

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

	REQUISITION NUMBER	DUE DATE	TIME DUE
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	
DESCRIPTION			
MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED ** = OPTIONAL Check the appropriate Tier in the box below		CONSULTANT: Provide only checked items below in proposal	
<input type="checkbox"/> TIER I (\$50,000 - \$150,000)	<input type="checkbox"/> TIER II (\$150,000-\$1,000,000)	<input type="checkbox"/> TIER III (>\$1,000,000)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service **
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control **
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site p=inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	<input type="checkbox"/>	Presentation **
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) (No Resumes)	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes. Resumes limited to 2 pages per key staff personnel.

PROPOSAL AND BID SHEET EMAIL ADDRESS – mdot-rfp-response@michigan.gov

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least five (5) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

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

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet

5100J – Consultant Data and Signature Sheet (Required only for firms not currently prequalified with MDOT)

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

REQUEST FOR PROPOSAL

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

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

RFP SPECIFIC INFORMATION

ENGINEERING SERVICES BUREAU OF TRANSPORTATION PLANNING OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS
 NO YES DATED _____ THROUGH _____

<input type="checkbox"/> Prequalified Services – See the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> Non-Prequalified Services – If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT’s Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. Form 5100J is required with Proposal for firms not currently prequalified with MDOT
---	---

Qualifications Based Selection – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor’s job-order accounting system.

Qualification Based Selection / Low Bid – Use Consultant/Vendor Selection Guidelines. See Bid Sheet instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted. The vendor that has met established qualification threshold and with the lowest bid will be selected.

Best Value – Use Consultant/Vendor Selection Guidelines, See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

Low Bid (no qualifications review required – no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

Bid Sheet(s) must be submitted in accordance with the “Guidelines for Completing a Low Bid Sheet(s)* (available on MDOT’s website). Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) with the proposal, to the email address: mdot-rfp-response@michigan.gov. Failure to comply with this procedure may result in your bid being rejected from consideration.

PARTNERSHIP CHARTER AGREEMENT

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

**NOTIFICATION
MANDATORY ELECTRONIC SUBMITTAL**

Proposals submitted for this project must be submitted electronically.

The following are changes to the Proposal Submittal Requirements:

- Eliminated the Following Requirements:
 - Safety Program
 - Communication Plan
 - Past Performance as *a separate section*
 - Separate section for DBE Statement of goals. Include information in Qualification of Team section

- Implemented the Following Changes:
 - All proposals require an Organization Chart
 - Resumes must be a maximum of two pages
 - Only Key (lead) staff resumes may be submitted
 - Tier III proposal reduced from 19 to 14 pages
 - Forms 5100D, 5100I, and 5100G combined – 5100D
 - Forms 5100B and 5100H combined – 5100B
 - RFP's will be posted on a weekly basis -- on Mondays

The following are Requirements for Electronic Submittals:

- Proposals must be prepared using the most current guidelines
- The proposal must be bookmarked to clearly identify the proposal sections (See Below)
- For any section not required per the RFP, the bookmark must be edited to include “N/A” after the bookmark title.
Example: Understanding of Service – N/A
- Proposals must be assembled and saved as a single PDF file
- PDF file must be 5 megabytes or smaller
- PDF file must be submitted via e-mail to MDOT-RFP-Response@michigan.gov
- MDOT's requisition number and company name must be included in the subject line of the e-mail. The PDF shall be named using the following format:
 - Requisition#XXX_Company Name.PDF
- MDOT will not accept multiple submittals
- Proposals must be *received* by MDOT on or before the due date and time specified in each RFP

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

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

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

Required Bookmarking Format:

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

2/14/12

**NOTIFICATION
E-VERIFY REQUIREMENTS**

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

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

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

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

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

9/13/12

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
DESIGN SERVICES**

CONTROL SECTION: 81075, 47013

JOB NUMBER: 123268C

PROJECT LOCATION:

The project is located on US-23 from the US-23/M-14 west tri-level to I-96, Washtenaw and Livingston Counties

PROJECT DESCRIPTION:

Work involved with the project includes:

