

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

	REQUISITION NUMBER	DUE DATE	
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	
DESCRIPTION			
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP  WHITE = REQUIRED GRAY SHADING = OPTIONAL  Check the appropriate Tier in the box below		<b>CONSULTANT:</b> Provide only checked items below in proposal	
<input type="checkbox"/> <b>TIER I</b> (\$25,000-\$99,999)	<input type="checkbox"/> <b>TIER II</b> (\$100,000-\$250,000)	<input type="checkbox"/> <b>TIER III</b> (>\$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"/>	<b>Location:</b> 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) ( <b>No Resumes</b> )	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP <b>not including key personnel resumes.</b> Resumes limited to 2 pages per key staff personnel.

**PROPOSAL AND BID SHEET EMAIL ADDRESS** – [mdot-rfp-response@michigan.gov](mailto: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"/> <b>Prequalified Services</b> – See page ____ of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> <b>Non-Prequalified Services</b> – 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. <b>Form 5100J is required with Proposal for firms not currently prequalified with MDOT</b>
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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](mailto: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](mailto:MDOT-RFP-Response@michigan.gov)
- MDOT's requisition number and company name must be included in the subject line of the e-mail. The PDF shall be named using the following format:
  - Requisition#XXX\_Company Name.PDF
- MDOT will not accept multiple submittals
- Proposals must be *received* by MDOT on or before the due date and time specified in each RFP

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

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

**Required Bookmarking Format:**

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

**2/14/12**

**Michigan Department of Transportation**

**SCOPE OF SERVICE  
FOR  
TRAFFIC AND SAFETY SERVICES**

**CONTROL SECTION(S):** 84900

**JOB NUMBER(S):** 116681

**PROJECT LOCATION:** Statewide

**PROJECT DESCRIPTION:**

Develop tools and conduct traffic safety training. A maximum of 15 training days to be split between courses on Road Safety Audits and introductory and advanced Highway Safety Manual training courses shall be provided.

**ANTICIPATED SERVICE START DATE:** August 30, 2012

**ANTICIPATED SERVICE COMPLETION DATE:** August 30, 2013

**PRIMARY PREQUALIFICATION CLASSIFICATIONS:**

Safety Studies

**SECONDARY PREQUALIFICATION CLASSIFICATION(S):**

N/A

**DBE REQUIREMENT:** N/A

**MDOT PROJECT ENGINEER MANAGER:**

Tracie Leix, Supervisor  
Safety Programs Unit  
Division of Operation  
Michigan Department of Transportation  
Murray D. Van Wagoner Building  
P. O. Box 30050  
Lansing, Michigan 48909  
Phone: 517-373-8950  
Fax: 517-373-2330  
E-mail: [leixt@michigan.gov](mailto:leixt@michigan.gov)

## **GENERAL INFORMATION:**

With recent changes at nearly all levels of staffing within the MDOT, there is a need to provide traffic safety-related training courses.

A Road Safety Audit (RSA) is a formal safety performance examination of an existing or future road or intersection by an independent, multidisciplinary team. RSAs are required by the MDOT to be performed as part of the annual call for projects on select Highway Safety Improvement Program (HSIP) projects. Training on RSAs is needed in order to staff consultant facilitated RSAs and to facilitate and staff in-house RSAs. A minimum of one (1), two-day RSA course shall be delivered as part of this project. The FHWA RSA training course shall be used as the basis for this training effort.

Implementation of the Highway Safety Manual in Michigan is considered a priority. As such, Michigan is involved in the AASHTO “HSM Lead State Initiative” as a state that has been recognized to currently be performing best practices in implementing the HSM. Michigan’s Lead State implementation plan calls for use of the HSM at the state DOT level across a number of areas. In order to accomplish implementation and institutionalization of the HSM at the state level, significant training efforts are required.

The HSM course developed as part of NCHRP 17-38 is a comprehensive two day training course that targets all users of the HSM. The use of this course will be the basis of this training effort within MDOT. A minimum of two (2), one-day Introduction to the HSM courses and seven (7), one-day Advanced HSM workshops shall be delivered as part of this project. Due to personnel considerations and applicability of materials to each discipline the training should be modified to reduce the amount of material covered in the class that may not be applicable to specific trainees (e.g. – development of Michigan Distribution Tables is being covered centrally by Safety Programs personnel).

The remaining four (4) training days shall be split between the three (3) courses specified above on an as-needed basis.

## **OBJECTIVES AND TASKS OF THE PROPOSED PROJECT:**

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

1. Deliver a minimum of one (1) Road Safety Audit course to MDOT personnel. The course shall be based on the FHWA RSA training course.
2. Deliver a minimum of two (2), one-day Introduction to the HSM courses to MDOT personnel. The course shall be based on materials developed as part of NCHRP 17-38.
3. Develop course materials and deliver a minimum of seven (7), one-day Advanced HSM Workshop courses to MDOT personnel. The course shall be based on materials developed as part of NCHRP 17-38 as well as example problems developed by MDOT Safety Programs.

4. Provide copies of training materials back to MDOT developed and/or modified as part of this training effort including but not limited to:
  - Presentation materials (electronic format)
  - Examples of various safety analyses
  - Student notebooks (printable, electronic format)
  - Instructor guide

The methods and procedures for achieving these objectives are shown in the following section in the form of tasks. Each objective may include one or more tasks needed to accomplish the overall project objectives.

**Task A.1: Consult with MDOT to identify key components to be included in the development and delivery of RSA training, Introduction to the HSM training and Advanced HSM Workshop training.**

**Purpose:** Care shall be taken to ensure that any training materials developed and to be delivered are as succinct as possible and that tasks that would be handled by other work areas are not included in great detail within the training. Topics relevant to MDOT work areas may include but are not limited to:

- Conducting Road Safety Audits
- Human factors as they relate to design decisions
- System surveillance
- Network screening
- HSM crash prediction analysis
- Design exceptions
- Crash modification factors

**Deliverables:** List and description of key concepts to be covered in each training course. Any tools and materials developed for the training course.

**Task A.2: Conduct training sessions to cover a minimum of one RSA training course, two Introduction to the HSM courses and seven Advanced HSM Workshops.**

**Purpose:** To provide training to MDOT staff in order to more effectively implement RSAs and the HSM within the State of Michigan.

Consultant shall provide an instructor(s) that is fully qualified with education and professional experience sufficient to teach the required material.

**Deliverables:** Minimum of one RSA, two Introduction to the HSM, and seven Advanced HSM Workshop training courses.

**Task A.3: Work with MDOT Project Manager to schedule locations and dates of training sessions.**

**Purpose:** To allow for coordination with other events that MDOT employees may attend. In order to maximize attendance at training courses, classes may be scheduled in all MDOT Regions.

**Deliverables:** Training schedule including dates and locations of training.

**CONSULTANT RESPONSIBILITIES:**

- A. The MDOT Safety Programs Unit Supervisor 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 training, described herein.
- C. The Consultant shall also furnish all course notebooks, materials, equipment, supplies, and incidentals 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 Consultant shall furnish all course materials developed for training in electronic format to the MDOT Project Manager.
- E. The Consultant's principal contact with the Department shall be the MDOT Safety Programs Unit Supervisor.
- F. The Services described herein are financed with public funds. The Consultant shall comply with all Federal and State laws, rules, and regulations.
- G. The Consultant shall notify the Project Manager, 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 project manager.
- H. 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.
- I. The Consultant shall provide a written Monthly Progress Report to MDOT project manager detailing hourly charges and appropriate MDOT job number that Consultant personnel has conducted during time period.
- J. The Consultant will make contact with the Project Manager every two weeks to report progress and schedule report by phone, e-mail, or meeting.

## **MDOT RESPONSIBILITIES:**

MDOT will provide crash and other data as required to deliver training courses as well as meeting rooms to hold training.

MDOT can provide electronic training materials for RSA courses and Introduction to the HSM courses, if needed.

MDOT will provide example problems for possible use in the Advanced HSM Workshop.

## **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 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.