

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 _____

Prequalified Services – See 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 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 SERVICES
FOR
AS-NEEDED SPECIALTY SERVICES
FINANCIAL TRAINING SUPPORT**

CONTROL SECTION: Various

JOB NUMBER: Various

PROJECT LOCATION: Statewide

DESCRIPTION OF WORK:

The Michigan Department of Transportation (MDOT) Office of Business Development (OBD) is seeking a vendor to provide professional assessment of the economic disadvantage status of Disadvantaged Business Enterprises (DBE) and Airport Concession Disadvantaged Business Enterprises (ACDBE) applicants or DBE/ACDBE principals with respect to 49 CFR Parts 23 and 26.

The vendor will serve as an advisor to the Office of Business Development, on an as needed basis, on the financial and other aspects of DBE certification applications received and provide related training to OBD staff responsible for reviewing and determining whether or not applicants are eligible for the Federal Disadvantaged Business Enterprise program as outlined in the Code of Federal Regulations (CFR) part 26.

ANTICIPATED SERVICE START DATE: April, 2014

ANTICIPATED SERVICE END DATE: April, 2015

PRIMARY PREQUALIFICATION CLASSIFICATION: N/A

SECONDARY PREQUALIFICATION CLASSIFICATION: N/A

MDOT PROJECT MANAGER:

Tonya Doyle, Manager
Office Business Development
425 West Ottawa Street
P.O. Box 30050
Lansing, MI 48909
Phone: (517) 241-4424
Email: Doyle-Bicyt@michigan.gov

REQUIRED MDOT GUIDELINES AND STANDARDS:

The Michigan Department of Transportation (MDOT) has established a Disadvantaged Business Enterprise (DBE) program in compliance with regulations of the U.S. Department of Transportation (US DOT) at 49 CFR Part 26. As a condition of receiving federal financial assistance, MDOT has signed an assurance with US DOT that it will comply with 49 CFR Parts 23 and 26.

CONSULTANT QUALIFICATIONS:

Active licensed certified public accountant with expertise to perform the following accountancy services: (1) conducting reviews of financial documents submitted with DBE Program Certification Applications; provide a written analysis of the findings along with recommendations for program eligibility.

Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles, with a particular expertise in personal and corporate accounting and tax methods. Extensive experience in applying principles of accounting in analyzing business financial information and preparation of financial reports.

Ability to analyze business and personal tax returns, account balances, general ledgers, and develop in layman's language interpretations, explanations, and recommendations.

Ability to evaluate realistic purchase prices, costs and/or market values of businesses, real estate, etc.

Experience in analyzing and reviewing an individual's net worth, including, but not limited to, individual retirement accounts, real property, life insurance (including cash surrender values), stocks and bonds, trusts and non-marketable securities.

Experience in researching and analyzing a variety of complex technical data, obtaining information from various sources, and working closely with client. Ability to search and obtain information on unrecorded assets and liabilities, and summarize changes in account fund balances and pertinent legal documents.

Ability to provide related training to OBD staff responsible for reviewing and implementing the regulatory requirements of 49 CFR Parts 23 and 26.

Ability to clearly communicate the results of work performed to clients and managers both verbally and in writing.

Ability to provide expert analysis and advice to the program manager regarding financial matters encountered in the DBE/ACDBE program.

MDOT RESPONSIBILITIES:

All applicants' identifying information will be redacted prior to providing records for review.

Provide digital, electronic or hard copy of documentation for review.

CONSULTANT RESPONSIBILITIES:

Maintain confidentiality as required by DBE regulations and MDOT policy.

Apply principles of accounting to analyze financial information and prepare financial reports by compiling information and utilizing appropriate accounting control procedures.

Analyze business and personal tax returns, business taxes, various statements, account balances, general ledgers etc., and develop in layman's language interpretations, explanations, and recommendations to the Office of Business Development (OBD) concerning referred applicant DBE certification regulatory compliance. Provide financial analyses as needed, in particular for individual net worth and business size program requirements.

