

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

	REQUISITION NUMBER	DUE DATE	TIME DUE
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	
DESCRIPTION			
MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED ** = OPTIONAL Check the appropriate Tier in the box below		CONSULTANT: Provide only checked items below in proposal	
<input type="checkbox"/> TIER I (\$50,000 - \$150,000)	<input type="checkbox"/> TIER II (\$150,000-\$1,000,000)	<input type="checkbox"/> TIER III (>\$1,000,000)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service **
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control **
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site p=inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	<input type="checkbox"/>	Presentation **
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) (No Resumes)	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes. Resumes limited to 2 pages per key staff personnel.

PROPOSAL AND BID SHEET EMAIL ADDRESS – mdot-rfp-response@michigan.gov

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least five (5) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet

5100J – Consultant Data and Signature Sheet (Required only for firms not currently prequalified with MDOT)

(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

ENGINEERING SERVICES BUREAU OF TRANSPORTATION PLANNING OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO YES DATED _____ THROUGH _____

Prequalified Services – See 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 selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected 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 Based Selection / 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.

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) with 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.

PARTNERSHIP CHARTER AGREEMENT

MDOT and ACEC created a Partnership Charter Agreement which establishes guidelines to assist MDOT and Consultants in successful partnering. Both the Consultant and MDOT Project Manager are reminded to review the [ACEC-MDOT Partnership Charter Agreement](#) and are asked to follow all communications, issues resolution and other procedures and guidance's contained therein.

**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

Office of Aeronautics

REQUEST FOR PROPOSAL

Air Service Consultant to the
State of Michigan

TABLE OF CONTENTS

PART I – GENERAL INFORMATION	3
I-A PURPOSE	3
I-B ISSUING OFFICE.....	3
I-C PROJECT MANAGER	3
I-D INCURRING COSTS	3
I-E QUESTIONS	4
I-F PROPOSALS	4
I-G ORAL PRESENTATION.....	4
I-H ACCEPTANCE OF PROPOSAL CONTENT.....	4
I-I ECONOMY OF PREPARATION.....	4
I-J PRIME CONSULTANT RESPONSIBILITIES.....	5
I-K NEWS RELEASE.....	5
I-L SELECTION CRITERIA.....	5
I-M INDEPENDENT PRICE DETERMINATION.....	6
I-N CHANGES IN THE RFP	7
I-O DISCLOSURE.....	7
I-P.....	8
CONSULTANT PAYMENT	8
I-Q LENGTH OF CONTRACT	9
I-R CONTRACT EXTENSION	9
I-S ACCOUNTING RECORDS	9
I-T COST LIABILITY	10
I-U CANCELLATION.....	10
PART II – WORK SCOPE.....	11
II-A PROBLEM STATEMENT.....	11
II-B WORK TASKS.....	12
II-C PROJECT CONTROL AND REPORTS	13
PART III – INFORMATION REQUIRED FROM CONSULTANTS	14
III-A BUSINESS ORGANIZATION	14
III-B STATEMENT OF THE PROBLEM	14
III-C MANAGEMENT SUMMARY.....	14

III-D PRICE PROPOSAL..... 15
III-E ADDITIONAL INFORMATION AND COMMENTS..... 15

PART I – GENERAL INFORMATION

I-A PURPOSE

The purpose of this Request for Proposal (RFP) is to obtain proposals to provide assistance to the Office of Aeronautics by providing technical support for policy and program development to promote quality air service to Michigan communities.

I-B ISSUING OFFICE

This RFP is issued by the Michigan Department of Transportation, hereinafter known as MDOT.

I-C PROJECT MANAGER

Acting as an agent for MDOT, the Project Manager is:

Mr. Matthew Brinker
Aeronautic Specialist
Transport & Safety Section - MDOT Office of Aeronautics
2700 Port Lansing Road
Lansing, Michigan 48906

Phone (517) 335-9918
Fax (517) 321-6422
Email brinkerm@mi.gov

I-D INCURRING COSTS

MDOT is not liable for any cost incurred by the consultant prior to signing of a contract by an MDOT representative authorized to bind the State of Michigan. The activities in the contract are estimated to cover a two-year period commencing in May 2014.

I-E QUESTIONS

Questions from vendors regarding this RFP must be submitted in writing no later than 5 business days prior to proposal due date to Matthew Brinker, Project Manager (see paragraph I-C). These written questions and MDOT responses will be posted on the MDOT website, under the Request for Proposal.

I-F PROPOSALS

To be considered, each consultant must submit a complete response to this RFP using the format provided in Section III. No other distribution of proposals is to be made by the consultant. The proposal must be signed by an authorized signer.

MDOT reserves the right to reject any and all proposals in their entirety for any reason.

I-G ORAL PRESENTATION

Consultants who submit proposals may be required to make oral presentation of their proposals. These presentations provide an opportunity for the consultants to clarify the proposals through mutual understanding. The Project Manager will schedule these presentations if required.

I-H ACCEPTANCE OF PROPOSAL CONTENT

The contents of this RFP, its attachments, and the proposal will become contractual obligations if a contract ensues. Failure of the successful consultant to accept these obligations may result in cancellation of a proposed contract.

MDOT further reserves the right to interview key personnel assigned by the successful consultant to this project and to recommend reassignment of personnel deemed unsatisfactory to MDOT.

I-I ECONOMY OF PREPARATION

Each proposal should be prepared simply and economically, providing a straightforward, concise description of the consultant's ability to be creative and to meet the requirements and objectives of the RFP. Emphasis should be on completeness and clarity of content.

I-J PRIME CONSULTANT RESPONSIBILITIES

The selected consultant will be required to assume responsibility for all services offered in its proposal whether or not the consultant produces them. Further, MDOT will consider the selected consultant to be the sole point of contact with regard to contractual matters including payment of any and all charges resulting from the contract. If any part of the work is to be subcontracted, the prime consultant must provide complete description of work subcontracted and description information about the subconsultant's organization and capabilities. The prime consultant is responsible for completing a minimum of 40% of the work and is responsible for adherence by the subconsultant to all provisions of the contract.

I-K NEWS RELEASE

News releases pertaining to this RFP or the services, study, data, or project to which it relates will not be made without prior written approval and then only in accordance with the instructions from the Project Manager.

I-L SELECTION CRITERIA

Responses to this RFP will be evaluated based upon the following factors as presented in the consultant's submission:

SCORING (130 Total Possible Points)

Understanding of Service – 30 Points

Describe your understanding of the service to be provided.

Qualifications of Team – 40 Points

Describe your team and the roles of key personnel. Provide resumes for key personnel.

Past Performance – 20 Points

Provide references and examples of similar work performed for other agencies.

Price – 35 Points

CSRT approved formula: $\text{Low Bid/Bid} * \text{points assigned}$

Completed bid sheet required.

(Price must be at least 25% of overall points assigned)

Location – 5 Points

Indicate the percentage of work that will be performed in Michigan.

I-M INDEPENDENT PRICE DETERMINATION

1. By submission of a proposal, the consultant certifies that in connection with this proposal:
 - a. The prices in the proposal have been arrived at independently without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such prices with any other consultant or with any competitor.
 - b. Unless otherwise required by law, the prices that have been quoted in the proposal have not been knowingly disclosed by the consultant prior to award directly or indirectly to any other consultant or to any competitor.
 - c. No attempt has been made or will be made by the consultant to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.
2. Each person signing the proposal certifies that she/he:
 - a. Is the person in the consultant's organization responsible for the determination of rates offered in the proposal and has not participated (and will not participate) in any action contrary to 1(a), (b), and (c) above.
 - b. Is not the person within the consultant's organization responsible for determining the rates offered in the proposal but has been authorized, in writing, to act as agent for the persons responsible for such decision and certifying that such persons have not participated (and will not participate) in any action contrary to 1(a), (b), and (c) above.
3. A proposal will not be considered for award if the sense of the statement required in the cost and price analysis portion of the proposal (see Part III-D, item 7) has been altered to delete or modify 1(a), (b), and (c) above.

If 1(b) has been modified or deleted, the proposal will not be considered for award unless the consultant furnishes, with the proposal, a signed statement that sets forth, in detail, circumstances of the disclosure, and the issuing office determines that such disclosure was not made for the purpose of restricting competition.

I-N CHANGES IN THE RFP

Changes made to the RFP as the result of response made to questions or through correspondence will be posted on MDOT's website:

http://www.michigan.gov/mdot/0,1607,7-151-9625_32842---,00.html

The Project Manager will not respond to telephone inquiries regarding the RFP.

I-O DISCLOSURE

All information in a consultant's proposal is subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act". This act also provides for the complete disclosure of contracts and attachments thereto.

All responses shall remain confidential until opening of sealed proposals by the issuing office on the date and time noted in this RFP. Thereafter, all responses shall be available for public inspection excepting those portions the consultant has identified to be trade secrets, proprietary information, and/or security matters. MDOT will honor a promise of confidentiality and will claim an exemption of such materials in the event of a Freedom of Information Act request, but consultants are cautioned concerning the restrictive interpretation of the Freedom of Information Act imposed by the Michigan Court of Appeals. Therefore, consultants are to identify these portions by marking "Confidential" on each page containing confidential information.

I-P CONSULTANT PAYMENT

Compensation for this project shall be on a **loaded hourly rate** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, and a “loaded” rate which includes an hourly labor rate, applied overhead, and fixed fee by classification or employee. In addition, other direct costs and subconsultant costs may be proposed and authorized, if necessary.

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 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.

Direct 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/Bureau Director and the MDOT Project Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project 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/Bureau Director and the MDOT Project Manager.

MDOT will reimburse the consultant for vehicle expenses and the costs of travel to and from project sites in accordance with MDOT's Travel and Vehicle Expense Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at:

http://www.michigan.gov/documents/mdot/Final_Travel_Guidelines_05-01-13_420289_7.pdf?20130509082418.

MDOT's travel and vehicle expense reimbursement policies are intended primarily for construction engineering work. Reimbursement for travel to and from project sites and for vehicle expenses for all other types of work will be approved on a case by case basis.

MDOT will pay overtime in accordance with MDOT's Overtime Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at http://www.michigan.gov/documents/mdot/Final_Overtime_Guidelines_05-01-13_420286_7.pdf?20130509081848. MDOT's overtime reimbursement policies are intended primarily for construction engineering work. Overtime reimbursement for all other types of work will be approved on a case by case basis.

I-Q LENGTH OF CONTRACT

While individual projects will be completed in phases with completion dates designated by the Project Manager, all contract work shall be completed no later than twenty-four (24) months after execution of the contract.

I-R CONTRACT EXTENSION

MDOT reserves the right to extend this contract to be mutually negotiated at a reasonable time (30 days) prior to expiration. Any extension is to be agreeable to both MDOT and consultant and will be by written amendment to the contract.

I-S ACCOUNTING RECORDS

The consultant will be required to maintain all pertinent financial and accounting records and evidence pertaining to the contract in accordance with general accepted principles of accounting and other procedures specified by MDOT. Financial and accounting records shall be made available, upon request, to MDOT or its designees, anytime during the contract period and any extension thereof, and for three (3) years after the expiration date and final payment on the contract or extension thereof.

I-T COST LIABILITY

MDOT assumes no responsibility or liability for costs incurred by the consultant prior to the signing of an agreement. Total liability of MDOT is limited to the terms and conditions of any contract resulting from this RFP.

I-U CANCELLATION

MDOT may cancel the contract for default by the consultant. Default is defined as the failure, quantitative or qualitative, of the consultant to fulfill the obligations of its quotation and/or contract. In case of default by the consultant, MDOT may cancel the contract immediately and procure services from other sources and hold the consultant responsible for any excess costs occasioned thereby. In the event MDOT no longer needs the service due to program changes, change in laws, rules or regulations, relocation of offices, or lack of funding, it may cancel the contract by giving the consultant written notice of such cancellation thirty (30) days prior to the date of cancellation.

PART II – WORK SCOPE

II-A PROBLEM STATEMENT

Airline industry consolidation, fleet evolution, and dramatic increases in fuel cost have resulted in increasing challenges for the retention and recruitment of air carrier service at Michigan’s smaller communities.