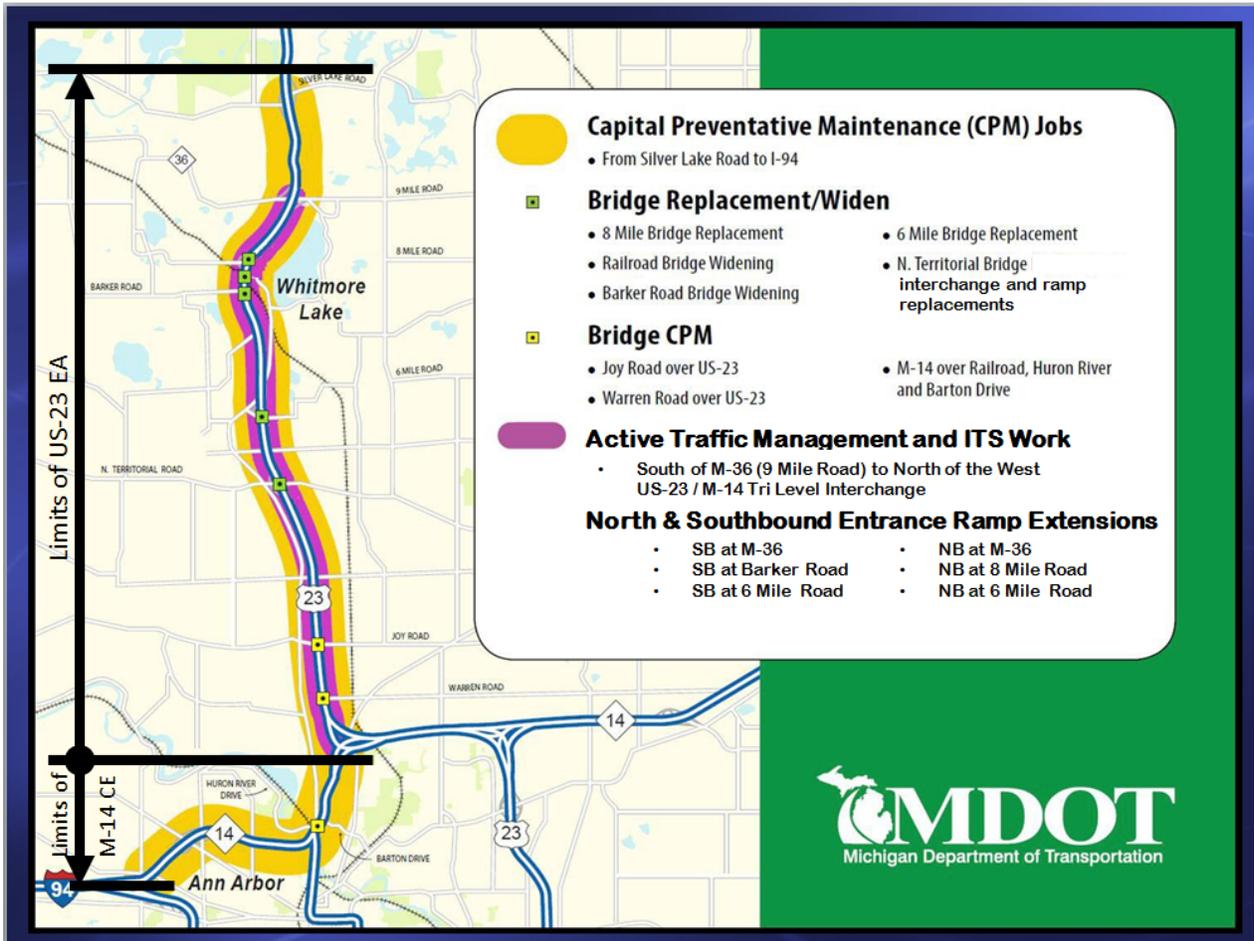
- Facilitate the Context Sensitive Solutions (CSS) process for the US-23 Active Traffic Management (ATM) project
- Provide expertise in organizing community outreach.
- Conduct, lead and evaluate stakeholder engagement activities.
- Evaluate and compile results of stakeholder engagement.
- Select and refine the preferred design elements to guide the development of final plans and specifications

Prepare all exhibits & presentations required for stakeholder engagement

- Corridor Design Document(CDD)
- Develop a project video that can be used to explain to the public how the ATM system works. The video will also be used in presentations to MDOT staff.

The CDD will be developed through a series of public meetings to engage key stakeholders, the community and interested travelers using the facility. The development of the CDD will be a collaborative effort between the consultant and the department.