Have the knowledge and the ability to apply the applicable citations in reference to an applicant's eligibility for certification as a Disadvantaged Business Enterprise under 49 CFR Parts 23 and 26.

Clearly communicate the results of work performed both verbally and in writing to the Office of Business Development.

Conduct verbal consultation with Office of Business Development staff on an as needed basis.

Submit detailed reports

Provide related training, as needed, to OBD staff responsible for reviewing and implementing the regulatory requirements of 49 CFR Parts 23 and 26.

PROPOSAL SUBMISSIONS SHOULD INCLUDE:

Firm's experience in providing/conducting accountancy services.

Provide information on whether you provide services to any related industry, associations or groups.

Discuss the firm's independence with respect to any other organizations.

Identify the partner, manager, and in-charge accountant who will be assigned to our job if you are successful in your bid, and provide biographies. Indicate any complaints against them that have been leveled by any state board of accountancy or other regulatory authority, if any. Indicate any corrective actions that have been taken by the firm with respect to these people.

Describe how your firm will approach the audit/review of financials for firm's seeking DBE Certification and discuss the communication process used by the firm to discuss issues with the contracting agency.

Describe your firm's experience and ability to analyze the above mentioned financial documents in relation to 49 CFR Parts 23 and 26.

Describe your firm's experience with financial training applicable to 49 CFR Parts 23 and 26.

Describe how and why your firm is different from other firms being considered and why our selection of your firm as our external accountants is the best decision we could make.

PROJECT SCORING & BEST VALUE SELECTION:

This contract will be selected based on Best Value and the scoring criteria below. The point Values will be used for the best value selection. The five scoring criteria are the understanding of service, qualifications of team, past performance, location and price. The scoring will total 130 points. The specific point values are as follows:

Proposed Selection Criteria and Total Possible Points

Understanding of Service- 30 Points

Describe your understanding of the service to be provided.

Qualifications of Team- 40 Points

Describe your team and the roles of key personnel. Provide resumes for key personnel.

Past Performance- 20 Points

Provide references and examples of similar work performed for other agencies.

Price- 35 Points

CSRT approved formula: $\text{Low Bid/Bid} * \text{points assigned}$

Completed bid sheet required.

(Price must be at least 25% of overall points assigned)

Location- 5 Points

Indicate the percentage of work that will be performed in Michigan.

SCHEDULE

As defined in each Work Assignment.

CONSULTANT PAYMENT:

Compensation for this project shall be on a **loaded hourly rate** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, and a "loaded" rate which includes an hourly labor rate, applied overhead, and fixed fee by classification or employee. In addition, other direct costs and subconsultant costs may be proposed and authorized, if necessary.

The hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. Fixed fee on "as needed" projects is computed by taking the percent of actual labor hours billed to labor hours authorized, then applying that percentage to the total fixed fee authorized.

All billings for services must be directed to the Department and follow the current guidelines. The latest copy of the "Professional 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.

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.

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.

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.

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 is provided as an example. Priced proposal costs will be required after selection, in accordance with the MDOT Priced Proposal Guidelines ([Guidelines](#)).

PROJECT DESCRIPTION:

***LABOR HOURLY RATE:** \$ _____
(Calculated as a weighted average to represent all project staff)

APPLIED OVERHEAD/HOUR: \$ _____
(Calculated as a percentage of hourly rate)

FACILITIES CAPITAL COST OF MONEY/HOUR: \$ _____
(Calculated as percentage of hourly rate)

FIXED FEE/HOUR: \$ _____
(Calculated as percentage of hourly rate and overhead)

LOADED HOURLY RATE: \$ _____

*As a reference, labor hours required by this contract have been estimated to be approximately 800, but are subject to change due to the "as needed" nature of the contract.

Consultant Name:
Consultant Address:
Date:
Authorized Signature: