

CONSULTANT/VENDOR SELECTION GUIDELINES

FOR RESEARCH SERVICE CONTRACTS

**MICHIGAN DEPARTMENT OF
TRANSPORTATION**

**OFFICE OF RESEARCH AND
BEST PRACTICES**

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PROPOSER'S RFP CHECKLIST		
The 10 Most Critical Things to Keep in Mind When Responding to an RFP for the Michigan Department of Transportation		
1.	_____	Read the <i>entire</i> document. Note critical items such as: mandatory requirements; supplies/services required; submittal dates; number of copies required for submittal.
2.	_____	Note the protocol for inquiries and general information. This is the only way you are allowed to communicate regarding the RFP and is an excellent source of information for any questions you may have.
3.	_____	Attend the pre-proposal conference if one is offered. These conferences provide an opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify MDOT of any ambiguities, inconsistencies, or errors in the RFP.
4.	_____	Take advantage of the question and answer period. Submit your questions to the e-mail address provided by the due date listed and view the answers given in the formal addenda issued for the RFP. All addenda issued for an RFP are posted on MDOT's RFP Web site, and on the Office of Research and Best Practices' (ORBP) Web site. The addenda will include all questions asked and answered concerning the RFP.
5.	_____	Follow the format required in the RFP when preparing your response. Provide point-by-point responses to all sections in a clear and concise manner.
6.	_____	Provide complete answers/descriptions. Read and answer all questions and requirements. Don't assume that the MDOT evaluation committee will know what your company capabilities are or what items/services you can provide, even if you have previously contracted with MDOT. The proposals are evaluated based solely on the information and materials provided in your response.
7.	_____	Use the forms provided. i.e., cover page, sample budget form, certification forms, etc.
8.	_____	Check the ORBP Web site and/or MDOT's RFP Web site for RFP addenda. Before submitting your response, check both of the above Web sites to see whether any addenda were issued for the RFP. If so, you must sign and return a copy of each addendum issued along with your RFP response.
9.	_____	Review and read the RFP document again to make sure that you have addressed all requirements. Your original response and the requested copies must be identical and be complete. The copies are provided to the evaluation committee members and will be used to score your response.
10.	_____	Submit your response on time. Note all the dates and times listed in the RFP cover sheet and within the document, and be sure to submit all required items on time. Late proposal responses are <i>never</i> accepted.

This checklist is provided for assistance only and should not be submitted with Proposer's response.

PART I – GENERAL INFORMATION

This document covers the procedures for consultant/vendors to follow for each selection process MDOT uses.

1. BACKGROUND

The Michigan Department of Transportation (MDOT) uses a best value process for procuring services. Requests for Proposal (RFPs) for all services greater than \$25,000 will be posted on MDOT's Web site.

This guideline defines the type of RFP based on the estimated cost of the service. The type of contract or authorization does not affect the selection process.

MDOT will seek to contract with the consultant/vendor who is selected. This contract may be an authorization under an Indefinite Delivery of Services (IDS) contract or a regular contract. If any problems occur during the contracting process that do not allow MDOT to contract with the selected consultant/vendor, the next highest qualified consultant/vendor based on best value will be considered for selection.

All results will be placed on the Web site.

2. DEBRIEFING

2.1 Services under \$100,000. No formal feedback will be provided, because there is no scoring of the proposal. The selected consulting firm will be announced and the information posted on the Web following Central Selections Review Team (CSRT) approval. Informal feedback may be provided via phone or e-mail at the discretion of the project manager.

2.2 Services greater than \$100,000. Formal feedback will be provided and informal feedback may be provided. Formal: All scores will be posted on MDOT's Web site in conjunction with the posting of the selected consultant. Both total scores and individual category scores will be provided on selections made in Tiers II and III. No consultant names will be provided; however, each consultant will receive their individual score sheet from MDOT via facsimile or e-mail within two working days of the scores and selection results being posted. This would enable each proposing consultant to compare their scores with the other proposers. Informal feedback may be provided via phone or e-mail at the discretion of the project manager.

It is anticipated that providing both timely direct feedback on scores and informal feedback from the project managers will significantly reduce the need for face-to-face meetings. Face-to-face meetings are not prohibited but will be scheduled at the discretion of the project manager.

