

I. GENERAL INFORMATION

A. Purpose

The Michigan Department of Transportation has conducted an Access Management Program since 2002 and over 30 studies have been completed throughout the state. The purpose of this assessment is to measure the overall effectiveness of the program and redirect future studies to follow different procedures if necessary. This will be a report card with recommendations to improve where improvements are needed.

B. Type of Contract

The contract will be on a lump sum basis with five payments identified in the milestone schedule. The contract is anticipated to begin around March 1, 2007, and be completed in approximately eighteen months. If a contract is entered into as a result of this RFP, it will include all necessary information as required in the Scope of Work.

Milestone Schedule and payment percentage:

Elements 1 through 4 –	20%
Elements 5 through 7 –	20%
Elements 8 through 11 –	20%
Elements 12 through 14 –	20%
Delivery of final report and presentation –	20%

C. Bid Sheet

A separate bid sheet shall be prepared and submitted separate from the technical proposal in accordance with the "Guideline for Completing a Low Bid Sheet(s)."

D. General Qualification Requirement:

The qualified vendor must have experience with Access Management studies but must not have performed an access management study in Michigan. Experience must be documented and included in the proposal. Included in this documentation will be an outline of how an objective assessment will be performed.

II. BACKGROUND

MDOT has conducted an Access Management Program since 2002 with an annual operating budget of over \$500,000. This program provides proper Access Management training to consultants, county road commissions, township officers, MDOT personnel, developers and other interested parties. The program pays for consultant contracts to prepare formal Access Management plans and sample ordinances for cities, villages and townships along state trunkline corridors. Over 30 studies have been completed to date in Michigan using numerous consultants. These studies cost between \$25,000 and \$100,000 and take about one year to complete. The studies which have been completed should guide the department and property owners in future access point locations and provide the townships with direction for new ordinance preparation. These completed studies have not been monitored for implementation and thus have not provided MDOT with adequate feedback to make program adjustments.

III. SCOPE OF WORK

Following are the key elements to be performed. The elements cover some of the basic issues that MDOT would like examined as a means to assess its consistency & completeness within its statewide program that is implemented within the seven MDOT Regions. However, consultants

may provide other elements based on working relationships and/or experience with access management in other locations outside the State of Michigan.

Element # 1: Review Past Request for Proposals (RFP) for Consistency

Consultant will collect all past RFPs and review them for consistent objectives and definition of problems. Prepare a summary of common work items as well as a list of work items unique to one or more studies. Summarize successes and/or failures on each study. Are unique characteristics about the corridor mentioned in the RFP? Did the RFP identify the steps of Chapter 6 of the Access Management Guidebook?

Element # 2: Study Costs

Review the study costs and identify major discrepancies where similar services have significant cost differences. Identify costs that could or should be absorbed by local governments or property owners for a “buy-in”. Has any agency added funding or created incentives for access management.

Element # 3: Study Length and Time

Recommend an effective study scope. Length of road segment; number of affected local agencies; etc. Recommend a study time period that holds stakeholder interest.

Element # 4: MDOT Study Corridor Criteria

Examine past studies for criteria used to justify a study and recommend basic criteria for an investment in an access management corridor plan. Sample criteria could include: road classification; crash rates; drive density; commercial/residential development; traffic volumes. Are there criteria used in other state programs that might prioritize corridor selection differently or would the consultant recommend a different approach.

Element # 5: Data Collection Format

Identify the type of data collection used in the study. For example, did the consultant use aerial photograph maps, GIS maps, traffic, crash data, driveway density and recognition of driveway offsets? Also note the age of mapping used in the study.

Element # 6: Access Management Report Format

Review prior study reports for format and propose if there should be changes elements within and /or a standard format for future reports.

Element # 7: Study Management

Project managers for past studies vary from region to region. Describe how to best manage studies in the future. Note that some regions use MDOT staff and some regions may use Region Planning Organizations to manage studies.

Element # 8: Local Agency Memorandum of Understanding (MOU), and Ordinances

Show what studies have required a MOU from cities and/or townships within the study area and summarize the key points of agreement between the department and the local agencies. Survey all cities, villages and/or townships within the study area for new ordinances resulting from the study. List the types of ordinances and explain how successful the local agencies have been with implementation.

Element # 9: Coordinated Site Plan Reviews

Examine each study for plans to hold site plan reviews or other corridor management group meetings on a regular basis and discuss how these are assembled and function. Survey cities and/or townships for their follow-up success (maybe note the number of closed access points). Does the local ordinance define a “change in use” and by either change in size or change in land use category and what agencies are notified of such change.

Element # 10: Local Government Perspectives about MDOT’s AM Program

Based on interviews with participating cities and/or townships, summarize how local agencies perceive MDOT’s role with the AM program, during and after plan development. Do they recognize the local benefits the program provides as well as ownership in the program? Based on other state access management programs is there a need to involve other public or private parties in the program and/or seek their input in the draft proposals.

Element #11: Maintaining Viability

Due to changes in MDOT staff and local government elected officials, plans for managing access per a plan and/or ordinances needs a process to insure the test of time. Make recommendations for long-standing processes to assure continual adherence to access management plans.

Element # 12: Study Linkage to MDOT Construction Projects

Report how the access management efforts have been or should be linked to road reconstruction projects for better chances of recommended access modifications implementation, road reconstruction projects should follow and not precede corridor AM studies. Discuss this subject and how MDOT is doing to improve access management implementation.

Element # 13: Asset Management Links

Discuss how MDOT Asset Management program could tie into access management studies with driveway inventories, etc. Are there ways the asset management might be used to prioritize access management corridor studies?

Element #14: Traffic and Safety Notes:

Traffic and Safety Notes are a guide to establishing practices and procedures, issuing technical instruction and guidance to division and region traffic and safety personnel. Notes have been established to cover access management guidelines. The selected consultant will review all Traffic and Safety Notes that are related to Access Management and make recommendation for their revision or make a statement about how they are satisfactory.

IV. DELIVERABLES

A draft report of the findings will be submitted to the MDOT Project Manager (10 copies) 30 days prior to the contract expiration date. The MDOT Project Manager will share and review the draft report with all MDOT Region Planners, Traffic and Safety Division and the Real Estate Division. The vendor is to incorporate MDOT review comments into the final report. Fifteen hard copies and one CD copy will be provided to the MDOT project manager at the close of the contract period. The vendor will also be required to present the findings of this study to MDOT leadership in an oral presentation.

V. PROPOSAL SELECTION CRITERIA AND TOTAL POSSIBLE POINTS

A. **UNDERSTANDING OF SERVICE AND INNOVATIONS:- 35 Points.**

Describe the understanding of the service, innovations, or other issues you intend to propose. This information is to be based on the scope of services.

Include any work item that you believe should be added to the scope of services, or any work item that is in the current scope of services which you believe should be altered

B. **QUALIFICATIONS OF TEAM: 50 Points.**

The scoring for qualifications of team scoring will be one score based on the following information:

1. Structure of the Project Team (Personnel and Roles) – Describe the structure of the project team including the roles of all key personnel and sub-consultant/vendors. For each sub-consultant/vendor, describe role in service and include what percent of the named role that the sub-consultant/vendor is expected to provide.

2. Staff Service Experience – Provide resumes for each of the key staff of the prime and sub-consultant/vendors. The format is shown in Exhibit A of the Consultant/Vendor Selection Guidelines. The resume is limited to three (3) pages per key staff member.

C. **PAST PERFORMANCE: 20 Points.**

MDOT will review relevant performance evaluations for the past five (5) years for prime and sub-consultants/vendors that are being proposed. If the consultant/vendor has not previously worked for MDOT or has only had a few service opportunities that have been evaluated, this area can be used to provide other references for the Selection Team to contact. These would be in addition to those provided in the resumes in Section B and limited to work completed in the past five (5) years.

D. **LOCATION: 5 Points.**

This section will be scored for all solicitations. The consultant selection criteria will include a consideration of what percentage of contracted work will be performed in Michigan. Consultant/vendor is required to provide the location of where the work will be performed. The Selection Team will score the percentage of work performed in Michigan on all contracts unless the contract is for on-site inspection. The combination of location and percentage of work performed in Michigan should not exceed 5 points.

E. **PRICE: 10 Points.**

After scoring of the main proposal is completed, the bid sheet will be scored with the lowest bid receiving 100% of the available points and the rest of the bids receiving progressively fewer points based on a percentage formula.

BID SHEET

DESCRIPTION OF WORK

PAY ITEMS

All entries on this page must be handwritten in ink or computer generated.

ITEMS OF WORK	QUANTITY	UNIT PRICE
Describe item		

Total Bid: _____

Vendor Name:	
Vendor Signature	
Vendor Address:	
Date:	

The Michigan Department of Transportation reserves the right to reject any or all bids.

Check "UNIT PRICE" column for omissions before entering bid total.