

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

**MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION**

**5100D** – Request for Proposal Cover Sheet

**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**  
Development of a Freight Compensation Plan

**CONTROL SECTION:** N/A

**JOB NUMBER:** N/A

**PROJECT LOCATION:** Kalamazoo – Dearborn Railroad Corridor

**DESCRIPTION OF WORK:**

The Consultant shall provide, to the satisfaction of MDOT, services as generally described by the scope of work detailed herein. These services include, but are not limited to, development of appropriate methodology for determining compensation rates for freight operation on a rail line, recommendation of compensation rates, and additional work as requested.

**DELIVERABLES:**

The Consultant shall prepare and submit a comprehensive report of best practices for establishment, implementation, and scheduled monitoring and revision of freight rail compensation rates for freight rail tenants on a host railroad.

- The report should address methodologies including, but not limited to: car loads, empty moves, light engines, total mileage, train starts, capacity consumption, peak and off-peak timing, and any other such rate considerations that may affect freight traffic on a mixed use corridor where intercity passenger and commuter rail has preferential scheduling rights.
- The report should also include provisions and resources for semi-annual rate reviews and adjustments, and for cost-sharing strategies on capacity enhancements that may be determined necessary by the rail line owner in response to and as a result of potential growth in freight traffic.
- The report should include recommendations for appropriate compensation rates.

**ANTICIPATED SERVICE START DATE:** August 16, 2011

**ANTICIPATED SERVICE COMPLETION DATE:** December 30, 2011

**PREQUALIFICATION CLASSIFICATION:** N/A

**DBE REQUIREMENT:** N/A

**PROJECT MANAGER:**

Timothy Hoeffner, Administrator  
Office of High Speed Rail & Innovative Project Advancement  
425 W. Ottawa – Van Wagoner Building  
P.O. Box 30050  
Lansing, MI 48909  
Phone: 517-373-6672  
Fax: 517-373-6457  
Email: HoeffnerT@michigan.gov

**GENERAL INFORMATION:**

The Michigan Department of Transportation (MDOT) seeks a qualified firm to develop a freight compensation plan for the Kalamazoo-Dearborn high-speed rail corridor. It is MDOT’s intention to acquire this rail corridor and improve service on the line. The compensation plan should detail appropriate rates to charge railroads for freight movements on the line.

MDOT received \$196.5 million in federal funds to rehabilitate track and signal systems on the Dearborn to Kalamazoo section of the high speed corridor. This will allow trains to travel at 110 mph on this 135 mile section, resulting in a 30 minute reduction in trip time. The proposed work will replace ties, track, ballast, and highway crossings to a state of good repair on this section between Dearborn and Kalamazoo. The funding will also be used to replace the existing obsolete signal system on the corridor with a positive train control system.

Any questions relative to the scope of services must be submitted by email to Timothy Hoeffner, MDOT Project Manager, at [HoeffnerT@michigan.gov](mailto:HoeffnerT@michigan.gov). Questions must be received by the Project Manager at least three (3) 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 questions, and at least two (2) days prior to the RPF due date deadline. The names of Consultants submitting questions will not be disclosed.

**CONSULTANT RESPONSIBILITIES:**

Consultant responsibilities include project administration, planning for arranging meetings with MDOT staff, and timely preparation and delivery of report and recommendation.

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's principal contact with the Department shall be through the designated Project Manager.

The services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations

**Meetings:** Arrange and conduct conferences and meetings as required to carry out the services, or as may be required by the Project Manager. Meetings will be held in the Lansing area, or via conference call.

**Progress Reports:** Provide detailed progress reports on a weekly basis to be received by the Project Manager. Progress reports will include personnel time.

**Progress Schedule:** Notify the Project Manager of any anticipated requests for extensions of time.

**Staff Reductions:** Withdraw any personnel or halt any services no longer required, at the request of the MDOT, or within a reasonable time after the lack of need becomes apparent to the Consultant or the Project Manager.

**Reports/Deliverables:** Consultant will provide printed copies of reports/deliverables as required for meetings with MDOT. Consultant will provide hard and soft copies of all reports/deliverables prior to each meeting in sufficient time for MDOT review.

**MDOT RESPONSIBILITIES:**

The Project Manager shall furnish to the Consultant all project-specific information and/or data as deemed necessary by MDOT for the Services required herein.

MDOT shall provide general monitoring and quality auditing inspection of the project to assure that the work performed to date by the Consultant for services rendered is reasonable and appropriate before approving the Consultant's requests for progress payments.

**EVALUATION AND SELECTION PROCESS:**

**Evaluation:** Proposals will be evaluated and scored using the MDOT Consultant Selection Process, Best Value Method. The Best Value Method scores proposals from interested Consultants using the following criteria:

- |                              |           |
|------------------------------|-----------|
| 1. Understanding of Services | 25 points |
| 2. Relevant Past Performance | 25 points |
| 3. Qualifications of Team    | 25 points |
| 4. Price                     | 25 points |

**Total Possible Points** **100 points**

**Selection:** The Selection Team will consist of representatives from MDOT. The Selection Team will use the criteria above to score each Consultant with the highest score resulting in selection to perform work.

Each proposal should include a narrative response to the following evaluation and selection criteria:

1. Understanding of Services – Describe your understanding of the services required. The Selection Team will look for the Consultant’s understanding of the service being requested primarily through the Consultant’s approach to the project and their proposed plan of work.
2. Relevant Past Performance – The section should include the firm’s past work experience within the last five years as it relates to the deliverables in this scope. Detailed explanations and examples of the firm’s past relevant work experience should be provided. Examples of relevant work experience for individual team members should also be included. Please provide at least two references from similar projects. Each reference should include the organization, contact name, telephone number, email address, and description and outcome of the work performed.
3. Qualifications of Team – Describe the firm’s qualifications and experience. Include any anticipated subcontractors, if any, and their information. The proposal should clearly identify individual members of the team who will be working on this project, including the team leader and principal point of contact, if different. Include each team member’s amount of time dedicated to the project. A resume for each team member should be included in the attachments. An organizational chart for the firm should also be provided in the attachments.
4. Price – After scoring the proposal with the above (1-3), the priced proposal will be scored using the following equation: :  $[\text{low bid} / \text{bid}] \times 25 = \text{Points}$

The Selection Team may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not selected.

Awards are contingent on availability of funds.

## **SCORING CRITERIA AND PRICED PROPOSAL SUBMISSION INFORMATION**

### **BEST VALUE:**

#### **SCORING (100 points)**

Proposed Selection Criteria and Total Possible Points

#### **Understanding of Service (25 points)**

The proposal will be evaluated on the level of understanding of the scope of services as presented in the RFP. The Consultant will also be evaluated on their approach to achieving the goals of the project and their ability to deliver within the timeframe of the RFP.

**Relevant Past Performance (25 points)**

The proposals will be evaluated based on demonstrated prior experience on similar projects and/or work experience applicable to this scope of services. The Consultant should include only the experience of the personnel assigned to this project, as well as each person’s time dedicated to this project. The Consultant should provide references.

**Qualifications of Team (25 points)**

The personnel will be evaluated on their ability to meet the terms of the RFP relative to having the qualifications needed to successfully complete the project. The Consultant should provide resumes for key personnel and identify each individual’s role in the team.

**Price (25 points)**

Completed bid sheet required. Low price will be given 25 points and the other bids will receive progressively lower points based on a percentage formula. The points are calculated using the following equation:  $[\text{low bid} / \text{bid}] \times 25 = \text{Points}$

The Selection Team may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not selected. The Selection Team may also request that key tasks of the study be deleted or added to match budgetary objectives.

Awards are contingent on availability of funds.

**PROPOSAL SUBMITTALS AND REQUIREMENTS:**

1. Consultants are required to submit at least five (5) original copies of the proposal and all attachments. The proposal should be limited to 20 pages, plus attachments.
2. The proposal should have, at a minimum, the following sections and information:
  - a. Cover Letter – Addressing the firm’s general background and expertise, its ability to complete the project within the time frame, and assurance of the availability of staff resources.
  - b. Work Plan – Provide a detailed description of specific activities, timelines, and deliverables that will be provided as described in the “Scope of Services” section.
  - c. Evaluation and Selection Process – A detailed narrative response to selection criteria 1-3 listed in the “Evaluation and Selection Process” section.
  - d. Project Management Plan – A project management plan should document the procedures and processes that are in effect to provide timely information to the project decision makers to effectively manage the scope, costs, schedules, and quality of, and the Federal requirements applicable to, the project; and the role of the agency leadership and management team in the delivery of the project.

- e. Contact Person – Provide the name, address, email, telephone and fax numbers for the lead person authorized to enter into a contractual agreement and answer questions related to the proposal.

**CONSULTANT PAYMENT – LOADED HOURLY RATE:**

Compensation for this contract shall be on a **fixed, fully loaded hourly rate** basis by classification and employee. The loaded rate will include all costs and fees other than direct costs, as discussed below. Costs included in the fully loaded hourly rate include the hourly labor rate, overhead, and fixed fee by classification and employee. Direct costs, including Sub-Consultant direct costs, may be proposed and authorized, if necessary.

All billings for services must be directed to MDOT and follow the current guidelines. Payment may be delayed or decreased if the instructions are not followed. All billings must follow MDOT requirements set forth to maintain the record.

Payment to the Consultant for services rendered shall not exceed the maximum amount authorized 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.

Authorized direct expenses will not be paid in excess of that allowed by MDOT 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.

The Consultant shall provide a statement of typical billing rates and typical direct costs for this type of service.

**INVOICING MDOT:**

Payment will be made on each properly submitted invoice.

All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Invoices/billings to the Department shall not be more frequent than monthly.

**ANTICIPATED SCHEDULE:**

RFP Due Date	August 1, 2011
Consultant Selection	August 5, 2011
Contract Issued	August 16, 2011
Contract Completion	December 30, 2011

## 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.

<b>Name and Title:</b>		
<b>Address:</b>		
<b>City, State, Zip:</b>		
<b>Phone:</b> ( )		<b>Facsimile:</b> ( )
<b>Web Page:</b>		

### LOCATION ADDRESS

<b>Address:</b>	
<b>City, State, Zip:</b>	

### 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.

<b>Status:</b>		<b>Year:</b>
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### RFP CONTACT:

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

<b>Name and Title:</b>		
<b>Address:</b>		
<b>City, State, Zip:</b>		
<b>Phone:</b> ( )		<b>Facsimile:</b> ( )
<b>Web Page:</b>		

## Bid Sheet

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

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**PROJECT DESCRIPTION:**

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

**TOTAL ESTIMATED LABOR:** \$ \_\_\_\_\_

**ESTIMATED SUBCONSULTANTS:** \$ \_\_\_\_\_

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

**TOTAL BID PRICE:** \$ \_\_\_\_\_