Michigan Department
Of Transportation
5100B (05/13)

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

REQUISITION NUMBER	DUE DATE	TIME DUE
1265	7/15/2013	noon EST

MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)
Josh DeBruyn		

DESCRIPTION
Consultant Facilitator for Regional Bicycle Advisory Committees

MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED ** = OPTIONAL Check the appropriate Tier in the box below			**CONSULTANT:** Provide only checked items below in proposal
☑ **TIER 1 ($50,000 - $150,000)**	☐ **TIER II ($150,000-$1,000,000)**	☐ **TIER III (>$1,000,000)**	
☑	☐	☐	Understanding of Service **
☐	☐	☐	*Innovations*
☑	☐	☐	Organizational Chart
☑	☐	☐	Qualifications of Team
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 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	☐	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)	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

☐ ENGINEERING SERVICES ☑ BUREAU OF TRANSPORTATION PLANNING ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☑ NO ☐ YES DATED_____ THROUGH _____

☐ **Prequalified Services** – See 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 selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected 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 Based Selection / 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.

☑ **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) with 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.

PARTNERSHIP CHARTER AGREEMENT

MDOT and ACEC created a Partnership Charter Agreement which establishes guidelines to assist MDOT and Consultants in successful partnering. Both the Consultant and MDOT Project Manager are reminded to review the **ACEC-MDOT Partnership Charter Agreement** and are asked to follow all communications, issues resolution and other procedures and guidance's contained therein.

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

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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
PLANNING SERVICES

Consultant Facilitator for Regional Bicycle Advisory Committees

CONTROL SECTION: N/A

JOB NUMBER: N/A

PROJECT LOCATION: Statewide

DESCRIPTION OF WORK:

Consultant will assist the Department in the creation of MDOT Bicycle Advisory Committees for six of the Department's Regions, specifically Superior, North, Bay, Grand, Southwest and University. Work will begin with 3-4 Regions in 2013 with the balance of the Regions convening meetings in 2014.

ANTICIPATED START DATE: August 2013

ANTICIPATED COMPLETION DATE: September 2014

PRIMARY PREQUALIFICATION CLASSIFICATION: N/A

SECONDARY PREQUALIFICATION CLASSIFICATION: N/A

DISADVANTAGED BUSINESS ENTERPRISE: N/A

MDOT PROJECT MANAGER:

Josh DeBruyn, AICP
Bicycle and Pedestrian Coordinator
Intermodal Policy Division, Bureau of Transportation Planning
Michigan Department of Transportation
425 W. Ottawa Street
P.O. Box 30050
Lansing, MI 48909
Phone: 517-335-2918
Fax: 517-373-9255
debruynj@michigan.gov

Work will be performed under the direction and supervision of the MDOT Project Manager (PM). The Consultant will perform the Services and provide to MDOT the deliverables as outlined in this Scope of Services.

BACKGROUND INFORMATION:

In 2006 the Michigan Department of Transportation (MDOT) convened local and regional stakeholders and advocacy groups within MDOT's Metro Region to discuss a variety of bicycle related issues and concerns. This convening resulted in the formation of the Metro Region Non-Motorized Advisory Committee and has since served as a valuable forum for MDOT Metro Region staff to discuss with stakeholders MDOT and local projects and issues that have an impact, both positive and negative on the use of the bicycle as a form of transportation throughout the Metro Region.

Using the Metro Region as a template, MDOT would like to create Regional Bicycle Advisory Committees for each of the Department's remaining 6 regions (Superior, North, Bay, Grand, Southwest and University). This effort will begin in 2013 with 3-4 Regions, with the remaining Regions coming online in 2014. These bicycle committees would be independent committees that would focus on the unique needs of the individual MDOT Regions and the bicycling community within that Region.

CONSULTANT RESPONSIBILITIES:

The Consultant shall provide all committee management services, including progress reports/meeting minutes, developing and maintaining a project schedule, and providing invoices in a timely manner.

The following is a list of consultant responsibilities (goals). Responsibilities may change and will be re-negotiated with the PM as needed. General duties of the selected consultant:

- Develop information on the purpose and role of the group along with goals and objectives to support MDOT's CSS program, Mission and community Complete Streets Policy which requires interagency communications with review and approval from MDOT.
- Identify and establish a roster of meeting invitees including, but not limited to: representatives from local agencies where MDOT highways are located, Metropolitan Planning Organization or Regional Planning Organization staff, local advocacy organizations, county road agencies, county and/or regional parks, statewide advocacy organizations, foundations / potential funders, and other agencies or individuals identified as key stakeholders. List should include name, title, address, email address, phone number, etc.
- Organize bi-monthly (or quarterly) meetings in each of MDOT's Regions that currently don't have Bicycle Advisory Committees (Superior, North, Bay, Grand, Southwest and University). For 2013 the effort will focus on 3-4 Regions with the remaining Regions convening meetings in 2014. It is not implausible that some

Regions may require multiple meetings due to the geographic uniqueness of the Region.

- Invite attendees to the scheduled meetings.
- Create agendas and other materials for the meetings.
- Facilitate, take minutes and transmit the meeting minutes to Committee members and others.
- Develop annual reports for each MDOT region regarding the previous year's proceedings and goals for the coming year.
- Develop maps depicting each Region's Five Year Program project overlaid onto the existing MDOT Road and Trail Bicycle Guides and Regional Non-motorized (Bicycle) Strategies/Plans (where complete). Provide maps to Region and Transportation Service Center (TSC) staff.
- Other tasks and duties as requested by the PM and agreed upon by the Consultant.

DELIVERABLES:

- Minutes of meetings for each MDOT region.
- Annual reports for each MDOT region, compiling the proceedings of the previous year and the goals for the coming year.
- Maps depicting the Five Year Program for each MDOT region. These maps should overlay the existing MDOT Road and Trail Bicycle Guides.
- Other deliverables as requested by the PM and agreed upon by the Consultant.

All documentation and reports shall be delivered in the Microsoft Word or Excel format, and Adobe PDF as necessary. All documentation delivered shall be clear, concise, complete, and in compliance with standards required by the MDOT Project Manager.

MDOT RESPONSIBILITIES:

1. Provide overall direction and set priorities.
2. Work with the Consultant to schedule and/or conduct the following:
    a. Project related meetings
    b. Review and oversight of the Consultant's plan for implementation
    c. Promptly pay for satisfactory completion of services provided
3. Assist the Consultant in obtaining existing or available information necessary for the completion of the organizational assessment.
4. The PM will review draft reports and provide the Consultant with written comments within 21 days. The Consultant will revise any draft report provided to address the PM's comments and produce final reports.
5. Meetings will be held at a MDOT owned facility.

GENERAL INFORMATION:

MDOT is seeking the services of a qualified consultant to facilitate the creation of MDOT Bicycle Advisory Committees. Serving primarily as a facilitator the consultant would work with the MDOT Central Office, Region Offices and TSCs, Municipal Planning Organizations and other transportation stakeholders to build upon the Department's Context Sensitive Solutions (CSS) program and Complete Streets efforts to engage stakeholders on bicycling related issues.

The Consultant shall be an employee of the primary consulting firm responding to the RFP and not a subconsultant. The Consultant should be prepared to demonstrate the firm's background and experience in holding public meeting and soliciting input from numerous stakeholders **while taking a balanced and unbiased approach**. This will be a major part of the selection process for this RFP.

The Consultant shall have an understanding of federal and State of Michigan transportation funding and processes. Awareness and experience including interaction with MDOT's Region and TSC staff is also important.

The Consultant shall have relevant experience consulting with state and local public sector organizations, as well as experience developing and managing collaborative projects involving multiple and diverse groups of individuals and organizations.

The Consultant should have experience working with, or conducting, community assessment, visioning and/or comprehensive planning, process improvement, and community development projects; preferably projects with a focus, or emphasis, on non-motorized (bicycle and pedestrian) modes of transportation. The Consultant should have knowledge of the relationships or interactions between neighborhood, community, regional, and statewide plans, including the role of Metropolitan/Regional Planning Organizations and state agency oversight and/or involvement.

The Consultant shall furnish all services and labor necessary to conduct and complete the work described herein. The Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the Service (other than those designated in writing to be furnished by MDOT), and check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work. This could include LCD projectors, a laptop, etc. The Services shall be performed to the satisfaction of MDOT, consistent with applicable professional standards. All meetings should be held at an MDOT TSC or Region office, unless other suitable facilities can be arranged at no cost and are approved by the PM.

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 staff shall conduct themselves with professionalism in carrying out their duties.

The Consultant will notify the 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 by the PM.

All materials submitted in response to this RFP become the property of MDOT, proposals and supporting materials will not be returned to the consultants. MDOT reserves the right to reject any or all proposals.

CONFLICT OF INTEREST AND OTHER CONDITIONS

The Consultant agrees that it and its affiliates will not have and will not acquire, either directly or indirectly, any public or private interest in connection with this project that would conflict or appear to conflict in any manner with the performance of the services under this contract. "Affiliate" means a corporate entity linked to the Consultant through common ownership. The Consultant agrees that it and its affiliates will not provide any services to a contractor or any entity that may have an adversarial interest in a project for which it has provided services to MDOT. In all situations, MDOT will determine if a conflict of interest exists. If MDOT determines that a conflict of interest exists; it will inform the Consultant (and its affiliates). If the Consultant and its affiliates choose to retain the interest constituting the conflict, MDOT may terminate the contract for cause.

PROJECT MANAGEMENT:

This project will require close interaction and good communication between the Consultant and MDOT at not only the Central Office but also the Regions and TSCs. If there are any major deviations from the original scope of this assignment, these changes must be documented and jointly approved by the Consultant and MDOT.

The Consultant shall provide all necessary project management services, including progress reports, developing and maintaining a project schedule, and providing invoices in a timely manner.

Principal Contact. Please provide the full name, title, firm name, mailing address, telephone number, and facsimile number of the primary contact person from your organization for this request for proposal.

CONSULTANT PAYMENT - Actual Cost:

Compensation for this project shall be on an **actual cost** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor rates, applied overhead, and other direct costs.

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 related to 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.

PROPOSAL FORMAT AND CONTENTS

The Consultant shall not contact any other employee, elected official, member, or agent of the state of Michigan concerning this request as a part of the preparation of the response to this RFP and its engagement, unless otherwise delegated by the PM.

For purposes of proposal evaluation, each proposal must be submitted in two (2) parts and in accordance with MDOT's Consultant/Vendor Selection Guidelines which can be found on the MDOT web page under Vendor/Consultant Services.

Part I – Technical and Management Submittal
Part II – Compensation

PART I – TECHNICAL SUBMITTAL

Background of the Organization
Please provide an introduction to your organization, briefly summarizing its history and experience with research, planning, training, meeting facilitation and specific experience in transportation.

Understanding of Services
Describe your understanding of the services you intend to propose. This information is to be based on the scope of services.

Team Qualifications, Experience and Performance
Demonstrate the availability of staff and their ability to provide the full range of knowledge and experience needed to perform the work associated with this RFP. Complete and sign Form 5100D attesting to the fact that the key personnel being proposed are available and have sufficient time available to provide the Service as outlined in this RFP.

Identify the members of the organization who will be assigned to this project on a priority basis. Provide resumes for each of the key staff. In addition to general resume information, the following information should be provided for service experience that is similar to the service being solicited:

a. General description of the service
b. Role of the person in the service
c. Service budget
d. Year service was completed
e. Name of client (agency or company)
f. Role of the Consultant in the service
g. Name and phone number of person to contact for client

Please note, MDOT considers the naming of personnel as a commitment by the firm to assign these particular individuals to this project unless other personnel are requested by MDOT. If personnel changes occur within the selected firm, MDOT reserves the right to approve new personnel.

Provide a summary of projects of this type or of a similar type your organization has completed since the year 2010. Provide the name of the organization for which the work was provided as well as the project budget.

Please provide your organization's local availability for the summer and fall of 2013 and degree of accessibility and ability to travel to all areas of Michigan. If your firm is not located in Michigan, please explain how the requisite accessibility will be provided.

PART II – COMPENSATION

Required compensation information must be presented in a separate document. This will ensure that pricing of all proposals will be evaluated separately from the technical review for understanding of the assignment and experience of staff.

Complete the attached bid sheet and present in a separate document.

Please include a copy of your hourly rate schedule for each title/classification of employee using the instructions and the table provided below. These rates will be the maximum you may charge for each job title/classification for the duration of the contract. Provide a brief description of each title/classification.

SELECTION PROCESS

A selection team will select the Consultant from among the qualified candidates. The contract will be awarded to the consultant whose proposal demonstrates the best value to MDOT, based on the technical and cost criteria listed below.

SCORING CRITERIA FOR EVALUATION OF PROPOSALS:

1. Understanding of Service and Innovations: 45 Points

Describe the understanding of the service. This information is to be based on the scope of services.

2. Qualifications of Team: 40 Points

The scoring for qualifications of team 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 sub-consultants. For each sub-consultant vendor, describe role in service and include what percent of the named role 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 the Consultant Selection Guidelines (see page 14 and follow link to Form 1242). The resume is limited to three (3) pages per key staff member.

3. Past Performance: 15 Points

MDOT will review relevant performance evaluations for the past five (5) years for the prime consultant. If the consultant 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 references would be in addition to references provided in the resumes requested in subsection 2, "Qualifications of Team" above, and limited to work completed in the past three (3) years.

4. Location: 10 Points

The 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.

5. Price: 40 Points

After scoring the proposal with the above criteria (1-4), the bid sheet with the bid price will be scored using a scale determined by the MDOT Project Manager or MDOT. The estimated project costs will be considered.

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:**

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

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

Bid 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:

Staff/Classification	Person # Hours	Fixed Hourly Rate	Labor Cost
Ex Employee/Classification	***100***	***$23.25***	***$2,325.00***

TOTAL ESTIMATED LABOR: $_____

ESTIMATED SUBCONSULTANTS: $_____

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

TOTAL BID PRICE: $_____

Consultant Name:
Consultant Address:
Date:
Authorized Signature: