

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

	REQUISITION NUMBER		DUE DATE XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX
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 Check the appropriate Tier in the box below		CONSULTANT: Provide only checked items below in proposal	
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input type="checkbox"/> TIER II (\$100,000-\$250,000)	<input type="checkbox"/> TIER III (>\$250,000)	
<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

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 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 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 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 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. The vendor that has met established qualification threshold and 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

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) separate from 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.

**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

**SCOPE OF SERVICE
FOR
AS NEEDED
INTELLIGENT TRANSPORTATION SYSTEMS SERVICES**

CONTROL SECTION: 82194

JOB NUMBER: 107611

PROJECT LOCATION: Metro Region

DESCRIPTION OF WORK:

This work consists of providing as-needed technical support services to the Michigan Department of Transportation SEMTOC in the field of Intelligent Transportation Systems. This will include many individual tasks outlined under the Consultant Responsibilities heading within the document as well as the as-needed services.

PRIMARY PREQUALIFICATION CLASSIFICATION:

Intelligent Transportation Systems – Design and System Manager

SECONDARY PREQUALIFICATION CLASSIFICATION:

Maintaining Traffic Plans and Provisions
Geotechnical Engineering Services
Right of Way Surveys
Utility Coordination

ANTICIPATED START DATE : April 1, 2013

ANTICIPATED COMPLETION DATE: March 1, 2016

MDOT PROJECT MANAGER: Michele Mueller
Michigan Department of Transportation
Detroit Operations Service Center
1060 W. Fort St.
Detroit, MI 48226
Email: muellerm2@michigan.gov
Tel: (313)-256-9803
Fax: (313)-256-9036

DBE REQUIREMENT: 0%

The Consultant shall contact the MDOT Project Manager prior to beginning any work on the project.

The consultant project manager shall be an engineer licensed in the State of Michigan with relevant experience in ITS systems engineering and design services. The Consultant project manager shall be an employee of the primary consulting firm responding to the RFP and not a sub consultant or Consultant.

QUESTIONS:

All questions from firms concerning the RFP shall be submitted in writing to the MDOT Project Manager no later than 12:00 pm EST on February 18, 2013. All questions shall be submitted in writing either via fax or email to the MDOT project manager. The answers to all questions will be posted to the Contract Services Division web site, where the RFP was posted.

MDOT will not respond to telephone inquiries or visitation by bidders or their representatives. All questions are to be put in writing and must be submitted by the United States Postal Service or other commercial delivery service, or electronically and sent as an attachment in MS Word 2002 or Rich Text Format (RTF). Answers to questions will be prepared and made available on the MDOT website. The answers to the questions will supersede the original issue pertaining to the question(s) of the RFP.

GENERAL INFORMATION:

The consultant will need to have substantial ITS conception, design background and experience. The consultant should be prepared to demonstrate their background and experience.

The Michigan Department of Transportation (MDOT) continues to lead the State of Michigan in transportation technology. In an effort to provide a high quality service the current ITS system needs to be maintained and new facilities need to be incorporated

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 MDOT 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 MDOT Project Manager.

The MDOT Project Manager shall be the official MDOT contact person for the Consultant and shall be made aware of all communications regarding this project. The consultant must either address or send a copy of all correspondence to the MDOT Project Manager. This includes all sub-Consultant correspondence and verbal contact records.

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.

CONSULTANT RESPONSIBILITIES:

The Consultant will provide as-needed engineering and/or technical support services for the research, development, deployment, and maintenance of ITS and the advancement of various ITS-related initiatives. The Consultant's activities may include, but not be limited, to the following support activities as directed by the MDOT Project Manager:

1. ITS Research and Reporting Support

- A. Conduct researches of domestically and internationally deployed state-of-the-art ITS initiatives.
- B. Review existing research regarding ITS to determine applicability to Michigan.
- C. Assist in the development, review, and prioritization of research problem statements and proposals for submittal through MDOT's research program.
- D. Prepare analysis of the cost effectiveness, including cost-benefit studies, of MDOT's existing and proposed ITS deployments and/or initiatives.
- E. Provide support and documents for Memo of Understanding documents as needed.
- F. Provide assistance for fiber sharing analysis, costs and documents as needed.
- G. Provide analysis for the effectiveness of the Speed Warning Systems in Metro.

2. ITS Planning, Development, Deployment, and Maintenance Support

- A. Review design plans, specifications, and details to guide the deployment of ITS on MDOT's Metro Region transportation system.
- B. Coordinate the re-evaluation of the ITS Strategic Plans to determine the need for Revisions and updates. Provide assistance in updating the plans for Metro Region.
- C. Review shop and erection drawings for compliance with MDOT's ITS standards, Specifications, and details.
- D. Provide ITS design services as needed for current and future ITS work.
- E. Provide TMP analysis and documents as needed for current and future ITS work.
- F. Provide MOT development and documents as needed for current and future ITS work.
- G. Provide as needed resources to put data in the asset management database if necessary.

3. ITS Training and Outreach Support

- A. Provide ITS technical training to MDOT Staff.
- B. Assist with the preparation of PowerPoint presentations, speaker notes, and/or displays for ITS-related meetings, conferences, and events.
- C. Assist with the planning, coordination, preparation, and execution of ITS-related meetings, conferences, and events.
- D. Assist with developing, updating, and fulfilling MDOT's ITS outreach plans and efforts including, but not limited to, the review and/or preparation of informational brochures, newsletter articles, media releases, and operational advisories.

4. ITS SEMTOC Tower Analysis and Maintenance

- A. Review the current as built documentation for the ITS SEMTOC towers and insure they are 100% accurate and up to date with current load. Review that the electronic load calculation is accurate with current status of each tower location.
- B. Provide analysis assistance when a new hardware is proposed to be installed on the tower to insure there are no structural concerns with this addition. Update the documentation and records for this effort. The analysis and review must be stamped by a PE in the State of Michigan.
- C. Incorporate the tower structural information into the Asset Management Database that is being developed.

5. Analysis, Design and Implementation Review for Cablerunner Product

- A. Review the current Cablerunner product and provide an analysis of use on an MDOT arterial for ITS communications.
 - 1. Evaluate uses other parts of the Country
 - 2. Provide pros/cons of using the product in Michigan
 - 3. Determine impact and partners perspectives with use
 - 4. Evaluate maintenance pros/cons
 - 5. Evaluate costs associated with use versus current installation methods for ITS communications.
- B. Provide an evaluation of the current MDOT SEMTOC Arterial system and provide options for a 1 mile test location site if the analysis above determined it is viable.
- C. Design a 1 mile stretch utilizing this technology and devices for a letting.
- D. Provide evaluation of the technology from design, construction, service and maintenance perspectives.
- E. Develop a document that outlines the entire process and evaluation for use internally on future installations.

6. Concept of Operations for ITS Systems on MDOT Arterial Highways

- A. Conduct research across the United States on how other similar agencies handle arterials management. Conduct a best practices document for these efforts and apply those to Michigan.
- B. Identify design standards for arterials and develop a design basis type document for arterials that we have for freeways.
- C. Identify all stakeholders at a high level for arterial projects, including cities, townships, and emergency responders.
- D. Identify and present several arterial ITS systems currently in operation. Information regarding the system options shall also be provided, including specifications for the particular equipment, communications and software. A summary of lessons learned shall be included in summary.
- E. Indicate necessary equipment, communications and most efficient layout required for full coverage of indicated arterials.
- F. Indicate necessary staffing to maintain and monitor system.
- G. Identify process required to update information into the Asset Management Database that is being developed.
- H. Determine how/if traffic signals will be incorporated into the system.
- I. Look at other applicable factors that would influence planning, design, implementation and maintenance of ITS on arterials.

MDOT RESPONSIBILITIES:

MDOT shall provide the Consultant with all relevant documentation needed to complete the tasks assigned and approved by the MDOT Project Manager.

DELIVERABLES:

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

Services to be rendered by the Consultant, as herein described, will commence upon written notice from the Professional Services Administrator and will be completed within approximately three (3) years from the date of such notice.

CONSULTANT PAYMENT:

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.

The maximum fixed fee for this project is 11%.

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 MDOT. 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 statewide 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.