

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

	REQUISITION NUMBER	DUE DATE	TIME DUE
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	
DESCRIPTION			
MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED ** = OPTIONAL Check the appropriate Tier in the box below		CONSULTANT: Provide only checked items below in proposal	
<input type="checkbox"/> TIER I (\$50,000 - \$150,000)	<input type="checkbox"/> TIER II (\$150,000-\$1,000,000)	<input type="checkbox"/> TIER III (>\$1,000,000)	
<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

ENGINEERING SERVICES BUREAU OF TRANSPORTATION PLANNING OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS
 NO YES DATED _____ THROUGH _____

<input type="checkbox"/> Prequalified Services – See the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> 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
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Qualifications Based Selection – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected 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 Based Selection / 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.

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) with 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.

PARTNERSHIP CHARTER AGREEMENT

MDOT and ACEC created a Partnership Charter Agreement which establishes guidelines to assist MDOT and Consultants in successful partnering. Both the Consultant and MDOT Project Manager are reminded to review the [ACEC-MDOT Partnership Charter Agreement](#) and are asked to follow all communications, issues resolution and other procedures and guidance’s contained therein.

**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

**NOTIFICATION
E-VERIFY REQUIREMENTS**

E-Verify is an Internet based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of that employee to work in the United States. There is no charge to employers to use E-Verify. The E-Verify system is operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration. E-Verify is available in Spanish.

The State of Michigan is requiring, under Public Act 200 of 2012, Section 381, that as a condition of each contract or subcontract for construction, maintenance, or engineering services that the pre-qualified contractor or subcontractor agree to use the E-Verify system to verify that all persons hired during the contract term by the contractor or subcontractor are legally present and authorized to work in the United States.

Information on registration for and use of the E-Verify program can be obtained via the Internet at the DHS Web site: <http://www.dhs.gov/E-Verify>.

The documentation supporting the usage of the E-Verify system must be maintained by each consultant and be made available to MDOT upon request.

It is the responsibility of the prime consultant to include the E-Verify requirement documented in this NOTIFICATION in all tiers of subcontracts.

9/13/12

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
SPECIALTY SERVICE**
ITS Architecture Administrative Update

CONTROL SECTION: 84900

JOB NUMBER: 117639

PROJECT LOCATION:

Various locations throughout the state of Michigan, including MDOT Bay, Grand, Metro, North, Southwest, Superior and University Regions.

DESCRIPTION OF WORK:

This solicitation is for the services to perform an administrative update to the Statewide and Regional Intelligent Transportation Systems (ITS) architectures for Southeast Michigan Council of Governments (SEMCOG), North, Bay, Grand, Superior, Southwest and University of the Michigan Department of Transportation (MDOT).

As defined by US DOT Research and Innovation Technology Administration. *The National ITS Architecture provides a common framework for planning, defining, and integrating intelligent transportation systems. It is a mature product that reflects the contributions of a broad cross-section of the ITS community (transportation practitioners, systems engineers, system developers, technology specialists, consultants, etc.).*

The architecture defines:

- The functions (e.g., gather traffic information or request a route) that are required for ITS
- The physical entities or subsystems where these functions reside (e.g., the field or the vehicle).
- The information flows and data flows that connect these functions and physical subsystems together into an integrated system.

An “administrative update” is defined as addressing changes and modifications to the ITS Architecture that have been identified since the previous update. The revisions should be made within the Turbo Architecture Database and communicated to the stakeholders for acceptance.

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Intelligent Transportation Systems - Design and System Manager

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

N/A

ANTICIPATED START DATE: Sept 1, 2013

ANTICIPATED COMPLETION DATE: May 31, 2014

DBE REQUIREMENT: There is no DBE requirement for this project.

PREFERRED CONSULTANT QUALIFICATIONS: Experience developing and updating statewide or regional ITS architectures. Experience with Turbo Architecture Databases.

MDOT PROJECT MANAGER:

Elise Kapphahn
Michigan Department of Transportation
8885 Ricks Rd.
P.O. Box 30049
Lansing, MI, 48917
517-636-0036
KapphahnE@michigan.gov

REQUIRED MDOT GUIDELINES AND STANDARDS:

All work to be performed through this contract shall be done in accordance with the Michigan Department of Transportation's 2012 Standard Specifications for Construction; the 2011 Michigan Manual on Uniform Traffic Control Devices; all applicable national, state and local building and electrical codes; and all applicable national, state, and local worker safety policies.

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards (i.e., Road Design Manual, Bridge Design Manual, Standard Plans, Drainage Manual, Roadside Design Guide, A Policy on Geometric Design of Highways and Streets, Michigan Manual of Uniform Traffic Control Devices, 2012 Standard Specifications for Construction, the Design Survey Manual, etc.).

BACKGROUND:

Perform an administrative update to the Statewide and Regional ITS Architectures for the state of Michigan. This will involve facilitating stakeholder meetings as needed as well as performing updates to the Turbo Architecture Database resulting in updated market packages.

CONSULTANT RESPONSIBILITIES:

Based on current ITS deployments throughout the state of Michigan, the MDOT ITS Program Office is completing a project to perform an administrative update for the Statewide and various Regional ITS Architectures within MDOT. The project will address several defined outcomes.

1. Facilitate Stakeholder Meetings As-Necessary

The Consultant shall arrange and facilitate all necessary planning, work group and/or focus group sessions as determined necessary by the MDOT Project

Manager to complete the ITS Architectures administrative updates. Attend all such meetings as well as other meetings as requested by the MDOT Project Manager and/or the respective Regional ITS Stakeholders.

Deliverables:

- *Prepare minutes of each ITS meeting and distribute them to the Project Manager and to the respective Regional ITS Stakeholders.*

2. Update Turbo Architecture

The Consultant shall assemble all Regional ITS Architecture Conformance and Maintenance Documentation Forms in coordination with the MDOT ITS Program Office. The Consultant shall then use these forms and stakeholder meeting materials to revise the Turbo Architecture databases. After completion, the databases shall be provided to the MDOT Project Manager and the respective Regional ITS Stakeholders for review and adjustment based upon the resulting comments.

Deliverables:

- *Update the database for the statewide and regional ITS architectures using the latest version of Turbo Architecture. The consultant shall supply MDOT with one copy of Turbo Architecture for the Project Manager and one copy for each of the MDOT Regions and applicable MPOs.*

3. Incorporate Hillsdale and Lenawee County

Add Hillsdale and Lenawee Counties to the MDOT Southwest Regional ITS architecture using the National ITS Architecture, version 7.0 (or the most recent version available at Notice to Proceed). The process used to develop the architecture shall meet FHWA requirements and will be approved by the MDOT Project Manager and respective Regional Stakeholders.

Incorporate Hillsdale and Lenawee Counties into the ITS deployment plan for Southwest region. The deployment plan shall include a project listing, developed through the stakeholder meeting process, planning level project costs, project prioritization and detailed benefits of the project in terms of improved safety (crash reduction), mobility (delay reductions, etc.) and air quality (reduced emissions, etc.). The deployment plan will be reviewed and approved by the appropriate Regional Stakeholders and the MDOT Project Manager.

Deliverables:

- *The final Regional ITS Architecture and ITS Deployment Plan documents must be approved by the MDOT Project Manager and respective Regional ITS Stakeholders. Each final document shall include a separate executive summary and a one-page description of the report, including the title, why it is important, what it embodies, findings and/or benefits (expected or realized), real-world examples of who is involved (principles, team or other significant participants) and the audience.*

The Consultant(s) shall provide copies of all project reports, correspondence, meeting announcements, and meeting minutes which shall be delivered by email to the MDOT Project Manager and the respective Regional ITS Stakeholders. All documentation and reports shall be delivered in the current version of Microsoft Word being used by the Department. All documentation delivered shall in compliance with standards required by the MDOT Project Manager. If corrections are needed to the completed work due to errors made by the Consultant(s), the Consultant(s) shall correct at no cost to MDOT. These shall be distributed by email to the MDOT Project Manager and respective Regional ITS Stakeholders within ten days after the meeting.

