified that all MDOT prequalification categories are waived for the Project.

2.4 PROJECT WEB SITES

Information regarding this RFQ, including addenda, questions and answers will be posted on the Project Web Site. Additional information (meeting minutes, preliminary plans, etc.) will be posted on the Project File Transfer Protocol (FTP) Web Site. The address' for these sites are listed below:

Project Web Site: www.michigan.gov/designbuild

FTP Web Site: ftp://ftpmdot.state.mi.us/111639/

2.5 PROJECT GOALS

- Successfully complete the design and construction of the proposed pavilion, universally accessible water feature / playscape, tensile structure, and non-motorized path
- Achieve LEED, or Leadership in Energy and Environmental Design, certification
- Ensure highest quality workmanship from the inception to the completion of the Project
- Obtain all proper permits to construct the project
- Protect the Detroit River
- Eliminate / minimize environmental impacts, while addressing soil erosion and sedimentation control, and similar impacts
- Handle, treat, and dispose of contaminated soils properly
- Complete the construction, except for the restoration, no later than May 20, 2013

2.6 PROJECT SCHEDULE

Post RFQ	December 15
Mandatory RFQ / SOQ Pre-Submittal Meeting	December 20
SOQ and Pre-Construction Services Price Proposal Due	January 12 at 4:00 PM EST
Selection of CMGC	January 15 – January 19
Pre-Construction Services Fee Negotiation	January 19 – 24
Notice to Proceed	February 17
Development of Plans and Specifications	February 27 – May 14
Guaranteed Maximum Price (GMP) Negotiation	May 2012
Construction Letting (if no GMP agreement)	May 2012
Construction	June 2012 – May 20, 2013

2.7 PROJECT INFORMATION

Control Section: 82111

Job Number: 111639

The project area is on the Mt. Elliott Park property, bound by the Detroit River to the south, Wight Street to the north, the former Uniroyal property to the east, and the United States Coast Guard facility to the west, in the City of Detroit.

The Design Consultant's Omission / Errors / Check (OEC) submittal was received in October, 2011. The OEC Meeting will be scheduled once a CMGC has been selected. See the Project FTP Web Site for electronic plan and proposal documents.

A Site Investigation was performed in October, 2011. The investigation included the submittal of thirteen (13) soil samples and one (1) groundwater sample for laboratory analysis of VOC's, PNA's, PCB's, hexavalent chromium, total cyanide, and Michigan 10 metals to assess potential impacts at the site. The Project will likely require disposal at a properly licensed facility. See the Project FTP Web Site for this report.

A geotechnical investigation was conducted in June, 2011. The evaluation included performing eighteen (18) borings at the Mt. Elliott Park site. See the Project FTP Web Site for this report. Note that this report contains additional information on the Civic Center, Watermark Parcel, and Gabriel Richard Park Areas; these areas are not included within the Project.

A Structure Study Report was conducted in January, 2011. The report includes the structural condition and global stability of the existing riverfront structures and shoreline protection, and recommendations for rehabilitation and basis of design. See the Project FTP Web Site for this report.

2.7.1 Utility Information

- City of Detroit Water and Sewerage Department (DWSD): DWSD has water main/services and sanitary sewer/services in the project area. MDOT will work with

DWSD, the Consultant, and the CMGC to coordinate efforts for protection of the existing facilities.

- City of Detroit Public Lighting Department (PLD): PLD owns an enclosed transformer pad, light panel and other electrical equipment located on the east side of Mt. Elliott Street just south of Wight Street. MDOT will work with PLD, the Consultant, and the CMGC to coordinate efforts for utilizing the existing transformer and lighting panel to power the proposed lighting, security systems and pavilion in the project area.

- Detroit Riverfront Conservancy (DRFC): DRFC owns and maintains several electrical and fiber optic conduits, lights and emergency phones/security cameras in the project area. MDOT will work with DRFC, the Consultant, and the CMGC to coordinate efforts for protection of the existing and proposed facilities.

3.0 PROJECT SCOPE OF WORK

The CMGC is being selected early in the project to join the Project Team. The CMGC will be expected to provide the Project Team with construction expertise and experience to assist in project decision-making, provide quality assurances, and ensure the project remains on schedule and within budget. The CMGC will also be expected to ensure a quality final product.

