

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

REQUEST FOR PROPOSAL

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 Services Contracts" and "Guideline for Completing a Low Bid Sheet(S)*, if a low bid is involved as part of the selection process. **Reference 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 ____ 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 is required with Proposal for firms not currently prequalified with MDOT**

☐ **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 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.

☐ **Qualification 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. The vendor that has met established qualification threshold and 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

Bid Sheet(s) must be submitted in accordance with the "Guidelines for Completing a Low Bid Sheet(s)* (available on MDOT's website). Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the email address: mdot-rfp-response@michigan.gov. Failure to comply with this procedure may result in your bid being rejected from consideration.

**NOTIFICATION
MANDATORY ELECTRONIC SUBMITTAL**

Proposals submitted for this project must be submitted electronically.

The following are changes to the Proposal Submittal Requirements:

- Eliminated the Following Requirements:
 - Safety Program
 - Communication Plan
 - Past Performance as *a separate section*
 - Separate section for DBE Statement of goals. Include information in Qualification of Team section
- Implemented the Following Changes:
 - All proposals require an Organization Chart
 - Resumes must be a maximum of two pages
 - Only Key (lead) staff resumes may be submitted
 - Tier III proposal reduced from 19 to 14 pages
 - Forms 5100D, 5100I, and 5100G combined – 5100D
 - Forms 5100B and 5100H combined – 5100B
 - RFP's will be posted on a weekly basis -- on Mondays

The following are Requirements for Electronic Submittals:

- Proposals must be prepared using the most current guidelines
- The proposal must be bookmarked to clearly identify the proposal sections (See Below)
- For any section not required per the RFP, the bookmark must be edited to include "N/A" after the bookmark title.
Example: Understanding of Service – N/A
- Proposals must be assembled and saved as a single PDF file
- PDF file must be 5 megabytes or smaller
- PDF file must be submitted via e-mail to MDOT-RFP-Response@michigan.gov
- MDOT's requisition number and company name must be included in the subject line of the e-mail. The PDF shall be named using the following format:
 - Requisition#XXX_Company Name.PDF
- MDOT will not accept multiple submittals
- Proposals must be *received* by MDOT on or before the due date and time specified in each RFP

If the submittals do not comply with the requirements, they may be determined unresponsive.

The Consultant's will receive an e-mail reply/notification from MDOT when the proposal is received. Please retain a copy of this e-mail as proof that the proposal was received on time.
Consultants are responsible for ensuring the MDOT receives the proposal on time.

****Contact Contract Services Division immediately at 517-373-4680 if you do not get an auto response****

Required Bookmarking Format:

- I. Request for Proposal Cover Sheet Form 5100D
 - A. Consultant Data and Signature Sheet, Form 5100J (if applicable)
- II. Understanding of Service
 - A. Innovations
- III. Qualifications of Team
 - A. Structure of Project Team
 - 1. Role of Firms
 - 2. Role of Key Personnel
 - B. Organization Chart
 - C. Location
- IV. Quality Assurance / Quality Control Plan
- V. Resumes of Key Staff
- VI. Pricing Documents/Bid Sheet (if applicable)

2/14/12

NOTIFICATION E-VERIFY REQUIREMENTS

E-Verify is an Internet based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of that employee to work in the United States. There is no charge to employers to use E-Verify. The E-Verify system is operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration. E-Verify is available in Spanish.

The State of Michigan is requiring, under Public Act 200 of 2012, Section 381, that as a condition of each contract or subcontract for construction, maintenance, or engineering services that the pre-qualified contractor or subcontractor agree to use the E-Verify system to verify that all persons hired during the contract term by the contractor or subcontractor are legally present and authorized to work in the United States.

Information on registration for and use of the E-Verify program can be obtained via the Internet at the DHS Web site: <http://www.dhs.gov/E-Verify>.

The documentation supporting the usage of the E-Verify system must be maintained by each consultant and be made available to MDOT upon request.

It is the responsibility of the prime consultant to include the E-Verify requirement documented in this NOTIFICATION in all tiers of subcontracts.

