



MICHIGAN
DEPARTMENT OF TRANSPORTATION
North and Superior Regions

REQUEST FOR QUALIFICATIONS

INSTALLATION OF ENVIRONMENTAL SENSOR
STATIONS, DYNAMIC MESSAGE SIGNS, AND DYNAMIC
LANE CONTROL SIGNAGE SYSTEM
DESIGN-BUILD PROJECT

APRIL 20, 2009

**Michigan Department of Transportation
North and Superior Regions ITS Deployment**

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- 5100G RFQ - Certification of Availability of Key Personnel & Changes to Key Personnel
- 5100I RFQ - Conflict of Interest Statement

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1.0 INTRODUCTION AND GENERAL INFORMATION

The Michigan Department of Transportation (MDOT), is requesting Statements of Qualifications (SOQs) from entities, referred herein as “Submitters”, interested in submitting Proposals for this service that is located in MDOT’s North and Superior Regions for the design and construction related services in conjunction with the Installation of Environmental Sensor Stations (ESSs) at locations throughout MDOT’s North Region; Installation of Dynamic Message Signs (DMSs) along approaches to the Mackinac and International Bridges and Installation of a Dynamic Lane Control Signage System at the Mackinac Bridge Toll Plaza.

The Project will be funded with Federal American Recovery and Reinvestment Act (ARRA)-aid dollars thereby requiring the Submitters adhere to all pertinent federal, state and local requirements.

1.1 Abbreviations

AA	Affirmative Action
ARRA	American Recovery and Reinvestment Act
CFO	Chief Financial Officer
CFR	Code of Federal Regulations
DBE	Disadvantaged Business Enterprise
DB	Design-Build
DMS	Dynamic Message Sign
DOT	Department of Transportation
EDT	Eastern Daylight Time
EEO	Equal Employment Opportunity
ESS	Environmental Sensor Stations
MCL	Michigan Compiled Laws
MDOT	Michigan Department of Transportation
MhZ	Megahertz
PE	Professional Engineer
RFP	Request for Proposals
RFQ	Request for Qualifications
RWIS	Road Weather Information System
SOQ	Statement of Qualifications

1.2 Definitions

Key Personnel – means personnel of submitter’s team who will effectively manage various aspects of the Contract in a quality, timely, and effective manner in compliance with environmental requirements and integrate the different parts of its organization collectively and with MDOT in a cohesive and seamless manner.

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Major Participant – means any of the following entities: all general partners or joint venture members of the Submitter; all individuals, persons, proprietorships, partnerships, limited liability partnerships, corporations, professional corporations, limited liability companies, business associations, or other legal entity however organized, holding (directly or indirectly) a 10% or greater interest in the Submitter; any subcontractor(s) that will perform work valued at 10% or more of the overall contract amount; the lead engineering/design firm(s); and each engineering/design sub-consultant that will perform 20% or more of the design work.

Proposal – means the information submitted by the Proposer in response to the RFP, including any revisions thereto.

Proposer – means a Person submitting a Proposal for the Project in response to the RFP after they have been short-listed.

Statement of Qualification (SOQ) – means the information prepared and submitted by a Submitter in response to this RFQ.

Stipend – means amount paid to Proposer not chosen as the successful Proposer and receives a rating of “pass” and an overall quality rating of at least Acceptable for all evaluation factors in the RFP.

Submitter – means a Person submitting a Statement of Qualifications for the Project in response to this RFQ.

Substantial Completion – means the date [certified](#) by MDOT on which the project is complete to the extent it can be used for its intended purpose in accordance with [contract](#) documents.

1.3 Procurement Process

MDOT will use a two-phase procurement process to select a Design-Builder to deliver the Project. This Request for Qualifications (RFQ) is issued as part of the first phase to solicit information in the form of SOQs. MDOT will evaluate the SOQs to determine which Submitters are the most highly qualified to successfully deliver the Project as detailed in this RFQ. MDOT intends to short-list three (3) of the most highly qualified Submitters offering SOQs. In the event that there are less than three (3) Submitters, MDOT may cancel or re-advertise the Project.

MDOT, as part of the second phase of the procurement, will issue a RFP for the Project to the short-listed Submitters only. The short-listed Submitters will be eligible to submit technical and Price Proposals in response to the RFP for the Project. Each short-listed Submitter that submits a Proposal in response to the RFP is referred to herein as a “Proposer.” MDOT will award a contract for the Project to the Proposer offering a responsive Proposal providing the Best Value to MDOT as defined by the evaluation criteria.

