

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

	REQUISITION NUMBER		DUE DATE XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX
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 _____

<input type="checkbox"/> Prequalified Services – See page ____ of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> 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
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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

REQUEST FOR QUALIFICATIONS
SCOPE OF SERVICES FOR AN OWNER'S REPRESENTATIVE FOR
PERFORMANCE-BASED OPERATIONAL SYSTEMS FOR
HIGHWAY MAINTENANCE AND TRANSPORTATION SERVICES
JUNE 27, 2012

PROJECT LOCATION: Statewide, with project administration based at Lansing, Michigan

PROJECT DESCRIPTION: The Michigan Department of Transportation (MDOT) is seeking a qualified Vendor to serve as an Owner's Representative, herein referred to as the Owner's Rep, to assist the department in investigating and potentially developing a performance-based approach to delivering some of the department's core services. This request for proposal contains multiple phases as described below. While the Vendors must respond to all phases contained herein, the selected Vendor will initially only be authorized to complete Phase 1. Should the department elect to proceed with subsequent phases, or portions of phases, and the Vendor's performance has been satisfactory in previous phases, the department may elect to use the selected Vendor to perform the subsequent phases, or portions of phases. Separate authorizations will be negotiated for each subsequent phase, or portions of phases. There is no guarantee that subsequent phases, or portions of phases will be authorized, or that the selected Vendor will be given the contract authorization for any subsequent phase, or portions of phases.

Phase 1: The Owner's Rep shall research a two component performance-based operational system (PBOS). The first component is a performance-based operational system for highway maintenance (PHASE 1A) and the second component is a performance-based operational system for transportation services (PHASE 1B). The Owner's Rep shall conduct a thorough investigation of existing performance-based operational models throughout the world and advise the department on the advantages and disadvantages, benefits and costs, anticipated cost savings or operational efficiencies, service delivery options and other considerations the department should make if it decides to pursue PBOS. The Owner's Rep will assist in determining budgeting needs and methodology for PBOS, specific to its application depending on the delivery models used in implementation.

This phase shall also include advising the department in the implementation of a Maintenance Decision Support System (MDSS) to support PBOS (PHASE 1C). The Owner's Rep shall incorporate the elements of MDSS into the PBOS for highway maintenance.

This phase shall also include advising the department in the procurement of an Enterprise Asset Management System (EAMS) to support PBOS (PHASE 1D). The Owner's Rep shall provide technical expertise to assist the department in determining functional requirements of an EAMS as well as determining data needs, type and content, and providing advice regarding data collection and management considerations.

Phase 2: The Owner's Rep will assist MDOT in implementing selected performance-based operational systems. The Owner's Rep will provide implementation guidance, including process recommendations and communications support (PHASE 2A). As appropriate for the delivery model, the Owner's Rep will also develop contract documents for competitively-bid performance-based highway maintenance, with applicable MDSS components, at location(s) to be determined (PHASE 2B). The Owner's Rep will also develop contract documents for competitively-bid performance-based transportation services at location(s) to be determined

(PHASE 2C). The Owner's Rep will assist in evaluating contractor qualifications and bid prices for both sub-phases.

Phase 3: Once one or both PBOS components are implemented, the Owners Rep may be authorized to manage and oversee some or all of the components or contracts as applicable. Tasks that may be included in this phase could include items such as performance compliance, quality assurance audits, payment determination, penalty assessment, and day-to-day oversight.

ANTICIPATED START DATE: September 30, 2012

ANTICIPATED COMPLETION DATE: June 30, 2017

PRIMARY PREQUALIFICATION REQUIREMENTS: None

SECONDARY PREQUALIFICATION CLASSIFICATIONS: None

DBE REQUIREMENTS: None. Although there is no requirement for DBE participation, MDOT encourages the use of DBE firms in the contract work.