9/13/12

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
ON DEMAND GENERAL ENGINEERING CONSULTANT SERVICES**

CONTROL SECTION: Various

JOB NUMBER: Various

PROJECT LOCATION: Various locations throughout the State

PROJECT DESCRIPTION:

The On Demand General Engineering Consultant will be expected to provide experienced personnel for various services to support MDOT's innovative contracting program.

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Complex Urban Freeway Design
Complex Bridge Design

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Road Construction Engineering
Bridge Construction Engineering

Additional secondary classifications will be assigned on project specific Work Orders.

DBE REQUIREMENT: DBE requirements will be defined on project specific Work Orders.

MDOT Innovative Contracting Program Manager:

Chris Youngs, P.E.
MDOT Design Division
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PO Box 30050
Lansing, MI 48909
Office: (517) 373-0031
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SERVICE PERIOD

It is anticipated that one (1) or two (2) consultants will be chosen for On Demand General Engineering Consultant (GEC) services. MDOT may choose more firms without additional solicitations at its discretion. The GEC will be selected to assist MDOT develop and administer portions of its Innovative Contracting program. The term of this solicitation is for 3 years, with the potential for two one-year extensions (for a total of up to five years). MDOT will have the sole discretion over the two one-year extensions. The contract will be extended past the 3 to 5 year period only if new work is assigned during this initial period that will extend past the term of the contract. The amount of work assigned to the GEC will be determined by future workloads.

CONFLICT OF INTEREST:

Vendors are advised that the GEC will not be allowed to participate or join any design-build team on projects developed under this Master Contract. Subconsultants will not be allowed to participate or join a design-build team for an individual project they have or will provide services on under this Master Contract.

GENERAL PROJECT INFORMATION:

Full time services may not be required on all projects at all times. This contract is for services based on the intermittent needs of MDOT. It must be noted that an award under this Master Contract is not a guarantee of work being issued to the GEC.

The GEC's primary services are for development services for MDOT's design-build program and for design assistance during construction (DADC) on design-build contracts. Development services include all preconstruction activities required to advertise a design-build contract, development of training programs, updating manuals and guides, and assistance on programmatic activities related to design-build. DADC services include acting as MDOT's representatives for the review of designs submitted by design-build teams, coordination with the construction engineering team, and other construction phase tasks assigned by MDOT.

Secondary services include assisting MDOT in the development of innovative contracting methods and procedures, construction engineering services, and design services on innovative projects. If consultant design services are desired on an innovative contracting project (other than on design-build projects), it is MDOT's intent to solicit for these services through separate solicitations. If consultant construction engineering is desired on an innovative contracting project (including design-build), it is MDOT's intent to solicit for these services through separate solicitations. However, MDOT may, at its sole discretion, authorize design or construction engineering services on innovative contracting projects under this Master Contract.

It is MDOT's intention to have the GEC provide services on its design-build projects. However, MDOT, at its sole discretion, may exclude projects from this Master Contract and issue separate solicitations. Examples of exclusions may include, but not be limited to, large-scale mega type projects.

All work performed by the GEC will be assigned on project specific Work Orders.

SCOPE OF WORK

The selected GEC will provide MDOT's Central Office and Regions/TSC's assistance and support with developing and administering innovative projects. These services would include work at both the program and project levels. Work throughout the life of the Contract may include assisting with program updates and improvements, assisting with pre-award activities such as preliminary engineering, procurement support, and oversight support, and post award services including design assistance during construction and construction engineering. MDOT may request assistance with evaluating and implementing alternative contracting approaches new to MDOT. The GEC may be assigned services where they must take the lead to accomplish the work with minimal direction from MDOT.

Although the intent is to have the GEC chosen through this solicitation to perform services on design build projects, MDOT reserves the right to select other consultants (under separate selections and

contracts) to help deliver specific projects and tasks.

The GEC will be expected to work cooperatively with other consultants and contractors that may be under contract with MDOT.

The scope of work for Work Orders to be issued under this agreement could include specific tasks within any or all of these broad categories:

Primary Tasks

- 1.) Pre-award project development of design-build projects. This includes, but is not limited to:
 - Preparation of environmental documents
 - Preliminary mobility plans
 - Geometric layout preparation
 - Preliminary roadway design
 - Preliminary bridge design
 - Public involvement
 - Project estimating
 - Risk assessments
 - Guidance on esthetic features
 - Utility coordination
 - Survey
 - Right of Way assistance
 - Geotechnical services
 - Development of performance based specifications
 - Innovative Financing Methods
 - Establishing and evaluating Best Value scoring criteria
- 2.) Contract documents and procurement process for design-build projects. This includes, but is not limited to:
 - Prepare any or all stages of Request for Qualifications (RFQ)
 - Prepare any or all stages of Requests for Proposals (RFP)
 - Preparing Statement of Qualification and Proposal evaluation manuals
 - Assisting with RFP and RFQ evaluation processes
 - Preparation of contract documents
 - Preparation of addenda
- 3.) Post-Award contract administration of design-build projects. This includes, but is not limited to:
 - Design Assistance During Construction
 - Design verification/oversight support
 - Schedule Management
 - Office Support (e.g. labor compliance, change order preparation, administrative support, project controls)
 - Claim Management
 - Web-based project control site
- 4.) Support of MDOT's Design Build program. This includes, but is not limited to:

- Updates to standard design build contract documents
- Evaluation of potential projects
- Updates/developments to MDOT Manuals and Standards (design-build compatible)
- Process improvements
- Training

Secondary Tasks:

It is MDOT's intent to solicit services for secondary tasks through separate solicitations. However, MDOT may, at its sole discretion, authorize these services under this Master Contract.

- 5.) Development of Innovative Contracting Projects
 - Assist MDOT with researching, developing, and delivering innovative contracting projects.
 - Design Services on Innovative Contracting projects.
- 6.) Construction Engineering Services
 - Construction oversight support (construction engineering, inspection, testing and quality management) on Design-Build or other Innovative Contracting project
 - Office Support (e.g. labor compliance, change order preparation, administrative support, project controls)

WORK ORDER PROCESS

Process 1: Process with One GEC Selected

The MDOT Innovative Contracting Manager or their representative will contact the GEC through a Request for On Demand General Engineering Consultant Services letter and scope of work. See Attachment A of this Scope of Services for the general format of this letter. The Service Letter and scope will state who will be the MDOT Project Manager for the Work Order, the MDOT Job Number and Control Section, route, the project description, the services needed, and the timeframe in which the work shall be required for completion. It will also state the required secondary classifications and DBE requirements. Secondary classifications can be provided by subconsultants not listed in the original selection proposal. It is expected that many of the projects will be on an expedited procurement schedule and the GEC is required to provide adequate staffing to meet or exceed the required schedule.

The GEC will submit a Work Plan, usually within one week, as defined in the request. The Work Plan will consist of the GEC's proposed work and staffing plan to accomplish the tasks in the Work Order. MDOT will review the Work Plan and work with the GEC to modify the Work Plan as necessary. A price will be negotiated once the final Work Plan has been accepted. MDOT or the GEC may request a scope verification meeting prior to accepting a final Work Plan.

The final Work Plan should include:

1. The names of all personnel, including Key Staff, chosen and available to provide the defined service.
2. The names of the subconsultants and their personnel.
3. Provide which firms are performing which prequalification classifications.

4. A plan detailing how the service will be delivered and kept on schedule, including the level of MDOT involvement and estimated dates for milestone events.
5. A priced proposal in accordance with current requirements.
6. A conflict of interest statement covering the GEC and subconsultant(s) for the project.
7. Define what is needed from MDOT and when it is needed to meet the schedule.

The MDOT reserves the right to grant the final Work Order based on the GEC's understanding of the specific project tasks and personnel. If the GEC is unable to fulfill a request, MDOT may utilize a different Consultant selected by traditional means to perform the services.

The GEC may work on an as needed basis for up to a total of \$15,000,000 provided the GEC has performed adequately on previous project(s). Performance will take into account work on this contract as well as performance on other contracts with MDOT. Although this is the maximum amount allowed under this Contract, MDOT does not warrant or guarantee that Work Orders issued for the project will reach this maximum threshold or any minimum level.

Option 2: Process with Multiple GECs Selected

The MDOT Innovative Contracting Program Manager or their representative will contact all firms through a Request for On Demand General Engineering Consultant Services letter and scope of work. See Attachment A of this Scope of Services for the general format of this letter. The Service Letter and scope will state who will be the MDOT Project Manager for the Work Order, the MDOT Job Number and Control Section, route, the project description, and the services needed and the timeframe in which the work shall be required for completion. It will also state the required primary and secondary classifications. Secondary classifications can be provided by subconsultants not listed in the original selection proposal. It is expected that the design build projects will be on an expedited procurement schedule and the Consultant is required to provide adequate staffing to meet or exceed the required schedule.

All firms who wish to provide the service for the Work Order will submit a Statement of Qualifications, usually within one or two business day, as defined in the request. MDOT will review the Statement of Qualifications and determine which of the firms is most qualified to perform the services. MDOT will notify all firms of that decision and proceed with detailed priced proposal and negotiation with that firm. If negotiations are not successful, MDOT will contact the next most qualified firm.

The format of the Statement of Qualifications the firm provides will vary depending on the scope of work. It is anticipated that this document will be one to three pages and supplement information already provided in the Master Contract. It will always include the firm's availability and willingness to provide the service and ability to meet the schedule.

The selected Consultant will provide the following to the Project and Program Managers:

1. The names of all Consultants' personnel, including Key Staff, chosen and available to provide the defined service. (consistent with the Statement of Qualifications and Master contract)
2. The names of the subconsultants and their personnel.

3. Provide which firms are performing which prequalification classifications. (consistent with the Statement of Qualifications)
4. A Work Plan detailing how the service will be delivered and kept on schedule. Include level of MDOT involvement and estimated date for milestone events.
5. A priced proposal in accordance with current requirements.
6. A conflict of interest statement covering the prime and subconsultant for the project.
7. Define what is needed from MDOT and when it is needed to meet the schedule.

Every attempt will be made to submit requests as early as possible prior to the start of service. If requested by MDOT or the consultant, a meeting can be set up between MDOT and the Consultant to review the information in the Request for On Demand General Engineering Consultant Services letter and the Consultant's proposal.

Each GEC may work on an as needed basis for up to a total of \$15,000,000 provided the GEC has performed adequately on previous project(s). Performance will take into account work on this contract as well as performance on other contracts with MDOT. Although this is the maximum amount allowed under this Contract, MDOT does not warrant or guarantee that Work Orders issued for the project will reach this maximum threshold or any minimum level.

GENERAL STAFFING REQUIREMENTS

The GEC is expected to provide a satisfactory number of qualified personnel as necessary to effectively carry out its responsibilities under each Work Order. Depending on the project, there may be work during nighttime hours, on weekends, and/or generally under tight time constraints. The number of personnel needed during any particular project may change as the project progresses (i.e., intense roadway and bridge/structure design in the early stages that tapers off to plan submittal review near the end of a project.)

The GEC will adequately staff each project sufficiently in advance of the beginning of work on that project to be properly prepared to satisfy its responsibilities; however, the GEC must not assign any personnel to any project until submitting, in writing for MDOT's review and approval, the qualifications of each person proposed to be assigned to that project. The GEC must submit its request for approval to the Project Manager at least two weeks before the date an individual is to report to work.

The GEC will need approval from MDOT's Innovative Contracting Program Manager for changes to any key staff as provided in the contract. An amended Form 5100G will need to be submitted along with a resume and a reason for the switch to assure MDOT a comparable substitute is being utilized. If the GEC does not get approval for this substitution, MDOT will not accept the hours worked as billable and the GEC will be working at their risk.

An individual, who is previously approved by the Project Manager, but whose performance is later determined by the Project Manager to be unsatisfactory, will not be allowed to continue of the project and may be replaced by the GEC if an alternate is acceptable to the MDOT Project Manager.

When the staffing needs of a project are reduced, the GEC will reduce the number of its personnel assigned to that Project as appropriate. Any adjustment of GEC's forces as recommended by the Project Manager will be accomplished within one week after notification. MDOT reserves the right to add or reduce staff on projects as it so desires during the course of the project.

PROPOSAL CONTENT

Consultants that submit a proposal to this RFP will be scored on the following criteria:

- 1) Understanding of Service (35 Points):** Describe the vendors understanding of the service, innovations, and/or safety program intended to be proposed. This information is to be based on the scope of services.

The following items should also be included in a proposal:

- a. The approach the vendor will use to deliver design-build projects that are identified on a programmatic basis as well as a plan to deliver services that are needed due to emergency situations or under large scale stimulus programs similar to the American Recovery and Reinvestment Act.
- b. The approach that will be used to satisfied DBE requirements on each project.
- c. The approach the vendor intends to use to provide the services while being cost effective and efficient.

- 2) Qualifications of Team (50 Points):** Provide a high level organization chart. Describe the structure of the project team including the roles and experience of all key personnel and sub vendors for the primary and secondary services. Provide resumes for each of the key staff of the prime and sub vendors stated above.

Describe the method that will be used to determine sub vendors that are unknown at the time of this solicitation.

- 3) Past Performance (20 Points):** MDOT will take into consideration performance evaluations done by MDOT on similar work and any references offered by vendor.
- 4) Quality Assurance/Quality Control Process (10 Points):** Describe the plan for completing QA/QC services including the background information of selected manager for this service. Person performing the quality control review must have extensive experience with MDOT standards and practices.
- 5) Location (5 Points):** The percentage of work performed in Michigan will be used for this selection.
- 6) Presentation (50 Points):** A presentation may be required if the scoring of the proposals is inadequate to clearly identify the most qualified vendor(s). The presentation will allow the vendor the opportunity to present on the qualifications of their team, project approach or on other areas they feel will add value. MDOT will have the opportunity to ask each vendor general questions or questions that are specific to their proposal.

Presentations will be at the sole discretion of MDOT. If presentations are required, MDOT will notify each firm if they are or are not required to make a presentation. MDOT may provide firms questions to be addressed at the presentation. Presentations are not expected to exceed 60 minutes.

CONSULTANT PAYMENT:

The payment method may vary and will be specified on each individual Work Order. Unless otherwise determined by MDOT, Compensation 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 listed in the WORK ORDER 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.

Travel 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 or Design Division Administrator (depending on funding source). Reimbursement for overtime hours that are allowed will be limited to time spent on the project defined the WORK ORDER 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 or Design Division Administrator.

For all WORK ORDERS, the fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead. This will be established for each Work Order (a fixed fee will not be established on the Master Contract).

ATTACHMENT A
Example of Service Request

**MDOT REQUEST FOR ON DEMAND GENERAL ENGINEERING CONSULTANT
SERVICES**

Date: XX/XX/XXXX

Company Name
Attn: Ms. Consultant, PM
Address:

MDOT requests design build staff and services for the following project and service under the contract number and WORK ORDER number 200x-xxxx (x), Scope of Services for On Demand General Engineering Consultant Services.

REGION/TSC Or CENTRAL OFFICE:

MDOT Project Manager:

JOB NUMBER: ***** **CONTROL SECTION:** *****

ROUTE: Highway

CONSTRUCTION PROJECT DESCRIPTION: Type of work

ESTIMATED CONSTRUCTION COST: Total cost of construction

ANTICIPATED DESIGN/BUILD RFP DATE:

DBE Percentage:

SERVICE DESCRIPTION: SEE SCOPE OF SERVICES FOR DETAILS

- ☐ Assistance with Development of Design Build contract for letting
- ☐ Design assistance during construction
- ☐ Construction Engineering oversight of Design Build Contract
- ☐ Research into Design Build issues
- ☐ Development of statewide Design Build Guidance
- ☐ Other: _____

Consultant Proposal Due Date:

Anticipate Start Date:

Anticipated Completion Date of Service:

Receipt of this request requires the Consultant to notify the undersigned regarding the availability of the Consultant's staff to work on this project in writing within seven (7) working days. A signature below indicates that the Consultant agrees to the terms and conditions detailed in the original Scope of Services for Consultant "General Engineering Consultant" Design Build Services for and this Request for Staff Letter including the completion date of service. A detailed cost proposal with a breakdown of man hours and tasks will be submitted and reviewed prior to obtaining a final WORK ORDER. No work can begin until the WORK ORDER is signed and approved by MDOT.

MDOT Program/Project Manager
MDOT Innovative Contracting Unit

GEC Project Manager
Consultant Company