



# Understanding MDOT Expectations for Consultant Proposals

March 31, 2014

1:15-3:15pm





# Where to find RFPs?

- RFPs located on MDOT website
- Advertised under:
  - Doing Business
  - Vendor/Consultant Services
  - Request for Proposals





# Where to find RFPs?

- Listed by service & posted weekly on Mondays

The screenshot displays the MDOT website's 'Requests for Proposals' page. The page is organized into several sections, each with a heading and a list of RFPs. The categories and their contents are as follows:

- QA1**
  - As-Needed routine and in-depth bridge safety inspection services of MDOT owned structures in accordance with the NBIS [PDF](#)  
Proposal Due Date: 3/24/2014. Posted: 3/3/2014. Requisition #1468
- Multi-Modal Transportation Services**
  - RFQ: Statewide MichiVan Commuter Vanpool Program - Due February 14, 2014 [PDF](#)
  - Q&A: Statewide MichiVan Commuter Vanpool Program RFQ [PDF](#)
- Real Estate Services**

There is currently no content in this category.
- Research Services**

There is currently no content in this category.
- Specialty Services**
  - Services to provide professional assesment of the economic disadvantage status of DBE/ACDBE applicant firms [PDF](#)  
Proposal Due Date: 3/24/2014. Posted: 3/3/2014. Requisition #1464
  - Specialty Services for Purchase/Lease of Intercity Rail [PDF](#)  
Proposal Due Date: 3/31/2014. Posted: 3/3/2014. Requisition #1461
  - Underwater Inspection for the Sault Ste. Marie International Bridge [PDF](#)  
Proposal Due Date: 3/24/2014. Posted: 3/3/2014. Requisition #1463
  - Specialty Services for consultant to perform Owner's Representation (ORC) on behalf of MDOT to provide assistance and oversight in the I-94 freeway modernization [PDF](#)  
Proposal Due Date: 3/24/2014. Posted: 2/24/2014. Requisition #1460
- Traffic & Safety Services**

There is currently no content in this category.
- Transportation Planning**

There is currently no content in this category.



# Where to find important information?

## MDOT Website

- Doing Business
- Vendor/Consultant Services
  - Advisories on payments, invoicing, overhead rates, training opportunities, form updates, etc.
  - Announcements for unique services such as mega-projects, P3s, etc.

The screenshot shows the MDOT website interface. On the left is a vertical navigation menu with categories: Doing Business, Forms, Contractor Services, Vendor/Consultant Services (with sub-items: Design Services, Local Agency Program, Passenger Transportation), Roads and Travel, Rail and Public Transit, Bridges, Borders and Ferries, News and Information, Projects and Programs, Maps and Publications, About MDOT, and Aeronautics. At the bottom of the menu is a 'sign up for email from MDOT!' button with an envelope icon. On the right side, there are links for 'print friendly', 'email this page', 'Like', and 'Tweet'. Below these are two main sections: 'Consultant Advisories' and 'Vendor Announcements'. The 'Consultant Advisories' section lists several items with PDF icons, including '2014-6-Additional Financial Prequalification Training', '2014-5 Additional Financial Prequalification Requirements', '2014-4 CORRECTION - Financial Prequalification Training', '2014-4 Financial Prequalification Training', '2014-3 Invoicing Training', '2014-2 Addendum to 2014-1 Financial Prequalification Requirements', '2014-1 Mandatory Requirements for the Submittal of Financial Prequalification Information', '2013-5 Agreement Signature Authority', '2013-4 Safe Harbor Overhead Cost Rate', '2013-3 Form 0165 Statement of DBE Subconsultant Payments', '2013-2 Changes to Selections Overtime and Travel', and '2013-1 Electronic Submittal of Contracting Documents'. The 'Vendor Announcements' section lists 'Metro Region Freeway Lighting - Public Private Partnership (P3)', 'Belle Isle Roadway Repair Project: Contract Manager', and 'Mega Project Announcement I-94 & I-75 (11/01/12)'.



# Prequalification

- Must be prequalified to be eligible to participate in selection
- Prequalification is not a guarantee of work
- Scope of services states required prequalification categories (primary & secondary)
- Primary prequalification requires prime consultant to be prequalified in listed categories



# Prequalification

- Secondary prequalification requires someone on team to be prequalified—prime or sub consultant
- If consultant team does not meet prequalification requirements, proposal will be rejected
- If prequalification is not required, all who feel they are qualified to perform services may submit



# General Work Types & Prequalification

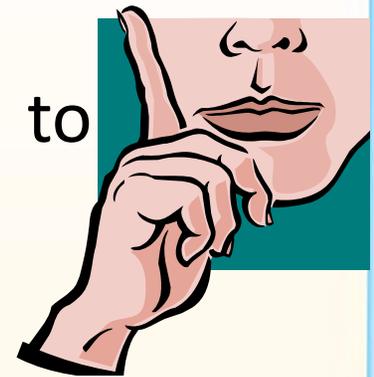
- Aeronautics
- ITS
- Construction Services
- Design Services
- Real Estate
- Research
- Specialty
- Planning
- Multi-Modal
- Traffic & Safety





## How do you ask a question about the scope?

- Questions must be submitted by e-mail to MDOT Project Manager
- Questions must be received at least five (5) working days prior to due date and time of proposal due date, unless otherwise noted in proposal





## How do you ask a question about the scope?

- Answers will be placed on website at least three days prior to due date deadline
- Names of those submitting questions will not be disclosed

I

REQ # \_\_\_\_\_  
Evergreen Road over I-96 and CSX (R01 of 82122) in the City of Detroit, Wayne County  
JN 123456  
Questions and Answers  
3/19/2014

- Question #1 – The Scope of Work includes the replacement of a pin and hanger link plate that is damaged and partial cleaning and coating of the structural steel. Are the locations for this work available in order to understand the maintenance of traffic requirements?
- Answer #1 – The location of the damaged link plate is given in the Scoping Report made available on the MDOT FTP site. Information for accessing the Scoping Report was included in the Request for Proposals.



# Required Proposal Information

- Understanding of Service
- Qualifications of the Team
- Quality Assurance/Quality Control (QA/QC) Plan
- Resumes of Key Staff
- Past Performance
- Location
- Innovations, Presentations & Technical Proposals (optional)

STAFF EDUCATION AND EXPERIENCE REPORT		
EMPLOYEE NAME	TITLE	ROLE ON THIS PROJECT
*****	Senior Vice President, Senior Project Manager, Senior Professional Associate	Project Manager
COMPANY NAME		YEARS OF EXPERIENCE
Parsons Brinckerhoff Michigan, Inc.		20 with company & with other consultant/vendors
EDUCATION: degree, year, school (inc. city and state of school)		
M.S. Civil Engineering, 2002, Michigan State University, East Lansing, Michigan; B.S. Civil Engineering, 1985, Michigan State University, East Lansing, Michigan		
LICENSES AND REGISTRATIONS		
Professional Engineer: Michigan, 1993 (6201038812); California, 1992 (C48757); Colorado, 1993 (28924); New Mexico, 1993 (12085)		
Professional Traffic Operations Engineer: Certified 2002		
SPECIFIC EXPERIENCE		
Mos./Yrs.	SERVICE I.D.	ROLE & SERVICE DESCRIPTION
09/13 to Present	I-75 Project Management Plan Development (SHRP2) Oakland County, MI	Project manager assisting in the preparation of the I-75 Modernization PMP guided by FHWA's SHRP2 Solutions, New Strategies for Managing Complex Projects (R10). Client Contact: Sue Datta, MDOT, 248-483-5135 Role: Prime Section ID: CS 63174; JN 121441 Service Budget: \$41,300 Construction Budget: \$851 Million
06/12 to Present	Evaluation of Proposed Design Modifications, I-75 Capacity Improvement Project Oakland County, MI	Project manager responsible to evaluate design modifications for the entire (17.7 mile) I-75 study corridor. Modifications were explored to assess shoulder widths, pavement analyses, hard shoulder running, and braided options. Additional work items include: public outreach and an aesthetic design guide to be used through construction; an updated 2035 traffic analysis; and a mobile app/interactive web map. Client Contact: Sue Datta, MDOT, 248-483-5135 Role: Prime Section ID: CS 63174; JN 116123 Service Budget: \$742,500 Construction Budget: \$851 Million
06/11 to 12/11	Preliminary Design Services for Traffic Analysis Modeling, Simulation, and Animation for HOV Lane Addition to I-75 Oakland County, MI	Project manager responsible for the development of a motion graphics video for promoting the I-75 freeway improvements project. The video described the corridor history and the existing purpose and need for the I-75 project. It presented the mobility, economic and environmental transportation challenges along the corridor and the proposed improvements including the use of high-occupancy vehicles (HOV) lanes. Client Contact: Sue Datta, MDOT, 248-483-5135 Role: Prime Section ID: CS 63174; JN 113739 Service Budget: \$195,400 Construction Budget: \$851 Million



# Understanding of Service

Describe understanding of:

- service
- innovations and
- safety program

Information is based on advertised scope of services

## II. Understanding of Service and Innovations

The I-75 Modernization Project is a large and complex project requiring staff resources in wide-ranging disciplines. It also demands the ability to provide the resources required — in numbers, depth of experience, and level of performance needed to result in a successful project. Given the challenges and uncertainties inherent in projects of this magnitude, which require several years to advance to the implementation stage, the Michigan Department of Transportation (MDOT) has wisely chosen to provide a flexible contracting mechanism that will facilitate “as-needed/in-time” staffing — neither too much or too little, and neither too early or too late, for optimum utilization. The ABC Engineering Firm team has relevant experience in serving state DOTs in this role, providing support in planning and environment, engineering and construction, financing and procurement, and stakeholder engagement and public information. In addition, our team offers expertise in the use of project management and reporting tools to anticipate and address challenges before they become problems, and to manage scopes and budgets to control costs and adhere to schedules.

**Key factors that will contribute to this foundation and aid forward momentum of the project include:**

- In-Depth Corridor Knowledge.** This corridor is broken up into eight segments, each with very different constraints and critical elements. The ABC Engineering team offers experience throughout the entire corridor. We have strong relationships with the affected municipalities and bring a fundamental understanding of the critical challenges faced in each segment.
- National Expertise in Mega-Project ORC Services.** The ORC must set the groundwork for success with strong project controls and a framework that will be applied to design/build (D/B) and design/build/operate (D/B/O) delivery alike. Our team offers a mix of mega-project ORC experts who have delivered controls, project development, contracting, D/B procurement, public outreach, etc., for multi-million to billion-dollar programs and projects. Experts who bring innovations based on their proven successes in similar assignments and tools that will help MDOT adhere to segment schedules, scopes, and budgets.
- Thorough Understanding of MDOT Policy and Procedure.** The ORC must pair national expertise with an understanding of how to do business with MDOT. The majority of the ABC Engineering Firm team leaders and technical advisors/experts are familiar faces at MDOT. Jane Smith, proposed project manager, and her team have been working with MDOT to deliver local projects for years. They will be supported by national experts who have traveled to Michigan repeatedly to meet with MDOT and/or key team members to discuss how to best deliver the I-75 Modernization Project.

**Our team brings proven tools and lessons learned from \$1 billion+ projects and programs nationwide to help MDOT successfully meet the challenges of the I-75 Modernization.**

The ABC Engineering Firm team offers a flexible framework for delivery that gives MDOT ready access to our local and global resources to manage a project of multiple segments with complex factors. As your Owner's Representative Consultant (ORC) we will serve as an extension of MDOT's staff. Working under your leadership, we will support MDOT as you make key project decisions with confidence and certainty in the technical and project management activities that are vital to the success of the I-75 Modernization.

**The ABC Engineering Firm team offers local and national resources that have been and will remain committed to the delivery of the I-75 Modernization Project. We will continue to passionately support MDOT and Senior Project Manager (SPM) Sue Datta, facilitating completion of all programmed I-75 improvements.**

**Knowledge of the Corridor**  
Turning knowledge into value for the benefit of MDOT. On the following page, Figure 1 shows the eight segments identified in MDOT's long-range plan, and key project challenges and innovations for delivery. Our innovations offer potential cost savings and community benefits pending funding availability.

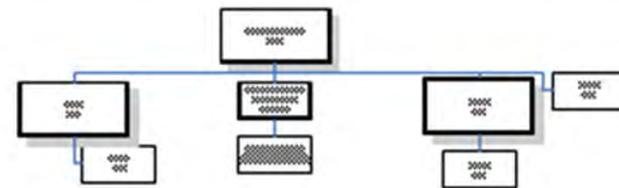
Total Points Possible = 35



# Qualifications of the Team

Describe structure & roles of project team:

- key personnel
- sub consultants



For each sub, describe role in service and what percent is expected

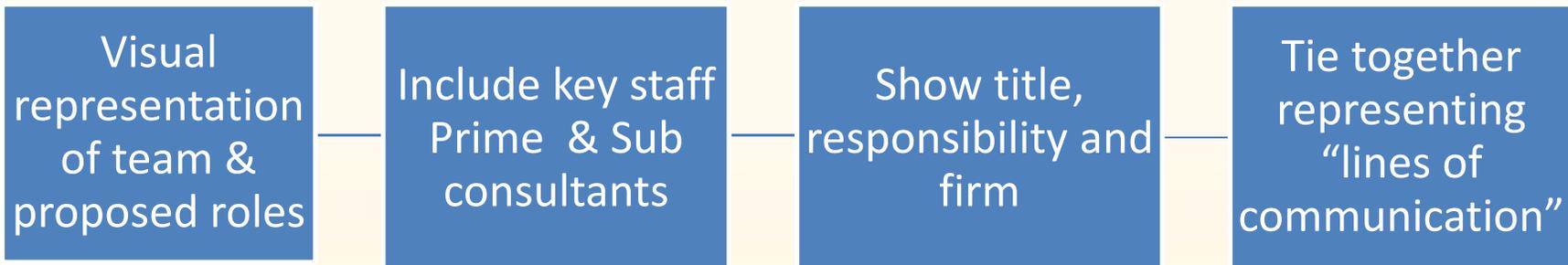
Provide resumes for:

- key staff for prime
- Key staff for sub consultants
- Provide organization chart, if required.

*Total Points Possible = 50*



# Organizational Chart





# Quality Assurance/Quality Control

- Outline plan
- Use of checklists
- Provide background of selected manager
- Manager must have extensive experience with quality control review & MDOT standards and practices



*Total Points Possible = 10*



# Resumes of Key Staff

- Include resumes for key staff of prime and sub consultants
- Ensure resumes focus on similar work performed
- Points are included with Qualifications of Team

**STAFF EDUCATION AND EXPERIENCE REPORT**

EMPLOYEE NAME	TITLE	ROLE ON THIS PROJECT
Jane Smith	Senior Vice President, Senior Project Manager, Senior Professional Associate	Project Manager
COMPANY NAME		YEARS OF EXPERIENCE
ABC Engineering Firm		20 with company & with other consultant/vendors
EDUCATION: degree, year, school (inc. city and state of school)		
M.S. Civil Engineering Michigan State University, East Lansing, Michigan; B.S. Civil Engineering, Michigan State University, East Lansing, Michigan		
LICENSES AND REGISTRATIONS		
Professional Engineer, Michigan		
SPECIFIC EXPERIENCE		
Mos./Yrs.	SERVICE I.D.	ROLE & SERVICE DESCRIPTION
	I-75 Project Management Plan Development (SHRP2) Oakland County, MI  Role: Prime Section ID: CS 63174; JN 121461	Project manager assisting in the preparation of the I-75 Modernization PMP guided by FHWA's SHRP2 Solutions, New Strategies for Managing Complex Projects (R10). Client Contact: Sue Datta, MDOT, 248-483-5135 Service Budget: \$41,300 Construction Budget: \$851 Million
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## Past Performance

- Performance evaluations completed by MDOT are reviewed
- References offered could be contacted
- Total average score for each primary prequalification is considered
- Secondary prequalification may also be reviewed

*Total Points Possible = 20*



# Location

- Percentage of work performed in Michigan
- Location scored using distance from the consultant office
- Combination of location and percentage of work performed in Michigan should not exceed 5 points

<i>Percentage of work performed in Michigan</i>	95 - 100%	5 points
	80 - 94%	4 points
	50 - 79%	3 points
	25 - 49%	2 points
	10 - 24%	1 point
	Less than 10%	0 points





# **Presentations & Technical Proposals (optional)**

- If presentation is required, Selection Team may also require a technical proposal
- If required, specific requirements will be indicated in RFP
- Technical proposal supplements information already included
- There is no limit to the number of pages
- Technical proposal expands on four areas of proposal



# Presentations & Technical Proposals (optional)

- General evaluation of presentation & technical proposal
- At PM's discretion, it may be determined that presentation and/or technical proposal is not necessary after review of initial proposals



*Total Points Possible = 20*



# Proposal Forms

- Form 5100D  
Request for Proposal Cover Sheet
- Form 5100J  
Consultant Data and Signature –  
required if there is no  
prequalification requirement

Michigan Department of Transportation  
5100D (03/12)

**REQUEST FOR PROPOSAL COVER SHEET** Page 1 of 2

PROJECT INFORMATION:		
MDOT PROJECT MANAGER:	JOB NUMBER (JN):	CONTROL SECTION (CS):
RFP DUE DATE:	DBE % GOAL (if applicable):	MDOT REQUISITION NUMBER:

PRIME CONSULTANT INFORMATION:		
PRIME FIRM NAME:		
ADDRESS:		
CITY:	STATE:	ZIP CODE:
PHONE NO.:	FAX NO.:	
CONTACT PERSON:	EMAIL:	
<input type="checkbox"/> INDIVIDUAL OR SOLE PROPRIETORSHIP	<input type="checkbox"/> CORPORATION	<input type="checkbox"/> PARTNERSHIP
LICENSED TO OPERATE IN THE STATE OF MICHIGAN?	CERTIFIED AS A DBE IN MICHIGAN?	DBE % OF SERVICE GOAL:
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
LIST APPLICABLE SERVICE PREQUALIFICATIONS AS LISTED IN RFP, (P) PRIMARY OR (S) SECONDARY, AND (DBE) IF DBE CERTIFIED: eg. Roads and Streets (P) (DBE)		

Add SubConsultant SUBCONSULTANT INFORMATION:		
SUBCONSULTANT FIRM NAME:		
ADDRESS:		
CITY:	STATE:	ZIP CODE:
PHONE NO.:	FAX NO.:	
CONTACT PERSON:	EMAIL:	
<input type="checkbox"/> INDIVIDUAL OR SOLE PROPRIETORSHIP	<input type="checkbox"/> CORPORATION	<input type="checkbox"/> PARTNERSHIP
LICENSED TO OPERATE IN THE STATE OF MICHIGAN?	CERTIFIED AS A DBE IN MICHIGAN?	DBE % OF SERVICE GOAL:
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
LIST APPLICABLE SERVICE PREQUALIFICATIONS AS LISTED IN RFP, (P) PRIMARY OR (S) SECONDARY, AND (DBE) IF DBE CERTIFIED: eg. Roads and Streets (P) (DBE)		

Delete SubConsultant

Reset Form



# Project Tiers

- No tier for projects under \$50,000
- Tier I: \$50,000 to \$150,000
- Tier II: \$150,000 to \$1,000,000
- Tier III: \$1,000,000 and over





## Submittal Differences

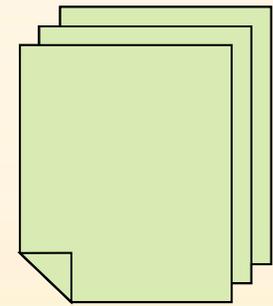
- No tier for projects under \$50,000:
  - Typically a phone call or e-mail response to a subset of questions from PM





# Submittal Differences

- Tier I:
  - No more than 3 pages
  - No personnel resumes will be accepted
  - Forms 5100D (5100J if applicable) are required but not included in the page count – must be signed by a representative with contracting authority





# Submittal Differences

- Tier II:
  - Proposal may be no more than 7 pages
  - 2 page personnel resumes can be included, but aren't included in page count
  - Forms 5100D (5100J if applicable) are required but not included in the page count – must be signed by a representative with contracting authority





# Submittal Differences

- Tier III:



- Proposal may be no more than 14 pages
- 2 page personnel resumes can be included, but aren't included in page count
- Forms 5100D (5100J if applicable) are required but not included in the page count – must be signed by a representative with contracting authority
- Presentations or Technical Proposal could be required



# Electronic Submittals

All proposals must be submitted electronically

- Proposals shall be compiled into a single Adobe PDF
- PDF shall be bookmarked according to the current proposal guidelines
- File name format: Requisition#XXX\_Company Name.pdf
- Submit bookmarked PDF via e-mail to [MDOT-RFP-Response@michigan.gov](mailto:MDOT-RFP-Response@michigan.gov)
- Proposals must be submitted at specified time, late proposals are rejected
- Confirmation e-mail will be sent automatically – SAVE THIS E-MAIL
- Files cannot be over 5 megabytes



# Role of Consultant Selection Review Team

CSRT was developed to ensure selections are compliant with Federal Rules & Regulations

- Comprised of 10 Members with varying positions ranging from Bureau Directors, Division Administrators, EEO Officer, Region Engineers, TSC and Department Managers
- Biweekly meetings to approve all Tier I and Tier III selections





# Selection Team

- Minimum three person team
- At least one member from a different reporting relationship from the PM
- Could include specialty staff





# Selection & Selection Teams

- Under \$50,000:
  - At least 3 firms are contacted via phone or e-mail (Real Estate – 5 firms contacted)
  - A list of questions are asked to all contacted firms
  - CSRT Chair reviews all selections





# Selection & Selection Teams

- Tier I:
  - Selection team reviews submittals
  - Recommends short list of consultant firms (minimum 3)
  - CSRT reviews short list and makes selection
    - Selection based on workload, past performance, provisional ratings and market entry



# Selection & Selection Teams

- Tier II:
  - Selection Team reviews proposals
  - 25% of all Tier II projects will be randomly selected to include a CSRT delegate
  - CSRT delegates are alternately selected from a pool of MDOT staff
  - Approvals are made by the Region Engineer or Bureau Director



# Selection & Selection Teams

- Tier III:

- Selection Team reviews proposals and short lists 3-5 consultant firms
- Comments are provided to two selected CSRT members
- CSRT members again score the short listed proposal and makes a recommendation
- Remaining CSRT members approve the selection



## What we look for?

- Completeness of submission package
- Clear understanding of service
  - Describe work steps/considerations required to complete the project
  - Insight into project specifics
- Concise write-ups
- Relevant information
  - Demonstrate intimate knowledge of project site



## What we look for?

- Resumes tailored specific to the type of work associated with the project
- QA of submission (free of grammatical errors, spelling mistakes, misspelled PM name, proper formatting, etc.)
- Innovations that may set your firm apart from others



# Selection Notification

- Notifications are posted to the website
- Firms not selected may request a debriefing meeting with the PM to discuss their submittal



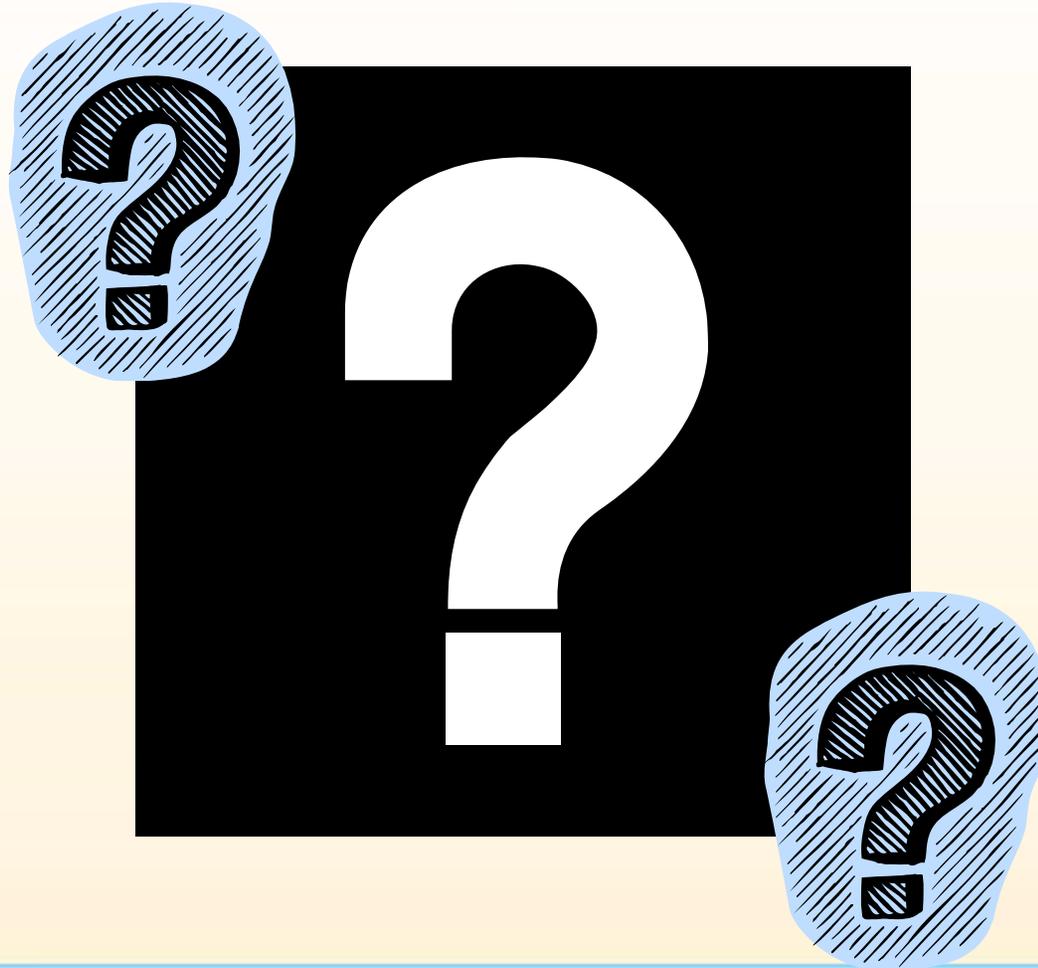


## Final Evaluation

- Done after scope of services are 100% completed & accepted by Project Manager
- Based on overall performance, expertise, deliverables, communication and others
- Firms are provided with a copy to review before finalized and submitted in system



# Questions





# Our Experiences

- Listing of incorrect project manager, title, location, etc.
- Cut and paste areas from another project
- Obvious spelling errors—QA not done
- Header and footer not changed to reflect proper project



# Our Experiences

- Ensure staff listed on org chart are available to work on project
- Unique innovations have the potential to influence selection
- Demonstrating intimate understanding of project, area or details
- Understanding of service that expounds on proposal information, rather than regurgitation