

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

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

BUREAU OF HIGHWAYS BUREAU OF TRANSPORTATION PLANNING ** OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO YES DATED _____ THROUGH _____

Prequalified Services – See page ___ of the attached Scope of Services for required Prequalification Classifications.

Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. **(Form 5100J Required with Proposal)**

Qualifications Based Selection – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

****For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (see address list, page 2). The priced proposal must be submitted in a sealed envelope, clearly marked "**PRICE PROPOSAL.**" The vendor's name and return address **MUST** be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

Qualifications Review / Low Bid - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

Best Value - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

Low Bid (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked "**SEALED BID.**" The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 10	PROPOSAL/BID DUE DATE 7/1/10	TIME DUE 4:00 PM
---	---------------------------------	---------------------

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

Brian Sanada - Asset Management Coordinator
 P.O. Box 30050
 Lansing, MI 48909

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
- 5100G** – Certification of Availability of Key Personnel
- 5100I** – Conflict of Interest Statement
- 5100J** - Consultant Data and Signature Sheet (Required only for Non-Prequalified Work)

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

Notification
ARRA MONTHLY EMPLOYMENT REPORTS
Note: This Notification is only applicable for those projects/contracts funded with ARRA funds. If you have questions, please contact MDOT Contract Services Division at (517) 335-0071.

The American Recovery and Reinvestment Act of 2009 (ARRA), requires states receiving stimulus funds for highway projects to provide monthly reports to the Federal Highway Administration (FHWA) regarding the number of employees of the prime contractors, all-tier subcontractors and consultants on ARRA funded projects.

The cost for complying with this Notification must be borne by the prime contractor, and all-tiers of subcontractors and consultants, as part of their overhead and is deemed to be included in the payments made under this contract.

Within 10 days after the end of each month in which work is performed on this contract, all prime contractors and consultants must provide the Engineer a monthly report on MERS at <https://sso.state.mi.us/> providing employment information on each ARRA project, which will include, for work performed in that preceding month:

- The total number of employees who performed work on this contract.
- The total number of hours worked by employees who performed work on this contract.
- The total wages of employees who performed work on this contract.

Prime Consultants are responsible for reporting on all subconsultants' employment information in MERS, as the sub consultants will not have access to do so.

In addition, the prime contractor must provide a total payment amount made to any subcontractor who is a certified DBE in that preceding month.

This Notification shall be included as a part of each subcontract executed by the prime contractor, and all-tiers of subcontractors and consultants.

If necessary to conform to guidance provided by FHWA concerning the ARRA reporting requirements, the prime contractor, and all-tiers of subcontractors and consultants will revise their reporting as directed by the Engineer.

Failure to comply with the reporting requirements under ARRA would jeopardize the Department's continued receipt of ARRA funding.

Accordingly, if a contractor or any-tier of subcontractor or consultant fails to comply with this Notification, the Department may withhold contract payments until compliance is achieved. If the Department is compelled to incur costs because of such a breach, the amount of those costs may be deducted from payments otherwise to be made under this contract. Additional sanctions may include reduction or elimination of prequalification ratings and removal of bidding privileges.

**NOTIFICATION
REQUIRED CONTRACT PROVISIONS TO IMPLEMENT AMERICAN
RECOVERY AND REINVESTMENT ACT (ARRA) SECTIONS 902 AND 1515**

Note: This notification is only applicable for those projects/contracts funded with ARRA funds. If you have questions, please contact MDOT Contract Services Division at (517) 335-0071.

In accordance with requirements under section 902 of the American Recovery and Reinvestment Act of 2009 (ARRA), the following language is made a part of this contract and is to be made a part of all tier subcontracts or consultant contracts:

The U.S. Comptroller General and his representatives have the authority:

- (1) To examine any records of the contractor or any of its subcontractors, or any State or local agency administering such contract, that directly pertain to, and involve transactions relating to, the contract or subcontract; and
- (2) To interview any officer or employee of the contractor or any of its subcontractors, or of any State or local government agency administering the contract, regarding such transactions.

The Comptroller General and his representatives have the authority and rights provided under Section 902 of the ARRA with respect to this contract. As provided in section 902, nothing in section 902 shall be interpreted to limit or restrict in any way any existing authority of the Comptroller General.

In accordance with the requirements of section 1515(a) of the ARRA any representatives of the Inspector General have the authority:

- (1) To examine any records of the contractor or grantee, any of its subcontractors or sub-grantees, or any State or local agency administering such contract, that pertain to, and involve transactions relating to the contract, subcontract, grant, or sub-grant; and
- (2) To interview any officer or employee of the contractor, grantee, sub-grantee or agency regarding such transactions.

