

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

MDOT PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION				
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP  WHITE = REQUIRED GRAY SHADING = OPTIONAL			<b>CONSULTANT:</b> Provide only checked items below in proposal	
Check the appropriate Tier in the box below				
<b>TIER I</b> <b>(\$25,000-\$99,999)</b>	<b>TIER II</b> <b>(\$100,000-\$250,000)</b>	<b>TIER III</b> <b>(&gt;\$250,000)</b>		
			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	
			<b>Location:</b> 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) <b>(No Resumes)</b>	7 pages (MDOT Forms not counted)	19 pages (MDOT Forms not counted)	<b>Total maximum pages for RFP not including key personnel resumes</b>	

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 (ITS)  
AS NEEDED SYSTEM MANAGER SERVICES**

**CONTROL SECTION:** 84913

**JOB NUMBER:** 111292 and 113926

**PROJECT LOCATION:** Various locations in the Grand Region

**PROJECT DESCRIPTION:** ITS System Manager services for various ITS projects **as needed** consisting of but not limited to:  
Fiber Optic Network Management, ITS System Management, Project Level System Manager Services and ITS Engineering Support Services

**ANTICIPATED SERVICE START DATE:** April, 2012

**ANTICIPATED COMPLETION DATE:** December 31, 2013

**PRIMARY PREQUALIFICATION CLASSIFICATION:**  
Intelligent Transportation Systems

**SECONDARY PREQUALIFICATION CLASSIFICATION:**  
None

**DBE Requirement:** 0%

**MDOT PROJECT MANAGER:**  
Suzette Peplinski, Traffic Safety & Operations Engineer  
Grand Region Office  
1420 Front Ave., NW  
Grand Rapids, MI 49504  
Telephone Number: 616-451-8448  
Fax Number: 616-451-0707  
E-mail: [peplinskis@michigan.gov](mailto:peplinskis@michigan.gov)

## **GENERAL INFORMATION:**

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.

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.

MDOT reserves the right to request services on other projects located in the Region/TSC area that are not listed, under the conditions of this "as needed" scope of services. Full time services will 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.

## **CONSULTANT RESPONSIBILITIES:**

The Michigan Department of Transportation's (MDOT) Grand Region seeks consultant support for Intelligent Transportation Systems (ITS) System Manager Services. The Grand Region operates an ITS infrastructure and Transportation Operations Center with services for eight counties in west Michigan. MDOT owns/leases a communications system which is currently a mix of Ethernet (Cisco-based), cellular, and serial fiber optic for its field network.

Tasks, as outlined below, are intended to further the objectives of the Region in meeting the overall goals and objectives of the MDOT ITS Strategic Plan, which is in support of the overall MDOT Strategic Plan.

### **Task 1.0 Fiber Optic Network Management**

The System Manager will provide fiber optic network tracking for the fiber optic cable network in the Grand Region. Currently, approximately 40% of the Region's approximately 74 roadway miles of fiber optic cable are mapped in Microsoft Visio with fiber allocation drawings.

**Task 1.1** Consultant will add remaining region fiber optic cable and splice/termination diagram information to the existing network system documentation in MS Visio format.

**Task 1.2** Consultant will maintain documentation of changes to fiber optic system (including splice diagrams) and update system plans accordingly when any changes to the system are made. **These documents shall be maintained so that MDOT has access to the files at all times.**

**Task 1.3** Consultant will provide fiber optic access management, which involves tracking fiber usage and allocations, including those used by MDOT and by other parties. This also includes review of new requests to utilize MDOT fiber and the determination of the best fiber allocation for the system.

### **Task 2.0 ITS System Management**

During 2012, MDOT will be implementing Solarwinds software for network management. The consultant shall have staff proficient in using Solarwinds software.

A large portion of the ITS field network is a Cisco Layer 3 Ethernet network. The consultant shall have a Cisco Certified Network Associate (CCNA) available for this task as needed.

Provide support and coordination for:

Task 2.1 ITS Network Device Management

Task 2.2 ITS Configuration Support

Task 2.2 IP Address Management

### **Task 3.0 Project Level System Manager Services**

Tasks may include design services, technical support, plan review, shop drawing review, integration services, submittal review, integration design, etc. for region projects without an ITS System Manager. These projects may include maintenance work, in-house MDOT design projects, and road/bridge projects **with ITS elements**.

This task involves the successful deployment of ITS devices & subsystems, such as Dynamic Message Signs, Traffic Surveillance System Cameras, Vehicle Detection Systems, Environmental Sensor Stations, and all required communications and network devices and facilities necessary to operate the system.

### **Task 4.0 ITS Engineering Support Services**

Other engineering and technical support for system related work may include training services or research and recommendations for implementation of related new technologies.

All of these tasks may include coordination with MDOT staff other than the Project Manager, DTMB staff, MDOT contractors, other MDOT consultants, and local agency staff, as directed by the Project Manager.

Consultant shall use version of software that MDOT has available (unless otherwise approved by Project Manager) for all tracking and documentation. All files shall be turned over to MDOT at the end of these System Manager services for MDOT records and continued use.

**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.

This scope is for “as needed” services. As such, 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 the Department. The fixed fee allowed for this project will be 11.0%. Fixed fee on “as needed” projects is computed by taking the percent of actual labor hours invoiced to labor hours authorized, then applying that percentage to the total fixed fee authorized.

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.