3. CLASSIFICATION AND EVALUATION OF PROPOSALS

- 3.1 Initial Classification of Proposals as Responsive or Nonresponsive.** All proposals will initially be classified as either “responsive” or “nonresponsive.” Proposals may be found nonresponsive any time during the evaluation process or contract negotiation if any of the required information is not provided; the submitted price is found to be excessive or inadequate as measured by criteria stated in the RFP; or the proposal is not within the plans and specifications described and required in the RFP. If a proposal is found to be nonresponsive, it will not be considered further.
- 3.2 Evaluation of Proposals.** The evaluation committee will evaluate the remaining proposals and recommend whether to award the contract to the highest scoring proposer or, if necessary, to seek discussion/negotiation or a best and final offer in order to determine the highest scoring proposer. All responsive proposals will be evaluated based on stated evaluation criteria. In scoring against stated criteria, MDOT may consider such factors as accepted industry standards. These scores will be used to determine the most advantageous offering to the state.
- 3.3 Completeness of Proposals.** Scoring will be based on the proposer’s proposal and other items outlined in this RFP. Submitted responses may not include references to information located elsewhere, such as Internet Web sites or libraries, unless specifically requested. Information or materials presented by proposers outside the formal response or subsequent discussion/negotiation or “best and final offer,” if requested, will not be considered, will have no bearing on any award, and may result in the proposer being disqualified from further consideration.
- 3.4 Evaluation Committee Recommendation for Contract Award.** The evaluation committee will provide a written recommendation for contract award to the CSRT that contains the scores, justification, and rationale for its decision. The CSRT will review the recommendation to ensure its compliance with the RFP process and criteria before concurring in the evaluation committee’s recommendation.

4. MDOT’s RIGHTS RESERVED

While MDOT has every intention to award a contract as a result of this RFP, issuance of the RFP in no way constitutes a commitment by the state of Michigan to award and execute a contract. Upon a determination such actions would be in its best interest, MDOT, in its sole discretion, reserves the right to:

- cancel or terminate this RFP
- reject any or all proposals received in response to this RFP
- not award if it is in MDOT’s best interest not to proceed with contract execution or
- if awarded, terminate any contract if MDOT determines adequate state funds are not available

PART II – PROCESS STEPS

1. ALL SERVICES EQUAL TO OR GREATER THAN \$25,000 – TIERS II AND III

(NOTE: The only difference between Tier II and Tier III in the process is the complexity of the requirements for the RFP. The selection team may choose to use this process for services with an estimated cost less than \$100,000.)

- 1.1** An MDOT Selection Team will be assembled for each service.
- 1.2** For selections greater than \$1 million, a member of the CSRT will serve on the selection team. The selection specialist will notify the CSRT at the time of posting the RFP and the assigned CSRT member will contact the project manager to coordinate proposal evaluation meetings.
- 1.3** MDOT will post an RFP with a scope of work for each service on the Web. The RFP will identify the items that will be scored for selection, the prequalification classifications required, and the Disadvantaged Business Enterprise (DBE) percentage goal. If this is a service that does not require prequalification, an additional advertisement may be made in newspapers, periodicals, or additional Web sites.
- 1.4** Interested consultant/vendors shall submit a proposal in accordance with the guidance provided in this document by the deadline date and time indicated. Forms 5100D, 5100G, and 5100I must be submitted with all proposals and must be signed by a representative with contracting authority for the consultant/vendor firm. They will not be included in the page limitations. See Forms 5100D, 5100G, and 5100I. The consultant/vendors should not incur significant costs developing information for this submittal. Scoring and selection will not be based on the appearance of the submitted package, but on an evaluation of the consultant/vendor's knowledge and experience in the specialty area(s). See Form 5100B.
- 1.5** MDOT will seek to contract with the selected consultant/vendor.
- 1.6** Results of selection approvals will be posted on the MDOT Web site.

PART III – INSTRUCTIONS FOR SUBMITTING PROPOSALS

1. INSTRUCTIONS FOR SENDING IN PROPOSALS

Unless otherwise stated in the RFP, consultant/vendors must submit three copies of the proposal by the date and time stated. MDOT will date/time stamp or log the proposal or technical proposal as received. Consultant/vendors must also submit one stapled copy to the MDOT Contracting Office within three business days following the due date specified in the RFP.

Consultant/vendors mailing a proposal should allow ample mail delivery time to ensure timely receipt of their proposal. Proposals arriving after the response date and time will be disqualified from the selection process. Registered mail is suggested to ensure timeliness. All solicited consultant/vendors will be notified on the Web site if there is a change in the due date, time, or location. MDOT reserves the right to reject any and all proposals received as a result of any RFP.