3.1 PHASE 1 – PRE-CONSTRUCTION SERVICES

The CMGC shall consult with the Project Team during the design phase in order to develop, implement, and maintain a spirit of cooperation and open communication among the parties so that the goals and objectives of each are clearly understood, potential problems are resolved promptly, and upon completion, the Project is deemed a success by all. The Pre-Construction Services Fee is described in Section 7.0. The CMGC shall deliver pre-construction services by performing the following:

- Analyze and evaluate the constructability of the preliminary design.

- Provide information, cost estimates, and alternative options to help facilitate decisions regarding existing conditions, construction impacts, and staging.

- Provide input to the Project Team regarding current construction industry practices, labor market, and material availability.

- May use subcontractors to supplement pre-construction services to provide the necessary expertise.

- Review in-progress design plans and provide input and offer suggestions with respect to the methods, materials, and construction sequencing.

- Review design documents in-progress and offer suggestions to improve completeness or clarity.

- Notify the Consultant and MDOT Project Manager, in writing, of all problems, conflicts, and/or deficiencies identified during the review and evaluation of design drawings.
- Assist the Consultant and MDOT Project Manager in resolving problems, conflicts, and/or deficiencies identified during the review and evaluation of design drawings.
- Provide a preliminary construction estimate upon completion of the preliminary plans.
- Provide recommendations to the plans or construction documents to ensure completion of the Project in the most expeditious and efficient manner possible.
- Provide a final review and evaluation of the final plans and construction documents.

3.2 PHASE 2 – CONSTRUCTION SERVICES COST PROPOSAL

The CMGC shall submit a Construction Services Cost Proposal when the plans and construction documents are approximately an average of 50% to 100% complete. The Construction Services Cost Proposal shall include a Guaranteed Maximum Price (GMP) which will include all necessary materials, equipment, and staff to complete the construction of the Project. The GMP will not be exceeded without written approval from the MDOT Project Manager, and only by a written work order. When the GMP is negotiated, contingency items may be identified that will be paid for outside of the GMP. If the MDOT Project Manager and the CMGC cannot agree on a GMP and/or contingency items, MDOT reserves the right to terminative the CMGC services without penalty or payment, except payment for Pre-Construction Services, and proceed as necessary. If a GMP cannot be agreed upon, MDOT reserves the right to let the Project using traditional Design-Bid-Build or other non-traditional methods. Any information provided by the CMGC during the Pre-Construction phase will be used to develop the plans and specifications for the letting. The Construction Service Cost Proposal shall include:

- Guaranteed Maximum Price (GMP) proposal, including all overhead and profit considered within specified pay items; as well as any and all subcontracted work.
- Construction schedule showing the proposed start and finished dates and any significant milestones.
- Quality Assurance / Quality Control Plan.
- Clarification of understanding of the EPA / MDNRE / USACOE requirements including adherence to the soil erosion and sedimentation control plan requirements.
- Disadvantaged Business Enterprise (DBE) participation description and Local Workforce Development and Participation Plan during construction.
- Description of all other inclusions to, or exclusions from, the GMP, including all assumptions and clarifications.
- Written guarantee from the CMGC that the total construction cost shall not exceed the

GMP. All costs or expenses in excess of the GMP shall be borne by the CMGC, unless adjusted by a previously approved written work order.

The CMGC will be required to make available all cost and budget estimates, including supporting materials and records, to MDOT.

3.3 PHASE 3 – CONSTRUCTION SERVICES

The CMGC shall, once the Construction Service Cost Proposal is approved:

- Construct, bid subcontractor work, and manage all construction related contracts while meeting the DBE and other requirements.
- Execute a Quality Assurance / Quality Control Plan.
- Address and adhere to all federal, state, and local permitting and environmental requirements.
- Maintain a safe work site.
- Perform at least 35% of all construction work, excluding all identified specialty items.
- Complete the construction, except for the restoration, no later than May 20, 2013.
- In the event that the contract is terminated after the award of the construction phase to the CMGC, the termination procedures in the MDOT 2012 Standard Specifications for Construction shall be followed.

4.0 TEAMING PARAMETERS

4.1 ORGANIZATIONAL CONFLICTS OF INTEREST

Organizational conflict of interest means that because of other activities or relationships with other persons or entities, an Organization:

- Is unable, or potentially unable, to render impartial assistance or advice to MDOT
- Is, or might otherwise be, impaired in its objectivity in performing the contract work
- Has an unfair competitive advantage

Disclosure, evaluation, neutralization, and management of these conflicts and the appearance of conflicts, is in the interest of the public, MDOT, and the consultant and construction communities.

Submitters are required to disclose all relevant facts concerning any past, present, or currently planned interests, activities, or relationships which may present an organizational conflict of interest. Submitters shall state how their interest, activities, or relationships, or those of the chief

executives, directors, key project personnel, or proposed Consultants may result, or could be viewed as, an organizational conflict of interest. Submitters shall submit Conflict of Interest Statement (page 2 of 2 in MDOT form 5100D) with the SOQ. It is recommended to contact the MDOT Project Manager immediately if a conflict of interest is found, or appears to be present, so a course of action may be determined with minimal impact to a Submitter.

If an Organizational Conflict of Interest is determined to exist, MDOT may, at its sole discretion: offer the Submitter the opportunity to avoid or neutralize the Organizational Conflict of Interest; disqualify the Submitter from participation; or, if award has already occurred, declare the Submitter nonresponsive and award the contract to the next highest scoring Submitter, or cancel the contract. If the Submitter was aware of an Organizational Conflict of Interest prior to award of a contract and did not disclose the conflict, MDOT may terminate the contract for default.

4.2 TEAM CONTINUITY AND CHANGES TO ORGANIZATION STRUCTURE

After submittal of a SOQ, Key Personnel may not be removed, replaced, or added without the written approval of the MDOT Project Manager. It is expected that Key Personnel presented in the SOQ will be available for the duration of the project. Any changes to Key Personnel will require approval from the MDOT Project Manager and may result in termination of the contract.

To qualify for approval, the written request shall document that the proposed removal and replacement, or addition will be equal to or better qualified than the Key Personnel provided in the SOQ.

4.3 EQUAL EMPLOYMENT OPPORTUNITY

The Submitter will be required to follow both the State of Michigan and Federal Equal Employment Opportunity (EEO) policies.

4.4 DISADVANTAGED BUSINESS ENTERPRISES

It is the policy of MDOT that Disadvantaged Business Enterprises (DBE), as defined in 49 CFR Part 26, and other small businesses shall have the maximum feasible opportunity to participate in contracts financed in whole or in part with public funds. Consistent with this policy, MDOT will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise be discriminated against in connection with the award and performance of any U.S. Department of Transportation (DOT) assisted contract because of sex, race, religion, or national origin.

MDOT has established a DBE program in accordance with regulations of the DOT, 49 CFP Part 26. It is the Submitter's responsibility to take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that DBE's have the maximum possible opportunity to compete for and perform the contract. DBE requirements do not apply to Pre-Construction Services. Use of a DBE during Pre-Construction services does not apply towards required DBE Percentage.

Required DBE Percentage: To be determined during the project's pre-construction phase.

5.0 STATEMENT OF QUALIFICATION REQUIREMENTS

5.1 ACCEPTANCE OF EVALUATION PROCESS

A submission of a SOQ in response to this RFQ indicates the Submitter's acceptance of the evaluation process as detailed in Section 7.0 and the recognition that subjective judgments must be made by the Selection Committee during the evaluation process and in its final selection.

5.2 CLARIFICATIONS AND INTERPRETATIONS

5.2.1 Answers To Questions

Submitters are required to direct all contact and questions regarding this RFQ to the Project Manager listed in Section 2.1. All requests must be submitted by e-mail only, no later than five (5) business days prior to the Statement of Qualification Due Date. Responses will be publicly posted on the Project Web Site.

5.2.2 Clarifications Or Interpretations

Any clarifications or interpretations of this RFQ that affect or change its requirements will be issued by MDOT to the Project Web Site in the form of addenda, response to questions, or meeting notes. Interpretations or clarifications in any other form, including oral statements, will not be binding on MDOT and should not be relied upon in preparing the SOQ.

