

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

MDOT PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION				
MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal	
Check the appropriate Tier in the box below				
TIER I (\$25,000-\$99,999)	TIER II (\$100,000-\$250,000)	TIER III (>\$250,000)		
			Understanding of Service	
			<i>Innovations</i>	
			<i>Safety Program</i>	
N/A			Organizational Chart	
			Qualifications of Team	
			Past Performance	
Not required As part of Official RFP	Not required As part of Official RFP		Quality Assurance/Quality Control	
			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		Presentation	
N/A	N/A		Technical Proposal (if Presentation is required)	
3 pages (MDOT Forms not counted) (No Resumes)	7 pages (MDOT Forms not counted)	19 pages (MDOT Forms not counted)	Total maximum pages for RFP not including key personnel resumes	

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 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 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 firms not currently prequalified with MDOT)

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

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
SPECIALTY SERVICES**

Office of Operations Administrative Services (OAS)
Business Assessment

CONTROL SECTION(S): N/A

JOB NUMBER(S): N/A

PROJECT LOCATION: N/A

PROJECT DESCRIPTION:

To identify and document the current processes, determine optimal coordination of the areas that will be brought together under the same management, determine what and how the core functions will be performed, and put in place a plan for implementation that focuses on project management and oversight.

The Consultant will provide office and business management support to assist in the consolidation and newly identified functions. The Consultant will also provide project and program management support for OAS's other core competencies, functions, and supporting activities. This will include, but not be limited to business analyses and needs assessments; risk assessments, project and program management, asset management, fleet and garage processes and operations, best practices, and general support.

The consultant activities will consist of organizing, managing, and making recommendations in coordination with other services such as project coordination and collaboration; business needs assessment; scheduling; quality assurance and quality control; and activity, accomplishment, and performance reporting.

PRIMARY PREQUALIFICATION CLASSIFICATION: N/A

SECONDARY PREQUALIFICATION CLASSIFICATION: N/A

ANTICIPATED START DATE: February, 2012

ANTICIPATED COMPLETION DATE: January 22, 2015

DBE REQUIREMENT: N/A

MDOT PROJECT MANAGER:

Name and Classification: Sonja J. Scheurer, State Office Administrator
Region/Bureau/Office: Office of Operations Administrative Services
Address: 425 W. Ottawa, 1st Floor Van Wagoner Building
Lansing, Michigan 48909
Phone: (517) 373-0315
E-mail: scheurers@michigan.gov

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

Tasks/Deliverables

Task 1: Risk assessment

Develop a risk management plan to assess mitigating controls and identify risk exposure for areas in the Office of OAS as assigned by the Administrator.

Activity: Track, Monitor, and assess risk exposure. Conduct a gap analysis for each area.

Deliverables

- Identify and assess the risks
- Provide a report on the status of the risk assessment for each area
- Develop a prioritized Action Plan to bridge the gaps and provide assistance with the implementation of the recommendations

Task 2: Business needs analysis/assessment

Assess business needs of the functional areas under the umbrella of the Office of OAS functions and responsibilities.

Activity: Analyze, track, and monitor business needs within functional areas, and make recommendations of business and technology solutions.

Deliverables

- Provide a report of business and technology needs and solution recommendations for each area
- Provide an implementation plan and assist with the implementation
- Provide a progress report on the status of this task

Task 3: Project and program management

Evaluate optimal project and program management for Office of OAS functions and responsibilities.

Activity: Review, evaluate, assess, and make recommendations as to how cost, schedule, and scope is incorporated in the estimation, planning, tracking, and evaluation for the Office of OAS projects and programs. Review and evaluate the effectiveness and efficiency to which office functions are scheduled, assigned, performed, and reported.

Deliverables

- Provide a report of recommendations to address how quality assurance and quality control are incorporated into the Office of OAS projects and programs
- Provide a report outlining the effectiveness and efficiency to which office functions are scheduled, assigned, performed, and reported
- Develop and submit a project and program management plan templates and status reports
- Provide a progress report on the status of this task

Task 4: Asset Management

Assess the maintenance, upgrade, and operations of assets under the umbrella of the Office of OAS core functions.

Activity: Assess, analyze, and make recommendations to support the data collection of physical assets. Review, evaluate, and make recommendations for standardization and consistency of fleet and facilities specifications and contracting. Identify solutions to assist with the continuous physical inventory and condition assessment of assets.

Deliverables

- Provide a report of recommendations to support the data collection of physical assets
- Outline, in a report, solutions to assist with the continuous physical inventory and condition of assets
- Provide a progress report on the status of this task including recommendations for functions that should be contracted vs. those that should be performed by in-house personnel

Task 5: Establishment of business performance metrics

Identify and make recommendations for the establishment of key performance indicators for the Office of OAS business objectives and competencies.

Activity: Identify metrics that are in alignment with the business objectives to evaluate business and functional performance. Analyze and assess functional performance of each area within the Office of OAS. Make recommendations to support enhanced efficiencies and effectiveness for the Office of OAS.

Deliverables

- Provide a report of metrics that were identified to be in alignment with the business objectives of Office of OAS
- Provide a metric report identifying the functional performance of each area
- Provide a report of recommendations to support efficiencies and effectiveness
- Provide a progress report on the status of this task

GENERAL INFORMATION:

Any questions relative to the scope of services must be submitted by e-mail to Sonja J. Scheurer, MDOT Project Manager, at Scheurers@michigan.gov. Questions must be received by the Project Manager at least five working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT Web site as soon as possible after receipt of questions. The names of consultants submitting questions will not be disclosed.

The primary responsibility of the Office of Operations Administrative Services (OAS) is administrative and operational support of Highway Operations statewide. This includes Highway Operations Executive, Regions, Lansing Highway Bureaus and Divisions (Operations Field Services, Construction Field Services, Design, and Real Estate), Office of Business Development, and the Office of OAS.

The core areas of responsibility are budget; personnel programs (including the department's Co-op Program and Youth Development & Mentoring Program), and audit liaison functions for Highway Operations statewide, and also department-wide for fleet and facilities administration and operations. The Office of OAS is responsible for administering and overseeing multiple operations and analyses that encompass Highway Operations, other areas of the department, and special projects as assigned by the Director and/or Chief Operations Officer.

CONSULTANT RESPONSIBILITIES:

Consultant responsibilities include project administration, planning for arranging meetings with MDOT staff, and timely preparation and delivery of reporting out on tasks and deliverables.

The Consultant shall furnish all services and labor necessary to conduct and complete the services described herein.

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.

Progress Reports: Provide detailed progress reports on a monthly 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 of 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 electronic 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	20 points
3. Qualifications of Team	25 points
4. Price	25 points
5. Location	5 points
Total Possible Points	<u>100 points</u>

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.

SCORING CRITERIA AND PRICED PROPOSAL SUBMISSION INFORMATION

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 scope of services being requested primarily through the Consultant’s approach to the project, their proposed plan of work, and the ability to deliver within the time frame of the RFP.
2. Relevant Past Performance – This 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. The consultant should include only the experience of the personnel assigned to this project, as well as each person’s time dedicated to the project. Examples of relevant work experience for individual team members should also be included. Please provide references from similar projects. Each reference should include the organization, contact name, telephone number, e-mail 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 résumé 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: $[\text{low bid}/\text{bid}] \times 25 = \text{Points}$. A completed bid sheet is required.
5. Location- List the Percentage of work that will be performed in Michigan

MDOT 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. MDOT 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 19 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. Response to 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, 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, e-mail, 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.

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 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](#)).

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: \$ _____