

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

	REQUISITION NUMBER	DUE DATE	TIME DUE
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	
DESCRIPTION			
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	
<input type="checkbox"/> TIER I (\$50,000 - \$150,000)	<input type="checkbox"/> TIER II (\$150,000-\$1,000,000)	<input type="checkbox"/> TIER III (>\$1,000,000)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service **
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control **
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site p=inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	<input type="checkbox"/>	Presentation **
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) (No Resumes)	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes. Resumes limited to 2 pages per key staff personnel.

PROPOSAL AND BID SHEET EMAIL ADDRESS – mdot-rfp-response@michigan.gov

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least five (5) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet

5100J – Consultant Data and Signature Sheet (Required only for firms not currently prequalified with MDOT)

(These forms are not included in the proposal maximum page count.)

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest (Consultant/Vendor Selection Guidelines for Services Contracts” and “Guideline for Completing a Low Bid Sheet(S)*, if a low bid is involved as part of the selection process. **Reference Guidelines are available on MDOT’s website under Doing Business > Vendor/Consultant Services >Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

ENGINEERING SERVICES BUREAU OF TRANSPORTATION PLANNING OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS
 NO YES DATED _____ THROUGH _____

<input type="checkbox"/> Prequalified Services – See the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> 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
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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

**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

CONTROL SECTION:

JOB NUMBER:

PROJECT LOCATION:

Statewide

PROJECT DESCRIPTION:

MDOT, in partnership with the Federal Highway Administration (FHWA), is seeking to:

- Conduct a Climate Change Vulnerability Assessment of MDOT's transportation assets.
- Propose a method to integrate the findings into MDOT's in asset management process.
- Support the FHWA Vulnerability Assessment Framework.
- Establish an Advisory Committee of external stakeholders to introduce other state agencies and community partners to this project.

ANTICIPATED SERVICE START DATE: Sept 1, 2013

ANTICIPATED SERVICE COMPLETION DATE: Sept 1, 2014

PREFERRED QUALIFICATIONS

- Transportation planning experience
- GIS and database management experience
- Transportation risk assessment/vulnerability experience
- Climate science understanding
- Project management experience
- Familiarity with FHWA's Framework database

MDOT PROJECT ENGINEER MANAGER:

Niles Annelin, Transportation Planner
Van Wagoner Building
425 W. Ottawa St
PO Box 30050
Lansing, MI 48909
517 335-2893
annelinn@michigan.gov

GENERAL INFORMATION:

MDOT is seeking the services of a qualified consultant to facilitate the creation of Climate Vulnerability Risk Assessment.

The Consultant shall be an employee of the primary consulting firm responding to the RFP and not a sub-consultant.

The Consultant should be prepared to demonstrate the firm's background and experience in transportation infrastructure, asset management, and climate science. This will be a major part of the selection process for this RFP.

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

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.

PROJECT GOALS:

- Conduct as vulnerability assessment that is composed of appropriate climate change model(s) and an inventory of transportation assets statewide Displayed in a visual manner using GIS mapping.
- Convey the results of the assessment to key MDOT staff so that they can validate and apply the findings to their work.
- Present the vulnerability assessment findings to MDOT executive management.

OBJECTIVES:

Understand climate change impacts in Michigan to ensure a proactive approach is used to determine how it will impact MDOT's ability to maintain the state's transportation infrastructure. By better understanding the impact of climate change on the state's infrastructure, MDOT will be able to:

- Strengthen its leadership position in asset management by incorporating climate data;
- Improve its databases to better predict future conditions and system needs;
- To support the FHWA Vulnerability Assessment Framework,
- Integrate climate change into the MDOT decision making process, and
- Improve long-range planning by identifying opportunities to improve data collection, operations and design.

Consideration of climate change risks when weighing asset management decisions may provide a model for other states or transportation agencies seeking a proactive approach to extreme weather.

TASKS and DELIVERABLES:

The following provides an outline of the tasks that are expected to be accomplished within the constraints of available funding and contract time. Proposals should be described in sufficient detail beyond the descriptions below to demonstrate understanding of each task and the approach in meeting all deliverables.

Task	Description	Deliverable
1	Establish an Advisory Committee of external stakeholders to introduce other state agencies and community partners to this project.	Conduct three meetings with the Advisory Committee to introduce the project, review materials, and educate the committee about the risk assessment process.
2	Obtain from MDOT staff asset management datasets relevant to the vulnerability assessment.	Inventory of assets available to use in the vulnerability assessment.
3	Conduct a gap analysis to identify gaps in asset management inventories that may be critical in future vulnerability assessments.	Identified list of missing or useful data sets.
4	Identify the most appropriate climate models for Michigan to use in the vulnerability assessment.	Selected climate prediction model (or set of models) that will be used for the vulnerability assessment.
5	Using asset management data provided by MDOT and the climate model(s) selected by the consultant; identify the types of environmental risks most likely to impact MDOT's transportation network and the potential geographic locations where those impacts will occur.	A GIS, or visual, representation of the vulnerability assessment.
6	Identify specific assets that are "at risk" within the areas identified in task-5.	List or visual representation of the type of asset, i.e. culverts, embankments, bridges, etc, and locations.
7	Identify a method for incorporating vulnerability assessment information into MDOT's asset management systems and asset management plan,	A method to incorporate the results of the vulnerability assessment into the asset management database that is useable by the

	to inform future planning and decision-making. Including the gap analysis information from task 3.	department.
8	Identify a method to incorporate the finding findings into FHWA's Vulnerability Assessment Framework.	A method to incorporate the results of the vulnerability assessment into the FHWA Framework
9	Draft report of the assessment	Provide a draft report of the assessment, including research methodology, at least three months prior to the completion of the contract.
10	Final report of the assessment and prepare summary information material.	Provide a final report of the assessment for MDOT approval at least one month prior to the completion of the contract. Provide a power point summarizing the project.

CONSULTANT RESPONSIBILITIES:

1. Act as the project manager. Complete the previously listed tasks.
2. Provide all support services for the Advisory Committee. Including:
 - a. progress reports
 - b. meeting minutes
 - c. project schedule.
3. Provide a detailed schedule or gantt chart outlying the project schedule,
4. Submit deliverables, and
5. Provide invoices in a timely manner.
6. All information provided to the consultant by MDOT, specifically Asset Management data, remains MDOT property and cannot be shared during or after completion of the project. Additionally the final product is MDOT property and can only be shared with the department's permission.

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. 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.

SCORING (130 Points)

Proposed Selection Criteria and Total Possible Points

Understanding of Service – 30 Points

Describe your understanding of the service to be provided.

Qualifications of Team – 40 Points

Describe your team and the roles of key personnel. Provide resumes for key personnel.

Past Performance – 20 Points

Provide references and examples of similar work performed for other agencies.

Price – 35 Points

CSRT approved formula: Low Bid/Bid * points assigned

Completed bid sheet required.

(Price must be at least 25% of overall points assigned)

Location – 5 Points

Indicate the percentage of work that will be performed in Michigan.

PAYMENT SCHEDULE

Compensation for this Scope of Services shall be on a milestone basis.

CONSULTANT PAYMENT - Milestone:

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). An example would be:

Tasks 1- 3	20%
Tasks 4-5	25%
Task 6	25%
Tasks 7-9	20%
Task 10	<u>10%</u>
Total Service	100%

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.

For projects advertised May 1, 2013, or later, MDOT will reimburse the CONSULTANT for vehicle expenses and the costs of travel to and from project sites in accordance with MDOT's Travel and Vehicle Expense Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at http://www.michigan.gov/documents/mdot/Final_Travel_Guidelines_05-01-13_420289_7.pdf?20130509082418. MDOT's travel and vehicle expense reimbursement policies are intended primarily for construction engineering work. Reimbursement for travel to and from project sites and for vehicle expenses for all other types of work will be approved on a case by case basis.

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.

For projects advertised May 1, 2013, or later, MDOT will pay overtime in accordance with MDOT's Overtime Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at http://www.michigan.gov/documents/mdot/Final_Overtime_Guidelines_05-01-13_420286_7.pdf?20130509081848. MDOT's overtime reimbursement policies are intended primarily for construction engineering work. Overtime reimbursement for all other types of work will be approved on a case by case basis.

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](#)) (See page 2 of 2).

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

PROJECT DESCRIPTION:

MILESTONE/DELIVERABLES	PRICE
Milestone/Deliverable, Task 1 Total:	\$ _____
Milestone/Deliverable, Task 2 Total:	\$ _____
Milestone/Deliverable, Task 3 Total:	\$ _____
Milestone/Deliverable, Task 4 Total:	\$ _____
Milestone/Deliverable, Task 5 Total:	\$ _____
Milestone/Deliverable, Task 6 Total:	\$ _____
Milestone/Deliverable, Task 7 Total:	\$ _____
Milestone/Deliverable, Task 8 Total:	\$ _____
Milestone/Deliverable, Task 9 Total:	\$ _____
Milestone/Deliverable, Task 10 Total:	\$ _____

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

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