5.2.3 Addenda

All addenda issued by MDOT before the Statement of Qualification Due Date, are part of the RFQ, and all requirements shall be incorporated into the SOQ. The Submitter shall acknowledge receipt of each addendum by completing and submitting form CMGC-002.

5.3 OBLIGATION OF PARTIES

The Submitter is solely responsible for ensuring that its SOQ is clear, correct, and consistent. MDOT reserves the right, at its sole discretion (but is not obligated), to:

- Investigate the qualifications of any Submitter.
- Seek or obtain data from any source related to the SOQ.
- Require confirmation of information furnished by a Submitter.
- Require additional information from a Submitter concerning its SOQ.
- Seek and receive clarifications to a SOQ.
- Require additional evidence of qualifications to perform the work.

- Modify the RFQ process.
- Waive minor deficiencies and irregularities in a SOQ.
- Reject any or all SOQ's.
- Cancel, modify, or withdraw the RFQ.
- Issue a new RFQ.

By submitting a SOQ, the Submitter understands and acknowledges the following:

5.3.1 Assumed Requirements

The SOQ presented is based on assumed requirements of the proposed Project; and, that MDOT has made no written or oral representations that any such assumed requirements are accurate should a contract arise from the presented SOQ. The submitter is required to qualify all assumptions it makes.

5.3.2 Cost Of Submission

All costs incurred by the Submitter as a result of the Submitter's efforts to participate in this selection process shall be at the sole risk and obligation of the Submitter.

5.3.3 Reimbursement

MDOT will not provide compensation to the Submitter for any expenses incurred for the SOQ preparation.

5.3.4 Award Of Contract

MDOT makes no guarantee that an award will be made as a result of this RFQ, and reserves the right to accept or reject any or all SOQ's, waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RFQ or resulting contract when deemed to be in the Project's best interest. Representations made within the SOQ will be binding on responding firms.

5.4 PRE-SUBMITTAL MEETING

A mandatory Pre-Submittal Meeting will be held to discuss the project and answer any questions. Attendance at this meeting is required for any firm with intent to submit a SOQ. SOQ's will not be accepted from firms that do not have an employee attend the mandatory Pre-Submittal Meeting.

Meeting Date:
December 20, 2011 @ 1:30 PM

Meeting Location:
Detroit/Wayne County Port Authority
130 E. Atwater Street

Detroit, Michigan 48226

5.5 COMPLETENESS OF SOQ

5.5.1 Completeness

Each SOQ should be prepared simply and economically, providing a straightforward, concise description of the firm's ability to meet the requirements of the RFQ. Emphasis should be on the Submitter's understanding of the Project needs and written to ensure completeness, clarity of content, and responsiveness to requirements.

Failure to comply with the requirements contained in the RFQ may be subject for rejection of the SOQ.

5.5.2 Rejection

Any SOQ that fails to meet the deadline or delivery requirements will be rejected and returned to the Submitter without having been opened, considered, or evaluated.

5.6 WITHDRAWAL OR MODIFICATION

A SOQ may be withdrawn and resubmitted any time prior to the deadline for submitting the Statement of Qualification. No SOQ may be changed, amended, or modified after the deadline for submitting the SOQ. No SOQ may be withdrawn after the deadline for submitting the SOQ without a written request by the Submitter stating the reasons for withdrawing the SOQ and acceptance of the request by MDOT. All decisions are at the sole discretion of MDOT.

5.7 OWNERSHIP OF SOQ's

SOQ's and any other information submitted by the Submitter's shall become the property of MDOT.

5.8 VALIDITY PERIOD

SOQ's are to be valid for MDOT's acceptance for a minimum of 49 days after the Statement of Qualification Due Date to allow time for evaluation and selection. A SOQ, if accepted, shall remain valid for the duration of the Contract.

5.9 SOQ SUBMITTAL INSTRUCTIONS AND FORMAT

This section describes requirements that all Submitters must satisfy in the SOQ. Failure to comply with any of the following by a Submitter may result in the rejection of the SOQ.

5.9.1 Due Date, Time, And Location

Sealed SOQ's must be delivered to the following location by 4:00 P.M. EST, on the date identified as the Statement Of Qualifications Due Date located on the Cover Sheet:

Tia L. Schnee, P.E.
Project Manager
Michigan Department of Transportation
1400 Howard Street
Detroit, Michigan 48216

MDOT will not accept SOQ's submitted by facsimile or E-mail.

5.9.2 SOQ Format

- Language: All information shall be in English.
- Font: All narrative text shall be a minimum of twelve (12) points in size and single spaced. The style and size of headings and figures are not prescribed.
- Page Size: With the exception of charts, exhibits, and other illustrative material, all information shall be printed on 8.5-inch x 11-inch paper. Charts, exhibits, and other illustrative material may be printed on 11-inch x 17-inch paper, but shall be folded to 8.5-inch x 11-inch and will be counted as one (1) sheet.
- Page Margins: Page margins shall be set at 0.75 inches minimum, not including headers or footers.
- Table of Contents: Include a Table of Contents that provides page number references.
- Page Limit: SOQ's shall not exceed 23 pages in length. Staff resumes and required forms are not included in page limits.
- Dividers: Section dividers in bound copies, for the ease of finding information in the SOQ, are welcomed.
- Binding: Each copy of the SOQ shall be bound separately, with the exception of the "Original" which shall remain unbound.
- Front Cover: The front cover of each SOQ shall be clearly labeled with the Project name, along with the Submitter's name.

5.9.3 SOQ Submittal Quantities

Each Submitter must provide MDOT with the following:

- One (1) Original unbound SOQ – bearing original signatures
- Six (6) Bound hard copies of SOQ
- One (1) Electronic copy of SOQ in PDF format on CD – with sections bookmarked
- One (1) Pre-Construction Services Fee – sealed in an envelope labeled with the Submitter's name and "Pre-Construction Services Fee"

The Pre-Construction Services Fee document is not considered part of the SOQ and therefore is not limited in regard to the number of pages.

The original shall be identified as "Original" on its front cover.

The unbound original, the bound copies, CD, and the sealed Pre-Construction Services Fee, shall be placed in one (1) sealed package for delivery to MDOT as set forth in Section 5.9.1. The outside of the sealed package shall be clearly labeled with the Project name, as well as the name and return address of the Submitter.

6.0 STATEMENT OF QUALIFICATIONS CONTENT

6.1 UNDERSTANDING OF SERVICE

Submitters should describe their understanding of the services required and what their intentions are to complete these requirements. Additionally, Submitters should describe their understanding of the Project Goals and how to successfully complete them.

6.2 EXPERIENCE / PAST PERFORMANCE

Submitters should describe the firm's experience and their subcontractor's on projects of similar scope, complexity and/or other CMGC projects and provide a brief narrative describing why they are the "best qualified" to perform the services outlined in this RFQ.

State experience / past performance in the last 10 years, in **all** of the following areas:

- Aquatic playground equipment
- Glass fiber reinforced concrete
- LEED, or Leadership in Energy and Environmental Design, certification
- Tensile structure construction
- Redevelopment of a brownfield

Submitters may include a current reference letter from an owner/agency representative describing the bidder's successful performance and satisfactory completion on the subject project; pictures and/or figures relating to the project are welcomed. Though this letter is not required; it is strongly recommended, and if used, may improve the SOQ total score.

6.2.1 Submitter's Ownership Status

Is the company currently for sale or involved in any transaction to expand to be acquired by another business entity? If yes, please explain the impact to the organization and management efforts.

6.2.2 Failure To Complete Or Default

List each project in the past five (5) years your organization has, on an awarded contract, defaulted or failed to complete and the reasons why.

6.2.3 Current Projects

Provide total number and dollar amount of contracts currently in progress.

6.2.4 Safety History

Provide a table detailing the following for each of the past five (5) years (include MDOT work related only):

- Number of injuries and illness
- Number of lost time accidents
- Number of fatalities

6.3 PRE-CONSTRUCTION SERVICES

Submitters should describe their ability to provide pre-construction services and the advantages offered to MDOT and the Project from these services. Submitter should describe their ability to coordinate with the Consultant to improve constructability and provide input for specialized item(s) design details.

6.4 CONSTRUCTION SERVICES

Submitters should describe their ability to perform the anticipated construction services for the Project along with their Quality Assurance / Quality Control Plan. Describe what work is intended to be self-performed and what items will be bid to specialty subcontractors.

6.5 ORGANIZATION & PROJECT PERSONNEL QUALIFICATIONS

6.5.1 Key Staff

Name the key personnel and describe their role in the Project, experience on similar projects, and experience on other CMGC projects.

6.5.2 Organization Chart

Provide an organizational chart for the Project with names of key individuals for each of the following:

- Pre-Construction Services (Prime and Subcontractors, if any)
- Construction Services (Prime and any known Subcontractors. If Subcontractors are not

known or identified, please describe the approach used to select Subcontractors)

- Construction Services Direct Support (Prime's Central Office Support)

6.5.3 RESUMES

Provide resumes for key personnel of the prime and any subcontractors shown on the organization charts as detailed in Section 6.5.2.

6.6 BONDING COMPANY LETTER

Provide a letter from your bonding company that indicates your firm's current bonding limit and rating. All Submitters must provide this letter. Each Submitter must be able to demonstrate that they can be bonded for at least $7,000,000.00 worth of work to be considered qualified to perform the CMGC services.

6.7 LOCAL WORKFORCE DEVELOPMENT AND PARTICIPATION

High unemployment in the southeast Michigan region has drawn significant attention to major construction projects and the perceived opportunity for construction related employment for local residents. There is an expectation that members of their community can and will participate in the economic opportunities made possible by the infrastructure investment being made in their neighborhoods.

To meet established goals included in the DBE program, the CMGC must develop a "Local Workforce Development and Participation Plan" to be included in the SOQ demonstrating how they will better engage the local community and provide employment opportunities, where feasible. It is the expectation that the CMGC will be in close communication with the immediately impacted community regarding construction and mobility concerns, and as a part of this effort, the CMGC should provide employment opportunities to the local workforce in a manner that is consistent with the law. Nothing in this clause must be construed as requiring the CMGC to establish a local hiring or subcontracting preference.

7.0 PRE-CONSTRUCTION SERVICES FEE

In accordance to 23 CFR Section 172 and 49 CFR Part 18, compensation for the pre-construction work shall be on a lump sum basis, paid at the end of the pre-construction services.

The MDOT Project Manager may authorize incremental payments if the design phase is delayed due to circumstances beyond the CMGC's control.

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 CMGC for services rendered shall not exceed the maximum lump sum amount unless an increase is approved in accordance with the contract with the CMGC. Typically, billings must be submitted within 60 days after the completion of services. The final billing must be received within 60 days of the completion of services.

Submitter's are required to submit a Pre-Construction Services Fee. This lump sum price should include all direct costs, overhead, and profit required to complete the scope of work outline in Section 3.1. The Submitter should include a description of their intended level of effort and equivalent cost per hour for the development of plans and specifications period between February 27, 2012 and May 14, 2012. MDOT will require verification and certification of the costs from the selected Submitter prior to executing a contract.

Provide a table showing labor rates and estimated hours for all personnel providing Pre-Construction Services, overhead rate, subconsultant or subcontractor costs (if any), direct expenses, fixed fee, and total costs (see MDOT form 5101A, 5101B, and 5101C for example). The Pre-Construction Services Fee should be submitted according to instructions in Section 5.9.3.

The sealed Pre-Construction Services Fee will not be opened or considered during the evaluation process. After scoring is completed, only the highest scoring Submitter's Pre-Construction Services Fee will be opened. The others will remain sealed. After the contract is awarded, the unopened bids will be returned to the Submitters.

MDOT reserves the right to negotiate the cost of the Pre-Construction Services Fee. If MDOT and the selected CMGC cannot agree on a price, hours of effort, or number of employees providing these pre-construction services, MDOT will begin negotiations with the next highest ranking Submitter from the SOQ scoring process.

