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# REQUEST FOR QUALIFICATIONS

## I-75 over the Saginaw River, Zilwaukee Bridge Bearing Replacement City of Saginaw *Construction Manager / General Contractor (CMGC)*

ISSUE DATE: December 9, 2011

MANDATORY STATEMENT OF QUALIFICATIONS

STATEMENT OF QUALIFICATIONS DUE DATE: January 23, 2012



TABLE OF CONTENTS

TABLE OF CONTENTS .....I

1.0 INTRODUCTION..... 1

2.0 BACKGROUND..... 1

    2.1 PROJECT MANAGER ..... 2

    2.2 PROJECT TEAM ..... 2

    2.3 PRE-QUALIFICATION ..... 2

    2.4 PROJECT GOALS ..... 2

    2.5 PROJECT SCHEDULE ..... 3

    2.6 PROJECT INFORMATION..... 3

        2.6.1 Utility Information ..... 4

3.0 PROJECT SCOPE OF WORK ..... 4

    3.1 PHASE 1 – PRE-CONSTRUCTION SERVICES..... 4

    3.2 PHASE 2 – CONSTRUCTION SERVICES COST PROPOSAL..... 5

    3.3 PHASE 3 – CONSTRUCTION SERVICES..... 6

4.0 TEAMING PARAMETERS ..... 6

    4.1 ORGANIZATIONAL CONFLICTS OF INTEREST ..... 6

    4.2 TEAM CONTINUITY AND CHANGES TO ORGANIZATION STRUCTURE ..... 7

    4.3 EQUAL EMPLOYMENT OPPORTUNITY ..... 7

    4.4 DISADVANTAGED BUSINESS ENTERPRISES ..... 7

5.0 STATEMENT OF QUALIFICATION REQUIREMENTS ..... 8

    5.1 ACCEPTANCE OF EVALUATION PROCESS ..... 8

    5.2 CLARIFICATIONS AND INTERPRETATIONS ..... 8

        5.2.1 Answers To Questions ..... 8

        5.2.2 Clarifications Or Interpretations ..... 8

        5.2.3 Addenda ..... 8

    5.3 OBLIGATION OF PARTIES..... 8

        5.3.1 Assumed Requirements..... 9

        5.3.2 Cost Of Submission ..... 9

        5.3.3 Reimbursement ..... 9

        5.3.4 Award Of Contract..... 9

    5.4 OPTIONAL FIELD VISITS..... 9

    5.5 COMPLETENESS OF SOQ ..... 10

        5.5.1 Completeness ..... 10

        5.5.2 Compliance ..... 10

        5.5.3 Rejection..... 10

    5.6 WITHDRAWAL OR MODIFICATION ..... 10

    5.7 OWNERSHIP OF SOQ's ..... 10

    5.8 VALIDITY PERIOD..... 10

    5.9 SOQ SUBMITTAL INSTRUCTIONS AND FORMAT ..... 10

        5.9.1 Due Date, Time, And Location..... 11

        5.9.2 SOQ Format ..... 11

        5.9.3 SOQ Submittal Quantities ..... 11

6.0 STATEMENT OF QUALIFICATIONS CONTENT..... 12

    6.1 UNDERSTANDING OF SERVICE..... 12

    6.2 EXPERIENCE / PAST PERFORMANCE ..... 12

        6.2.1 Failure To Complete Or Default ..... 13

        6.2.2 Current Projects..... 13

REQUEST FOR QUALIFICATIONS

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6.2.3 Safety History..... 13  
6.3 PRE-CONSTRUCTION SERVICES ..... 13  
6.4 CONSTRUCTION SERVICES ..... 13  
6.5 ORGANIZATION & PROJECT PERSONNEL QUALIFICATIONS..... 14  
6.5.1 Key Staff ..... 14  
6.5.2 Organization Chart ..... 14  
6.5.3 RESUMES ..... 14  
6.6 BONDING COMPANY LETTER ..... 14  
7.0 PRE-CONSTRUCTION SERVICES FEE..... 14  
8.0 EVALUATION PROCESS ..... 15  
8.1 PASS / FAIL EVALUATION CRITERIA ..... 17  
8.2 QUALITATIVE EVALUATION CRITERIA..... 17  
8.2.1 UNDERSTANDING OF SERVICE (100 POINTS) ..... 17  
8.2.2 EXPERIENCE / PAST PERFORMANCE (200 POINTS)..... 18  
8.2.3 PRE-CONSTRUCTION SERVICES (150 POINTS) ..... 18  
8.2.4 CONSTRUCTION SERVICES (150 POINTS) ..... 18  
8.2.5 STAFFING (400 POINTS) ..... 18  
8.3 FINAL SCORE & SELECTION ..... 18  
CMGC-001 SUBMITTER INFORMATION..... A  
CMGC-002 STATEMENT OF QUALIFICATIONS CHECKLIST ..... B  
CMGC-003 ACKNOWLEDGMENT OF RECEIPT OF ADDENDA..... C

## 1.0 INTRODUCTION

The Michigan Department of Transportation (MDOT), Bay 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 the Zilwaukee Bridge bearing replacement project located on I-75 over the Saginaw River in the City of Saginaw. The Project will be funded with state and federal-aid dollars, thereby requiring the Submitter to adhere to all pertinent federal, state, and local requirements.

MDOT already has a design consultant (the Consultant), and a separate independent technical review consultant under contract, 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 plus possible contingency items). 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. 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 Statement of Qualifications (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 Zilwaukee bridge consists of twin single cell, post-tensioned precast segmental box girders erected by balanced cantilever method, with most segments being placed using a launching gantry. The segments are variable depth, and were match cast in a casting facility using the short line method, and steam cured. An epoxy bonding agent along with high tensile strength steel cables post-tensioned into anchor blisters were used to join the segments during construction. The northbound structure is 8,066 feet long, and the southbound structure is 8,090 feet long, with maximum span lengths of 392 feet. 1592 segments make up both bounds.

Ramp H is a single-cell post tensioned box girder erected by cast-in-place on falsework construction. The structure is 405 feet long, with a maximum span length of 243 feet.

The decks of the mainline box girders are transversely post-tensioned; the deck on Ramp H is not. A latex modified concrete overlay was placed on the deck after the segments were erected.

In 2008, an unsuccessful attempt was made to replace the 32 expansion bearings located on the quarter point hinges of both NB and SB structures. The NB structure was damaged during construction, and the bearing replacement contract was terminated. The proposed design required removal of concrete from the bearing seats of the hinge segments to create the required vertical

clearance for the proposed bearings. This method is to be minimized, or eliminated if possible for this project.

The purpose of utilizing this innovative delivery method is to ensure an experienced, qualified contractor; possessing experience in prestressed segmental concrete construction is selected to perform this very specialized work. It is also beneficial to have the CMGC contractor engaged during the design of the project to discuss means and methods, constructability, and feasibility of work planned.

### 2.1 PROJECT MANAGER

Matthew Chynoweth  
Engineer of Bridge Field Services  
6333 Old Lansing Road  
Lansing, MI 48916  
Phone: (517) 322-3322  
E-Mail: [chynowethm@michigan.gov](mailto:chynowethm@michigan.gov)

All questions must be e-mailed to the Project Manager.

\* MDOT will be putting together a package of existing plans, shop drawings, proposed rehabilitation plans, and bridge inspection reports. All information will be made available upon request. Please contact the above Project Manager to receive a compact disc.

### 2.2 PROJECT TEAM

The Project Team, as referenced herein, is composed of MDOT, the design consultant, the independent technical review 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) must meet the following prequalification categories:

- 30,000 Fa

### 2.4 PROJECT GOALS

- Replace all expansion, pier and abutment bearings on the mainline Zilwaukee bridge NB and SB structures and Ramp H using as many non-destructive methods as possible for installation of strongback beams, temporary support towers, pier column compression collars, hydraulic jacks, etc., to avoid damage to critical steel reinforcement and prestressed tendons.
- Repair the latex modified concrete wearing surface
- Repair/replace deteriorated bridge barrier railing

- Protect existing bridge lighting, and river navigation lighting mounted to the bridge
- Replace conduit, cable and junction boxes impacted by barrier repairs/replacement
- Perform concrete crack sealing
- Miscellaneous concrete and epoxy patching of spalls and anchorage caps
- Protect the Saginaw River
- Maintain traffic on I-75 such that 2 lanes of NB and SB are maintained at all times
- Substantially complete the construction no later than November 15, 2014.