All proposals must comply with the following:

- Proposals for all selections are to be organized as defined in Part IV – Research Proposal Formatting and Submission Guidelines, Part V – Proposal Requirements, and VI - Proposal Information and Scoring
- Pages shall be 8-1/2 inches by 11 inches
- Font must be a minimum of 12 pitch font
- Pages must be continuously numbered throughout in the format of “Page 1 of ___”
- All proposals may be bound and sections may be tabbed and numbered. Blank tabbed pages will be included in the page limitations
- Graphics are allowed within established page limits

2. INQUIRIES AND GENERAL INFORMATION

All questions regarding the scope of work in the RFP must be submitted by e-mail as directed in the RFP. Questions shall be received a minimum of four (4) business days prior to the date and time that the proposal is due unless otherwise stated in the RFP. All such questions and their answers will be placed on the MDOT Web site as soon as possible after receipt of the questions. The names of the consultant/vendors submitting questions will not be disclosed. **The employees of the proposing consultant/vendors may not contact any MDOT staff, including members of the selection team, or their designee, to obtain information on this service. Such contact shall result in disqualification.**

- 2.1 Addenda to RFP** – If it becomes necessary to revise any part of the RFP, addenda will be posted on the MDOT Web site.
- 2.2 News Releases** – Any news release(s) pertaining to this RFP or the services, study, data, or project to which it relates will not be made without prior written MDOT approval, and then only in accordance with the explicit written instructions from MDOT.



2.3 Disclosure – All information in a consultant/vendor’s proposal and any contract resulting from this RFP are subject to disclosure under the provisions of the Freedom of Information Act, 1976 Public Act No. 442, as amended, MCL 15.231, et seq.

The consultant/vendor may contact MDOT Contract Administration staff at any time with general questions concerning the selection and/or contracting process.

3. PRIME CONSULTANT/VENDOR RESPONSIBILITY

The prime consultant/vendor is responsible for the successful completion of the service and is expected to perform at least 40 percent of the services, by dollar value, not including direct costs required on the service, unless otherwise specified in the RFP.

4. REJECTION OF SUBMITTALS

MDOT reserves the right to reject any and all proposals, technical proposals and /or bids received as a result of any RFP. MDOT will not pay for the information solicited or obtained as a result of a consultant/vendor’s response to any RFP.

MDOT reserves the right to reject any proposal where it is determined by MDOT that a conflict of interest exists.

5. ACCEPTANCE OF PROPOSAL CONTENT

The content of a proposal, technical proposal, and bid will become contractual obligations. Failure of the successful proposer to accept these obligations may result in cancellation of the contract.



PART IV - RESEARCH PROPOSAL FORMATTING AND SUBMISSION GUIDELINES

Proposals become the property of the Michigan Department of Transportation (MDOT) and are treated as privileged documents and will be disposed of by the department. MDOT retains the right to reject any proposal. The proposals will be reviewed by the department with particular emphasis on technical merit and budget.

Electronic submission of proposals is not accepted. Printed proposals shall contain the signature, written with blue ink, of the person with contracting authority on the cover page of the proposal. Submit eight (8) comb- or spiral-bound, double-sided and color (if applicable) copies with one electronic PDF copy on a compact disc to:

Office of Research & Best Practices
425 West Ottawa Street
P.O. Box 30050
Lansing, Michigan 48909

Proposals shall be submitted by the deadline noted in the solicitation. Proposals submitted after the posted deadline will not be considered.

The proposal shall follow the format listed herein. Non-compliance will cause the proposal to be rejected. All questions regarding requests for proposals should be directed to the Office of Research & Best Practices (ORBP) at mdot-research@michigan.gov. No questions will be received or addressed by telephone. All responses to questions will be posted in the same location as the RFP for viewing by all. The names of organizations submitting questions will not be disclosed.

A research proposal should be a well-organized document which addresses the need for the research as identified in the MDOT RFP and follows the objectives of the RFP. The proposal should provide a detailed description of the work required to achieve those objectives, itemize all costs, and recommend how the results of the research should be implemented.

Proposals are limited to twenty (20) pages in length, excluding the cover page, title page, table of contents, and appendices. All required forms are to be submitted as appendices. Text should be no less than 12-point font size with 1.5 line spacing and 1-inch margins on all sides. All pages, including appendices, must be consecutively numbered. All proposals must contain the following sections:

1. Cover Page - the first sheet of the proposal which lists the following:

- The project title as stated in the request for proposals
- ORBP Reference Number
- Name of proposing research agency
- Name of principal investigator(s)
- Printed name and signature of person(s) with contracting authority

(NOTE: The research is considered to be under the technical direction of the principal investigator (PI) identified in the proposal. If multiple investigators are participating in a project the *principal* investigator shall be listed first on the proposal and on all reports. Because the PI is expected to have the primary responsibility for the work, the PI is also expected to be available and actively involved in the research efforts for the full contract period.)

2. **Title Sheet** - the second page of the proposal which lists the following information:
 - The title for the study - Project titles are determined by the proposer and should be descriptive, but brief (10 words or less)
 - The name and business address of the proposing organization
 - The name, title, address, phone number, and email address of the PI(s) or co-PI(s)
 - The name, title, address, phone number, and fax number of the person(s) who are authorized to bind the agency contractually
 - The date submitted

A new title sheet shall be furnished with each revision to the proposal and shall include the date of the revision, the original submission date, and the dates of all previous revisions.