Consultant(s) shall provide a Monthly Project Report (MPR). The MPR shall be distributed by e-mail to the MDOT Project Manager on or before the 10th calendar day of each month. The MPR shall contain, at a minimum, a concise report covering the following:

- A brief description of the activities conducted during the reporting period including all milestones attained and/or significant events.
- A discussion of any problems encountered or anticipated (e.g. review and update work plans, scope changes, changes in project limits, funding requirements, technological constraints, institutional issues, schedule delays) together with recommended solution to such problems.

The Consultant shall have substantial experience in the areas of ITS Architecture development and updates, Turbo Architecture database entry, and the MDOT ITS as a whole. The Consultant shall furnish all services and labor necessary to conduct and complete the services described herein. The 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 the Department) and check and/or test the materials, equipment, supplies and incidentals as necessary in carrying out this work. The Services shall be performed to the satisfaction of the Department consistent with applicable professional standards.

The Consultant shall comply with all applicable Federal and State laws, rules, and regulations. The Consultant shall notify the Project Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the MDOT Project Manager.

At the request of the Department, the Consultant, during the progress of the Services, shall furnish information or data relating to the Services described herein. These may be required by the Department 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 the Department to furnish information to the Consultant upon which to proceed with further Services.

MDOT RESPONSIBILITIES (GENERAL):

1. Coordinate and Schedule the following:
 - a. Project related meetings.

- b. Stakeholder engagement meetings.
2. Make decisions or provide input for the following items:
 - a. Resolve issues related to funding.
 - b. Review and approve all budget and schedule aspects.

PROJECT MANAGEMENT:

1. This project will require close interaction and good communication between the Consultant and multiple MDOT staff.
2. If there are any major deviations from the original scope of this assignment, these changes must be documented and jointly approved by the Consultant and MDOT.
3. The selected Consultant shall provide all necessary project management services, including monthly reports, and providing invoices in a timely manner.
4. Consultants should provide a description of their management team for this project and list all key personnel responsible for the deliveries of this Request for Proposals (RFP).

STATUS REPORTS/ MEETINGS:

1. There shall be periodic, regular meetings between MDOT representatives and the selected Consultant to review work product and to communicate progress, issues, ideas, and expectations.
2. The selected Consultant shall provide copies of all project reports, correspondence, meeting announcements, and meeting minutes from all meeting attended, which shall be delivered by email to the MDOT Project Manager.

PROJECT DOCUMENTATION:

All documentation and reports shall be delivered in the current version of Microsoft Word or Adobe Acrobat (whichever applies) being used by MDOT. All documentation delivered shall be clear, concise, complete, and in compliance with standards required by the MDOT Project Manager.

CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee:

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. The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

All billings for services must be directed to the Department 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.

For projects advertised May 1, 2013, or later, MDOT will reimburse the CONSULTANT for vehicle expenses and the costs of travel to and from project sites in accordance with MDOT's Travel and Vehicle Expense Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at http://www.michigan.gov/documents/mdot/Final_Travel_Guidelines_05-01-13_420289_7.pdf?20130509082418. MDOT's travel and vehicle expense reimbursement policies are intended primarily for construction engineering work. Reimbursement for travel to and from project sites and for vehicle expenses for all other types of work will be approved on a case by case basis

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.

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 Region Engineer/Bureau Director and 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 Region Engineer/Bureau Director and the MDOT Project Manager.

For projects advertised May 1, 2013, or later, MDOT will pay overtime in accordance with MDOT's Overtime Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at http://www.michigan.gov/documents/mdot/Final_Overtime_Guidelines_05-01-13_420286_7.pdf?20130509081848. MDOT's overtime reimbursement policies are intended primarily for construction engineering work. Overtime reimbursement for all other types of work will be approved on a case by case basis.