

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

MDOT PROJECT MANAGER RYAN SNOOK			JOB NUMBER (JN) VARIOUS	CONTROL SECTION (CS) STATEWIDE
DESCRIPTION IF NO JN/CS GEOTECHNICAL ENGINEERING SERVICES (AS NEEDED, STATEWIDE)				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input type="checkbox"/> TIER II (\$100,000-\$250,000)	<input checked="" type="checkbox"/> TIER III (>\$250,000)		
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Safety Program</i>	
N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.	
N/A	N/A	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted) (No Resumes)	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes	

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

BUREAU OF HIGHWAYS BUREAU OF TRANSPORTATION PLANNING ** OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO YES DATED _____ THROUGH _____

Prequalified Services – See page 1 of the attached Scope of Services for required Prequalification Classifications.

Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. **(Form 5100J Required with Proposal)**

Qualifications Based Selection – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

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

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

Qualifications Review / Low Bid - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

Best Value - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

Low Bid (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

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

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 4	PROPOSAL/BID DUE DATE 10/19/09	TIME DUE 4:00 PM
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PROPOSAL AND BID SHEET MAILING ADDRESSES

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

- MDOT Project Manager MDOT Other

LOUIS D. TAYLOR, P. E.
Michigan Department Of Transportation - C. & T. Div.
8885 Ricks Road, P. O. Box 30049
Lansing, Michigan 48909

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

Lansing Regular Mail**OR****Lansing Overnight Mail**

- Secretary, Contract Services Div - B470
Michigan Department of Transportation
PO Box 30050
Lansing, MI 48909

Secretary, Contract Services Div - B470
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

- Contract Administrator/Selection Specialist
Bureau of Transportation Planning B470
Michigan Department of Transportation
PO Box 30050
Lansing, MI 48909

Contract Administrator/Selection Specialist
Bureau of Transportation Planning B470
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

- 5100D** – Request for Proposal Cover Sheet
- 5100G** – Certification of Availability of Key Personnel
- 5100I** – Conflict of Interest Statement
- 5100J** - Consultant Data and Signature Sheet (Required only for Non-Prequalified Work)

(These forms are not included in the proposal maximum page count.)

Notification

ARRA MONTHLY EMPLOYMENT REPORTS

Note: This Notification is only applicable for those projects/contracts funded with ARRA funds. If you have questions, please contact MDOT Contract Services Division at (517) 335-0071.

The American Recovery and Reinvestment Act of 2009 (ARRA), requires states receiving stimulus funds for highway projects to provide monthly reports to the Federal Highway Administration (FHWA) regarding the number of employees of prime contractors, all-tier subcontractors and consultants on ARRA funded projects.

The cost for complying with this Notification must be borne by the prime contractor, and all-tiers of subcontractors and consultants, as part of their overhead and is deemed to be included in the payments made under this contract.

Within 10 days after the end of each month in which work is performed on this contract, all prime contractors, and all-tier subcontractors and consultants, must provide the Engineer a monthly report, in a format and on forms approved by the Engineer, which shall include, for work performed in that preceding month:

- The total number of employees who performed work on this contract
- The total number of hours worked by employees who performed work on this contract
- The total wages of employees who performed work on this contract

In addition, the prime contractor must provide a total payment amount made to any subcontractor who is a certified DBE in that preceding month.

This Notification shall be included as a part of each subcontract executed by the prime contractor, and all-tiers of subcontractors and consultants.

If necessary to conform to guidance provided by FHWA concerning the ARRA reporting requirements, the prime contractor, and all-tiers of subcontractors and consultants will revise their reporting as directed by the Engineer.

Failure to comply with the reporting requirements under ARRA would jeopardize the Department's continued receipt of ARRA funding.

Accordingly, if a contractor or any-tier of subcontractor or consultant fails to comply with this Notification, the Department may withhold contract payments until compliance is achieved. If the Department is compelled to incur costs because of such a breach, the amount of those costs may be deducted from payments otherwise to be made under this contract. Additional sanctions may include reduction or elimination of prequalification ratings and removal of bidding privileges.

NOTIFICATION
REQUIRED CONTRACT PROVISIONS TO IMPLEMENT AMERICAN
RECOVERY AND REINVESTMENT ACT (ARRA) SECTIONS 902 AND 1515

Note: This Notification is only applicable for those projects/contracts funded with ARRA funds. If you have questions, please contact MDOT Contract Services Division at (517) 335-0071.

In accordance with requirements under section 902 of the American Recovery and Reinvestment Act of 2009 (ARRA), the following language is made a part of this contract and is to be made a part of all tier subcontracts or consultant contracts:

The U.S. Comptroller General and his representatives have the authority:

- (1) to examine any records of the contractor or any of its subcontractors, or any State or local agency administering such contract, that directly pertain to, and involve transactions relating to, the contract or subcontract; and
- (2) to interview any officer or employee of the contractor or any of its subcontractors, or of any State or local government agency administering the contract, regarding such transactions.

The Comptroller General and his representatives have the authority and rights provided under Section 902 of the ARRA with respect to this contract. As provided in section 902, nothing in section 902 shall be interpreted to limit or restrict in any way any existing authority of the Comptroller General.

In accordance with the requirements of section 1515(a) of the ARRA any representatives of the Inspector General have the authority:

- (1) to examine any records of the contractor or grantee, any of its subcontractors or subgrantees, or any State or local agency administering such contract, that pertain to, and involve transactions relating to the contract, subcontract, grant, or subgrant; and
- (2) to interview any officer or employee of the contractor, grantee, subgrantee or agency regarding such transactions.

Nothing set forth in section 1515 of the ARRA shall be interpreted to limit or restrict in any way any existing authority of an inspector general.

Michigan Department of Transportation

SCOPE OF SERVICE FOR AS NEEDED CONSTRUCTION SERVICES Geotechnical Engineering Services

CONTROL SECTION: Various

JOB NUMBER: Various

PROJECT LOCATION: Statewide

WORK DESCRIPTION:

This work may include, but is not limited to: subsurface exploration, in-situ testing, laboratory testing, geotechnical analysis and recommendations **using current AASHTO LRFD Bridge Design Specifications**, and geotechnical instrumentation. Soils work may include the need for Standard Penetration Test (SPT), soil sampling, and the ability to perform standard geotechnical field and laboratory testing, i.e. gradation analysis, classification, shear strength, consolidation testing, vane shear testing, water level monitoring, etc.

This scope is for “as needed” services, based on intermittent needs of MDOT. It must be noted that this is not a guarantee that MDOT will use the Consultant’s services.

Up to three consultants will be selected for these as-needed geotechnical engineering services.

PRIMARY PREQUALIFICATION CLASSIFICATION:

Geotechnical Engineering Services

SECONDARY PREQUALIFICATION CLASSIFICATION:

None

ANTICIPATED START DATE OF THE SERVICE: January, 2010

ANTICIPATED COMPLETION DATE FOR THE SERVICE: January, 2012

DBE REQUIREMENT: N/A

MDOT PROJECT ENGINEER MANAGER:

Louis D. Taylor, P. E.
MDOT - Construction and Technology Division
Geotechnical Services Section
8885 Ricks Road
P. O. Box 30049
Lansing, MI 48909
Phone (517)322-5677
Fax (517)322-5664

MDOT ALTERNATE PROJECT CONTACT:

Ryan Snook, P. E.
MDOT - Construction and Technology Division
Geotechnical Services Section
8885 Ricks Road
P. O. Box 30049
Lansing, MI 48909
Phone (517)322-5748
Fax (517)322-5664

CONSULTANT RESPONSIBILITIES:

The CONSULTANT will perform geotechnical design services on an “as needed” basis for transportation projects statewide for the next two years, based on the intermittent needs of the Department. Work will be authorized under a separate authorization each construction season.

Upon request, the CONSULTANT shall be prepared to thoroughly investigate, analyze, and prepare geotechnical recommendations for design and construction. The CONSULTANT must demonstrate experience in complex soil mechanics analysis for transportation related applications **using current AASHTO LRFD Bridge Design Specifications**, such as settlement, sliding block slope stability, rotational slope stability, lateral squeeze of foundation soil slope stability, bridge foundations (both shallow and deep) and retaining structures, and preferably experience on MDOT projects.

The CONSULTANT shall furnish all services and labor necessary to conduct and complete the requirements for geotechnical design services as described herein. The CONSULTANT shall furnish all materials, equipment, supplies, and incidentals necessary to perform this service.

The Consultant shall deliver all computer files associated with the project in their native format (spreadsheets, CADD files, etc.) on DVD, CD or uploaded to ProjectWise, as directed by the MDOT Project Manager. All CADD files shall be created and identified with standard MDOT file names as shown in Appendix A of the Road Design Manual.

Consultant is required to use MDOT’s current version of Bentley MicroStation for CADD applications. Consultant shall comply with all MDOT CADD standards and file naming conventions. Any CADD files that do not conform to MDOT standards will be returned to the Consultant for correction at the Consultant’s expense.

In addition, a global positioning system (GPS) unit should be utilized to collect survey information for soil borings, including Northing and Easting information. Coordinates must be in the Horizontal Datum: Michigan State Plane Coordinates (NAD 1983).

The service shall be performed to the satisfaction of MDOT and consistent with applicable professional standards.

- A. The CONSULTANT's principal contact with the Department shall be through the designated Project Engineer Manager.
- B. The services described herein are financed with public funds. The CONSULTANT shall comply with applicable Federal and State laws, rules, and regulations. The CONSULTANT will perform field operations in accordance with OSHA and MIOSHA regulations and accepted safety practices. The CONSULTANT will wear personal protection safety equipment in accordance with MDOT policy as stated in the MDOT Guidance Document #10118, while on the project.
- C. The CONSULTANT is responsible for maintaining traffic during all operations. **The CONSULTANT's method of maintaining traffic shall have prior approval by the Regional Traffic and Safety Engineer in accordance with the MUTCC and the MDOT maintaining traffic details.**
- D. The CONSULTANT will demonstrate knowledge of, and performance in compliance with, the standard practices of the Department and all manuals, and guidelines needed to carry out the work in an appropriate manner. All portions of the subsurface investigation will be in accordance with the current MDOT "Geotechnical Investigations and Analysis Requirements for Structures", March 2004, http://www.michigan.gov/documents/GeotechnicalInvestigationsAnalysis_116819_7.pdf and MDOT "Uniform Field Soil Classification System (Modified Unified Description)", http://www.michigan.gov/documents/mdot/MDOT_SoilClassification_189904_7.pdf , in addition to current ASTM standards.
- E. The CONSULTANT is responsible for locating utilities by calling **MISS DIG (800-482-7171)**. The CONSULTANT is responsible for locating utilities not on the MISS DIG system.
The CONSULTANT is to notify Mr. TAYLOR 48 hours prior to starting work.
- F. The CONSULTANT will notify the Project Manager, in writing, prior to any personnel changes from those specified in the CONSULTANT's original approved proposal.

MDOT RESPONSIBILITIES:

- A. MDOT will respond to and provide answers to CONSULTANT's questions pertaining to the projects. Questions can be directed towards the Geotechnical Test Engineer/Contracts Engineer:

**LOUIS D. TAYLOR, P. E.,
Or Alternate Contact**

**Phone (517) 322-5677
Phone (517) 322-5748**

- B. MDOT will schedule and/or conduct project related meetings.
- C. MDOT must review and approve any CONSULTANT staff changes as they pertain to the project.
- D. MDOT will provide Project Study Plans (if available) and scope of as needed Geotechnical Engineering Services.

CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee:

Compensation for this project shall be on an **actual cost plus fixed fee** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor rates, applied overhead, other direct costs, subconsultant costs, and applied fixed fee.

All billings for services must be directed to the Department and follow the current guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's website. This document contains instructions and forms that must be followed and used for billing. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

Direct expenses, if applicable, will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager.

The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

The hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. Fixed fee on "as needed" projects is computed by taking the percent of actual labor hours billed to labor hours authorized, then applying that percentage to the total fixed fee authorized.