

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

CONSULTANT: Provide only checked items below in proposal
 When applicable, Best Value scoring criteria is listed separately in the RFP.

Check the appropriate Tier in the box below

	TIER I (\$50,000 - \$150,000)	TIER II (\$150,000-\$1,000,000)	TIER III (>\$1,000,000)	
				Understanding of Service **
N/A				<i>Innovations</i>
				Organizational Chart
				Qualifications of Team
N/A	N/A			Quality Assurance/Quality Control **
				Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site 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			Presentation **
N/A	N/A			Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) Resumes will only be accepted for Best Value Selections	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 E-MAIL 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 for all firms performing non-prequalified services on this project.)

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

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.”

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 _____
<p>Prequalified Services – See the attached Scope of Services for required Prequalification Classifications.</p>		<p>Non-Prequalified Services – If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, 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 all firms performing non-prequalified services on this project.</p>

Qualification 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.)

BID SHEET INSTRUCTIONS

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.

Proposals must be submitted for this project electronically. Proposal Submittal Requirements Can Be Found At the Following Link
http://www.michigan.gov/documents/MDOT_Consultant-Vendor_Selection_Guidelines-0106_145222_7.pdf?20150707153457

In PART IV – INSTRUCTION FOR SUBMITTING PROPOSALS

NOTIFICATION

E-VERIFY REQUIREMENTS

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

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

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

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

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

9/13/12

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
DESIGN SERVICES
AS NEEDED INTELLIGENT TRANSPORTATION SYSTEMS (ITS)**

CONTROL SECTION: 84923

JOB NUMBER: Various

PROJECT LOCATION: Various locations in the Grand Region

PROJECT DESCRIPTION: ITS Grand Region System Manager services including fiber optic network management, ITS device configuration, ITS systems operations and support, and various project level ITS Design and System Manager services, as needed.

The Grand Region operates an ITS infrastructure and Transportation Operations Center with services for thirteen counties in west Michigan. MDOT owns/leases a communications system which is currently a mix of Ethernet (Cisco-based), cellular, and serial fiber optic for its field network communications. This network also provides communications for traffic signal devices for part of MDOT's and several local agencies' systems. The Ethernet/fiber network infrastructure is primarily in Kent County, soon to be expanded to Ottawa and Muskegon counties.

ANTICIPATED SERVICE START DATE: January 1, 2017

ANTICIPATED COMPLETION DATE: December 31, 2019

This selection is for a two year period.

PRIMARY PREQUALIFICATION CLASSIFICATION:

Design - Traffic: ITS – Design & System Manager

SECONDARY PREQUALIFICATION CLASSIFICATION:

None

MDOT PROJECT MANAGER:

Suzette Peplinski, Traffic Safety & Operations Engineer

Grand Region Office

1420 Front Ave., NW

Grand Rapids, MI 49504

Telephone Number: 616-451-8448

Fax Number: 616-451-0707

E-mail: peplinskis@michigan.gov

GENERAL INFORMATION:

The Consultant shall furnish all services and labor necessary to conduct and complete the services described herein. The Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), and check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work. The Services shall be performed to the satisfaction of the Department consistent with applicable professional standards.

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards.

The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations. The Consultant shall perform field operations in accordance with MIOSHA regulations and accepted safety practices. The consultant staff shall conduct themselves with professionalism in carrying out their duties.

The Consultant will notify the Project Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the Project Manager.

At the request of the Department, the Consultant, during the progress of the Services, shall furnish information or data relating to the Services described herein that may be required by the Department to enable it to carry out or to proceed with related phases of the Project not described herein, or which may be necessary to enable the Department to furnish information to the Consultant upon which to proceed with further Services.

All materials submitted in response to this RFP become the property of MDOT, proposals and supporting materials will not be returned to consultants. MDOT reserves the right to reject any or all proposals.

MDOT reserves the right to request as-needed services on other projects located in the Region/TSC area that are not listed, under the conditions of this "as needed" scope of services. Full time services will not be required on all projects at all times. This scope is for "as needed" services, based on the intermittent needs of MDOT. It must be noted that this is not a guarantee that MDOT will use the Consultant's services.

CONSULTANT RESPONSIBILITIES:

Tasks, as outlined below, are intended to further the objectives of the Grand Region in meeting the overall goals and objectives of the MDOT ITS Strategic Plan, which is in support of the overall MDOT Strategic Plan.

Task 1.0 Fiber Optic Network Management

The System Manager will provide fiber optic network tracking for the fiber optic cable network in the Grand Region. Currently, approximately 95% of the Region's approximately 93 roadway miles of fiber optic cable are mapped in Microsoft Visio with fiber allocation drawings.

Task 1.1 Consultant will add any remaining region fiber optic cable and splice/termination diagram information to the existing network system documentation in MS Visio format.

Task 1.2 Consultant will maintain documentation of changes to fiber optic system (including splice diagrams) and update system plans accordingly when any changes to the system are made. These documents shall be maintained so that MDOT has access to the files at all times.

Task 1.3 Consultant will provide fiber optic access management, which involves tracking fiber usage and allocations, including those used by MDOT and by other partners of the system. This also includes review of new requests to utilize MDOT fiber and the determination of the best fiber allocation for the system, coordinating information with the permit applicant, and providing field inspection of permitted work as needed.

Task 2.0 ITS System Management

A large portion of the ITS field network is a Cisco Layer 3 Ethernet network. The consultant shall have a Cisco Certified Network Professional (CCNP) network specialist available for tasks as needed. Tasks include providing network programming (switch configuration, spanning tree, VLAN management, port security, etc), proactive and responsive troubleshooting and network optimization recommendations (performing work as needed), maintaining network redundancy, coordinating information with contractors working on MDOT's system, and maintaining the network IP addressing and subnet scheme.

The consultant shall assist with working with the Michigan Department of Management and Budget (DTMB) for portions of the region's systems that operate in conjunction with the State of Michigan network.

MDOT utilizes one or more contracts to provide maintenance services for the devices connected to the network and the west Michigan TOC. The consultant team shall work in coordination with those contractors to maintain the Grand Region infrastructure.

The consultant team shall provide support of device and control room equipment software and firmware, as needed.

MDOT has Solarwinds software for network management. The consultant shall have staff proficient in setup and use of Solarwinds software.

Task 2.1 ITS Network Device Management

Task 2.2 ITS Configuration Support

Task 2.3 IP Address Management

Task 3.0 Project Level System Manager Services

Tasks may include design services, technical support, plan review, shop drawing review, integration services, submittal review, integration design, field inspection, etc. for region projects without an ITS System Manager. These projects may include maintenance work, in-house MDOT design projects, and road/bridge projects with ITS elements.

This task involves the successful deployment of ITS devices & subsystems, such as Dynamic Message Signs, Traffic Surveillance System Cameras, Vehicle Detection Systems, Environmental Sensor Stations, and all required communications and network devices and facilities necessary to operate the system.

Task 3.1 Design support tasks may include, but are not limited to, ITS design, plan review, integration design, and submittal review.

Task 3.2 Construction support tasks may include, but are not limited to, shop drawing, test plan, equipment integration plan, and submittal review, field inspection, Acceptance Test Plan (ATP) coordination and witnessing, and as-built device and system information.

Network specialist project tasks may include: programming network switches or providing a contractor the appropriate configuration for switches, device and network integration services.

Task 4.0 ITS Engineering Support Services

This task could include other engineering and technical support for ITS system related work.

All of the above tasks may include coordination with other MDOT staff, DTMB staff, MDOT contractors, other MDOT consultants, and local agency staff, as directed by the Project Manager.

Consultant shall use version of software that MDOT has available (unless otherwise approved by Project Manager) for all tracking and documentation. All files shall be turned over to MDOT at the end of these System Manager services for MDOT records and continued use.

MDOT RESPONSIBILITIES:

At the start of the contract, MDOT will provide to the consultant a Visio copy of the existing fiber optic network drawings for the system.

CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee: As-Needed

Compensation for this project shall be on an **actual cost plus fixed fee** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor rates, applied overhead, other direct costs, subconsultant costs, and applied fixed fee. The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

This scope is for “as needed” services. As such, the hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. Fixed fee on “as needed” projects is computed by taking the percent of actual labor hours invoiced to labor hours authorized, then applying that percentage to the total fixed fee authorized.

All billings for services must be directed to the Department and follow the current guidelines. 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 hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. Fixed fee on “as needed” projects is computed by taking the percent of actual labor hours billed to labor hours authorized, then applying that percentage to the total fixed fee authorized.

MDOT reserves the right to request services on other projects located in the Region/TSC area that are not listed above, under the conditions of this “as needed” scope of services.

Full time services may not be required on all projects at all times. This scope is for “as needed” services, based on the intermittent needs of MDOT. It must be noted that this is not a guarantee that MDOT will use the Consultant’s services.

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.