

**CHECKLIST TO DESIGNATE AREAS OF EVALUATION
FOR REQUESTS FOR PROPOSAL (RFP)**
Research Administration Use Only

		REQUISITION NUMBER 1106	DUE DATE 2/25/13	TIME DUE Noon EST
MDOT PROJECT MANAGER Angel Fandalian		JOB NUMBER (JN) tbd		CONTROL SECTION (CS) n/a
DESCRIPTION Synthesis of Methods for Developing Transit Vehicle Specifications				
Check all items to be included in RFP			Provide only checked items below in proposal	
<input checked="" type="checkbox"/> TIER 1 (\$25,000-\$99,999)	<input type="checkbox"/> TIER II (\$100,000-\$250,000)	<input type="checkbox"/> TIER III (>\$250,000)		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Chart	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Quality Assurance/Quality Control	
<input checked="" 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 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)	

The prime consultant can be a university or consultant. The prime consultant/vendor is responsible for the successful completion of the service and is expected to perform at least 40 percent of the services, by dollar value. The basis of payment is Actual Costs as defined in standard MDOT contracts.

If your organization is interested in providing services, please indicate your interest by submitting a proposal following the **research guidelines** near the top of MDOT's Request for Proposals Web page at http://www.michigan.gov/mdot/0,1607,7-151-9625_32842-00.html.

RFP SPECIFIC INFORMATION

Problem Title: Synthesis of Methods for Developing Transit Vehicle Specifications

OR Number: OR14-003

This is Best Value Selection which means the budget amount submitted with the proposal is a component of the proposal score, not the determining factor of the selection.

PROPOSAL SUBMITTAL INFORMATION

PROPOSAL AND BID SHEET EMAIL ADDRESS –

mdot-rfp-response@michigan.gov with a CC to
mdot-research@michigan.gov

GENERAL INFORMATION

Any questions relative to the Research Problem Statement must be submitted by e-mail to:

mdot-research@michigan.gov. Questions must be received by 5 business days prior to the RFP due date at 5:00 p.m. EST. All questions and answers will be placed on the MDOT RFP Web site as soon as possible after receipt of the questions and at least three (3) days prior to the due date listed above. The names of organizations 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 AND RESEARCH FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION:

5100D- Request for Proposal Cover Sheet

Schedule of Research Activities Form- Appendix B

Deliverables Table- Appendix A

Initial Implementation Plan Form- Appendix C

5100J- Consultant Data and Presignature sheet is required for signatory on this proposal

Research Proposal Budget Form Worksheet Appendix D (Universities)

Or

Bid Sheet and Budget Exhibits required in [Priced Proposal Guidelines](#) (Consultants)

MANDATORY ELECTRONIC SUBMITTAL

Proposals submitted for this project must be submitted electronically.

The following are Requirements for Electronic Submittals:

- Proposals must be prepared using the most current Research guidelines found at the top of the page- [MDOT – Research Proposal 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.
- 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 Proposer 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.

Proposers 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
 - i. Role of Firms
 - ii. Role of Key Personnel
- IV. Location
- V. Quality Assurance / Quality Control Plan
- VI. Resumes of Key Staff
- VII. Pricing Documents/Bid Sheet (if applicable)

Michigan Department of Transportation

SCOPE OF SERVICE FOR RESEARCH SERVICES

**TITLE: Synthesis of Methods for Developing Transit Vehicle Specifications
OR#:OR14-003**

WORK DESCRIPTION: Research on Synthesis of Methods for Developing Transit Vehicle Specifications

ANTICIPATED START DATE: 10/1/2013

ANTICIPATED COMPLETION DATE: 9/30/2014

MDOT RESEARCH PROJECT ADMINISTRATION MANAGER:

Mark Polsdofer
8885 Ricks Road
Lansing, Michigan 48917
E-MAIL: mdot-research@michigan.gov

GENERAL INFORMATION:

1. PROBLEM TO ADDRESS:

MDOT establishes specifications for transit agency vehicles for contracts that are released by the Department of Technology, Management and Budget. At this time, eight state contracts have been issued for the following vehicle types: minivans with ramp, full size mobility/conversion vans, light duty small buses, small buses, hybrid small buses, and medium buses. Some vehicle types have multiple awards to various dealers.

Since the vehicles will be issued by transit agencies, MDOT works with a group of transit agency advisors to establish the specifications. Some states bring in additional expertise by using universities and/or consultants to assist them in the specifications process, such as but not limited to, the most effective specifications for vehicle heating and air conditioning, sidewall/roof materials, seating fabric, safety features, vehicle reliability or for alternative fuel vehicles for use in rural areas. MDOT would like to understand what methods are being used in other states and which of them could be applicable to Michigan.

2. RESEARCH OBJECTIVES:

- Identify best practices in developing transit vehicle specifications
- Identify best practices in use of universities and/or consultants in developing transit vehicle specifications and/or in the vehicle procurement.
- Identify potential improvements to key vehicle specifications currently used by MDOT.
- Identify best practices for continuous improvement in key vehicle specifications.

3. URGENCY AND IMPLEMENTATION BENEFIT TO MDOT:

Best practices will be evaluated and, if beneficial and feasible in MDOT environment, will be implemented. Improvement of transit vehicle specifications will impact the quality and cost of transit vehicles in Michigan. Transit agencies, transit riders, and Michigan taxpayers will benefit.

4. RISKS OR OBSTACLES TO RESEARCH:

Implementation will require buy in of transit agencies who currently participate in developing transit vehicle specifications. Their representation in the Research Advisory Panel and in evaluation changes will help obtain consensus for implementation.

5. DESIRED QUALIFICATIONS IN AN INVESTIGATOR(S):

The investigator(s) should have knowledge of transit vehicle specifications and demonstrated ability to obtain information on the subject from existing literature and other state DOTs. Additionally the investigator(s) should have experience in synthesizing a broad range of information into best practices. There is no statistical qualification requirement for this proposal.

CONSULTANT RESPONSIBILITIES:

1. Inventory, assess, and synthesize all the methods used in other state DOTs to develop transit vehicle specifications, including the methods used to evaluate new technologies.
2. Identify, assess, and synthesize the specific methods being used in other states that include the use of university or consultant expertise in developing transit vehicle specifications; determine how the state DOT develops and implements the partnership and assess the pros and cons of the various approaches.
3. Assess the pro and cons of methods being used in other states, compare their methods with MDOT's method and make recommendations on methods that could be adopted by MDOT. Include assessment of how universities and/or consultants are also being used in an "as needed" basis to research specific technical issues that arise. Also include an assessment of how universities and/or consultants are being used in the vehicle procurement process, including vendor oversight.
4. Conduct a side by side assessment of key specifications currently being used by MDOT in comparison to specifications being used in other states.

5. Assess, synthesize, and make recommendations on which specifications being used in other states should be adopted by Michigan and researched further. Recommend approaches for MDOT to conduct such assessment on a routine basis in the future.

Failure of any of the above will be found in noncompliance with the contract.

DELIVERABLES:

Report on the results of the above tasks and a Manual of Practice for developing transit vehicle specifications

MDOT RESPONSIBILITIES:

MDOT will provide information on its current method of developing transit vehicle specifications in Michigan, records of vehicle specifications for various sizes and types of transit vehicles and the state's vehicle procurement process.

COORDINATION PROCEDURES

Work will be completed in compliance with the Research Implementation Manual

CONSULTANT PAYMENT

All billings for services must be directed to the Department and follow the current Research Implementation Manual. 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.

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 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 project manager.

Compensation for services will be reimbursed on an Actual Cost basis.

PROPOSAL INFORMATION AND SCORING

Formal proposals are required and shall include the information as outlined in these Guidelines. This section is the information required in the proposal that will be used to score the qualifications of each consultant's proposal. The section numbering correlates to the score sheet. Therefore, the consultant should format their proposals consistent with the outline provided.

1. UNDERSTANDING OF SERVICE: 40 POINTS

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

Problem Statement and Background Summary- demonstrates good understanding of problem, looks objectively at problem, specifies problem limits and restricts scope appropriately, and cites relevant literature.

Research Plan- cites specific objectives clearly, technical approach responds to all written and implied requirements, difficult areas are identified and details to overcome are given, represents novel idea or technical approach, plan is feasible, and effort is consistent with scope of problem.

Products and Implementation- proposal clearly defines products to be delivered at completion, includes practical, realistic implementation plan.

MDOT Involvement- MDOT involvement is not excessive and is clearly defined and quantified.

2. QUALIFICATIONS OF TEAM: 30 POINTS –

Describe the structure of the project team including the roles of all key personnel and subcontractors. For each subcontractor describe role in service and include what percent of the task that the subcontractor is expected to provide. Provide résumés for each of the key staff of the prime and subcontractor.

Facilities- proposer has adequate access to equipment and/or laboratory required in study.

Staffing- personnel availability is clearly defined, shows a depth of qualified personnel, proposer has ability to manage a project of this size an sufficient resources to complete study, qualifications are directly related to the requirements of the project, plans for specific key personnel assignment included, and there is a reasonable balance between subcontractor and prime contractor.

Statistical Qualification- The required knowledge level for a research team in statistical analyses, if defined, will be in the RFP under the heading DESIRED QUALIFICATIONS IN AN INVESTIGATOR(S).

Proposals not documenting statistical training and experience levels required in the RFP may be classified as non-responsive.

3. RELEVANT PAST PERFORMANCE: 30 POINTS

The project manager will contact references and review relevant performance evaluations from the past 5 years.

Record of past accomplishment- proposer satisfactorily completed past projects, was cooperative and flexible, and ended past projects according to the original budget and time schedule.

4. QUALITY ASSURANCE/QUALITY CONTROL (QAQC) PLAN: 5 POINTS

The proposer provided an outline of a QA/QC process. The QA/QC Manager is experienced with MDOT standards and practices.

5. LOCATION: 5 POINTS

The percentage of work hours performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activity. The combination of location and percentage of work performed in Michigan should not exceed 5 points.

Percentage of Work To Be Done in Michigan Score	
95% to 100%	5
80% to 94%	4
50% to 79%	3
25% to 49%	2
10% to 24%	1
Less than 10%	0

6. PRICE: 40 POINTS

Cost score is based on the lowest cost proposed divided by the current proposer cost multiplied by 40. Lowest bid shall receive 40 points.

TOTAL POINTS: 150

Consultant 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](#)).

Employee Name	Project Role	(%) Time Working on Project	Total Hours	Fully Loaded Hourly Rate	Total Cost
Eg. Mike Brown	Principal Consultant	10%	100	\$85	\$8500

TOTAL ESTIMATED LABOR: \$ _____

ESTIMATED SUBCONSULTANTS: \$ _____

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

TOTAL BID PRICE: \$ _____

COST DERIVATION SHEET

This is a sample cost derivation sheet.

All entries on this page must be handwritten in ink or computer generated. This page provides for costs by payment category. This is provided as an example. Priced proposal costs will be required after selection, in accordance with the MDOT Priced Proposal Guidelines ([Guidelines](#)).

PROJECT DESCRIPTION:

Classification	Person Hours	Hourly Rate	Labor Cost
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TOTAL ESTIMATED LABOR: \$ _____

OVERHEAD: \$ _____
(Total Labor Cost x _____ %)

Facilities Capital Cost of Money: \$ _____

ESTIMATED SUBCONSULTANTS: \$ _____

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

FIXED FEE: \$ _____
(Total Estimated Labor + Overhead) x XX%

TOTAL BID PRICE: \$ _____

(This bid price should be the same amount as the total bid price on page 1 of 2 of this document.)

Authorized Signature _____

Research Proposal Budget Form Worksheet

Project Title	
Research Organization	
Date	

									FY1	FY2	FY3	FY4	TOTAL	
SALARIES & WAGES -- MUST COMPLY WITH OMB CIRCULAR A-21														
Specify number of hours to be worked and hourly rate for each individual below:														
Examples of role of individual are Principal Investigator, Technician, Grad Student, etc. Annual wage increases must not exceed 2%														
(role of individual)														
Name of individual														
Enter FY	FY1 rate	FY1 hrs	FY2 rate	FY2 hrs	FY3 rate	FY3 hrs	FY4 rate	FY4 hrs						
rate & hrs									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(role of individual)														
Name of individual														
Enter FY	FY1 rate	FY1 hrs	FY2 rate	FY2 hrs	FY3 rate	FY3 hrs	FY4 rate	FY4 hrs						
rate & hrs									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(role of individual)														
Name of individual														
Enter FY	FY1 rate	FY1 hrs	FY2 rate	FY2 hrs	FY3 rate	FY3 hrs	FY4 rate	FY4 hrs						
rate & hrs									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(role of individual)														
Name of individual														
Enter FY	FY1 rate	FY1 hrs	FY2 rate	FY2 hrs	FY3 rate	FY3 hrs	FY4 rate	FY4 hrs						
rate & hrs									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(role of individual)														
Name of individual														
Enter FY	FY1 rate	FY1 hrs	FY2 rate	FY2 hrs	FY3 rate	FY3 hrs	FY4 rate	FY4 hrs						
rate & hrs									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(role of individual)														
Name of individual														
Enter FY	FY1 rate	FY1 hrs	FY2 rate	FY2 hrs	FY3 rate	FY3 hrs	FY4 rate	FY4 hrs						
rate & hrs									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(role of individual)														
Name of individual														
Enter FY	FY1 rate	FY1 hrs	FY2 rate	FY2 hrs	FY3 rate	FY3 hrs	FY4 rate	FY4 hrs						
rate & hrs									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub-Total Salary & Wages									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

FRINGE BENEFITS -- MUST COMPLY WITH OMB CIRCULAR A-21										
Indicate Employee, appropriate negotiated rate for each and description of who the rate applies to. (e.g. - Sam Smith, 25%, Summer Faculty. The rate is negotiated between the university and it's cognizant agency										
Name										
(Rate Description)										
(% rate)	FY1	FY2	FY3	FY4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Name										
(Rate Description)										
(% rate)	FY1	FY2	FY3	FY4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Name										
(Rate Description)										
(% rate)	FY1	FY2	FY3	FY4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Name										
(Rate Description)										
(% rate)	FY1	FY2	FY3	FY4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Name										
(Rate Description)										
(% rate)	FY1	FY2	FY3	FY4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Name										
(Rate Description)										
(% rate)	FY1	FY2	FY3	FY4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Name										
(Rate Description)										
(% rate)	FY1	FY2	FY3	FY4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub-Total Fringe Benefits					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SUBCONTRACTOR -- MUST COMPLY WITH OMB CIRCULAR A-21										
A copy of the subcontractor's budget must be attached. An MDOT approved subcontract is required for subcontractor costs in excess of \$25,000 prior to payment of invoices that contain subcontractor work. List all subcontractors on a separate line.										
Subcontractor Name & Amt.										\$0.00
Subcontractor Name & Amt.										\$0.00
Sub-Total Subcontractor					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TRAVEL -- MUST COMPLY WITH OMB CIRCULAR A-21										
Must be in accordance with IDS contract requirements.										
In-State Travel (Destinations within Michigan)										
Provide a separate table itemizing costs.										\$0.00
Out-of-State Travel (Prior approval required)										
Provide a separate table itemizing costs.										\$0.00
Sub-Total Travel					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