MDOT PROJECT MANAGER:

Mark S. Geib, P.E.
Engineer of Operations Field Services Division
Michigan Department of Transportation
6333 Old Lansing Road
Lansing, Michigan 48917
E-mail: geibm@michigan.gov

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 Statement of Qualifications (SOQ) due date and time. All questions and answers will be placed on the MDOT Web site at http://www.michigan.gov/mdot/0,1607,7-151-9625_32842---.00.html as soon as possible after receipt of the questions. MDOT will attempt to respond to all questions at least three (3) days prior to the SOQ due date deadline. The names of Vendors submitting questions will not be disclosed.

SCOPE OF WORK: Note: The below Section numbers are not to be construed as Phase numbers as utilized within the Description Section of this Request for Qualifications - Scope of Services.

1. Performance-Based Operational System for Highway Maintenance

MDOT intends to research, develop, and implement performance-based highway maintenance. These maintenance operations are performed by, or will be performed by, state forces assigned to maintenance garages, contracted public agency forces assigned to county commissions, county road commissions, and municipalities, and private contract entities. Highway maintenance operations consist of a series of activities, which are listed below in group format. The listed activities are not necessarily inclusive of all highway maintenance operations.

- a. Mobility: winter operations, incident management and emergency response, maintenance work zone operations,
- b. Safety: traffic signal operations, safety barrier repairs, intelligent transportation systems, clear safety zones, traffic signs,
- c. Roadway: road condition, surface condition, shoulder condition, drainage, debris management, patrolling,
- d. Bridges: bridge condition, large culvert condition, movable operations, and
- e. Roadside: tourist facilities janitorial services, vegetation management, debris management, graffiti.

The Owner's Rep will be responsible to research and develop a performance-based operational system for highway maintenance that can be applied statewide and likely will be applied within location(s) to be identified. Highway maintenance operations performance measurements and target attributes are to include such measurements as traffic speed, regain time, feature condition, and response times. Available reference materials include, but are not limited to, MDOT's Maintenance Performance Guides, Maintenance Advisories, Maintenance Memos, Maintenance Activity Reporting System, and Local Agency Payment System.

MDOT is participating in a pooled fund study for an operational Maintenance Decision Support System (MDSS) for state transportation agencies. Some implementation will begin, for demonstration purposes, in the winter of 2012/2013. The MDSS study is working to develop an automated system that can:

- a. Assess current road and weather conditions using observations and reasonable inferences based upon observations,
- b. Provide time- and location-specific weather forecasts along transportation routes,
- c. Predict how road conditions would change due to forecasted weather and the application of several candidate road maintenance treatments,
- d. Notify state agencies of approaching conditions and suggest optimal maintenance treatments that can be achieved with resources available to the transportation agencies, and
- e. Evaluate the reliability of predictions and the effectiveness of applied maintenance treatments for specific road and weather conditions in order for decision support to be improved.

The Owner's Rep will be responsible to assist MDOT in the implementation of the newly developed performance-based highway maintenance operations system, with applicable MDSS components, at locations as directed. Locations that may use the new system include state force

garages, contracted public agencies, and private contractor(s) responsible for specified department service areas.

MDOT may also seek to implement competitively-bid long-term performance-based highway maintenance operations, with applicable MDSS components, at select location(s). The Owner's Rep will be responsible to develop the related contracting documents, including, but not limited to, selection protocols and the performance-based highway maintenance contract(s). The Owner's Rep will likely be responsible to manage and oversee these contract(s).

MDOT accomplishes maintenance activities by state forces assigned to 35 maintenance garages, and local forces assigned to 65 contract counties and 173 contract municipalities. The number of garages and contract entities are subject to change. Each fiscal year, MDOT budgets for maintenance activities by adjusting rolling five year average costs, with annual increases (e.g. employee costs, material inflation costs, additional lane-miles, etc.), and decreases, as needed, due to competing priorities. Emergency responses, winter operations, and critical surface and bridge maintenance activities are considered the highest priority activities and are generally funded first, with remaining annual budgets dedicated to statewide maintenance priorities second, and area maintenance third.

