

## 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			CONSULTANT: Provide only checked items below in proposal
WHITE = REQUIRED ** = OPTIONAL  Check the appropriate Tier in the box below			
<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"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service **
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control **
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Location:</b> The percentage of work performed in Michigan will be used for all selections unless the project is for on-site 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)	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP <b>not including key personnel resumes.</b> Resumes limited to 2 pages per key staff personnel.

**PROPOSAL AND BID SHEET EMAIL ADDRESS – [mdot-rfp-response@michigan.gov](mailto:mdot-rfp-response@michigan.gov)**

### GENERAL INFORMATION

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

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

### MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

**5100D** – Request for Proposal Cover Sheet

**5100J** – Consultant Data and Signature Sheet (Required for all firms performing non-prequalified services on this project.)

**(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) **AA**

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## 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 \_\_\_\_\_

**Prequalified Services** – See 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, 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 all firms performing non-prequalified services on this project.**

**Qualification 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.

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**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.

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**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.

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**Low Bid** (no qualifications review required – no proposal required.)

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## BID SHEET INSTRUCTIONS

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](mailto:mdot-rfp-response@michigan.gov). Failure to comply with this procedure may result in your bid being rejected from consideration.

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## 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.

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**NOTIFICATION  
MANDATORY ELECTRONIC SUBMITTAL**

**Proposals submitted for this project must be submitted electronically.**

**The following are changes to the Proposal Submittal Requirements:**

- Eliminated the Following Requirements:
  - Safety Program
  - Communication Plan
  - Past Performance as *a separate section*
  - Separate section for DBE Statement of goals. Include information in Qualification of Team section
  
- Implemented the Following Changes:
  - All proposals require an Organization Chart
  - Resumes must be a maximum of two pages
  - Only Key (lead) staff resumes may be submitted
  - Tier III proposal reduced from 19 to 14 pages
  - Forms 5100D, 5100I, and 5100G combined – 5100D
  - Forms 5100B and 5100H combined – 5100B
  - RFP's will be posted on a weekly basis -- on Mondays

**The following are Requirements for Electronic Submittals:**

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

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

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

**\*\*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  
Intelligent Transportation Systems  
Connected Vehicle Infrastructure Deployment and Maintenance  
Revised 6/11/2011**

**CONTROL SECTION:** 84917

**JOB NUMBER:** 126918

**PROJECT LOCATION:** MDOT Corridors throughout Metro Region

**DESCRIPTION OF WORK:**

This work consists of development, procurement, and installation of connected vehicle infrastructure on freeways and/or arterials and maintenance of the system deployment for up to 3 years. This will include any and all associated items for the deployment of a 100% complete and fully operational system. This work will also include any necessary device and/or network configurations, any coordination and facilitation of the equipment combinations with ITS Sites and traffic signal infrastructure, application development and integration, and maintenance/operation of approximately 100 RSU's that MDOT will acquire ownership of. Also, working with other agencies and/or entities as directed by the MDOT Project Manager to insure the deployment is accessible and available for utilization by MDOT partners.

**PRIMARY PREQUALIFICATION CLASSIFICATION:**

Intelligent Transportation Systems– Design & System Manager

**SECONDARY PREQUALIFICATION CLASSIFICATION:**

Geotechnical Engineering Services  
Right of Way Surveys  
Complex Traffic Signal Operations

**REQUIRED QUALIFICATIONS:**

- The contractor is required to have and demonstrate related work experience in the areas of connected vehicle and integration of said technology.
- The contractor is required to have a minimum of one licensed electrician on staff and part of the project team.

**ANTICIPATED START DATE:** August 2015

**ANTICIPATED COMPLETION DATE:** December 31, 2020

**MDOT PROJECT MANAGER:** Michele Mueller  
Michigan Department of Transportation  
Metro Region Office  
18101 W Nine Mile Road.  
Southfield, MI 48075  
Email: muellerm2@michigan.gov  
Tel: (248) 431-1443  
Fax: (248) 569-3103

**DBE REQUIREMENT:** ~~0%~~ 3%

The Consultant shall contact the MDOT Project Manager prior to beginning any work on the project. The consultant project manager shall be an engineer licensed in the State of Michigan with relevant experience in ITS, Connected Vehicles, Systems Engineering and Design Services. The Consultant project manager shall be an employee of the primary consulting firm responding to the Request for Proposals (RFP) and not a sub consultant or Consultant.

**QUESTIONS:**

All questions shall be submitted in writing via email to the MDOT project manager. The answers to all questions will be posted to the Contract Services Division web site, where the RFP was posted.

MDOT will not respond to telephone inquiries or visitation by bidders or their representatives. All questions are to be put in writing and must be submitted electronically. Answers to questions will be prepared and made available on the MDOT website. The answers to the questions will supersede the original issue pertaining to the question(s) of the RFP.

**GENERAL INFORMATION:**

**The consultant shall have substantial ITS and Connected Vehicle conceptual and design, background and experience. The consultant should be prepared to demonstrate their background and experience.**

MDOT continues to lead the State of Michigan in transportation technology. In an effort to continue that leadership and advancement of new technology, MDOT has developed a long term expansion and enhancement plan for the Michigan Connected Vehicle testbeds. These expansions and enhancements will further define and support the technology and developments in the connected vehicle community.

The Consultant shall furnish all services and labor necessary to conduct and complete the services described herein. The Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the work, and check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work. The Services shall be performed to the satisfaction of the Department consistent with applicable professional standards.

