

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

	REQUISITION NUMBER	DUE DATE	TIME DUE
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	
DESCRIPTION			
MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED ** = OPTIONAL Check the appropriate Tier in the box below		CONSULTANT: Provide only checked items below in proposal	
<input type="checkbox"/> TIER I (\$50,000 - \$150,000)	<input type="checkbox"/> TIER II (\$150,000-\$1,000,000)	<input type="checkbox"/> TIER III (>\$1,000,000)	
<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

ENGINEERING SERVICES 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 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 selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected 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 Based Selection / 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.

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) with 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.

PARTNERSHIP CHARTER AGREEMENT

MDOT and ACEC created a Partnership Charter Agreement which establishes guidelines to assist MDOT and Consultants in successful partnering. Both the Consultant and MDOT Project Manager are reminded to review the [ACEC-MDOT Partnership Charter Agreement](#) and are asked to follow all communications, issues resolution and other procedures and guidance’s contained therein.

**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.**

****Contact Contract Services Division immediately at 517-373-4680 if you do not get an auto response****

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

**NOTIFICATION
E-VERIFY REQUIREMENTS**

E-Verify is an Internet based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of that employee to work in the United States. There is no charge to employers to use E-Verify. The E-Verify system is operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration. E-Verify is available in Spanish.

The State of Michigan is requiring, under Public Act 200 of 2012, Section 381, that as a condition of each contract or subcontract for construction, maintenance, or engineering services that the pre-qualified contractor or subcontractor agree to use the E-Verify system to verify that all persons hired during the contract term by the contractor or subcontractor are legally present and authorized to work in the United States.

Information on registration for and use of the E-Verify program can be obtained via the Internet at the DHS Web site: <http://www.dhs.gov/E-Verify>.

The documentation supporting the usage of the E-Verify system must be maintained by each consultant and be made available to MDOT upon request.

It is the responsibility of the prime consultant to include the E-Verify requirement documented in this NOTIFICATION in all tiers of subcontracts.

9/13/12

MICHIGAN DEPARTMENT OF TRANSPORTATION

**SCOPE OF SERVICE
FOR
TRAFFIC AND SAFETY SERVICES
Facilitation of Road Safety Audits (RSA)**

CONTROL SECTION: 84900

JOB NUMBER: 120583

PROJECT LOCATION: Various Locations

PROJECT DESCRIPTION:

The Consultant(s) will facilitate up to 22 Road Safety Audits (RSA) for proposed Safety Projects and as needed RSA's. This will allow MDOT to get reviews of Safety Projects using RSAs. The consultant's expertise in RSA's will enable MDOT to confirm that all the safety countermeasures will be considered. Up to 6 Consultants can be selected for this RFP with up to 3 of the Consultants selected based on the Consultant Requirements and their documented ability to conduct AASHTO Highway Safety Manual (HSM) predictive analysis. Examples of HSM work shall be provided with the proposal.

ANTICIPATED SERVICE START DATE : October 1, 2013

ANTICIPATED SERVICE COMPLETION DATE: October 1, 2015

PRIMARY PREQUALIFICATION CLASSIFICATION

Safety Studies

*The Consultant must have completed the NHI-380069 RSA training class.
The Consultant staff hired to complete this work must have facilitated and completed an RSA in Michigan, United States or Internationally, following generally accepted guidelines for completing RSA's.*

SECONDARY PREQUALIFICATION CLASSIFICATION

N/A

DBE REQUIREMENT: N/A

PROJECT MANAGER:

Bob Rios, Staff Specialist
Safety Programs Unit
Division of Operations
Michigan Department of Transportation
Murray D. Van Wagoner Building
P. O. Box 30050
Lansing, Michigan 48909
Phone: 517-335-1187
Fax: 517-373-2330
E-mail: riosb@michigan.gov

GENERAL BACKGROUND:

One of the principles of The Michigan Strategic Highway Safety Plan is to integrate safety engineering improvements across the entire roadway system by coordinating efforts with all state and local agencies that have a hand in addressing public safety issues. One of the ways by which the MDOT can greatly contribute to reducing the number of fatalities on our roadways is the collaborative effort by the different MDOT divisions, and one of the tools mentioned is the use of Road Safety Audits (RSA).

A RSA is a formal safety evaluation of planned or existing roadways by an independent, multidisciplinary audit team. The team looks for potential safety hazards that may affect any type of road user and suggests measures to mitigate those safety issues. The audit team is composed of transportation professionals and individuals with special skills in safety, law enforcement, and emergency medical services from federal, state and local transportation personnel. The RSA team leader and team members will be conducting field reviews (both day and night) and preparing the audit report with cost estimate and cost effectiveness analysis. Procedures in performing an RSA are detailed in the FHWA RSA Procedure and Guidelines Manual 2008.

OBJECTIVES AND TASKS OF THE PROPOSED PROJECT:

The objectives of this phase of the proposed project are as follows:

Task 1: Facilitate Safety Audits

1.1 Identify Interdisciplinary RSA Team

The Consultant will provide a team leader/facilitator from among the Consultant's qualified engineers to conduct the RSA and meet with the Department's RSA Project Manager (PM) and

Region RSA PM for the project scope, goals, objectives, and expected audit report completion date. RSA project locations are statewide. Any known safety constraints or issues will be discussed by the Region PM during the meeting. The Department/Region PM and Consultant team leader/facilitator will determine the required disciplines and individuals for the RSA from the list of potential participants to be provided and recruit an RSA team. The audit team members shall be independent of the project, owner and designers.

The Consultant's team leader/facilitator will coordinate the RSA schedule with the team members.

Deliverables: List of RSA Team Participants contacted (with their corresponding profession, agency, e-mail address and phone number, reason for acceptance or decline), invitation letter/memo or copy of e-mail sent to potential auditors, list of recruited RSA team members, and RSA schedule.

1.2 Prepare Relevant Data and Documents

The Consultant's team leader/facilitator will coordinate with the Region's PM in obtaining the available relevant data and documents within the Department that are needed by the audit team members. They will include a brief statement of the project scope, road name, location, milepost limit, county, project title and number. The Consultant's team leader/facilitator must ensure that pertinent data and documents for the RSA are provided to team members at least one week before the audit-briefing meeting (unless a shorter time is allowed by the Department).

Deliverables: Compiled copy of relevant data and documents given to each team member.

1.3 Conduct RSA Kickoff Meeting

The Consultant's team leader/facilitator will schedule the kickoff meeting, and notify the RSA team members, Department PM, and Region PM. The Consultant's team leader/facilitator will acquire a meeting venue and ensure that all visual aids such as power point projector and white board (if needed) are available for the meeting. The Consultant's team leader/facilitator will preside over the meeting and ensure that the following goals are accomplished:

- a. Allow all team members to introduce themselves and give a brief description of their experience. The Department's RSA PM and Region PM may be present during the meeting to give clarification on intricate safety issues.
- b. Explain the RSA scope, objectives and goals of the selected project to the team.
- c. Identify team roles, responsibilities, evaluation and reporting procedures.
- d. Lead discussion with the team about the project with relevant data and documents including but not limited to crash data, traffic volume history, aerial photographs, design drawings, previous studies/reports, if available, and design criteria and known safety constraints or issues that were discussed by the Department's PM and Regions PM with the Consultant's team leader in Section 1.1 above.
- e. Discuss and set RSA completion schedule and report delivery date.

Deliverables: Meeting Minutes. Minutes must be brief and to the point.

1.4 Perform Field Reviews

Following the kickoff meeting, the Consultant's team leader/facilitator will lead the field review that will include both daytime and nighttime inspections. The field review may also include peak period and off-peak period observations, which will be determined by the team during the field review.

The Consultant's team leader/facilitator must ensure that the field review is conducted in a manner that is safe and maximizes time and effort. The Consultant's team leader/facilitator must provide field equipment such as safety vest and hats, tape recording machine, camera, flashlight and measuring instruments.

The team shall travel as a unit in a van stopping at different designated places to discuss the team observations and safety improvements. The Department will supply a van. The facilitator will designate a driver, note recorder and photographer from among the team members. Where appropriate, the RSA team will walk the audit site. The field review will include but is not limited to observations of road users' characteristics, surrounding land uses and traffic flow within and nearby the study area.

Deliverables: Photos, field review notes and team member sketches

1.5 Conduct Debriefing Meeting and Present Findings

At the end of the field review, the Consultant's team leader/facilitator will conduct a debriefing meeting to discuss and consolidate the team findings in order to formulate and prioritize the identified safety recommendations. Then the team will present the findings of the RSA to the owners, Region PM and MDOT PM.

The RSA team will decide by consensus, which recommendations are to be included in the report. Any comments, observations and safety improvement recommendations that do not go forward will be put into a spreadsheet and recorded together with the reasons why the issues are not to be considered. Safety improvement recommendations that are carried forward will be included in the report.

The Consultant's team leader/facilitator will determine with the audit team whether or not to meet with the Department's RSA PM and Region PM for the preliminary review of the findings and recommendations of the audited roadway.

Deliverables: RSA team findings, presentation and prioritized safety improvement recommendations. The lists of comments, observations and recommendations that were not considered by the audit team in spreadsheet format shall also be submitted.

1.6 Prepare Draft RSA Findings Report

The Consultant will write the draft audit report ensuring that all agreed upon comments and recommendations discussed during the debriefing meeting are included in the report.

The draft RSA report shall prioritize and categorize safety issues with recommended safety improvements. The Consultant must provide preliminary cost estimates and benefit/cost analyses (if applicable) for the recommended safety improvements. The Consultant will provide (as directed by the Department) Highway Safety Manual predictive analysis for existing and future conditions for the various alternatives described in the draft audit report.

The Consultant's team leader/facilitator shall forward the draft RSA report within two weeks to the team members for their review and comments prior to submission of draft report to the Department RSA PM and the Region PM.

1.7 Conduct Cost Analysis

The Consultant will provide cost analysis needed to support the safety improvement recommendations by the RSA team. The analysis includes cost estimating and benefit to cost ratio (if applicable). From the costs analysis results, safety improvements (recommended by the RSA team) will be categorized as low, medium and high cost improvements.

Deliverables: Cost analysis results and list of safety improvement recommendations by priority and category.

1.8 Present Draft RSA Findings Report to Department

Following the completion of the Draft RSA Report, the Consultant's team leader (team members may be present) will present the RSA draft report to the Department's RSA PM and Region PM.

Deliverables: Draft RSA Findings Report including all pertinent documents is due two weeks after the findings meeting.

1.9 Final RSA Findings Report Submission to Department

After all comments that came from the presentation of the draft RSA report to the Department's RSA PM and Region PM are duly addressed and incorporated into the report, the successful Consultant's team leader will submit the final report to the Department's PM and Region PM in accordance with the schedule agreed upon between the Department and Consultant. The report including all pertinent documents must be wet stamped by the Consultant's team leader/facilitator (Professional Engineer).

Deliverables: Final RSA Report including all pertinent documents is due four weeks after the draft is completed.

1.10 Post RSA

The Consultant's Team Leader, the Department's RSA PM and Region PM will convene after the RSA is completed to assess the quality of the RSA and evaluate the contribution of the individual auditors.

Task 2: Develop a database for Safety Audits Lesson Learned (SALL)

The purpose of the SALL is to generate a database of information derived from audit observations and safety improvement recommendations. It will contain recommended measures for every identified safety issue and will also include the safety recommendations that were implemented in projects and those that were not.

The SALL shall serve as an active database for the compendium of road safety engineering knowledge and practices. It will provide valuable input to transportation engineering to enhance safety.

- 2.1 The Consultant shall designate a "coordinator" among the Consultant's qualified engineers to meet with the Department's RSA PM and Region PM for the scope of work, goals, objectives, and schedules.
- 2.2 The Consultant shall compile all the RSA reports completed (4 RSA reports). The reports shall be sorted by counties, route names, demography, safety recommendations, and project manager responses to the audit reports, report data, and other information essential for SALL. The Consultant shall verify those safety recommendations specified in the RSA reports that were carried out in the project by either checking the final contract drawings and/or checking the actual field site.
- 2.3 The Consultant shall develop a database and/or a spreadsheet. The database shall be given to the Department's PM. The successful Consultant shall continue to update the database with pertinent data as it is developed during the duration of this agreement.

Deliverables: The Consultant shall provide copies of the database (hard copy and in portable electronic format).

CONSULTANT RESPONSIBILITIES:

- A. The MDOT RSA Project Manager will be the first point of contact when determining need for Consultant personnel to aid MDOT in providing services for state jurisdictional work.
- B. Consultant shall furnish all services and labor necessary to conduct and complete the RSA's, described herein.
- C. The Consultant shall also furnish all materials, equipment, supplies, and incidental necessary to perform the Services (other than those designated in writing to be furnished by the Department) consistent in supplying this work. The services shall be performed to the satisfaction of the Department consistent with applicable professional standards.
- D. The Services described herein are financed with public funds. The Consultant shall comply with all Federal and State laws, rules, and regulations.
- E. The Consultant shall notify the MDOT RSA PM, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the MDOT RSA PM.
- F. The Consultant shall provide the necessary personnel to adequately perform the requirements of this Agreement, and that his/her employees will possess the experience, knowledge, and character to qualify them for the particular duties each is to perform.
- G. The Consultant shall provide a written Monthly Progress Report to MDOT RSA PM detailing hourly charges and appropriate MDOT job number that Consultant personnel has conducted during time period.
- H. The Consultant will make contact with the MDOT RSA PM every two weeks to report progress and schedule report by phone, e-mail, or meeting.

MDOT RESPONSIBILITIES:

MDOT will provide five years of crash data, UD-10's, as built plans, drawings, aerials, a van for field review, RSA team members, timing permit, and any relevant information needed for the RSA.

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

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.

For projects advertised May 1, 2013, or later, MDOT will reimburse the CONSULTANT for vehicle expenses and the costs of travel to and from project sites in accordance with MDOT's Travel and Vehicle Expense Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at http://www.michigan.gov/documents/mdot/Final_Travel_Guidelines_05-01-13_420289_7.pdf?20130509082418. MDOT's travel and vehicle expense reimbursement policies are intended primarily for construction engineering work. Reimbursement for travel to and from project sites and for vehicle expenses for all other types of work will be approved on a case by case basis.

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.

For projects advertised May 1, 2013, or later, MDOT will pay overtime in accordance with MDOT's Overtime Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at http://www.michigan.gov/documents/mdot/Final_Overtime_Guidelines_05-01-13_420286_7.pdf?20130509081848. MDOT's overtime reimbursement policies are intended

primarily for construction engineering work. Overtime reimbursement for all other types of work will be approved on a case by case basis.