3. **Table of Contents** - should include a list of figures, tables, and appendices.
4. **Form 5100D** – Include Form 5100D in accordance with Part V.
5. **Understanding of Service**

- 5.1. **Statement of the Problem** - a clear and concise description of the problem to be solved. This section should explain the need for the research and demonstrate the researcher's knowledge of the topic. The submissions should explicitly state how the intended research product will be used and by whom.

- 5.2. **Objectives of the Study** - the technical objectives upon which the research team is expected to focus. The goals of the research should be clearly identified. The submissions should define the objectives in terms of the final expected product.

- 5.3. **Background and Significance of Work** - a brief summary of preliminary literature findings and additional information that demonstrates the project is not a duplication of other ongoing or completed work. The proposal should provide enough detail to adequately document the state of the current practice, but should not be overburdened by a lengthy treatment of this topic. A TRIS online literature search <<http://ntl.bts.gov/tris>> is encouraged. A bibliography and general comments on the results should be provided in an appendix.

- 5.4. **Work Plan** - the work plan shall completely detail the progression of the research including the submission of quarterly reports, a draft final report, and an acceptable final report. It should describe how the study will be structured to meet each

objective. To the extent possible, it should identify major operational phases, relate the phases to manpower requirements, time schedules, and cost estimates, and describe how the activities will be carried out. Research methodology shall be described in sufficient detail to permit evaluation of the probability of success in achieving the objectives.

Attach Appendix B to the narrative to note the tasks necessary to complete the work plan. If assistance from the department is necessary in accomplishing specific tasks (e.g.: traffic control, data collection, use of equipment/vehicles, etc.), the work plan must include a section that details such events.

A start date should not be specified in the proposal, unless the project is dependent on something, such as a construction schedule. The proposal must clearly indicate the reason for noting a specific start date. The work time cost schedule may be included as an appendix to the proposal.

The submissions must clearly describe the role of the partnering agency in the work plan. All tasks to be completed by the partnering agency must be detailed in the proposal. Partnership agreements must be established before the proposal is submitted. Signed documents that acknowledge the role(s) of the partner(s) and financial contributions (either cash or in-kind) must accompany the proposal in an appendix.

The development or purchase of software for other than a single user or a local application is not allowed.

5.5. Anticipated Research Results & Deliverables – Appendix A and A2 - all expected products, devices, procedures, presentations, and other items that will be provided to the department during and at the conclusion of the research, including all reports as specified below. The deliverables shall also include items identified in the implementation plan.

5.5.1 Quarterly Reports - The PI must submit quarterly progress reports within the time schedule and format specified in the Research & Implementation Manual, Chapter 4.3.4.1 and use Form 5305. Electronic submission of the quarterly reports must be included in the work plan, depicted on the work time cost schedule form, and acknowledged in the deliverables section.

5.5.2 Annual Interim Report for two-year projects – due on October 30. To be submitted in the format specified in the Research & Implementation Manual, Section 4.3.4.2.

5.5.3 Final Reports and Executive Summary - Unless specified otherwise, reports are required for all projects, as follows:

- One (1) original and eight (8) copies of a draft final report and draft executive summary are due no later than 90 days prior to the project completion date;
- Twenty-One (21) printed copies, double-sided and bound of an approved final report, and twenty-one (21) color copies of an approved two- to four-page dated executive summary are due by the contract completion date. Fifteen (15) of either set of twenty-one copies can be submitted on compact disc (CD) storage media format, in PDF format with searchable text;
- Five (5) electronic versions on separate CDs of the approved final report and approved executive summary in the following formats are also required: three (3) Adobe Acrobat (.pdf), and two (2) Microsoft Word (.doc);
- One (1) additional copy of both the final report and the executive summary, single-sided and unbound for a grand total of 27 final copies of the report;

5.5.4 Implementation Action Plan Proposal – a 10 page or less technical report detailing how the result(s) of the study could best be utilized by MDOT, for what purpose(s), and what would MDOT’s benefit(s) be for adopting this implementation proposal. Formats for these documents are available in the Research & Implementation Manual and on the ORBP Web site at www.michigan.gov/mdotresearch.

5.5.5. Article and Spotlight - All research projects are required to produce one article for inclusion in the ORBP newsletter and/or publication as a research spotlight. The text for the article should not exceed two pages. At least one graphic must be provided in JPEG format. ORBP will coordinate the due date of the article and will contact the PI as appropriate. Submission of articles should occur electronically. This does not guarantee that the article will be published. Any other news release or publication will be in compliance with the provisions of the contract.

5.5.6. Participation in Project Kickoff Meeting - In an effort to ensure everyone involved in a research project is informed of the contractual obligations, scope of work, deliverables, project milestones, time table, and appropriate office policies and procedures, a start-up meeting will be scheduled for each new project before the start of the project. This meeting will also provide an opportunity to clarify technical issues or concerns with the project. Invitees to this meeting include the researcher(s), technical liaisons, sponsoring office administrator, FHWA, and ORBP staff. The meeting should last for approximately one hour and is scheduled by the ORBP before the start of the project. There will be no reimbursement to the selected consultant for attendance to any meeting prior to an authorization being issued.

- 5.5.7. Participation in Project Review Sessions** - Project reviews are a mechanism for updating sponsors and other interested parties on the status of a research project and are conducted by the Research Advisory Panel (RAP). PI will provide a presentation on project's progress. A PowerPoint file should be provided to ORBP at least one week prior to the scheduled review session. Technical issues or problems may be resolved at this time, or subsequent meetings may be scheduled for that purpose. ORBP will work with the Project Manager (PM) to coordinate the scheduling of review sessions. PI can expect to participate in at least one formal review session for every 12-month duration of a project in addition to the kickoff and wrap-up meeting. Propose the number and timing of meetings in the proposal
- 5.5.8. Participation in Project Wrap-Up Meeting** - Project wrap-up meetings are a platform for providing a final presentation on a research project. An overview of the project will be provided with detailed discussions on the findings and recommendations. These presentations will possess strong technical components and in-depth discussions that focus primarily on the research and implementation. The research team will provide a PowerPoint presentation in advance of the wrap-up meeting.
- 5.6. Recommended Implementation Plan – Appendix C** - a plan that describes the activities anticipated to promote application of the results of this research. While actual implementation of the research results is the responsibility of MDOT, each research proposal must include recommendations for how to facilitate this. It is expected that the implementation plan will evolve during the project; however, proposals must address at least the following in the text and in the Initial Implementation Plan (Appendix C):
- A list of the products expected from the research and suggested methods of implementation; e.g., a proposed specification, a design manual or guide, field or laboratory procedures, a training manual, hardware for demonstration, equipment, etc.
 - A description of the audience or market for this product and a statement of how the research results may be used to solve the problem
 - A realistic assessment of impediments and barriers to successful implementation
 - The activities necessary for successful implementation such as training, demonstration of projects, revision of standards
 - The criteria for judging the progress and consequences of implementation.
 - A detailed estimate of the costs of implementation

Further, a final implementation plan shall be turned in and approved with the final project. If the findings of a study are not suitable for immediate application in practice, the proposal should specify additional steps that are needed before application can occur (e.g., additional research, field testing, changes in policy, etc).

- 5.7. Benefits** - a summary of the benefits anticipated from the research findings. This discussion should indicate how the research findings are expected to save money, improve quality, efficiency or safety, and advance the state of technology. The submissions should include a discussion on the urgency of the proposed research in relation to highway transportation needs in general and the potential for payoff (in terms of benefits/cost, if possible) from achievement of the research objectives.
- 6. Qualifications of Team** – A description of facilities, qualifications, and commitments shall be included in Appendices 11.1, 11.2 and 11.3. A narrative of 60 words or less in the text of the proposal shall introduce these appendices.
- 7. Past Performance** – References from similar project shall be provided with contact information.
- 8. Quality Assurance and Quality Control (QAQC)** - A summary of the QAQC processes is required. This discussion should include the roles and responsibilities of staff involved as well as the timing of these processes. Include how you will ensure the objectivity of the staff involved throughout the project and describe the QAQC process that all of the deliverables will go through prior to submittal to MDOT. Include background information of your selected QAQC manager for this service. It is preferred that the person performing the quality control review have extensive experience with MDOT standards and practices.
- 9. Location** – Tabulate the percentage of hours of work completed in Michigan.
- 10. Itemized Budget** - Costs must be justified by including copies of information used to prepare the budget (i.e., release time contracts, price quotes for all equipment, catalog sheets, etc.). For projects that will be performed in distinct phases, a budget for each phase is required. The budget must be established within the guidelines of the budget worksheets established for identified entities. See below to establish budget worksheet to be used and link to the worksheet.

For educational institutions, follow the guidelines in the ORBP Research and Implementation Manual and use the budget form listed as Appendix D.

All other entities refer to the Priced Proposal Guidelines, dated December 2008. The budget pages for all other entities can be found in these guidelines. All required forms found in the guidelines must be completed and attached to the proposal.

Access to the Priced Proposal Guidelines can be obtained by following this link: http://www.michigan.gov/mdot/0,1607,7-151-9625_21540---,00.html

For the development of travel costs, refer to the State of Michigan travel policy found at: http://michigan.gov/documents/DMB_StandardizedTravelRegulations_23541_7.pdf

In addition, all proposals must include provisions for a project start-up meeting and annual visits by the PI(s) for consultation with the ORBP. The budget and schedule shall reflect this requirement. Check this policy for each submission, as changes may occur in the allowable costs.

11. Appendices - In addition to the items mentioned above, the following information **must** be submitted as an appendix to the proposal. Appendices are excluded in the page count of the 20 page limit of the narrative.

11.1 Facilities - a description or list of the general facilities at the researcher's disposal that are necessary to conduct the work.

11.2 Qualifications of Team - a brief description of the academic, industrial, professional, and/or research experiences of the team in the same, or closely related, problem area of the project. This information must be provided for the PI(s) and all other research team members (including consultants and subcontractors) participating to a significant degree. Resumes and publication lists may be included, but should be limited to **no more than two (2) pages** per individual.

11.3 Other Commitments of the Research Team - proposals shall demonstrate that the organization and all members of the research team, including subcontractors identified in the proposal, will be able to meet the commitments of the proposal. A comprehensive listing of commitments to other work shall be provided. This shall include staff-hour commitments and/or percentage of time committed to other work for each member of the proposed research team. The following example illustrates one method for demonstrating these commitments:

11.3.1 PI:

- Teaching two classes per quarter (specify quarters) that occupy 45% of his time
- Participating in one research project (provide project name, sponsoring entity, the start date and current completion date of the project) as PI that occupies 10% of his/her time
- Participating in three other projects as co-PI (provide project names, sponsoring entities, the start dates and current completion dates of each project) that occupy a total of 15% of his/her time
- Participating in professional organizations and community activities (list names of organizations and specific community involvements) that occupy 15% of his/her time

Therefore 15% of his time is available for other endeavors such as this proposed project.

11.3.2 Student #1:

- Taking approximately 15 credit hours of class/lab occupying 60% of his/her time
- Assisting professor in lab that occupies 25% of his/her time

Therefore, 15% of her time is available for other endeavors such as this proposed project.

11.3.3 Technician #1:

- Approximately 75% of his/her time is dedicated to overseeing and maintaining labs and pre-existing specialized projects in the organization
- At least 20% of his/her time must remain for troubleshooting and problem-solving for the organization

Therefore, 5% of his/her time will be available for this proposed project.

11.4 Appendices Listing

Deliverables Table Appendix A
 Deliverables Table Example Appendix A2
 Schedule of Research Activities Appendix B
 Initial Implementation Plan..... Appendix C
 Initial Implementation Plan Instructions..... Appendix C2
 Proposed Budget Appendix D

All appendix documents attached to this document are the property of the MDOT ORBP and are not to be used, manipulated, changed, or copied for uses other than the submission of a proposal under the terms of this RFP. Any enhancements, format changes, textual changes of pre-determined text fields, or other changes to the document that do not fill the requirements of this RFP shall be cause for elimination of consideration of the submitted proposal.

11.5 Forms 5100G and 5100I – These Forms are available at MDOT’s Vendor Consultant Services Web site (http://www.michigan.gov/mdot/0,1607,7-151-9625_21540---,00.html).

Additional information may be supplied as an appendix at the discretion of the proposer.

12. Subcontract Checklist - The following statements must be included in all subcontract agreements:

- MDOT/Prime contract number and authorization number (if applicable)
- Prime consultant’s name
- Subconsultant’s name
- Description of work to be performed by subconsultants, as stated in the scope of services
- Job number(s), control section(s), and structure number(s), if applicable
- A derivation of cost must be included in the subcontract
- One of the following statements (using recommended or similar contract language) specifying the basis of payment, maximum contract amount, and fixed fee amount (if applicable) must be written into the subcontract:

(1) Actual Cost & Total Dollar Amount: compensation for the services must be on the basis of actual cost and must not exceed \$____, as set forth in Exhibit ____.

(2) Actual Cost Plus Fixed Fee: compensation for the services must be on the basis of actual cost plus a fixed fee and must not exceed \$_____, which amount includes a fixed fee of \$_____, as set forth in Exhibit _____.

(3) Lump Sum: Compensation for the services must be on a lump sum basis in the amount of \$_____, as set forth in Exhibit _____.

(4) Milestone: Compensation for the services must be on a milestone basis in the amount of \$_____, payable upon completion of defined milestones, as set

forth in Exhibit ____.

(5) Fixed Hourly Rate – Compensation for the services must be on the basis of a fixed hourly rate plus actual direct expenses and must not exceed \$_____, as set forth in Exhibit _____.

(6) Unit Price: Compensation for the services must be on the basis of a set unit price and must not exceed \$ _____, as set forth in Exhibit _____.

- A statement must be included in the subcontract that the subcontract will be governed by the laws of the State as set forth in the prime agreement
- A statement must be included that all terms and conditions included in the prime agreement are incorporated in the subcontract
- A statement must be included stating that in the event of a conflict between the terms and conditions of the subcontract and those of the prime agreement, the terms and conditions of the prime agreement will prevail
- (Optional) Subcontract effective and expiration dates. If these dates are not provided in the subcontract, the prime agreement's effective and expiration dates will be used

The subcontract must be submitted to the department for approval prior to execution by the prime consultant and subcontractor. Once department approval is obtained, the subcontract will be mailed to the prime consultant for execution. **An original signed copy of the subcontract must be returned to MDOT for the contract file.**

NOTE: Subcontracts for less than \$25,000 do not require MDOT approval. Subcontracts must be approved by MDOT prior to sub work commencing on a project or invoicing for sub work.

All subcontract revisions, including deletions and additions to contract language or budget information, must be reviewed and approved by MDOT.

- 13. Proposal Submission** - Submit eight (8) comb- or spiral-bound, double-sided and color (if applicable) copies with one electronic PDF copy on a compact disc to:

Office of Research & Best Practices
425 West Ottawa Street
P.O. Box 30050
Lansing, Michigan 48909

Questions or problems with the appendices attached herein are to be submitted to the ORBP research e-mail at mdot-research@michigan.gov.

PART V – PROPOSAL REQUIREMENTS

Formal proposals are required for Tier II and III selections and shall include the information as outlined in these Guidelines. The first page of the proposal must be Form 5100D, which is the Request for Proposal Cover Sheet. This cover page must be signed by a representative with contracting authority. This cover page will **not** be included in the page limitations and the information provided will not be a basis of scoring. Information provided in Form 5100D will determine if the consultant/vendor is eligible to submit the proposal.

Some services require that the consultant/vendor's project manager/team leader and/or support personnel meet minimum licensing and/or certification requirements. For those services, state which personnel are being provided to meet these requirements.

1. CAPACITY

Form 5100G must be completed and signed by the prime consultant/vendor attesting to the fact that the key personnel for the prime as well as the subconsultant/vendor(s) being proposed are available and have sufficient time available to provide the service as outlined in the RFP. The percentage of time that each key personnel will be performing on the project needs to be included. See Form 5100G. Subconsultant/vendor(s) should not submit Form 5100G individually. Form 5100G will **not** be included in the page limitations for any tier.

All changes in key personnel must be approved by MDOT in writing by submitting Form 5100G. Firms that are found to consistently propose personnel who are not available are subject to temporary or permanent loss of their prequalification in that category, if applicable, and may lose the right to submit proposals to MDOT. MDOT acknowledges that there are times where key personnel have to be changed due to change in employment or unanticipated work load shifts or schedule changes.

2. OTHER INTERESTS (CONFLICT OF INTEREST)

Form 5100I must be completed certifying that the consultant/vendor has read and understands MDOT's policy regarding conflict of interest. Consultant/vendor must also certify that there is no conflict of interest with the subject project. If there is a conflict with the subject project, then the consultant/vendor needs to describe the conflict. Subconsultant/vendor(s) should not submit Form 5100I individually. Form 5100I will **not** be included in the page limitations for any tier.

NOTE: MDOT considers it a conflict of interest for a consultant/vendor to represent more than one party in relation to any given project regardless of which phases of the service are involved. Conflict of interest includes a proposal for a consultant/vendor to perform services for MDOT and the construction contractor on the same construction project.

3. DISADVANTAGED BUSINESS ENTERPRISE (DBE)

Each RFP will state the minimum goal for DBE participation. For some services, this goal will be zero. Provide a description of how your submittal meets the goal and your firm's commitment to maintain the percentage throughout the course of the contract including any future amendments. Waivers to this commitment must have approval of the Good Faith Efforts Team.

PART VI – PROPOSAL INFORMATION AND SCORING

Formal proposals are required and shall include the information as outlined in these Guidelines. This section is the information required in the proposal that will be used to score the qualifications of each consultant/vendor’s proposal. The section numbering correlates to the score sheet, Form 5100C. Therefore, the consultant/vendors should format their proposals consistent with the outline provided.

1. UNDERSTANDING OF SERVICE: 40 POINTS (REQUIRED)

Describe your understanding of the service and/or innovations and safety 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. Describe the benefit to the service, the increase/decrease in hours and the increase/decrease to the cost of the research project due to the revision to this work item.

2. QUALIFICATIONS OF TEAM: 30 POINTS (REQUIRED) – All proposals require this section.

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

2.1 Structure of the Project Team (Personnel and Roles)

Describe the structure of the project team including the roles of all key personnel and subconsultant/vendors. For each subconsultant/vendor, describe role in service and include what percent of the named role that the subconsultant/vendor is expected to provide.

The consultant/vendor is contractually obligated to supply the key personnel proposed for this service. This includes maintaining them at the capacity level proposed. Any change in key personnel or their capacity level must have written approval of MDOT.

If applicable to the service, provide a communication plan of how the service team will communicate services information and resolve issues. Some RFPs may state that a communication plan is required.

2.2 Staff Service Experience

Provide resumes for each of the key staff of the prime and subconsultant/vendors. The format shown in Form 1242 may be used for reference. In addition to general resume information, the following information should be provided for service experience that is similar to the service being solicited:

- General description of the service
- Role of person in the service
- Service budget
- Year service was completed

- Name of client (agency or company)
- Role of consultant/vendors in the service (It is not required that the submitting consultant/vendors have a role)
- Name and phone number of person to contact for client
- If the service is a service related to a construction project, provide the route name, limits of construction, construction budget, general description of type of construction

The resume is limited to two pages per key staff member.

2.3. Organization Chart (Only include if required in RFP)

If required in the RFP, provide an organization chart of your service team including subconsultant/vendor(s). This chart must include the names of the key personnel selected for this service, their roles on the service, the name of the consultant/vendor by which they are employed, and lines of communication. The RFP may include a list of required key personnel for this service. The organization chart should show the personnel who meet these requirements. Also, indicate the people who will be points of contact with the MDOT project manager.

3. PAST PERFORMANCE: 30 POINTS (REQUIRED)

MDOT will review relevant performance evaluations for the past five years for prime and subconsultant/vendors that are being proposed. If the consultant/vendor has not previously worked for MDOT or has only had a few services opportunities that have been evaluated, this area should 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 2 and are limited to work completed in the past five years by the consultant/vendor.

Consultant/vendors are not required to submit prior evaluations with proposals, but should be aware that MDOT is reviewing prior evaluations.

4. QUALITY ASSURANCE/QUALITY CONTROL (QAQC) PLAN: 5 POINTS (REQUIRED)

Outline your consultant/vendor's QAQC plan for this service. Include background information of your selected QAQC manager for this service. The person performing the quality control review must have extensive experience with MDOT standards and practices.

5. LOCATION: 5 POINTS (REQUIRED)

This section will be scored for all solicitations. The consultant selection criteria will include a consideration of what percentage of the contracted work will be performed in Michigan. Consultant/vendor is required to provide the location of where the work will be performed by prime and/or subconsultant/vendors. The percentage of work performed in Michigan must be listed for prime and/or subconsultant/vendors. The selection team will score the percentage of work performed in Michigan on all selections unless the project is for on-site inspection or survey activities. For those services, provide the location of the office(s) and key staff and where the service work will be managed/coordinated (indicating how far key personnel will have to travel to get to the site). If the work will be performed at various locations, provide this information.

As a guideline for the scoring percentage of work performed in Michigan, please use the following:

<u>Percentage of Work To Be Done in Michigan</u>	
<u>Score</u>	
95% to 100%	5
80% to 94%	4
50% to 79%	3
25% to 49%	2
10% to 24%	1
Less than 10%	0

6. PRICE: 40 POINTS (REQUIRED)

The total price of the proposal will be scored using a scale determined by the MDOT selection team.

TOTAL POINTS: 150

PART VII – EVALUATION CRITERIA

The evaluation committee will review and evaluate the proposals according to the following criteria based on a maximum possible value of 110 points. The Understanding of Service, Qualification of Team, Past Performance, Quality Assurance/Quality Control, and Location portions of the proposal will be evaluated based on the following Scoring Guide.

1. Scoring Guide

A maximum total number of points available is set out in the RFP’s evaluation criteria section. Each category of evaluation criteria will be broken down further with points assigned to each. In awarding these points, please consider the following guidelines:

1.1. Superior Response (95-100%) (Wt. 105-110)

A superior response will be a highly comprehensive, excellent reply that meets all of the requirements of the areas within that category. In addition, the response covers areas not originally addressed within the RFP category and includes additional information and recommendations that would prove both valuable and beneficial to the agency. This response is considered to be an excellent standard, demonstrating the proposer’s authoritative knowledge and understanding of the project.

1.2 Very Good Response (85-94%) (Wt. 94-104)

A very good response will provide useful information, while showing experience and knowledge within the category. The proposal is well thought out and addresses all requirements set forth in the RFP. The proposer provides insight into their expertise, knowledge and understanding of the subject matter.

1.3 Good Response (75-84%) (Wt. 83-93)

A good response meets all the requirements and has demonstrated in a clear and concise manner a thorough knowledge and understanding of the subject matter. This response demonstrates an above average performance with no apparent deficiencies noted.

1.4 Fair Response (65-74%) (Wt. 72-82)

A fair response meets the requirements in an adequate manner. This response demonstrates an ability to comply with guidelines, parameters, and requirements with no additional information put forth by the proposer.

1.5 Poor Response (60-64%) (Wt. 66-71)

A poor response minimally meets most requirements set forth in the RFP. The proposer has demonstrated knowledge of the subject matter only.

1.6 Failed Response (0-59%) (Wt. 0-65)

A failed response does not meet the requirements set forth in the RFP. The proposer has not demonstrated knowledge of the subject matter.