

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

	REQUISITION NUMBER		DUE DATE XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	
DESCRIPTION			
MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED GRAY SHADING = OPTIONAL Check the appropriate Tier in the box below		CONSULTANT: Provide only checked items below in proposal	
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input type="checkbox"/> TIER II (\$100,000-\$250,000)	<input type="checkbox"/> TIER III (>\$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"/>	Location: 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) (No Resumes)	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes. Resumes limited to 2 pages per key staff personnel.

PROPOSAL AND BID SHEET EMAIL ADDRESS – 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. 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
- 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

**STUDY OF THE
VALUING THE ECONOMIC AND COMMUNITY BENEFITS
OF BICYCLE TOURISM AND
BICYCLING AS A MEANS OF TRANSPORTATION**

SCOPE OF WORK

I. PRELIMINARY INFORMATION FOR RESPONDENTS

Persons and organizations submitting proposals should have documented previous experience in the research and analysis as described in this Scope of Work, necessary to quantify, evaluate, and draft written reports of measured economic impacts.

This particular study will focus on determining the economic and community benefits of bicycling as a form of transportation and means of economic development in various sized communities or regions across Michigan. While it is recognized that the distinction between bicycling for recreation and as a form of transportation can at times be difficult to determine, there is a need to focus this study on quantifying the benefits of bicycling and related services to localities, regions and the state as a whole.

The Michigan Department of Transportation (MDOT) seeks to complete the study in two distinct phases, as detailed in this Scope of Work. MDOT is now seeking proposals for both Phase One and Phase Two. Respondents to the Request for Proposals should submit a proposal that encompasses both study phases. Respondents must supply individual bids, as outlined in the attached bid sheet, for Phases One and Two. Respondents submitting for only one phase will be disqualified from further consideration. At the present time MDOT is advertising and will be selecting a consultant only for completion of Phase One of the project. Only Phase One bids will be used to score price in this initial selection. Subsequently, Phase Two may be awarded to the successful respondent for Phase One, contingent upon MDOT's satisfaction with the work product in Phase One, and subject to the availability of adequate funding to complete Phase Two.

II. STUDY LOCATION

The study will involve locations statewide and include large, medium and small urban areas that have made efforts to support bicycling; and rural areas within close proximity to or along a regional rail trail or a US Bicycle Route. The study should also identify the overall influence of bicycling on the state as a whole.

III. BACKGROUND INFORMATION

- MDOT Project Manager

The project manager for this study will be Mr. Josh DeBruyn, Intermodal Policy Division, Bureau of Transportation Planning, 425 W. Ottawa Street, P.O. Box 30050, Lansing, Michigan 48909 (debruynj@michigan.gov)

- Overview

The Michigan Department of Transportation has determined that a report is necessary which quantifies the economic impacts and health benefits of bicycling on Michigan's economy. The bicycle is used for transportation, exercise, and recreation by people across the state regardless of age and socio-economic status. All across the state from Marquette in the Upper Peninsula to downtown Detroit to the small southwestern Michigan town of South Haven, residents of these communities use the bicycle for transportation purposes, while visitors travel to these communities to bicycle. It is also known that people travel to Michigan with their bicycle from other states and use for both recreation and transportation.

Whether it is bicycle lanes in urban areas, paved shoulders in rural areas, a rail-trail connecting communities, the presence of a U.S. Bicycle Route, or an ice cream or bicycle shop; the relative benefits and availability of bicycle facilities and services can influence bicycling in a community.

MDOT seeks to develop a report which summarizes a comprehensive qualitative and quantitative assessment of economic and community benefits attributed to the provision of bicycle facilities and services. These benefits can include employment, attraction of new business, increases in existing business activity, increases in property values, visitor spending, education, tourism, congestion mitigation, safety, environmental benefits, capital projects, etc..

There are two distinct phases of this study:

Phase One -- conduct comprehensive research and review completed reports from around North America on the economic and community benefits of bicycling. This literature review will be conducted to capture the positive impacts of bicycling on businesses, jobs, household income, and other relevant measures. Collect and evaluate baseline economic data for Michigan, and develop a statewide summary along with a minimum of five Michigan case studies based on the economic measurements.

Phase Two -- will consist of using data collected in Phase One and additional data in this Phase to capture the economic benefits of bicycle tourism as a result of the more than 300 organized bicycle rides in the state, and from cross country bicyclists using Adventure Cycling Routes or the U.S. Bicycle Routes. The conclusions drawn will assist local, regional and state transportation and government entities, businesses and tourism organizations to objectively determine the economic and community benefits of bicycling, bicycle facilities and related services -- and to assist investment decisions regarding bicycle facilities and services-- in communities of varying size throughout Michigan.

It is possible that different types and degrees of economic and community benefits accrue in different communities, depending on population characteristics, geographic location, business activity and other characteristics of the communities being studied. Therefore, it will be an inherent objective of the study to account for and analyze these variations, in order to broaden the relevance of the study.

The economic findings should be summarized to accommodate analysis in cities and communities of varying sizes.

Moreover, as presently envisioned by MDOT, the requested economic report will provide for local economic analysis that -- when coupled with analyses conducted in a multitude of local jurisdictions - - would result in a cumulative, integrated statewide assessment of bicycling and bicycle infrastructure and service related economic and community benefits.

- **Bidders Understanding of Service to be Provided**

Bidders should demonstrate the following in conjunction with the “Understanding of Service” element of the Proposal Selection Criteria section of this Scope of Work:

- A demonstration of the bidder’s understanding of bicycling facilities in Michigan.
- A demonstration of the bidders’ understanding of Michigan’s tourism industry and how it can or does interrelate in terms of economics to bicycling, bicycle friendly communities, or bicycle facilities such as rail-trails, US Bicycle Routes or bicycle facilities in urban areas such as bicycle lanes.
- A preliminary demonstration of the bidder’s knowledge and skills in the development of economic models or quantifying economic impact to a community, region or state. This should include knowledge of relevant literature on measuring economic impacts of transportation projects, and a description of previous economic measurement models and reports developed or utilized for predicting economic impacts.
- An overview and outline of how the bidder would approach the project, e.g. tasks involved and projected timeframe for completion of these tasks.

IV. STUDY OBJECTIVES AND OVERVIEW OF DELIVERABLES

NOTE: As stated above, Respondents must supply individual bids for Phases One and Two. At the present time MDOT is advertising and will be selecting only for completion of Phase One of the project. Only Phase One costs will be used to score price.

PHASE ONE- ECONOMIC CASE STUDIES AND STATEWIDE OVERVIEW

The objective of Phase One is to research and quantify the extent of economic impacts bicycling has on a community and the state as a whole. Findings will be used independently by business owners, perspective business owners, or by local, regional and state government decision makers and planners to measure, evaluate and track over time, the extent to which local, regional and statewide economic and community benefits have been influenced by bicycling or bicycle infrastructure. Collect and evaluate baseline economic data statewide, and develop a statewide summary of this information along with case studies in at least five communities or regions statewide based on the economic impact measurements to be developed in Phase One. These measures and case studies will be developed by the consultant and approved by MDOT. The consultant may also exclude select categories with justification and approval by MDOT. The selected communities or regions should be diverse and attempt to serve as a representative sample of the state as a whole.

It is understood that the collection of data and subsequent analysis will be a snapshot in time but this data should serve as baseline measurement of the influence bicycling facilities and related services can have on the economy and the overall sense of place within a community. Through the use of various tools and models it should be possible for independent users to project the potential economic and community benefits to smaller, midsize and larger metropolitan Michigan cities and counties of bicycle infrastructure, events and tourism.

To accommodate MDOT's objective, the consultant will be required to provide the following specific deliverables in Phase One:

Note: as work progresses, all deliverables will be presented by the consultant in draft form for review by MDOT staff.