The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations. The Consultant shall perform field operations in accordance with the Michigan Occupational Safety and Health Administration (MIOSHA) regulations and accepted safety practices. The consultant staff shall conduct themselves with professionalism in carrying out their duties.

The Consultant will notify the MDOT Project Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the MDOT Project Manager.

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 sub-Consultant correspondence and verbal contact records.

All materials submitted in response to this RFP become the property of MDOT, proposals and supporting materials will not be returned to consultants. MDOT reserves the right to reject any or all proposals.

**CONSULTANT RESPONSIBILITIES:**

The Consultant will provide engineering and technical services for the development, procurement, installation, integration and maintenance of the connected vehicle infrastructure deployed under this contract. The Consultant's activities may include, but are not limited to, the following activities as directed by the MDOT Project Manager:

1. Procurement of equipment:
  - i. Roadside Unit (RSU) – 5.9 Gigahertz (GHz) Dedicated Short Range Communications (DSRC) Radio, antennas, management unit, etc. in compliance with the USDOT (RITA) standards.
  - ii. Backhaul – Radio, antennas, power supplies, etc.
  - iii. Misc. components – brackets, network switches, etc.
  - iv. Associated cabling (including but not limited to communications, power, etc.).
  - v. Signal Phase and Timing (SPaT) signal converter (“black box”).
  - vi. NEMA (National Electric Manufacturers Association) enclosures that are rated for a Michigan environment, including but limited to temperature, moisture, etc. Also, that are sized appropriate based on the final installation scenario. The enclosure selection must be coordinated with MDOT and be compatible with its long-term plans for signal equipment installations as applicable. The enclosure shall be such as to meet the requirement for the electrical supply to be in a separate access door but still part of the same cabinet.
  
2. Configuration of the devices (RSUs, network equipment, etc.) to be in compliance with the USDOT (RITA) standards. This includes coordination and/or sharing of necessary

information to allow MDOT partners to utilize the infrastructure. The standard will be provided to the consultant by the MDOT Project Manager.

3. Securing power for the equipment and devices shall be the consultant's responsibility, including coordination of required inspections and certifications.
4. The Consultant will be required to work with MDOT, other agency partners, other non-agency partners and any others as directed by the MDOT project manager to insure that they can communicate between their vehicles and the infrastructure. The MDOT Project Manager and Consultant will agree upon a defined number of hours in the MDOT Cost Proposal stage.
5. The Consultant will be required to assist with integration of Connected Vehicle Field Deployment sites (ITS Sites and Signalized Intersections) to the "back office" portion of the Smart Corridor Environment as directed by the MDOT project manager. This may include working with other companies or agencies.
6. The Consultant will be required to provide necessary resources for application development, testing, integration, etc as directed by the MDOT project manager.
7. The Consultant will complete all installation and integration of RSU's, Backhaul, and any/all other associated components of deployment sites in Southeast Michigan, to provide a 100% operational system which is defined by fully functionality at a local, sub-system, and full system level. Any issues with system functionality will be the consultant's responsibility to resolve.
8. As-built, Interconnect Diagrams and ITS Asset Database information collected, input and integrated per the MDOT Special Provision for *Basic Methods and Materials for ITS Work-12IT800-A480-02* for download at the following location; <http://mdotcf.state.mi.us/public/specprov/index.cfm?sy=487220#82d1c30f-c6b3-4742-b4e3-160a73b76a7d>.
  - A. As-built shall show all of the components, communication, and power in the correct final installation locations.
  - B. Interconnect diagrams shall show all of the connections between components including communication and power connections.
  - C. Consultant shall complete the asset inventory spreadsheet document to insure all of the devices are in the system with the appropriate information.
9. Maintenance and support of any and all components, devices, software, etc. that was deployed under this project.
  - A. The consultant must fully maintain all aspects including but not limited to;
    - i. Backhaul
    - ii. RSU's
    - iii. Software
    - iv. Cabling
    - v. Power
    - vi. Misc. Equipment

- vii. Cabinets
- viii. Misc. Hardware
- ix. Applications

10. The Consultant must have appropriate tower climbing certificates and provide that information with your submittal for this RFP. Any inspections required by the owner of the facility or the tower shall be coordinated and completed by the Consultant. Anything not compliant shall be redone to meet compliance at the Consultant's expense.
11. The Consultant will be working at some secured facilities so the designated employees for the project will have to complete a police background check, finger printing, etc. This must be completed and passed prior to any work being done in those designated secured areas. The Consultant shall coordinate with the MDOT Project Manager to work through the requirements of the Michigan State Police for background check acceptance.

**MDOT RESPONSIBILITIES:**

MDOT shall provide the Consultant with all relevant documentation needed to complete the tasks assigned and approved by the MDOT Project Manager. MDOT will provide applicable equipment for this project that is excess inventory and owned by the State of Michigan. The equipment provided will meet the required specifications.

**DELIVERABLES:**

At the request of MDOT, the Consultant, during the progress of the services, shall furnish information or data relating to the services described herein that may be required by MDOT to carry out or proceed with related phases of the project not described herein, or which may be necessary to enable MDOT to furnish information to the Consultant upon which to proceed with further services.

**SCHEDULE:**

Services to be rendered by the Consultant, as herein described, will commence upon written notice from the Professional Services Administrator and will be completed within approximately six (6) years from the date of such notice.

**CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee:**

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. 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](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](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.