

# **REQUEST FOR QUALIFICATIONS**

**MICHIGAN DEPARTMENT OF TRANSPORTATION**

**Statewide**

**Design-Build Project**

**Rest Area ADA Improvements**

**Job Numbers: 205198**

**Control Section: 33035**

**Original Issue**

**March 18, 2019**



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# 1 INTRODUCTION

The Michigan Department of Transportation (MDOT) is requesting Statements of Qualifications (“SOQs”) from entities (“Submitters”) interested in submitting proposals for rest area improvements in accordance with the Americans with Disabilities Act of 1990 (“ADA”) for up to 78 rest areas (the “Project”). The Project will be funded with state dollars thereby requiring the Submitters adhere to all pertinent state and local requirements. See Attachment A for map showing the rest area locations.

MDOT operates and maintains 78 rest areas throughout the entire state; 14 of which are also Welcome Centers, and 1 of which is a parking-only rest area with no facilities provided. MDOT and its stakeholders have recognized the need to ensure that all Interstate and non-Interstate rest areas are ADA compliant by the end of the year 2020. A goal of this project is to accomplish the necessary upgrades in an expeditious manner.

## 1.1 Procurement Process

MDOT will use a two-phase procurement process to select a Design-Build contractor to deliver the Project. This Request for Qualifications (RFQ) is issued as part of the first phase to solicit information, in the form of SOQ’s, that MDOT will evaluate to determine which Submitters are the most highly qualified to successfully deliver the Project. MDOT intends to shortlist up to four (4) Submitters that submit SOQ’s. In the event that there are less than three (3) total Submitters, MDOT may re-advertise the Project.

In the second phase, MDOT will issue a Request for Proposals (RFP) for the Project to the shortlisted Submitters. Only the shortlisted Submitters will be eligible to submit technical and price proposals in response to the RFP for the Project. Each shortlisted Submitter that submits a proposal in response to the RFP (if any) is referred to herein as a “Proposer.” MDOT will award a contract for the Project, if any, to the Proposer offering the low bid, to be determined as described in the RFP.

## 1.2 Project Goals

The following goals have been established for the Project:

- A. ADA compliance improvements to:
  - i. Parking Lots;
  - ii. Access Routes and Sidewalks;
  - iii. Entrances and Interior Doors;
  - iv. Restrooms;
  - v. Stairs;
  - vi. Drinking Fountains;
  - vii. Public Phones;
  - viii. Seating, Tables and Work Areas; and
  - ix. Exhibits, Signage, and Displays.
- B. Safety
  - i. Provide a safe Project area for the traveling public and workers during execution of the Project.
  - ii. Provide a solution consistent with current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards.
  - iii. Design and construction must conform to the current State of Michigan Building Codes and Department of Justice 2010 ADA Standards for Accessible Design.
- C. Quality - Provide a high quality product that minimizes future maintenance.
- D. Mobility
  - i. Minimize impacts to the motoring public.

- ii. Minimize quantity and duration of rest area closures.
- E. Budget - Complete the Project within MDOT's established budget.
- F. Schedule - Meet Project deadlines
  - i. Achieve Substantial Completion by November 2020.

### 1.3 Submitter Information

To allow receipt of any information regarding this RFQ, each Submitter is solely responsible for ensuring that MDOT's Project Manager as described in Section 2.3 has its contact person name and e-mail address.

If an entity intends to submit an SOQ as part of a team, the entire team is required to submit a single SOQ as a single Submitter.

General information on MDOT's Design-Build program and information regarding this RFQ can be found at the following website: [www.michigan.gov/ic](http://www.michigan.gov/ic).

## 2 BACKGROUND INFORMATION; RFQ PROCESS

### 2.1 Project Description; Scope of Work

The Project is located across multiple counties including Allegan, Arenac, Bay, Berrien, Branch, Calhoun, Cheboygan, Chippewa, Clare, Clinton, Crawford, Delta, Dickinson, Eaton, Emmet, Genesee, Gogebic, Gratiot, Ingham, Ionia, Jackson, Kalamazoo, Kent, Lapeer, Livingston, Mackinac, Marquette, Mason, Menominee, Mecosta, Monroe, Montcalm, Muskegon, Oakland, Oceana, Ogemaw, Osecola, Otsego, Ottawa, Roscommon, Schoolcraft, Shiawassee, St. Clair, Washtenaw, Wayne, and Wexford Counties. The Project consists of the design and construction of ADA improvements at up to 78 rest areas. ADA improvement include, but are not limited to, parking lots, access routes/sidewalks, buildings, and facilities. The Project also consists of lead and asbestos testing and abatement.

Motor vehicle and pedestrian traffic is expected to be maintained with the following restrictions. The RFP will contain the final requirements:

- In general, shoulder closures are permitted at any time.
- Maintain motor vehicle and pedestrian access to rest area at all times, except as stated herein.
- Any work within a restroom requires closure of the restroom.
- If multiple restrooms of the same designation exist in the building, close only one (1) of those restrooms at a time.
- Full closure of a rest area is allowed for lead and asbestos abatement, as well as any work that requires closure of a restroom where a 2<sup>nd</sup> restroom of the same designation is not available.
- Full closure of a rest area is allowed for sidewalk replacement that prevents access to the building.
- Full closure of consecutive rest areas along a given route and in a given direction of travel is prohibited.
- No work or closures are allowed during the Memorial Day, Independence Day, and Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day shutdown periods.

Project information and data is included in attachments as follows:

- Attachment A – Location Map
- Attachment B – Preliminary Reference Information Documents (RID)
- Attachment C – Conflict of Interest Disclosure
- Attachment D – Example Notice of Shortlisting Results

The current anticipated design-build cost of the Project is estimated to be \$5,000,000.

