

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

	REQUISITION NUMBER	DUE DATE	
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 Check the appropriate Tier in the box below		CONSULTANT: Provide only checked items below in proposal	
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input type="checkbox"/> TIER II (\$100,000-\$250,000)	<input type="checkbox"/> TIER III (>\$250,000)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site p=inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	<input type="checkbox"/>	Presentation
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) (No Resumes)	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes. Resumes limited to 2 pages per key staff personnel.

PROPOSAL AND BID SHEET EMAIL ADDRESS – mdot-rfp-response@michigan.gov

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least five (5) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet

5100J – Consultant Data and Signature Sheet (Required only for firms not currently prequalified with MDOT)

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

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest (Consultant/Vendor Selection Guidelines for Services Contracts" and "Guideline for Completing a Low Bid Sheet(S)*, if a low bid is involved as part of the selection process. **Reference 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 a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

Qualification 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. The vendor that has met established qualification threshold and 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

Bid Sheet(s) must be submitted in accordance with the "Guidelines for Completing a Low Bid Sheet(s)* (available on MDOT's website). Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the email address: mdot-rfp-response@michigan.gov. Failure to comply with this procedure may result in your bid being rejected from consideration.

**NOTIFICATION
MANDATORY ELECTRONIC SUBMITTAL**

Proposals submitted for this project must be submitted electronically.

The following are changes to the Proposal Submittal Requirements:

- Eliminated the Following Requirements:
 - Safety Program
 - Communication Plan
 - Past Performance as *a separate section*
 - Separate section for DBE Statement of goals. Include information in Qualification of Team section

- Implemented the Following Changes:
 - All proposals require an Organization Chart
 - Resumes must be a maximum of two pages
 - Only Key (lead) staff resumes may be submitted
 - Tier III proposal reduced from 19 to 14 pages
 - Forms 5100D, 5100I, and 5100G combined – 5100D
 - Forms 5100B and 5100H combined – 5100B
 - RFP's will be posted on a weekly basis -- on Mondays

The following are Requirements for Electronic Submittals:

- Proposals must be prepared using the most current guidelines
- The proposal must be bookmarked to clearly identify the proposal sections (See Below)
- For any section not required per the RFP, the bookmark must be edited to include “N/A” after the bookmark title.
Example: Understanding of Service – N/A
- Proposals must be assembled and saved as a single PDF file
- PDF file must be 5 megabytes or smaller
- PDF file must be submitted via e-mail to MDOT-RFP-Response@michigan.gov
- MDOT's requisition number and company name must be included in the subject line of the e-mail. The PDF shall be named using the following format:
 - Requisition#XXX_Company Name.PDF
- MDOT will not accept multiple submittals
- Proposals must be *received* by MDOT on or before the due date and time specified in each RFP

If the submittals do not comply with the requirements, they may be determined unresponsive.

The Consultant's will receive an e-mail reply/notification from MDOT when the proposal is received. Please retain a copy of this e-mail as proof that the proposal was received on time. **Consultants are responsible for ensuring the MDOT receives the proposal on time.**

Required Bookmarking Format:

- I. Request for Proposal Cover Sheet Form 5100D
 - A. Consultant Data and Signature Sheet, Form 5100J (if applicable)
- II. Understanding of Service
 - A. Innovations
- III. Qualifications of Team
 - A. Structure of Project Team
 - 1. Role of Firms
 - 2. Role of Key Personnel
 - B. Organization Chart
 - C. Location
- IV. Quality Assurance / Quality Control Plan
- V. Resumes of Key Staff
- VI. Pricing Documents/Bid Sheet (if applicable)

2/14/12

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
SPECIALTY SERVICES**

**Rail Infrastructure's Role in the Economic Development of
Michigan's Northern Lower-Peninsula**

CONTROL SECTION(S): N/A

JOB NUMBER(S): N/A

MDOT PROJECT MANAGER:

Nikkie Johnson, Rail Project Manager
Office of Rail
Michigan Department of Transportation
2700 Port Lansing Road
Lansing, Michigan 48906
johnsonn15@michigan.gov
517-335-0939

ANTICIPATED SERVICE START DATE: September, 2012

ANTICIPATED SERVICE COMPLETION DATE: September, 2014

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

N/A

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

N/A

DBE REQUIREMENT: N/A

OBJECTIVE

The Michigan Department of Transportation (MDOT) is issuing a request for proposal for a 12-24 month effort to identify how rail infrastructure can be utilized as an economic development engine for Michigan's northern Lower Peninsula.