Cost expenditures are managed by state forces, working at maintenance area garages, region-wide garages, and specialty garages (e.g. repair facilities) that perform scheduled and non-scheduled (i.e. emergency) maintenance activities and then track those activities through reporting hours of labor and operating equipment and amount of used materials for 100 activity codes. Contracted public agency forces plan scheduled maintenance and are reimbursed for completed scheduled and non-scheduled activities by billing the department for 42 activity codes, activity codes that are different than those used for state forces.

The Owner's Rep will be responsible to develop a performance-based operational system for highway maintenance that addresses a needs-based budgeting process that considers outcome-based and performance-based budgeting alternatives, for each of the three delivery systems (state forces, contracted public agencies, and private contractors), that accomplishes results that are in alignment with the department's mission and strategic direction, and holds each maintenance entity accountable for those results. In addition, highway maintenance operations are to achieve improved organizational results by gaining efficiencies and effectiveness.

2. Performance-Based Operational System for Transportation Services

MDOT intends to develop and implement a performance-based transportation service operations system. Transportation services are performed by state forces, with some activities performed by contracted entities. Transportation services consist of a series of activities, which are listed below in group format. The listed activities are not necessarily inclusive of all transportation services.

- a. System Operations: traffic safety and operations, permitting, maintenance (if not delivered via the above described performance-based highway maintenance operations system)
- b. Capital Outlay Projects: early preliminary engineering, preliminary engineering, right of way acquisition, utility relocation, construction engineering

The Owner's Rep will be responsible to develop a performance-based operational system for transportation services that can be applied statewide or at specific locations. The transportation service operations system will include, at a minimum, the following performance measurements with related target attributes:

- a. Ensuring traveler safety,
- b. Managing congestion and ensuring travel time reliability,
- c. Providing high quality customer service,
- d. Preserving and maintaining asset capability and condition,
- e. Sustaining normal system operations, and
- f. Delivering quality capital projects on time and within budget.

The Owner's Rep will be responsible to assist MDOT in the implementation of the newly developed performance-based transportation services operations system at location(s) to be determined.

MDOT may also seek to implement competitively-bid long-term performance-based transportation services operations at select location(s). The Owner's Rep will be responsible to develop the related contracting documents, including, but not limited to, selection protocols and the performance-based transportation services contract(s). The Owner's Rep may become responsible to manage and oversee these contract(s).

MDOT accomplishes transportation services activities by state forces assigned to 22 Transportation Service Centers, seven Region Offices, and the statewide/central facilities in the Lansing area. Contractors, consultants, and other Vendors are hired to deliver a variety of transportation services. The performance-based transportation services operations are to be focused on activities assigned to the Transportation Service Centers.

Each fiscal year, MDOT budgets state monies for all transportation service activities by adjusting the prior year's budget with annual increases (e.g. employee costs), and decreases, as needed, due to competing priorities. Those employees assigned to Federal-aid eligible programs and projects charge their labor against a combination of the Federal-aid program or projects and state matching funds. The state monies not used for salaries are used within the capital program.

The Owner's Rep will be responsible to develop a performance-based operational system for transportation services that addresses a needs-based budgeting process that considers outcome-based and performance-based budgeting alternatives, that accomplishes results that are in alignment with the department's mission and strategic direction, and holds each transportation service entity accountable for those results. In addition, transportation service operations are to achieve improved organizational results by gaining efficiencies and effectiveness.

3. Enterprise Asset Management System

Related to the research, development, and implementation of a performance-based operations system for both highway maintenance and transportation services is MDOT's development of an Enterprise Asset Management System (EAMS), via a separate contract and different Vendor. This EAMS will allow the whole-life optimal management of the MDOT's assets to maximize value.

Enterprise Asset Management (EAM) is the business processes and enabling information systems that support management of an organization's assets, both physical (e.g. buildings, equipment, infrastructure, etc.) and non-physical (e.g. accounting systems). The new system will be utilized to scope, design, construct, operate, maintain, and decommission/replace MDOT's infrastructure elements, equipment, facilities, and other assets. "Enterprise" refers to the management of the assets across the department's organization, locations, and facilities. By managing assets across the department, MDOT can improve utilization and performance, reduce capital costs, reduce asset-related, operating costs, extend asset life, and subsequently improve MDOT's return on assets. MDOT currently has a very successful asset management approach to maintain the condition state of state-owned roads and bridges. Lacking however, is an enterprise system to manage many other assets in a holistic, systematic manner.

The Owner's Rep will assist MDOT in validating the EAMS, as it is developed, as it applies to the development and implementation of a performance-based operational system for highway maintenance and transportation services, including the necessary EAMS application for competitively-bid performance-based contracts for highway maintenance and transportation services. The Owner's Rep will advise MDOT as to needed EAMS elements and outcomes to gain efficiencies in developing and implementing a performance-based operational system for highway maintenance and transportation services.

MDOT in partnership with the Department of Technology, Management and Budget, under a separate contract authorization, will develop the EAMS. The Owner's Rep is required to coordinate with the EAMS Vendor, as needed, to facilitate the inclusion of the use by those to be engaged with performance-based operational systems, for highway maintenance and transportation services.

The Owner's Rep shall:

- a. Provide input, review, and guidance to facilitate the development of the EAMS.
- b. Provide recommended features, functions, reports, and other features that will enhance the EAMS final product.
- c. Review draft and final business and technical requirements of the EAMS Request for Proposal.
- d. Assist in the review of EAMS proposals and identify strengths and weaknesses of each.
- e. Assist in the review of the cost proposals of the selected or short listed proposals to determine the best valued system.
- f. Review and comment on complete Request for Proposal document.
- g. Participate in sessions held for Vendors to demonstrate their EAMS products.

The EAMS is expected to be used by state forces, contracted public agency forces, and private contract entities. Functionality includes mobile access, data entry, work order creation, inventory tracking, and mapping. Assets to be contained in the EAMS include, but are not limited to:

- Roads
- Bridges
- Culverts
- Guardrail/barriers
- Signs
- Signals
- Pump Stations
- Retaining Walls
- Fences
- Facilities
 - Rest Areas
 - Welcome Centers
 - Maintenance Garages
- Service Centers and Region Offices
- Salt Storage Sheds
- Other Facilities
- ITS Systems
- Ditches
- Traffic Attenuators

- Freeway Lights
- Catch Basins
- Cantilevers and Trusses
- Other Roadway Features

4. Anticipated Schedule Of Work

- a. Issue RFQ: 06/27/12
- b. Vendors' questions deadline date: 07/13/12
- c. Receive SOQs: 07/18/12
- d. Score and shortlist firms, invite Vendors to interviews: 07/20/12 to 07/23/12
- e. Interviews: 8/01/12 to 8/03/12
- f. Score interviews and select most qualified firm: 8/08/12
- g. Hold scope verification meeting: 8/10/12
- h. Negotiate price proposal: 8/13/12
- i. Contract approval (if State Administrative Board approval is needed): 09/27/12
- j. Anticipated start date: 9/30/12
- k. Performance-Based Operational System for Highway Maintenance:
 - i. Research completed, including budgeting systems by/on 12/01/12
 - ii. State forces commencement at first service area by/on 1/01/13
 - iii. Enterprise Asset Management System and Maintenance Decision Support System begins to be put in place by 12/31/12
 - iv. Contract commencement at first service area by/on 04/01/13
 - v. Contract agency commencement at first service area by/on 10/01/13
 - vi. State forces commencement at all service areas by/on 10/01/13
 - vii. Contract agencies commencement at all service areas by/on 10/01/14
- l. Performance-Based Operational System for Transportation Services:
 - i. Research completed, including budgeting systems by/on 12/31/12
 - ii. Enterprise Asset Management System begins to be put in place by 04/01/13
 - iii. Commencement at first service area by/on 06/01/13
 - iv. Contract commencement at first service area by/on 10/01/13
- m. On-going activities and management: 09/15/12 to 06/30/17
- n. Anticipated completion date: 06/30/17