### 2.2 Project Schedule

The deadline for submitting RFQ questions and the SOQ due date stated below apply to this RFQ. MDOT also anticipates the following additional Project milestone dates. This schedule is subject to revision by addenda to

this RFQ or the RFP requirements.

#### **Phase 1 – Request for Qualifications**

Re-Issue RFQ	March 18, 2019
Deadline for submitting RFQ questions	April 24, 2019
SOQ due date	May 1, 2019 (4:00pm EST)
Evaluation of SOQs	May 1-May 9, 2019
Anticipated Notification of shortlisted Submitters (Proposers)	May 10, 2019

#### **Phase 2 – Request for Proposals – Tentative Schedule (subject to change)**

Issue RFP	July 15, 2019
Technical Proposals due	September 17, 2019
Price Proposals due (Letting Date)	September 18, 2019
Anticipated Contract Award	October 16, 2019
Anticipated Substantial Completion	November 30, 2020

The RFP will establish the Project schedule including open to traffic and completion dates.

### **2.3 Inquiries and General Information**

Information regarding this RFQ, including addenda to the RFQ, questions and answers, and project specific information, will be posted at the following website: [www.michigan.gov/ic](http://www.michigan.gov/ic). Click on “Rest Area ADA (DB)” under the 2019 Innovative Contracting Projects heading.

All questions regarding the Project must be submitted by e-mail to the MDOT Project Manager and Innovative Contracting Project Manager listed below. Questions shall be sent by the date indicated in Section 2.2. All such questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of the entity submitting questions will not be disclosed. The employees and representatives of the Submitter may not contact any MDOT staff (including members of the selection team) other than the MDOT Project Manager or Innovative Contracting Project Manager, or their designee, to obtain information on the Project. Such contact may result in disqualification.

#### **MDOT Project Manager**

Bill Stonebrook, P.E.  
Michigan Department of Transportation, Roadside and Municipal Utilities  
E-mail: [StonebrookB@michigan.gov](mailto:StonebrookB@michigan.gov)

#### **MDOT Innovative Contracting Project Manager**

Mark Dubay, P.E.  
Michigan Department of Transportation, Innovative Contracting Unit  
E-mail: [DubayM@michigan.gov](mailto:DubayM@michigan.gov)

1. Addenda to the RFQ:  
MDOT reserves the right to revise this RFQ at any time before the SOQ due date. Such revisions, if any, will be announced by addenda and posted on the aforementioned MDOT website.
2. News Releases:  
Any news releases pertaining to this RFQ or the services, study, data or project to which it relates will not be made without prior written MDOT approval, and then only in accordance with the explicit written instructions from MDOT.

3. Disclosure:  
All information in a Submitter’s SOQ and any contract resulting from this RFQ are subject to disclosure under the provisions of the “Freedom of Information Act,” 1976 Public Act No. 442, as amended, MCL 15.231, et seq.
4. Industry Engagement Meeting:  
An optional industry engagement meeting was held at the date, time, and location below. Attending the industry engagement meeting was optional and Submitters that did not attend will still be eligible to submit responses to the RFQ.

**Date:** Thursday, January 3, 2019  
**Time:** 10:00 am  
**Location:** Dewitt Rest Area (831-R)  
 8000 US-127 Southbound (near mile 89)  
 Dewitt, MI

The purpose of this meeting was to give an overview of the Project and the design-build delivery method. All questions asked or information provided during the industry engagement meeting have been documented and posted to the project link on MDOT’s Innovative Contracting webpage:

<https://www.michigan.gov/ic>

## 2.4 Prequalification

The Submitter and their subcontractors must meet the following prequalification requirements by the time they submit a Technical Proposal in response to the RFP. In the event that the Submitter and their subcontractors are unable to meet the following prequalification requirements, the Submitter may request an appropriate substitution per Section 2.8 “Changes to Organizational Structure”. Additional substitution instructions and requirements will be included in the Instructions to Proposers, which is a component of the RFP. If the Submitter and their subcontractors are still unable to meet the following prequalification requirements, their proposal will be considered non-responsive and no stipend will be paid.

### Design-Builder (Prime) Experience Requirements:

The Design-Builder must have a minimum of 5 years of experience in construction work as a General Contractor for work similar in character and scope to the work described for this Project. This includes, but is not limited to, new construction and/or renovation of buildings and facilities with Accessible requirements, building signage, sidewalks and sidewalk ramps, facility plumbing, facility HVAC, facility electrical, and facility amenity installation (handrails, grab bars, dispensers, mirrors, doors, partitions, etc.). The Design-Builder must also demonstrate valid and recent experience in conducting work at numerous site locations spanning across several counties with a systematic and efficient approach. The Design-Builder will be required to provide a letter from their bonding company that indicates their firm’s current bonding limit and rating. The Design-Builder must be able to demonstrate that they can be bonded for at least \$5,000,000.00 worth of work to be considered qualified to perform the design-build services.

### Secondary Contractor Prequalification Requirements (Held by Design-Builder, Major Participant, or Subcontractor)

- J – Concrete C, C&G, Driveways, Sidewalks

The overall dollar amount for which the submitter or their subcontractors is prequalified in J – Concrete C, C&G, Driveways, Sidewalks does not need to be greater than \$2,000,000.

### Lead Engineering Design Firms Prequalification Requirements (Held by Design-Builder, Major Participant, or Subcontractor)

- Design – Buildings
- Design – Roadway

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Secondary Engineering Design Firms Prequalification Requirements (Held by Design-BUILDER, Major Participant, or Subcontractor)

- Design – Traffic: Signing – Freeway
- Design – Traffic: Signing – Non-Freeway
- Design – Traffic: Work Zone Maintenance of Traffic
- Design – Traffic: Work Zone Mobility & Safety
- Surveying: Construction Staking

Additional design prequalifications may be listed in the Project’s RFP.

