

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
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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

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
INTELLIGENT TRANSPORTATION SERVICES**

CONTROL SECTION(S):

JOB NUMBER(S):

PROJECT LOCATION: Statewide

PROJECT DESCRIPTION:

To assist in the development and maintenance of strategic planning tools for *Intelligent Transportation Systems (ITS)/Connected Vehicle (CV)* which will allow Michigan to maintain its place as a public leader in this area. The selected vendor will assist the Michigan Department of Transportation (MDOT) in developing Michigan Transportation Partnerships (MTPs). MTPs will include the state's automotive Original Equipment Manufacturers (OEMs), automotive suppliers and wireless communications equipment and service providers. MTPs will be for the purpose of moving people as well as commercial/transit vehicles and to ensure that MDOT is contemporary with the industry's technology directions and developments that effect transportation. These partnerships will assist MDOT in all aspects of its operations. Additionally, to assure a sustainable commitment among partners in a joint effort that provides value to both the state and the companies. As part of this process, the selected vendor will provide MDOT an established, nationally recognized forum to present its strategic direction, programs and projects that demonstrate Michigan is the premier transportation state and is closely linked to its OEM community.

Note: *Intelligent Transportation Systems* is the terminology used to encompass the various monikers used to define, previously and in the future, vehicle-to-vehicle and vehicle-to-infrastructure technologies, including wireless communications, used to improve safety, mobility and asset management. These will include, but not be limited to: *Connected Vehicle(CV)*, *Cooperative Transportation Systems*, *IntelliDrive* and *Vehicle Infrastructure Integration*.

ANTICIPATED SERVICE START DATE: October 1, 2011

ANTICIPATED SERVICE COMPLETION DATE: September 30, 2013

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Experience with developing and coordinating ITS/CV activities associated with cooperative agreements and partnerships between private and public agencies in the area of ITS as related to MDOT ITS/CV initiatives.
- Documented established long term relationships with public and private sectors that have vested interest in the research, development, testing, design, and deployment of ITS/CV initiatives.
- Demonstrable understanding of automotive OEMs and suppliers.

- Experience in conducting and reporting findings of studies and surveys related to auto OEMs and suppliers.
- Experience and demonstrated abilities in understanding the social and economic impacts of ITS on a given community and the State of Michigan.
- Experience with ITS as it relates to the development of activities in the current MDOT *ITS Strategic Plan* and *ITS Strategic and Business Plan*.
- Experience in developing and managing data repository systems and the flexibility to work within State of Michigan data standards.
- Experience and understanding of technology planning as it relates to the current MDOT *ITS Strategic Plan* and *ITS Strategic and Business Plan*.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION: None

MDOT PROJECT ENGINEER MANAGER:

William H. Tansil, Administrator
 Bureau of Transportation Planning
 Asset Management Division
 425 W. Ottawa St.
 P.O. Box 30050
 Lansing, MI 48909
 Mail Code: B340
 Phone: 517-335-2639
 Fax: 517-241-3862
 tansilw@michigan.gov

CONSULTANT RESPONSIBILITIES:

1) Meet (in person or by conference call) with the MDOT PM at least once per month around the first of the month.

2) For Category A, B and C tasks, meet with the MDOT PM or MDOT ITS Statewide Program Manager prior to beginning any work to review project/tasks, data, data uses, strategic direction, and contact persons. The vendor shall review and clarify project/task issues, data needs and availability, sequence of events and team meetings that are essential to complete the project plan or task by the completion date. Attention shall be given to critical target dates, meetings, studies, etc., that may require a large lead time. During the kick-off meeting, the vendor shall provide the PM with a work plan that describes the understanding of the work to be completed, timelines, resources to be used, priority of tasks and deliverables, and briefly describe how the tasks and deliverables will be accomplished.