Nothing set forth in section 1515 of the ARRA shall be interpreted to limit or restrict in any way any existing authority of an inspector general.

MICHIGAN DEPARTMENT OF TRANSPORTATION

ASSET MANAGEMENT PROCESS AND PLAN SCOPE OF SERVICES Best Value Selection

Special notes pertaining to submission of Cost Proposal Sheet

- For this Request for Proposals (RFP) only, do not submit the cost proposal sheets in a separate, sealed envelope as directed for Bid Sheets on form 5100H.
- One set of cost proposal sheets should be submitted to the MDOT Project Manager *only* along with the proposals submitted in response to this rfp. The format of the cost proposal is indicated at the conclusion of this RFP. Questions about this process should be directed to Kathy Popoff at popoffk@michigan.gov.

MDOT PROJECT MANAGER

Brian Sanada
Asset Management Coordinator
Bureau of Transportation Planning
Asset Management Division
Michigan Department of Transportation
425 West Ottawa
P.O. Box 30050
Lansing, MI 48909
Phone: 517-373-2220
Fax: 517-241-0341
E-Mail: sanadab@michigan.gov

JOB NUMBER:

107649

PERIOD OF PERFORMANCE

August 2010 – December 2010

DESCRIPTION OF WORK TO BE PERFORMED

Act-51 requires each road commission, city, and village (Act-51 Agencies) in Michigan with public road and bridge jurisdiction to develop and maintain a multi-year program developed through an Asset Management Process. The Act provides that a multi-year program is a compilation of road and bridge projects to be implemented by the agency during a three-year period. Furthermore, the Act provides that the Michigan Transportation Asset Management Council (TAMC) shall define the asset management process for agencies to follow in developing their multi-year program (i.e., Asset Management Plan).

The purpose of this Request for Proposals (RFP) is to solicit proposals that accomplish two primary tasks:

1. Developed step-by-step direction to Act-51 agencies on how to apply the Asset Management Process to create a scalable Asset Management Plan, and
2. Revise the existing *Asset Management Guide for Local Agencies in Michigan* specifically the Asset Management Process described in sections 3.0 – 11.0, to reflect this developed step-by-step direction, and
3. Develop a “Sample Asset Management Plan” consistent with the revised TAMC Asset Management Process that Act-51 Agencies can use in developing their own Plans.

Core Principles of Asset Management

The TAMC has determined that the Asset Management Process shall incorporate the “core principles of asset management”. Those Core Principles are listed below and are taken from the *Transportation Asset Management Council’s - Asset Management Guide for Local Agencies in Michigan*:

- Performance-Based – Policy objectives are translated into system performance measures and targets that are used for both day-to-day and strategic management.
- Decisions Based on Quality Information – Resource allocation decisions are based on accurate information regarding inventory, condition, and funding availability.
- Policy-Driven – Resource allocation decisions are based on a well-defined set of policy goals and objectives. The objectives reflect desired system condition, levels of service, and safety levels.
- Analysis of Mix-of-Fixes, Options and Tradeoffs – An assessment is made of the Mix-of-Fixes available to best preserve the system. Decisions on how to allocate funds across types of investments are based on an analysis of how different allocations will impact future performance. Alternative methods for achieving a desired set of objectives are examined and evaluated.
- Monitoring to Provide Clear Accountability and Feedback – Performance results are monitored and reported. Feedback on actual performance influences agency goals and resource allocation decisions.

Successive Steps and Scale

Proposals need to address three key components in performing this work.

1. The Asset Management Process shall follow the Core Principles that have been defined by the TAMC (see above), and
2. Provide clear, step-by-step direction on how to apply the Asset Management Process to reflect the size of the agency and system it is responsible for and how

- to translate that ‘Process’ into a scalable physical Asset Management Plan (see six-step ‘Process’ below), and
3. Agencies must be able to clearly understand the flexibility they have to scale the Asset Management Plan according to their needs.

Responses to this RFP should then include work tasks to revise the *Transportation Asset Management Council’s - Asset Management Guide for Local Agencies in Michigan*, which can be found on the TAMC website: www.michigan.gov/tamc; as well as the development of materials (e.g., notebooks, brochures, video, power point presentations, etc) to effectively communicate the scaled plan development process to local Act-51 agencies. The TAMC’s intent to enable each agency to satisfy the Act-51 requirements with an economy of effort while providing a scaled Asset Management Plan for their system of roads, bridges and other assets.