Deliverable One - Summary of Existing and Potential Economic Benefits: Based on a review of relevant literature and past studies, the consultant will provide a document that outlines the depth and diversity of the economic, community impacts of bicycling on cities and states across North America. The Consultant shall be cognizant of studies that have been completed in regions with a substantially different climate from Michigan as impacts will likely be different.

A detailed review of the existing state of economic and community benefits as a result of the bicycle and supporting services in Michigan, the consultant will construct or develop economic impacts measurements or tool for use at the local/regional/state level.

The Summary of Existing and Potential Economic Benefits should contain all of the following characteristics:

- A summary of the economic impact measurements relating to employment, attraction of new business, increases in existing business activity or new businesses, education, tourism, property values, visitor spending, capital investments, congestion mitigation, safety and environmental benefits. The consultant is encouraged to propose other measures and include them with approval from MDOT. The report should attempt to summarize as best as possible the extent that bicycle facilities and related services support community development.
- The consultant should document the interconnections and procedures by which locally/regionally collected data can be extrapolated into a broader statewide impact for state level planners and policy makers.
- The consultant should document how the report can be utilized by policy makers and advocates at the local, regional and state level.

Deliverable Two – Michigan Case Studies: Based on the findings in Deliverable One, the consultant will work with MDOT to identify not less than five communities or regions across the state to develop case studies on the economic benefits of bicycling and bicycle infrastructure. The communities should reflect a diverse selection from across the state. The consultant should make attempts to identify and quantify the local and/or regional public and private investments that supports bicycling and/or that bicyclists support. Investments could range from new bicycle parking areas, to bicycle lanes and shared use pathways, to new private business or industry that supports or is supported by bicyclists. Attempts to collect data on bicycle use and quantifying the economic benefits of this investment in terms of spending and return on investment should be also included in the case studies. Summary reports on each of the case studies should be provided as part of the deliverable.

Develop a summary powerpoint presentation of the Study and Deliverables One and Two for MDOT staff to communicate to executive leadership, committees, regions, and other key stakeholders, etc.

PHASE TWO- BICYCLE TOURISM QUANTIFIED

The objective of Phase Two will be to leverage the data collected in Phase One and collect additional data to quantify the influence bicycle related tourism has on the state. Some small scale surveys and data collection have indicated that countless numbers of persons travel to Michigan or from one region to another within the state to participate in the more than 300 annual bicycle rides or events held each year. Some events such as the DALMAC (Dick Allen Lansing to Mackinaw) ride hosts several thousand people each year, many of whom come from out of state. While other events including the Michigander Trail Bicycling Tour or the League of Michigan Bicyclists Tours are somewhat smaller in size, they are known to attract participants from out of state, some of which return annually to participate in the tours. Collecting and analyzing data on spending and trip expenses at these and other events will help event organizers, host committees and others understand the economic influence these events have on the cities and regions through which the participants travel.

Michigan is an important cross-roads for cross country touring bicyclists. Several Adventure Cycling Association routes and two official designated U.S. Bicycle Routes crisscross the state. Efforts should be made to reach users of these routes in an attempt to better understand the influence these routes have on the state and local economies. The consultant should understand the different types of touring bicyclist and their spending habits, taking these variables into consideration when preparing their analysis.

Deliverable Number One: Provide a report on the development, implementation and findings of tool(s) used that will result in a representative sample of the economic benefits organized bicycling events have on the state. The report and data will be important to establishing a baseline economic analysis sufficient to evaluate not only the validity of the tool for measuring economic and community benefits of these localized and statewide events, but also the overall economic impact these events have.

Deliverable Number Two: A report of the level of economic impact of individual self-supported or touring bicyclists can have on the economy.

Deliverable Number Three: As part of the implementation, the consultant will test and ensure the data collections tool are feasible and can potentially be used as a tool for independent end users (local event planners, advocates and local units of government) to conduct local, regional, and statewide measurements of bicycling related infrastructure and tourism as a means of economic and community benefits over a period of years, without need for ongoing external professional consultation.

