

SPECIAL PROVISION
FOR
**COMPETITIVE BIDDING INSTRUCTIONS FOR
BEST VALUE CONTRACTOR SELECTION****DESCRIPTION**

This special provision sets forth the process which the bidder will be required to follow and the information which the bidder must include to bid on the project. The requirements contained herein are in addition to those stipulated in Section 102 of the 1996 Standard Specifications for Construction.

Due to the specialized nature of the work of the project and the unique, irreplaceable nature of the historic truss bridge to be restored and re-erected, the Department has determined that it is in the best interest of the public to competitively select a contractor based on the best overall value provided. The determination of best value will be made by evaluating a combination of bidder qualifications and experience and the bid price, as described within this special provision. In order to make this determination, bidders will be required to submit under two separate, sealed covers:

- A) A Price Proposal,
- B) A Technical Proposal (20 copies).

The final award shall be made to the bidder with the lowest, responsive, composite scoring proposal, as defined in this special provision.

Since this competitive contractor selection process is based in part on the qualifications and experience of the steel fabricator, the successful bidder will be required to use the steel fabricator identified in the Technical Proposal during the execution of the contract. Failure to do so may result in rendering the bid non-responsive (prior to contract award) or termination of the contract in accordance with Section 108.13 of the Standard Specifications (after contract award). All other subcontractors shall be pre-qualified in accordance with the Standard Specifications.

PRICE PROPOSAL REQUIREMENTS

The price proposal shall be prepared in accordance with Section 102 of the 1996 Standard Specifications for Construction. **One (1)** copy of the price proposal shall be submitted under separate cover from the Technical Proposal.

TECHNICAL PROPOSAL REQUIREMENTS

The Technical Proposal shall be completed and submitted in accordance with the following requirements. Failure to comply with the requirements stated herein, may be cause to render

the bid irregular and non-responsive, resulting in the bid being rejected.

The bidder shall submit **twenty (20)** copies of the Technical Proposal under separate, sealed cover from the Price Proposal.

Technical Proposals shall be printed on 8 ½" x 11" size paper, using plain, single spaced text. Technical proposals shall be bound and shall include a cover which identifies the name of the project, the name of owner (Michigan Department of Transportation), and the name of the Bidder. The content of the Technical Proposal shall include the following information with tabs identifying the sections described below in this order. Information included in the Technical Proposal in excess of the maximum page requirements stipulated below will not be considered in the evaluation and scoring of the Technical Proposal.

Section 1 Identification of the Bidder.

This section shall contain the following information identifying the bidder (prime contractor) for the project.

- A) Name of the Prime Firm.
- B) Mailing Address of the Prime Firm.
- C) Contact Person (Business Manager or Principal).
- D) Contact Telephone Number.
- E) Contact Facsimile Number.

This section shall also contain the following information identifying the proposed steel fabricator for the project. **The steel fabricator must be Quality Certified in the category of Simple Steel Bridges by the American Institute for Steel Construction (AISC).** Identification of a steel fabricator that is not AISC Quality Certified will be cause for rendering the bid non-responsive and will result in the bid being rejected.

- A) Name of the Steel Fabricator.
- B) Mailing Address of the Steel Fabricator.
- C) Contact Person (Business Manager or Principal).
- D) Contact Telephone Number.
- E) Contact Facsimile Number.
- F) Proposed location of the Steel Fabrication Work (City & State).
- G) Documentation supporting AISC Quality Certification in the category of Simple Steel Bridges.

Section 2 Understanding of the Project.

This section shall contain a concise description of the bidder's understanding of the nature of the work, the contract requirements, the site conditions, and issues affecting the outcome of the work. This section is not to exceed three (3) pages in length.

Section 3 Proposed Work Plan.

This section shall describe the bidder's proposed plan to carry out the contract work in accordance with the plans and specifications. The bidder shall provide the following information, in this order:

- A) A description of the bidder's approach to the work and proposed steel restoration, fabrication, and re-erection construction methods (three (3) pages maximum).
- B) A description of the bidder's proposed quality control plan and procedures (three (3) pages maximum). The plan must include specific procedures and methods to be used to control and assure the quality of materials and workmanship, as well as specific procedures and methods for correcting deficiencies in materials and workmanship, should they arise on the project.
- C) A description of the bidder's proposed schedule to complete the contract work, showing the major items of work and identifying controlling items of work throughout the schedule (two (2) pages maximum). A critical path model in accordance with the Special Provision for Critical Path Network Schedule is acceptable.

Section 4 Prior Experience of the Prime Contractor.

This section shall provide information regarding the bidder's prior experience and performance on projects of similar size and scope. A maximum total of ten (10) project descriptions may be included.

Each project description shall be not more than three (3) pages in length.

The first page is required and shall give a narrative description of the project and shall include as a minimum the following information:

- A) Project Name and Location.
- B) Owner/Agency Name.
- C) Owner/Agency Contact Person and Telephone Number.
- D) Year(s) Constructed.
- E) Contract Cost.
- F) Role of Key Staff Proposed for the M-156 project.
- G) General description of the work and methods used.

A second page may be used to include a reference letter from an owner/agency representative, describing the bidder's performance on the subject project. The second page is optional.

A third page may be used for pictures or figures relating to the project. The third page is optional.

Section 5 Prior Experience of the Steel Fabricator.

This section shall provide information regarding the steel fabricator's prior experience and performance on projects of similar size and scope. A maximum total of ten (10) project descriptions may be included.

Each project description shall be not more than three (3) pages in length.

The first page is required and shall give a narrative description of the project and shall include as a minimum the following information:

- A) Project Name and Location.
- B) Owner/Agency Name.
- C) Owner/Agency Contact Person and Telephone Number.
- D) Year(s) Constructed.
- E) Contract Cost.
- F) Role of Key Staff Proposed for the M-156 project.
- G) General description of the work and methods used.

A second page may be used to include a reference letter from an owner/agency representative, describing the bidder's performance on the subject project. The second page is optional.

A third page may be used for pictures or figures relating to the project. The third page is optional.

Section 6 Staffing Plan and Qualifications of Key Personnel.

This section shall include information regarding key staff proposed for this contract. The key staff persons to be identified in this section are:

- A) Project Superintendent.
- B) Steel Fabricator Plant or Project Manager.
- C) Steel Erection/Field Assembly Manager.
- D) Quality Control Officer.

For each key staff person, a resume of qualifications, duties/responsibility and experience not to exceed two (2) pages in length shall be provided. This resume shall be formatted and include the information as shown in Figure 1.

PROCESS FOR REVIEW AND SCORING OF TECHNICAL PROPOSALS

The Department shall receive both the Technical Proposals and Price Proposals (under separate, sealed covers) on the date and time stipulated in the contract advertisement. The Price Proposals shall remain sealed until such time as the Technical Proposals have been reviewed and scored.

The Technical Proposals shall be reviewed and scored by a Selection Team comprised of the following individuals or their designees:

Project Design Engineer, MDOT
Project Construction Engineer, MDOT
Cultural Resource Expert, MDOT
Engineer of Construction & Technology, MDOT
Department Appointed Historic Bridge Restoration Expert

The Project Design Engineer shall act as the Chair of the Selection Team.

In addition, the following persons or their designees will be provided a copy of Technical Proposals and will be invited to observe the Selection Team during the review and scoring process:

Region Engineer, MDOT
Engineer of Design, MDOT
Engineer of Bridge Design, MDOT
Attorney General
Deputy Director, Bureau of Finance, MDOT
Region Bridge Engineer, MDOT
Jackson Transportation Service Center Manager, MDOT
Associate Region Engineer - Development, MDOT
Associate Region Engineer - Delivery, MDOT
Area Engineer, FHWA
City Clerk, City of Morenci

Technical proposals shall be scored using the following methodology. Each Selection Team member will receive one copy of the each Technical Proposal, and will review and score each Technical Proposal individually. Technical Proposals will be scored based on the following thirteen (13) criteria:

- A) Understanding of the Project.
- B) Proposed Work Plan.
- C) Steel Restoration, Fabrication and Re-erection Methods.
- D) Quality Control Plan.
- E) Proposed Schedule.
- F) Prime Contractor Past Experience.
- G) Prime Contractor Past Performance.
- H) Steel Fabricator Past Experience.
- I) Steel Fabricator Past Performance.
- J) Project Superintendent Qualifications & Experience.
- K) Steel Fabricator Plant/Project Manager Qualifications & Experience.
- L) Steel Erection/Field Assembly Manager Qualifications & Experience.
- M) Quality Control Officer Qualifications & Experience.

For each of the criteria, the Selection Team member shall assign a point score according to the scoring guidelines in Figure 2. Scores will be based solely on the information included in the Technical Proposal and information obtained from owner/agency contacts as identified in Sections 4 and 5 of the Technical Proposal. A maximum of sixty-five (65) points may be awarded to a bidder, based on the evaluation of the Selection Team member.

On the date established in the Selection Schedule contained herein, the Chair shall convene a meeting of the Selection Team and observers to review and discuss the results of the scoring. This meeting shall be open to the public. The date, time and location of the Selection Team meeting shall be published not less than seven (7) calendar days in advance of the meeting. After review and discussion, Selection Team members shall finalize their individual scores and shall record them on the Individual Bidder Technical Score Sheet shown in Figure 3. Selection Team members shall submit the original score sheets to the Chair, who shall then compile and record the individual scores on the Individual Bidder Total Technical Score Sheet shown in Figure 4. The Chair shall record the final individual Technical Scores for each responsive bidder in the appropriate column of the Composite Score Summary Sheet shown in Figure 5. The chair shall then read aloud the final total Technical Score for each responsive bidder.

The total maximum Technical Score that can be awarded to a bidder from the entire Selection Team is three hundred twenty five (325) points.

A bidder must receive a minimum total Technical Score of one hundred fifty (150) points to be considered qualified to perform the contract work. Bidders who receive less than a total Technical Score of one hundred fifty (150) points will be considered unqualified and the bid will be rejected.

In addition, a bidder who receives an "Unacceptable" rating (0 points) from three or more members of the Selection Team for any one of the same selection criteria will be considered unqualified and the bid will be rejected.

DETERMINATION OF COMPOSITE SCORES & CONTRACT AWARD

At the completion of the scoring process for the Technical Proposals, the Chair shall publicly open and read aloud the sealed Price Proposals.

The Chair shall then adjourn the Selection Team meeting.

The opened Price Proposals shall be submitted by the Chair to be checked in accordance with department procedures.

Once the Price Proposals have been checked and corrected as needed, the Chair shall record the individual total As-Checked Price Proposal amounts in the appropriate column of the Composite Score Summary Sheet. The Chair shall then compute and record the individual Composite Scores for each responsive bidder in the appropriate column of the Composite Score Summary Sheet.

The Composite Score shall be computed by dividing the total As-Checked Price Proposal amount by the Technical Score.

The contract shall be awarded to the bidder with the lowest, responsive Composite Score.

Upon completion of the Composite Score computations, the results will be promptly furnished to each bidder in writing and will be made available for public review.

The following is the tentative schedule of events for the competitive best value contractor selection process described in this special provision. Modifications may be made to this schedule at the discretion of the Chair of the Selection Team. Any modifications will be noticed to the public.

Event	Date
MDOT Receives Price Proposals & Technical Proposals	August 2, 2002
Selection Team Reviews & Scores Proposals Individually	August 2 - 15, 2002
Selection Team Meeting (Determination of Technical Scores and Reading of Price Proposals)	August 16, 2002
Written Notification of Results Issued (estimated)	August 23, 2002
Contract Award (estimated)	October 1, 2002

Figure 1. Format for Resume of Key Staff.

Employee Name:	Title:	Role on This Project:
Company Name:	Years of Experience: _____ with Company _____ with other firms	
Education: (degree, year, school (including city and state of school))		
Licenses, Registrations and Certifications:		

Specific Experience		
Months/Years	Project I.D.	Role & Project Description
<i>Example:</i>		
<i>May, 2000 to October, 2000</i>	<i>M-156 Bridge over No Name Creek, Anyplace County, Michigan for MDOT.</i>	<i>Project Superintendent. Mr. Gogetter oversaw the restoration and re-erection of a 80 year old historic steel truss bridge. He led all contractor staff and coordinated sub-contractor work to complete this project one month ahead of schedule.</i>

Figure 2. Technical Proposal Scoring Guidelines.

Rating	Description	Point Value
Exceptional	Based on the information in the Technical Proposal, and information from owner/agency contact persons, demonstrates a significant amount of qualifications and experience in this work, and has consistently performed work of similar size and scope successfully.	5
Acceptable	Based on the information in the Technical Proposal, and information from owner/agency contact persons, demonstrates some qualifications and experience with similar work, and performed successfully on most projects of similar size and scope.	3
Marginal	Based on the information in the Technical Proposal, and information from owner/agency contact persons, demonstrates little experience or qualifications with similar work, and has successfully completed very few projects of similar size and scope.	1
Unacceptable	Based on the information in the Technical Proposal, and information from owner/agency contact persons, demonstrates no experience or qualifications in this type of work, and has not successfully completed any projects of this size or scope.	0

Figure 3. Individual Bidder Technical Score Sheet.

INDIVIDUAL BIDDER TECHNICAL SCORE SHEET

Historic Truss Bridge Restoration
M-156 over Silver Creek, Morenci, Michigan

CS 46032 - JN 53043

Bidder Name:

Selection Team Member Name:

Scoring Criteria	Technical Score
1. Understanding of the Project.	
2. Proposed Work Plan.	
3. Steel Restoration, Fabrication and Re-Erection Methods.	
4. Quality Control Plan.	
5. Proposed Schedule.	
6. Prime Contractor Past Experience.	
7. Prime Contractor Past Performance.	
8. Steel Fabricator Past Experience.	
9. Steel Fabricator Past Performance.	
10. Project Superintendent Qualifications & Experience.	
11. Steel Fabricator Plant/Project Manager Qualifications & Experience.	
12. Steel Erection/Field Assembly Manager Qualifications & Experience.	
13. Quality Control Officer Qualifications & Experience.	
TOTAL SCORE:	

Figure 4. Individual Bidder Total Technical Score Sheet.

INDIVIDUAL BIDDER TOTAL TECHNICAL SCORE SHEET

Historic Truss Bridge Restoration
M-156 over Silver Creek, Morenci, Michigan

CS 46032 - JN 53043

Bidder Name:

Scoring Criteria	Technical Scores					Total
	Member A	Member B	Member C	Member D	Member E	
1. Understanding of the Project.						
2. Proposed Work Plan.						
3. Steel Restoration, Fabrication and Re-Erection Methods.						
4. Quality Control Plan.						
5. Proposed Schedule.						
6. Prime Contractor Past Experience.						
7. Prime Contractor Past Performance.						
8. Steel Fabricator Past Experience.						
9. Steel Fabricator Past Performance.						
10. Project Superintendent Qualifications & Experience.						
11. Steel Fabricator Plant/Project Manager Qualifications & Experience.						
12. Steel Erection/Field Assembly Manager Qualifications & Experience.						
13. Quality Control Officer Qualifications & Experience.						
Team Member Totals:						
Individual Bidder Total Technical Score:						

Figure 5. Composite Score Summary Sheet.

COMPOSITE SCORE SUMMARY SHEET

Historic Truss Bridge Restoration
M-156 over Silver Creek, Morenci, Michigan

CS 46032 - JN 53043

Bidder Name	Total As-Checked Price Proposal Amount	Technical Score	Composite Score*

*The Composite Score is computed by dividing the Total As-Checked Price Proposal Amount by the Technical Score. The bidder with the lowest, responsive Composite Score is awarded the contract.