

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
Aircraft Fleet Study**

CONTROL SECTION: N/A

JOB NUMBER: N/A

PROJECT LOCATION: Lansing

PROJECT DESCRIPTION:

As required by section 382 of Public Act 63 of 2011, perform an independent study of the State of Michigan's current aircraft fleet and analyze the travel needs of state government. The consultant will

1. Meet with representatives from the departments of Natural Resources, State Police, and Transportation.
2. Gather usage, cost, and travel data
3. Analyze the data and prepare a report (by individual department and statewide) showing existing fleet, usage, related costs, etc.
4. Prepare a summary of findings, including alternative scenarios for meeting state government travel needs
5. Present the findings to the Joint Evaluation Committee (JEC) with representatives from the Department of Transportation and the State Budget Office
6. Subsequent to meeting with JEC, prepare and submit final report

ANTICIPATED SERVICE START DATE: January 9, 2012

ANTICIPATED SERVICE COMPLETION DATE: March 2, 2012

PRIMARY PREQUALIFICATION CLASSIFICATION(S): N/A

SECONDARY PREQUALIFICATION CLASSIFICATION(S): N/A

KNOWLEDGE AND EXPERIENCE:

Three years experience with management and flight operations, preferably with aircraft of 19 or less passenger seats.

Experience should include operations of unscheduled “on demand” flight operations which may be cumulative and include Air Taxi FAR Part 135 flight operations, corporate/government flight operations conducted under FAR Part 91.

Aircraft sales experience, which may include any combination of experience in factory fleet, dealer sales and brokering of individual aircraft with emphasis on aircraft with less than 30 seats, is preferred.

Two years minimum experience in aviation consulting, including analysis of corporate, fractional, air taxi or government flight departments, is required.

Applying knowledge of alternative modes of transportation and the ability to make comparative evaluations will be necessary.

Understanding of various government funding sources and interaction of government departments is important.

Completed report, while technical in nature, must maintain accuracy and integrity while still being understood by the general public.

MDOT PROJECT MANAGER:

Richard A Carlson, Manager
Transport & Safety Section
Office of Aeronautics
2700 Port Lansing Road
Lansing, Michigan 48906
PH: 517-335-8396
FAX: 517-321-6422
E-MAIL: CarlsonR@michigan.gov

CONSULTANT RESPONSIBILITIES:

Consultant will provide a completed written report and accompanying Power Point presentation of findings based on the project description above and following details:

1. Meet with representatives of each department
 - a. Establish contact with designated personnel at each of the Departments of Natural Resources, State Police, and Transportation.
 - b. Arrange means to gather required data through face to face interview, electronic transfer of data, teleconference or any combination thereof.

2. Data used to conduct the study (in no specific order) shall include but is not limited to:
 - a. Type of missions for each department
 - b. Equipment used
 - c. Cost of flight operations by department and state wide
 - d. Geography
 - e. Aircraft values
 - f. Alternate means to accomplish missions
 - g. Availability and cost of alternate means of mission response or transportation
 - h. Funding sources
 - i. Overview of each flight department structure or management
 - j. Potential efficiencies
 - k. Impact on budgets/fund source, service reliability and or emergency response with fleet reductions (**what if scenarios**)
 - l. State Standardized Travel Regulations impacting travel decisions
 - m. Background of state aircraft use
 - n. 2005 department aviation consolidation effort
3. Show findings on a departmental level and as a state wide fleet
 - a. Develop logical sequence of data for report
4. Analyze data and offer alternatives
 - a. Summary of findings
 - b. What if scenarios (impact)
5. Submit draft report and using Power Point presentation to the Joint Evaluation Committee (MDOT and State Budget Office)
 - a. Power Point should be an overview of key points in report which would be used by MDOT and SBO for presentation to state legislature
6. Submit finalized report and Power Point presentation after MDOT and SBO provide comments and recommendations

DELIVERABLES:

1. Preliminary report and Power Point presentation to MDOT and SBO
2. Final report and Power Point presentation after input from MDOT and SBO following preliminary meeting presentation

MDOT RESPONSIBILITIES:

1. Provide historical usage and cost data
2. Provide office space for meetings, as needed, at the Office of Aeronautics facility
3. Assist in scheduling project meetings

4. Assist consultant with fact finding and communications between departments as necessary to remain on project schedule
5. Monitor progress of tasks throughout study research, organization and completion

COORDINATION PROCEDURES:

1. The MDOT project manager will review any issues. Project manager will coordinate communications as necessary with consultant for resolution of issues.
2. Consultant responses to issues shall be in writing but may be transmitted electronically for expediency.

SCORING CRITERIA & PRICED PROPOSAL SUBMISSION INFORMATION: 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 the project and their ability to deliver within the timeframe of the RFP.

Relevant Past Performance (20 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: $[\text{low bid} / \text{bid}] \times 25 = \text{Points}$

Location (5 Points)

The consultant will be evaluated on the percentage of work to 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.

GENERAL INFORMATION:

Any questions relative to the scope of services must be submitted by email to Rick Carlson, MDOT Project Manager, at CarlsonR@michigan.gov. Questions must be received by the Project Manager at least (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 questions, and at least three (3) days prior to the RPF due date deadline. The names of Consultants submitting questions will not be disclosed.

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). 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

CONSULTANT PAYMENT – Lump Sum:

Compensation for this project shall be on a **lump sum** basis. One lump sum payment will be made once the deliverable is received and approved by the MDOT Project Manager. The MDOT Project Manager may authorize partial payment if the project is delayed due to circumstances beyond the consultant's control.

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. Refer to your contract for your specific contract terms.

CONSULTANT BID SHEET—LUMP SUM

This bid sheet is required with the response to the Request for Proposal (RFP). All entries on this page must be handwritten in ink or computer generated. Compensation for this project shall be on a Lump Sum basis.

Priced proposal costs will be required after selection, in accordance with MDOT's Priced Proposal Guidelines which can be found on the MDOT web page under Vendor/Consultant Services. Payment to the Consultant for services rendered shall not exceed the total bid price.

Note: MDOT reserves the right to reject any or all bids.

PROJECT DESCRIPTION:

DELIVERABLE(S)	TOTAL BID PRICE
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Deliverable(s), all tasks to be completed.

TOTAL BID PRICE: \$ _____
(All deliverables of the project)

Legal Business Name:	
Consultant's Authorized Legal Signer:	
Consultant Address:	
Date:	

COST DERIVATION SHEET

This is a sample cost derivation 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
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TOTAL ESTIMATED LABOR: \$ _____

OVERHEAD: \$ _____
(Total Labor Cost x _____ %)

Facilities Capital Cost of Money: \$ _____

ESTIMATED SUBCONSULTANTS: \$ _____

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

FIXED FEE: \$ _____
(Total Estimated Labor + Overhead) x 00%

TOTAL BID PRICE: \$ _____

(This bid price should be the same amount as the total bid price on page 1 of 2 of this document.)