

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

MDOT PROJECT MANAGER Christopher Van Norwick			JOB NUMBER (JN) 107975	CONTROL SECTION (CS) 84913
DESCRIPTION IF NO JN/CS Quality Control Staff Services				
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP.  WHITE = REQUIRED GRAY SHADING = OPTIONAL			<b>CONSULTANT:</b> Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input checked="" type="checkbox"/> <b>TIER I</b> (\$25,000-\$99,999)	<input type="checkbox"/> <b>TIER II</b> (\$100,000-\$250,000)	<input type="checkbox"/> <b>TIER III</b> (>\$250,000)		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input type="checkbox"/>	<input type="checkbox"/>	Organization Chart	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Location:</b> 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) <b>(No Resumes)</b>	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP <b>not including key personnel resumes</b>	

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 10/1/09      THROUGH 12/31/09

<input checked="" type="checkbox"/> <b>Prequalified Services</b> – See page <u>1</u> of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> <b>Non-Prequalified Services</b> - 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. <b>(Form 5100J Required with Proposal)</b>
---	---

**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 11/20/09	TIME DUE 4:00 PM
--	-----------------------------------	---------------------

**PROPOSAL AND BID SHEET MAILING ADDRESSES**

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

 MDOT Project Manager

 MDOT Other

Christopher VanNorwick, PE  
Grand Region  
1420 Front Avenue  
Grand Rapids, Michigan

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.

**SCOPE OF SERVICE  
FOR  
AS NEEDED DESIGN SERVICES  
Quality Control Design Review Assistance**

**CONTROL SECTION(S):** 84913

**JOB NUMBER(S):** 107975C

**PROJECT LOCATION:** Regionwide

**PROJECT DESCRIPTION:**

Provide on an as-needed basis one person with extensive years of MDOT design experience in the listed pre-qualification classifications and one person with extensive years of MDOT construction experience to work with MDOT TSC staff on plan quality and/or constructability reviews.

This service may cover projects in all three of the Grand Region's TSC's; Howard City, Muskegon, & Grand Rapids. The vendor may, at times, need to report directly to the assigned MDOT office for daily work assignments from the MDOT Project Manager. Work will include assisting MDOT TSC staff with Quality Control (QC) design plan reviews for projects currently in design along with possible critical path network creation and constructability reviews. This work will generally be performed in the office; however, some field reviews may be required.

QC reviews requested under this scope of service will primarily be for (but may not be limited to) plan and proposal reviews for one or more PPMS milestone meetings (Scope Verification, Base Plan, Preliminary Plan Review, Pre-OEC, OEC). Upon completion of the review, the marked up plans shall be returned to MDOT. Reviews should cover the areas of constructability, drafting, geometrics, maintenance of traffic, adherence to MDOT design standards and specifications, along with general omission and error checks. The validity of data in other specialty areas such as Survey, ROW, environmental, hydraulics, and geotechnical will be the responsibility of MDOT specialists.

The vendor may be required to attend the milestone meetings with their comments for the given review tasks performed. The Vendor may also be required to attend additional meetings such as: scope verification, utility meetings, geometric reviews, or MOT reviews. Determination of required attendance to these meetings is dependant upon project specific needs, TSC requests, and/or the role of the as-needed staff.

MDOT reserves the right to request services on other projects located in the Region/TSC area that are not listed, under the conditions of this "as needed" scope of services.

Full time services will not be required on all projects at all times. This scope is for "as needed" services, based on the intermittent needs of MDOT. It must be noted that this is not a guarantee that MDOT will use the Consultant's services.

**ANTICIPATED SERVICE START DATE:** 12-01-2010

**ANTICIPATED SERVICE COMPLETION DATE:** 12-01-2011

**PRIMARY PREQUALIFICATION CLASSIFICATION(S):**

Complex Urban Freeway Design

**SECONDARY PREQUALIFICATION CLASSIFICATION(S):**

Maintaining Traffic Plans and Provisions

**DBE REQUIREMENT:** 0%

**MDOT PROJECT ENGINEER MANAGER:**

Christopher Van Norwick, PE  
Grand Region Cost & Scheduling Engineer  
1420 Front Ave.  
Grand Rapids, MI  
Direct: 616.451.3096  
Fax: 616.451.0707  
Email: vannorwickc@michigan.gov

**WORK HOURS:**

Total Anticipated Regular Hours = 755

The Vendor's staff assigned to this project will report and be directly responsible to the Project Manager who will assign the tasks required.

**REQUIRED MDOT GUIDELINES AND STANDARDS:**

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards (i.e., Road Design Manual, Standard Plans, Drainage Manual, Roadside Design Guide, A Policy on Geometric Design of Highways and Streets, Michigan Manual of Uniform Traffic Control Devices, etc.).