MDOT may terminate the contract with the CMGC if pre-construction services and coordination are not provided as negotiated and/or expected, or for convenience. If the contract is terminated for any reason during the pre-construction phase, MDOT will determine if partial compensation for services rendered shall be paid to the CMGC.

8.0 EVALUATION PROCESS

The Statements of Qualifications will be scored by a Selection Committee, made up of the following members:

- Detroit TSC Manager
- Detroit TSC Senior Projects and Contracts Administration Engineer
- Senior Policy Assistant in the Metro Region Executive Section
- Detroit Riverfront Conservancy Representative
- City of Detroit Representative

- Central Selection Review Team Member

SOQ's will initially be evaluated to determine if the Submitter has met the minimum requirements ("Pass") on all Pass / Fail evaluation criteria. Pass / Fail evaluation criteria are outlined in Section 8.1. SOQ's will then be scored using the qualitative evaluation criteria. If a Submitter receives a "Fail" on any single Pass / Fail requirement, the SOQ will be rated as unacceptable and will not be scored on the qualitative evaluation criteria.

Once a SOQ has been determined to meet the minimum Pass / Fail criteria, the Selection Committee will review the SOQ and provide a score for each of the qualitative evaluation criteria using the score sheet shown in Table 1.

MDOT reserves the right to conduct an independent investigation of any information, including prior experience, identified in the SOQ by contacting project references, assessing public information, contacting independent parties or other means. MDOT further reserves the right to request additional information from a Submitter during the evaluation of the SOQ.

The Submitter selected to be the CMGC will be the firm whose verified experience and qualifications, as presented in response to this RFQ and reference checks, in the opinion of MDOT, as offering the most experience, expertise, and value to MDOT and the Project. The Selection Committee will review and evaluate the SOQ's throughout the selection process on the following general criteria. It should be noted that this is not a complete list, and should not be considered a "checklist", but rather a reference.

8.1 PASS / FAIL EVALUATION CRITERIA

- CMGC-001 Submitter Information
- CMGC-002 Statement of Qualifications Checklist
- CMGC-003 Addenda Acknowledgment
- Attendance at Pre-Submittal Meeting
- Bonding Company Letter
- Conflict of Interest Form (page 2 of 2 in MDOT form 5100D)

8.2 QUALITATIVE EVALUATION CRITERIA

8.2.1 UNDERSTANDING OF SERVICE (100 POINTS)

- Understanding of CMGC project delivery
- Understanding of project scope
- Approach to managing and coordinating all project elements

- Potential innovative efficiencies in construction and their potential for cost savings and time reduction

8.2.2 EXPERIENCE / PAST PERFORMANCE (200 POINTS)

- Experience on projects of similar scope, complexity, and construction type
- Experience on other CMGC projects
- Experience with analyzing and evaluating the constructability of proposed design
- Experience with proposed subcontractors
- Safety record

8.2.3 PRE-CONSTRUCTION SERVICES (150 POINTS)

- Approach to providing construction input during design
- Track records for producing estimates
- Approach to driving cost efficiency
- Approach to developing a timely and accurate GMP

8.2.4 CONSTRUCTION SERVICES (150 POINTS)

- Ability to select qualified labor and secure the appropriate material necessary to complete the project
- Ability to competitively and properly bid subcontractor work
- Quality Assurance / Quality Control Plan

8.2.5 STAFFING (400 POINTS)

- Submitter's appropriate staff qualifications during the Pre-Construction and Construction phases under the CMGC construction deliver processes.
- Submitter's capability and ability to successfully interact with the Owner, Consultant, and Subcontractors.
- Project Manager's qualifications
- Team qualifications (including any subcontractors)
- Local Workforce Development and Participation Plan

8.3 FINAL SCORE & SELECTION

Selection will be based on the Submitter with the highest total combined score (1000 possible points).

CMGC-001 SUBMITTER INFORMATION

Project: _____

Name of Submitter: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contract Person: _____

Telephone No.: _____ E-Mail: _____

CMGC-002 STATEMENT OF QUALIFICATIONS CHECKLIST

Project: _____

Name of Submitter: _____

- ☐ Title Sheet**
- ☐ CMGC-001 – Submitter Information**
- ☐ CMGC-002– Statement of Qualifications Checklist**
- ☐ CMGC-003 – Addenda Acknowledgment**
- ☐ Submitter History
- ☐ Understanding of Service
- ☐ Experience / Past Experience
- ☐ Pre-Construction Services
- ☐ Construction Services
- ☐ Organization & Project Personnel Qualifications
- ☐ Bonding Company Letter**
- ☐ Conflict of Interest Statement (page 2 of 2 in MDOT form 5100D)**
- ☐ Key Personnel Resumes**

- ☐ Pre-Construction Services Fee (sealed in separate envelope)**

**NOT INCLUDED IN SOQ MAXIMUM PAGE COUNT

CMGC-003 ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

Project: _____

Name of Submitter: _____

Receipt is hereby acknowledged of the following addenda and responses to questions by MDOT to this RFQ by entering "YES" or "NO" below and indicating the date received:

Addendum No.	Received	Date Received:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Response to Question Set No.	Received	Date Received:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ _____
(Name) (Date)

_____
(Title)

Table 1

SCORE SHEET

The selection team will complete one consensus score sheet.

This score sheet will be used to score statements of qualifications. This is not to be used for low bid.

MDOT PROJECT MANAGER	JOB NUMBER 111639	CONTROL SECTION 82111

******ALL VENDORS MUST BE SCORED******

Selection Criteria	VENDOR NAME: ☐ Vendor does not appear to have any conflicts of interest concerning this service.	Total Possible	Score
8.2.1) Understanding of Service ➢ **0-10** points: Response provides an understanding of CMCG project delivery. ➢ **11-20** points: Response demonstrates an adequate understanding of the project scope. ➢ **21-40** points: Response outlines clear approach to managing and coordinating all project elements. ➢ **10-30** points: Response offers potential innovative efficiencies in construction and their potential for cost savings and time reduction.	Comments:	100	
8.2.2) Experience/Past Performance ➢ **0-50** points: Response demonstrates experience on projects of similar scope, complexity, and construction type. ➢ **0-40** points: Response demonstrates experience on other CMGC projects. ➢ **30-50** points: Response demonstrates experience with proposed subcontractors. ➢ **30-50** points: Response demonstrates experience with analyzing and evaluating the constructability of proposed design. ➢ **0-10** points: Demonstrates prudent project management and provide safety history.	Comments:	200	

8.2.3) Pre-Construction Services ➢ **50-90** points: Demonstrates solid approach to providing construction input during design. ➢ **20-40** points: Response describes track record of producing estimates. ➢ **0-10** points: Demonstrates solid approach to driving cost efficiency. ➢ **0-10** points: Response provides a clearly defined approach to a timely and accurate GMP.	Comments:	**150**	
8.2.4) Construction Services ➢ **30-50** points: Response has a clearly defined Quality Assurance/Quality Control plan with a detailed description of how the plan will be followed to achieve the goal including proven understanding of how to implement these plans. ➢ **20-50** points: Response demonstrates the ability to select qualified labor and secure the appropriate material necessary to complete the project. ➢ **20-50** points: Response demonstrates ability to competitively and properly bid subcontractor work.	Comments:	**150**	
8.2.5) Staffing ➢ **0-50** points: Response demonstrates it has appropriate staff qualifications during the Pre-construction and Construction phases under the CMGC construction deliver processes. ➢ **20-50** points: Project Manager's qualifications. ➢ **20-50** points: Submitters capability and ability to successfully interact with the Owner, Consultant and Subcontractors. ➢ **100-200** points: Team qualifications (including any subcontractors). ➢ **0-50** points: Response has a clearly defined strategy to encourage, monitor and report local workforce participation in project. A clearly defined "Local Workforce Development and Participation Plan" is provided with a detailed description of how the plan will be followed to achieve the goal of providing employment opportunities to the local work force, where feasible.	Comments:	**400**	

	Maximum Total	1000	
SELECTION TEAM NAME	SELECTION TEAM MEMBER SIGNATURE	DATE	
SELECTION TEAM NAME	SELECTION TEAM MEMBER SIGNATURE	DATE	
SELECTION TEAM NAME	SELECTION TEAM MEMBER SIGNATURE	DATE	
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