BACKGROUND INFORMATION

In 2011, the northern Lower Peninsula¹ was home to 13 of the 20 counties in the state with the highest unemployment rates. However, this area produces significant volumes of agricultural and forest products, as well as non-metallic ores and minerals, which are traditionally carried by rail. Governor Snyder's rural development initiatives have challenged state agencies, including MDOT, to assist regions and businesses to better capitalize on these types of assets, as well as develop new ones.

The northern Lower Peninsula has four rail lines that extend into the region from the south with a network of lines surrounding the Saginaw-Bay area into the "thumb." The state owns three of those lines—the Vassar Area, Northwest, and North Central Michigan systems, which are operated under contract with two short-line railroads. The other privately-owned lines are also operated by short-line railroads.

This project was identified in the Michigan State Rail Plan.

DELIVERABLES

The consultant shall prepare an analysis that identifies how rail infrastructure can be utilized as an economic development engine for the northern Lower Peninsula. Consultation with existing businesses, the agricultural industry, economic development authorities, operating railroads, and transportation planning professionals will be expected. Coordination with Michigan Technological University's NURail Rural Freight Study will be required. That study will focus on the Upper Peninsula, but will also develop some shared tools.

The analysis shall, at a minimum, address:

1. Inventory of rail and intermodal infrastructure in the region, including identification of lines that accommodate 286,000-pound and 315,000-pound railcars. (Coordination with Michigan Technological University to develop a web-based interactive map will be required.)
2. Comparison of shipping modes in the region, including case studies of costs.
3. Comparison of the region's shipping costs to other regions.
4. The role existing rail infrastructure plays in the region's economy, including commodities moved and industries supported.
5. Operational analysis of existing rail system in region, including how the lines connect to the national rail network.
6. How major rail commodities are shipped to/from the region.
7. Factors that determine region shippers' modal choice.
8. Factors outside the region that impact shipping to/from the region, including planned projects, border crossings and bridges/tunnels.
9. Current and projected (short and long term) rail opportunities in the region.

¹ For purposes of this analysis, the "northern Lower Peninsula" includes the counties in the Lower Peninsula that are primarily located north of M-57, including Alcona, Alpena, Antrim, Arenac, Bay, Benzie, Charlevoix, Cheboygan, Clare, Crawford, Emmet, Gladwin, Grand Traverse, Gratiot, Huron, Iosco, Isabella, Kalkaska, Lake, Leelanau, Manistee, Mason, Mecosta, Midland, Missaukee, Montcalm, Montmorency, Muskegon, Newaygo, Oceana, Ogemaw, Osceola, Oscoda, Otsego, Presque Isle, Roscommon, Saginaw, Sanilac, Tuscola, and Wexford Counties.

10. Specific to agricultural-export goals, most efficient way to support projected crop production (rail/truck transload , rail/marine transload, spurs, etc.)
11. Existing private investment in the region's rail and intermodal infrastructure.
12. Costs/benefits of existing public investment in the region's rail and intermodal infrastructure.
13. Costs/benefits of any potential public investment in the region's rail and intermodal infrastructure.
14. Role rail infrastructure currently plays in economic development in the region.
15. Short and long-term economic development potential of rail in the region, including examples in which rail infrastructure could serve as an economic engine.
16. Recommendations on rail and intermodal infrastructure necessary to efficiently meet the current and projected regional- economic needs, including reduction and/or expansion. (Any project recommendations will also need to be mapped in GIS format.)
17. Recommendations on how to reduce transportation costs in the region.
18. Recommendations on how rail can provide businesses in the region competitive advantage.
19. Case studies of other comparable areas (nationally or globally) that have utilized rail infrastructure to their advantage.

The following data will be provided by the Michigan Department of Transportation:

- Michigan Technological University's NURail Rural Freight Study shipper survey
- State-owned line statistics, including shippers and carloads
- State rail maps
- Relevant MDOT planned projects
- Modal commodity data for the region
- USDA Agricultural Statistics Service data
- Natural Resources Conservation Service crop production maps
- Ports and marine terminals in the region that handle cargo
- Waterborne commerce data
- Relevant rules and regulations
- Prior studies, including the MI Transportation Plan and the Michigan State Rail Plan
- Governor Snyder's Special Message on Transportation and Infrastructure

PROGRESS REPORTS AND MEETINGS

Progress reports and deliverables shall be submitted on or before mutually agreed-upon dates to be established prior to the study's start. Progress reports and deliverables shall be submitted to the project manager in an electronic format. All documents should be submitted to:

Nikkie Johnson, Rail Project Manager
 Office of Rail
 Michigan Department of Transportation
 2700 Port Lansing Road
 Lansing, Michigan 48906
johnsonn15@michigan.gov
 517-335-0939

PRIME CONSULTANT RESPONSIBILITIES

- A. Meet with the MDOT project manager and project team prior to beginning any major work element to review the relationship of work to the project objectives, clarify the nature of the work element, and review sources of relevant data. The consultant will give attention to critical target dates and required lead times.
- B. The MDOT project manager shall be the official MDOT contact person for the consultant. The consultant must furnish a copy of all correspondence to the MDOT Project Manager. This includes all sub-consultant correspondence and verbal contact records. The MDOT Project Manager shall be aware of all communications regarding the project.
- C. The consultant shall notify MDOT and obtain MDOT approval of all proposed sub-consultants and contracts for all work that will not be performed directly by the consultant.
- D. As work progresses, the consultant will present all deliverables in draft form as specified in the Scope of Services Section for review by the MDOT Project Manager, project team, and other appropriate MDOT staff.

PROPOSAL SELECTION CRITERIA

A. Understanding of Service: 30 Points

Describe the understanding of the service to be provided or other issues. This information is to be based on the scope of services. Include any work item that should be added to the scope of services, or any work item in the current scope of services which should be altered.

B. Qualifications of Team: 25 Points

The scoring for qualifications of the team will be one score based on the following information:

- *Structure of the Project Team (Personnel and Roles).* Describe the structure of the project team including the roles of all key personnel and sub-consultants. For each sub-consultant, describe role in service and include what percent of the named role the sub-consultant is expected to provide.
- *Staff Service Experience.* Provide resumes for each of the key staff of the prime and sub-consultant. The resume is limited to three (3) pages (single side) per key staff member.
- *Staff Abilities.* Ability to conduct the research, produce the deliverables, and develop the message.

C. Past Performance: 20 Points

MDOT will review relevant performance evaluations for the past five (5) years for prime and sub-consultants that are being proposed. If the consultant has not previously worked for MDOT or has only had a few service opportunities that have been evaluated, this area can be used to provide other references for the selection team to contact. These references would be in addition to references provided in the resumes provided in "Qualifications of Team," and limited to work completed in the past five (5) years.

D. Location & Availability: 5 Points

This factor will be based on the contractor's accessibility and ability to devote a concerted effort to the project. The consultant selection criteria regarding location will include consideration of the following: (1) whether the consultant has a Michigan office, although not required, and (2) proximity of the consultant's base of operations to Michigan (Chicago is reasonable, but Los Angeles may not be). The consultant selection criteria regarding availability will include the following: (1) the number of proposed visits to Lansing, and (2) number of person hours by classification.

E. Price: 35 Points

The Total Bid amount submitted on the Bid Sheet included with the proposal will be scored using a predetermined scale set by the MDOT Selection Team.

F. Technical Proposal/Presentation: 20 Points

Presentations/technical proposals may be required. Unless otherwise designated, the technical proposal will be delivered at the presentation, if needed. At the project manager's discretion, it may be determined that a presentation and/or technical proposal is not necessary after a complete review of the proposals submitted. Consultants will be notified if and when presentations will be held. The technical proposal supplements the information already included and scored in the proposal. It must follow the format outlined below. There is no limit to the number of pages that can be provided. The technical proposal expands four areas of the proposal.

1. General Information

In the first section the consultant/vendor will provide any and all changes from the information that was provided in the original proposal.

2. Expanded Understanding of Services and Innovations

The consultant/vendors will provide an expanded work plan and any proposed innovations in implementing the service.

3. Efficiency/Effectiveness and Communication

The consultant/vendor will provide how they will effectively and efficiently use their staff to assure a quality product at a reasonable price. They will provide a schedule showing how they plan to complete the service on time. This can be described and shown graphically. A communication plan may be provided that shows how service information and issues are communicated and resolved.

4. Quality Assurance/Quality Control Plan

The consultant/vendor will describe in detail how they will implement a QA/QC program for this service. They will designate who will be responsible for their QA/QC program.

(The total number of points is 135.)

CONSULTANT PAYMENT – Actual Cost plus Fixed Fee:

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

All billings for services must be directed to the Department and follow the current guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's website. This document contains instructions and forms that must be followed and used for billing. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

Direct expenses, if applicable, will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager.

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

CONSULTANT BID SHEET

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 an Actual Cost Plus Fixed Fee 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:

Rail Infrastructure's Role in the Economic Development of Michigan's Northern Lower-Peninsula

Deliverables	Bid Price
Personnel costs. Indicate the classification (project manager, section analyst, etc.), the task, estimated hours for each task by classification, hourly rate, and total cost	\$ _____
Cost of supplies and materials	\$ _____
Other direct costs	\$ _____
General & administrative burden or overhead (indicate percentage and total)	\$ _____ _____ %
Transportation costs	\$ _____
Grand Total Bid	\$ _____

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