

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 Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced 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 Required with Proposal)**

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 RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning **(see address list, page 2)**. The priced proposal must be submitted in a sealed envelope, clearly marked **"PRICE PROPOSAL."** The vendor's name and return address **MUST** be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

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.

Qualifications 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 and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor 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

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked **"SEALED BID."** The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER	PROPOSAL/BID DUE DATE	TIME DUE
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PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

MDOT Project Manager

MDOT Other

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

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 four (4) 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

The following two American Recovery and Reinvestment Act of 2009 (ARRA) notifications, **ARRA MONTHLY EMPLOYMENT REPORTS** and **REQUIRED CONTRACT PROVISIONS TO IMPLEMENT AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) SECTIONS 902 AND 1515**, are attached to this Request For Proposal for your understanding. These two notifications are only applicable for those projects/contracts funded with ARRA funds and will be included in contract Exhibits.

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

- 5100D** – Request for Proposal Cover Sheet
- 5100G** – Certification of Availability of Key Personnel
- 5100I** – Conflict of Interest Statement
- 5100J** - Consultant Data and Signature Sheet (Required only for Non-Prequalified Work)

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

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
SPECIALTY SERVICES
Data Collection and Reporting**

CONTROL SECTION(S): N/A

JOB NUMBER(S): N/A

PROJECT LOCATION: Lansing, Michigan

DESCRIPTION OF WORK: To Develop an Annual Data Collection/Reporting Process to Determine the Condition of the Transit System in the State of Michigan

The Bureau of Passenger Transportation (BPT) is seeking professional assistance to assist BPT and the transit industry to develop an annual data collection reporting process, from data collection to reporting. The data will be collected from the Michigan transit agencies and will be used by the Michigan Department of Transportation (MDOT) to determine the statewide transit system condition. BPT will collect, compile and evaluate the data and apply it to currently approved system condition measures.

MDOT is seeking the simplest, lowest cost option(s) to collect, evaluate and report data to determine the condition of the statewide transit system in Michigan. This is to be determined both by the level of effort for transit agencies that collect and report data to MDOT and by which MDOT can validate the data and compile it into **CONDITION RESULTS**.

MDOT anticipates changes to the measures over time and needs a method that can be easily altered each year to reflect changes in content. This process should allow transit agencies to access the data they reported in prior years for trend analysis. The results for an individual agency should only be accessible and usable by that agency and by MDOT for the purpose of validation. The intent of this project is that all data will be compiled and released for only a system wide condition report.

Also, assistance in evaluating the measures that have been proposed is required (as shown in Table 4-1), and determine which measures are most relevant to the public, including both transit users and non-users.

The website address to obtain the final report for this project:

http://www.michigan.gov/mdot/0,1607,7-151-9625_21607-237398--,00.html

Then click on Systems Condition Measurements for Local Transit.

ANTICIPATED START DATE: July 1, 2011

ANTICIPATED COMPLETION DATE: December 1, 2011

DBE REQUIREMENT: 0%

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

None

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

None

CONTACT INFORMATION

Andrea Brush, Supervisor
Bureau of Passenger Transportation
(517) 335-2534
email: brusha@michigan.gov

Questions regarding this scope shall be submitted in writing to the Project manager by e-mail.

BACKGROUND

In April 2010, MDOT, representatives from the Michigan Transit Industry and transit stakeholders completed a 12-month project to develop measures that could be used to determine and report the overall (statewide) condition of Michigan transit. The measures were developed based on the goals in Michigan’s State Long Range Plan (MI Transportation Plan): Stewardship, Safety and Security, System Improvement and Efficient and Effective Operations.

The effort of the group resulted in the selection of 23 separate (but often inter-related) Action Intent of Measures (AIMs) for determining the condition of Michigan’s transit system. The AIM defines how the transit system will meet the goal. Table 4-1 (below) is from the final report and shows all 23 AIMs and how they relate to the goals.

As part of the project, the team identified if the data needed to support each AIM was already being collected and reported to either BPT through its Public Transportation Management System (PTMS), or to the Federal Transit Administration (FTA) through the National Transit Database (NTD). As indicated in Table 4-3 of the final report, data is being collected and reported for only a small number of the AIMs. In order to collect all the data needed to report the system condition, additional data collection method(s) need to be developed.

Table 4-1 – Areas and AIMs- System Condition Measurement for Local Transit
GOAL 1 - Stewardship: Preserve transportation system investments, protect the environment, and utilize public resources in a responsible manner.
Area 1: Local Transit Service Preservation AIM 1-1 Preserve existing level of local transit, including specialized service.
Area 2: Environmental Protection AIM 2-1 Green the fleet (i.e., green vehicles). AIM 2-2 Participation in green operational initiatives. AIM 2-3 Promote green initiatives in facilities construction and renovation.
Area 3: Efficient Use of Resources AIM 3-1 Ensure the State's financial investment in public transportation is used in the most efficient way possible.
Area 4: Infrastructure Condition AIM 4-1 Maintain condition of fleet AIM 4-2 Utilize asset management AIM 4-3 Maintain condition of facilities
GOAL 2 - Safety and Security: Continue to improve transportation safety and ensure the security of the transportation system.

Area 1: Crime Prevention AIM 1-1 Reduce the incidence of crime on transit property.
Area 2: Accidents AIM 2-1 Minimize number of collisions.
Area 3: Preventive Maintenance AIM 3-1 Ensure a well-maintained fleet to reduce accidents from mechanical failure.
Area 4: Continuing training for transit operators AIM 4-1 Participation in ongoing training activities.
Area 5: Participation in local emergency management and Homeland Security AIM 5-1 Participate in emergency plans.
GOAL 3 - System Improvement: Modernize and enhance the transportation system to improve mobility and accessibility.
Area 1: Modernize Operations AIM 1-1 Implement ITS/Technology projects to improve efficiency, reliability, and customer satisfaction. AIM 1-2 Increase use of mobility management.
Area 2: Planning for Local Change AIM 2-1 Examine and structure services to provide maximum mobility relative to changing demographics and trip generator locations AIM 2-2 Assess customer satisfaction.
Area 3: Enhanced connectivity and access to and within the local transit system and between other forms of transportation. AIM 3-1 Expand/improve existing services AIM 3-2 Increase coordination of transportation options. AIM 3-3 Modernize bus stops and shelters to meet ADA requirements
GOAL 4 - Efficient and Effective Operations: Improve the efficiency and effectiveness of the transportation system and transportation services and expand MDOT's coordination and collaboration with partners.
Area 1: Efficient and Effective Transportation Services AIM 1-1 Provide efficient and effective public transportation services through a range of agency determined performance measures
Area 2: Stakeholder Coordination AIM 2-1 Ensure coordination with non-profit and social service agencies, the private sector, and educational institutions to enhance access to service. AIM 2-2 Maximize the benefit/cost of public transit. AIM 2-3 Increase the number of systems that use the Transit Economic Benefits Model.
Area 3: Encourage Public/Private Partnerships AIM 3-1 Encourage adopt-a-shelter programs AIM 3-2 Encourage/seek private investment

DELIVERABLES

1. Data Collection

Work with BPT and a steering committee comprised of representatives from transit agencies to evaluate the options for data COLLECTION by transit agencies.

Identify likely sources of data within the agency's records for each AIM.

Develop methods the transit agency could use to ensure the data is gathered over the course of a year so it is easily available to REPORT annually.

Determine methods the transit agency could use to confirm the accuracy of the data before reporting it to BPT.

Establish procedures the transit agency could use to document the source of the data, the methods for review and the responsibilities of the specific individuals involved.

Make one or more recommendation(s) including pros and cons for each data collection method.

2. Reporting, Data Validation and Compilation

Contractor will work with BPT and steering committee to evaluate options for REPORTING and make a final recommendation for the reporting method.

Once a final REPORTING process has been selected, the selected vendor will fully develop the method and implement the first reporting cycle. This will include developing instructions for transit agency reporting and providing transit agency training on COLLECTION and REPORTING, through at least two webinars developed and delivered by the selected vendor.

Options for REPORTING to be evaluated as part of the project may include:

- Internet based survey
- Internet based database or spreadsheet
- Potential alteration to PTMS
- Other

In consultation with BPT, the selected vendor will VALIDATE and COMPILE the data, including, if applicable, extraction of data from PTMS and/or NTD. This will include documentation of the procedures used by the vendor (and to be used by BPT in future years) to collect, validate, correct and compile the data.

Condition Results

The Contractor will prepare a CONDITIONS RESULTS report for review by BPT and representative transit agencies. The condition results report will provide condition status for the entire transit system for each AIM. When available, the report will also include prior condition for trend analysis. The report will provide explanations of the AIMs, discussion of how the measure and condition reflects the overall status of the transit system and any limitations regarding the data.

4. Manual

The contractor will evaluate all the steps taken to COLLECT, REPORT, VALIDATE, and COMPILE the data into a CONDITION RESULTS report and recommend improvements for the future.

The contractor will prepare a clear and concise manual for BPT that documents how to conduct the entire process (from COLLECTION through CONDITIONS RESULTS) annually in the future.

5. Recommendation for Revisions

Using existing national (such as TCRP Report 88) literature, formal feedback/interaction with Michigan transit rider and stakeholder groups, and formal feedback/interaction with Michigan transit agencies, conduct an analysis to determine which of the selected measures (Table 4-1) have the most relevance to transit riders and the general public, keeping in mind the measures are for the system as a whole and not for individual transit agencies.

Make recommendations on how the selected measures should be refined and/or new measures added, such that a subset of measures will be used to proactively communicate performance of the transit system to riders and the general public.

GENERAL INFORMATION:

The Consultant shall 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.

- A. The Consultant's principal contact with the Department shall be through the designated project manager. The consultant shall notify the project manager and obtain approval of all proposed subcontractors for all work that will not to be performed directly by the consultant.
- B. The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations, including all federal clauses as attached.
- C. The Consultant agrees to demonstrate knowledge of, and performance in compliance with, the standard practices of the Department; and any and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.

CONSULTANT RESPONSIBILITIES:

Primary Deliverable: The consultant shall provide, to the satisfaction of BPT, a data collection method to gather data from the transit industry to report the transit system condition for the State of Michigan, and complete one reporting cycle, including the data collection, validation, compilation and reporting.

Meetings: The consultant will arrange and conduct meetings required to carry out the services as may be required by BPT. Consultant shall provide an agenda as well as a project summary including progress, status and outstanding action items, and prepare minutes of all meetings. Consultant will give attention to critical target dates that may require a large lead time. Meetings may be monthly, or as needed by BPT

Progress: The consultant shall submit monthly progress reports to the project manager. The reports shall include a summary of the work conducted on each task during the previous month, the work anticipated for the upcoming month, problems encountered that require(d) action by BPT or the steering committee.

Changes/Extras/Adjustments: The consultant shall notify BPT immediately of any unanticipated project conditions and any changes, extras, or adjustment to the contract before incurring cost.

Contentious Issues: Report any problems, issues, discrepancies, or other items brought to the attention of the consultant. Provide written documentation of the resolution of such issues. Keep project manager informed of all such issues.

Consultant Deliverables: Collect, properly label or identify, and deliver to BPT all original diaries, logs, notebooks, accounts, record, reports, other documents, and Project files prepared by the Consultant in the performance of the Agreement, upon completion or termination of the Agreement. Return upon completion or termination of the Agreement, all Specifications, and Manuals, guides, written instructions, and plans, unused forms, and all other documents and materials furnished by BPT. The Consultant may be responsible for replacing lost documents or materials at a fair and reasonable price.

Format: Final document will be in Microsoft Office and will be delivered to BPT in an electronic format. Documents must be able to be displayed on an 8 ½ x 11 sheet. For the final document, text will be minimized and appropriate graphics utilized in order for the document to be easily understood. The exact format for the plan will be established in previous tasks but will likely be in a three-ring binder or a bound document.

MDOT RESPONSIBILITIES:

BPT shall furnish to the consultant all project-specific information and/or data as deemed necessary by BPT for the Services required, unless such information is available to be downloaded on the BPT web site.

BPT will conduct a review of all interim and major deliverables. Documents will be checked for understandability, readability and accuracy. All plan comments and revisions will be documented and tracked.

BPT shall provide general monitoring and quality inspection to assure that the study has been completed in reasonable conformance with the requirements and specifications and to determine that the work performed to date by the consultant for services rendered is reasonable and appropriate.

BPT will help arrange meetings as needed, as well as distribute meeting minutes to appropriate staff.

BPT will establish a steering committee to approve methods of collecting and analyzing data.

REQUIREMENTS FOR PROPOSAL

Interested parties should submit proposals which include, at a minimum, the following information:

1. A statement of qualifications and experience: The statement of qualifications and experience should include, at a minimum, a discussion of the availability of necessary expertise and resources to perform the project requirements either within the firm or through the use of subcontractor. The proposal should include

- a detailed listing of personnel anticipated to be assigned to the project and identify the project director, their qualifications and experience.
2. A Statement of past projects with similar expectations and the outcome.
 3. A Statement of the time schedule for the services and a narrative description of the services that will be delivered.
 4. A discussion of the methods of approach to be taken in conducting the project.
 5. A certification of willingness to comply with federal and STATE regulations, reporting and contracting requirements.
 6. Names and qualifications of persons authorized to conduct negotiations.
 7. Milestone schedule with associated costs.

EVALUATION CRITERIA

Consultant will be evaluated on technical and cost based on the following criteria:

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

1. Qualifications and experience – 30 points

- Demonstrated ability and experience in designing a system of data collection, reporting and validation.
- Demonstrated ability to collect, evaluate and report data.
- Demonstrated ability to be flexible in the delivery of the data collection system in response to the needs of the Department.
- Sensitive to the different needs and circumstances of the transit industry.

2. Quality of Proposal – 30 points

- Demonstrated understanding of the projects objectives and scope. Include any work item you believe should be added to the scope of services or any work item that is in the current scope of service you believe should be altered to achieve the desired deliverables.
- Demonstration of the consultants understanding of the local public transportation services in Michigan.
- Demonstrated understanding of Michigan's Public Transportation Management System (PTMS).
- Demonstrated understanding of the National Transit Database.
- Responsiveness to the requirements of the project as set forth in this RFP.

3. Quality of the team, presentation and interview (if requested) – 30 points

- Structure of the Project Team (Personnel and Roles) – Describe the structure of the project team including the roles of all key personnel and if applicable, the subcontractor. For each subcontractor, describe the role in service and include what percent of the named role the subcontract is expected to provide.
- Demonstrated effectiveness of oral and written presentation.

- Staff Service Experience – Provide resumes for each of the key staff of the prime and subcontractor(s). The resume is limited to three (3) pages per key staff member. It should include any current contact information.
- Participation of the project manager, as well as members of the team.

4. Price – 35 points

- Total cost of project

CONSULTANT PAYMENT - Milestone:

The type of contract will be lump sum with **milestones** bases. All milestone payment percentages are negotiable except for the Final Deliverable Package. The Project manager may authorize payment if a milestone is delayed due to circumstances beyond the consultant’s control. Before payments are processed, milestones will be subjected to approval by a steering and/or advisory team.

Compensation shall be divided into payments for the completion of a portion of the services (deliverables) as follows:

Completion and approval of Deliverable Number 1: Data Collection and Reporting	30%
Completion and approval of Deliverable Number 2: Data Validation and Compilation	20%
Completion and approval of Deliverable Number 3: Condition Results	20%
Completion and approval of Deliverable Number 4: Manual	30%
Total Service	100%

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.