The *Transportation Asset Management Council’s - Asset Management Guide for Local Agencies in Michigan* defines the six-step Asset Management Process for developing an Asset Management Plan as the following:

1. Condition Assessment
2. Mix-of-Fixes, Estimated Costs and Funding Levels (provide scaled options for agencies of different sizes)
3. Future Conditions, Performance Measures and Targets (provided scaled options for agencies of different sizes)
4. Trade-off Analysis and Candidate Projects
5. Priorities for the Multi-Year Program
6. Report Results

DELIVERABLES

This RFP has identified two primary deliverables.

1. Necessary revisions to the *Transportation Asset Management Council’s - Asset Management Guide for Local Agencies in Michigan*, specifically the Asset Management Process described in sections 3.0 – 11.0, to reflect the developed step-by-step direction to Act-51 agencies on how to apply the ‘Process’ in creating a scalable Asset Management Plan, delivered in both hard copy (20 copies) and digital formats (MS Word, .PDF), and
2. Development of a “Sample Asset Management Plan” that is appropriately scaled to the size of the agency and system it is responsible for (small, medium, large), delivered in a digital format that can be easily modified (MS Word, .PDF).

The TAMC’s goal is to assist Act-51 agencies (counties, cities, and villages) to comply with Act-51 provisions to develop their own multi-year program (Asset Management Plan) that is appropriately scaled to their organization and size of system. Contractors are strongly encouraged to employ creativity and innovation in developing methods to effectively communicate these materials.

Scoring Criteria

1. **Understanding of Services: 40 Points.**

The proposal will be evaluated on the level of understanding of the scope of services as presented in this RFP. The consultant will also be evaluated on their approach to achieving the goals of the project, the comprehensiveness and cohesiveness of the proposed revisions to existing material, new innovative material and Sample Asset Management Plan. Evaluations will also be on the allocation of time and staff hours on specific tasks. Include any work item that you believe should be added to the scope of services, or any work item that is in the current scope of services which you believe should be altered.

2. **Qualifications of Team: 30 Points.**

The professional personnel will be evaluated on the ability to meet the terms of the RFP relative to having the qualifications needed to successfully complete the project. The score will be based on education and overall experience of the individual professional personnel assigned to the project, as specified in the proposal, including sub-consultants, as stated in their attached resumes. The professional personnel who work on the project must be the same individuals identified in the proposal.

3. **Relevant Past Performance: 30 Points.**

The proposals will be evaluated on specific prior experience and work applicable to this scope of services. The consultant should include only the experience of personnel assigned to this project and their roles should be clearly stated. This should also include the prospective consultant's experience working in a cooperative team environment with other consultants and public agencies. References of consultant and sub-consultants will be checked.

4. **Quality Assurance/Control: 10 Points.**

The proposal will be evaluated on a plan or checklist to ensure quality control and assurance for the project's data collection, documentation review, and data cleaning. This includes methods to ensure quality in data analysis, data checks, and document version control.

5. **Location: 5 Points.**

The consultant selection criteria will include a consideration of the amount of work that will be performed in Michigan, following the MDOT standard listed here:

<u>Percentage of Work to be done in Michigan</u>	<u>Score</u>
95% to 100%	5
80% to 94%	4
50% to 79%	3

25% to 49%	2
10% to 24%	1
Less than 10%	0

6. **Price: 38 Points.**

The total price of the proposal will be scored using a scale determined by the MDOT selection team.

Total Points: 153 Points.

PAYMENT SCHEDULE

Compensation for this project shall be on a milestone basis. Compensation shall be divided into payments for the completion of the two primary deliverables:

Final Deliverable #1	50%
Final Deliverable #2	<u>50%</u>
Total Service	100%

The MDOT Project Manager may authorize payment if a milestone is delayed due to circumstances beyond the Consultant's control.

All billings for services must be directed to the MDOT Project Manager. Please note: Labor supporting documentation must be submitted with your billing for all labor performed on a milestone basis project.

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.

BID SHEET

ASSET MANAGEMENT PROCESS AND PLAN

PAY ITEMS

All entries on this page must be handwritten in ink or computer generated.

CLASSIFICATION	ESTIMATED HOURS	HOURLY RATE	LABOR COSTS
-----------------------	------------------------	--------------------	--------------------

TOTAL ESTIMATED LABOR:

OVERHEAD:

(Total Estimated Labor x 000.00%)

TOTAL OVERHEAD:

ESTIMATED DIRECT EXPENSES:
(listed by item at estimated actual cost)

TOTAL ESTIMATED DIRECT EXPENSES: _____

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

TOTAL FIXED FEE: _____

Total Bid: _____

Consultant Name:	
Consultant Address:	
Date:	
Authorized Signature	

The Michigan Department of Transportation reserves the right to reject any or all bids.