

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 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 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

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.)

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
INTELLIGENT TRANSPORTATION SYSTEMS/
SPECIALTY SERVICES**
Accountability System for Managing Travel Reliability (ASMTR)
Bid Sheet Revised 10/5/2011

CONTROL SECTION(S): 84900

JOB NUMBER(S): 113937 and 110435

PROJECT LOCATION:

The project will encompass both directions of I-94 from the Michigan/Indiana border to the Canadian border crossing in Port Huron.

PROJECT DESCRIPTION:

The Michigan Department of Transportation (MDOT) will accept proposals for providing a web based accountability system for managing travel reliability (ASMTR) for the I-94 corridor.

This work consists of furnishing a web based ASMTR that will promote reliable travel along I-94 through the Department's development and implementation of goals and measures, initiation of planned actions, and accounting for results; all of which focus on reducing travel delays and their costs caused by winter weather, work zones, and incidents. This system implementation is to be in accordance with the Department's Work Zone Safety and Mobility Policy and quick clearance initiatives.

This project will provide coaching, training, and access to the web based ASMTR. This work includes coaching sessions provided by the Consultant as well as direct training on the Consultant provided web software. The Consultant supplied web based ASMTR will not be integrated into the State of Michigan computer network nor will it require any interaction with Department of Technology, Management, and Budget personnel. Any software upgrades necessary over the next two (2) years will be included as part of this project.

QUALIFICATION REQUIREMENTS:

- The Consultant must have provided similar coaching and software access on any portion of I-94 within the previous three (3) years.
- The Consultant must have documented experience in performance measuring and application of web based software and must have provided training to MDOT within the previous three (3) years.
- References for previous work must be provided for each project.

ANTICIPATED SERVICE START DATE: October 1, 2011

ANTICIPATED SERVICE COMPLETION DATE: December 31, 2013

PRIMARY PREQUALIFICATION CLASSIFICATION(S): N/A

SECONDARY PREQUALIFICATION CLASSIFICATION(S): N/A

DBE REQUIREMENT: N/A

PROJECT MANAGER:

Jason Firman, P.E.
Congestion and Mobility Engineer
Division of Operations
Michigan Department of Transportation
Murray D. Van Wagoner Building
P.O. Box 30050
Lansing, MI 48909
Phone: 517-335-8410
E-mail: firmanj@michigan.gov

PROJECT DETAILS:

The ASMTR is to be comprised of Franklin Covey's program titled, "Implementation of the Four Disciplines of Execution." This program consists of two elements:

1. Section 1: Manager Certification. This section launches the process for implementing the travel reliability goals, measures, and developing the scoreboards.
2. Section 2: My4DX. This section implements the travel reliability scoreboard operating system.

The ASMTR requirements include a 12 month Manager Certification and My4DX.com subscription for six (6) teams as outlined below:

1. Seven (7) phases of Manager Certification.
2. Ten deployment kits.
3. My4DX.com scoreboard tool.
4. My4Dx.com annual subscription for six (6) teams, for two (2) years. The estimated amount of time per week will vary based on meeting schedule demands of the project and software maintenance and operations. Overtime will not be necessary or utilized for these services.

Provide the subscription to the Michigan Department of Transportation. There are no construction or implementations responsibilities on the part of the Consultant. The subscription, as described, will be obtained from Franklin Covey and furnished in its entirety to the Department.

CONSULTANT RESPONSIBILITIES:

- A. The MDOT Project Manager (PM) will be the first point of contact when determining need for Consultant personnel to aid MDOT in providing services for state jurisdictional work.
- B. Consultant must furnish all services and labor necessary to conduct and complete the work as described herein.
- C. The Consultant must also furnish all materials, equipment, supplies and incidental necessary to perform the Services (other than those designated in writing to be furnished by the Department) consistent with supplying this work. The services must be performed to the satisfaction of the Department consistent with applicable professional standards.
- D. Services described herein are financed with public funds. The Consultant must comply with all Federal and State laws, rules and regulations.
- E. The Consultant must notify the MDOT PM 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 PM.
- F. The Consultant must provide the necessary personnel to adequately perform the requirements of this Agreement, and that his/her employees must possess the experience, knowledge, and character to qualify them for the particular duties each is to perform.
- G. The Consultant must provide a written Monthly Progress Report to MDOT PM detailing hourly charges and appropriate MDOT job number that Consultant personnel has conducted during time period.

MDOT RESPONSIBILITIES:

MDOT will provide performance data for population of the web based ASMTR.

SELECTION CRITERIA

A team of MDOT staff will be used to evaluate responses to the RFP based upon the following factors as presented in the Consultant's proposal. These are listed in order of importance and a scoring factor has been provided for each category, with a total of 100 points possible.

Understanding of the Project Needs (30 pts)

- Describe understanding of the project needs, innovation and/or product to be proposed.
- Ability to demonstrate a viable plan for the development, operation and troubleshooting of a web based travel reliability and accountability system.
- Provide a schedule outlining the proposed work and milestone dates.

Past Performance in Implementation of Web Based Accountability Systems (25 pts)

- List a minimum of one (1) previous project where the software was successfully installed. Please include contract/reference information.

Project Cost (30 pts)

- Total cost of development, implementation and training of MDOT staff on the web based travel reliability and accountability system.

Key Staff (10 pts)

- Capability and qualification of key individuals, including previous work on similar projects, technical expertise and training
- Describe roles for key personnel and sub-consultants

Location (5 pts)

- A Consultant with a business presence in Michigan. The Consultant is required to provide the location of where the work will be performed.

PAYMENT SCHEDULE:

20% - Ten Deployment Kits

20% - My4DX.com Scoreboard Tool

40% - Completion of Manager Certification

10% - Completion of First year Annual subscription

10% - Completion of Second year Annual Subscription

CONSULTANT PAYMENT:

Compensation for this project shall be on a **milestone** basis. Compensation shall be divided into payments for the completion of a portion of the services (deliverables).

The MDOT Project Manager may authorize payment if a milestone is delayed due to circumstances beyond the Consultant's control.

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.

GENERAL ORGANIZATION INFORMATION

REQUIRED RESPONDENT INFORMATION

Please provide the following required respondent information. Failure to respond to each requirement may disqualify the respondent from further participation in this RFP.

RESPONDENT NAME AND ADDRESS: Provide name, address, principle place of business, telephone number of legal entity with whom the contract is to be written, and the web page address.

Name and Title:		
Address:		
City, State, Zip:		
Phone: ()		Facsimile: ()
Web Page:		

LOCATION ADDRESS

Address:	
City, State, Zip:	

ORGANIZATION AND YEAR:

Please provide the legal status and business structure (corporation, partnership, sole proprietorship, etc.) of the respondent and the year the entity was established.

Status:		Year:
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RFP CONTACT:

Please provide the following information of the respondent's RFP contact:

Name and Title:		
Address:		
City, State, Zip:		
Phone: ()		Facsimile: ()
Web Page:		

REVSIED CONSULTANT BID SHEET – MILESTONE

This bid sheet is required with the response to the Request for Proposal (RFP). All entries on this page must be handwritten in ink or computer generated. Compensation for this project shall be on a **milestone** basis.

Priced proposal costs will be required after selection, in accordance with MDOT’s Priced Proposal Guidelines which can be found on the MDOT web page under [Vendor/Consultant Services](#). Payment to the Consultant for services rendered shall not exceed the total bid price.

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

PROJECT DESCRIPTION: Provide a web based accountability system for managing travel reliability (ASMTR) for the I-94 corridor.

DELIVERABLES	PRICE
Deliverable: Training kits: (Deployment kits)	\$ _____
Deliverable: Web Based Software: (My4DX, annual subscriptions)	\$ _____
Deliverable: Manager Certification (12 Month Training)	\$ _____
Deliverable: Coaching Sessions (first year)	\$ _____
Deliverable: Coaching Sessions (second year)	\$ _____

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

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

COST DERIVATION SHEET

This is a sample 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.)