## 2.5 PROJECT SCHEDULE

Post RFQ	December 9, 2011
SOQ and Pre-Construction Services Price Proposal Due	Jan. 23, 2012 at 4:00 PM EST
Selection of CMGC	Jan. 27, 2012
Pre-Construction Services Fee Negotiation	Feb. 3, 2012
Notice to Proceed	March 5, 2012
Development of Plans and Specifications	Current – June 2012
Guaranteed Maximum Price (GMP) Negotiation	June 2012
Construction Letting (if no GMP agreement)	August 2012
Construction	Sept 2012 – November 2014

Anyone wishing to perform work on MDOT projects must be prequalified. All applications for contractors/consultants to become prequalified will be due by January 9, 2012.

Information and forms to become construction prequalified are located at:  
[http://www.michigan.gov/mdot/0,4616,7-151-9625\\_21539\\_21545---,00.html](http://www.michigan.gov/mdot/0,4616,7-151-9625_21539_21545---,00.html).

Information and forms to become service (consultant) prequalified are located at:  
[http://www.michigan.gov/mdot/0,4616,7-151-9625\\_21540-34068--,00.html](http://www.michigan.gov/mdot/0,4616,7-151-9625_21540-34068--,00.html).

## 2.6 PROJECT INFORMATION

Control Section: 73112

Job Number: 105176

The project area is on I-75 over the Saginaw River, or the Zilwaukee Bridge. The scope of work includes bearing replacement (32 hinge bearings, 98 pier bearings, 8 abutment bearings), latex modified concrete overlay repairs, barrier repairs/replacement and maintenance of traffic. The existing bearings are the original high capacity pot style fixed and expansion type, and are in need of replacement.

The design phase of the project is currently underway, and the design consultant has made

preliminary recommendations relative to the temporary support and jacking configurations at the hinges, piers, and abutments. MDOT would like the technical feasibility and constructability of these recommendations reviewed by an experience contractor team.

### 2.6.1 Utility Information

- **MDOT Freeway Lighting:** Freeway lighting mounted on the bridge barrier railing is energized via cable in conduit either encased in the toe of the bridge barrier, or attached to the back of the barrier. Junction boxes are located at all light standard foundations, and elsewhere where conduit is attached to the back of barrier.
- **River Navigation Lighting:** Navigation lighting is mounted on the bridge barrier railing on spans over the waterway, and is energized by cable in conduit that runs from ground level, attached to the piers, and into the barrier.

## 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 technical experience to assist in project decision-making and ensure the technical challenges are addressed, and provide input on items affecting construction costs such as equipment availability, shoring and jacking schemes and market conditions.

### 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:

- Review the Consultant developed alternatives and identify potential construction issues and risks for each to assist the Project Team in selecting the appropriate fix for the Project.
- 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 and equipment availability.
- May use subcontractors to supplement pre-construction services to provide the necessary expertise.
- Review in-progress design plans and provide input and/or alternate design concepts and

offer suggestions with respect to the means and methods, materials, innovations, and construction sequencing.

- Review design documents in-progress and offer suggestions to improve completeness or clarity.
- Notify the selected 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 selected Consultant and MDOT Project Manager in resolving problems, conflicts, and/or deficiencies identified during the review and evaluation of design drawings.
- Provide 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 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 completed to a level efficient enough to do so. 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 terminate 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 subcontracted work.
- Construction schedule showing the proposed start and finished dates and any significant milestones.
- Contractor Quality Control Plan.
- Clarification of understanding of the EPA/MDNRE requirements including adherence to the soil erosion and sedimentation control plan requirements.

- Disadvantaged Business Enterprise (DBE) participation description, if participation is required, and Staffing 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 GMCG is 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 sub-contractor work, and manage all construction related contracts while meeting the DBE, if required, and other requirements.
- Execute the 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 any identified specialty items.
- Substantially complete the construction no later than November 15, 2014.
- 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 be 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. Submit Conflict of Interest Statement (MDOT form 5100I) 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 can 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 DBEs 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 incorporating 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. 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/requirements 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 **OPTIONAL FIELD VISITS**

Submitters wishing to visit the Zilwaukee bridge can arrange a site visit by contacting the Project Manager listed in Section 2.1. Site visits are considered optional and discretionary, and are not a mandatory requirement of Statement of Qualification submission and consideration.

## 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 completeness, clarity of content, responsiveness to requirements, and an understanding of the Project needs.

### 5.5.2 Compliance

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

### 5.5.3 Rejection

Any SOQ that fails to meet the deadline or delivery requirements will be rejected and returned to the Submitter without having been opening, 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. MDOT will not use unique innovations or methods contained in the SOQ's of Submitters that are not selected for this project. However, MDOT does reserve the right to use any proposed innovation or method on future projects. All or any part of the proposed Contractor's innovation or method may use or disclose on future projects without obligation or compensation to the Contractor.

## 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 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:

Matthew Chynoweth  
Engineer of Bridge Field Services  
6333 Old Lansing Road  
Lansing, MI 48916  
Phone: (517) 322-3322  
E-Mail: chynowethm@michigan.gov

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 19 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 any the following areas:

- Precast, or cast-in-place prestressed concrete segmental construction and rehabilitation
- Post tensioning and grouting
- Temporary steel support construction
- Temporary post tensioning
- High capacity hydraulic jacking and shimming operations
- High capacity strongback or temporary beam installation
- High capacity shoring tower erection

- Non destructive techniques for locating critical rebar and steel tendons
- Structural concrete
- Structural steel
- Epoxy patching
- Freeway lighting installation
- Stage construction techniques
- Maintenance of traffic

**6.2.1 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.

**6.2.2 Current Projects**

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

**6.2.3 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 bridge 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 prequalified sub-contractors.

## 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 each for 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.

## 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 **monthly** basis, paid during 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 the time of authorization, and September 1, 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. A written 15 day notice will be sent to the CMGC before the services are completed. 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

SOQ's will initially be evaluated to determine if the Submitter has met the minimum requirements ("Pass") on all Pass / Fail evaluation factors. Pass / Fail evaluation factors are outline in Section 8.1. SOQ's will then be scored using the 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 evaluation criteria.

Once a SOQ has been determined to meet the minimum Pass / Fail criteria, MDOT will evaluate the SOQ relative to the MDOT Project Goals as described in Section 2.4 and scoring criteria as listed herein to determine the SOQ total score.

The qualitative evaluation score will be determined as follows:

- The MDOT Selection Committee will review each SOQ identifying significant and minor strengths and weaknesses of the Submitter.
- Strengths and weaknesses are defined as follows:

- Strengths – That part of the SOQ which ultimately represents a benefit to the Project and is expected to increase the Submitter’s ability to meet or exceed the Project Goals. A minor strength has a slight positive influence on the Submitter’s ability to meet or exceed the Project Goals, while a significant strength has a considerable positive influence on the Submitter’s ability to meet or exceed the Project Goals.
- Weaknesses – That part of the SOQ which detracts from the Submitter’s ability to meet the Project Goals or may result in an inefficient or ineffective performance. A minor weakness has a slight negative influence on the Submitter’s ability to meet the Project Goals, while a significant weakness has a considerable negative influence on the Submitter’s ability to meet the Project Goals.

Based on the identified strengths and weaknesses, the Selection Committee will select an objective rating and select a percent of maximum score in the identified range.

The following rating system will be used in determining the value for each Scoring Element of the SOQ:

- **Excellent (81-100 % of points possible):** The SOQ is considered to significantly exceed the RFQ requirements / objectives in a beneficial way (providing advantages, benefits, or added value to the project) and provides a consistently outstanding level of competency. In order for the SOQ to meet the minimum criteria to be scored as Excellent, it must be determined to have more than one significant strength, additional minor strengths and no appreciable weaknesses. There is a high expectation that the team as proposed, would be successful in delivering the Project to the owner’s satisfaction, and would most likely exceed all Project Goals.
- **Very Good (61-80 % of points possible):** The SOQ is considered to exceed the RFQ requirements / objectives in a beneficial way (providing advantages, benefits, or added value to the project) and offers a generally better than acceptable competency. In order for the SOQ to meet the minimum criteria for consideration to be scored as Very Good, it must be determined to have at least one significant strength, additional minor strengths and no significant weaknesses. The greater the significance of the strengths and/or the number of strengths, and the fewer the minor weakness will result in a higher score. It is expected that the team as proposed, would be successful in delivering the Project to the owner’s satisfaction, and will most likely meet and/or exceed all Project Goals.
- **Good (41-60 % of points possible):** The SOQ is considered to meet the RFQ requirements / objectives and offers an acceptable level of competency. In order for the SOQ to meet the minimum criteria for consideration to be scored as Good, it must be determined to have several strength(s), even though minor and/or significant weaknesses exist. The greater the significance of the strengths and/or the number of strengths, and the fewer the minor or significant weakness will result in a higher score. It is expected that the team as proposed, will be able to deliver the Project and meet the Project Goals.

- **Fair (21-40 % of points possible):** The SOQ is considered to contain several minor and/or significant weaknesses, some minor strengths and no significant strengths. The greater the strengths and fewer the minor or significant weakness will result in a higher score. It is expected that the team as proposed, should be able to deliver the Project but may not be able to meet some of the Project Goals.
- **Poor (0-20 % of points possible):** The SOQ is considered to contain significant weaknesses and no appreciable strengths. The SOQ demonstrates a low probability of meeting the RFQ requirements and may be determined to be non responsive. The fewer the minor or significant weakness will result in a higher score. It is unlikely that the team as proposed would be able to deliver the Project to the owner's satisfaction.

A score will be calculated for each Qualitative Evaluation Criteria by multiplying the percentage of maximum score by the points available.

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 (MDOT form 5100I)

## 8.2 QUALITATIVE EVALUATION CRITERIA

### 8.2.1 UNDERSTANDING OF SERVICE (10 POINTS)

- Understanding of CMGC project delivery
- Understanding of project scope

- Approach to managing and coordinating all project elements
- Potential innovations in construction and their potential for cost savings and time reduction

**8.2.2 EXPERIENCE / PAST PERFORMANCE (30 POINTS)**

- Experience on projects of similar scope and complexity
- Experience working on/from barge, in/near rivers, and similar structures
- Experience on other CMGC projects
- Experience with integrating design and construction activities
- Safety record

**8.2.3 PRE-CONSTRUCTION SERVICES (15 POINTS)**

- Approach to providing construction input during design
- Approach to producing estimates
- Approach to developing a timely GMP

**8.2.4 CONSTRUCTION SERVICES (15 POINTS)**

- Ability to perform the labor and secure the material necessary to complete the project
- Ability to competitively and fairly bid subcontractor work
- Quality Assurance / Quality Control Plan

**8.2.5 STAFFING (30 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 Sub-Contractors.
- Project Manager's qualifications
- Team qualifications (including any subcontractors)

**8.3 FINAL SCORE & SELECTION**

Selection will be based on the Submitter with the highest total combined score (100 possible points).

REQUEST FOR QUALIFICATIONS

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CMGC-001 SUBMITTER INFORMATION

Project: \_\_\_\_\_

Name of Submitter: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contract Person: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

REQUEST FOR QUALIFICATIONS

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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 (MDOT form 5100I)\*\*
- Key Personnel Resumes\*\*
  
- Pre-Construction Services Fee (sealed in separate envelope)\*\*

\*\*NOT INCLUDED IN SOQ MAXIMUM PAGE COUNT

REQUEST FOR QUALIFICATIONS

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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:

<u>Addendum No.</u>	<u>Received</u>	<u>Date Received:</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

<u>Response to Question Set No.</u>	<u>Received</u>	<u>Date Received:</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Title)