

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

Research Administration Use Only

	REQUISITION NUMBER 1852	DUE DATE 11/30/2015	TIME DUE Noon est
MDOT PROJECT MANAGER Larry Whiteside	JOB NUMBER (JN) TBD		CONTROL SECTION (CS) n/a

DESCRIPTION An Evaluation of Michigan's Continuous Count Station (CCS) Distribution

Check all items to be included in RFP			Provide only checked items below in proposal
Check the appropriate Tier in the box below			
<input checked="" type="checkbox"/> TIER 1 (\$50,000-\$150,999)	<input type="checkbox"/> TIER II (\$150,000-\$1,000,000)	<input type="checkbox"/> TIER III (>\$1,000,000)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Past Performance
<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/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 for Universities and Actual Costs plus Fixed Fee for Consultants 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: An Evaluation of Michigan's Continuous Count Station (CCS) Distribution
OR Number: OR15-187

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 4 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

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

Research Proposal Budget Form Worksheet Appendix C (Universities)

Or

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 with a cc to mdot-research@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 for RESEARCH ADMINISTRATION PROPOSALS ONLY:

1. Request for Proposal Cover Sheet Form 5100D
 - A. Consultant Data and Signature Sheet, Form 5100J (if applicable)
2. Understanding of Service
3. Qualifications of Team
4. Past Performance
5. Quality Assurance / Quality Control Plan
6. Location
7. Pricing Documents/Bid Sheet (if applicable)
8. Appendices

Michigan Department of Transportation

SCOPE OF SERVICE FOR RESEARCH SERVICES OR#:15-187

LOCATION: Statewide

WORK DESCRIPTION: Research on An Evaluation of Michigan's Continuous Count Station (CCS) Distribution

ANTICIPATED START DATE: March 1, 2016

ANTICIPATED COMPLETION DATE: March 31, 2018

MDOT RESEARCH PROJECT ADMINISTRATION MANAGER:

Larry Whiteside
425 W. Ottawa
Lansing, Michigan 48909
E-MAIL: mdot-research@michigan.gov

GENERAL INFORMATION:

1. PROBLEM TO ADDRESS

Michigan's traffic monitoring program has a need to evaluate site placement appropriateness and develop recommendations on MDOT's continuous count stations locations and if should be relocated. This evaluation needs to consider the new traffic volume data from the 501 ITS system sites, from the RWIS sites and any other available sources including private sector sources. Seeking strategic plans which allow the monitoring program to enhance the pool of traffic information, reducing any possible data collection redundancy, and expanding the sampling on roads. Pavement condition is also a consideration when determining if a site can be place.

Confirm that MDOT's CCS sites are located on road segments which benefit the monitoring program for cost savings and additional data needs.

Determine if these others sources of traffic should be folded into the Traffic Monitoring program. Look at how the two systems sites overlap.

2. RESEARCH OBJECTIVES

1.Evaluate site placement appropriateness and develop recommendations on if they should be relocated (129 locations throughout Michigan), and consider traffic volume data from the 501 ITS system sites,

RWIS sites, MSP weigh stations and other available sources including private sector sources or local ITS programs.

2. Provide a strategic implementation plan on how the recommended monitoring sites should be located to enhance the pool of traffic information, reducing any possible data collection redundancy, and expanding the sampling on roads, while considering pavement condition. Assess if there would be an impact in our partnerships based on changes in the monitoring program with MSP, operations, and pavement design.

3. Confirm that MDOT's CCS sites are located on road segments which benefit the monitoring program and meet the 2013 Traffic Monitoring Guide recommendations for site selection and distributions.

4. Ensure that the recommended sites are placed in locations most beneficial to the department for traffic reporting and other uses. It should provide a strategy for the development of seasonal factors for all roads considering the proposed new traffic devices location.

5. This research will address the continuous count program network of sites in relation to other MDOT traffic volume sources.

3. URGENCY AND IMPLEMENTATION BENEFIT TO MDOT

MDOT's traffic monitoring program will evaluate recommendations to make use the various data streams to reduce redundancy and add value to the data being collected.

MDOT's traffic monitoring program as well as the ITS program will benefit from the results of this research on future expansions and partnership between the programs.

4. RISKS OR OBSTACLES TO RESEARCH

The evaluation and the gathering of the available data from ITS, RWIS, and MSP might be problematic when attempting to meet FHWA standards.

5. DESIRED QUALIFICATIONS IN AN INVESTIGATOR(S)

Considerable experience in FHWA Traffic Monitoring Guide recommendations along with knowledge of ITS systems and big data sets. Experience regarding the development of a traffic monitoring program and balancing operational needs with traffic monitoring objectives. Knowledge of development of seasonal factors.

At least one college series of statistics courses and working experience in statistical analyses

CONSULTANT RESPONSIBILITIES:

1. Literature search regarding where similar uses of ITS and other data sources have been incorporated into traffic monitoring programs. Document and report through a survey of other states how they are using ITS and other data sources along with how they manage reliability and use.

2. Evaluate the data from the 501 ITS site locations, RWIS, MSP weigh stations, and other sources against monitoring program location for quality as a valid source for volume, speed, classification, hourly factors, daily factors, DHV, directional DHV, and the development of seasonal factors.

Acquire data from ITS and other programs and determine the following:

- Determine if there are reliability issues with data from these data sources when compared to CCS data.
- Can volumes and the speed be used and meet TMG standards?
- Are ITS sensors reliable for classification data and if so, how should they be monitored?
- Can these sources be used for development of seasonal factors?
- Can we access Oakland County's SCAT's system and what value would that provide to the statewide monitoring program?
- Identify in what conditions and purpose ITS and other data could be used for traffic monitoring
- Identify factors that contribute to reliability issues (Congestion or Geometric designs)
- How could RWIS weather databases be used to estimate traffic reliability during adverse conditions?

3. Recommend locations from the ITS system where new traffic monitoring sites could be placed (at existing ITS system facilities) which would enhance and allow for the removal of existing CCS locations. Report how MDOT would need to build the linkages between the ITS and other data sources to take advantage of the resources.

4. Propose the implementation plan for the relocation of monitoring program sites. This should include which sites from ITS, RWIS and other data sources which should be incorporated as viable and credible for traffic monitoring. Consideration should be made to how the ITS and other systems are proposing to expand on the network given they are expanding at much higher pace than the CCS program. Present recommendations on how the monitoring program can impact and benefit from their investments.

5. Final report and presentations on the project with recommendations.

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

DELIVERABLES:

- Strategic plan on implementation covering these sites and whether or not they should be used and why.
- Comparison of traffic volume data from the ITS and other sources against existing traffic monitoring estimations by location.
- Recommendations on how to evaluation ITS and other data sources for quality.
- Recommendations on reliability of the data sources.
- Risks associated with the use of these data sources.

MDOT RESPONSIBILITIES:

MDOT, through the Department of Technology, Management, and Budget (DTMB), will provide ITS data. As needed, MDOT can also provide reference to the TMG regarding the development of seasonal factors and other information.

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.

The basis of payment is Actual Costs for Universities and Actual Costs plus Fixed Fee for Consultants as defined in standard MDOT contracts.

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 (QA/QC) 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

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	\$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
Name									
(Rate Description)									
(% rate)	FY1	FY2	FY3	FY4	\$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
Name									
(Rate Description)									
(% rate)	FY1	FY2	FY3	FY4	\$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
Name									
(Rate Description)									
(% rate)	FY1	FY2	FY3	FY4	\$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
Sub-Total Fringe Benefits					\$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

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

SUPPLIES -- MUST COMPLY WITH OMB CIRCULAR A-21 (Few items not allowed are: computers, printers, monitors, fax machines, printer paper, toner cartridges, pens, pencils, legal pads, clips, rubber bands, post-it notes, books, notebooks, binders, folders, diskettes, postage stamps, chairs, office furniture, calendars, paper punches, business cards, staplers, waste cans, etc.)

Provide details if cost exceeds \$2,000. Individual line items in excess of \$1,000 require a detailed explanation regardless of total cost

(Description)						\$0.00
(Description)						\$0.00
(Description)						\$0.00
(Description)						\$0.00
(Description)						\$0.00
(Description)						\$0.00
(Description)						\$0.00
Sub-Total Supplies		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

CAPITAL EQUIPMENT -- MUST COMPLY WITH OMB CIRCULAR A-21 - Purchased specifically for this project

List items with a value in excess of \$500. Equipment in excess of \$5,000 requires prior approval.

(Description)						\$0.00
(Description)						\$0.00
(Description)						\$0.00
(Description)						\$0.00
(Description)						\$0.00
(Description)						\$0.00
(Description)						\$0.00
Sub-Total Equipment		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

OTHER EXPENSES -- MUST COMPLY WITH OMB CIRCULAR A-21 (Few items not allowed are: memberships in professional & scientific organizations, local telephone lines, cell phones, etc.)

Any project expense which does not fall into another category. Provide detailed explanation of the expense and applicable breakdown of costs (e.g. graduate student tuition).

(Description)						\$0.00
(Description)						\$0.00
(Description)						\$0.00
(Description)						\$0.00
(Description)						\$0.00
Sub-Total Other Expenses		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Total Sub-Totals \$0.00 \$0.00 \$0.00 \$0.00 \$0.00

INDIRECT COSTS -- MUST COMPLY WITH OMB CIRCULAR A-21

Indirect cost rates are negotiated between the university and it's cognizant agency. Indicate the type of negotiated indirect rate used and the percentage (e.g. On Campus Research, 52%)

(Type)		(%)								
			FY1	FY2	FY3	FY4				
Enter \$ Amt per FY							\$0.00	\$0.00	\$0.00	\$0.00
Total Indirect Costs							\$0.00	\$0.00	\$0.00	\$0.00

TOTAL PROJECT COSTS \$0.00 \$0.00 \$0.00 \$0.00 \$0.00

UNIVERSITY MATCHING FUNDS \$0.00

TOTAL MDOT PROJECT COSTS \$0.00 \$0.00 \$0.00 \$0.00 \$0.00