

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 _____

<input type="checkbox"/> Prequalified Services – See page ___ of the attached Scope of Services for required Prequalification Classifications.	<input checked="" type="checkbox"/> 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)
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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 7	PROPOSAL/BID DUE DATE 10/29/09	TIME DUE 12:00 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

Lynn Lynwood, Manager
Roadside Development Program
P.O. Box 30050
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
SPECIALTY SERVICES**
Rest Area Solar Water Heater Demonstration
Best Value Selection

CONTROL SECTION: N/A

JOB NUMBER: N/A

PROJECT LOCATION: The MDOT Rest Area, on I-75 SB near Bay City, Bay County, Michigan. The MDOT Rest Area, on I-75 NB near Davisburg, Oakland County, Michigan.

PROJECT DESCRIPTION:

As described in more detail below, the MDOT will accept proposals to develop and install a demonstration solar hot water heater project at two rest area facilities for the purpose of demonstrating the feasibility and benefit of solar technologies in heating water in rest areas. This demonstration project will be developed and installed at no cost to MDOT.

The installation, operation, and maintenance documented in the proposal must comply with applicable building codes and laws, interface with existing building features and utilities, and be physically and financially feasible.

Those submitting proposals must demonstrate:

- (i) experience and capacity to develop and install a solar hot water heater system;
- (ii) the ability to address design considerations for the two (2) proposed facilities;
- (iii) the ability to implement a solar hot water system that will demonstrate the benefits to MDOT and the State of Michigan.

Each proposal must be in the format and include all the elements addressed under “Work Specifications” of this RFP. Submission Requirements include a conceptual design and installation plan.

ANTICIPATED SERVICE START DATE: November 1, 2009

ANTICIPATED SERVICE COMPLETION DATE: October 31, 2010*

* The project duration will be for **one (1) year**, with two 1-year extensions if both parties agree. MDOT reserves the right to extend beyond the two year extension if conditions warrant to be mutually negotiated at a reasonable time (at least 30 days) prior to contract expiration. Any extension is to be agreeable to both MDOT and the vendor and will be as described in the contract terms and conditions. MDOT also reserves the right to require the vendor to remove the system and restore the facility within 60 days of notice as deemed necessary by MDOT.

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

N/A

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

N/A

DBE REQUIREMENT: N/A

MDOT PROJECT MANAGER:

Lynn Lynwood, Manager
Roadside Development Program
Michigan Department of Transportation
Murray D. Van Wagoner Transportation Building
P.O. Box 30050
Lansing, Michigan 48909
Phone: (517) 373-0026
Fax: (517) 335-2731
Email: lynwoodl@michigan.gov

PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The Michigan Department of Transportation is committed to exploring ways of reducing our overall facility energy costs to the greatest extent possible. Through issuance of this Request for Proposals (RFP) MDOT is seeking proposals to demonstrate a solar hot water heater at two rest areas with the intended goal being a reduction in the overall energy costs at these facilities. This project offers an opportunity to provide a public demonstration of solar technology in support of the State of Michigan's policy to encourage renewable energy resource development.

SECTION I – GENERAL INFORMATION

Issuing Office

This Request for Proposal (RFP) is issued by the Michigan Department of Transportation (MDOT). Oversight and project administration will be managed through the Office of Operations Administrative Services, Facility Administration and Operations.

Terminology

Project Engineer

The Department's authorized representative for the Rest Area Solar Hot Water Heater Demonstration who will direct the vendor.

Solar Hot Water Heater

For the purposes of this document, this is the generic term which would encompass all equipment, hardware, installation and maintenance for a solar hot water heater system. The specifics of the desired system will be outlined later in this RFP.

Objective of the Proposal

To secure a qualified vendor that can develop, install, implement, service, and maintain a solar hot water heater system at two rest area locations. The selected vendor must be experienced in all areas needed to implement and maintain this solar hot water heater system. The state is seeking a demonstration model that is fully funded by the vendor. No capital outlay or operating payment will be made by the state.

Incurring Costs

MDOT is not liable for any cost incurred by the vendor in preparation of the RFP or for the performance of any and all work performed. The RFP is for a zero cost contract between the selected vendor and MDOT.

Prime Vendor Responsibilities

The selected vendor will be required to assume responsibility for all services required in this proposal. Primary responsibilities include, and are not limited to, the full development, design, procurement, installation, and maintenance of a comprehensive solar hot water heater system for the rest area location(s) identified above.

If any part of the work is subcontracted, the vendor must provide a complete description of the work to be subcontracted and descriptive information about the subcontractor's organization and capabilities to perform the work. The vendor is responsible for adherence of the subcontractor(s) to all provisions of the contract.

Qualifications

The proposing vendor must have experienced personnel and/or past performance of work similar in nature. The vendor must demonstrate, at a minimum, the ability to maintain sufficient staff resources to operate and maintain the services required of this project. A list of all key staff and their roles shall be provided, as well as key staff for any subcontractor(s) being used by the vendor.

The vendor must maintain liability insurance coverage for protection of the vendor and MDOT and its state partners, against loss or damage to any and all equipment/systems in the facility and from claims for damage to public or private property and any and all claims for injuries to persons which may arise out of or result from the equipment and/or the installation, removal, use, operation, malfunction, and/or maintenance of the equipment or systems. Documentation of the required insurance coverage and limits of liability for the facility, systems, and services shall be provided to MDOT as described in Section II of this RFP.

The vendor must procure, install, and maintain the equipment/systems of this project to meet all federal, state, and/or manufacturer requirements, and must meet all ADA requirements. The vendor may perform work at its own offsite facility or onsite at the rest areas. If maintenance requires removal of equipment and/or system components from the rest areas, then the vendor must complete the maintenance activities within 24

hours of notice or replace the equipment/system components so that the overall system is again fully functional. All work performed at the rest area must have prior approval by MDOT.

Non Performance Penalty

Failure to comply with the contract document shall be grounds for breach of contract and will result in contract termination upon 30 days of written notice.

SELECTION CRITERIA

A team of MDOT staff and representatives will be used to evaluate responses to the RFP based upon the following factors as presented in the vendor's proposal. Oral interviews may be requested during the selection process. These are listed in order of importance and a scoring factor has been provided for each category, with a total of 100 points possible.

Understanding of the Project Needs (50 pts.)

- Describe understanding of the project needs, innovation and/or product to be proposed.
- Ability to demonstrate a viable plan for the development, installation and maintenance of a Solar Hot Water Heater System.

Past Performance/Experience in Providing Solar Hot Water Heater (20 pts.)

- Records of past performance including such things as quality of work, ability to meet deadlines/schedules, and ability to develop and deliver a quality product.
- List a minimum of three (3) references including names, addresses, phone numbers, fax numbers, and email addresses.

Key Staff (25 pts.)

- Capability and qualification of key individuals including previous work on similar projects, technical expertise, education and training.
- Describe roles for key personnel and sub-vendors

Location (5 pts.)

- A vendor with a business presence in Michigan. The vendor is required to provide the location of where the work will be performed.

MDOT'S RESERVED RIGHTS

MDOT will award the contract to the most responsive vendor subject to final agreement on the scope of service and contract provisions.

MDOT may conduct an evaluation to ensure that the successful vendor has adequate facilities and staff to provide the proposed service. MDOT may also perform a compliance review regarding safety, installation, operations, and maintenance capabilities.

MDOT will also have final approval of the plans and specifications

WORK SPECIFICATIONS

Solar Hot Water Heater Demonstration Project

This demonstration project will specifically include: Solar hot water heater system installation at the following rest area locations:

- The MDOT Rest Area, on I-75 SB near Bay City, Bay County, Michigan.**
- The MDOT Rest Area, on I-75 NB near Davisburg, Oakland County, Michigan.**

The project will include an appropriate, constructible, cost effective, and energy saving solar hot water heater that is compatible with existing systems and can be tempered to control output temperature. Installation must include a technology that does not generate toxic or hazardous substances or pose any risk to human health or the environment.

The must outline in detail the following components of the solar hot water heater system proposed for each of the rest area locations:

- System equipment may be mounted on the roof of the rest area building(s) pending structural analysis by a licensed engineer, but no penetrations through the roof are allowed. Remove system equipment from the roof and restore the roof to original condition at the completion of the project.
- System equipment may also be mounted on grade for the project. The equipment will be protected from the public and shall not interfere with rest area operations. Remove equipment mounted on grade at the completion of the project along with any footings/foundation and restore grounds to original condition.
- The system will have freeze protection as well as a temp and pressure relief valve. The heat exchanger and other system indoor equipment may be installed in the Mechanical room as space permits and as allowed by Code.
- The mechanical system will tie into existing supply lines with minimal disruption to the system. The system will also have bypass components in the event of a failure of the solar collector/system. The temp of the system supply will be controlled to match existing tempering valves.
- The electrical system, if required, will meet all code requirements and will be installed by a licensed electrician.
- Completed drawings and specifications will be reviewed and approved by MDOT.
- The vendor shall remove the system and restore the facility to the original condition at the vendor's expense within 60 days of notice as determined by MDOT.

Reporting

The vendor will provide to MDOT an annual report. This report will be due to MDOT within 10 days of the end of year one for the demonstration project. This report will include, but not be limited to the following:

1. Summary of costs to install and maintain system for one year.
2. Anticipated time of return on investment in solar hot water heater system.
3. Energy reduction and cost savings.
4. Performance which includes unusual incidents including system problems and/or failures.
5. Vandalism or theft to solar hot water heater system.

SECTION II – PROPOSAL REQUIREMENTS

The following items must be included in the proposal:

Scope of Work

Description of Service

- Detailed description of rest area solar hot water heater system to be provided. Address all areas cited in the Work Specifications section of this RFP.
- Plan of action for initiating service at each of the selected rest areas. Address all areas cited in the Work Specifications section of this RFP.
- Plan for providing required reports and the types of reports that will be provided. Address all areas cited in the Work Specifications section of this RFP.
- Provide technical details, plans, and specifications for installation of solar hot water heater system. This should include, but not be limited to, recommended size and placement of hot water heater, system equipment and related items specific to each of the rest areas.
- Describe the installation schedule and methods to be used to make sure all necessary installations are performed in a timely, quality, and efficient manner with no disruption to facility users.

Qualifications

Experience with Solar Hot Water Heater System

- Description of vendor's prior experience with installation, maintenance, and reporting on solar hot water heater systems. Provide samples of prior installation locations and reports.
- Identify persons in the organization that are authorized to install and maintain system in accordance with contract.
- Identify who will perform the installations including prior experience and qualifications.
- Provide names and qualifications of staff assigned to the provisions of the service and maintaining equipment/systems. Include resumes for each of the staff identified, and note the day to day activities that each staff will perform in the implementation and maintenance of the system.

- Indicate where the vendor's office of primary contact will be located and staffed for this project.

Insurance

- Commercial General Liability with the following minimum coverage: \$2,000,000 General Aggregate Limit other than Products/Completed Operations \$2,000,000 Products/Completed Operations Aggregate Limit; \$1,000,000 Personal & Advertising Injury Limit \$1,000,000 Each Occurrence Limit. The Vendor must list the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees and agents as ADDITIONAL INSUREDS on the Commercial General Liability certificate. The Vendor also agrees to provide evidence that insurance policies contain a waiver of subrogation by the insurance company.
- If a motor vehicle is used to provide services or products under this Contract, the Vendor must have vehicle liability insurance on any auto including owned, hired and non-owned vehicles used in Vendor's business for bodily injury and property damage as required by law. The Vendor must list the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees and agents as ADDITIONAL INSUREDS on the vehicle liability certificate. The Vendor also agrees to provide evidence that insurance policies contain a waiver of subrogation by the insurance company.
- Workers' compensation coverage must be provided in accordance with applicable laws governing the employees and employers work activities in the state of the Vendor's domicile. If the applicable coverage is provided by a self-insurer, proof must be provided of approved self-insured authority by the jurisdiction of domicile. For employees working outside of the state of qualification, Vendor must provide appropriate certificates of insurance proving mandated coverage levels for the jurisdictions where the employees' activities occur. Any certificates of insurance received must also provide a list of states where the coverage is applicable. The Vendor also agrees to provide evidence that insurance policies contain a waiver of subrogation by the insurance company. This provision shall not be applicable where prohibited or limited by the laws of the jurisdiction in which the work is to be performed.
- Employers liability insurance

Other

- Overall System/Vendor performance may be conducted by MDOT to evaluate the feasibility and benefit of adding solar water heater technologies to rest areas.
- Additional information to be considered pertinent but not specifically requested in the RFP.

Project Reporting Plan

Project Reporting Plan: Provide an example of all reports that will be prepared to provide to the state. Include at a minimum the reporting elements cited previously in this RFP.