V. GENERAL SEQUENCE OF ACTIVITIES

Following the selection and contract process, the consultant will meet with MDOT staff and a potential external stakeholder advisory group to gather general information relevant to Phase One of the study, including information about the potential case study candidates. The MDOT team will also provide any information they have on existing studies or already collected data.

1. The consultant will develop a detailed work plan for the objective and deliverables. The work plan will be submitted and approved by MDOT prior to the commencement of work.
2. The consultant will carry out activities as outlined in the work plan for the objectives identified.
3. The consultant will submit progress reports monthly. The consultant will identify any unique problems that may arise during the course of the project in a timely fashion and recommend and implement solutions to those problems.
4. The consultant will prepare a draft report regarding the results of the literature review, and related conclusions and recommendations as outlined in the statement of deliverables above. The draft report will be reviewed by MDOT staff.
5. The consultant will prepare a final report regarding the results of the Phase One, and related conclusions and recommendations as outlined in the statement of deliverables above. The final report will be reviewed and approved by MDOT staff.
6. The consultant will provide final reports and related tools and documents in an editable Microsoft Office program and uneditable (PDF) formats. A limited number of print documents should also be provided.

**VI. RECOMMENDED STUDY SCHEDULE
(BENCHMARKS – PHASE ONE ONLY)**

<u>Target Date</u>	<u>Description</u>
January 11, 2013	MDOT anticipates issuing a Notice to Proceed to consultant
January 16, 2013	Kickoff meeting with consultant, MDOT Staff. Consultant submits detailed work plan to complete Phase One deliverables and projected time for completion objectives, projected for completion to MDOT.
January 23, 2013	Consultant starts work on Phase One – development of Existing and Potential Economic Benefits.
March 1, 2013	Consultant presents recommended economic impact measurement tools for the Case Study communities to MDOT for review. MDOT will review and make recommendations by March 15, 2012
August 16, 2013	Consultant submits draft final report for Phase One.
August 30, 2013	MDOT provides comments to draft final report for Phase One
September 31, 2013	MDOT approves final deliverables for Phase One
October 31, 2013	MDOT Advises Consultant on Feasibility of Work on Phase Two

Note: Completion dates are predicated upon the estimated date of contract award. Should the awarding of this contract take longer than our best estimate, specific completion dates will be renegotiated with the consultant.

VII. PAYMENT SCHEDULE – PHASE ONE

Compensation for Phase One of this Scope of Services shall be on a fixed hourly rate and direct expense basis.

Direct expenses 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 invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

VIII. MONTHLY PROGRESS REPORT

On the 10th of each month, the Consultant Project Manager will submit a Monthly Progress Report to Josh DeBruyn, MDOT Project Manager. Progress reports and deliverables shall be submitted to the project manager in an electronic format for ease of distribution, review and comment to:

Josh DeBruyn, Bicycle and Pedestrian Coordinator
Michigan Department of Transportation
Van Wagoner Building
425 West Ottawa Street
P.O. Box 30050
Lansing, MI 48909
debruynj@michigan.gov
517-335-2918

IX. SUBCONTRACTING OF CONTRACT WORK

A minimum of 40% of all contracted work be conducted by the primary contractor.

X. PRIME CONTRACTOR GENERAL RESPONSIBILITIES

1. Meet with the MDOT Project Manager and Project Team prior to beginning any major work, to obtain approval to begin work, to review relationship of work to study objectives, location of data sources, and contact persons, and review sources for relevant MDOT and community based data. Consultant will give attention to critical target dates that may require a large lead time.
2. The consultant shall attend any project-related meetings as directed by the MDOT Project Manager, to include meetings that correspond to major project benchmarks (approximately 4 total). Meetings may be in person or via conference call, as agreed upon by the consultant and Project Manager.
3. The MDOT Project Manager shall be the official MDOT contact person for the consultant. The consultant must address or send a copy of all correspondence to the MDOT Project Manager. This includes all sub-consultant correspondence and verbal contact records. The MDOT Project Manager shall be aware of all communications regarding the project.
4. The consultant shall notify MDOT and obtain MDOT approval of all proposed subcontractors for all work that will not to be performed directly by the consultant.
5. As work progresses, consultant will present all deliverables in draft form for review by MDOT staff and a potential external stakeholder advisory team.