“Essential Air Service (EAS)”, a program created under the Airline Deregulation Act, was intended to ensure continued air service at smaller communities. However, under its present structure, EAS fails to accomplish its intent. The smallest EAS airports have as few as two daily round trips which are often poorly-timed. The result is a level of service that is, at best, inconvenient and, at worst, unusable. This situation causes lack of ridership and has a negative impact on the ability of service to become self-supportive.

Despite these limitations, EAS has become an essential part of the retention effort in Michigan. Despite increased limitations on eligibility for the program, Michigan has experienced a four-fold increase in the number of airports relying on the program subsidies.

The increased competition among airports for a limited amount of new airline routes creates a challenge for many Michigan airports. A major issue is the ability of smaller airports to differentiate themselves from others in order to secure additional flight frequencies or service to new hubs. Contributing to this problem, smaller airports often lack the resources to conduct detailed market analyses to document existing and forecast air service demand.

To address these issues, the Office of Aeronautics believes that Congress needs to modify the EAS program to require quality service at these EAS communities with the ultimate goal of self-sufficiency for participating airports. Also, programs such as the Small Community Air Service Development Program should be expanded and adequately funded to allow more communities to participate.

In light of these challenges, the Office of Aeronautics seeks to secure technical expertise to address air service issues faced by small communities. This includes development of baseline data on current service levels, forecasting projected market trends, and addressing the shortcomings of the EAS and SCASD programs. In addition, technical analyses to improve local, regional, and statewide air service development efforts need to be conducted.

II-B WORK TASKS

The contractor is invited to respond to this RFP by stating, in their proposal, how they would assist the Office of Aeronautics by providing technical support for policy and program development to address the problems stated above.

Deliverable Products

At the request of the Office of Aeronautics, the contractor would:

1. Update the State Policy Plan for Michigan Air Service (PPMAS) to include:

- Examination of airline industry dynamics from the following perspectives:

- Current state of the national airline system
- Air carrier regulatory environment
- Michigan air service needs

- Update or revise state air service development goals in alignment with the goals and objectives of the State Long Range Plan (SLRP)

- Quantify existing air service levels for each air carrier airport including but not limited to:

- Air carriers serving the market
- Aircraft types and seating capacities
- Hubs served
- Weekly departure and arrival schedules
- Average load factor
- Top 5 origin and destination (O&D) markets

2. Provide up to ten (10) technical reports and strategy recommendations for the Office of Aeronautics on subjects which may include but are not limited to:

- Alternatives to EAS and SCASD for air service development including multi-modal options

- Improving public acceptance and appreciation for their local air carrier airport

- Strategies for addressing the continued fleet evolution of the regional air carrier industry

- Passenger demand forecasts specific to Michigan communities as well as nationally

3. Participate in up to three (3) strategy sessions/presentations with officials from the Office of Aeronautics and/or the Michigan Aeronautics Commission.

4. Contractor may be required to make up to four (4) trips to Lansing, Michigan to review project progress with the Office of Aeronautics staff and/or the Project Manager.

5. Contractor may be required to travel to Michigan airports to discuss market analyses and air service improvement strategies.

II-C PROJECT CONTROL AND REPORTS

1. The consultant will carry out this project under the direction and control of the Project Manager.
2. Work tasks will be completed in phases throughout the contract period. Within ten (10) working days after notification by the Project Manager, the consultant will submit for approval, a work plan which includes the following:
 - a. The consultant's project organization structure
 - b. The consultant's detailed man hour table with names and title of all personnel assigned to the project
 - c. The project breakdown showing sub-projects, activities and tasks, and resources required and allocated to each
 - d. The time-phases plan analysis for completing the project
3. Although there will be continuous liaison with the contract team, MDOT's Project Manager will meet or discuss by telephone on a monthly basis as a minimum with the consultant's project manager for the purpose of reviewing progress and providing necessary guidance to the consultant in solving problems which arise.
4. The consultant will submit a written letter monthly with summaries of progress which outlined the work accomplished during the reporting period; work to be accomplished during the subsequent report period; problems; real or anticipated, which should be brought to the attention of MDOT's Project Manager; and notification of any significant deviation from previously agreed-upon work plans.

