

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 Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

BUREAU OF HIGHWAYS BUREAU OF TRANSPORTATION PLANNING ** OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO YES DATED _____ THROUGH _____

Prequalified Services – See page ___ of the attached Scope of Services for required Prequalification Classifications.

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 Required with Proposal)**

Qualifications Based Selection – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

****For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (see address list, page 2). The priced proposal must be submitted in a sealed envelope, clearly marked "**PRICE PROPOSAL.**" The vendor's name and return address **MUST** be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

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.

Qualifications Review / 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 and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

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

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked "**SEALED BID.**" The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 5	PROPOSAL/BID DUE DATE 5/10/10	TIME DUE 4:00 PM EDT
--	----------------------------------	-------------------------

PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

MDOT Project Manager

Lee Nederveld, Operations Engineer
MDOT Construction & Technology Building - E020
8885 Ricks Road
Lansing, MI 48917-9570

MDOT Other

In addition to mailed proposal bundle, also email ONE electronic copy of all proposal documents (except for bid sheets) combined into ONE PDF file (maximum 5MB) to: NederveldL@michigan.gov

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail**OR****Lansing Overnight Mail**

Secretary, Contract Services Div - B470
Michigan Department of Transportation
PO Box 30050
Lansing, MI 48909

Secretary, Contract Services Div - B470
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

Contract Administrator/Selection Specialist
Bureau of Transportation Planning B470
Michigan Department of Transportation
PO Box 30050
Lansing, MI 48909

Contract Administrator/Selection Specialist
Bureau of Transportation Planning B470
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

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 four (4) 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

The following two American Recovery and Reinvestment Act of 2009 (ARRA) notifications, **ARRA MONTHLY EMPLOYMENT REPORTS** and **REQUIRED CONTRACT PROVISIONS TO IMPLEMENT AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) SECTIONS 902 AND 1515**, are attached to this Request For Proposal for your understanding. These two notifications are only applicable for those projects/contracts funded with ARRA funds and will be included in contract Exhibits.

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet

5100G – Certification of Availability of Key Personnel

5100I – Conflict of Interest Statement

5100J - Consultant Data and Signature Sheet (Required only for Non-Prequalified Work)

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

Notification
ARRA MONTHLY EMPLOYMENT REPORTS
Note: This Notification is only applicable for those projects/contracts funded with ARRA funds. If you have questions, please contact MDOT Contract Services Division at (517) 335-0071.

The American Recovery and Reinvestment Act of 2009 (ARRA), requires states receiving stimulus funds for highway projects to provide monthly reports to the Federal Highway Administration (FHWA) regarding the number of employees of the prime contractors, all-tier subcontractors and consultants on ARRA funded projects.

The cost for complying with this Notification must be borne by the prime contractor, and all-tiers of subcontractors and consultants, as part of their overhead and is deemed to be included in the payments made under this contract.

Within 10 days after the end of each month in which work is performed on this contract, all prime contractors and consultants must provide the Engineer a monthly report on MERS at <https://sso.state.mi.us/> providing employment information on each ARRA project, which will include, for work performed in that preceding month:

- The total number of employees who performed work on this contract.
- The total number of hours worked by employees who performed work on this contract.
- The total wages of employees who performed work on this contract.

Prime Consultants are responsible for reporting on all subconsultants' employment information in MERS, as the sub consultants will not have access to do so.

In addition, the prime contractor must provide a total payment amount made to any subcontractor who is a certified DBE in that preceding month.

This Notification shall be included as a part of each subcontract executed by the prime contractor, and all-tiers of subcontractors and consultants.

If necessary to conform to guidance provided by FHWA concerning the ARRA reporting requirements, the prime contractor, and all-tiers of subcontractors and consultants will revise their reporting as directed by the Engineer.

Failure to comply with the reporting requirements under ARRA would jeopardize the Department's continued receipt of ARRA funding.

Accordingly, if a contractor or any-tier of subcontractor or consultant fails to comply with this Notification, the Department may withhold contract payments until compliance is achieved. If the Department is compelled to incur costs because of such a breach, the amount of those costs may be deducted from payments otherwise to be made under this contract. Additional sanctions may include reduction or elimination of prequalification ratings and removal of bidding privileges.

**NOTIFICATION
REQUIRED CONTRACT PROVISIONS TO IMPLEMENT AMERICAN
RECOVERY AND REINVESTMENT ACT (ARRA) SECTIONS 902 AND 1515**

Note: This notification is only applicable for those projects/contracts funded with ARRA funds. If you have questions, please contact MDOT Contract Services Division at (517) 335-0071.

In accordance with requirements under section 902 of the American Recovery and Reinvestment Act of 2009 (ARRA), the following language is made a part of this contract and is to be made a part of all tier subcontracts or consultant contracts:

The U.S. Comptroller General and his representatives have the authority:

- (1) To examine any records of the contractor or any of its subcontractors, or any State or local agency administering such contract, that directly pertain to, and involve transactions relating to, the contract or subcontract; and
- (2) To interview any officer or employee of the contractor or any of its subcontractors, or of any State or local government agency administering the contract, regarding such transactions.

The Comptroller General and his representatives have the authority and rights provided under Section 902 of the ARRA with respect to this contract. As provided in section 902, nothing in section 902 shall be interpreted to limit or restrict in any way any existing authority of the Comptroller General.

In accordance with the requirements of section 1515(a) of the ARRA any representatives of the Inspector General have the authority:

- (1) To examine any records of the contractor or grantee, any of its subcontractors or sub-grantees, or any State or local agency administering such contract, that pertain to, and involve transactions relating to the contract, subcontract, grant, or sub-grant; and
- (2) To interview any officer or employee of the contractor, grantee, sub-grantee or agency regarding such transactions.

Nothing set forth in section 1515 of the ARRA shall be interpreted to limit or restrict in any way any existing authority of an inspector general.

ENTERPRISE MANAGEMENT CONSULTANT

Scoring Criteria and Priced Proposal Submission Information Best Value TIER III SELECTION

PROPOSAL SELECTION CRITERIA AND TOTAL POSSIBLE POINTS:

1. **Understanding of Services:** 45 Points.

The proposal will be evaluated on the level of understanding of the scope of services as presented in this RFP. The consultant will also be evaluated on their approach to achieving the goals of the project, and the comprehensiveness and cohesiveness of the proposed approach. Evaluation will also be on the allocation of time and staff hours on specific tasks. The consultant should include any work items that they believe should be added to the scope of services, or any work item that is in the current of scope of services which they believe should be altered.

2. **Qualifications of Team:** 35 Points.

The professional personnel will be evaluated on the ability to meet the terms of the RFP relative to having the qualifications needed to successfully complete the project. The score will be based on education and overall experience of the individual professional personnel assigned to the project, as specified in the proposal, including sub-consultants, as stated in their attached resumes. The professional personnel who work on the project must be the same individuals identified in the proposal.

3. **Relevant Past Performance:** 35 Points.

The proposals will be evaluated on specific prior experience and work applicable to this scope of services. The consultant should include only the experience of personnel assigned to this project and their roles should be clearly stated. This should also include the prospective consultant's experience working in a cooperative team environment with other consultants and public agencies. References of consultant and sub-consultants will be checked.

4. **Location: 5 Points.**

The consultant selection criteria will include a consideration of the amount of work that will be performed in Michigan, following the MDOT standard listed here:

<u>Percentage of Work to be done in Michigan</u>	<u>Score</u>
95% to 100%	5
80% to 94%	4
50% to 79%	3
25% to 49%	2
10% to 24%	1
Less than 10%	0

5. **Price: 40 Points.**

The total price of the proposal will be scored using a scale determined by the MDOT selection team.

Total Points: 160 Points.

SUBMITTING PRICED PROPOSAL:

Disregard instructions concerning submission of priced proposals and Bid Sheets found on MDOT Form 5100H.

The Bid Sheet associated with this RFP is attached and should be submitted in a separate, sealed envelop mailed to the MDOT Project Manager. The sealed bid should be clearly marked as such and is due at the same time and date as the proposal, which is found on page 2 of MDOT Form 5100H.

The Tier III page limit (19 pages, not including required MDOT forms and resumes) applies to this RFP.

Please provide an organizational chart in the proposal.

GENERAL INFORMATION:

Any questions relative to the scope of services must be submitted by e-mail to Lee Nederveld, MDOT Project Manager, at NederveldL@michigan.gov. Questions must be received by the Project Manager at least four (4) 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.

If you have any questions relative to the MDOT selection and contracting process, please contact Kathy Popoff at popoffk@michigan.gov.

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
ENTERPRISE MANAGEMENT CONSULTANT**

CONTROL SECTION(S): N/A

JOB NUMBER(S): 110264

PROJECT DESCRIPTION:

The duties of the Management Consultant will include, but may not be limited to:

- Providing support to MDOT and the ENTERPRISE Pooled Fund program by coordinating and managing the program
- Acting as the primary technical advisor for the program
- Assisting in the development of work plans and budgets for proposed projects
- Conducting or subcontracting of projects, as authorized
- Planning and arranging for Executive Board meetings, including payment or reimbursement of all meeting-related expenses
- Preparing minutes and agendas for all meetings
- Performing additional program-related duties as described in this scope of service

The contract awarded to perform these services will be an Indefinite Delivery of Services (IDS) Contract.

ANTICIPATED SERVICE START DATE: July 12, 2010

ANTICIPATED SERVICE COMPLETION DATE: September 30, 2012*

** MDOT option to extend in one-year increments until September 30, 2015*

PRIMARY PREQUALIFICATION CLASSIFICATION(S): None

SECONDARY PREQUALIFICATION CLASSIFICATION(S): None

DBE REQUIREMENT: N/A

MDOT PROJECT MANAGER:

Lee Nederveld, Operations Engineer
Michigan Department of Transportation
Construction & Technology Building
8885 Ricks Road
Lansing, MI 48917-9570
Phone: 517-202-0322
Fax: 517-322-5664
NederveldL@michigan.gov

GENERAL INFORMATION

The Michigan Department of Transportation (MDOT), as a part of a long-range goal to utilize the latest advances in technology to improve the efficiency and safety of the transportation system, has been a leader for many years in the development and deployment of Intelligent Transportation Systems (ITS). The **Evaluating New TEchnologies for Roads P**rogram **I**nitiatives in **S**afety and **E**fficiency (**ENTERPRISE**) Pooled Fund Program is an important program that, through the participation and support of MDOT and other partner agencies, plays a role in the continued progress toward achieving this goal.

The ENTERPRISE program was established as an international forum for collaborative research, development, and deployment ventures comprising the interest of governmental entities and industrial groups in this area. The forum is intended to facilitate the sharing of technological and institutional experiences gained from the ITS programs conceived and initiated by each participating entity. Current active members of ENTERPRISE include:

- Arizona Department of Transportation
- Federal Highway Administration
- Iowa Department of Transportation
- Kansas Department of Transportation
- Michigan Department of Transportation
- Ministry of Transportation of Ontario
- Minnesota Department of Transportation
- Rijkswaterstaat, Dutch Ministry of Transportation
- Texas Department of Transportation
- Transport Canada
- Virginia Department of Transportation
- Washington Department of Transportation

The ENTERPRISE Executive Board has approved, and MDOT has agreed to, a transition in lead agency for the program from the Iowa Department of Transportation to MDOT. In this capacity, MDOT will administer the program's resources and provide the Program Administrator for the organization. The Program Administrator acts as project director for the program.

The ENTERPRISE charter provides for a Management Consultant to assist in the management, coordination, technical work, and administration of the program. The duties of the Management Consultant are outlined in detail in this scope of services. The consultant under this Management Consultant contract will be contracted only to MDOT, and will not be contracted to the ENTERPRISE program.

GENERAL REQUIREMENTS

The Management Consultant shall furnish all services and labor necessary to conduct and complete the services described herein. The Management Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the services (other than those designated in writing to be furnished by MDOT), and check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work. Services shall be performed to the satisfaction of MDOT consistent with applicable professional standards.

The services described herein are financed with public funds. The Management Consultant shall comply with all applicable Federal and State laws, rules, and regulations. The Management Consultant shall perform field operations in accordance with Federal and State regulations and accepted safety practices. The Management Consultant staff shall conduct themselves with professionalism in carrying out their duties.

The Management Consultant will notify the Project Manager, in writing, prior to any personnel changes from those specified in the Management Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the Project Manager.

At the request of MDOT, the Management Consultant shall furnish information or data relating to the services described herein that may be required by MDOT to enable it to carry out or to proceed with related phases of the project not described herein, or which may be necessary to enable MDOT to furnish information to the Management Consultant upon which to proceed with further services.

CONSULTANT RESPONSIBILITIES

Introduction

The duties of the Management Consultant will include, but may not be limited to:

- Providing support to MDOT and the ENTERPRISE Pooled Fund program by coordinating and managing the program
- Acting as the primary technical advisor for the program
- Assisting in the development of work plans and budgets for proposed projects
- Conducting or subcontracting of projects, as authorized
- Planning and arranging for Executive Board meetings, including payment or reimbursement of all meeting-related expenses
- Preparing minutes and agendas for all meetings
- Performing additional program-related duties as described in this scope of service

The Management Consultant will report to the Program Administrator, who will direct the work to be performed under this contract. The Program Administrator will be an employee of MDOT.

Management Tasks

Develop Work Plans and Budgets for Proposed Activities

The Management Consultant shall assist with development of the ENTERPRISE Annual Work Plan, including preparation of a draft plan for review by the Executive Board, as well as a final plan. The Management Consultant shall, as requested by the Program Administrator, develop work scopes and budgets for tasks identified by the Executive Board.

The Management Consultant shall, as requested by the Program Administrator, provide support in preparing requests for federal funding assistance and, when appropriate, draft requests for proposals.

Program Planning

The Management Consultant shall prepare and maintain, with periodic updates, an overall Plan and Schedule for the ENTERPRISE program. The plan will include a critical path schedule, overall budget, and cash-flow issues. Updates will include a progress report for the organization. The Plan and Schedule will be presented to the Executive Board at each administrative and general meeting for approval or revision.

Establishment of Sub-Committees

The Management Consultant may make recommendations on the establishment of ENTERPRISE sub-committees to address technical and policy issues for review by the Executive Board during administrative and general meetings.

If approved by the Executive Board, the establishment and management of the subcommittee may become a task for the Management Consultant.

Monitor and Refine Organizational Proposals

The Management Consultant shall, as requested by the Program Administrator, periodically review the organizational structure, roles and responsibilities of the ENTERPRISE program. This review shall include alternative directions and assess their overall impact. The review will recommend organizational changes based upon evolving membership and funding sources. The review will include the role of the private sector in decision making and policy setting. Each review will be summarized in a white paper addressing the elements listed in this task.

Coordinating Tasks

Ongoing Consultations with ENTERPRISE Participants

The Management Consultant shall monitor individual state/province, national, and private sector activities and identify additional potential participants in the program, including those in both the public and private sectors. Opportunities identified by this task will be included in the overall Plan and Schedule, or in a separate report format.

Develop and Appraise Alternative Program Elements

The Management Consultant shall periodically review the interaction between individual members' ITS activities and recommend refinements and/or revisions to proposed activities to ensure coordination. The Management Consultant may, as part of this work, propose additional tasks to be performed by individual members or by the group to provide links between activities or to cover unaddressed issues. Recommendations made to members will be in a written format.

Support the Formation of Partnership

The Management Consultant shall provide advice on appropriate roles and responsibilities for individual member activities involving public, private, and academic partnerships. The results of this task will be included in the overall Plan and Schedule, or in a separate report format.

Liaison with Other ITS Activities

The Management Consultant is expected to maintain a working relationship with other ITS organizations (both inside and outside of North America) that are of interest to the ENTERPRISE program. This task will include presentations to other organizations on the ENTERPRISE program, as requested by the Program Administrator.

Coordinate Technical Project Implementation

The Management Consultant shall coordinate ENTERPRISE activities with other agencies under contract to ENTERPRISE members by maintaining a project table outlining the ITS activities of each public sector member and identifying mutual areas of interest.

Technical Tasks

Conduct or Subcontract Technical Activity

The Management Consultant will be responsible for the completion of all projects identified in the ENTERPRISE Annual Work Plan as funding permits. Projects may be completed by the Management Consultant, or may be subcontracted under the Management Consultant to a qualified subconsultant, as directed by the Executive Board. The Management Consultant shall manage any subcontracts until all work on the project has been completed and accepted by the Executive Board. Subcontracts must meet all MDOT subcontracting requirements.

For each project, the Executive Board will select the appropriate consultant(s) to perform the work. Work may only be performed by the consultant(s) selected by the Executive Board. Any proposed changes, additions, or deletions to the selected consultant(s) must be approved by the Executive Board prior to any of the proposed work being performed.

The Management Consultant shall monitor the activities of each project, review the technical products, provide technical direction, and coordinate the results of individual projects. The Management Consultant shall provide a status report of all current projects at each administrative and general meeting.

Provide Ongoing Technical Advice

The Management Consultant shall be available to provide advice on technical, operational, and management issues to ENTERPRISE member organizations as requested by the members and the Program Administrator.

Prepare Evaluation Plans

The Management Consultant shall, as requested by the Program Administrator, prepare evaluation plans for individual technical activities.

Administrative Tasks

Meetings

Meetings for ENTERPRISE will be held as determined by the Executive Board. This may include up to three in-person meetings per year, held within the United States or Canada, and periodic telephone and/or Internet conference calls.

The Executive Board will determine the location of all in-person meetings. The Management Consultant shall arrange any necessary travel and meeting requirements for these meetings, as directed by the Executive Board or the Program Administrator. This may include, but not be limited to:

- Air travel to and from the meeting location
- Ground transportation
- Hotels
- Group meals
- Meeting rooms and facility arrangements

For meetings held via telephone or Internet conference call, the Management Consultant shall provide a teleconference number and passcode for the meeting, and distribute necessary connection information to all participants prior to the meeting. The Management Consultant shall also provide access to an Internet conferencing application for the meeting, as requested by the Program Administrator or the Executive Board.

Meeting Expenses

The Management Consultant shall reimburse all meeting participants for their travel and meeting expenses. All individual expenses, except for meals and incidentals, will be reimbursed at actual cost, must be supported with a receipt, and may not exceed the per diem limits for the meeting location as published by the U.S. General Services Administration (GSA). Meals and incidentals will be reimbursed on a per diem basis in accordance with GSA procedures and rates for the meeting location. Meeting participants shall submit their reimbursement requests via a standardized expense report provided by the Management Consultant. The Management Consultant shall submit expense reports to the Program Administrator for approval prior to reimbursing meeting participants.

The Management Consultant shall, as requested by the Program Administrator or the Executive Board, directly pay travel and meeting costs for participants in lieu of reimbursement. The Management Consultant shall obtain approval from the Program Administrator prior to directly paying any travel or meeting costs.

Meeting Agendas

The Management Consultant shall solicit input from the Executive Board and prepare a meeting agenda for review by the Program Administrator and the Program Chair prior to each meeting. The Management Consultant shall electronically distribute the approved agenda after approval by the Program Administrator and Program Chair. Draft meeting agendas will be due 10 business days prior to each in-person meeting, and 5 business days prior to each telephone or Internet conference call.

Meetings Minutes

The Management Consultant shall provide a note taker at meetings, and shall prepare draft meeting minutes in an electronic format for the Program Administrator and the members of the Executive Board for all in-person meetings and telephone/Internet conference calls. After review and revision, the Management Consultant shall electronically distribute the meeting minutes to the Program Administrator and the Executive Board. Draft meeting minutes will be due within 5 business days after each meeting. The Management Consultant shall also make any requested revisions to the meeting minutes prior to board approval.

Reports

The Management Consultant shall prepare and submit any monthly, quarterly, or annual reports as required by the MDOT Office of Research and Best Practices (ORBP) and/or FHWA. Reports will be sent to the Program Administrator for review and approval prior to being submitted.

Program Website

The Management Consultant shall, in coordination with the Program Administrator and Executive Board, develop, update, and maintain a program website. The program website will contain background information, current work plans, completed projects, program contacts, and any additional information or web pages as requested by the Executive Board. The web site will also include a secure, password-protected area for members to log in and share information. The Management Consultant will develop a hosting plan for the site, including an evaluation of whether or not to move the site from its current hosting environment, and present the plan to the Executive Board for approval.

Promotional Materials

The Management Consultant shall, as requested by the Program Administrator or the Executive Board, provide promotional support for the program. This may include presentations, videos, charts and tables, brochures, web pages, or other similar materials. The Program Administrator may require bids or justification of sole sources if these cannot be done in-house.

Translations

English will be the working language of the ENTERPRISE group. Because of the multi-national nature of ITS activities, the Executive Board or the Program Administrator may occasionally request translations of documents into English or ENTERPRISE material into Dutch, French, Spanish, or other languages. The Program Administrator may require bids or justification of sole sources if these activities cannot be done in-house.

Update ENTERPRISE Documents

The Management Consultant shall, as requested by the Program Administrator or the Executive Board, prepare updates to the Operating Rules and/or Organization Charter of ENTERPRISE. Updates will be submitted to the Program Administrator and the Program Chair for review.

Reproductions and Mailings

The Management Consultant shall make reproductions, mailings, fax transmittals, electronic mailings, and other materials as required for the tasks in this scope of service. The Management Consultant shall also provide these materials for working papers, promotional materials, conference papers, presentations, and other documents, as requested by the Program Administrator or the Executive Board.

Additional Activities

As requested by the Executive Board, or by its own initiative, MDOT may elect to extend this contract to have the Management Consultant perform planning or technical functions not otherwise covered in this scope of service. These extensions may include, but are not limited to:

- the preparation of state, provincial, or national strategic ITS plans for members organizations
- the assessment of ITS applications
- the identification of joint projects for public/private sector participation
- technical support for ongoing research, development, and implementation projects in member state

Place of Work

The firm contracted as the Management Consultant is not required to maintain an office in Michigan or any of the ENTERPRISE member states or provinces. The contracted firm must, however, have an office in the United States or Canada with personnel able to accept assignments under this contract.

The successful contractor must agree that any contract with MDOT resulting from this solicitation must be governed by the laws of the State of Michigan and any litigation resulting from this contract will be in the State of Michigan.

Cooperation with Other ITS Projects

The Management Consultant shall work in cooperation with other ITS consultants under contract to member organizations. The Management Consultant shall coordinate with other consultants and contractors as necessary, to ensure efficient and successful completion of all projects.

Deliverables

The deliverables for this contract shall include all of the plans, schedules, reports, white papers, agendas, minutes, presentations, materials, and other documents as outlined in this scope of service. All deliverables shall be due at the time described under each task, at the time agreed upon by the Management Consultant and the Program Administrator, or at the time described in the work authorization.

CONSULTANT PAYMENT

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. Due to the variable nature of funds and expenditures associated with a pooled fund program, all expenses and compensation for this project will be through authorizations issued by MDOT under an Indefinite Delivery of Services (IDS) Contract.

All billings for services must be directed to the MDOT Project Manager 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 Management Consultant for services rendered shall not exceed the maximum amount of the approved authorization(s) unless an increase is approved in accordance with the contract. Typically, billings must be submitted within 60 days after the completion of services for the current billing. Final billing must be received within 60 days of the completion of services. Refer to contract for specific terms.

Direct expenses will not be paid in excess of the amounts previously defined in this scope of service. Supporting documentation must be submitted for direct expenses with invoices for all eligible expenses on the project in accordance with MDOT 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 maximum fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

BID SHEET

ENTERPRISE MANAGEMENT CONSULTANT

PAY ITEMS

Bids should be based on an estimated 1,000 total hours of work during the first year of the contract, for the tasks described in the Scope of Service.

All entries on this page must be handwritten in ink or computer generated.

CLASSIFICATION	ESTIMATED HOURS	HOURLY RATE	LABOR COSTS
----------------	-----------------	-------------	-------------

TOTAL ESTIMATED LABOR: _____

OVERHEAD:

(Total Estimated Labor x ___%)

TOTAL OVERHEAD: _____

FIXED FEE:

(Total Estimated Labor + Overhead) x ___%

TOTAL FIXED FEE: _____

Total Bid: _____

Consultant Name:	
Consultant Address:	
Date:	
Authorized Signature	

The Michigan Department of Transportation reserves the right to reject any or all bids.