

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

|  |   |   |   |
|--|---|---|---|
|  | REQUISITION NUMBER  | DUE DATE  |   |
| MDOT PROJECT MANAGER   | JOB NUMBER (JN)   | CONTROL SECTION (CS)  |   |
| DESCRIPTION  |   |   |   |
| <b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP<br><br>WHITE = REQUIRED<br>GRAY SHADING = OPTIONAL<br><br>Check the appropriate Tier in the box below |   | <b>CONSULTANT:</b> Provide only checked items below in proposal |   |
| <input type="checkbox"/><br><b>TIER I</b><br>(\$25,000-\$99,999)   | <input type="checkbox"/><br><b>TIER II</b><br>(\$100,000-\$250,000) | <input type="checkbox"/><br><b>TIER III</b><br>(>\$250,000)     |   |
| <input type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/>  | Understanding of Service  |
| <input type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/>  | <i>Innovations</i>  |
| <input type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/>  | Organizational Chart  |
| <input type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/>  | Qualifications of Team  |
| Not required as part of Official RFP   | Not required as part of Official RFP                                | <input type="checkbox"/>  | Quality Assurance/Quality Control   |
| <input type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/>  | <b>Location:</b> The percentage of work performed in Michigan will be used for all selections unless the project is for on-site p=inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity. |
| N/A  | N/A   | <input type="checkbox"/>  | Presentation  |
| N/A  | N/A   | <input type="checkbox"/>  | Technical Proposal (if Presentation is required)  |
| 3 pages (MDOT Forms not counted) ( <b>No Resumes</b> )   | 7 pages (MDOT Forms not counted)                                    | 14 pages (MDOT forms not counted)                               | Total maximum pages for RFP <b>not including key personnel resumes.</b> Resumes limited to 2 pages per key staff personnel.   |

**PROPOSAL AND BID SHEET EMAIL ADDRESS** – [mdot-rfp-response@michigan.gov](mailto:mdot-rfp-response@michigan.gov)

### GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least five (5) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

### MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

**5100D** – Request for Proposal Cover Sheet

**5100J** – Consultant Data and Signature Sheet (Required only for firms not currently prequalified with MDOT)

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

**REQUEST FOR PROPOSAL**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest (Consultant/Vendor Selection Guidelines for Services Contracts" and "Guideline for Completing a Low Bid Sheet(S)\*, if a low bid is involved as part of the selection process. **Reference Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

**RFP SPECIFIC INFORMATION**

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 is required with Proposal for firms not currently prequalified with MDOT**

**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 a cost plus fixed fee contract**, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

**Qualification 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. The vendor that has met established qualification threshold and 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**

Bid Sheet(s) must be submitted in accordance with the "Guidelines for Completing a Low Bid Sheet(s)\* (available on MDOT's website). Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the email address: [mdot-rfp-response@michigan.gov](mailto:mdot-rfp-response@michigan.gov). Failure to comply with this procedure may result in your bid being rejected from consideration.

**NOTIFICATION  
MANDATORY ELECTRONIC SUBMITTAL**

**Proposals submitted for this project must be submitted electronically.**

**The following are changes to the Proposal Submittal Requirements:**

- Eliminated the Following Requirements:
  - Safety Program
  - Communication Plan
  - Past Performance as *a separate section*
  - Separate section for DBE Statement of goals. Include information in Qualification of Team section
  
- Implemented the Following Changes:
  - All proposals require an Organization Chart
  - Resumes must be a maximum of two pages
  - Only Key (lead) staff resumes may be submitted
  - Tier III proposal reduced from 19 to 14 pages
  - Forms 5100D, 5100I, and 5100G combined – 5100D
  - Forms 5100B and 5100H combined – 5100B
  - RFP's will be posted on a weekly basis -- on Mondays

**The following are Requirements for Electronic Submittals:**

- Proposals must be prepared using the most current guidelines
- The proposal must be bookmarked to clearly identify the proposal sections (See Below)
- For any section not required per the RFP, the bookmark must be edited to include “N/A” after the bookmark title.  
**Example:** Understanding of Service – N/A
- Proposals must be assembled and saved as a single PDF file
- PDF file must be 5 megabytes or smaller
- PDF file must be submitted via e-mail to [MDOT-RFP-Response@michigan.gov](mailto:MDOT-RFP-Response@michigan.gov)
- MDOT's requisition number and company name must be included in the subject line of the e-mail. The PDF shall be named using the following format:
  - Requisition#XXX\_Company Name.PDF
- MDOT will not accept multiple submittals
- Proposals must be *received* by MDOT on or before the due date and time specified in each RFP

**If the submittals do not comply with the requirements, they may be determined unresponsive.**

The Consultant's will receive an e-mail reply/notification from MDOT when the proposal is received. Please retain a copy of this e-mail as proof that the proposal was received on time. **Consultants are responsible for ensuring the MDOT receives the proposal on time.**

**\*\*Contact Contract Services Division immediately at 517-373-4680 if you do not get an auto response\*\***

**Required Bookmarking Format:**

- I. Request for Proposal Cover Sheet Form 5100D
  - A. Consultant Data and Signature Sheet, Form 5100J (if applicable)
- II. Understanding of Service
  - A. Innovations
- III. Qualifications of Team
  - A. Structure of Project Team
    - 1. Role of Firms
    - 2. Role of Key Personnel
  - B. Organization Chart
  - C. Location
- IV. Quality Assurance / Quality Control Plan
- V. Resumes of Key Staff
- VI. Pricing Documents/Bid Sheet (if applicable)

**2/14/12**

**Michigan Department of Transportation**

**SCOPE OF SERVICE**

**FOR**

**SPECIALTY SERVICES**

Local Agency Bridges Technical Training Course  
Revised 10/17/2012

**CONTROL SECTION:** NA

**JOB NUMBER:**

**PROJECT LOCATION:** NA

**PROJECT DESCRIPTION:**

The work for this project will include developing and providing the training course to local agencies on the Asset Management Guide for Local Agency Bridges in Michigan. The training course is intended to provide assistance to decision makers in planning, developing, programming and implementing effective and efficient capital programs and maintenance actions to preserve the bridges under their jurisdiction.

The goal of this service is to assist the Transportation Asset Management Council (TMAC) in determining whether a training course of this type should become part of the TMAC's annual training program.

Consultant proposals must include both Phase 1 and 2. **The selected Consultant will initially only be authorized to complete Phase 1.** Should the TMAC Bridge Committee (Committee) elect to proceed with subsequent phases, or portions of phases, and the Consultant's performance has been satisfactory in previous phases, the Committee may elect to use the selected Consultant to perform the subsequent phases, or portions of phases.

Separate authorization will be negotiated for each subsequent phase, or portions of phases. There is no guarantee that subsequent phases, or portions of phases will be authorized, or that the selected Consultant will be given the contract authorization for any subsequent phases, or portions of phases. **Each training session shall be one day.**

**Phase 1:** The Consultant shall conduct a thorough investigation of other training courses available, to be used as guidance in developing the training course. This phase includes developing a more detailed outline of the training course, to be presented and approved by the Committee (Committee) before preparing the course materials. **One pilot training course shall be provided to a small group of local agencies in order to assess the value of the training and revise the content, if needed.** The size of the group for the pilot training will be approximately four to six participants. The site of the pilot training course will be selected by the Committee. The Committee will cover costs for room rental and food services for the pilot training course.

**Phase 2:** If the Committee elects to proceed with future training sessions, the Consultant will revise the training contents, if needed, based on the assessment of the training course conducted in Phase 1. The revised training course shall be approved by the Committee. This phase also includes providing additional training sessions with frequency and locations determined by the Committee.

**ANTICIPATED SERVICE START DATE:**

10/31/2012

11/15/2012

**ANTICIPATED SERVICE COMPLETION DATE:**

*Phase 1: 3/31/2013*

*Phase 1: 4/30/2013*

**PRIMARY PREQUALIFICATION CLASSIFICATION(S):**

Bridge Project Scoping

Bridge Safety Inspection

**SECONDARY PREQUALIFICATION CLASSIFICATION(S):**

NA

**MDOT PROJECT ENGINEER MANAGER:**

Roger Safford, PE

Grand Region – Region Engineer

1420 Front Avenue, NW

Grand Rapids, MI 49504

Office: 616.451.3091

Fax: 616.451.0707

E-mail: [saffordr@michigan.gov](mailto:saffordr@michigan.gov)

**CONSULTANT RESPONSIBILITIES:**

In performing this work, the Consultant shall accurately convey applicable federal and state policy and programmatic requirements to the trainee and provide guidance on interpreting and using bridge inspection data.

The course outline should include, at minimum, the following topics:

- Introduction to Bridge Asset Management in Michigan and overview of the Guide
- Bridge Condition – Evaluating and Assessing Needs
- Available Maintenance Options
- Optimizing Bridge Preservation Actions
- Developing a Local Bridge Preservation Plan

The Consultant shall coordinate with the Committee regarding the content of the course materials and shall compile all relevant and necessary information and content into a cohesive,

practical working course aimed at the target users – local agency bridge program and project decision-makers. The course will be subject to periodic updates and revisions, as deemed necessary by the Committee.

### **DELIVERABLES:**

Final deliverables for this project include final PowerPoint presentation for the one-day training session, participant handouts, and any other materials deemed necessary by the Consultant for the training sessions.

### **REQUIREMENT FOR PROPOSAL:**

Interested parties should submit a maximum of three (3) pages proposal, excluding resumes and derivation of costs. The proposal shall include, at a minimum, the following information:

1. Understanding of service including statement of the time schedule for the services and a narrative description of the services that will be delivered. Also, include a discussion of the methods of approach to be taken in conducting the project.
2. A statement of qualifications and experience: The statement of qualifications and experience should include, at a minimum, a discussion of the availability of necessary expertise and resources to perform the project requirements. The proposal should include a detailed listing of personnel anticipated to be assigned to the project, their qualifications and experience.
3. Resumes for each of the key staff. The resume is limited to two (2) pages per key staff member. It should include any current contact information.
4. Milestone schedule with associated costs.
5. Derivation of costs.

### **EVALUATION CRITERIA**

The proposals will be evaluated and awarded based on the following technical and cost criteria:

#### **1. Understanding of Service – 35 points**

- Demonstrated understanding of the projects objectives and scope. Include any work item you believe should be added to the scope of services or any work item that is in the current scope of service you believe should be altered to achieve the desired deliverables.
- Responsiveness to the requirements of the project as set forth in this RFP.

**2. Qualifications and experience – 35 points**

- Demonstrated ability and experience in delivering training to local agencies or similar entities
- Demonstrated ability and experience in developing methods for evaluating and measuring the results of the training sessions
- Demonstrated ability to work with a diverse project steering team.
- Demonstrated ability in development of case studies and delivery of training sessions in response to the needs of the Committee.
- Sensitive to the different needs and circumstances of local agencies.

**3. Price - 30 points**

**Phase 1:** 20 points

**Phase 2:** 10 points

The total cost shall include the cost to complete Phase 1 and Phase 2 of the project. Phase 2 shall include the cost of planning and delivering up to three one-day training sessions. A unit price for delivering one training session shall be provided, scalable up to a total of three. The Committee may elect to proceed with Phase 2 or portions of Phase 2. There is no guarantee that Phase 2, or portions of this phase will be authorized, or that the selected Consultant will be given the contract authorization for Phase II, or portions of this phase.

**4. Past Performance – 20 points**

**CONSULTANT PAYMENT - Milestone:**

Compensation for this project shall be on a **milestone** basis. Compensation shall be divided into payments for the completion of a portion of the services (deliverables). An example would be:

|                              |                   |
|------------------------------|-------------------|
| <b>Draft Training Course</b> | <b>50%</b>        |
| <b>Final Training Course</b> | <b>20%</b>        |
| <b>Completion of Phase 1</b> | <b>10%</b>        |
| <b>Completion of Phase 2</b> | <b><u>20%</u></b> |
| <b>Total Service</b>         | <b>100%</b>       |

The MDOT Project Manager may authorize payment if a milestone is delayed due to circumstances beyond the Vendor’s control.

All billings for services must directed to MDOT and follow the current guidelines. The latest copy of the “Professional Engineering Service Reimbursement Guidelines for Bureau of

Highways” is available on MDOT’s website. This document contains instructions and forms that must be followed and used for billing. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

## CONSULTANT BID SHEET – MILESTONE

This bid sheet is required with the response to the Request for Proposal (RFP). All entries on this page must be handwritten in ink or computer generated. Compensation for this project shall be on a **milestone** basis.

Priced proposal costs will be required after selection, in accordance with MDOT's Priced Proposal Guidelines which can be found on the MDOT web page under [Vendor/Consultant Services](#). Payment to the Consultant for services rendered shall not exceed the total bid price.

**Note:** MDOT reserves the right to reject any or all bids.

**PROJECT DESCRIPTION:** Specialty Service for TMAC Technical Bridge Training for the local agencies

| MILESTONE | PRICE |
|-----------|-------|
|-----------|-------|

**TOTAL BID PRICE:**      \$ \_\_\_\_\_  
(All Milestones/Deliverables of the Project)

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|   |  |
|---|--|
| <b>Legal Business Name:</b>                     |  |
| <b>Consultants Authorized<br/>Legal Signer:</b> |  |
| <b>Consultant Address:</b>                      |  |
| <b>Date:</b>                                    |  |