PART III – INFORMATION REQUIRED FROM CONSULTANTS

III-A BUSINESS ORGANIZATION

State the full name and address of your organization and, if applicable, the branch office or other subordinate element that will perform or assist in performing the work hereunder. Indicate whether it operates as an individual, partnership, or corporation; if as a corporation, include the state in which it is incorporated.

III-B STATEMENT OF THE PROBLEM

State in succinct terms your understanding of the problem presented by this RFP, and approach to addressing the work tasks of the RFP.

III-C MANAGEMENT SUMMARY

1. Narrative

Include a narrative summary description of the proposed effort and of the product(s) and/or service(s) that will be delivered. If any support must be provided by a subconsultant, said subconsultants must indicate their capability and willingness to carry out the work. In addition, the information requested in III-A above must be provided for each potential subconsultant.

2. Strategic Work Plan

Provide a strategic plan for accomplishing the work. Indicate the number of person hours allocated to each part of the plan.

3. Prior Experience

Insert the types of services or experiences that are desired or are considered essential to produce a product which will satisfy the requirements of this plan.

Proposals submitted should include, in this section, descriptions of qualifying experience for implementing the plan (also include the name, address, and phone number of the responsible official of the client organization who may be contacted).

4. Staffing

The consulting firm must be able to staff a project team which possesses talent and expertise in airline industry dynamics as well as federal and non-federal air service development programs. Include the number of executive and professional personnel by skill and qualification that will be employed in the work. Show where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the project. Identify key individuals by name and title. Resumes of key individuals are required.

III-D PRICE PROPOSAL

1. Manpower Costs- Itemize so as to show the following for each category of personnel with a different rate per hour:
 - a. Category; e.g., project manager, senior analyst, etc.
 - b. Estimated hours
 - c. Rate per hour
 - d. Total cost for each category and for all manpower needs
2. Cost of Supplies and Materials – Itemize
3. Other Direct Costs – Itemize
4. General and Administrative Burden or Overhead- Indicate percentage and total
5. Transportation Costs- Show travel costs and per diem separately
6. Fixed Fee- Based upon the proportion of work actually performed
7. Total Price for Project
8. Independent Price Determination- Include a signed statement substantially as follows:

“This cost and price analysis is submitted in full compliance with the provisions of the paragraph titled ‘Independent Price Determination’ in Part I of the RFP to which this proposal is a response”

III-E ADDITIONAL INFORMATION AND COMMENTS

Include any other information that is believed to be pertinent but not specifically asked for elsewhere in this RFP.

GENERAL ORGANIZATION INFORMATION

REQUIRED RESPONDENT INFORMATION

Please provide the following required respondent information. Failure to respond to each requirement may disqualify the respondent from further participation in this RFP.

RESPONDENT NAME AND ADDRESS: Provide name, address, principle place of business, telephone number of legal entity with whom the contract is to be written, and the web page address.

Name and Title:		
Address:		
City, State, Zip:		
Phone: ()		Facsimile: ()
Web Page:		

LOCATION ADDRESS

Address:	
City, State, Zip:	

ORGANIZATION AND YEAR:

Please provide the legal status and business structure (corporation, partnership, sole proprietorship, etc.) of the respondent and the year the entity was established.

Status:		Year:
----------------	--	--------------

RFP CONTACT:

Please provide the following information of the respondent's RFP contact:

Name and Title:		
Address:		
City, State, Zip:		
Phone: ()		Facsimile: ()
Web Page:		

Bid Sheet

All entries on this page must be handwritten in ink or computer generated. This page provides for costs by payment category. This is provided as an example. Priced proposal costs will be required after selection, in accordance with the MDOT Priced Proposal Guidelines ([Guidelines](#)).

PROJECT DESCRIPTION:

Staff/Classification	Person # Hours	Fixed Hourly Rate	Labor Cost
<i>Ex Employee/Classification</i>	<i>100</i>	<i>\$23.25</i>	<i>\$2,325.00</i>

TOTAL ESTIMATED LABOR: \$ _____

ESTIMATED SUBCONSULTANTS: \$ _____

ESTIMATED DIRECT EXPENSES: \$ _____
(Listed by item at estimated actual cost)

TOTAL BID PRICE: \$ _____

Consultant Name:
Consultant Address:
Date:
Authorized Signature: