

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: 56501, 56023

JOB NUMBER: 121376

PROJECT LOCATION:

The project is located along US-10 BR in the City of Midland from Saginaw Road to the east junction of US-10 at Airport Road (6.26 miles).

PROJECT DESCRIPTION:

The purpose of the study is to conserve and enhance existing community assets and to promote beneficial growth along the US-10 Business Route within the City of Midland by means of a corridor study.

Corridor studies typically respond to a specific problem (high accident locations and corridors, high levels of existing or future congestion, significant land-use changes, etc.) and often involve more than one mode. These studies identify existing and future deficiencies and evaluate alternative solutions. The recommended alternative usually includes a facility description including environmental, operational, and other impacts (with proposed mitigation, if applicable). Corridor planning is accomplished using a long-range outlook (at least 20 years). These studies may be broad in purpose and recommendations. On the other side of the spectrum, they may be very specific, providing a significant level of detail, for a specific purpose.

The Study will be a comprehensive approach to achieving community visions through integrated land-use and transportation planning.

ANTICIPATED SERVICE START DATE:

8/1/14

ANTICIPATED SERVICE COMPLETION DATE:

9/30/15

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Project Development Studies

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

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E-VERIFY REQUIREMENTS**

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9/13/12

Traffic Capacity Analysis and Geometric Studies

DBE PARTICIPATION: N /A

MDOT PROJECT MANAGER:

Jay Reithel – Region Planner
Bay Region
55 E. Morley Dr.
(989) 621-1474
Fax Number: (989) 754-8122
reithelj@michigan.gov

REQUIRED MDOT GUIDELINES AND STANDARDS:

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards.

BACKGROUND INFORMATION:

As development along US-10 BR continues to flourish, the City of Midland has expressed their desire to explore the possibility of enhancing the US-10 business route to better accommodate the anticipated increased volumes while preserving the feeling of an intimate downtown. The corridor is home for Dow Chemical's world headquarters, plays host to the Los Angeles Dodgers minor league affiliate Great Lakes Loons, contains a high-density residential area and boasts an extensive interconnected network of non-motorized facilities.

The corridor is located within the newly formed Metropolitan Planning Organization (Midland Area Transportation Study) area. The proposed Downtown Midland Economic and Mobility Study should be seamlessly incorporated into the MPO's 2040 Long Range Transportation Plan. The MPO process offers the perfect opportunity for public input on the future appearance and functionality of the corridor.

The project will include an assessment of current conditions, estimates of future growth, and the development of project and policy recommendations to address future conditions. The recommendations will include typical roadway characteristics, recommended intersection configurations, safety and traffic flow improvements as well as pedestrian, bicycle and transit improvements. In addition, recommendations regarding the intensity and design of future land use development in this portion of the City of Midland will be included.

CONSULTANT RESPONSIBILITIES:

A. Structure and Meetings

1. Meet with the Michigan Department of Transportation, representatives from City of Midland, and staff from the Midland Area Transportation Study (MATS). Establish a “steering committee” comprised of representatives from the above agencies plus several representatives from the City of Midland Planning Commission, DDA, Chamber of Commerce, business owners and several residents living along/near the corridor who can provide a study overview. Determine the detail and format of all land use and transportation data regarding the US-10 BR corridor as well as any information that is available for county routes intersecting US-10 BR.
2. The consultant should schedule a minimum of five (5) Steering Committee meetings for the study and plan development. One of the Steering Committee meeting should consist of a kickoff meeting that provides an explanation of corridor plans, how they can be applied along the US-10 BR, a schedule for the study and the primary contact persons.
3. The consultant will be responsible for providing a committee meeting schedule, agenda, meeting minutes, support materials such as maps and graphics and a mechanism to ensure that steering committee members are communicating information received about the study with their constituents.
4. A draft plan meeting should be held once the steering committee reaches consensus on a draft plan.
5. The consultant should plan for a minimum of one (1) public meeting. Notice of the meeting should be given to adjacent property and/or business owners. Assistance with business addresses, names or organizations should be secured early in the study process. The meeting should include a formal presentation of the plan, an opportunity for public verbal comment, but also there should be an informal time period where questions may be asked and written comments submitted.

B. Inventory

1. Secure the most recent aerial photography from the City of Midland. Review of the access control shown on the aerial by conducting a field review to note any changes in land use and/or access depicted in the photography. Also secure property line locations from township tax/parcel maps so lot frontage and depths can be determined along the corridor.
2. Prepare a capacity analysis for build-out under existing conditions and 2045 year horizon utilizing the City of Midland Master Plan and Zoning Ordinance.
3. Secure traffic volume and crash data for the US-10 BR corridor from Saginaw Road to Airport Road. Inventory all traffic generators along the routes and estimate their generation impacts and any crash concentrations that appear to be related at or near those

locations, (driveway or intersection). Finally, identify any alternate routes that might be developed that could possibly reduce the traffic demand along the US-10 BR corridor.

4. Secure traffic volumes along Poseyville Road.
5. Identify roadway and intersection deficiencies related to traffic congestion and vehicle/pedestrian safety.
6. Conduct a level of service/capacity analysis and vehicle queuing analysis for signalized intersections.
7. Conduct crash analysis and identify high crash locations. Analysis should include all collisions (bicycle and pedestrians as applicable).
8. Conduct peak hour turning movement counts at key intersections (Washington St., Bayliss St., George St., Cronkright St., Jerome St., St. Andrews Rd., Jefferson Ave., Rodd St., Ashman St., Dilloway Dr., Sugnet Rd., North Saginaw Rd., Wackerly St., and Airport Rd.).
9. Utilize the aerial photography to determine potential driveway elimination/consolidation locations and /or joint driveway construction that would reduce the number of traffic conflicts along the corridor that would enhance access into the adjacent properties.

C. Assemble the Conceptual Plan

1. Map existing land use along the US-10 BR corridor, secure and map the existing and future land use master plan. Update the plan based on development that has occurred since adoption. Review plans with the City of Midland City Planning Commission to determine what changes, if any, are being discussed or are proposed for official revision.
2. Identify zoning/land use changes that address key concerns.
3. Develop a series of transportation-related strategies/actions to mitigate significant identified operational and safety deficiencies on the US-10 BR corridor. They should be based on existing conditions and conditions in 2040.
4. Assemble the city's land use plan and zoning ordinance on aerial photography. Note potential access/motorist conflict locations based on current plans and ordinances. Make a list of those problem locations and what traffic and/or land use techniques should be considered to resolve those problem locations.
5. For key intersections or roadway segments with operational, safety or other issues, identify growth/traffic management strategies or techniques that could be

implemented to address future concerns. Management techniques may include access management, capacity improvements, traffic calming and signal optimization.

6. Based on the steering committee review, public input, MPO process and the strategies prepared, a consensus-built comprehensive US-10 BR corridor plan will be developed for implementation. The plan should include implementation strategies for the best alternatives, including zoning/land use changes, roadway improvements, signalization modification and/or improvements, access management, and bicycle/pedestrian/transit improvements. Right-of-way needs (based on planning-level information) will be identified and budget-level cost estimates will be developed as part of the implementation strategies.

D. Conceptual Plan Workshops

1. Consultant conducts a workshop involving the City of Midland Planning Commission and the members of the Corridor Steering Committee to review the conceptual corridor plan. Finally the consultant unveils the conceptual plan, possible options and seeks dialogue from the group.

E. Conceptual Plan Refinement

1. Based on comments from the Conceptual Plan Workshop refine the corridor plan.
2. Public meeting - the consultant will conduct a public meeting on the Conceptual Corridor Plan. The meetings should include a formal presentation of the plan, an opportunity for public comment, but also there should be an informal time period where questions may be asked and written comments submitted. All public comments are to be recorded as they pertain to the plan.
3. A final plan workshop should be conducted by the consultant at which the city planning commission and the advisory committee are presented with comments from the public meetings. The consultant should provide the rationale for adjusting the plan, if necessary, based on the public comments received. A consensus should be obtained regarding any adjustments or revisions from the conceptual plan.

F. Deliverables

1. The consultant will complete a draft and final Corridor Plan. The draft is to be submitted to MDOT, the City of Midland, and the Steering Committee for review and comment, in sufficient time to allow for revisions and then presented to the City of Midland Planning Commission. Ten (10) paper and electronic copies of the draft plan are to be delivered to the Steering Committee, and ten (10) paper and electronic copies of the final plan provide to the MDOT project manager for distribution to the Planning Commissions and MDOT offices.

G. Other Requirements

1. The consultant will update the MDOT Project Manager on an ongoing basis with a written progress report which will clearly reflect progress, timeliness, and budget expenditures. The monthly progress report will be required with submission of each invoice. Any delays in the study or problems during the study should be resolved through working meetings or phone call with the MDOT Project Manager.
2. The consultant may be required to present study recommendations to MDOT Region/TSC staff or City of Midland staff. If needed, this will include preparation of all presentation material, including exhibits, handouts, etc. The purpose of this meeting would be to provide staff with a first-hand opportunity to review the progress of the study and ask questions directly of the consultant.

MDOT/Local Unit RESPONSIBILITIES:

MDOT's Bay Region Office will be responsible for providing the following datasets:

1. Scheduled and planned road and intersection improvements along main trunk-line and intersecting roads for the next 5 years.
2. Available crash data and traffic counts along the corridor.
3. Driveway spacing and offset guidelines, driveway design specifications as it pertains to the type of land use and right-of-way limits along each corridor.
4. Existing traffic signals and speed limit start and stop points mapped
5. Pedestrian crossings that marked and those which have pedestrian signal control.

The City of Midland will be responsible for providing the following datasets:

1. Scheduled and planned road and intersection improvements along corridor and intersecting roads for the next 5 years.
2. Available crash data and traffic counts along the corridor.
3. Driveway spacing and offset guidelines, driveway design specifications as it pertains to the type of land use and right-of-way limits along each corridor.
4. Existing traffic signals and speed limit start and stop points mapped
5. Pedestrian crossings that marked and those which have pedestrian signal control.

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. The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

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.

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.

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.