

I-375 RECONNECTING COMMUNITIES PROJECT

MEETING NOTES SUMMARY

DISADVANTAGED BUSINESS ENTERPRISE INDUSTRY FORUM 1

DATE: July 27, 2023

TIME: 3:00 – 6:00 pm

LOCATION: Wayne County Community College District, 1001 West Fort Street, Detroit, MI 48226

ATTENDEES: Firms, Contractors, City of Detroit Representatives, MDOT Staff, and HNTB Staff. 233 firms invited; 48 firms registered; 37 attendees. (See Appendix A: Meeting Attendees)

The first of four Disadvantaged Business Enterprise (DBE) Forums was held on July 27th. The purpose of this meeting was to connect with small and disadvantaged businesses by providing general project information, explaining project delivery methods, and learning the needs of businesses to curate future forums and trainings. Attendees also participated in breakout sessions presented by MDOT staff to learn more about specific opportunities in their respective fields.

MDOT's Leslie Love, from the I-375 project team, opened the meeting with a welcome and an overview of the agenda. Leslie then shared save the dates for the project's upcoming engagement: Public Meeting on August 9th and a Local Advisory Committee Meeting on September 13th.

MDOT's Jonathan Loree, the I-375 project manager, proceeded with an overview on the project and its delivery method, specifically how the progressive design build works and why it was implemented. Jon also showed attendees three-dimensional renderings of the new 375 boulevard (See Appendix B: DBE Main Presentation).

HNTB's Tony Migaldi, from the I-375 project team, presented on upcoming DBE and small business opportunities on the project. Tony spoke to the project needs and MDOT's preference for DBE involvement and the importance of diverse and local representation from Detroit. Following the presentation, Tony answered questions and then directed everyone to the breakout session rooms for either "DBE Certification and Prequalification" or "DBE Certification."

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The “DBE Certification and Prequalification” session was presented by MDOT’s Crystal Parker Smith, and was available to contractors. A second “DBE Certification and Prequalification” session was presented by MDOT’s Crystal Griffin and Mike Meddaugh, and was tailored more for consultants ([See Appendix C: DBE Breakout Session Presentations](#)).

Following the completion of the breakout sessions, a final session entitled “How to Register and Submit to a Request for Proposal” was held for consultants. Tony went through an overview of the procurement, proposal, and submission process. The event concluded with audience members completing handwritten or virtual surveys ([See Appendix D: DBE Final Session Presentation](#)).

There were 19 individuals that responded to the survey and provided comments. Of those, nine stated that they would want a one-on-one follow-up meeting.

Topics that attendees would like more details about:

- Trucking and hauling
 - Community outreach and engagement planning strategies and execution
 - Mentor framework
 - DBE goals
 - Remedying past harm done to black community
 - Trainings offered to ensure Justice40 goals
 - Scope of the construction work, environmental findings, and project constraints Areas attendees would like to receive training:
-
- DBE prequalification process
 - MDOT bidding platform
 - Consulting
 - Proposal preparation

Information that attendees found most useful:

- Project overview and timeline
- DBE certification
- Supportive services for DBEs

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APPENDIX A: MEETING ATTENDEES

Staff:

- Jonathan Loree, MDOT
- Leslie Love, MDOT
- Tony Migaldi, HNTB
- Evan Forgacs, HNTB
- Bradleigh Merrill, HNTB
- Simona Stalev, HNTB
- Kevin Reddy, HNTB
- Nathan Ford, HNTB
- Regine Beauboeuf, HNTB
- Michael Meddaugh, MDOT
- Courtney Cater, MDOT
- Lisa Thompson, MDOT
- Crystal Griffin, MDOT
- Crystal Smith, MDOT

Attendees:

- Phyllis Lipkin, U.S. Department of Labor
- Bianca Graves, Leading Edge Business Solution
- Kimle Nailer, Nail-Rite Construction Company Inc
- Jon Kolbasa, Value Engineering LLC
- Gayl Turk-Blaze, Blaze Contracting Inc.
- Tarolyn Buckles, Onyx Enterprise
- Frank Adams, State of Michigan Office of Business Development
- Marja Farrow, Farrow Group
- Tish King, RT Contracting
- Tiffany Jackson, Jackson Consulting Group
- Dr. Phares Noel, Diversified Engineering LLC
- Julius Cousin III, Infrastructure Engineering, Inc.
- Dyrris Marshall, Shadow Team VFX
- Alleece Brannon, Michigan Grounds Crew
- Francisco Guardado, Eminent Excavating LLC

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- Conrad Scott, Accompong Engineering Group
- Rennard Martin, Wayne County Community College District
- Sunday Jaiyesimi, Urban Engineering Solutions
- Kimberly Dokes, Dokes Design Architecture
- Eric Sanders, GCON Services, LLC
- Alvin Lautzenheiser, Jorgensen Steel Machining & Fabrication
- Barbara Arens, Cincar Consulting Group (C2G)
- Terry Willis, Terry WorldWide, LLC
- Mike Meddaugh, MDOT
- Kymina Gooden, Kymgoo Cash Kiosk
- Courtney Cater, Michigan Department of Transportation
- Brigida Villarreal, Eminent Contracting LLC
- Cesar Mireles Jr., Eminent Contracting LLC
- Dichondra Johnson, HNTB
- Robin Scales-Wooten, Scales and Associates Inc
- Rodney Patrick, Wayne County Community College District
- Joseph Jones, Visions Consultants
- Ron Evans, RMEBI Consulting
- Sharon Banks , Bankable Marketing Strategies, LLC
- Curt Curey, Jorgensen Steel Machining & Fabricating
- Beverly J. Watts, BME Consulting, LLC

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APPENDIX B: DBE MAIN PRESENTATION



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DISADVANTAGED BUSINESS ENTERPRISE INDUSTRY FORUM

July 27, 2023



AGENDA

1. Welcome and Introductions
2. Project Overview
3. Project Delivery Method
4. DBE and Workforce Development Program Goals and Objectives
5. Q&A
6. Breakout Sessions