1.4 Project Goals

The Purpose of this Project is to install Environmental Sensor Stations (ESSs) throughout MDOT’s North Region, Dynamic Message Signs (DMSs), and a dynamic lane control signage system at the Mackinac Bridge Toll Plaza. The ESSs is to provide needed weather information for MDOT to safely operate its facilities. The DMSs will provide traveler information to the traveling public to help aide in operations and to help improve safety. Mobility shall also be maintained during construction of the proposed improvements and the Submitter shall provide a solution compatible within the Project setting and within the Project budget.

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The following goals have been established for the Project:

- A) Safety - Provide a safe Project area for the traveling public and workers during execution of the Project;
- B) Budget - Complete the Project within MDOT's established budget;
- C) Quality - Provide a high quality Project that minimizes future maintenance;
- D) Mobility - Minimize impacts to traffic;
- E) Schedule:
 - 1) Begin construction by the Fall of 2009 and for the RWIS begin construction by April 2010.
 - 2) Achieve Substantial Completion of construction by July 10, 2010 (see Section 2.2); and
 - 3) See Section 2.3 for the Procurement Schedule.

1.5 Submitter Information

All information regarding this RFQ, including addenda and responses to questions received, will be posted at the following website: www.michigan.gov/Designbuild. It is the responsibility of the Submitter to check the website to obtain the latest information.

If an entity intends to submit a Proposal as part of a team, the entire team is required to submit a single SOQ as a single Submitter.

2.0 BACKGROUND INFORMATION; RFQ PROCESS

2.1 Project Description; Scope of Work

The following Project scope is provided for the Submitter to assist in assembling a qualified DB Team with the required expertise to successfully complete the Project. The design, construction, and Project Management for this DB project will be the responsibility of the DB team. The DB team will adhere to all MDOT guidelines, standards, and specifications as will be called for in the RFP. It is MDOT's intentions to allow flexibility in design and construction to accommodate processes, procedures, and innovative techniques that are preferred by the DB team, as long as they are consistent with site conditions; good engineering practices; context sensitive solutions; the environmental decisions documents and permits; other standards, guidelines, procedures to be identified in the RFP and MDOT's project specific goals.

It is anticipated that this Project will be environmentally cleared as a categorical exclusion.

The Project is located in MDOT's North and Superior Regions, and includes three (3) primary elements:

- A) Installation of Environmental Sensor Stations (ESSs) at locations throughout MDOT's North Region;
- B) Installation of Dynamic Message Signs (DMSs) along approaches to the Mackinac and

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International Bridges, and:

- C) Installation of a dynamic lane control signage system at the Mackinac Bridge Toll Plaza.

2.1.1 Environmental Sensor Stations

The DB team will design and construct twelve (12) Environmental Sensor Stations (ESS) at locations throughout the northern lower peninsula of Michigan. The ESSs will provide needed weather information to MDOT to aide in the safe operation of the MDOT facilities. The DB team will be responsible for ensuring ESS locations conform to the Federal Highway Administration's (FHWA) RWIS ESS Siting Guidelines, have adequate right-of-way, proper clear zones, confirm and provide power, and confirm cellular service/quality at the location for communications to the site. The ESSs are to be integrated with MDOT's existing RWIS. The DB team shall provide all necessary services to successfully complete both design and construction of a fully operational and integrated ESS into the RWIS for all twelve (12) sites.

2.1.2 Dynamic Message Signs

The DB team will design and construct ten (10) Dynamic Message Signs (DMS) at approaches to the Mackinac and International Bridges. The DMSs will provide traveler information to the traveling public to help aid in operations and to help improve safety. The DMS design and installation will consist of four (4) new signs; three (3) freeway, and one (1) non-freeway, and six (6) replacement signs, five (5) freeway and one (1) non-freeway. These signs are located as follows:

- A) Two new freeway DMSs along I-75 near the International Bridge;
- B) One new freeway DMS along I -75 near M-134;
- C) One new non-freeway DMS along M-28;
- D) Two replacement freeway DMSs along I-75 near Mackinac Bridge;
- E) One replacement non-freeway DMS along US-2 near the Mackinac Bridge;
- F) One replacement freeway DMS along I-75 immediately south of the Mackinac Bridge (truss-mounted);
- G) One replacement freeway DMS along I-75 at US -23 (on free-standing support); and
- H) One replacement freeway DMS along I-75 approximately 1.5 miles south of US-23 (on free-standing support).

All DMSs will be procured by MDOT and provided to the DB team. Technical support will be provided by sign vendor as negotiated through MDOT's procurement.