**GENERAL REQUIREMENTS:**

1. This Scope of Services consists of performing to the satisfaction of the Department the services necessary to accomplish the work described herein consistent with applicable professional standards.
2. The Vendor shall furnish all services and labor necessary to conduct and complete the services described herein. When onsite work is required, the Vendor shall utilize MDOT furnished materials, equipment, supplies, computer software and hardware necessary to perform the services.

3. The Vendor's principal contact with the Department shall be through the designated MDOT Project Manager. The MDOT Project Manager may delegate direction for completing assigned work to other responsible MDOT staff.
4. The services described herein are financed with public funds. The Vendor shall comply with applicable Federal and State laws, rules, and regulations.
5. At the request of the Department the Vendor shall furnish any and all information or data relating to the services described herein. All work materials or products generated by the Vendor's staff while working for MDOT under this RFP are the sole property of the Michigan Department of Transportation and must remain with the MDOT Grand Region office upon termination of the contract.
6. All third party or external communication (outside of MDOT and the vendor), inquiries, or requests for information directed to the Vendor's staff shall be forwarded to the MDOT Project Manager. At no time should the vendor's staff be involved in third party communication without prior approval by the MDOT Project Manger.

**CONSULTANT RESPONSIBILITIES:**

Complete the scope of services of this project including, but not limited to the following:

The Consultant must adhere to all applicable OSHA and MIOSHA safety standards, including the appropriate traffic signs for the activities and conditions for this job and perform field operations in accordance with the Department's Personal Protective Equipment (PPE) policy as stated in the MDOT Guidance Document #10118.

Meet with the MDOT Project Manager to review project, location of data sources and contact persons, and review relevant MDOT operations. The Consultant shall review and clarify project issues, data needs and availability, and the sequence of events and team meetings that are essential to complete the design.

1. Perform quality reviews for applicable projects that are consistent with MDOT's Road Design Manual, Standard Plans, and Geometric Design Guide, and all other applicable references, guidelines, and/or procedure manuals.
2. Review the constructability of select MDOT projects during the design phase of the project. Document your review comments on the plans and proposals. The Consultant will also be responsible for creating an electronic itemized list of comments for delivery with the reviewed plans.
3. Reviewing construction plans and estimated quantities of work for accuracy and identifying any work items that are incorrect.
4. The Vendor will provide the necessary personnel to adequately perform the requirements of this work, and ensure that the employee assigned to the project will possess the experience, knowledge, and character to qualify them for the particular duties for which they must

perform.

5. For any field work related to project scoping, the Vendor will be required to have personal protective equipment (PPE) that conforms to current MDOT standards and specifications. The Vendor's PPE will be inspected by MDOT personnel before beginning work.
6. The Vendor shall withdraw any personnel or halt any services no longer required, at the request of the Department, or within a reasonable time after the lack of need becomes apparent to the MDOT Project Manager.
7. Attend any project-related meetings as directed by the MDOT Project Manager including meetings with the designers for the projects that are reviewed to discuss the review comments.
8. The MDOT Project Manager shall be the official MDOT contact person for the Consultant **and shall be made aware of all communications regarding this project.** The Consultant must either address or send a copy of all correspondence to the MDOT Project Manager. This includes all Subcontractor correspondence and verbal contact records.
9. Review Project Maintaining Traffic Spec's and Plans for feasibility and consistency with the practices and directions of each of the TSCs in the Grand Region.

**MONTHLY PROGRESS REPORT:**

On the first day of each month, the Vendor shall submit a monthly project progress report to the Project Manager. The monthly progress report shall address the following items:

1. Work accomplished by the Vendors staff including job numbers and tasks.
2. Vendor staff hours (regular & overtime) billed to the above invoice number and itemized by MDOT job number worked on.
3. Any changes in the Vendor's staff for the upcoming period.
4. Any problems that the Vendor's staff has encountered or foresees.
5. Anticipated schedule of Vendor's staff for the upcoming period.

**MDOT RESPONSIBILITIES:**

1. The MDOT Project Manager shall provide leadership and guidance for the project to assure that all tasks have been completed in conformance with Region direction and applicable standards. The Project Manager shall also determine that the work performed to date by the Vendor for services rendered is reasonable and appropriate before approving the Vendor's requests for progress payments.
2. When required, provide an MDOT workstation in the Grand Region Office along with any additional necessary equipment, vehicles, and pertinent reference materials required to perform the scope of services.

**CONSULTANT PAYMENT SCHEDULE:**

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.**

**Full time services may not be required on all projects at all times. This scope is for "as needed" services, based on the intermittent needs of MDOT. It must be noted that this is not a guarantee that MDOT will use the Consultant's services.**