CONDITIONS:

1. Due to the unique nature and organizational impact of researching, developing, and implementing performance-based highway maintenance and transportation services operational systems as new business models:
 - a. The initiation of each phase will require a notice to proceed. Each phase and sub-phase will be authorized individually.
 - b. It is possible that the work of some of the phases, or portions of phases, will be performed sequentially and some will be performed consecutively.
 - c. It is possible some of active phase work will be discontinued regardless of any notice to proceed.
 - d. It is possible that some of phase work or portions of the phase work will not be initiated or authorized to proceed.
- 2a. All deliverables produced as a result by the Owner's Rep of this contract shall become the property of MDOT.
- 2b. MDOT may take action to implement a performance-based operational system for highway maintenance and/or transportation services statewide. No compensation will be owed to the Owner's Rep for implementation unless specific activities, related to the expectations of this project, as directed by the MDOT Project Manager, are performed by the Owner's Rep to assist in the statewide implementation.
3. MDOT may take action to competitively bid performance-based highway maintenance and/or transportation services in locations other than those established by the expectations of this project. No compensation will be owed to the Owner's Rep for implementation unless specific activities, related to the expectations of this project, as directed by the MDOT Project Manager, are performed by the Owner's Rep to assist in the implementation in locations other than those established by the expectations of this project.

SELECTION PROCESS: The steps to determine the selected Vendor are as noted below.

Step 1. Statement of Qualifications (SOQs)

Potential Vendors shall submit a Statement of Qualifications (SOQ) in response to this Request for Qualifications (RFQ). The SOQ document is described as follows.

- a. Completeness and Conditions of SOQ
 - i. Completeness: Each SOQ should be prepared simply and economically, providing a straightforward, concise description of the Vendor's ability to meet the requirements of the RFQ. Emphasis should be on completeness, clarity of content, responsiveness to requirements, and an understanding of the project needs.
 - ii. Compliance: Failure to comply with the requirements contained in the RFQ may be subject for rejection of the SOQ.
 - iii. Rejection: Any SOQ that fails to meet the deadline or delivery requirements will be rejected and returned to the Vendor without having been ~~opened~~, considered or evaluated.
 - iv. Ownership of SOQ(s): SOQ(s) and any other information submitted by the Vendor(s) shall become the property of MDOT.
 - v. Validity Period: SOQ(s) are to be valid for MDOT's acceptance, for a minimum

of 49 days, after the Statement of Qualification due date to allow time for evaluation and selection. A SOQ, if accepted, shall remain valid for the duration of the Contract.

- b. SOQ Submittal Instructions and Format: This section describes requirements that all Vendors must satisfy in the SOQ. Failure to comply with any of the following by a Vendor may result in the rejection of the SOQ.
 - i. SOQ Format
 - Language: All information shall be in English.
 - Font: All narrative text shall be a minimum of twelve (12) points in size and single spaced. The style and size of headings and figures are not prescribed.
 - Page Margins: Page margins shall be set at 0.75 inches minimum, not including headers or footers.
 - Table of Contents: Include a Table of Contents that provides page number references.
 - Page Limit: The SOQ shall not exceed 19 pages in length. Table of contents and staff resumes are not included in page limits.
 - Front Cover: The front cover of each SOQ shall be clearly labeled with the project name, along with the Vendor's name.

Step 2. Evaluation of the SOQs

SOQ's will be reviewed and receive a preliminary score by MDOT. MDOT anticipates inviting up to five Vendors that received the highest preliminary scores to Step 3 (Interviews).

The SOQ's will be scored on the following evaluation criteria:

- a. Criteria #1: Understanding of Service (30 points)

Vendors shall provide an Executive Summary that includes their understanding of the project and its expectations, how those expectations will be met, and a brief narrative describing why they are the "best qualified" to perform the services outlined in this RFQ. The Vendor shall also include sufficient information to familiarize reviewers with their project approach and their ability to satisfy the requirements of the work.
- b. Criteria #2: Past Experience of the Vendor (40 points)

The Vendor shall provide the firm's past experience on projects with similar scope and complexity. The Vendor should demonstrate how they completed the projects with success and clearly demonstrate their role in the success of the projects.
- c. Criteria #3: Qualifications of Key Staff (30 points)

Vendors shall provide the name of key personnel and describe their role in the project and their experience on similar projects. An organizational chart for the project with names of key individuals should also be provided. Resumes for key personnel of the Vendor and any sub-Vendors shown on the organization charts shall also be provided.

The Vendor should clearly identify the roles of key staff during all phases of the project. The Vendor should demonstrate how communication will occur with internal staff, sub-Vendors, other stakeholders, and MDOT.

Scoring Methodology: The preliminary score will be determined as follows:

- a. The MDOT Selection Committee will review each SOQ identifying significant and minor strengths and weaknesses of the Vendor. Strengths and weaknesses are defined as follows:

- i. Strengths: That part of the SOQ which ultimately represents a benefit to the project and is expected to increase the Vendor's ability to meet or exceed the project expectations. A minor strength has a slight positive influence on the Vendor's ability to meet or exceed the project expectations, while a significant strength has a considerable positive influence on the Vendor's ability to meet or exceed the project expectations.
 - ii. Weaknesses: That part of the SOQ which detracts from the Vendor's ability to meet the project expectations or may result in an inefficient or ineffective performance. A minor weakness has a slight negative influence on the Vendor's ability to meet the project expectations, while a significant weakness has a considerable negative influence on the Vendor's ability to meet the project expectations.
- b. Based on the identified strengths and weaknesses, the Selection Committee will use the following rating system to determine the value for each evaluation criteria.
- i. Excellent (81-100% of points possible): The SOQ is considered to significantly exceed the RFQ requirements/objectives in a beneficial way (providing advantages, benefits or added value to the project) and provides a consistently outstanding level of competency. For the SOQ to meet the minimum criteria to be scored as Excellent, it must be determined to have more than one significant strength, additional minor strengths, and no appreciable weaknesses. There is a high expectation that the team as proposed, would be successful in delivering the project to the owner's satisfaction, and would most likely exceed all project expectations.
 - ii. Very Good (61-80% of points possible): The SOQ is considered to exceed the RFQ requirements/objectives in a beneficial way (providing advantages, benefits or added value to the project) and offers a generally better than acceptable competency. For the SOQ to meet the minimum criteria for consideration to be scored as Very Good, it must be determined to have at least one significant strength, additional minor strengths, and no significant weaknesses. The greater the significance of the strengths and/or the number of strengths, and the fewer the minor weakness will result in a higher score. It is expected that the team as proposed, would be successful in delivering the project to the owner's satisfaction, and will most likely meet and/or exceed all project expectations.
 - iii. Good (41-60% of points possible): The SOQ is considered to meet the RFQ requirements/objectives and offers an acceptable level of competency. For the SOQ to meet the minimum criteria for consideration to be scored as Good, it must be determined to have several strength(s), even though minor and/or significant weaknesses exist. The greater the significance of the strengths and/or the number of strengths, and the fewer the minor or significant weakness will result in a higher score. It is expected that the team as proposed, will be able to deliver the project and meet the project expectations.
 - iv. Fair (21-40% of points possible): The SOQ is considered to contain several minor and/or significant weaknesses, some minor strengths and no significant strengths. The greater the strengths and fewer the minor or significant weaknesses will result in a higher score. It is expected that the team as proposed, should be able to deliver the project but may not be able to meet some of the project expectations.
 - v. Poor (0-20% of points possible): The SOQ is considered to contain significant weaknesses and no appreciable strengths. The SOQ demonstrates a low