For each new sign location, the DB team will be provided with site location that provides a maximum one (1) quarter mile range for placement of the DMS. The DB team will be responsible for ensuring that DMS locations adhere to the necessary sight distance requirements, confirm the adequacy of right-of-way, proper clear zones, confirm and provide power, and confirm telephone service/quality of cellular service at the location. Communication to all new signs is expected to be cellular. The DB team shall provide all necessary services to successfully complete both design and construction of a fully operational DMS (and associated support structure) for the four (4) identified new sign sites.

For each replacement sign location, the DB team will be provided with site locations of six (6) different existing DMSs to be replaced. MDOT desires the reuse of the sign supports and foundations at existing

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signs to support the replacement signs. The DB team will be responsible for the evaluation of the existing sign supports to verify their suitability for re-use based upon MDOT's procured DMS size and weight. Communication to these replacement signs may be accomplished using cellular communication, or through the use of a 900 Mhz Point-to-Multipoint (PTMP) radio communications system similar to what is used for communication between DMS signs along I-75 south of the Mackinac Bridge. The DB team shall provide all necessary services (including structural) to successfully complete both design and construction of a fully operational DMS for the six (6) identified replacement sign sites.

2.1.3 Dynamic Lane Control Signage System

The DB team will design and construct a system of ten (10) gantry-type lane-control DMSs and associated software and control devices. The gantry-type lane-control DMS installation will be on the Mackinac Bridge Toll Plaza canopy. All DMSs will be procured by MDOT and provided to the DB team. Technical support will be provided by sign vendor as negotiated through MDOT's procurement.

For the proposed toll plaza DMS signs, the DB team will verify the ability to mount signs on the existing canopy structure. Alternate designs shall be provided if the canopy is not sufficient for supporting the lane-control DMSs. The DB team will design and construct a system to control these lane-control DMSs from both the toll booths and the Mackinac Bridge Authority (MBA) operations building. The DB team will identify and confirm all power for lane-control DMSs. The DB team shall provide all necessary services (including structural) to successfully complete both design and construction of fully operational lane-control DMSs.

2.2 Maximum Time Allowed

MDOT anticipates substantial completion of the Project by July 10, 2010. The RFP will detail the requirements for acceptance and completion of the Project.

2.3 Procurement Schedule

The deadline for submitting RFQ questions and for the SOQ are stated below. MDOT also anticipates the following additional procurement milestone dates. This schedule is subject to revision by the RFP and addenda to this RFQ.

TABLE 1: PHASE 1 – REQUEST FOR QUALIFICATIONS (RFQ)

Issue RFQ	April 20, 2009
RFQ Informational Meeting, Time and location to be announced on webpage	May 4, 2009
Deadline for submitting RFQ questions	May 11, 2009, 12 noon
Deadline for Addenda	May 13, 2009
SOQ due date and time	12 Noon, May 15, 2009
Evaluation of SOQs	May 18 – 22, 2009
Anticipated Notification of short-listed Submitters	May 29, 2009

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TABLE 2: PHASE 2 – REQUEST FOR PROPOSALS (RFP)

Anticipated Issuing of RFP to short-listed Submitters	June 1, 2009
Anticipated Technical and Price Proposals due	July 31, 2009
Notice to Proceed	September 2009

2.4 Inquiries and General Information

All questions regarding the Project must be in written form submitted through e-mail to the MDOT Design/Build Program Manager listed below. Questions shall be received by the date indicated in Table 1 at 12 noon EDT. Questions will not be accepted by phone. Questions must include the requestor's name, address, e-mail address, telephone and fax numbers, and the Submitter they are representing. All such questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of the entity submitting questions will not be disclosed. **The employees and representatives of the Submitter may not contact any MDOT staff (including members of the selection team) other than the MDOT Design/Build Program Managers, or someone he/she designates in writing, to obtain information on the Project. Such contact may result in disqualification.**

Name Chris Youngs, P.E.
Design/Build Program Manager
Michigan Department of Transportation, Design Division
E-mail: youngsch@michigan.gov

2.4.1 Addenda to the RFQ

If it becomes necessary to revise any part of the RFQ, addenda will be posted on the MDOT website by no later than the date identified above.

2.4.2 News Releases

Any news releases pertaining to this RFQ or the services, study, data or project to which it relates will not be made without prior written MDOT approval, and then only in accordance with the explicit written instructions from MDOT.

2.4.3 Disclosure

Except as otherwise stated, all information in a Submitters SOQ and any contract resulting from this RFQ are subject to disclosure under the provisions of the "Freedom of Information Act," 1976 Public Act No. 442, as amended, MCL 15.231, et seq.

2.5 Anticipated Prequalification Requirements

2.5.1 Anticipated Submitter Prequalification Requirements

Additional information will be provided In the RFP

- A) Bridges and Special Structures (Fa);
- B) Permanent Signing (N6);
- C) Caisson Drilling (N9-5b);

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- D) Electrical Construction; and
- E) Permanent Freeway Signs.

2.5.2 Designer/Consultant Prequalification Requirements

- A) Primary: Intelligent Transportation Systems;
- B) Secondary:
 - 1) Road Design;
 - 2) Surveys;
 - 3) Geotechnical Engineering Services;
 - 4) Structure Design Surveys;
 - 5) Permanent Freeway Traffic Signing Plans; and
 - 6) Maintaining Traffic Plans and Provisions.

2.6 Submitter and Major Participants

Contract work amounting to not less than 40 percent of the original total contract price shall be performed by the Submitters own organization unless otherwise approved by MDOT. All work items usually identified as Designated or as Specialty Classifications may be performed by subcontract. The amount of Specialty Classification work performed may be deducted from the original total contract price before computing the amount of work required to be performed by the Submitters own organization. The Submitter's "own organization" shall be construed to include only workers employed and paid directly by the Submitter and equipment owned or rented by the Submitter, with or without operators.

Lead engineering/design firm(s) cannot be proposed on more than one (1) Submitters DB team and each Submitter must designate only one (1) Lead engineering/design firm. All Submitters that include the same Lead engineering/design firm will have their SOQ's rejected.

2.7 MDOT Consultant/Technical Support

MDOT has retained Parsons Brinckerhoff Michigan, Inc. to provide guidance in preparing and evaluating this RFQ, the RFP and advice on related financial, contractual and technical matters.

2.8 Conflicts of Interest

The Submitter is directed to 23 CFR 636.116, Conflict of interest requirements. Each Major Participant shall complete Form 5100I RFQ certifying that the entity has read and understands MDOT's policy regarding conflict of interest. If the information provided discloses a conflict, MDOT will review the information and provide a written determination of whether the Submitters interest(s) creates an actual or potential organizational conflict of interest. MDOT will identify any actions that must be taken to avoid, neutralize, or mitigate such conflict.

The Submitter is prohibited from receiving any advice or discussing any aspect relating to the Project or the procurement of the Project with any person or entity with an organizational conflict of interest, including, but not limited to, Parsons Brinckerhoff Michigan, Inc, HNTB, Inc; Wilcox Professional Services, Inc. and URS Corporation. Such persons and entities are prohibited from participating in any

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Submitter organization relating to the Project.

The Submitter agrees that, if after award, an organizational conflict of interest is discovered, the Submitter must make an immediate and full written disclosure to MDOT that includes a description of the action that the Submitter has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, MDOT may, at its discretion, cancel the design-build contract for the Project. If the Submitter was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MDOT, MDOT may terminate the contract for default.

2.9 Changes to Organizational Structure

All changes to Key Personnel after the short-list has been identified must be approved by MDOT in writing by submitting Form 5100G RFQ. MDOT may revoke an awarded contract if any Key Personnel or Major Participant identified in the SOQ is removed, replaced or added without MDOT's written approval. To qualify for MDOT approval, the written request must document that the proposed removal, replacement or addition will be equal to or better than the Key Personnel or Major Participant provided in the SOQ. MDOT will use the criteria specified in this RFQ to evaluate all requests. Form 5100G RFQ must be submitted to MDOT's Senior Program Manager as described in Section 2.4.

2.10 Equal Employment Opportunity

The Submitter will be required to follow both State of Michigan and Federal Equal Employment Opportunity (EEO) policies.

2.11 Disadvantaged Business Enterprises

It is the policy of MDOT that Disadvantaged Business Enterprises (DBEs), as defined in 49 CFR Part 26, and other small businesses shall have the maximum feasible opportunity to participate in contracts financed in whole or in part with public funds. Consistent with this policy, MDOT will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise be discriminated against in connection with the award and performance of any U.S. Department of Transportation (DOT)-assisted contract because of sex, race, religion, or national origin. MDOT has established a DBE program in accordance with regulations of the DOT, 49 CFR Part 26. In this regard, the Submitter will take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that DBEs have the maximum opportunity to compete for and perform the contract. Additional DBE requirements will be set forth in the RFP.

MDOT has determined that the Project **will not** have a required DBE goal.

3.0 SOQ SUBMITTAL REQUIREMENTS

This section describes specific information that must be included in the SOQ.

3.1 Introduction and Submittal Information

Provide a one-page cover letter stating the official name, address, business type (e.g., corporation, partnership, joint venture) and roles of the Submitter and each Major Participant. A single point of contact for the Submitter shall be identified with an address, telephone and fax numbers, and e-mail address. This person shall be responsible for correspondence to and from the organization and MDOT. MDOT will send all Project-related communications to this contact person. Authorized representatives of the Submitter organization must sign the letter. If the Submitter is a joint venture, the joint venture members

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must sign the letter. If the Submitter is not yet a legal entity, the Major Participants must sign the letter. The letter must certify the truth and correctness of the contents of the SOQ. This information will be used to identify the Submitter and its designated contact, and will be reviewed on a pass/fail basis only and not as part of the qualitative assessment of the SOQ.

All SOQs must be received no later than 12 noon, EST on the day specified in Table 1.

The SOQs must be clearly identified and marked “Confidential” and be enclosed in sealed containers. Late submittals will not be considered and will be returned unopened to the address indicated on the cover of the package. Submittal address:

Michigan Department of Transportation
Attention: Chris Youngs
Van Wagoner State Transportation Building
425 W. Ottawa Street
Lansing, MI 48909

3.2 Understanding of Project and Service (30 points)

Provide a synopsis demonstrating the Submitters understanding of the physical description of the Project, probable impacts, and potential issues affecting the Project. Also describe your understanding of the services needed to successfully complete the Project, any innovations to be incorporated, Quality Assurance/Control and safety programs intended to be proposed by the DB Team.

3.3 Qualifications of Team (50 points)

3.3.1 Structure of the Project Team

Describe the roles of all Key Personnel, Major Participants and identified subcontractors. Include what percent of the named role that the entity is expected to provide.

Provide a communication plan of how the team will communicate and resolve issues.

3.3.2 Submitter Experience

Describe projects the Submitter has completed or participated in (if the Submitter is not yet existing or is newly formed, please explain) and projects each Major Participant has managed, designed and/or constructed. For projects in which several of the proposed Major Participants were involved, the Submitter may provide a single project description clearly identifying all Major Participants that were involved. Highlight experience relevant to the Project the Submitter/Major Participants have gained. This experience should be concentrated within the last five (5) years. Cite projects with levels of scope comparable to that anticipated for the Project. Describe the experiences that could apply to the Project.

Each project description must include the following information:

- A) Name of the project and either the owner’s contract number or state project number;
- B) Owner’s Construction Engineer and Design Engineer for this Project, address and current telephone and fax numbers;
- C) List of Key staff proposed in the SOQ who were involved, in the project and what their roles were;

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- D) Dates of design, construction, management and/or warranty periods;
- E) Description of the work or services provided and percentage of the overall project actually performed; and
- F) Description of scheduled completion deadlines and actual completion dates.

MDOT may elect to use the information provided above as a reference check.

3.3.3 Organization Chart

Provide an organizational chart(s) showing the flow of the “chain of command” with lines identifying participants who are responsible for major functions to be performed and their reporting relationships, in managing, designing and building the Project. The chart(s) must show the functional structure of the organization down to the design discipline leader or construction superintendent level and must identify Key Personnel, defined by this RFQ by name. Identify the Submitter and all Major Participants in the chart(s). Identify the ESS vendor and subcontractor by company name, if not otherwise identified as a Submitter or Major Participant in the organizational chart(s).

3.3.4 Resumes of Key Personnel

Resumes of Key Personnel shall be provided as Appendix A – Resumes of Key Personnel to the SOQ. Resumes of Key Personnel shall be limited to two (2) pages per person and will not be counted towards the overall SOQ page limit. If an individual fills more than one (1) position, only one (1) resume is required. The listing below describes the minimum key personnel for the Project (Key Personnel); others may be added by the Submitter.

- A) Key Personnel:
 - 1) Submitters Project Manager;
 - 2) Project Construction Superintendent;
 - 3) Construction Quality Control Manager;
 - 4) Design Manager;
 - 5) Design Quality Manager;
 - 6) Design ITS/Civil Engineer; and
 - 7) Lead Systems Engineer/Integrator;
- B) Include the following items on each Key Personnel’s resume:
 - 1) Relevant licensing and registration;
 - 2) Years of experience performing similar work, including work as part of a design-build team;
 - 3) Length of employment with current employer; and
 - 4) Actual work examples, including projects, project dates, duties performed, percent of time on the job and contacts.

3.3.5 Minimum Qualifications

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Key Personnel will be evaluated, in part, based on the extent they meet and/or exceed minimum qualifications including, but not limited to, relevant education, training, certification, and experience. The following provides minimum qualifications of the Key Personnel assigned to the Project. Any certifications required to meet the requirements of the RFQ shall be in place by the time the first notice to proceed is issued. Key Personnel, except as noted, may perform Work in more than one (1) position in the organization.

3.3.5.1 Submitters Project Manager

Submitters Project Manager will be responsible for the overall design, construction, quality management and contract administration for the Project. The Submitter shall at all times provide a Project Manager, who will:

- A) Have full responsibility for the prosecution of the Work;
- B) Act as agent and be a single point of contact in all matters on behalf of the Submitter;
- C) Be present (or its Approved designee will be present) at the Site at all times that Work is performed; and
- D) Have authority to bind the Submitter on all matters relating to the Project.

Must have a minimum of five (5) years of recent experience managing the design and/or construction of highway and/or ITS projects. Design-Build experience beneficial.

3.3.5.2 Project Superintendent

The Project Superintendent must be on site during all construction activities.

Must have at least five (5) years of recent experience in highway and/or ITS construction and testing. Design-Build experience beneficial.

3.3.5.3 Construction Quality Control Manager

The Construction Quality Control Manager must work under the direct supervision of Submitters Project Manager. It must be the responsibility of the Construction Quality Control Manager to manage the Proposer's assigned Quality Control functions. This person must not be assigned any other duties or responsibilities on the Project, and will be required to be available whenever any construction activities are being performed.

The Construction Quality Control Manager shall have the authority to stop any and all work that does not meet the standards, specifications or criteria established for the Project.

Must have at least five (5) years of recent experience overseeing the inspection and materials testing on multi-faceted highway or bridge construction projects with ITS components. Design-Build experience beneficial.

3.3.5.4 Design Manager

The Design Manager shall manage and deliver the Project design to the satisfaction of MDOT in accordance with the contract documents.

The Design Manager shall be responsible for ensuring that the overall project design is completed and that all design criteria are met.

The Design Manager must be on site whenever critical design activities are being performed.

The Design Manager must work under the direct supervision of Submitters Project Manager.

Must have at least five (5) years of recent experience in managing the design of ITS projects. Recent experience with the design of ITS systems for MDOT is preferred. Must be a registered PE in the State of Michigan.

3.3.5.5 Design Quality Manager

The Design Quality Manager (DQM) shall be responsible for the quality of the design elements of the Project. The DQM may not be part of the design production team but may be an employee of the designer.

Must have no less than five (5) years of total design engineering experience on projects with similar scope and complexity.

Must be a registered PE in the State of Michigan. This position is required for the entire duration of all design activities on the Project.

3.3.5.6 Design ITS/Civil Engineer

The Design ITS/Civil Engineer shall be responsible for leading the design of the physical infrastructure of the systems, including placement of the device, identifying and specifying functional requirements of the devices, design of the supporting infrastructure (poles, sign supports, conduit, fencing, maintenance pull-out, guardrail, etc), required site improvements and utility coordination. This person should have familiarity with standards for civil engineering design, and with production of design plans and special provision documents.

Must have at least five (5) years of recent experience in design of ITS projects. Recent experience with preparing ITS designs for MDOT is preferred.

Must be registered as a PE in the State of Michigan.

3.3.5.7 Lead Systems Engineer/Integrator

The Lead Systems Engineer/Integrator shall be responsible for ensuring that all ESS, DMS, and lane-control DMS installed by the DB team are fully functioning systems and are fully integrated into the appropriate MDOT systems. The Lead Systems Engineer/Integrator will be responsible for leading the design, installation, integration and testing of all technology systems, including ITS devices, related software, electrical systems and communications system.

Must have at least five (5) years of recent experience in the design and integration of ITS systems. Recent ITS design and integration experience with MDOT is preferred.

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Registration as a professional engineer in the State of Michigan preferred.

3.4 Past Performance (20 points)

MDOT will take into account performance evaluations done by MDOT and any references offered by the Submitter. The final evaluation will take into account performance by all Major Participants submitted.

3.5 Legal and Financial

The information required in response to Section 3.5 shall be submitted as Appendix B – Legal and Financial. Information provided in response to these sections will not count towards the overall page limitation defined in Section 5.2. Information required by this section will be evaluated on a pass/fail basis.

3.5.1 Acknowledgment of Clarifications and Addenda

Identify all clarifications and addenda were reviewed by firm by number and date.

3.5.2 Organizational Conflicts of Interest

The required information for Conflicts of Interest shall be submitted with the 5100I RFQ Conflict of Interest Form. Refer to Section 2.9 of this RFQ.

In cases where Major Participants on different Submitter organizations belong to the same parent company, each Submitter must describe how the participants would avoid conflicts of interest through the qualification and Proposal phases of the Project.

3.5.3 Financial Capacity Information

The Submitter shall update the financial information provided for MDOT Pre-Qualification if significant changes have arisen since the last audited financial statement on file with MDOT. If there have been no significant changes, a letter from the CFO or Treasurer confirming No Changes is required. The Submitter will have demonstrated ability to provide required bonds and guarantees (if required) and meet other financial requirements of undertaking and completing the work.

3.5.4 Forms

The submitter shall complete the forms included in Appendix to the RFQ submitted as Appendix C:

- A) 5100D RFQ Statement of Qualifications Cover Sheet or letter with the same information;
- B) 5100G RFQ Certification of Availability of Key Personnel & Changes to Key Personnel;
and
- C) 5100I RFQ Conflict of Interest Statement.

4.0 EVALUATION PROCESS

4.1 SOQ Evaluation

MDOT will initially review the SOQs for responsiveness to the requirements of this RFQ. The information in the SOQ will then be measured against the evaluation criteria stated in Section 4.2.

4.1.1 SOQ Evaluation and Scoring

MDOT will evaluate all responsive SOQs and measure each Submitter's response against the Project goals and evaluation criteria set forth in this RFQ, resulting in a numerical score for each SOQ. MDOT

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plans to use the following criteria:

- A) Section 1 - Understanding of Project and Service (30 Points):
 - 1) Understanding of Project Scope;
 - 2) Understanding of the Services needed for the Project;
 - 3) Understanding of safety concerns;
 - 4) Summary of Quality Assurance/Quality Control program (this will not be scored separately);
 - 5) Any proposed innovations; and
 - 6) Understanding of impacts on the adjacent communities and traveling public.
- B) Section 2 - Qualifications of Team (50 Points):
 - 1) Effective project management structure;
 - 2) Effective project management and interaction with MDOT or other entities;
 - 3) Effective utilization of personnel;
 - 4) Experience on projects of similar scope and complexity;
 - 5) Experience with timely completion of comparable projects;
 - 6) Experience with on-budget completion of comparable projects;
 - 7) Experience with integrating design and construction activities;
 - 8) Experience of team members working together;
 - 9) Owner/client references;
 - 10) Team members with experience and qualifications that are relevant to the Project scope; and
 - 11) Key management/staff experience, capabilities and functions on similar projects.
- C) Section 3 - Past Performance (20 Points):
 - 1) Past performance of each Major Participant.
- D) Appendix A – Resumes of Key Personnel to the SOQ.
- E) Appendix B – Legal and Financial (Pass/Fail):
 - 1) Submitters SOQ response shall be completely based on the RFQ requirements. A non-responsive or partially non-responsive SOQ missing required information may result in a “fail”.
- F) Appendix C - Forms (Pass/Fail)

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- 1) Submitter shall complete the required forms in their entirety.

4.1.2 Determining Short-listed Submitters

MDOT will first evaluate each SOQ for pass/fail criteria. Those SOQ's receiving a pass score will be evaluated and scored. MDOT will total the scores for each responsive SOQ and prepare a ranked list of Submitters. MDOT intends to short-list three (3) of the most highly qualified Submitters.

MDOT reserves the right, in its sole discretion, to cancel this RFQ, issue a new RFQ, reject any or all SOQs, seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFQ, seek and receive clarifications to an SOQ and waive any deficiencies, irregularities or technicalities in considering and evaluating the SOQs.

This RFQ does not commit MDOT to enter into a contract or proceed with the procurement of the Project. MDOT assumes no obligations, responsibilities and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred by the parties responding to this RFQ. All such costs shall be borne solely by each Submitter. MDOT reserves the right, in its sole discretion, to not issue the RFP.

4.1.3 Notification of Short-listing

Upon completion of the evaluation, scoring and short-listing process, MDOT will send the list of short-listed Submitters and scores in accordance with out Vendor Selection Procedures.

4.2 Debriefing

All scores will be posted on MDOT's website in conjunction with the posting of the short-list. No submitter names will be provided; however, each Submitter will receive their individual score sheet from MDOT via facsimile or e-mail within two (2) working days of the scores and selection results being posted. Informal feedback may be provided via phone or email at the discretion of the Design/Build Program Manager or designee.

4.3 Reimbursement/Costs

No stipends will be paid for submitting SOQs. All costs for responding to this RFQ shall be borne by each DB team submitting a SOQ.

5.0 SOQ SUBMITTAL REQUIREMENTS

The following section describes requirements that all Submitters must satisfy in submitting SOQs. Failure of any Submitter to submit their SOQ as required in this RFQ may result in rejection of its SOQ.

5.1 Due Date, Time and Location

Submitter shall deliver all required SOQ copies as specified in Form 5100H RFQ (attached).

MDOT will not accept SOQs by facsimile or electronic transmission. Any SOQ that fails to meet the deadline or delivery requirement will be rejected without opening, consideration or evaluation.

5.2 Format

All SOQ's must comply with the following:

- A) The SOQ must not exceed 19 single-sided pages. The 19 page limit does not include key personnel resumes, required 5100 forms, 1300EZ forms, and the required legal/financial

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information defined in Section 3.5. In the 1300EZ form the references to “Bidder” shall mean “Submitter”;

- B) Pages shall be 8 ½ inches by 11 inches;
- C) Font must be a minimum of 11 point;
- D) Pages must be numbered continuously throughout and in the format of “Page 1 of _”;
- E) Submittals shall be stapled in the upper left hand corner and shall be completely recyclable. (e.g. no binders, plastic, spiral binding, etc.); and
- F) Graphics are allowed within established page limits.

6.0 PROCUREMENT PHASE 2

This Section 6.0 is provided for informational purposes only so that each Submitter has information that describes the second phase of the Project procurement process, including a summary of certain anticipated RFP requirements. MDOT reserves the right to make changes to the following, and the short-listed Submitters must only rely on the actual RFP when and if it is issued. This Section 6.0 does not contain requirements related to the SOQ.

6.1 Request for Proposals

The Submitters remaining on the short-list following Phase 1 of the procurement process will be eligible to participate in Phase 2 and receive an RFP. While MDOT may make the RFP available to the public for informational purposes, only short-listed submitters will be allowed to submit a response to the RFP.

6.2 Anticipated RFP Content

6.2.1 RFP Structure

The RFP will be structured as follows:

- A) Instructions to Proposers;
- B) Contract Documents:
 - 1) Book 1 (Contract Terms and Conditions);
 - 2) Book 2 (Project Requirements); and
 - 3) Book 3 (Standards).
- C) Reference Information Documents (RID).

6.2.2 RFP Requirements

The RFP will provide further specific instructions on the information to be submitted and the objectives and requirements for evaluation for the RFP step of the procurement. This information is provided here to assist Proposers in organizing their teams and preparing their SOQs.

Information to be submitted in the Proposals may include, but not be limited to, the following:

- A) Alternative Technical Concepts Documentation;

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- B) Confirmed Service Prequalification Requirements for the categories listed in Section 2.5 of this RFQ;
- C) Conflict of Interest Disclosure Statement for any potential conflicts identified following submission of SOQs;
- D) Schedule of Items; and
- E) Proposal Price.

6.2.3 Warranties

MDOT may require the Proposer to provide a two-year general warranty for all elements of the Project after Final Acceptance of the Project. The warranty requirements will be outlined in the RFP.

6.3 Proposal Evaluations

MDOT has determined that award of the Project is anticipated to be based on “Best Value” during the Proposal phase of the Project. Submitters short-listed from the SOQ process are shortlisted based on qualifications and evaluation criteria described. Additional evaluation criteria are established for the proposal phase.

A Proposal is first evaluated for responsiveness to ensure the format and all information requested has been submitted and is complete, secondly the proposal then must receive a “pass” on all “pass/fail” criteria listed in the ITP before the proposal is further evaluated for the technically scored criteria to be described in detail in the RFP to be coupled with price for overall Best Value to MDOT. Failure to submit information in the manner, format, and detail specified may result in the Proposal receiving a “fail” rating and being declared non-responsive. The Submitter will not be asked to resubmit the information evaluated during the SOQ process for short list determination with their proposal in response to the RFP, unless the information submitted has changed. The changed information will only be evaluated for pass/fail and whether the change is equivalent to or better than that submitted with the SOQ.

The following evaluation criteria for the Proposal have been established:

- Schedule and Work Plan. The Proposers approach to how the project will be completed as detailed through a schedule and written work plan
- Understanding and Approach on Integration. The Proposers approach to a fully functioning system and its integration into the appropriate MDOT systems.
- Quality Management Plan. The Proposers approach to achieving a high quality project while minimizing future maintenance costs.

It is the intent at this time to consider price and value as equal in the overall selection of the successful Design-Builder.

6.4 Stipends

In the RFP process, MDOT will provide a Ten Thousand Dollar (\$10,000.00) stipend to each unsuccessful Proposer submitting a responsive Proposal to the RFP. A stipend will not be paid to the successful Proposer.

It is understood that if the unsuccessful Proposer accepts the stipend, MDOT may use any ideas or

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information contained in the Proposals in connection with any contract awarded for the Project or in connection with a subsequent procurement, without any obligation to pay any additional compensation to the unsuccessful short-listed Proposers.

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.

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

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

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