

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

MDOT PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION				
MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal	
Check the appropriate Tier in the box below				
TIER I (\$25,000-\$99,999)	TIER II (\$100,000-\$250,000)	TIER III (>\$250,000)		
			Understanding of Service	
			<i>Innovations</i>	
			<i>Safety Program</i>	
N/A			Organizational Chart	
			Qualifications of Team	
			Past Performance	
Not required As part of Official RFP	Not required As part of Official RFP		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) (No Resumes)	7 pages (MDOT Forms not counted)	19 pages (MDOT Forms not counted)	Total maximum pages for RFP not including key personnel resumes	

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 Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

BUREAU OF HIGHWAYS

BUREAU OF TRANSPORTATION PLANNING **

OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO

YES

DATED _____

THROUGH _____

Prequalified Services – See page ___ of 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 Required with Proposal)**

Qualifications Based Selection – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

****For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning **(see address list, page 2)**. The priced proposal must be submitted in a sealed envelope, clearly marked **"PRICE PROPOSAL."** The vendor's name and return address **MUST** be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

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.

Qualifications Review / 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 and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

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

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked **"SEALED BID."** The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER	PROPOSAL/BID DUE DATE	TIME DUE
---	-----------------------	----------

PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

MDOT Project Manager

MDOT Other

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

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 four (4) 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

The following two American Recovery and Reinvestment Act of 2009 (ARRA) notifications, **ARRA MONTHLY EMPLOYMENT REPORTS** and **REQUIRED CONTRACT PROVISIONS TO IMPLEMENT AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) SECTIONS 902 AND 1515**, are attached to this Request For Proposal for your understanding. These two notifications are only applicable for those projects/contracts funded with ARRA funds and will be included in contract Exhibits.

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

- 5100D** – Request for Proposal Cover Sheet
- 5100G** – Certification of Availability of Key Personnel
- 5100I** – Conflict of Interest Statement
- 5100J** - Consultant Data and Signature Sheet (Required only for Non-Prequalified Work)

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

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
EARLY PRELIMINARY ENGINEERING DESIGN SERVICES
Traffic Capacity Analysis & Geometric Studies**

CONTROL SECTION(S): 63174

JOB NUMBER: 113739

PROJECT LOCATION:

I-75 from north of M-102 to south of M-59 in the cities of Hazel Park, Madison Heights, Royal Oak, Troy, Bloomfield Township and Auburn Hills in Oakland County.

PROJECT DESCRIPTION:

I-75 traffic capacity analysis modeling, simulation and animation for the High Occupancy Vehicle (HOV) lane addition and other planned corridor improvements.

The purpose of this analysis and resulting video is to be able to present to a variety of audiences the current condition and operations of the I-75 freeway through Oakland County, how it will operate and what it will look like in the future when improvements are constructed.

This will be one comprehensive video, but also include video and simulation of select locations independent of the larger comprehensive video (i.e. video “clips”) available for other more specific uses and for targeted audiences. It should be noted that the simulation/animation and final video is for select areas along the 18 mile improvement corridor and **includes, but is not limited to the following locations: 1) HOV lane operation, 2) pedestrian bridge(s), 3) the I-696/I-75 ramp improvement (braid design), 4) Square Lake Road interchange and others, if appropriate.**

Preparation of the video simulation/animation shall utilize comparable examples provided by MDOT, previous information, traffic modeling data, and other data.

It should be noted that this project is on an extremely expedited schedule. Timely and frequent reviews by MDOT will occur. It is expected that the selected consultant be able to commit to and meet the aggressive schedule, in addition to providing adequate review time needed for the successful completion of the video. MDOT and the selected consultant will work very closely in developing the required plan needed to maintain the schedule.

ANTICIPATED SERVICE START DATE: July 2011

ANTICIPATED SERVICE COMPLETION DATE: September 2011

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Traffic Capacity Analysis & Geometric Studies

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

None

DBE REQUIREMENT: 0

MDOT PROJECT MANAGER:

Sue Datta, AICP
Senior Project Manager
Metro Region
18101 West Nine Mile Road
Southfield, MI, 48075
E-mail: dattas@michigan.gov

BACKGROUND:

The I-75 video will be comprised of simulation and animation of the planned improvements for the corridor. The video is expected to show how the freeway looks today and what it is intended to look like after the improvements are constructed. It will also chronicle the planning process, the numerous studies that have been completed and stakeholder coordination that has occurred over the many years. It is expected to, in a visual and non-technical way, explain the HOV operation, the ramp braid improvement, changes to the Square Lake Road interchange and others. It will also visually show an example of a pedestrian bridge replacement, new pavement, noise walls and other features of the corridor that will be constructed. The basis of the simulation, animation and resulting video, will be an analysis/modeling conducted as a part of this project for the I-75 corridor from north of M-102 to south of M-59. As stakeholders have been integral in this process, the video will chronicle and document these collaborative efforts as well.

Innovative ideas for video production and layout are expected, thus providing an opportunity to create a unique way to document the many years of work that have been conducted. It will also be used in the promotion of the corridor and to explain the intricacies involved with the planned improvements to the general public and interested stakeholders. This effort will be developed in conjunction with MDOT and the previous work that has been completed within the corridor.

At the conclusion, a final, high quality video chronicling the years of planning, completed studies, public engagement process, stakeholder collaboration, current freeway operations and expected freeway operations with the constructed improvements, will be produced in a non-technical manner. Additionally, select locations from the comprehensive video (i.e. video “clips”) will be prepared independently for targeted audiences, based on need.

REQUIRED MDOT GUIDELINES AND STANDARDS:

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies and standards (i.e., Road Design Manual, Standard Plans, Drainage Manual, Roadside Design Guide, a Policy on Geometric Design of Highways and Streets, Michigan Manual of Uniform Traffic Control Devices, etc.)

NOTE: A process change mandated by federal audit of MDOT's design process puts the Omissions and Errors Check Meeting after the Plan Completion. Please keep this in mind when preparing your schedule. See MDOT Road Design Manual, Chapter 14-Procedures-Section 14.54 for corroboration. See "For Your Information" contacts at the end of this document for more information or questions.

Consultant is required to use MDOT's current version of Bentley MicroStation for CADD applications and Bentley GEOPAK for road design. Consultant shall comply with all MDOT CADD standards and file naming conventions.

MONTHLY PROGRESS REPORTS:

A Monthly Progress Report will be required for this project. It should be mailed and e-mailed to the Project Manager on the first of each month. These will include at a minimum the following information:

- a. Work Accomplished During the Previous Period
- b. Anticipated Work Items for the Upcoming Month
- c. Real or Anticipated Problems on the Project
- d. Update of a previously approved detail project schedule, including explanations for any delays or changes
- e. Items needed from MDOT
- f. Log-in/Log-Out and Verbal Contact Records to Date

CONSULTANT RESPONSIBILITIES:

- A. Meet with the MDOT Project Manager to review the project, location of data sources and review relevant MDOT operations. The Consultant shall review and clarify project issues, data needs and availability, and the sequence of events and meetings that are essential to complete the tasks by the completion date. Attention shall be given to critical target dates that may require a large lead time.
- B. Prepare up to three format concepts for MDOT consideration, including the development of a draft outline.
- C. Develop a draft "story board" of the chosen concept plan including before and after visuals, still imagery, script/voice over, and music.
- D. Consider and incorporate modifications and changes as a result of MDOT internal reviews and coordination.
- E. Participate in the review process with MDOT to identify appropriate changes and modifications.

- F. Coordinate and help prepare the script/voice over and musical selections.
- G. Produce a final, high quality, video simulation/animation that shows the existing conditions, explains the corridor needs, animates/illustrates the planned improvements, and details the benefits, the planning process and the stakeholder collaboration that helped produce the improvements.
- H. Produce select locations within the comprehensive video (i.e. independent video “clips”) that maybe used for specific purposes and audiences at a later date.
- I. Maintain a Project Record which includes a history of significant events (changes, comments, etc.) which influenced the development of the recommendations for the corridor, dates of submittals and receipt of information.
- J. Supply an organizational chart and resumes which will include all consultants, prime and subconsultants, lead and/or key personnel to be involved with this project as well as their significant role and duties in relationship to the delivery of this project. The chart will be updated as often as necessary to maintain continuity of lead/key personnel as well as sufficient support staff for delivery of this project. Any staff changes from the approved organization chart shall be submitted and will require written approval from the MDOT Project Manager.
- K. Record and submit electronic minutes for all project related meetings to the MDOT Project Manager within one week of the meeting. After MDOT review, the Consultant shall make required changes upon approval from the Project Manager.
- L. The MDOT Project Manager shall be the official MDOT contact person for the Consultant. The Consultant must either address or send a copy of all correspondence to the MDOT Project Manager. This includes all subconsultant correspondence and verbal contact records. The MDOT Project Manager shall be made aware of all communications regarding this project. The MDOT Project Manager reserves the right to contact major subconsultants on a weekly basis to obtain a progress report unless a team meeting or other meeting is scheduled for that week.
- M. The Consultant shall contact the MDOT Project Manager whenever discoveries or alternatives have the potential to require changes in the scope, limits, etc. for the project.

MDOT RESPONSIBILITIES (GENERAL):

- a). MDOT will provide written notice providing clear direction for the process to be adhered to and the final deliverables. Work is to be performed consistent with 23 CFR Part 450, 49 CFR Part 613 (Statewide and Metropolitan Planning Rule), and other applicable state and federal regulations.
- b). MDOT will provide preferences and general direction for the development of concepts and ideas for format, script, still imagery, musical selections and other recommendations.
- c). MDOT will provide comparable examples and pertinent information needed to prepare the video.

DELIVERABLES:

A. A final, high quality video chronicling the years of planning, completed studies, the public engagement process, stakeholder collaboration, the current freeway operations and the expected freeway operations with the constructed improvements, will be produced in a non-technical manner.

It is expected that there will be a minimum of three to four MDOT review cycles involved in creating the final, approved and accepted video. The Consultant shall provide up to ten (10) draft copies for MDOT review and approval. After approval of the draft video from the Project Manager and any changes that maybe required, the Consultant shall provide up to twenty (20) final electronic copies.

B. Video animation of select locations (i.e. independent “clips”) from the comprehensive video that maybe used at a later date for other project purposes.

C. Any project documentation that occurred during video production, including meetings, the attendees, agendas, goals, any required follow-up, and finally, the general direction and preferences that were developed as a result.

D. All notes used in the preparation of the technical analyses conducted and resulting video. Meeting minutes for all project meetings will also be submitted.

E. All other project data, analyses, simulations, animations, videos and files (Microstation, Geopak, Microsoft, .xls, .doc, etc.), per the discretion of the MDOT Project Manager.

FOR YOUR INFORMATION:

For questions on specific tasks, refer to the P/PMS Task Manual located on the MDOT Bulletin Board System, if applicable.

For assistance in accessing this manual, please contact:

Dennis Kelley: (517) 373-4614

CONSULTANT PAYMENT:

Compensation for this project shall be on an **actual cost plus fixed fee** basis. The 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.

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 maybe 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 and 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 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 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.

The fixed fee for profit allowed of this project is 11.0% of the cost of direct labor and overhead.