3) For Category D tasks meet with the MDOT PM or MDOT ITS Statewide Program Manager prior to beginning any work to review project/tasks, data, data uses, strategic direction, and contact persons. The vendor shall review and clarify project/task issues, data needs and availability, sequence of events and team meetings that are essential to complete the project plan or task by the completion date. The vendor will provide an estimate of hours/cost to provide the requested deliverable. Attention shall be given to critical target dates, meetings, studies, etc., that may require a large lead time. During the kick-off meeting, the vendor shall provide the PM with

a work plan that describes the understanding of the work to be completed, timelines, resources to be used, priority of tasks and deliverables, and briefly describe how the tasks and deliverables will be accomplished.

4) Allow the PM to review the work at any stage of development to assess progress (eg. proposed survey and studies review, etc.).

MDOT RESPONSIBILITIES:

1) The MDOT PM will provide general guidance to the vendor and resolve any questions the vendor may have during the course of this contract.

2) Conduct an introductory kick-off meeting with the vendor before work begins. The purpose of the meeting is to provide the vendor with a broad overview of MDOT's processes, procedures, organization chart and responsibilities, and to provide a clearer understanding of the current status of the ITS/CV Program.

DELIVERABLES:

Category A – Update of Surveys & Plans:

General Requirement: Update previous studies to ensure that MDOT is still current with the requirements and strategic direction of the industry regarding ITS/CV technology. These studies should reference any past or existing studies conducted in this area to avoid duplication of effort and determine relevancy between studies.

1) Conduct a follow-up Delphi study of the 2008 panel to ascertain changes in requirements and strategic direction of the industry regarding ITS/CV technology. In addition, this study should discern new industry technical and business plans emerging in this field.

2) Conduct a follow-up Delphi study of the 2008 panel of local governments to ascertain requirements and strategic direction of these governmental units regarding ITS/CV technology and capture the related public policy considerations and initiatives they may be proposing that are related to ITS/CV.

3) At the discretion of the PM, perform annual updates of the international survey of best practices in ITS/CV transportation technologies that return to Michigan initiatives needed for continuing to be the premier transportation state in the nation. As necessary, hold forums with senior level industry executives, senior level government officials, and noted transportation experts discussing their vision for transportation excellence in areas key to MDOT's ITS success.

4) At the discretion of the PM, perform biennial updates of the MDOT *ITS Investment Plan* for successful investment in new ITS/CV products, technologies, programs, projects, hardware, software, infrastructure and *infostructure*. Assist in coordination of the Michigan investment and attracting federal and international support by investigating other sources of funding, for example Homeland Security, United States Department of Transportation (USDOT), etc. and coordinating with the Michigan Economic Development Corporation, Michigan Department of

Energy, Labor and Economic Growth, Department of Technology, Management and Budget (DTMB) and Michigan State Police to seek grants for ITS/CV testing and deployment.

5) At the discretion of the PM, perform biennial updates of the *ITS Industrial and Economic Impact Study* to give MDOT the ability to use sound facts and informed projections to educate the public and lawmakers of the sustained financial effort required to achieve a satisfactory return on investment (ROI). The ability of the constituency to make informed decisions will rest on the industrial and economic development potential as well as the direct projected costs and benefits associated with an advantageous ROI of tax dollars. The components of this activity will include updates of:

- The study of the industrial and economic impact of ITS in Michigan to assure positive consequences of ITS/CV testing and deployment.
- The study of the potential for creating and/or attracting federal automotive safety facilities to Michigan. These safety facilities are supported by federal funding for the purpose of research, development, testing, and design of safety systems and initiatives that support both private and public needs.
- The study of the projected benefits, costs and ROI of ITS for the State of Michigan and other partners including the automotive OEMs, suppliers and communications equipment and service providers.

6) At the discretion of the PM, perform biennial updates of and ongoing maintenance to MDOT's *ITS Strategic and Business Plan*. This will require a clear understanding of the current plan and the requirements to coordinate all activities with the plan. This will also require making modifications to the plan that are in alignment with changes in products, technology, policies, procedures, techniques, processes, and partnerships that become inconsistent with the current plan through the duration of the contract resulting from this request for proposal.

- This may require changes to *measures of success* that evaluate the outcome and performance of activities in the plan.
- This will require continued feedback through data collection on all activities defined in the plan to determine the degree of success with which the activities have been achieved.
- This will require changes to goals, activities, measures of success based on data results which will be coordinated and approved by the PM.

7) Prepare written progress reports that can be presented to the MDOT ITS Steering Committee.

Category B - Working Groups & Partnering/Coordinating Activities:

General: Provide expertise that facilitates cooperative efforts between MDOT, other State of Michigan agencies, other federal/state/local agencies and private enterprises involved in all sectors of ITS.

1) Assist MDOT in continuing the *ITS Working Group* meetings with automotive suppliers, telecommunications, consultants, local agencies and consumer electronic companies. This group will meet to share information, coordinate activities and monitor progress. As a result, the following will be required:

- Maintain a Michigan *ITS Working Group* to meet on a quarterly basis to share information, coordinate activities, and monitor progress on test beds, proof of concept, field operational test, and Michigan deployment planning activities.
- Facilitate representation from the *ITS Working Group* in MTP meetings with OEMs and coordinate meetings to provide timely input and feedback to the OEM partnerships.
- Coordinate, monitor, and assist *Working Group* task assignments and progress.
- Work with members of the *Working Group* to assist in the selection of proof of concept tasks and coordinate these tasks with the Michigan test bed planning and deployment as determined by the project manager (PM).
- Assist MTP with developing a state and regional infostructure deployment plan based on the national ITS deployment plan.

2) Coordination of the annual Management Briefing Seminar.

With regards to items 1 and 2, Category B deliverables will include, but not be limited to the following:

- Developing a cooperative environment between key stakeholders at MDOT and OEMs, auto suppliers, and other agencies (set up meetings, facilitate, document meeting discussion and outcome, and initiate follow-up meetings).
- Activities and meetings with key decision makers with the OEMs, suppliers, telecommunications, consumer electronics companies and MDOT (set up meetings, facilitate, document meeting discussion and outcome, and initiate follow-up meetings).
- Written plan and supporting documentation on knowledge and advice on where to invest ITS funds in the areas of products and technologies for both the infrastructure and the infostructure.
- Written plan and supporting documentation on investment and attracting federal and international support by investigating alternate venues of funding.
- Relationships and partnerships (set up meetings, facilitate, document meeting discussion and outcome, and initiate follow-up meetings).
- Coordination of other efforts, research, development, and testing initiatives in the field of ITS/CV (provide written progress reports and/or minutes of meeting).
- Cooperative agreement between OEMs/suppliers and MDOT and other agencies (set-up meetings, facilitate, document meeting discussion and outcome, and initiate follow-up meetings).
- Relationships and partnerships (set up meetings, facilitate, document meeting discussion and outcome, and initiate follow-up meetings).
- Identifying leadership opportunities for MDOT staff participation (document committee, responsibilities, and individual assigned to leadership role)
- Providing knowledge and expertise which can be leveraged to support other ITS/CV initiatives at MDOT (documentation of safety and mobility initiatives that have synergy with MDOT ITS/CV activities and national initiatives including products and services available and related technological advancements in ITS).
- ITS/CV products and technologies to be used in Michigan ITS program (documentation of computer software, hardware, equipment and its use in MDOT's ITS architecture, cross jurisdictional and compatibility).

- Understanding of ITS/CV related initiatives in other states (documentation of computer software and hardware, equipment and its use in MDOT's ITS architecture, cross jurisdictional and compatibility issues, strategy and goals, progress, etc.).
- A repository of information (spreadsheet and/or data base).
- Presentations as needed and progress reports on the last business day of each month.

Category C – New Studies & Plans:

General: Provide the transportation perspective and expertise for a plan for partnering within the various departments of the State of Michigan to promote technology based innovations that assist MDOT in remaining the premier transportation state in the nation.

1) *The Ethics of Government Use of Data Collected Via ITS:* Study and analyze the ethical and legal ramifications of State of Michigan use of data provided by constant coverage of vehicular movements. The study will include, but not be limited to analysis of:

- Attribution/linkage of data to a specific vehicle or anonymous collection.
- Legal ability to require all vehicles to carry transponders.
- Subsidies for transponders for low income vehicle owners.
- Various levels of data provided by different types of transponder.
- Time of retention of raw and/or refined data?
- Agencies which could make use of the data.
- Agencies that could legally be allowed to use the data.
- Legal restrictions on use of the data?
- The impacts of the *Freedom of Information Act* on data availability.
- Use of route, time of travel, vehicular weight and other collected attributes for vehicular registration and/or taxation to support travel infrastructure.
- Compensation of constituency for carrying transponders which provide asset management attributes.
- Cultural evolution of the acceptance of decreased levels of privacy.

2) *Analysis of Management Procedures for Data Collected via ITS:* Study and analyze how MDOT, through DTMB, can manage the levels of data required for management of transportation assets. The study will include, but not be limited to analysis of:

- Coordinating with Data Use Analysis and Processing (DUAP) Concept of Operations, what attributes should/can be collected to support MDOT asset management?
- Should the data be attributed to a specific vehicle or managed anonymously?
- How much data can MDOT expect to collect on a daily, or other periodic basis?
- For how long will it be necessary to archive the collected data?
- What level of backup procedures will be required?
- What level of security will be required to prevent data from being corrupted or stolen?
- Who should be allowed to use the data?
- What are the legal restrictions on use of the data?

3) *Use of ITS Technology for Management of Freight and Transit Assets:* It is likely that commercial freight carriers and public/private intercity and public transit vehicles will be amongst the first vehicles fitted with ITS transponders. Study and analyze what data thus collected could benefit asset management of infrastructure; routing, flows and levels of

intercity/transit passengers and freight; and, potentially, values for freight. The study will include, but not be limited to analysis of:

- Levels of data to be expected.
- Legal ability to require all vehicles to carry transponders.
- Cost to agencies and carriers.
- Usefulness of attributes.
- Restrictions on agencies which could use data.
- Preventing public access to proprietary carrier data.
- Liability of government agencies and private carriers.
- Benefits that could be offered to participating agencies/carriers.
- Commodity flows and values.
- Assessing delay costs to agencies/carriers including the potential economic value of reduced border crossing time.
- Connectivity of intercity and transit bus services.
- Legislated restriction on use/dissemination of data.

4) *ITS Infostructure Deployment Plan*: Infostructure deployment has not been centralized within MDOT, though it has been in larger constituencies such as USDOT and AASHTO. Produce a plan that coordinates Michigan's deployment plan(s) with USDOT and AASHTO deployment plans.

Category D – Briefings, Position/Policy Papers, Presentations and Other Documentation:

General: Produce the materials necessary to assure that MDOT's ITS/CV efforts can be understood by whatever audience is necessary.

1) As needed, requested and approved by the PM, update existing research/policy papers and presentations.

2) As needed, requested and approved by the PM, produce new research/policy papers and presentations and other documentation.

3) Provide the transportation perspective and expertise for a plan for partnering within the various departments of the State of Michigan to promote technology based innovations that assist MDOT in remaining the premier transportation state in the nation.

4) Assist MDOT in establishing partnerships with lead ITS/CV states to share progress and create opportunities for coordinated research and eventually cross-state deployment expansion.

As a result, the following will be required:

- Correspond with other states expanding in their ITS/CV development including extending invitations to other states to coordinate with Michigan's program.

5) Establish a supportive public education program with the goal of maintaining high visibility of Michigan activities through outreach and public awareness by maintaining connection with other interest groups and to inform the public of Michigan ITS/CV progress. As a result, the following will be required:

- Prepare presentations and progress reports for ITS America, ITS Michigan, ITS World Congress, Transportation Research Board (TRB), American Association of State Highway and Transportation Officials (AASHTO), Society of Automotive Engineers, Telematics Detroit, Management Briefing Seminar and other conferences and national outreach events as determined by the PM.
- Assist MDOT staff to identify and transition into leadership roles on ITS America, TRB, AASHTO committees, etc.
- Coordinate an effort to establish working relationships with MDOT and the Michigan universities, AASHTO, Connected Vehicle Trade Association (CVTA), ITS America, (e.g., ITS Task Force and Advanced Telematics and Consumer Electronic forum, Center for Automotive Research, and ITS Michigan) for ongoing discussions with stakeholders.
- Document and publish lessons learned to improve the state-of-the-art and practice in ITS initiatives.
- Coordinate an effort for MDOT's participation in any annual ITS related international workshops and conferences, in addition to preparing presentations and progress reports.
- Develop and maintain a central repository of information on ITS/CV activities in the state of Michigan.

CONSULTANT PAYMENT:

Milestone: Category A – Update of Surveys & Plans

June, 2012	1) Update <i>Strategic Direction of Industry Delphi Study</i>	4%
August, 2012	2) Update <i>Local Government Delphi Study</i>	4%
September, 2012	3) 2012 Update <i>Intl. Survey of Best Practices in ITS</i>	1%
September, 2012	5) 2012 Update <i>ITS Industrial and Economic Impact Study</i>	5%
September, 2013	3) 2013 Update <i>Intl. Survey of Best Practices in ITS</i>	1%
September, 2013	4) 2013 Update <i>ITS Investment Plan</i>	5%
September, 2013	6) 2013 Update <i>ITS Strategic and Business Plan</i>	5%
Ongoing	7) Progress reports for MDOT ITS Steering Committee	0%

Milestone: Category B - Working Groups & Partnering/Coordinating Activities

January, 2012	1) Coordinate <i>ITS/CV Working Group</i>	2%
April, 2012	1) Coordinate <i>ITS/CV Working Group</i>	2%
July, 2012	1) Coordinate <i>ITS/CV Working Group</i>	2%
August, 2012	2) Management Briefing Seminar	3%
October, 2012	1) Coordinate <i>ITS/CV Working Group</i>	2%
January, 2013	1) Coordinate <i>ITS/CV Working Group</i>	2%
April, 2013	1) Coordinate <i>ITS/CV Working Group</i>	2%
July, 2013	1) Coordinate <i>ITS/CV Working Group</i>	2%
August, 2013	3) Management Briefing Seminar	3%

Milestone: Category C – New Studies & Plans:

March, 2012	1) <i>Ethics of Govt. Use of Data Collected Via ITS</i>	5%
June, 2012	2) <i>Mgt. Procedures for Data Collected via ITS</i>	5%
September, 2012	3) <i>ITS Technology for Mgt. of Freight & Transit Assets</i>	5%
September, 2012	4) 2012 Update <i>ITS Infostructure Deployment Plan</i>	5%

Actual Cost Plus Fixed Fee: Category D – Briefings, White Papers & Presentations:

		Up to 35%
Ongoing	1) Update Research/Policy Papers & Presentations	See Note
Ongoing	2) New Research/Policy Papers & Presentations	See Note
Ongoing	3) Partnering with State of Michigan departments	See Note
Ongoing	4) Partnering with other states	See Note
Ongoing	5) Public Education Program	See Note

Note: The vendor shall review and clarify Category D project/task issues, data needs and availability, sequence of events and team meetings that are essential to complete the deliverable with the MDOT PM or MDOT ITS Statewide Program Manager. The vendor will then provide an estimate of hours/cost to provide the requested deliverable. A memorandum approving the work at a given number of hours or specific cost will then be signed by the vendor and MDOT PM before work begins.

PROPOSAL SELECTION CRITERIA AND TOTAL POSSIBLE POINTS

- 1) Understanding of Service and Innovations: 25 Points.
Describe the understanding of the service, innovations, or other issues you intend to propose. This information is to be based on the scope of services. Include any work item(s) that you believe should be added to the scope of services, or any work item(s) that is in the current scope of services which you believe should be altered.

- 2) Qualifications of Team: 40 Points.
The scoring for qualifications of team scoring will be one score based on the following information:
 - Structure of the Project Team (Personnel and Roles) – Describe the structure of the project team including the roles of all key personnel and subconsultant/vendors. For each sub-consultant/vendor, describe role in service and include what percent of the named role that the sub-consultant/vendor is expected to provide.
 - Staff Service Experience – Provide resumes for each of the key staff of the prime and sub-consultant/vendors. The format is shown in Exhibit A of the Consultant/Vendor Selection Guidelines. The resume is limited to three (3) pages per key staff member.

- 3) Past Performance: 20 Points.
MDOT will review relevant performance evaluations for the past five (5) years for prime and sub-consultants/vendors that are being proposed. If the consultant/vendor has not previously worked for MDOT or has only had a few service opportunities that have been evaluated, this area can be used to provide other references for the Selection Team to contact. These would be in addition to those provided in the resumes in Section B and limited to work completed in the past five (5) years.

4) Location:

5 Points.

This section will be scored for all solicitations. The consultant selection criteria will include a consideration of what percentage of contracted work will be performed in Michigan. Consultant/vendor is required to provide the location of where the work will be performed. The combination of location and percentage of work performed in Michigan should not exceed five points.

5) Price:

30 Points.

After scoring the proposal with the above criteria (1-4), the bid sheet (Attachment B) with the total bid price will be scored using a scale determined by the MDOT Project Manager. MDOT's estimated project costs will be considered when creating this scale.

CONSULTANT BID SHEET - MILESTONE

It is required that this bid sheet be completed and submitted with the response to the Request for Proposal. All entries on this page must be handwritten in ink or computer generated. When price is a component of the selection process it will be considered along with several other selection criterion for determining overall score. Priced proposal costs will be required after selection, in accordance with the MDOT Priced Proposal Guidelines ([Guidelines](#)).

Note: MDOT reserves the right to reject any or all bids.

PROJECT DESCRIPTION:

MILESTONE/DELIVERABLES	PRICE
A1) Update <i>Strategic Direction of Industry Delphi Study</i> (4%):	\$ _____
A2) Update <i>Local Government Delphi Study</i> (4%)	\$ _____
A3) 2012 Update <i>Intl. Survey of Best Practices in ITS</i> (1%)	\$ _____
A5) 2012 Update <i>ITS Industrial and Economic Impact Study</i> (5%)	\$ _____
A3) 3) 2013 Update <i>Intl. Survey of Best Practices in ITS</i> (1%)	\$ _____
A4) 2013 Update <i>ITS Investment Plan</i> (5%)	\$ _____
A6) 2013 Update <i>ITS Strategic and Business Plan</i> (5%)	\$ _____
B1) Coordinate January, 2012 <i>ITS Working Group</i> (2%)	\$ _____
B1) Coordinate April, 2012 <i>ITS Working Group</i> (2%)	\$ _____
B1) Coordinate July, 2012 <i>ITS Working Group</i> (2%)	\$ _____
B2) August, 2012 Management Briefing Seminar (3%)	\$ _____
B1) Coordinate October, 2012 <i>ITS Working Group</i> (2%)	\$ _____
B1) Coordinate January, 2013 <i>ITS Working Group</i> (2%)	\$ _____
B1) Coordinate April, 2013 <i>ITS Working Group</i> (2%)	\$ _____
B1) Coordinate July, 2013 <i>ITS Working Group</i> (2%)	\$ _____
B2) August, 2013 Management Briefing Seminar (3%)	\$ _____
C1) <i>Ethics of Govt. Use of Data Collected Via ITS</i> (5%)	\$ _____
C2) <i>Mgt. Procedures for Data Collected via ITS</i> (5%)	\$ _____
C3) <i>ITS Technology for Mgt. of Freight & Transit Assets</i> (5%)	\$ _____
C4) 2012 Update <i>ITS Infostructure Deployment Plan</i> (5%)	\$ _____

TOTAL BID PRICE: \$ _____
(All Milestones/Deliverables of Project)

Consultant Name:	
Consultants Authorized Legal Signer:	
Consultant Address:	
Date:	

COST DERIVATION 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:

Classification	Person Hours	Hourly Rate	Labor Cost
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TOTAL ESTIMATED LABOR: \$ _____

OVERHEAD: \$ _____
(Total Labor Cost x _____ %)

Facilities Capital Cost of Money: \$ _____

ESTIMATED SUBCONSULTANTS: \$ _____

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

FIXED FEE: \$ _____
(Total Estimated Labor + Overhead) x 00%

TOTAL BID PRICE: \$ _____

(This bid price should be the same amount as the total bid price on page 1 of 2 of this document.)