The consultant will 1) organize and facilitate all stakeholder meetings; 2) define visual issues and impacts; 3) utilize stakeholder input to establish aesthetic priorities and to develop a broad aesthetic vision and/or themes for the project. 4) develop alternative design concepts that meet specific design elements and the vision for the corridor; 5) in conjunction with MDOT, select and refine the preferred design elements to guide the development of final plans and specifications



A copy of a recent presentation on the project is available on the MDOT FTP Site

<ftp://ftpmidot.state.mi.us/US23ATMPresentation/>

BACKGROUND INFORMATION:

Scope of overall project: Construct an Active Traffic Management (ATM) system along US-23 from the west Tri-Level to M-36. The system consists of widening & upgrading the median shoulder & ITS infrastructure to allow traffic to utilize the median should during peak hours

The US-23 ATM project also includes the following:

CS	Route	Location	Work Type
47013, 81075	US-23	6 Mile, 8 Mile, N Territorial	Bridge replacement
47013, 81075	NBUS-23	Entrance ramps at N. Territorial, 6 Mile Road, 8 Mile, and M-36	Extend ramp acceleration tapers
47013, 81075	SBUS-23	Entrance ramps at , 6 Mile Road, Barker, and M-36	Extend ramp acceleration tapers
47013, 81075	US-23	W. Tri Level to M-36	Widen & upgrade median shoulder, crash investigation sites, drainage
47013, 81075	US-23	W. Tri Level to M-36	ITS infrastructure
47013, 81075	US-23	W. Tri Level to Silver Lake Rd	CPM
81075	US-23	Barker Rd, RR Bridges	Bridge widening to accommodate ATM
81075	US-23	Joy & Warren Bridges	Bridge CPM

The project is currently under study for an Environmental Assessment. The expected EA completion date is 2/2015

The CSS effort will extend outside the current project limits to I-96. The CDD will provide a guide for other future projects along the corridor

MDOT University Region will complete the road design and maintaining traffic for the project

Bridge replacements will be designed by a combination of consultants currently under contract and MDOT Lansing Bridge Design unit

MDOT Roadside Development unit will provide guidance to the CSS consultant in development of features and elements. MDOT Roadside Development will prepare final design plans and specifications.

ANTICIPATED SERVICE START DATE: 2/15/2015

ANTICIPATED SERVICE COMPLETION DATE: 2/15/2017

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

None

PREFERRED CRITERIA for PRIME CONSULTANT (if available):

1. Demonstrate experience in facilitating stakeholder engagement on previous projects. Projects must demonstrate experience in utilizing the fundamentals of CSS to identify and engage stakeholders in order to gain an understanding of project needs and community values.
2. Selected vendor will also demonstrate experience in developing illustrative presentation materials utilizing a variety of mediums including 3-d models and videos.
3. Provide examples and/or links to previous project materials.

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Landscape Architecture

Roadway Rehabilitation and Rural Freeways (Engineer needed for technical perspective)

DBE REQUIREMENT: N/A

MDOT PROJECT ENGINEER MANAGER:

Lynne Kirby, BTSC Cost & Scheduling Engineer

Brighton TSC

10321 E Grand River, Suite 500

Brighton, MI 48116

810-225-2627

810-227-7929

kirbyl@michigan.gov

REQUIRED MDOT GUIDELINES AND STANDARDS:

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards (i.e., Road Design Manual, Standard Plans, Drainage Manual, Roadside Design Guide, A Policy on Geometric Design of Highways and Streets, Michigan Manual of Uniform Traffic Control Devices, etc.).

Consultant is required to use MDOT's current version of Bentley MicroStation for CADD applications and Bentley GEOPAK for road design. Consultant shall comply with all MDOT CADD standards and file naming conventions.

MDOT RESPONSIBILITIES:

MDOT University Region: Provide design files for road project

CONSULTANT RESPONSIBILITIES:

- A. Lead the CSS Process for the project following MDOT's Guidelines for Stakeholder Engagement
http://www.michigan.gov/documents/mdot/MDOT_Guidelines_For_Stakeholder_Engagement_264850_7.pdf
- B. Research project context to establish visual issues and impacts.
 - a. Establish preliminary visual goals and priorities prior to first stakeholder meeting. Provide suggested visual themes to establish a starting point for community input and discussion.
- C. Organize and conduct a maximum of four (4) two hour stakeholder engagement meetings.
 - b. Meet with MDOT staff to review meeting agenda, format, activities, and exhibits to be provided at the meeting prior to each meeting for review and approval.
 - c. Develop exhibits which sufficiently illustrate the overall project concept and present visual themes and priorities related to community design and aesthetic values for review and comment.
 - d. Outline a framework for public input into the aesthetic design decision-making process
- D. Document public input and summarize results in a logical fashion
 - a. Provide a summary of results for stakeholder engagement activities.
 - b. Prepare an illustrated and narrated description of the project's overarching aesthetic concept for MDOT to use in conceptual design development and element refinement.
 - c. Prepare and submit any information received by the Consultant during community engagement efforts.
- E. Assemble the preferred themes and elements into a preliminary CDD that incorporates the community vision from the information gathered during stakeholder engagement activities.
 - a. Organize and prioritize aesthetic elements and features for further refinement.
- F. Prepare a video that can be used to explain the US-23ATM project to the general public as well as to be used internally with MDOT staff. **MDOT will retain ownership of the video once it's completed. MDOT has the right to alter or use it in other products as deemed appropriate.**

Meet with the MDOT Project Manager to review project, location of data sources and contact persons, and review relevant MDOT operations. The Consultant shall review and clarify project issues, data needs and availability, and the sequence of events and team meetings that are essential to complete the design by the project plan completion date. Attention shall be given to critical target dates that may require a large lead time, such as geotechnical requirements, ROW submittal dates, Railroad coordination requirements, utility conflict resolution, local agency meetings, etc.

- A. The Consultant representative shall record and submit type-written minutes for all project related meetings to the MDOT Project Manager within two weeks of the meeting. The Consultant shall also distribute the minutes to all meeting attendees.
- B. The Consultant will provide to MDOT at the scheduled submittal dates, copies of the required materials for distribution by MDOT for all reviews for this The Consultant shall contact the project manager prior to the submittal dates for the exact number of copies that will be required for submittal.
- C. Attend any project-related meetings as directed by the MDOT Project Manager.
- D. Organize and conduct stakeholder engagement meetings, open houses, etc. with the public and public officials to facilitate the Context Sensitive Solutions process. This will include the preparation of displays such as maps, marked-up plans, exhibit materials and documents from previous studies, presentation materials to illustrate visual themes and alternatives, meeting agendas and minutes, flip charts and comment cards needed to collect and record stakeholder input.
- E. The MDOT Project Manager shall be the official MDOT contact person for the Consultant **and shall be made aware of all communications regarding this project.** The Consultant must either address or send a copy of all correspondence to the MDOT Project Manager. This includes all Subcontractor correspondence and verbal contact records.
- F. The Consultant shall contact the MDOT Project Manager whenever discoveries or design alternatives have the potential to require changes in the scope, limits, quantities, costs, or right-of-way of the project.

MONTHLY PROGRESS REPORT

On the first of each month, the Consultant Project Manager shall submit a monthly project progress report to the Project Manager.

DELIVERABLES:

The Consultant shall deliver all computer files associated with the project in their native format (spreadsheets, CADD files, GEOPAK files, etc.) on DVD, CD or uploaded to ProjectWise, as directed by the MDOT Project Manager. All CADD/GEOPAK files shall be created and identified with standard MDOT file names as shown in Appendix A of the Road Design Manual. It is the Consultant's responsibility to obtain up to date MicroStation and GEOPAK seed/configuration files necessary to comply with MDOT's CADD standards which are posted to the bulletin board system. When the use of GEOPAK road design software is necessary to develop plans all pay items shall be placed into the CADD file using GEOPAK's Design and Computation Manager so that Quantity Manager can be used to transfer pay item information to SAPW/Trns*port. Any CADD/GEOPAK files that do not conform to MDOT standards will be returned to the Consultant for correction at the Consultant's expense.

Aesthetic design documents shall be submitted in their native format with standard naming conventions as well as combined into one Adobe PDF file in the sequence specified by MDOT.

PROJECT SCHEDULE:

The Consultant shall use the following milestone dates to prepare the proposed implementation schedule as required in the Guidelines for the Preparation of Responses on Assigned Design Services Contracts. These dates shall be used in preparing the Consultant's Monthly Progress Reports.

<u>Milestone Date</u>	<u>Description</u>
Week of 11/2014	Tentative Scope/Kick off Meeting (prior to submittal of Priced Proposal)
February, 2015	Tentative Notice to Proceed
July 1, 2015	Submittal of DRAFT CDD for review
October 1, 2015	Submittal of FINAL CDD
March 1, 2016	Submittal of DRAFT Video for review
June 1, 2016	Submittal of FINAL Video
February 2017	Final Deliverables

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

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

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

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

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

MDOT will pay overtime in accordance with MDOT's Overtime Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at http://www.michigan.gov/documents/mdot/Final_Overtime_Guidelines_05-01-13_420286_7.pdf?20130509081848. MDOT's overtime reimbursement policies are intended primarily for construction engineering work. Overtime reimbursement for all other types of

work will be approved on a case by case basis.