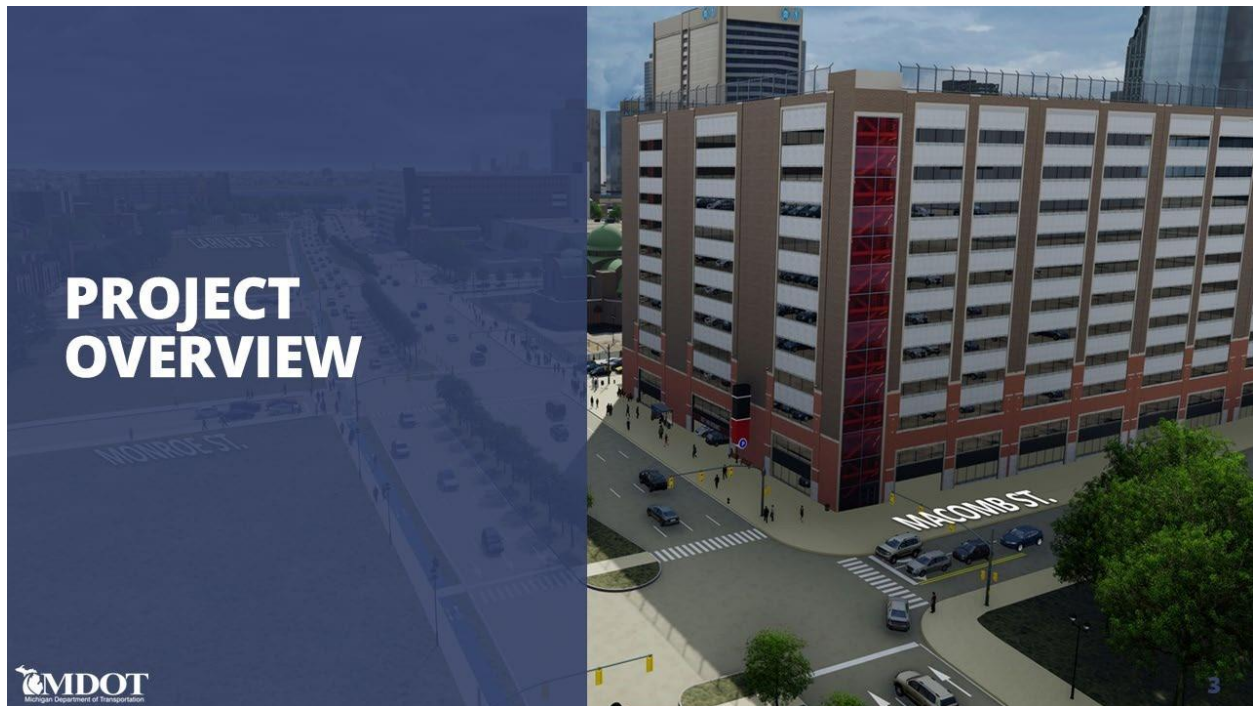


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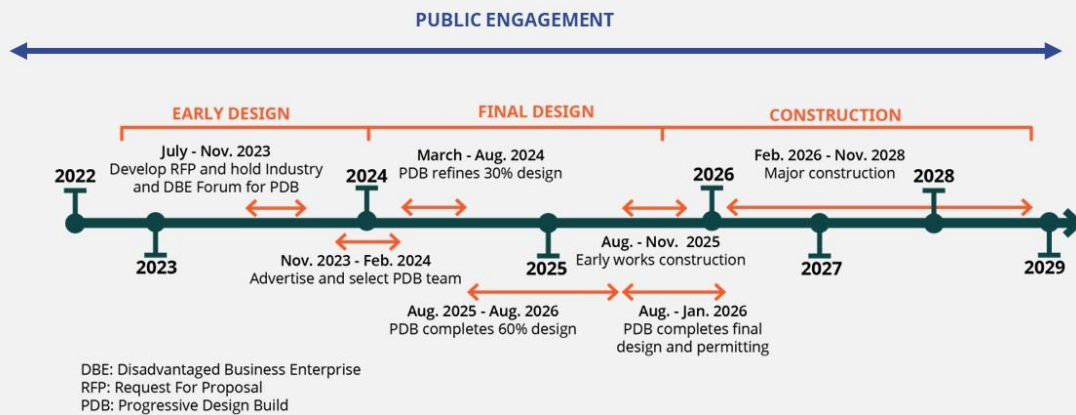
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PROJECT TIMELINE



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PROJECT PURPOSE

TRANSPORTATION

- Replace the outdated freeway and deteriorating roadways and structures while improving safety and connectivity and supporting economic development and placemaking opportunities.
- Deliver a solution that considers safety, operations, pedestrian connectivity, and access to downtown destinations for motorized and non-motorized travelers.

EQUITY AND COMMUNITY

- Address Historic Environmental Justice (HEJ) and social equity concerns.
- Develop a Community Enhancement Plan that honors the history and supports the current needs of the project area.
- Advance a program focusing on workforce development and supporting small and minority-owned businesses.

MDOT'S MISSION

- Serve and connect people, communities, and the economy through transportation.



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PROJECT EQUITY FOCUS



Transportation
for All Modes



Small Business
Enterprise Program
and Workforce
Development



Community
Enhancement
Plan



Framework Plan



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PROJECT FEATURES

Project Limits include:

- A. I-375 from the Detroit River to the I-75 Interchange
- B. I-75 from John R St. to Mack Ave
- C. Gratiot Ave. from St. Antoine to the Dequindre Cut

Benefits:

- Strengthens existing and future transportation, multimodal mobility choices, and roadway safety.
- Improves connectivity.
- Enhanced access enables future development and other placemaking opportunities with official land use and long-term economic development plans.
- Enhanced connections to existing and planned transit services and improving community health, equity, and safety.



I-75 SOUTH FROM MACK AVENUE



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PAST ENVIRONMENTAL COORDINATION

2017 – 2021

- 4 public meetings
- 7 Local and Government Advisory Committee meetings
- 12 workshops with the City of Detroit
- 70+ engagements with stakeholders

The National Environmental Policy Act of 1969

The National Environmental Policy Act of 1969, as amended (Pub. L. 91-190, 42 U.S.C. 4321-4347; January 1, 1970, as amended by Pub. L. 96-52, July 3, 1979; Pub. L. 96-483, August 9, 1979; and Pub. L. 97-258, § 4(b), June 13, 1982).

An Act to establish a national policy for the environment, to provide for the establishment of a Council on Environmental Quality, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That this Act may be cited as the "National Environmental Policy Act of 1969."

Purpose

Sec. 2 (42 USC § 4321)

The purposes of this Act are: To declare a national policy which will encourage productive and enjoyable harmony between man and his environment; to promote efforts which will prevent or eliminate damage to the environment and biosphere and stimulate the health and welfare of man; to enrich the understanding of the ecological systems and natural resources important to the Nation; and to establish a Council on Environmental Quality.

TITLE I

CONGRESSIONAL DECLARATION OF NATIONAL ENVIRONMENTAL POLICY

Sec. 100 (42 USC § 4301)

(a) The Congress, recognizing the profound impact of man's activity on the interrelations of all components of the natural environment, particularly the profound influences of population growth, high-density urbanization, industrial expansion, resource exploitation, and new and expanding technological advances and recognizing further the critical importance of restoring and maintaining environmental quality to the overall welfare and development of man, declares that it is the continuing policy of the Federal Government, in cooperation with State and local governments, and other concerned public and private organizations, to use all practicable means and resources, including financial and technical assistance, in a manner calculated to foster and promote the general welfare, to create and maintain conditions under which man and nature can exist in productive harmony, and fulfill the social, economic, and other requirements of present and future generations of Americans.

(b) In order to carry out the policy set forth in this Act, it is the continuing responsibility of the Federal Government to use all practicable means, consistent with other essential considerations of national policy, to improve and coordinate Federal plans, functions,

3. Project Mitigation and Community Enhancements Summary (Green Sheet)

Project Mitigation and Community Enhancements Summary "Green Sheet" For the Selected Alternative

March 2022

Finding of No Significant Impact (FONSI)

This Green Sheet contains the Project specific mitigation measures that address project impacts, as well as community enhancements to acknowledge the historic social and environmental effects of the original construction of I-375. The Project mitigation and additional community enhancements will be tracked and sign-off on the mitigation and community enhancements will occur as the Project progresses through the various phases: design, right-of-way (ROW) acquisition, construction, and maintenance.

1. Public Transportation

a. Early coordination with transit agencies will take place during the development of maintenance of traffic plans to ensure access to transit stops will be maintained during construction. Coordination with transit agencies will be ongoing during the pre-construction and construction phases to ensure that transit riders are given adequate notice of any changes and that any adjustments in transit stops or routes are addressed appropriately.

2. Normalized Safety and Vehicular Safety

a. Pedestrian and Bicycle Safety – The Selected Alternative will create new pedestrian and bicycle facilities in the corridor. The sidewalks along the boulevard will be between 10 feet and 20 feet on the west side of the boulevard and 10 feet on the east side of the boulevard. Cycle tracks will be provided north and south, connecting to existing and planned nonmotorized infrastructure.

All pedestrian street crossings, including sidewalk ramps and the crosswalk on the bridge over I-75 will be upgraded to meet Americans with Disabilities Act (ADA) standards. Best Management Practices (BMPs) for urban and nonmotorized design will be utilized to provide vehicular and nonmotorized traffic safety, such as the use of protected left-turn signal phases at signalized intersections, enhanced signage, and pavement marking. Since pedestrians are most vulnerable while crossing the street, MDOT will evaluate and incorporate hazards, reversible strategies and countermeasures of pedestrian crosswalks to effectively promote safe passage.

Due to longer pedestrian crossing times, MDOT will include pedestrian islands and/or features within the median designed to provide rest and safe refuge, allowing pedestrians to pause on one direction of traffic if a time to their cross, and giving them a place to wait and wait for an adequate gap before finishing the second phase of a crossing. Such features may include seating and will include BMPs that increase visibility of the crosswalks by motorists and visibility of oncoming traffic by pedestrians. MDOT will use

I-375 Improvement Project | Finding of No Significant Impact

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PROJECT DELIVERY METHOD



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MDOT CONTRACTING PROCESS



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PROJECT DELIVERY METHOD

Procurement and Delivery Process

Establish "Guaranteed Maximum Price"



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PUBLIC ENGAGEMENT AND STAKEHOLDER OUTREACH

How is the project team connecting with the community?

Public Meetings
and Community
Pop-up Events

Local Advisory
Committees

Government
Advisory
Committee

Project phone
number, website,
and online
comment forms

This input will also influence the overall design, the Community Enhancements Plan, Framework Plan, and Aesthetic Guidelines.



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DBE AND WORKFORCE DEVELOPMENT GOALS AND OBJECTIVES



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DISADVANTAGED BUSINESS ENTERPRISE AND WORKFORCE DEVELOPMENT PLANNING

	Now - 2025	2025 – 2028
Goal Engage Detroit-based, minority-owned businesses and workforce in the execution of the pre-construction, construction, and post-construction services.	Pre-construction Activities <ul style="list-style-type: none"> • Small Business Enterprise Program • Mentor/Protégé Program • Labor Opportunity Enhancements • High school and college internships • Construction contractor and labor preparation 	Construction Activities <ul style="list-style-type: none"> • Project packaging and phasing to maximize opportunities • Construction contract provisions to incentivize social, environmental, and economic equity outcomes • Existing local business considerations • Workforce development



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UPCOMING CONSULTANT REQUESTS FOR PROPOSALS

- Communications- Strategic Messaging Strategies
- Urban Design/Historian-Aesthetic Concepts and Artwork
- DBE Framework Services- Facilitate DBE Participation



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MAJOR PAY ITEMS AND PRELIMINARY QUANTITIES FOR PROPOSED WORK

Activity	Quantity	Measurement
Excavation	821,600	Cyd
Embankment	603,200	Cyd
Pavement	320,100	Syd
Curb and Gutter	118,600	Ft
Sidewalk	448,400	Sft
Bike Path	9,400	Ft
Bridges	144,700	Sft of Deck Area (9 total bridges)
Retaining Walls	130,000	Sft of Wall Area
Small Sewer (24" or Less)	86,600	Ft
Large Sewer	24,500	Ft
Drainage Structures	2,650	Ea
Water Main	15	Relocations
Traffic Signals	21	Locations



Additional Activities:

- Lighting
- Landscaping
- Pavement Markings
- Signing



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OTHER POTENTIAL SERVICES

Towing/Auto Maintenance	Cleaning Services	Trucking and Hauling
Sanitation Services (port-o-potties)	Sanitation Services (dumpsters and trash)	Video Inspections (pre and post construction)
Material Suppliers	Material Manufacturers	Site and aerial photography



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CONSTRUCTION PREQUALIFICATION WORK CLASSIFICATIONS NEEDED

- | | |
|--|---|
| <input type="checkbox"/> Concrete Paving | <input type="checkbox"/> Miscellaneous Concrete Items |
| <input type="checkbox"/> Concrete Paving Patching and Widening | <input type="checkbox"/> Sewers and Water Mains |
| <input type="checkbox"/> Hot Mix Asphalt/Bituminous Paving | <input type="checkbox"/> Tunneling and Jacking |
| <input type="checkbox"/> Grading, Drainage Structures and Aggregate Construction | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Bridges and Special Structures | <input type="checkbox"/> Clearing |
| <input type="checkbox"/> Structural Steel | <input type="checkbox"/> Pavement Marking |
| <input type="checkbox"/> Pump Stations | <input type="checkbox"/> Bridge Painting |
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Permanent Signs |
| <input type="checkbox"/> Seeding and Sodding/Turf Establishment | <input type="checkbox"/> Bridge Deck Repair |
| <input type="checkbox"/> Intelligent Transportation System | <input type="checkbox"/> Bridge Railing Replacement |



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CONSTRUCTION PREQUALIFICATION WORK CLASSIFICATIONS NEEDED

- | | |
|---|---|
| <input type="checkbox"/> Concrete Bridge Railing | <input type="checkbox"/> Augured Piling |
| <input type="checkbox"/> Structural Crack Repair | <input type="checkbox"/> Caisson Drilling |
| <input type="checkbox"/> Edge Drain | <input type="checkbox"/> Pile Driving |
| <input type="checkbox"/> Erosion Control Structures | <input type="checkbox"/> Sheet Piling |
| <input type="checkbox"/> Cold Milling | <input type="checkbox"/> Drilled Shafts/Complex |
| <input type="checkbox"/> Concrete Sawing | <input type="checkbox"/> Placing Resteel |
| <input type="checkbox"/> Grinding and Grooving | <input type="checkbox"/> Attenuators |
| <input type="checkbox"/> Sewer Cleanout | <input type="checkbox"/> Guardrail |
| <input type="checkbox"/> Sewer Inspection | <input type="checkbox"/> Fences |

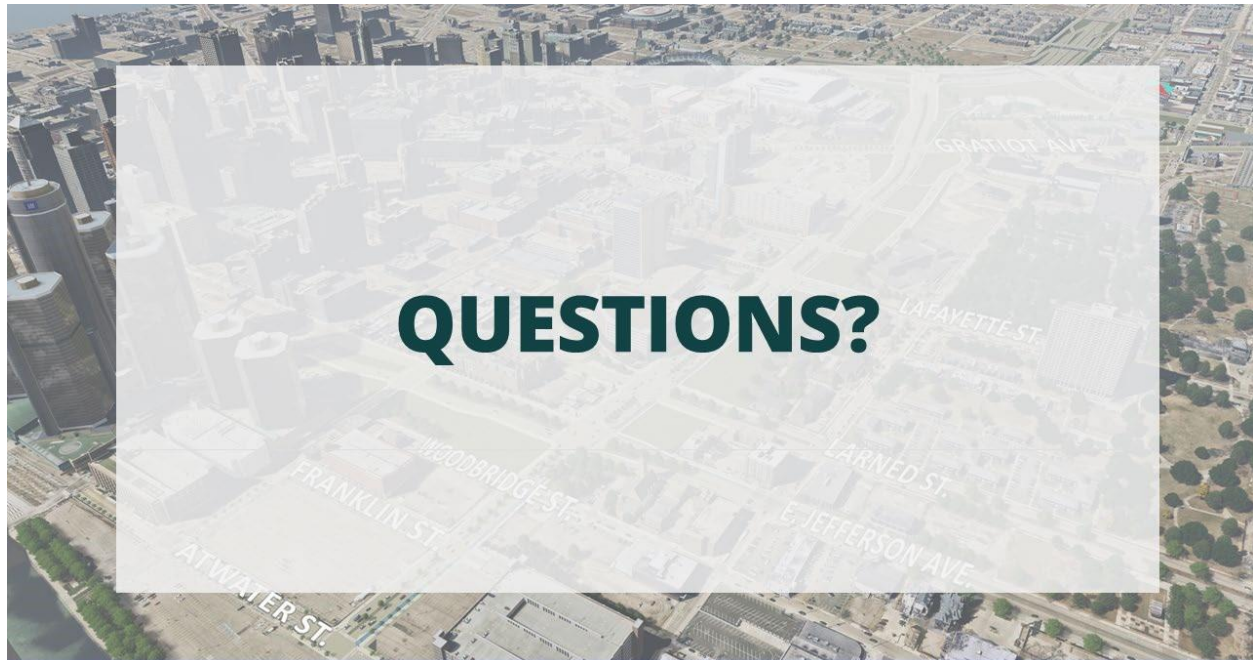


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APPENDIX C: DBE BREAKOUT SESSION PRESENTATION



I-375 RECONNECTING COMMUNITIES PROJECT

DISADVANTAGED BUSINESS ENTERPRISE CERTIFICATION AND PREQUALIFICATION

JULY 27, 2023



WHAT'S THE POINT?

The purpose is for federally-funded dollars from Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and Federal Aviation Administration (FAA) to be allocated for minority-owned and women-owned businesses for increased and improved participation in federally-funded state and local transportation projects.



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HOW DOES IT HAPPEN?

Under the guidance of the Federal Highway Administration (FHWA), the Michigan Department of Transportation (MDOT) implements, monitors, and facilitates the Disadvantaged Business Enterprise (DBE) program in compliance with the regulations of the U.S. Department of Transportation (US DOT) at 49 CFR Part 26.



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WHO CAN HELP? MICHIGAN UNITED CERTIFICATION PROGRAM (MUCP)

The MUCP is comprised of three certifying agencies:

1. Michigan Department of Transportation (MDOT)
2. Detroit Department of Transportation (DDOT)
3. Wayne County Human Relations on behalf of the Wayne County Airport Authority (WCAA)

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MDOT WANTS TO HELP YOU GET THERE

- Free services
- In-person consultation and application overview
- Step-by-step outreach and supportive services assistance
 1. Teleconference
 2. Microsoft office teams
 3. Zoom
 4. Skype and other online methods



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DO I QUALIFY?



Is your business:

- Qualified as a small business as defined by the U.S. Small Business Administration (SBA)?
- Owned and controlled by a socially and economically disadvantaged individual?
- Economically disadvantaged business?
- Viable, independent for-profit business?



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THERE ARE FOUR CERTIFICATION STANDARDS

- 1) **Business Size**
- 2) **Social & Economic Disadvantages**
- 3) **Ownership**
- 4) **Control**



AM I CONSIDERED A SMALL BUSINESS?

TWO STANDARDS MUST BE MET.

The SBA's size standards are based on economic activity and industry through the North American Industry Classification System (NAICS). Therefore, each NAICS code has a size standard requirement that is averaged over a 3-year period.

To be considered a small business according to the USDOT, the 3-year average gross receipts must not exceed \$30.4 million.



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AM I SOCIALLY DISADVANTAGED AND WHAT DOES THAT MEAN?

As per 49 CFR 26.5 and 26.67 citizens and lawfully admitted permanent residents of the United States who are members of the following groups are presumed to be socially disadvantaged:

- African Americans
- Hispanic Americans
- Native Americans
- Asian-Pacific Americans
- Subcontinent Asian Americans
- Women



AM I ECONOMICALLY DISADVANTAGED?

The socially disadvantaged owner's personal net worth (PNW) must not exceed \$1.32 million

The applicant firm's 3-year gross average receipts must not exceed \$30.4 million



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AM I INDEPENDENT? WHO HAS CONTROL?

The socially and economically disadvantaged owner must have operational control, managerial control and be independent of other firms.

- The disadvantaged owner must have sufficient expertise and authority.
- The disadvantaged owner must have control over the day-to-day operations of the firm.
- The firm must not be dependent on other firms for viability.



WHAT IS MDOT LOOKING FOR?

MDOT is specifically looking for those businesses that can perform MDOT work and do the following:

- | | |
|-------------------------|-----------------------------|
| 1. Lateral Construction | 6. Carpentry |
| 2. Trucking/Hauling | 7. Erosion Control |
| 3. Plumbing | 8. Concrete/Concrete Repair |
| 4. Electrical | 9. Paving/Pavement Marking |
| 5. Excavating | 10. Landscaping |



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MDOT CERTIFICATION PROCESS



Received completed applications are assigned to an investigator. The clock begins.*

**MDOT has up to 90 days from the date of receipt of a COMPLETED application to make a determination. However, there could be an extension process if deemed necessary by the Compliance Team.*



This investigator will review the **COMPLETED** application packet and schedule an onsite review.



To ensure your application is completed, **PLEASE REVIEW THE CHECKLIST** on the last page of the DBE application. For Prequal, make sure **Form 0166A** is completed and included with application.



ONSITE



The onsite usually consists of:



Review of the business location, pictures taken



Review of equipment and vehicles, pictures taken



Interview of the owner(s) and management



Onsite questionnaire to be completed by all executives of the business



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WHAT HAPPENS ONCE I'M CERTIFIED?

- Your business is added to the MUCP database.
- Upon the completion of the Prequal process (not including truckers or suppliers), your business is qualified to bid on upcoming MDOT projects and take advantage of those dollars allocated for certified DBEs.
- **STAY CERTIFIED!!**



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MDOT HAS MORE TO OFFER



Once a firm is certified with MDOT as a DBE, the firm will be invited to an orientation to learn about all MDOT has to offer.



Trainings



Reimbursements



Conferences



Match Making



Mentoring



Contracts



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I-375 RECONNECTING COMMUNITIES PROJECT

MEETING NOTES SUMMARY

**AWW SHUCKS...
NONE OF THIS
APPLIES TO ME!**



THERE IS STILL HOPE!



- SBP (MDOT's Small Business Program)
 - Email Nick Sundberg: SundbergN@Michigan.gov
- APEX Accelerators
- MBE Programs
- Veterans
- SAM
- DTMB Phone: 517-241-5545



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I-375 RECONNECTING COMMUNITIES PROJECT

MEETING NOTES SUMMARY

ULTIMATE GOAL

SUCCESS!



**ARE YOU READY?
LET ME HELP YOU
GET THERE!**



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I-375 RECONNECTING COMMUNITIES PROJECT

MEETING NOTES SUMMARY

CRYSTAL PARKER SMITH

OUTREACH ANALYST, BUSINESS AND WORKFORCE DIVERSITY

EMAIL: smithc147@michigan.gov

PHONE: 313-965-5908

CELL: 517-648-6540

FAX: 313-965-2383

WEBSITE: www.michigan.gov/mdot

ADDRESS: 1060 West Fort Street, Detroit, MI, 48226



CONSULTANT PREQUALIFICATION



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I-375 RECONNECTING COMMUNITIES PROJECT

MEETING NOTES SUMMARY

PRESENTATION CONTENTS

- **MDOT Contact Information**
- **What is Prequalification:**
 - General Prequalification Information
 - Financial Prequalification Questionnaires
 - Classification Specific Prequalification
- **Mentor-Protégé Program – Business Requirements**
- **MiLogin and e-Proposal**
- **Mentor-Protégé Program**
- **Questions & Answers**



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CONTACT INFORMATION

All General Inquiries:

MDOT-ServicePrequal@Michigan.gov

Vendor Consultant Services Webpage:

http://www.mi.gov/mdot/0,4616,7-151-9625_21540---,00.html

Questions:

MDOT-ServicePrequal@Michigan.gov



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I-375 RECONNECTING COMMUNITIES PROJECT

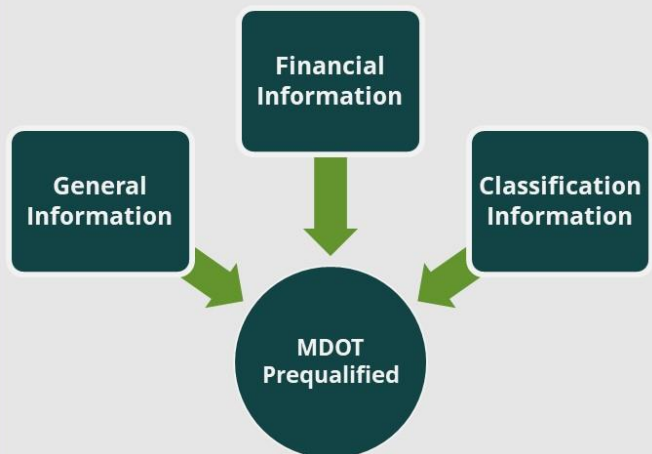
MEETING NOTES SUMMARY

PREQUALIFICATION PROCESS OVERVIEW



PREQUALIFICATION:

A process for qualifying consultants to perform services for the department prior to advertisement of work.



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I-375 RECONNECTING COMMUNITIES PROJECT

MEETING NOTES SUMMARY

GENERAL PREQUALIFICATION INFORMATION



GENERAL INFORMATION

1. Service Prequalification Application Form 1242
2. Consultant Prequalification Annual Renewal Certification document – Not applicable to first time applicants (Annual Renewals Only)
3. Proof of 2/3rds Michigan Licensed Principles (required only for those consultants seeking prequalification in engineering, architecture, and surveying related classifications)
4. Organization chart identifying all company principals



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I-375 RECONNECTING COMMUNITIES PROJECT

MEETING NOTES SUMMARY

GENERAL INFORMATION

1. A legible copy of your company's Articles of Incorporation, Articles of Organization, Certificate of Assumed Name, Certificate of Authority
2. Request for Taxpayer Identification Number and Certification Form (W-9)
3. Vendor Availability Questionnaire Form 0168

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GENERAL INFORMATION



8. Insurance Information

Required Limits	Additional Requirements
Commercial General Liability Insurance	
Minimal Limits: \$1,000,000 Each Occurrence Limit \$1,000,000 Personal & Advertising Injury Limit \$2,000,000 General Aggregate Limit \$2,000,000 Products/Completed Operations	Consultant must have their policy endorsed to add "the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees, and agents" as additional insureds
Automobile Liability Insurance	
Minimal Limits: \$1,000,000 Per Occurrence	
Workers' Compensation Insurance	
Minimal Limits: Coverage according to applicable laws governing work activities.	Waiver of subrogation, except where waiver is prohibited by law.
Employers Liability Insurance	
Minimal Limits: \$500,000 Each Accident \$500,000 Each Employee by Disease \$500,000 Aggregate Disease.	
Professional Liability (Errors and Omissions) Insurance	
Minimal Limits: \$1,000,000 Each Occurrence	

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I-375 RECONNECTING COMMUNITIES PROJECT

MEETING NOTES SUMMARY

GENERAL INFORMATION

Submittal of General Information:
**All General Information must be
uploaded into e-Proposal via MiLogin**

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FINANCIAL PREQUALIFICATION INFORMATION



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I-375 RECONNECTING COMMUNITIES PROJECT

MEETING NOTES SUMMARY

FINANCIAL INFORMATION

CONSULTANTS MUST COMPLY WITH ONE OF THE FOLLOWING THREE OVERHEAD RATE TIERS:

1. Safe Harbor Overhead Rate
2. Compiled Overhead Rate
3. CPA FAR Audited Overhead Rate



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FINANCIAL INFORMATION

WHAT IS THE SAFE HARBOR OVERHEAD COST RATE?

- Federal Highway Administration established a national safe harbor overhead cost rate of 110%
- Approved for use by eligible consultants on a test basis for ten State DOTs including Michigan. After the test period, it was adopted as permanent option.
- Expectation that consultants establish a cost history for eventual development of an overhead cost rate in accordance with the FAR.

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I-375 RECONNECTING COMMUNITIES PROJECT

MEETING NOTES SUMMARY

FINANCIAL INFORMATION

WHO IS ELIGIBLE TO UTILIZE THE SAFE HARBOR OVERHEAD COST RATE?

- Firms that do not have an overhead rate previously accepted by a cognizant agency or State DOT.

OR

- Firms that do not have a relevant contract cost history to use as a base for development of an overhead cost rate.

OR

- Firms that lack previous experience with Federally-funded contracts for which an overhead cost rate would have been developed.

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FINANCIAL INFORMATION

WHAT DO FIRMS NEED TO QUALIFY FOR THE SAFE HARBOR OVERHEAD COST RATE?

Firms using the Safe Harbor Overhead Cost Rate must have a project/cost accounting system adequate to perform the following:

- Segregate indirect costs and direct costs
- Segregate allowable and unallowable costs
- A job cost system which is general ledger driven
- A project cost estimation system that agrees with the job cost system

Firms using the Safe Harbor Overhead Cost Rate must have reasonable fixed hourly labor rates established, as set forth in the FAR.

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I-375 RECONNECTING COMMUNITIES PROJECT

MEETING NOTES SUMMARY

FINANCIAL INFORMATION



TO APPLY FOR PREQUALIFICATION USING THE **SAFE HARBOR OVERHEAD COST RATE** YOU MUST:

- Submit a completed Financial Prequalification Questionnaire (FPQ) for users of the Safe Harbor Rate
- Annually you must submit a new FPQ
- Annual renewals must be submitted no later than four (4) months after the firm's fiscal year end

The FPQ and all required documents must be assembled into one (1) .pdf and then uploaded to e-Proposal via MiLogin.

- The .pdf file name should be in the following format:
 - "ABC Company – Safe Harbor Rate FPQ – FYE20XX"

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FINANCIAL INFORMATION

TO APPLY FOR PREQUALIFICATION USING A **COMPILED OVERHEAD COST RATE**, THE CONSULTANTS MUST MEET THE FOLLOWING REQUIREMENTS:

- Consultant must have less than \$500,000 in net MDOT revenue from the previous fiscal year
- Submit a completed Financial Prequalification Questionnaire for Compiled Indirect Cost Rate
- Annually you must submit a new FPQ
- Annual renewals must be submitted no later than four (4) months after the firm's fiscal year end
- The .pdf file name should be in the following format:
 - "ABC Company – Compiled FPQ – FYE20XX"

NOTE:

Net MDOT revenue is defined as all monies paid directly or indirectly to a consultant by MDOT, for the consultant's fiscal year, for any work performed for MDOT as both a prime consultant and as a subconsultant, minus any monies paid by the consultant to its subconsultant(s) for MDOT work performed during the consultant's fiscal year.

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I-375 RECONNECTING COMMUNITIES PROJECT

MEETING NOTES SUMMARY

FINANCIAL INFORMATION



INDEPENDENT CPA FAR COMPLIANT AUDITED OVERHEAD COST RATE

To apply for prequalification using the Audited Overhead Cost Rate, the consultants must meet the following requirements:

- Consultants with Net MDOT revenue greater than \$500,000 from the consultant's previous fiscal year
- Submit a completed Financial Prequalification Questionnaire for Audited Indirect Costs Rates
- Annually you must submit a new FPQ
- Annual renewals must be submitted no later than six (6) months after the firm's fiscal year end
- The .pdf file name should be in the following format:
 - "ABC Company – Audited FPQ – FYE20XX"

If your firm receives a **Cognizant Review Letter**, the process is the same as above only you will also include the letter within your FPQ submittal.

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CLASSIFICATION- SPECIFIC PREQUALIFICATION INFORMATION



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I-375 RECONNECTING COMMUNITIES PROJECT

MEETING NOTES SUMMARY

CLASSIFICATION ORGANIZATION

- Construction Services
- Design Services
- Planning & Environmental Services
- Surveying Services



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CONSTRUCTION SERVICES

CONSTRUCTION ENGINEERING

Assistance
Bridges & Ancillary Structures
Roadway
Local Agency

CONSTRUCTION INSPECTION

Bridge Painting
Bridges & Ancillary Structures
HMA Pavement
Roadway
Traffic and Safety

CONSTRUCTION TESTING

Aggregates
Concrete
Density
HMA
HMA Assistance

CONSTRUCTION SERVICES

Office Technician



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I-375 RECONNECTING COMMUNITIES PROJECT

MEETING NOTES SUMMARY

DESIGN SERVICES

BRIDGE DESIGN

Bridges
Bridges – Complex
Load Rating
Movable Span
Railroad
Safety Inspection
Safety Inspection – Underwater
Scoping

TRAFFIC DESIGN

Capacity & Geometric Analysis
ITS Design & System Manager
Pavement Markings
Safety Studies
Signals
Signal Operations
Signal Operations – Complex
Signing – Freeway
Signing – Non-Freeway
Work Zone Maintenance of Traffic
Work Zone Mobility & Safety (TMP)

UTILITY DESIGN

Municipal
Pump Stations
Roadway Lighting
Subsurface Utility Engineering

PROJECT DEVELOPMENT

Project Development Studies
Value Engineering
Facilitator

ROADSIDE DEVELOPMENT

Landscape Architecture
Wetlands

ROADWAY DESIGN

Roadway
Roadway – Intermediate
Roadway – Complex

HYDRAULIC DESIGN

Hydraulics I
Hydraulics II

GEOTECHNICAL DESIGN

Geotechnical
Geotechnical Advanced



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ENVIRONMENTAL SERVICES

Archaeology – Historic
Archaeology – Prehistoric
Botanical (T&E SA)
Contamination (PSI)
Historic Assessment (R/ILS)
Noise Assessment
Wetland Assessment

SURVEYING SERVICES

Construction Staking
Hydraulics
Right of Way
Road Design
Structure



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I-375 RECONNECTING COMMUNITIES PROJECT

MEETING NOTES SUMMARY

MENTOR- PROTÉGÉ PROGRAM REQUIREMENTS



MENTOR- PROTÉGÉ: PURPOSE

- Assist in sustaining and enhancing the capacity of small business consultants to successfully compete for new vendor-consultant procurement opportunities.
- Promote improved performance and efficiencies in the overall procurement and delivery of effective and efficient engineering and technical services.

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I-375 RECONNECTING COMMUNITIES PROJECT

MEETING NOTES SUMMARY

MENTOR- PROTÉGÉ: GOALS

- Enhance small business job creation/retention
- Foster/Form long-term profitable business relationships.
- Enhance core capabilities of small business firms.
- Foster collaboration and innovation on projects.
- Support MDOT's consultant program to exceed annual aspirational goals for participation by small business.

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MENTOR- PROTÉGÉ: REQUIREMENTS

- **SMALL BUSINESS CERTIFIED**
- **FINANCIALLY PREQUALIFIED**
- **MUST HOLD LICENSE/CERTIFICATIONS**
- **NO PROJECT EXPERIENCE COLLECTED**

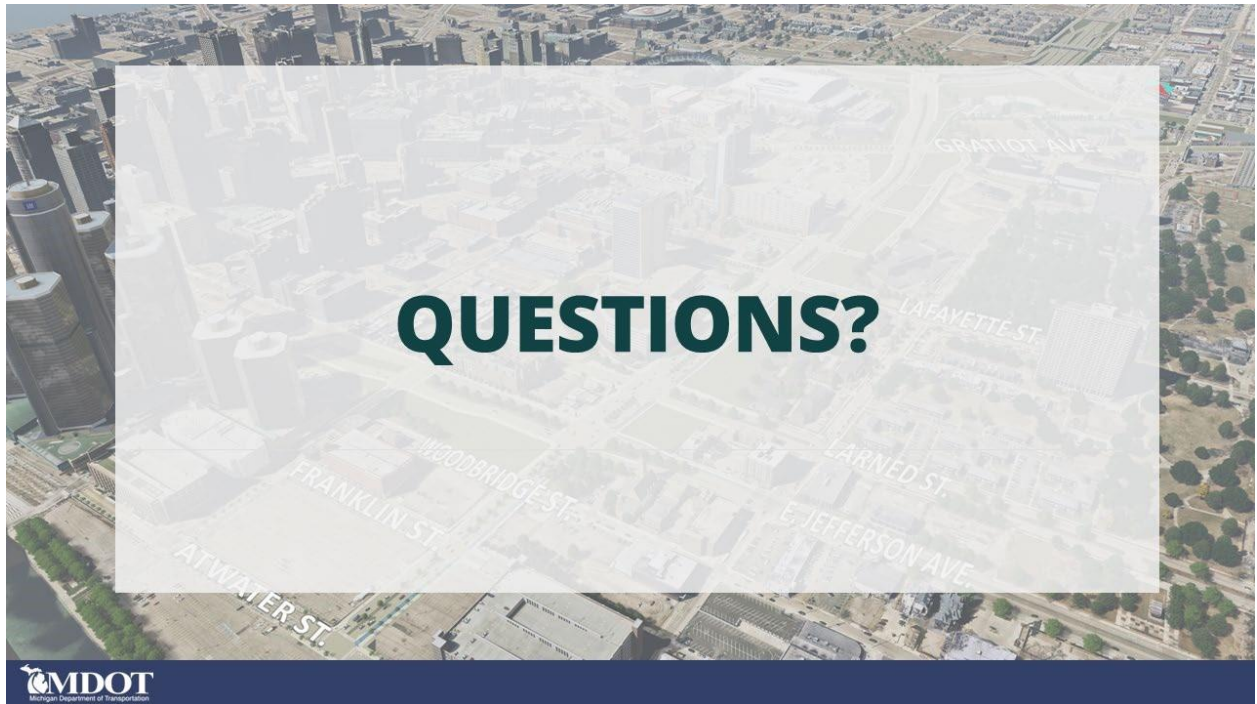
Full Prequalification Requirements	Protégé Prequalification Requirements
Business Registration and Structure	Required
Financial Requirements	Required
No. of Key Staff	Required
Registrations / Certifications	Required
Equipment/Software	Required
Resources/Manual Requirements	Required
Project Examples – Resumes	Eliminated
Project Examples – Sample Deliverables	Eliminated

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I-375 RECONNECTING COMMUNITIES PROJECT

MEETING NOTES SUMMARY



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I-375 RECONNECTING COMMUNITIES PROJECT

MEETING NOTES SUMMARY

APPENDIX D: DBE FINAL SESSION PRESENTATION



I-375 RECONNECTING COMMUNITIES PROJECT

HOW TO REGISTER AND SUBMIT TO A REQUEST FOR PROPOSAL

July 27, 2023



AGENDA

1. Introduction
2. Request For Proposal (RFP) Overview
3. Requirements to Work for MDOT
4. Submission Process
5. I-375 Opportunities
6. Questions



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I-375 RECONNECTING COMMUNITIES PROJECT

MEETING NOTES SUMMARY



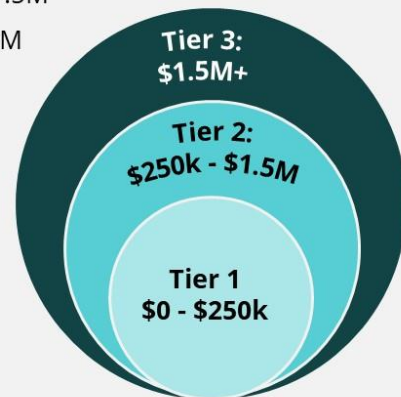
MDOT PROCUREMENT PROCESS

What does MDOT procure?

- Construction
- Design
- Specialty
- **Small Business Enterprise**
- Mentor-Protégé
- 100% state-funded projects greater than \$250k

What are the contract sizes?

- Tier 1: \$0–\$250k
- Tier 2: \$250k–\$1.5M
- Tier 3: over \$1.5M



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I-375 RECONNECTING COMMUNITIES PROJECT

MEETING NOTES SUMMARY

MDOT WEBSITE FOR CONSULTANT SERVICES

<https://milogintp.michigan.gov>

The screenshot displays the Michigan e-Proposal website interface. At the top, a navigation bar includes the Michigan Department of Transportation logo and the text "e-Proposal Michigan Department of Transportation". A user is logged in as "Welcome, Thomas Weston". The main content area is titled "Welcome to the MDOT Electronic Proposal site" and provides instructions on how to proceed. Below this, there are three main sections: "Lettings", "Requests for Proposals", and "Construction and Service Prequalification". The "Lettings" section describes the MDOT Lettings process. The "Requests for Proposals" section describes the process for submitting proposals. The "Construction and Service Prequalification" section describes the process for submitting prequalification information. On the left side, there is a sidebar with links to "My Account", "Lettings", "Requests for Proposals", and "Construction and Service Prequalification". At the bottom, there is a "Log In" button and a "Forgot your password?" link.

Lettings

MDOT e-Proposal Lettings is a free service enabling the download of MDOT project contract proposals, plans, addenda and reference information documents (RIDs). Select a letting date on the left to view the items.

In order to view the Bid Letting information click the below link: MDOT Bid Letting Information

Requests for Proposals

To view service solicitations, or to submit a proposal to provide services for MDOT, select 'Requests for Proposals' from the left menu to proceed.

Construction and Service Prequalification

If you are a construction contractor, select 'Construction Prequalification Update' from the left menu to proceed.

If you provide services to MDOT (i.e. engineering, design, surveying, inspection, testing, environmental, etc.), select 'Service Prequalification Update' from the left menu to proceed.

Act 51 Agency Representatives

If you need access to your local agency, please click the 'Edit My Account' link from the left menu to select your local agency and submit a request.

If you have already been assigned a local agency, please select the 'Act 51 Message Certification' link from the left menu to proceed.

MILogin for Third Party

Enter ID:

Password:

Forgot your user ID? Forgot your password?

Materials used in this workshop are for informational purposes only and subject to change.

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SAMPLE RFP

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I-375 RECONNECTING COMMUNITIES PROJECT

MEETING NOTES SUMMARY

MDOT RFP REQUIREMENTS



SELECTION GUIDELINES

Typical - Must Do's

- Must follow selection guidelines
- Must follow RFP guidelines/requirements (font size, page count, key staff/team qualifications, forms, etc.)
- Must be a certified SBE/DBE
- Must have all required prequalifications
- Must bookmark your final PDF per guidelines
- Must label your proposal as follows:
 - "Requisition#XXX_CompanyName.PDF"
- Keep your proposal less than 5MB
- Must submit proposal on time or early! (via MILogin)



<https://www.michigan.gov/mdot/business/vendor-and-consultant-services>



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I-375 RECONNECTING COMMUNITIES PROJECT

MEETING NOTES SUMMARY

PROPOSAL DO'S AND DON'TS

DO's

- ✓ Carefully read/follow RFP and selection guidelines
- ✓ Develop a proposal schedule
- ✓ Tailor your content for the project
- ✓ Submit required forms (5100D and/or 5100J) – include signature(s)
- ✓ Submit clarification questions before deadline
- ✓ Confirm via MDOT's website prime/teaming partners meet criteria (i.e. financial prequal, technical prequals, SBE/DBE certifications, etc.)
- ✓ Include resumes for **only** key staff
- ✓ Bookmark your final PDF per Guidelines
- ✓ Upload the proposal via MI Login

DON'TS

- ☒ Submit late
- ☒ Send paper copies
- ☒ Send a file that is too large or does not follow requirements/criteria
- ☒ **Assume** your teaming partners gave you correct information on their certification or prequalification status – double check against MDOT's website
- ☒ Include resumes for non-key staff



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PROPOSAL PREPARATION BEST PRACTICES

- Download/read most recent MDOT Selection Guidelines and RFP. Items can/will change from proposal to proposal.
- Check MDOT's website for the most current list of prequalified firms (technical and DBE).
- Frequently check MDOT's website for RFP addendum/released Q&A. This can change proposal requirements during the proposal development process.
- Remember: MDOT forms and key staff resumes are **not** a part of the page count.
- Keep an eye on file size. The uploaded final proposal file size is limited to 5MB.
- Look out for the confirmation email. If you don't not receive one, contact MDOT.



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I-375 RECONNECTING COMMUNITIES PROJECT

MEETING NOTES SUMMARY

KEY PERSONNEL RESUMES

STAFF EDUCATION AND EXPERIENCE REPORT

NOTE: Complete for each key staff member listed on key staff form for each prequalification classification requested. Please note that this form is just a template and not all portions of the form are filled. You may choose to replace the template with your own resume form.

EMPLOYEE NAME John Doe, PE	TITLE President	ROLE ON THIS SERVICE Engineer 1
COMPANY NAME General Engineering Company	NUMBER YEARS OF EXPERIENCE 25 years with company	years with other consultant/vendor 0
EDUCATION (degree, year, school (include city and state of school)) Bachelor of Science, 1990, Civil Engineering, Michigan State University, East Lansing, Michigan		
LICENSES AND REGISTRATIONS (Type, year, state, number) Professional Engineer, 1995, Michigan, No. 4308675309 NHI # 130053 – Certification Gained 2001 NHI #130053 – Recertification Gained 2006,2011		
GENERAL EXPERIENCE AND QUALIFICATIONS (for prequalification only) Mr. Doe has over 20 years of experience with MDOT and Local Agency projects including complete bridge replacements, superstructure replacements, deck replacements and preventative maintenance projects. In addition to his design experience, Mr. Doe has served as the District Team Leader for bridge safety inspections and bridge scoring projects. Mr. Doe is familiar with AASHTO guidelines and AASHTO design specifications, Michigan design manuals and guides.		
SPECIFIC EXPERIENCE		
YEARS (enter as many as apply)	PROJECT ID (Please provide MDOT contract number if applicable)	ROLE AND DESCRIPTION OF SERVICE
1/2014 to 10/2014	M-43 over the Grand River MDOT JN 10045C CS 33001 Contract # 2014 – 0999 Z1	General Description: Design of a new three span bridge that included pile supported concrete piers and abutments with a four lane concrete box beam and concrete wearing surface. Staff Role: Project Manager Consultant Role: Prime Service Cost: \$42,000 Client: MDOT Client Contact: Horatio Earle – 517-555-1925



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SUBMISSION PROCESS



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I-375 RECONNECTING COMMUNITIES PROJECT

MEETING NOTES SUMMARY

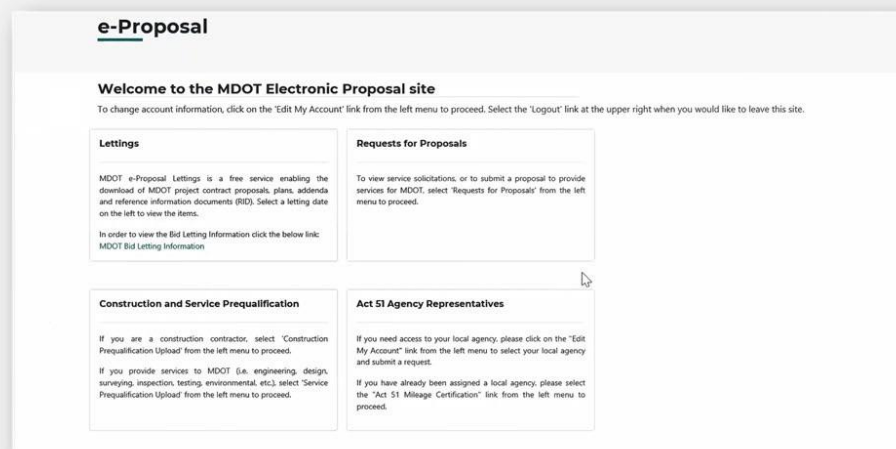
SUBMITTAL REMINDERS/BEST PRACTICES

- Recommend submitting proposal at least one business day before the MDOT submittal deadline. This will ensure you submit on time and give you proper time to fix any glitches that may arise.
- Entire proposal is submitted as one PDF document. This includes required MDOT forms, proposal write-up and key staff resumes.
- The proposal documents must be combined, bookmarked, appropriately named and digitally signed prior to submission.
 - File Name: "Requisition#XXX_CompanyName.PDF"
- Once your proposal is submitted, you will get a confirmation email. Make sure to save this to your files.



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HOW TO SUBMIT



<https://youtu.be/yE3n3ZwsAWc>



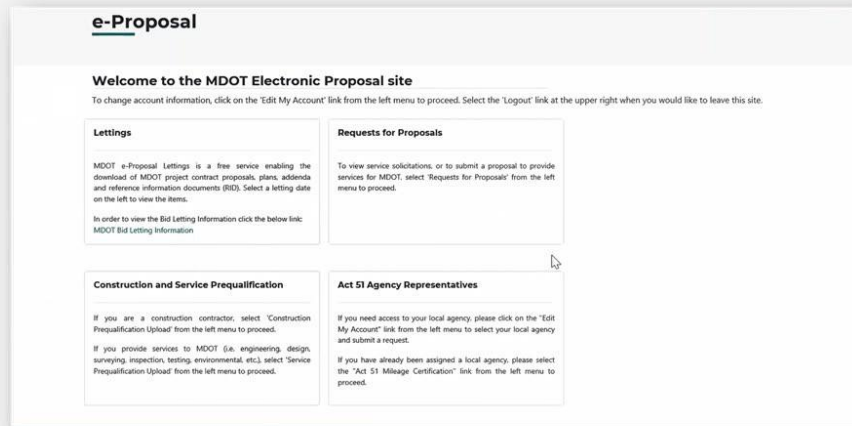
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I-375 RECONNECTING COMMUNITIES PROJECT

MEETING NOTES SUMMARY

HOW TO SUBMIT



<https://youtu.be/yE3n3ZwsAWc>



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I-375 RECONNECTING COMMUNITIES PROJECT

MEETING NOTES SUMMARY

RFP FOR STRATEGIC MESSAGING AND MEDIA STRATEGIES

Project Description Overview

It is MDOT's intent to be proactive in seeking input and sharing information with Detroit residents, the business community, and non-profit entities through a comprehensive communications campaign that is strategic in its messaging, and its use of diverse platforms adapted to the needs and demographics of the project.

Required Minimum Qualifications:

- Understand the media ecosystem in SE Michigan
- Show examples of media campaign strategies
- Knowledge of sensitivity around inclusion, diversity, and equity
- Familiarity with affected neighborhood
- Three projects that used social media
- One project that involved engaging the public through community meetings, forums and webinar events



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RFP FOR- URBAN DESIGN/HISTORIAN AESTHETICS CONCEPTS/ARTWORK

Project Description

MDOT is the project sponsor but has engaged the Owner's Representative Consultant (ORC) team to administer the urban aesthetics and the land use framework.

MDOT seeks to select multiple independent firms or a consortium of prime and subconsultant(s) to become partners in this effort.

The selected consultant(s) will assist in translating the neighborhoods' historical significance into the aesthetics and public artworks that will be included in the I-375 Community Enhancements Plan.

The selected consultant(s) will have a contract directly with MDOT but will work closely with and under the direction of the ORC, to align work activities and schedules.

Required Minimum Qualifications

- Understand how transportation impacts city fabric
- Three urban design projects
- Ten years of developing Detroit history programs
- One project involving engaging the community



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I-375 RECONNECTING COMMUNITIES PROJECT

MEETING NOTES SUMMARY

RFP FOR DBE FRAMEWORK AND STRATEGIES

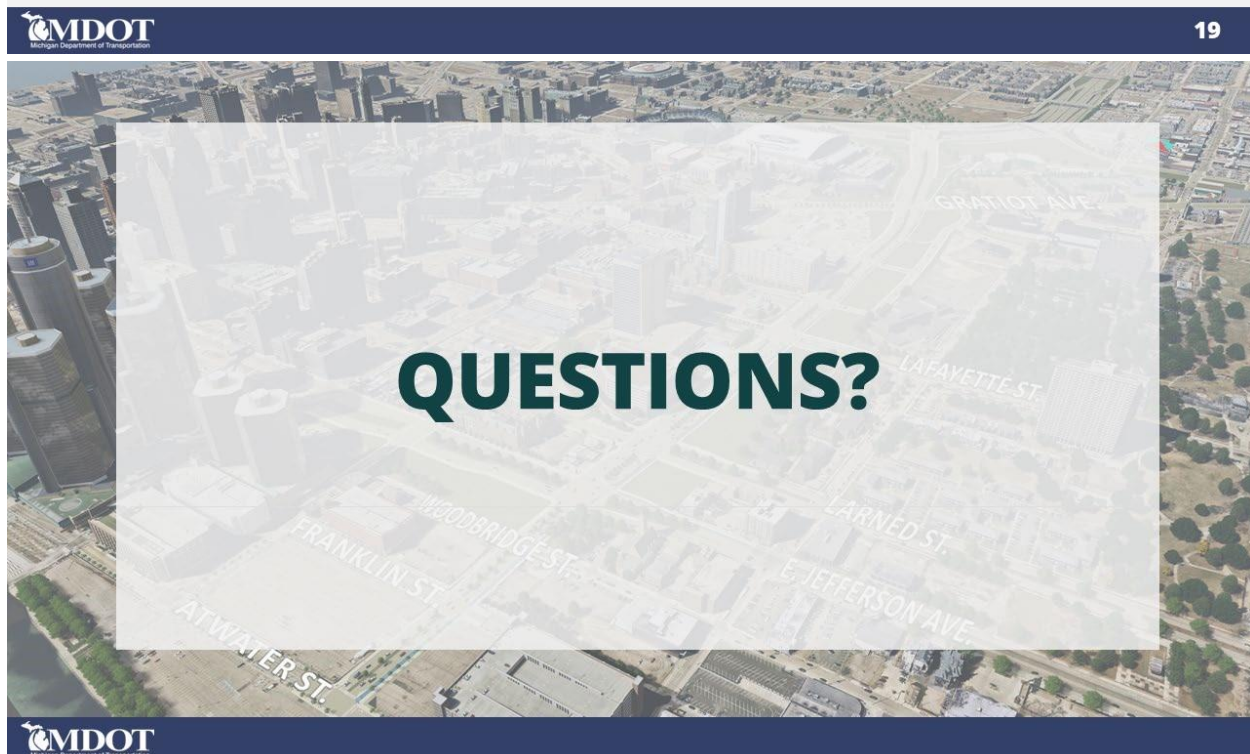
Project Description

MDOT intends to honor the legacy of entrepreneurship of the former Black Bottom and Paradise Valley neighborhoods' residents through robust Disadvantaged Business Enterprise (DBE) and local workforce development programs designed to optimize the use of Detroit-headquartered minority contractors and local hires during the construction of the I-375 Reconnecting Communities project.

MDOT will be the project sponsor but will engage the Owner's Representative Consultant (ORC) team to work closely with the firm selected to administer the DBE framework and strategic plan management services. The selected consultant will execute the DBE framework and strategic plan and monitor for updates as needed.

Required Minimum Qualifications

- Understand the federal procurement processes relating to DBEs
- Ability to think outside the box while staying within the confines of the law
- Knowledge of federal procurement national practices
- Three examples of proposed innovations in procurement
- One project involving engaging the community



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MEETING NOTES SUMMARY



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