## 2.5 Major Participants

As used herein, the term “Major Participant” means any of the following entities: all general partners or joint venture members of the Submitter; all individuals, persons, proprietorships, partnerships, limited liability partnerships, corporations, professional corporations, limited liability companies, business associations, or other legal entity however organized, holding (directly or indirectly) a 30% or greater interest in the Submitter; any subcontractor(s) that will perform work valued at 30% or more of the overall contract amount; the lead engineering/design firm(s); and each engineering/design sub-consultant that will perform 30% or more of the design work.

## 2.6 MDOT Consultant/Technical Support

MDOT has retained consultants to provide guidance in preparing and evaluating the RFP and advice on related contractual and technical matters for this design build project. The following consultants are not eligible to participate on any Submitter’s team: AECOM Great Lakes, Inc., Surveying Solutions, Inc., and Testing Engineers and Consultants, Inc.

## 2.7 Conflicts of Interest

The Proposer shall accept responsibility for being aware of the requirements of 23 Code of Federal Regulations (CFR) 636.116 and include a full disclosure of all potential organizational conflicts of interest in the Proposal.

The Submitter shall complete a Conflict of Interest Statement (See Attachment C) certifying that they have read and understand MDOT’s policy regarding conflict of interest and the CFR and that each Major Participant has done the same. The Submitter shall certify that they and each Major Participant have no conflict of interest with the Project. If there is a conflict with the Project, then the Submitter needs to describe the conflict.

The Submitter agrees that, if after award, an organizational conflict of interest is discovered, the Submitter must make an immediate and full written disclosure to MDOT that includes a description of the action that the Submitter has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, MDOT may, at its discretion, cancel the design-build contract for the Project. If the Submitter was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MDOT, MDOT may terminate the contract for default.

MDOT may disqualify a Submitter if any of its Major Participants belong to more than one Submitter organization.

## 2.8 Changes to Organizational Structure

All changes in Key Personnel or Major Participant from a Submitter’s SOQ to the Submitter’s Proposal in response to the RFP must be approved by MDOT in writing by submitting MDOT Form 5100G. Changes in Key Personnel or Major Participant must be approved by MDOT prior to submitting a proposal in response to the RFP. MDOT may revoke an awarded contract if any Key Personnel or Major Participant identified in the SOQ is removed, replaced or added without MDOT’s prior written approval. To qualify for MDOT approval, the written request must document that the proposed removal, replacement or addition will be equal to or better than the Key Personnel or Major Participant provided in the SOQ. MDOT will use the criteria specified in this RFQ to

evaluate all requests. MDOT Form 5100G Changes in Key Personnel must be submitted to MDOT's Project Manager and carbon copied (cc) to the Innovative Contracting Project Manager as identified in Section 2.3 (Forms can be found at this website: <https://mdotjboss.state.mi.us/webforms/WebFormsHome.htm>).

## 2.9 Equal Employment Opportunity

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

## 2.10 Disadvantaged Business Enterprises

It is the policy of MDOT that Disadvantaged Business Enterprises (DBEs), 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 CFR Part 26. In this regard, the Submitter will take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that DBEs have the maximum opportunity to compete for and perform the contract.

MDOT anticipates that the Project will have a **DBE goal of 0%**.

# 3 CONTENT OF STATEMENT OF QUALIFICATIONS

This section describes specific information that must be included in the SOQ. SOQs must follow the outline of this Section 3.0. Submitters shall provide brief, concise information that addresses the requirements of the Project consistent with the evaluation criteria described in this RFQ.

## 3.1 Introduction (Pass/Fail)

Provide a letter stating the business name, address, business type (e.g., corporation, partnership, joint venture) and roles of the Submitter and each known Major Participant. Identify one contact person and his or her address, telephone number, and e-mail address. This person shall be the single point of contact on behalf of the Submitter organization, and be responsible for correspondence to and from the organization and MDOT. MDOT will send all Project-related communications to this contact person. Authorized representatives of the Submitter organization must sign the letter. If the Submitter is a joint venture, the joint venture members must sign the letter. It should be noted, that Lead Engineering Firms or other consultants providing professional services cannot serve as a member of a joint venture. If the Submitter is not yet a legal entity, the known Major Participants must sign the letter. **The letter must certify the truth and correctness of the contents of the SOQ.** This information will be used to identify the Submitter and its designated contact, and will be reviewed on a pass/fail basis only and not as part of the qualitative assessment of the SOQ.

## 3.2 Understanding of Project (25 points)

Based on preliminary information available at the time of the RFQ, provide a synopsis demonstrating the Submitter's understanding of the physical description of the Project, probable impacts of the Project, and potential issues affecting the Project. Demonstrate an understanding of the Project goals discussed in Section 1.2 as the following is specifically addressed:

- A. Understanding of Project scope;
- B. Understanding of the construction and schedule requirements needed for the Project;
- C. Understanding of the design requirements needed for the Project;
- D. Understanding of mobility and safety concerns; and
- E. Understanding of impacts on the adjacent communities and traveling public.

### 3.3 Qualifications of Team (35 Points)

Provide the qualifications of the Submitter’s team that includes both construction firm and design firm personnel. The information should address the following:

- A. Management and staff experience, capabilities and functions on projects of similar scope and with similar environmental conditions;
- B. Effective project management structure and interaction with MDOT or other entities;
- C. Experience with expedited schedules and timely completion on comparable projects;
- D. Experience with on-budget completion of comparable projects;
- E. Experience with integrating design and construction activities;
- F. Company experience and qualifications that are relevant to the Project scope; and
- G. Experience with lead and asbestos testing and abatement.

#### 3.3.1 Organization of Project Team

Describe the roles of all Key Personnel, Major Participants and identified subcontractors. Include what percent of the named role that the entity is expected to provide.

Provide an organizational chart(s) showing the flow of the “chain of command” with lines identifying participants who are responsible for major functions to be performed and their reporting relationships, in managing, designing and building the Project. The chart(s) must show the functional structure of the organization down to the design discipline leader or construction supervisor level and must identify Key Personnel by name. Identify the Submitter and all known Major Participants in the chart(s).

Submitters may be unable to identify all Major Participants or other subcontractors who are providing construction services (design services meeting the prequalification requirements listed in Section 2.4 must be provided). If a Submitter is unable to provide the name of the construction Major Participants or other subcontractors, they should include a plan of how they will obtain the firm including what qualifications they would expect the firm to provide. If a Submitter has identified a Major Participant or other subcontractor who is not yet prequalified, they must acknowledge the prequalification requirements in their SOQ response. The response must also include a plan of how they will obtain the prequalification in time to submit a proposal in response to the RFP.

#### 3.3.2 Project Team Communication

The Submitter shall provide information that will show how the Submitter communicates during the execution of the Project. MDOT’s desire is to have a strong single point of contact who controls the Project during all phases, including planning, design, and construction. Scoring will be greatest to those Submitters who provide a clear and concise communication plan that incorporates and integrates all components of the Submitters team (i.e. primary designers, sub-consultant designers, construction managers, construction field personnel, construction office personnel, material testing personnel, etc.) and inserts MDOT personnel and other appropriate stakeholders (i.e. local residents and businesses, public agencies) within that communication plan (i.e. process for design and construction submittals to MDOT, MDOT involvement in quality checkpoints during design and construction, incorporating MDOT review of design changes during construction, public information plan, etc.).

#### 3.3.3 Staff Service Experience

##### 3.3.3.1 Resumes of Key Personnel

Resumes of Key Personnel shall be provided as Appendix A – Resumes of Key Personnel to the SOQ. Resumes of Key Personnel shall be limited to two pages each and will not be counted towards the overall SOQ page limit. If an individual fills more than one position, only one resume is required. The listing below describes the minimum key personnel for the Project (“Key Personnel”), others may be added by the Submitter. Submitters may propose alternate plans to staff and manage the Project. SOQ’s with alternate staffing plans are required to have details of the key staff and their roles and responsibilities in a manner similar to the requirements listed below, including their responsibility on the Project and their authority over the design and/or construction

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operations.

#### Key Personnel

- A. Submitter’s Project Manager
- B. Project Supervisor
- C. Construction Quality Control Manager
- D. Design Manager
- E. Design Lead Road Engineer
- F. Design Lead Building Engineer/Architect

Include the following items on each resume:

- A. Relevant licensing and registration;
- B. Years of experience performing similar work, including as part of a design-build team;
- C. Length of employment with current employer; and
- D. Actual work examples on similar projects, including projects, project dates, duties performed and their percentage of time on the project.

#### 3.3.3.2 Minimum Qualifications of Key Personnel

Key Personnel will be evaluated, in part, based on the extent they meet and/or exceed minimum qualifications including, but not limited to, relevant education, training, certification, and experience. The following provides minimum qualifications of the Key Personnel assigned to the Project. Any certifications required to meet the requirements of the RFQ shall be in place by the time the first notice to proceed is issued. Key Personnel, except as noted, may perform Work in more than one position in the organization.

##### A. Submitter’s Project Manager:

The Submitter’s Project Manager is expected to have significant experience managing the construction of building construction projects. Submitter’s Project Manager will be responsible for the overall design, construction, quality management and contract administration for the Project and will:

- i. Have full responsibility for the prosecution of the Work;
- ii. Act as agent and be a single point of contact in all matters on behalf of Submitter;
- iii. Be available (or the Approved designee will be available) at all times that Work is performed; and
- iv. Have authority to bind Submitter on all matters relating to the Project.

##### B. Project Supervisor:

The Project Supervisor is expected to have recent experience in building construction and material testing. The Project Supervisor, or the Approved designee, must be available during construction and visit the project sites at regular intervals during construction. The Project Supervisor must work under the direct supervision of Submitter’s Project Manager.

##### C. Construction Quality Control Manager:

The Construction Quality Control Manager is expected to have significant recent experience overseeing the inspection and materials testing on building construction projects.

The Construction Quality Control Manager must work under the direct supervision of Submitter’s Project Manager. It must be the responsibility of the Construction Quality Control Manager to manage the Submitter’s assigned Quality Control functions and will:

- i. Not be assigned any other duties or responsibilities on the Project;
- ii. Visit active project sites monthly and report on that visit to the MDOT Project Manager;
- iii. Be available whenever any construction activities are being performed; and
- iv. Have the authority to stop any and all work that does not meet the standards, specifications or criteria established for the Project.

**D. Design Manager:**

The Design Manager is expected to have significant experience in managing the design of building construction projects and must be a licensed professional engineer or a registered architect in the State of Michigan now or by the award of the Project. The Design Manager will be responsible for ensuring that the overall Project design is completed and design criteria requirements are met. The Design Manager will:

- i. Be available whenever design activities are being performed; and
- ii. Work under the direct supervision of Submitter's Project Manager.

**E. Design Lead Road Engineer:**

The Design Lead Road Engineer must be experienced in roadway design related to roadway reconstruction projects that include ADA compliant sidewalk construction and must be a registered professional engineer in the State of Michigan now or by the award of the Project.

**F. Design Lead Traffic Engineer:**

The Design Lead Traffic Engineer must be experienced in work zone safety, work zone traffic control design, signing design, have significant recent experience in traffic engineering and traffic management on similar projects, and must be a registered professional engineer in the State of Michigan now or by the award of the Project.

**G. Design Lead Building Engineer/Architect**

The Design Lead Building Engineer/Architect must have significant experience in the design of buildings, specifically in areas of plumbing, electrical, HVAC, and ADA compliant facilities, and must be a registered professional engineer or a registered architect in the State of Michigan now or by the award of the Project.

### **3.4 Submitter Experience (30 points)**

Describe at least two but a maximum of four projects the Submitter has completed or participated in (if the Submitter is not yet existing or is newly formed, please explain) and at least two but a maximum of four projects each listed Major Participant has managed, designed and/or constructed. For projects in which several of the proposed Major Participants were involved, the Submitter may provide a single project description. Highlight experience relevant to the Project the Submitter/Major Participants have gained in the last 5-10 years. Cite projects with levels of scope comparable to that anticipated for the Project. Also consider citing projects where construction duration is minimized, design schedules were kept, and original design and construction budgets were not increased. Describe the experiences that could apply to this Project. The experience of the Submitter will account for 15 or more of the points out of the 30 points available in this category. The experience of the Major Participants will account for a maximum of 15 points out of the 30 points available in this category. If some Major Participants are unknown at the time SOQ's are submitted, the Submitter's plan (see Section 3.3.1) for obtaining the firm for this area of work will be considered.

Each project description should include the following information:

- A. Name of the project and either the owner's contract number or state project number;
- B. Owner's project manager (i.e. the owner's construction manager for construction project or the owner's design manager for design projects) and their current telephone number;
- C. Dates of design, construction, and project management;
- D. Description of the work or services provided and percentage of the overall project actually performed;
- E. Description of scheduled completion deadlines and actual completion dates; and
- F. Original design or construction budget and final design or construction cost.

MDOT may elect to use the information provided above as a reference check.

### **3.5 Past Performance of Designers (10 Points)**

MDOT's objective in evaluating Past Performance is to incorporate quality of past performance of the Submitter's design firm(s) into the overall technical score. Past performance of the design firm(s) will be determined based on the Contracts Tracking System (CTRAK) at MDOT. If performance evaluations have not been performed, the selection team will contact previous clients and base scoring on feedback received. Past performance for the Submitter's construction company is reflected in the level the firm can bid and will not be part of this score.

### **3.6 Legal and Financial (Pass/Fail)**

The information required in response to Section 3.6 shall be submitted as Appendix B – Legal and Financial. Information provided in response to these sections will not count towards the overall page limitation defined in Section 5.2. Information required by this section will be evaluated on a pass/fail basis.

#### **3.6.1 Acknowledgment of Addenda**

Identify all addenda provided by date and version.

#### **3.6.2 Organizational Conflicts of Interest**

Identify all relevant facts relating to past, present or planned interest(s) of the Submitter's team (including the Submitter, Major Participants, proposed consultants, contractors and subcontractors, and their respective chief executives, directors and key project personnel) which may result, or could be viewed as, an organizational conflict of interest in connection with this RFQ.

Disclose: (a) any current contractual relationships with MDOT and the Michigan Department of Technology, Management and Budget (DTMB) (by identifying the MDOT contract number and project manager) that may result in, or could be viewed as a potential conflict of interest on this project; (b) present or planned contractual or employment relationships with any current MDOT employee; and (c) any other circumstances that might be considered to create a financial interest in the contract for the Project by any current MDOT employee if the Submitter is awarded the contract. The foregoing is provided by way of example, and shall not constitute a limitation on the disclosure obligations.

For any fact, relationship or circumstance disclosed in response to this Section 3.6.2 identify steps that have been or will be taken to avoid, neutralize or mitigate any organizational conflicts of interest.

In cases where Major Participants on different Submitter teams belong to the same parent company, each Submitter must describe how the participants would avoid conflicts of interest through the qualification and proposal phases of the Project.

The required information for Organizational Conflicts of Interest shall be submitted using the Conflict of Interest Statement in Attachment C. Information provided in response to this section will not count towards the overall page limitation defined in Section 5.2.

#### **3.6.3 Legal Structure**

If the Submitter organization has already been formed, provide complete copies of the organizational documents that allow, or would allow by the time of contract award, the Submitter and Major Participants to conduct business in the State of Michigan. If the Submitter organization has not yet been formed, provide a brief description of the proposed legal structure or draft copies of the underlying agreements.

#### **3.6.4 Financial Viability**

The Submitter must supply MDOT Form 1300 EZ with their SOQ to show they will bid on the Project when it is advertised. MDOT Form 1300 EZ will be required to be resubmitted again before letting. Submitters do not need to provide MDOT Form 1381.

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## **4 EVALUATION PROCESS**

### **4.1 SOQ Evaluation**

MDOT will initially review the SOQs for responsiveness to the requirements of this RFQ. The information in the SOQ will then be measured against the evaluation criteria described in Section 3. Submitter's SOQ response shall be complete based on the RFQ requirements. A non-responsive or partially non-responsive SOQ missing required information may result in a "fail".

### **4.2 SOQ Scoring**

MDOT will evaluate all responsive SOQs and measure each Submitter's response against the Project goals and evaluation criteria set forth in this RFQ, resulting in a numerical score for each SOQ. The scoring will be distributed as described in Section 3 and summarized below:

- A. Understanding of Project (25 Points)
- B. Qualifications of Team (35 Points)
- C. Submitter Experience (30 Points)
- D. Past Performance of Designers (10 Points)

### **4.3 Determining Shortlisted Submitters**

MDOT will total the scores for each responsive SOQ and prepare a ranked list of Submitters. MDOT intends to shortlist the most highly qualified Submitters.

MDOT reserves the right, in its sole discretion, to cancel this RFQ, issue a new RFQ, reject any or all SOQs, seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFQ, seek and receive clarifications to an SOQ and waive any deficiencies, irregularities or technicalities in considering and evaluating the SOQs.

This RFQ does not commit MDOT to enter into a contract or proceed with the procurement of the Project. MDOT assumes no obligations, responsibilities and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred by the parties responding to this RFQ. All such costs shall be borne solely by each Submitter.

### **4.4 Notification of Shortlisting**

Shortlisted teams will have their Submitter's names and scores posted on MDOT's Innovative Contracting website, which will serve as the shortlisting announcement. Teams that are not shortlisted will only have their scores posted; however, each Submitter will receive their individual score sheet from MDOT via e-mail within five working days of the scores and shortlist results being posted. See Attachment D for an example of the shortlisting announcement.

### **4.5 Debriefing**

Feedback may be provided via face to face meeting, phone or email at the discretion of the Project Manager however, it will not be provided until after the award of the contract.

## **5 SOQ SUBMITTAL REQUIREMENTS**

The following section describes requirements that all Submitters must satisfy in submitting SOQs. Failure of any Submitter to submit their SOQ as required in this RFQ may result in rejection of its SOQ.

### **5.1 Due Date, Time and Location**

SOQ's are due on the due date and time listed in Section 2.2. Any SOQ that fails to meet the deadline or delivery requirement will be rejected without opening, consideration or evaluation. MDOT will not accept SOQs by facsimile.

SOQ's shall be delivered to the MDOT Project Manager via email. The SOQ's shall have the subject line of "SOQ Rest Area ADA (DB)".

SOQ's shall be delivered to the following person's email address:

Bill Stonebrook, P.E. – MDOT Project Manager  
E-mail: StonebrookB@michigan.gov

A carbon copy shall also be delivered to the Innovative Contracting Project Manager:

Mark Dubay, P.E. – Innovative Contracting Project Manager  
E-mail: DubayM@michigan.gov

## 5.2 Format

All SOQ's must comply with the following:

- A. The SOQ must not exceed 10 single-sided pages. The 10 page limit does not include key personnel resumes (Appendix A – Resumes of Key Personnel), 1300EZ forms, Conflict of Interest Statement, the cover letter and the required legal information (Appendix B – Legal and Financial) defined in Section 3.6. In the 1300EZ form, the references to “Bidder” shall mean “Submitter”.
- B. Pages shall be 8 ½ inches by 11 inches.
- C. Font must be a minimum of 12 point.
- D. All pages must be numbered continuously throughout and in the format of “Page 1 of \_”, including resumes, 1300EZ forms, and legal understanding.
- E. All electronic files shall be bookmarked Portable Document Files (PDFs). The maximum size allowable for emailing is 14 megabytes (MB). The subject of the email will be titled “**SOQ Rest Area ADA (DB)**”.
- F. Graphics are allowed within established page limits. Text used on graphics must be legible and easily readable (minimum of 12 point font desired). Graphics must not be used to convey information that could reasonably be presented in the body of the SOQ.

## 6 PROCUREMENT PHASE 2

This Section 6.0 is provided for informational purposes only so that each Submitter has information that describes the second phase of the Project procurement process, including a summary of certain anticipated RFP requirements. MDOT reserves the right to make changes to the following, and the shortlisted Submitters must only rely on the actual RFP when and if it is issued. This Section 6.0 does not contain requirements related to the SOQ.

### 6.1 Request for Proposals

The Submitters remaining on the shortlist following Phase 1 of the procurement process will be eligible to move to Phase 2 and receive an RFP. While MDOT may make the RFP available to the public for informational purposes, only shortlisted Submitters will be allowed to submit a response to the RFP.

### 6.2 RFP Structure

The RFP will be structured as follows:

- A. Instructions to Proposers
- B. Contract Documents
  - i. Book 1 (Contract Terms and Conditions)
  - ii. Book 2 (Project Requirements)
  - iii. Book 3 (Standards)
- C. Reference Information Documents (RID)

### **6.3 Proposal Evaluations**

MDOT has determined that award of the Project will be based on a qualified bid to obtain the most cost effective and efficient Proposer to deliver the Project.

### **6.4 Stipends**

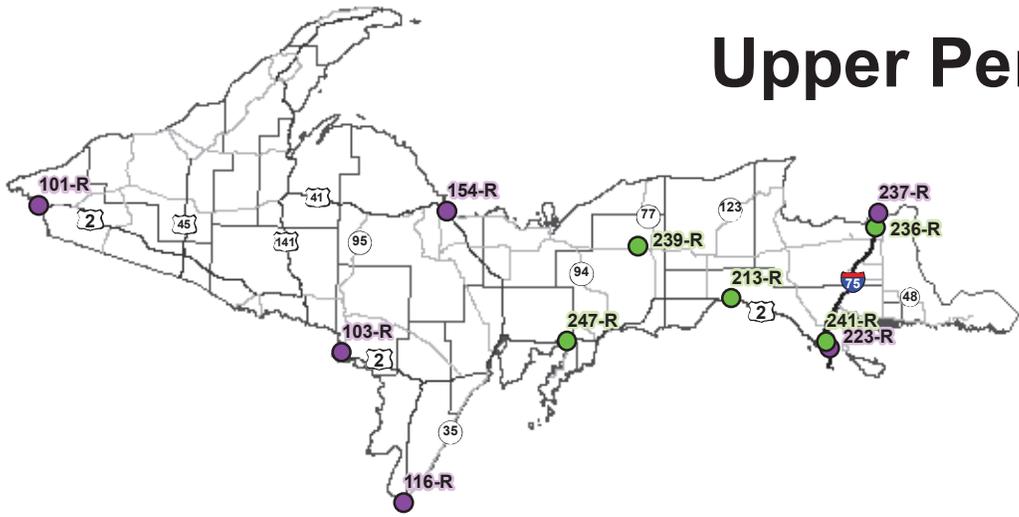
MDOT will pay a \$25,000 stipend for responsive proposals submitted by Proposers (shortlisted Submitter). A stipend will not be paid to the successful Proposer. No stipends will be paid for submitting SOQs.

In consideration for paying the stipend, MDOT may use any ideas or information contained in the proposals in connection with any contract awarded for the Project or in connection with a subsequent procurement, without any obligation to pay any additional compensation to the unsuccessful shortlisted Proposers.

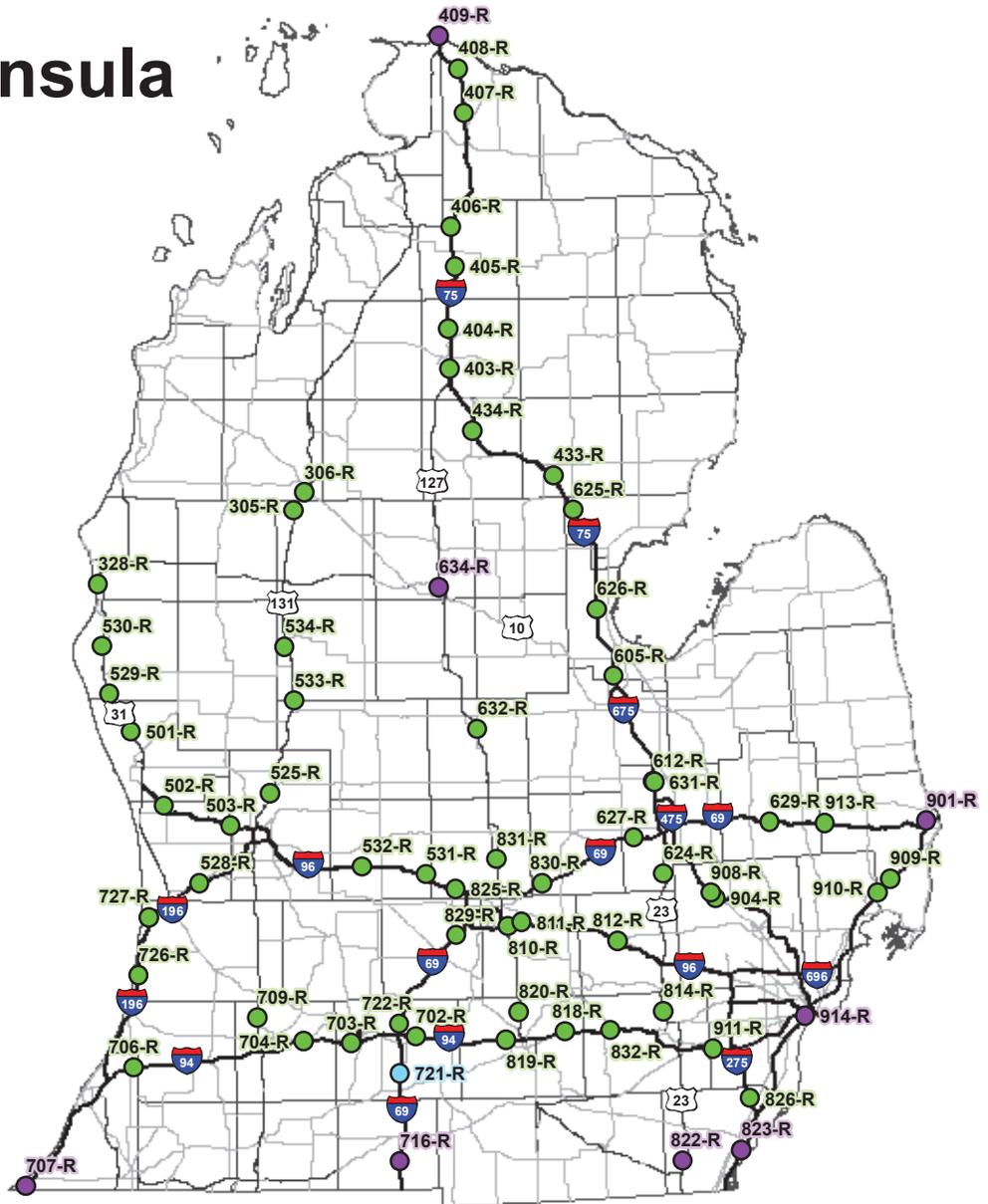
MDOT may require shortlisted firms to complete additional paperwork, such as MDOT Form 5100J, in order to process the payment of the stipend.

**Attachment A    Location Map**

# Upper Peninsula



# Lower Peninsula



## Legend

- Rest Area
- Truck Parking
- Welcome Center



0 15 30 60  
Miles

**REST AREA  
LOCATION MAP**

**Attachment B Preliminary Reference Information Documents****INDEX OF REFERENCE INFORMATION DOCUMENTS**

These documents are provided on MDOT ProjectWise. Access can be obtained by contacting Bill Stonebrook, MDOT Project Manager at StonebrookB@michigan.gov. When requesting access, also carbon copy (cc) Mark Dubay, MDOT Innovative Contracting Project Manager at [DubayM@michigan.gov](mailto:DubayM@michigan.gov).

<b>RID AS-BUILTS</b>	
(Descriptions of as-builts are provided for information only and may not be entirely accurate)	
46019Seney.zip	81736Okemos.zip
55789Chelsea.zip	81738Glenn.zip
55793Grasslake.zip	87462Northfield.zip
55794Rockford.zip	90352Potterville.zip
74149Turkey.zip	90353Grayling.zip
74150Belleville.zip	90376Berryrd.zip ( <i>Jackson Rest Area</i> )
74151Sandstone.zip	101596Rothbury.zip
74152Hartwick.zip	101605Grandledge.zip
74153Adair.zip	101616-2Saranac.zip
80315Marshall.zip	101617Lansing.zip
81269Alger.zip	106549PortHuronWC.zip
81687Swartzcreek.zip	Sample M1 Building Plans.pdf
81705Zeeland.zip	Sample M3 Building Plans.pdf
<b>RID MISCELLANEOUS REFERENCE</b>	
<b><u>Buildings</u></b>	
I-Alamo RA Photo Log_2019-01-16.pdf	I-Chelsea RA Photo Log_2019-01-16.pdf
I-Battle Creek RA Photo Log_2019-01-04.pdf	I-Clare WC Photo Log_2019-01-24.pdf
I-Bay City RA Photo Log_2019-01-24.pdf	I-Davisburg RA Photo Log_2019-01-18.pdf
I-Belleville RA Photo Log_2019-01-17.pdf	I-DeWitt RA Photo Log_2018-12-21.pdf
I-Big Rapids RA Photo Log_2019-01-11.pdf	I-Dundee WC Photo Log_2019-01-19.pdf
I-Cadillac RA Photo Log_2019-01-11.pdf	I-Five Lakes RA Photo Log_2019-01-17.pdf
I-Carleton RA Photo Log_2019-01-17.pdf	I-Galesburg RA Photo Log_2019-01-16.pdf

I-Gaylord RA Photo Log_2019-01-10.pdf	I-Portland RA Photo Log_2019-01-18.pdf
I-Ironwood WC Photo Log_2019-01-08.pdf	I-Richmond RA Photo Log_2019-01-17.pdf
I-Ithaca RA Photo Log_2019-01-23.pdf	I-Rothbury RA Photo Log_2019-01-21.pdf
I-Jackson RA Photo Log_2019-01-16.pdf	I-Saint Ignace WC Photo Log_2019-01-10.pdf
I-Mackinaw City WC Photo Log_2019-01-10.pdf	I-Sault Sainte Marie WC Photo Log_2019-01-09.pdf
I-Marquette WC Photo Log_2019-01-09.pdf	I-Vanderbilt RA Photo Log_2019-01-10.pdf
I-Marshall RA Photo Log_2019-01-16.pdf	I-Walker RA Photo Log_2019-01-21.pdf
I-Menominee WC Photo Log_2019-01-08.pdf	I-Watervliet RA Photo Log_2019-01-22.pdf
I-New Buffalo WC Photo Log_2019-01-22.pdf	I-West Branch RA Photo Log_2019-01-24.pdf
I-Northfield Church RA Photo Log_2019-01-16.pdf	I-Woodbury RA Photo Log_2019-01-19.pdf
Z-205198_Preliminary Deficiency List_2019-03-11.xlsx	
Z-205198_Rest Area Database_2018-12-20.xlsx	
Z-205198_Rest Area Locations_2018-12-20.kmz	
<b><u>Environmental</u></b>	
E-205198_Various Rest Area Asbestos Survey Reports.zip	
<b><u>Utility</u></b>	
U-205198_Utility Address and Meter Numbers.doc	

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## Attachment C Conflict of Interest Disclosure

\_\_\_\_\_ (Prime Contractor Name) certifies that it has read and understands the following:

The PRIME CONTRACTOR, its team members, and its Affiliates agree not to have any public or private interest, and shall not acquire directly or indirectly any such interest in connection with the Project, that would conflict or appear to conflict in any manner with the performance of the services under this Contract. The PRIME CONTRACTOR and its team members are aware of and understand the requirements of 23 CFR, subsection 636.116. "Affiliate" means a corporate entity connected to the PRIME CONTRACTOR through common ownership. "Team member" means any known entity the PRIME CONTRACTOR intends to be in a contractual relationship with to complete the work associated with the Project. The PRIME CONTRACTOR, its team members, and its Affiliates agree not to provide any services to any entity that may have an adversarial interest in the Project, for which it has provided services to the DEPARTMENT. The PRIME CONTRACTOR, its team members, and its Affiliates agree to disclose to the DEPARTMENT all other interests that the PRIME CONTRACTOR, its team members, or sub consultants have or contemplate having during each phase of the Project. The phases of the Project include, but are not limited to, planning, scoping, early preliminary engineering, design, and construction. In all situations, the DEPARTMENT will decide if a conflict of interest exists. If the PRIME CONTRACTOR, its team members, and its Affiliates choose to retain the interest constituting the conflict, the DEPARTMENT may terminate the Contract for cause in accordance with the provisions stated in the Contract.

- Certification for Subject Project: Based on the foregoing, the PRIME CONTRACTOR certifies that no conflict exists with the subject project for it, or any of its team members and/or Affiliates
- Disclose of Conflict with Subject Project: Based on the foregoing, the PRIME CONTRACTOR certifies that a potential conflict does or may exist with the subject project for it, and/or any of its team members and/or Affiliates. The attached sheets describe the potential conflict

This form, and any attachments, must be certified by a person from the PRIME CONTRACTOR who has contracting authority.

Certified by: Printed Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Attachment D Example Notice of Shortlisting Results**



(DATE OF POSTING)

**Rest Area ADA Design-Build Project**

**MDOT Job No. 205198**

The following teams have been shortlisted for the Rest Area ADA Design-Build Project:

<b>Shortlisted Team Name</b>	<b>Cumulative Score (100 Pts. Max.)</b>	<b>Criterion #1 Project Understanding (25 Pts. Max.)</b>	<b>Criterion #2 Team Qualifications (35 Pts. Max.)</b>	<b>Criterion #3 Submitter Experience (30 Pts. Max.)</b>	<b>Criterion #4 Past Performance of Designers (10 Pts. Max.)</b>
Company 1					
Company 2					
Company 3					
Company 4					
Company 5					
<b>Non-Shortlisted Scores (Names are not provided)</b>	<b>Cumulative Score (100 Pts. Max.)</b>	<b>Criterion #1 Project Understanding (25 Pts. Max.)</b>	<b>Criterion #2 Team Qualifications (35 Pts. Max.)</b>	<b>Criterion #3 Submitter Experience (30 Pts. Max.)</b>	<b>Criterion #4 Past Performance of Designers (10 Pts. Max.)</b>
<i>(Intentionally Left Blank)</i>					
<i>(Intentionally Left Blank)</i>					
<i>(Intentionally Left Blank)</i>					
<i>(Intentionally Left Blank)</i>					