probability of meeting the RFQ requirements and may be determined to be non responsive. The fewer the minor or significant weakness will result in a higher score. It is unlikely that the team as proposed would be able to deliver the project to the owner's satisfaction.

- c. A score will be calculated for each evaluation criteria by multiplying the selected rating system value by the applicable evaluation criteria points. The scores of each evaluation criteria will be summed to determine each Vendor's preliminary score.
- d. MDOT reserves the right to conduct an independent investigation of any information, including prior experience, identified in the SOQ by contacting project references, assessing public information, contacting independent parties, or other means. MDOT further reserves the right to request additional information from a Vendor during the evaluation of the SOQ.

Step 3. Interviews

MDOT will invite, at most, the top five firms selected in step two (Evaluation of the SOQs) to participate in an interview. Interviews are anticipated to last 60-90 minutes. Each interviewed Vendor will be provided additional items to respond to at the interview. A maximum of 100 points will be awarded for the interview. The points will be calculated similar to the preliminary scoring methodology and as applicable to the number of and importance of the interview questions.

MDOT may also ask Vendors to clarify the intent of items in the SOQ by asking unique and specific questions about information within their SOQ. The SOQ preliminary scores may be adjusted after the interview process to account for any clarifications provided at the interviews. MDOT may require a Vendor to modify and resubmit their SOQ to clarify any item(s) in question.

Step 4. Final Selection

The final selection of the Vendor will be based on the combined scores from the SOQ preliminary score and from the interview score. The Vendor with the highest combined score from step two (Evaluation of the SOQs) and step three (Interviews) will be invited to submit a price proposal and detailed work plan as described in step five.

Step 5. Price Proposal and Detailed Work Plan Submittal

The Vendor with the highest combined score from step two (Evaluation of the SOQs) and step three (Interviews) will be invited to submit a price proposal and detailed work plan. If the price proposal negotiations are not successful, MDOT reserves the right to invite the Vendor with the second highest combined score from step two (Evaluation of the SOQs) and step three (Interviews) to submit a price proposal and detailed work plan. MDOT reserves the right to continue considering other Vendors, in reverse scoring outcomes, to achieve an acceptable price proposal negotiation.

The detailed work plan will include a detailed description of the tasks the Vendor will undertake in Phase 1, the timeframes to accomplish the work, and deliverables being generated by the Vendor for each task.

GENERAL SPECIFICATIONS AND REQUIREMENTS:

1. Clarifications or Interpretations: Any clarifications or interpretations of this RFQ that affect or change its requirements will be issued by MDOT by posting to the project Web site in the form of an amendment to the RFQ. Interpretations or clarifications in any other form, including oral statements, will not be binding on MDOT and should not be relied upon in preparing the SOQ. All amendments issued by MDOT before the Statement of Qualification due date, are part of the RFQ, and all requirements shall be incorporating into the SOQ.
2. Obligation of Parties: The Vendor is solely responsible for ensuring that their SOQ is clear, correct, and consistent. MDOT reserves the right, at its sole discretion (but is not obligated), to:
 - a. Investigate the qualifications of any Vendor
 - b. Seek or obtain data from any source related to the SOQ
 - c. Require confirmation of information furnished by a Vendor
 - d. Require additional information from a Vendor concerning their SOQ
 - e. Seek and receive clarifications to a SOQ
 - f. Require additional evidence of qualifications to perform the work
 - g. Modify the RFQ process
 - h. Waive minor deficiencies and irregularities in a SOQ
 - i. Reject any or all SOQs
 - j. Cancel, modify, or withdraw the RFQ
 - k. Issue a new RFQ
3. By submitting a SOQ, the Vendor understands and acknowledges the following:
 - a. Assumed Requirements: The SOQ presented is based on assumed requirements of the proposed project; and, that MDOT has made no written or oral representations that any such assumed requirements are accurate should a Contract arise from the presented SOQ. The Vendor is required to qualify all assumptions it makes.
 - b. Cost of Submission: All costs incurred by the Vendor as a result of the Vendor's efforts to participate in this selection process shall be at the sole risk and obligation of the Vendor. MDOT will not provide compensation to the Vendor for any expenses incurred for the SOQ preparation or the interview process.
 - c. Award of Contract: MDOT makes no guarantee that an award will be made as a result of this RFQ, and reserves the right to accept or reject any or all SOQ's, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ or resulting Contract when deemed to be in the project's best interest. Representations made within the SOQ will be binding on the responding firm.

DELIVERABLES:

1. Biweekly Progress Report: The Vendor shall submit biweekly project progress reports to the MDOT Project Manager. The biweekly report shall at a minimum, include the work accomplished during the previous month, anticipated work items for the upcoming month, real or anticipated problems on the project, update of previously approved detailed project schedule, including explanations for any delays or changes, items needed from MDOT, a copy of a verbal contact records for the period.
2. Performance-Based Operational System for Highway Maintenance: Research, development, including MDSS and EAMS elements, and implementation documents will:
 - a. Be developed in Microsoft's Word format, with a Calibri font, generally in a 12 font-size format.
 - b. The draft documents will be delivered on a monthly basis, and as each element is completed, a comprehensive document shall be delivered in compliance with the anticipated schedule of work.
 - c. The competitively-bid contract documents are to follow MDOT's contracting protocols.
 - d. The documents will be delivered in a binder, printed on 8.5-inch x 11-inch, with exhibits printed, as necessary, on 11-inch x 17-inch paper, folded to 8.5 inch x 11-inch size.
 - e. The documents will also be delivered in a CD or Flash Drive in a format which can be edited.
 - f. A series of Microsoft's Power Point presentations will be prepared to share with MDOT officials, and others, the results of the research, development, and implementation efforts.
3. Performance-Based Operational System for Transportation Services: Research, development, including EAMS elements, and implementation documents will:
 - a. Be developed in Microsoft's Word format, with a Calibri font, generally in a 12 font-size format.
 - b. The draft documents will be delivered on a monthly basis, and as each element is completed, a comprehensive document shall be delivered in compliance with the anticipated schedule of work.
 - c. The competitively-bid contract documents are to follow MDOT's contracting protocols.
 - d. The documents will be delivered in a binder, printed on 8.5-inch x 11-inch, with exhibits printed, as necessary, on 11-inch x 17-inch paper, folded to 8.5 inch x 11-inch size.
 - e. The documents will also be delivered in a CD or Flash Drive in a format which can be edited.
 - f. A series of Microsoft's Power Point presentations will be prepared to share with MDOT officials, and others, the results of the research, development, and implementation efforts.

VENDOR PAYMENT:

Compensation for this project shall be on an **actual cost plus fixed fee** basis. The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor rates, applied overhead, other direct costs, sub-Vendor costs, and applied fixed fee. All billings for services must be directed to the Department and follow the current guidelines. The terms Vendor and Consultant are interchangeable in regard to payment and other contractual language.

The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Web site. It is understood the Vendor may not be a Professional Engineering firm; that said, this document contains instructions and forms that must be followed and used for billing purposes. Payment may be delayed or decreased if the instructions are not followed. Payment to the Vendor for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the Contract with the Vendor.

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 the project Contract for 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 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 Vendor and must have prior written approval by the MDOT Bureau Director and the MDOT Project Manager.