

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			CONSULTANT: Provide only checked items below in proposal
WHITE = REQUIRED ** = OPTIONAL			
Check the appropriate Tier in the box below			
<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 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)	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 for all firms performing non-prequalified services on this project.)

(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) **AA**

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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, 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 all firms performing non-prequalified services on this project.**

Qualification 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.)

BID SHEET INSTRUCTIONS

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.

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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 SERVICES Geospatial Utility Infrastructure Data Exchange

CONTROL SECTION: 84900

JOB NUMBER: 128158

PROJECT LOCATION: Statewide

PROJECT DESCRIPTION: To develop a complete collection of standards and a highly accessible, secure GIS centric spatial data repository.

Michigan Department of Transportation (MDOT) is pursuing a sustainable, mature approach to the collection of underground utility data. For successful implementation, MDOT is looking to expand the Geospatial Utility Infrastructure Data Exchange (GUIDE) pilot requirements into a comprehensive data collection guidance document with supporting informational and educational materials in order to advance GUIDE to implementation. For detailed information on the GUIDE initiative please refer to the following report: [2014 GUIDE Pilot Initiative Report](#)

ANTICIPATED START DATE: November 2, 2015

ANTICIPATED COMPLETION DATE: June 30, 2017

PRIMARY PREQUALIFICATION CLASSIFICATION: N/A

SECONDARY PREQUALIFICATION CLASSIFICATION: N/A

DBE REQUIREMENT: N/A

PERFERRED QUALIFICATIONS AND EXPERIENCE:

Technical Writer – Experience with the development of high quality training manuals, literature, specifications, etc. in the civil engineering field.

Graphics Artist – Experience in using modern digital media tools and applications to develop graphic illustrations for purposes of portraying technical concepts.

Geographic Information System (GIS) Specialist – Experience in using current ESRI software (or equivalent), creation and management of geospatial data, creation of data dictionaries, interoperability experience with common civil engineering applications (CAD).

Land Surveyor – Experience with GIS field data collection, design surveys, Subsurface Utility Engineering (SUE) data collection, modern survey technology and remote sensing techniques, geodetic control, field safety principles.

Utilities Subject Matter Expert – Experience with SUE, field safety principles unique to SUE, utility coordination, modern installation practices for underground utilizes, familiar with all utility facility types, current terminology, transportation / corridor installations, familiar with national industry standards, trends and initiatives.

INNOVATION:

The consultant shall list any potential innovations and/or innovative approaches to completing this project. At a minimum, innovations should specifically address technical writing and approaches to manual creation, GIS data collection, storage and retrieval, creation and management of geospatial data, underground utility data management, permitting and any other pertinent subjects that improve GUIDE.

MDOT PROJECT MANAGER:

Nick Lefke
Development Services Division
425 West Ottawa Street
P.O. Box 30050
Lansing, Michigan 48909
Phone: (517) 335-2208
E-mail: lefken@michigan.gov

The Consultant shall contact the MDOT Project Manager prior to beginning any work on this Project.

GENERAL INFORMATION and BACKGROUND:

Beginning in 2013, the Michigan Department of Transportation (MDOT), in partnership with the Michigan Utility Coordination Committee (MUCC), collaborated on a pilot initiative titled Geospatial Utility Infrastructure Data Exchange (GUIDE). During the 2013 calendar year, the MUCC developed a Draft Requirements Document for use in its 2014 pilot field implementation study involving three of the state’s largest utilities: AT&T, Consumers Energy and DTE Energy.

In 2014, MDOT secured State Transportation Innovation Council (STIC) funding from the Federal Highway Administration (FHWA) to work with the MUCC on its GUIDE initiative. The funding was used to hire a consultant in order to comprehensively document the GUIDE pilot.

During the pilot, these utilities performed a total of seven planned new facility installations and piloted the work associated with collecting quality geospatial data identifying the accurate location of the newly installed underground facility. The geospatial data was then provided to MDOT for inclusion in an enterprise spatial database built in ESRI's ArcGIS Online (AGO). MDOT also did proof of concept exploration with the workflow, using generic output formats available in ESRI AGO, from the enterprise spatial database to 3D design.

The 2014 "GUIDE Pilot Initiative Report" was completed in March of 2015. This report thoroughly documents the MUCC GUIDE pilot initiative including key findings, benefits, lessons learned and future next steps.

Obtaining accurate utility information is essential for transportation infrastructure projects. Collecting and maintaining geospatial data needs to be standard practice for all underground utilities located within the public right-of-way. GUIDE presents an enterprise focused solution for meeting the challenges of collecting, maintaining and using accurate utility information. The GUIDE report recommended next step, intended to be fulfilled through this scope, is to continue the refinement and development of an all-encompassing GUIDE requirement documents, which would ultimately position MDOT to move from a pilot to a proof of program.

ADDITIONAL SCOPE INFORMATION:

This scope is intended to be a five phase project as follows:

- I. Kickoff and Current Status Assessment
- II. Draft Deliverables
- III. Stakeholder Review and Buy-In
- IV. Finalize Deliverables
- V. Knowledge Transfer and Training

Phase I. Kickoff and Current Status Assessment

- Project Kickoff Meeting
The consultant will attend a project kickoff meeting in Lansing with the MDOT Project Manager and Project Team. The purpose of the meeting will be to inform the consultant on the 2013/2014 GUIDE pilot project and to discuss this scope of service.
- Current Status Assessment – Focused Literature Review
MDOT will provide documents for the consultant team to review. MDOT will also provide recommendations on other information sources to consider. A brief report of documents reviewed and acknowledgment of current status of GUIDE and scope intent will be prepared by the consultant and delivered to the MDOT Project Manager.

Phase II. Draft Deliverables

- The consultant will prepare draft deliverables. Refer to the section below titled "Deliverables". The consultant should anticipate monthly "joint working sessions" with the MDOT Project Manager and Project Team during this phase.

Phase III. Stakeholder Review and Buy-In – Summit Milestone Meeting

- The consultant will present the draft deliverables to the MDOT Project Manager and Project Team at a summit meeting to be held in Lansing for the purposes of soliciting input and feedback from a representative cross section of the stakeholder community. The anticipated timeframe for this meeting is July 2016.

Phase IV. Finalize Deliverables

- The consultant will incorporate the feedback and input received at the Stakeholder Review and Buy In session into the final deliverables. The consultant shall anticipate monthly “joint working sessions” with the MDOT Project Manager and Project Team during this phase. The anticipated timeframe for delivery is December 2016.

Phase V. Knowledge Transfer and Training

- **Presentation at MUCC Annual Conference**
The consultant will prepare and present on project outcomes at the 2017 MUCC Annual Conference in Mt. Pleasant Michigan (TBD date in January 2017). The presentation materials developed for this presentation will be a deliverable.
- **Training Session**
The consultant will provide a one day training session. This session will summarize the deliverables and outcomes from this scope of work and will provide MDOT with a firm understanding of actions needed to implement GUIDE at an MDOT Regional level. The anticipated timeframe for this session is Spring 2017.

DELIVERABLES:

Current Status Assessment and Scope Report

The consultant shall prepare a brief report outlining the current status of GUIDE, acknowledgment of reviewed GUIDE documents and intent of this scope.

Manual / Training Guide: Create a comprehensive, high-quality manual and training guide in electronic format. It is anticipated that the guide will be comprised of a minimum of four major sections: Process Overview, Field, Office and Data Use. Use of embedded content, illustrations, graphics and/or photos is recommended, throughout the guide.

I. Process Overview

With respect to permitted underground utility installations, this section will discuss the data flow & process for GUIDE data collection on permitted installations. This section will inform the reader as to roles and responsibilities, workflows and processes. Where appropriate, this section will link to other sections within the guide.

II. Field

Develop a field guidance section that includes a data dictionary, collection procedures, standards, quality control recommendations, and other applicable requirements and/or recommendations to efficiently get quality data from the field to the office.

- Data Collection Standards & Observation Requirements – Describe data accuracy, collection interval, observation locations, survey control requirements unique to GUIDE. This section of the guide must account for different installation techniques, differing field conditions, utility types, etc. It's anticipated the consultant team will expand from instructions created for the GUIDE pilot project to explain such things as when to deviate from high level requirements in favor of increased or decreased frequency and detail, as appropriate. The "spirit" of the GUIDE pilot project will be employed in greater detail within this section accounting for lessons learned and utility types not accounted for within the pilot.
- Data Dictionary - Develop a schema / data dictionary for underground utility data collection specific to Michigan underground utilities. The data dictionary will be developed in both a documented format within the guide and electronic format embedded within the manual. The data dictionary will be supported, where appropriate, by definitions of attribution elements to clearly demonstrate the intentions of the required attributes.
- Collection Procedures & Practices – The guide will describe recommended tools and techniques for the data collection. It will also acknowledge safety considerations which need to be entertained for field collection while directing professional judgement and referring to common industry safety publications.
- Field Data Formatting, QC and Submittal Preparation – Prepare multiple sample deliverables intended to simulate common field scenarios for reference by future data providers. Recommended quality control procedures for field data review to be performed by the Surveyor. Describe data formatting requirements.
- Submittal Process – Describe the procedure to submit the data to the data repository owner (MDOT). This will be based up consultant team recommendations and a review of MDOT current IT and Document Management Systems / Capabilities.

III. Office

Develop an office section within the guide that defines how the data is received, reviewed, accepted and stored. Document the Quality Assurance procedures required for data acceptance and notification to data provider(s).

Develop data owner roles, document how user accounts are established, and determine how security measures are to be employed. Describe how data maintenance is performed including data edits unique to underground utilities. Describe how data may be converted to different formats if applicable.

IV. Data Use

Develop a user section within the guide that provides “how to” instructions to access the data once in the repository. This section will be informational and apply to the most common, anticipated use. It will describe output formats available to the user and intended uses.

Supporting Deliverables

- Recommended Disclaimer Language – The consultant will prepare recommended disclaimer language to reside with the data set. This will be developed in conjunction with MDOT Project Manager, Project Team and taken under consideration by MDOT’s legal counsel.
- Metadata – The consultant will complete the MDOT Metadata form including development of a data description.
- Template Geodatabase – The consultant will develop and provide a template geodatabase, inclusive of the data dictionary referenced above.
- Sample Geodatabase – The consultant will develop and provide a comprehensive sample geodatabase simulating actual data for all utility types.
- Presentation Materials – The consultant will provide a copy of any presentation materials, in native format, to the MDOT Project Manager.
- Permit Attachment Document – The consultant will prepare a one page document that clearly describes, illustrates, and captures the fundamentals of GUIDE. The intent of this document is to inform permit applicants of their responsibilities to capture XYZ data (GUIDE requirements) for the permitted underground utility installation.

CONSULTANT PAYMENT:

Compensation for this project shall be on an **actual cost plus fixed fee** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor rates, applied overhead, other direct costs, subconsultant costs, and applied fixed fee.

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.

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.

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

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.