XI. Proposal Selection Criteria and Total Possible Points 150

1. Understanding of Service and Innovations: 40 Points

Describe the understanding of the service, innovations, or other issues you intend to propose. This information is to be based on the scope of services.

Include any work item that you believe should be added to the scope of services, or any work item that is in the current scope of services which you believe should be altered.

2. Qualifications of Team: 45 Points

The scoring for qualifications of team scoring will be one score based on the following information:

- Structure of the Project Team (Personnel and Roles)-Describe the structure of the project team including the roles of all key personnel and sub-consultants. For each sub-consultant vendor, describe role in service and include what percent of the named role that the sub-consultant/vendor is expected to provide.
- Staff Service Experience – Provide resumes for each of the key staff of the prime and sub-consultant/vendors. The format is shown in the Consultant Selection Guidelines (see page 14 and follow link to Form 1242). The resume is limited to three (3) pages per key staff member.

3. Past Performance: 20 Points

MDOT will review relevant performance evaluations for the past three (3) years for prime. If the consultant has not previously worked for MDOT or has only had a few service opportunities that have been evaluated, this area can be used to provide other references for the Selection Team to contact. These references would be in addition to references provided in the resumes requested in subsection 2- “Qualifications of Team” above, and limited to work completed in the past three (3) years.

4. Location: 5 Points

The section will be scored for all solicitations. The consultant selection criteria will include a consideration of what percentage of contracted work will be performed in Michigan.

5. Price: 40 Points

After scoring the proposal with the above criteria (1-4), the bid sheet with the bid price will be scored using a scale and approved by the Central Selection Review Team.

GENERAL ORGANIZATION INFORMATION

REQUIRED RESPONDENT INFORMATION

Please provide the following required respondent information. Failure to respond to each requirement may disqualify the respondent from further participation in this RFP.

RESPONDENT NAME AND ADDRESS: Provide name, address, principle place of business, telephone number of legal entity with whom the contract is to be written, and the web page address.

Name and Title:		
Address:		
City, State, Zip:		
Phone: ()		Facsimile: ()
Web Page:		

LOCATION ADDRESS

Address:	
City, State, Zip:	

ORGANIZATION AND YEAR:

Please provide the legal status and business structure (corporation, partnership, sole proprietorship, etc.) of the respondent and the year the entity was established.

Status:		Year:
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RFP CONTACT:

Please provide the following information of the respondent's RFP contact:

Name and Title:		
Address:		
City, State, Zip:		
Phone: ()		Facsimile: ()
Web Page:		

Bid Sheet

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

Phase One

PROJECT DESCRIPTION:

Staff/Classification	Person # Hours	Fixed Hourly Rate	Labor Cost
<i>Ex Employee/Classification</i>	<i>100</i>	<i>\$23.25</i>	<i>\$2,325.00</i>

TOTAL ESTIMATED LABOR: \$ _____

ESTIMATED SUBCONSULTANTS: \$ _____

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

TOTAL BID PRICE: \$ _____

Consultant Name:
Consultant Address:
Date:
Authorized Signature:

Bid Sheet

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

Phase Two

PROJECT DESCRIPTION:

Staff/Classification	Person # Hours	Fixed Hourly Rate	Labor Cost
<i>Ex Employee/Classification</i>	<i>100</i>	<i>\$23.25</i>	<i>\$2,325.00</i>

TOTAL ESTIMATED LABOR: \$ _____

ESTIMATED SUBCONSULTANTS: \$ _____

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

TOTAL BID PRICE: \$ _____

Consultant Name:
Consultant Address:
Date:
Authorized Signature: