

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

MDOT PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION				
MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal	
Check the appropriate Tier in the box below				
TIER I (\$25,000-\$99,999)	TIER II (\$100,000-\$250,000)	TIER III (>\$250,000)		
			Understanding of Service	
			<i>Innovations</i>	
			<i>Safety Program</i>	
N/A			Organizational Chart	
			Qualifications of Team	
			Past Performance	
Not required As part of Official RFP	Not required As part of Official RFP		Quality Assurance/Quality Control	
			Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.	
N/A	N/A		Presentation	
N/A	N/A		Technical Proposal (if Presentation is required)	
3 pages (MDOT Forms not counted) (No Resumes)	7 pages (MDOT Forms not counted)	19 pages (MDOT Forms not counted)	Total maximum pages for RFP not including key personnel resumes	

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

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

RFP SPECIFIC INFORMATION

BUREAU OF HIGHWAYS

BUREAU OF TRANSPORTATION PLANNING **

OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO

YES

DATED _____

THROUGH _____

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

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

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

MDOT Project Manager

MDOT Other

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

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

The following two American Recovery and Reinvestment Act of 2009 (ARRA) notifications, **ARRA MONTHLY EMPLOYMENT REPORTS** and **REQUIRED CONTRACT PROVISIONS TO IMPLEMENT AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) SECTIONS 902 AND 1515**, are attached to this Request For Proposal for your understanding. These two notifications are only applicable for those projects/contracts funded with ARRA funds and will be included in contract Exhibits.

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.)

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
TRAFFIC & SAFETY SERVICES
Traffic Signal Optimization Management**

CONTROL SECTION(S): Various

JOB NUMBER(S): 111365C

PROJECT LOCATION:

Up to two (2) consultants will be selected

83 Signalized Intersections in Ionia, Kent, Mecosta, Montcalm, Muskegon, Newaygo, Oceana, and Ottawa Counties, Grand Region:

#	CS	SN	INTERSECTION	CITY/TWP
1	34011	004	M91 @ M-44	OTISCO TWP
2	34032	002	M66 (DEXTER) @ MAIN ST	IONIA
3	34032	006	M66 (DEXTER) @ STEELE ST	IONIA
4	34032	007	M66 (DEXTER) @ WASHINGTON ST	IONIA
5	34032	010	M66 (STATE) @ TUTTLE RD	BERLIN TWP
6	34032	013	M66 (DEXTER) @ SPRAGUE RD.	BERLIN TWP
7	34033	001	M66 (STATE) @ M21,M66 (LINCOLN) (W JCT)	IONIA
8	34062	001	M21 (LINCOLN) @ M66 (DEXTER)	IONIA
9	34081	001	M44 (STATE) @ BRIDGE ST	BELDING
10	41026	003	I96 WB OFF RAMP @ WALKER AVE	WALKER
11	41027	006	I196 EB OFF RAMP @ COLLEGE AVE	GRAND RAPIDS
12	41027	007	I196 WB OFF RAMPS @ FULLER AVE	GRAND RAPIDS
13	41027	106	I196 WB OFF RAMP @ COLLEGE AVE	GRAND RAPIDS
14	41027	107	I196 EB OFF RAMPS @ FULLER AVE	GRAND RAPIDS
15	41029	012	I196 WB OFF-RAMP @ 44TH ST	GRANDVILLE
16	41029	112	I196 EB OFF RAMP @ 44TH ST	GRANDVILLE
17	41033	020	M37 (ALPINE) @ 13 MILE RD	SPARTA TWP
18	41042	020	I196BS (FRANKLIN) @ SHERIDAN	GRAND RAPIDS
19	41043	001	M21 (FULTON) @ SPAULDING	FOREST HILLS
20	41043	002	M21 (MAIN) @ HUDSON ST	LOWELL
21	41043	006	M21 @ PETTIS AVE CONNECTOR	ADA TWP
22	41043	007	M21 (FULTON) @ ADA DR	FOREST HILLS
23	41043	009	M21 @ ALDEN NASH,BOWES RD	LOWELL TWP
24	41043	017	M21 (FULTON) @ BRONSON ST	ADA TWP
25	41043	018	M21 (FULTON) @ FOREST HILL AVE,CRAHEN	GRAND RAPIDS TWP
26	41043	020	M21 (W MAIN) @ VALLEY VISTA DR	LOWELL
27	41043	106	M21 @ XOVER E. OF PETTIS	ADA TWP
28	41081	001	M45 (FULTON) @ STRAIGHT	GRAND RAPIDS
29	41081	007	M45 (FULTON) @ VALLEY AVE	GRAND RAPIDS
30	41081	009	M45 (FULTON) @ LEXINGTON	GRAND RAPIDS

31	41081	010	M45 (FULTON) @ MT VERNON	GRAND RAPIDS
32	41081	019	M45 (FULTON) @ LANE AVE	GRAND RAPIDS
33	41081	024	M45 (FULTON) @ WINTER	GRAND RAPIDS
34	41101	003	M44 (BELDING) @ MEYERS LAKE AVE	CANNON TWP
35	41101	006	M44 (BELDING) @ BLAKELY DR	CANNON TWP
36	41122	001	M57 (14 MILE) @ LINCOLN LAKE RD	OAKFIELD TWP
37	41131	005	US131 NB OFF-RAMP @ CHERRY ST	GRAND RAPIDS
38	41131	015	US131 NB RAMPS @ HALL	GRAND RAPIDS
39	41131	016	US131 NB OFF RAMP @ I196BS (FRANKLIN)	GRAND RAPIDS
40	41131	026	US131 NB OFF RAMP @ PEARL,SCRIBNER	GRAND RAPIDS
41	41131	035	US131 NB RAMPS @ ANN ST	GRAND RAPIDS
42	41131	037	US131 SB OFF RAMPS @ TURNER AVE (ANN ST EXIT)	WALKER
43	41131	038	US131 OFF RAMPS @ 44TH ST (SPUD)	WYOMING
44	41132	003	US131 NB OFF RAMP @ POST DR	PLAINFIELD TWP
45	41132	004	US131 NB OFF RAMP @ 10 MILE RD	ALGOMA TWP
46	41133	102	US131 NB OFF RAMP @ M46 (17 MILE)	SOLOM TWP
47	54011	008	OLD US131 @ SOUTH ST	BIG RAPIDS
48	54012	001	US131BR,M20 (STATE) @ M20 (MAPLE) N JCT	BIG RAPIDS
49	54012	002	OLD US131 (STATE) @ FERRIS DR	BIG RAPIDS
50	54012	008	US131BR,M20 (STATE) @ WOODWARD & LOCUST	BIG RAPIDS
51	54012	009	US131BR,M20 (STATE) @ US131BR,M20 (PERRY)	BIG RAPIDS
52	54012	016	US131BR (STATE) @ BALDWIN,PERE MARQUETTE	BIG RAPIDS
53	54021	003	M20 (PERRY) @ OLD M20,205TH AVE & DR	BIG RAPIDS
54	54021	004	M20 (PERRY) @ KMART,HOLIDAY INN DR	BIG RAPIDS
55	54021	006	M20 (PERRY) @ 215TH AVE	BIG RAPIDS TWP
56	54022	001	M20 (MAPLE) @ MICHIGAN AVE	BIG RAPIDS
57	54022	002	M20 (MAPLE) @ M20 (THIRD)	BIG RAPIDS
58	54032	003	M66 @ M20	WHEATLAND TWP
59	59021	004	M57 (WASHINGTON) @ HILLCREST	GREENVILLE
60	59021	006	M57 (WASHINGTON) @ GREENVILLE WEST DR	GREENVILLE
61	59021	008	M57 @ SATTERLEE RD.	EUREKA TWP
62	59032	001	M91 (LAFAYETTE) @ M57 (WASHINGTON)	GREENVILLE
63	59032	002	M91 (LAFAYETTE) @ CASS ST	GREENVILLE
64	59032	003	M91 (LAFAYETTE) @ GROVE	GREENVILLE
65	59032	005	M91 (LAFAYETTE) @ CHARLES ST	GREENVILLE
66	59032	008	M91 (LAFAYETTE) @ VAN DEINSE ST	GREENVILLE
67	59032	012	M91 (GREENVILLE) @ SIDNEY RD	MONTCALM TWP
68	59042	001	M46 @ FEDERAL HWY (OLD US131)	REYNOLDS TWP
69	59043	001	M46 @ M91	CATO TWP
70	59051	001	M66 (SHERIDAN) @ M57 (CARSON CITY RD)	FAIRPLAIN TWP
71	59051	002	M66 (E MAIN) @ M66 (STATE) (E JCT)	STANTON
72	59052	001	M46 @ M66 (SIX LAKES) (W JCT)	BELVIDERE TWP
73	61151	025	US31BR (SHORELINE) @ WESTERN AVE	MUSKEGON
74	61151	026	US31BR (SHORELINE) @ SEVENTH ST	MUSKEGON
75	61153	009	US31BR (SHORELINE) @ TERRACE ST	MUSKEGON
76	61153	028	US31BR (SHORELINE) @ FOURTH ST	MUSKEGON
77	61153	029	US31BR (SHORELINE) @ THIRD ST	MUSKEGON
78	70024	003	I196 EB OFF RAMP @ 32ND AVE	HUDSONVILLE

79	70024	103	I196 WB OFF RAMP @ 32ND AVE	HUDSONVILLE
80	70025	001	M6 WB @ 8TH	JAMESTOWN TWP
81	70063	009	I96 WB OFF RAMP @ 68TH ST	COOPERSVILLE
82	70823	003	M121 (CHICAGO) @ 32ND AVE	HUDSONVILLE
83	70823	022	M121 (CHICAGO) @ 36TH ST	HUDSONVILLE

PROJECT DESCRIPTION:

To provide project management services for QA/QC analysis of the specified project within the Grand Region. Act as an extension of MDOT's Lansing Traffic Signal Section staff with respect to the contracts with other consultants for various works within the Grand Region. This includes hosting progress meetings with other consultants and local agencies at MDOT or consultant facilities when necessary. Review data collection, review engineering evaluations, review timing optimization and implementation when requested by MDOT. The consultant will review the final project documentation.

ANTICIPATED SERVICE START DATE: October 7, 2011

ANTICIPATED SERVICE COMPLETION DATE: April 6, 2013

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Complex Traffic Signal Operations

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

None

DBE REQUIREMENT: N/A

MDOT PROJECT ENGINEER MANAGER:

Thomas Fisher
Michigan Department of Transportation
Division of Operations – Traffic Signals Section
425 West Ottawa Street
Lansing, MI 48913
Email: fisherth@michigan.gov
Tel: (517) 335-1207
Fax: (517) 241-2567

CONSULTANT RESPONSIBILITIES:

Act as an extension of MDOT's Lansing Traffic Signals Section staff with respect to the contracts with other consultants for various works within the Grand Region. This includes hosting progress meetings with other consultants and local agencies at MDOT or consultant facilities when necessary. Review data collection, review engineering evaluations, review

timing optimization and implementation when requested by MDOT. The consultant will also review the final project documentation.

Schedule a pre-project initiation meeting to discuss the overall project schedule including data collection and to coordinate project activities and to determine signal timing objectives and issues.

Conduct bi-monthly status meetings at MDOT or consultant facilities. Also provide the meeting minutes.

PAYMENT SCHEDULE:

Compensation for this Scope of Services shall be on an actual cost plus fixed fee basis.

CONSULTANT PAYMENT:

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

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

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

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

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

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