

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

MDOT PROJECT MANAGER Greg Krueger			JOB NUMBER (JN) 109181	CONTROL SECTION (CS) 84900
DESCRIPTION IF NO JN/CS Develop IntelliDrive Guidance Documents				
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				
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input type="checkbox"/> TIER II (\$100,000-\$250,000)	<input checked="" type="checkbox"/> TIER III (>\$250,000)		
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Past Performance	
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 checked="" type="checkbox"/>	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	<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)	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 1 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 5	PROPOSAL/BID DUE DATE 1/19/10	TIME DUE 12p
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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

Greg Krueger
MDOT C&T Building
8885 Ricks Road
Lansing, MI 48917

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

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.)

Notification

ARRA MONTHLY EMPLOYMENT REPORTS

Note: This Notification is only applicable for those projects/contracts funded with ARRA funds. If you have questions, please contact MDOT Contract Services Division at (517) 335-0071.

The American Recovery and Reinvestment Act of 2009 (ARRA), requires states receiving stimulus funds for highway projects to provide monthly reports to the Federal Highway Administration (FHWA) regarding the number of employees of prime contractors, all-tier subcontractors and consultants on ARRA funded projects.

The cost for complying with this Notification must be borne by the prime contractor, and all-tiers of subcontractors and consultants, as part of their overhead and is deemed to be included in the payments made under this contract.

Within 10 days after the end of each month in which work is performed on this contract, all prime contractors, and all-tier subcontractors and consultants, must provide the Engineer a monthly report on form FHWA-1589 (<http://www.fhwa.dot.gov/economicrecovery/reportingforms.htm>) providing employment information on each ARRA project, which will include, for work performed in that preceding month:

- The total number of employees who performed work on this contract
- The total number of hours worked by employees who performed work on this contract
- The total wages of employees who performed work on this contract

In addition, the prime contractor must provide a total payment amount made to any subcontractor who is a certified DBE in that preceding month.

This Notification shall be included as a part of each subcontract executed by the prime contractor, and all-tiers of subcontractors and consultants.

If necessary to conform to guidance provided by FHWA concerning the ARRA reporting requirements, the prime contractor, and all-tiers of subcontractors and consultants will revise their reporting as directed by the Engineer.

Failure to comply with the reporting requirements under ARRA would jeopardize the Department's continued receipt of ARRA funding.

Accordingly, if a contractor or any-tier of subcontractor or consultant fails to comply with this Notification, the Department may withhold contract payments until compliance is achieved. If the Department is compelled to incur costs because of such a breach, the amount of those costs may be deducted from payments otherwise to be made under this contract. Additional sanctions may include reduction or elimination of prequalification ratings and removal of bidding privileges.

NOTIFICATION
REQUIRED CONTRACT PROVISIONS TO IMPLEMENT AMERICAN
RECOVERY AND REINVESTMENT ACT (ARRA) SECTIONS 902 AND 1515

Note: This Notification is only applicable for those projects/contracts funded with ARRA funds. If you have questions, please contact MDOT Contract Services Division at (517) 335-0071.

In accordance with requirements under section 902 of the American Recovery and Reinvestment Act of 2009 (ARRA), the following language is made a part of this contract and is to be made a part of all tier subcontracts or consultant contracts:

The U.S. Comptroller General and his representatives have the authority:

- (1) to examine any records of the contractor or any of its subcontractors, or any State or local agency administering such contract, that directly pertain to, and involve transactions relating to, the contract or subcontract; and
- (2) to interview any officer or employee of the contractor or any of its subcontractors, or of any State or local government agency administering the contract, regarding such transactions.

The Comptroller General and his representatives have the authority and rights provided under Section 902 of the ARRA with respect to this contract. As provided in section 902, nothing in section 902 shall be interpreted to limit or restrict in any way any existing authority of the Comptroller General.

In accordance with the requirements of section 1515(a) of the ARRA any representatives of the Inspector General have the authority:

- (1) to examine any records of the contractor or grantee, any of its subcontractors or subgrantees, or any State or local agency administering such contract, that pertain to, and involve transactions relating to the contract, subcontract, grant, or subgrant; and
- (2) to interview any officer or employee of the contractor, grantee, subgrantee or agency regarding such transactions.

Nothing set forth in section 1515 of the ARRA shall be interpreted to limit or restrict in any way any existing authority of an inspector general.

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
SPECIALTY SERVICES
Develop IntelliDrive Guidance Documents**

CONTROL SECTION(S): 84900

JOB NUMBER(S): 109181

PROJECT LOCATION: Statewide

DESCRIPTION OF WORK:

To develop a set of guidance documents for use by other public and private sector road operating and maintaining agencies to use to aid in the deployment, operations and maintenance of IntelliDrive road side devices.

The vendor shall prepare a set of guides that can be used by other states or local jurisdictions to establish either their own IntelliDrive test bed or establish an initial implementation of IntelliDrive capabilities for themselves. The set of guides shall include:

- A ***Procurement Guide*** that would enable another jurisdiction to acquire the physical equipment and services needed to establish either an IntelliDrive test bed or an initial implementation of IntelliDrive capabilities
- An ***Installation Guide*** that would enable another jurisdiction to install the necessary hardware and software products to establish either an IntelliDrive test bed or an initial implementation of IntelliDrive capabilities
- A ***Test Guide*** that would enable another jurisdiction to test the installed IntelliDrive capabilities and verify that those capabilities are working properly
- An ***Operations and Maintenance Guide*** that would enable another jurisdiction to operate and maintain the IntelliDrive installation at their location
- ***Procurement, Installation and Test Results*** that would document the use of the Procurement, Installation and Test guides by Florida DOT during the preparation and implementation of the test and demonstration projects for the 2011 ITS World Congress as well as other deployments that use these guides between the time they are published and the end of the 2011 ITS World Congress.

In addition, each guide should include a separate section and a separate technical memorandum documenting the standards that are necessary for the appropriate task and what new standards and updates to the current standards are needed to support procurement, installation, testing, operations and maintenance.

PRIMARY PREQUALIFICATION CLASSIFICATION:

Intelligent Transportation Systems

SECONDARY PREQUALIFICATION CLASSIFICATION:

None

ANTICIPATED START DATE: March 15, 2010

ANTICIPATED COMPLETION DATE: March 30, 2012

DBE REQUIREMENT: N/A

MDOT PROJECT MANAGER:

Gregory D. Krueger, P.E.
Program Manager, Intelligent Transportation Systems
Construction and Technology Building
8885 Ricks Road
PO Box 80050
Lansing, MI 48909
Phone: 517-636-5009
E-mail: KruegerG@michigan.gov

Questions regarding this scope shall be submitted in writing to the Project Manager by e-mail. The Consultant shall contact the Project Manager prior to beginning any work on this Project.

GENERAL INFORMATION:

The Consultant shall furnish all services and labor necessary to conduct and complete the Safety 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.

- A. The Consultant's principal contact with the Department shall be through the designated Project Manager.
- B. The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations
- C. The Consultant agrees to demonstrate knowledge of, and performance in compliance with, the standard practices of the Department; and any and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.

CONSULTANT RESPONSIBILITIES:

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.

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.

PROJECT INFORMATION:

The Michigan Department of Transportation is actively engaged in the IntelliDrive program which aims to improve safety and mobility through vehicle to vehicle and vehicle to roadside communications. MDOT has been working closely with public and private sector partners, including the US DOT on their IntelliDriveSM program. Additionally, MDOT has been an active participant with the US DOT IntelliDrive Proof of Concept program and, with our partners, the Road Commission for Oakland County and Wayne County Roads, has installed and currently maintains a significant number of roadside devices installed as part of the US DOT IntelliDrive program.

The incumbent Test Bed Contractor's deliverables shall be provided to by US DOT and MDOT to the contractor for their use in this task. These guides are not intended to be final documents that could be used for procurement and installation of IntelliDrive devices and technologies. However, these guides shall be as complete as possible given the current state of the national IntelliDrive program, currently adopted, developed or de facto standards and other pertinent published documentation. A future effort will continue to refine these documents as these draft standards and specifications change. The sections of each guide will be filled out to the point that information is available, with the understanding that much of the basis for these guides is the result of early deployments.

It is anticipated that the contractor will interview other states that have a significant field deployment, specifically California and New York, to enhance these guides. It is also anticipated that the contractor will monitor activities in Florida as the 2011 ITS World Congress demonstrations are developed, as well as the ongoing efforts by US DOT to update the system architecture for IntelliDrive and maintain, modernize and operate the US DOT Proof of Concept Testbed.

The scope is bound to the roadside installations, the backhaul needed to connect the individual RSE's installations to a central point, and a Service Delivery Node that may be located at that central point near the roadside installations. The back office is something that would/could be shared by multiple RSE/SDN installations and is not part of this evaluation and guide development.

Deliverables:

There are six major deliverables from this task, assuming a notice to proceed of March 15, 2010, with major updates to three of the deliverables as noted below:

- **Procurement Guide** – draft deliverable due July 1, 2010. Final version due – 10 working days after receipt of comments from the USDOT and MDOT. The final version shall address all comments from the USDOT, MDOT and its representatives.
- **Installation Guide** – draft deliverable due September 1, 2010. Final version due – 10 working days after receipt of comments from the USDOT and MDOT. The final version shall address all comments from the USDOT, MDOT and its representatives.
- **Test Guide** – draft deliverable due November 1, 2010. Final version due – 10 working days after receipt of comments from the USDOT and MDOT. The final version shall address all comments from the USDOT, MDOT and its representatives.
- **Operations and Maintenance Guide** – draft deliverable due February 1, 2011. Final version due – 10 working days after receipt of comments from the USDOT and MDOT. The final version shall address all comments from the USDOT, MDOT and its representatives.
- **Procurement, Installation and Test Results** – draft deliverable 1 month following completion of the 2011 ITS World Congress. Final version due – 10 working days after receipt of comments from the USDOT, Florida DOT and MDOT. The final version shall address all comments from the USDOT, MDOT and its representatives.

Following delivery and approval of the final version of the Operations and Maintenance Guide, the consultant shall review and provide a set of updated versions of the Procurement, Installation and Test Guides, based on the current IntelliDrive program, specifically the revised Systems Engineering effort and the current maintenance and operations of the Proof of Concept test bed, as well as any efforts to deploy IntelliDrive in Florida for the 2011 ITS World Congress. Drafts of these updated version shall be submitted to MDOT for review on January 15, 2012. Final versions of these reports are due 10 working days after receipt of comments from the USDOT and MDOT. The final version shall address all comments from the USDOT, MDOT and its representatives

CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee:

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.

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.

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