

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

Research Administration Use Only

	REQUISITION NUMBER 1861	DUE DATE 11/30/2015	TIME DUE Noon est
MDOT PROJECT MANAGER Angie Kremer	JOB NUMBER (JN) TBD		CONTROL SECTION (CS) n/a

DESCRIPTION

Further Assessments of Safe, Quick Clearance Strategies, Phase II

Check all items to be included in RFP			Provide only checked items below in proposal
Check the appropriate Tier in the box below			
<input type="checkbox"/> TIER 1 (\$50,000-\$150,999)	<input checked="" type="checkbox"/> TIER II (\$150,000-\$1,000,000)	<input type="checkbox"/> TIER III (>\$1,000,000)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Understanding of Service
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Past Performance
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Quality Assurance/Quality Control
<input type="checkbox"/>	<input checked="" 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 Loaded Hourly Rate 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: Further Assessment of Safe, Quick Clearance Strategies – Phase II

OR Number: OR15-144

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 (Consultants)

Research Proposal Budget Form Worksheet Appendix C (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 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#:15-144

LOCATION: Statewide

WORK DESCRIPTION: Research on Further Assessments of Safe, Quick Clearance Strategies, Phase II

ANTICIPATED START DATE: March 1, 2016

ANTICIPATED COMPLETION DATE: June 30, 2017

MDOT RESEARCH PROJECT ADMINISTRATION MANAGER:

Angie Kremer
6333 Lansing Road
Lansing, Michigan 48917
E-MAIL: mdot-research@michigan.gov

GENERAL INFORMATION:

1. PROBLEM TO ADDRESS

A previous study for Implementation of Quick Clearance in Michigan was completed in 2012. The study conducted a survey for the Michigan registered drivers on the knowledge of the safe, quick clearance laws in Michigan. The study also created a campaign on how best to disseminate the safe, quick clearance laws to Michigan drivers. The Traffic Incident Management (TIM) Action Team, a part of the Governor's Traffic Safety Advisory Commission (GTSAC), has seven Specific Measurable Actionable Realistic and Time-bound (SMART) goals. One of the SMART goals uses the baseline number from the previous study showing 13 percent of Michigan motorists know about the Steer It, Clear It law. The primary goal is: Through a targeted public education campaign, increase awareness of the Steer It, Clear It Law amongst the public from 13 percent to 50 percent by December 31, 2016.

Michigan has also been very active with TIM in the years following the previous study. Activities have included implementation of the Mi-TIME/SHRP 2 National TIM training program, passing of Hold Harmless legislation, formation of the TIM Action Team, and more. An assessment of next steps for Michigan to take to further the TIM Program will be done in this research. Included in the next steps is a toolbox for first responders to wear the required high visibility garments, roadway design elements for TIM, next steps for the Steer It, Clear It campaign, and the review of contracts/relationships with

towing companies. A recommendation of where MDOT should invest in safe, quick clearance programming to get the highest return on the investment will be included in the report.

2. RESEARCH OBJECTIVES

1. Updated review of new literature and any other studies that may be published after the previous study.
2. Conduct an updated survey of Michigan's driver's knowledge of Safe, Quick Clearance Laws
3. Assessment of current TIM Program and next steps for the program.
4. Develop a toolkit for safe, quick clearance outreach and high visibility garments
5. Develop a list of investments that will enhance safe, quick clearance for the roadway system.

3. URGENCY AND IMPLEMENTATION BENEFIT TO MDOT

Once the assessment and survey of Michigan driver's knowledge of Safe, Quick Clearance Laws is complete, the next steps and toolboxes created can be implemented. The survey is also needed for assessing if the SMART Goal on Steer It, Clear It knowledge was attained.

This project will benefit the motoring traffic in enhancements for safety and congestion reductions. The study will provide the tools for first responders involved in traffic incidents.

4. RISKS OR OBSTACLES TO RESEARCH

TIM is heavily dependent on communication and relationships. An estimated 32,500 first responder are involved with traffic incidents. With these large numbers and high turnover of first responders, getting training and safety messages disseminated is difficult. Also, public knowing and understanding that is okay to move a vehicle out of the way without law enforcement present may also be an obstacle.

5. DESIRED QUALIFICATIONS IN AN INVESTIGATOR(S)

Knowledge and excellent understanding and working knowledge in Traffic Incident Management Practices. Investigator will also be able to complete a survey for Michigan registered drivers using sound statistics.

At least one college statistics course and working experiences under statisticians

CONSULTANT RESPONSIBILITIES:

1. Review literature listed in the literature search along with any other studies that may be published related to quick clearance.
2. Conduct an updated survey of Michigan's driver's knowledge of Safe, Quick Clearance Laws.
3. Review MDOT's current program and infrastructure regarding safe, quick clearance. Program includes but not limited to training, public education, equipment and current design of infrastructure.

4. Develop of updated toolkit for public relations to stakeholders and the public on the Steer It, Clear It law. Also develop a tool kit for high visibility garments.
5. Develop a list of investments that will enhance safe, quick clearance for the roadway system. Examples of an unexpected investments is crash investigation sites/enforcement sites with a purposed design and guidance on installation locations.

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

DELIVERABLES:

Techniques and strategies for outreach on safe, quick clearance, toolboxes and report.

MDOT RESPONSIBILITIES:

MDOT will provide oversight and guidance to the entity picked to complete the project.

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 Loaded Hourly Rate 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 (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

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
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
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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
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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