

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"/>	Location: 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 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 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 _____

<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, 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.
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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.

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.)

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. 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.

**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 PRE-DESIGN SERVICES Feasibility Study

CONTROL SECTION: 63201

JOB NUMBER: 128899

PROJECT LOCATION:

The project is located on the Woodward Avenue Widetrack Loop (I-75 Business Loop) in the city of Pontiac. The study area will extend approximately in a three mile radius around the Woodward Loop in Auburn Hills, Bloomfield Township, and Waterford Township.

PROJECT DESCRIPTION:

The Oakland TSC is pursuing a study of the Woodward Loop and surrounding area to determine the feasibility of converting the one-way Loop into a two-way boulevard. Numerous streets intersect the Loop, including six MDOT roadways/intersections. Using the traffic operations proposed in the Pontiac Livability Study as a given starting point; suggest and evaluate potential highway network alternatives to provide acceptable area traffic circulation and maintain connectivity between all MDOT routes.

In addition to evaluating traffic operations for the proposed bi-directional Woodward Boulevard, the study shall evaluate traffic operations for the MDOT roadway network defined later in the scope, as well as significant local roads surrounding the proposed reconfiguration. Alternatives considered should provide system continuity as identified as a basic tenet of the functional classification network. In general, arterials should only connect to other arterials. However, a higher functionally-classified road can “split” its traffic between two lower-level roads, with different levels of access and mobility.

• Anticipated Study Area:

- M-59 from Opdyke Road (2.1 miles E of Loop) to Dwight Ave/Cherokee Rd (1.0 miles W of Loop).
- All of Cass Avenue and Cesar Chavez to Kennett Road (2.3 mile NW of Loop)
- Perry Street from M-59 (W Huron) to Madison Ave (1.9 miles NE of Loop)
- All of Woodward Avenue and the Loop north of Square Lake Road

• Existing MDOT facilities within the study area:

Woodward Ave Loop (I-75BL, US-24BR)	Cesar Chavez (NB US-24BR)
E Huron St (EB M-59)	University Drive (WB M-59)
W Huron St (M-59)	Cass Avenue (SB US-24BR)
Perry Street (I-75BL)	M-59 Freeway

In general the consultant will:

- Review recommendations of previous studies and environmental documents
 - Review existing traffic circulation conditions within the study area.
 - Traffic data used in the Pontiaclivability.org study will be provided as a starting point. Collect traffic data as required for the analysis as necessary.
 - Consider options that may include reassignment of roadway jurisdiction between agencies.
 - Study a minimum of four (4) alternatives, including the alternatives (or variations) presented herein.
 - Identify all improvements (preliminary geometric design, signal timing, traffic signing plan) to optimize traffic operation within the study area. Each alternative should be capable of providing LOS D or better.
 - Identify other appropriate Measures of Effectiveness (MOEs) and comparatively evaluate the alternatives.
 - Consider changes to non-trunkline roads to improve traffic operations and safety (one-way vs. two-way, closing streets, new links, etc.)
 - Consider traffic control options/changes
 - Prepare Sub-area and Network Traffic simulation modeling for feasible options
 - Analyze the long term impact of growth and redevelopment on the transportation system in the study area
 - Assess transportation network (state and local) impacts: peak hour/24 hour LOS, access conflict points, crash potential, congestion, delay, etc.
 - Analyze the effectiveness of the options, based on expected demand
 - Develop high-level, general cost estimates
 - Evaluate alternatives with regard to National Functional Classification criteria
 - Evaluate alternatives with regard to the National Highway System
 - Identify additional studies and process requirements for implementation, such as federal interchange modification or environmental clearance documents and approvals, city or state permits, etc.
 - Coordinate with all local and state transportation agencies.
 - Prepare and present the draft and final report .
 - Present implementation strategies and next steps
- In all alternatives:
- Woodward Avenue (west side of Loop) becomes two-way between Osmun St and Lafayette St.
 - Woodward Avenue (east side of Loop) becomes a local road between Osmun St and Lafayette St.
 - Cass Avenue becomes two-way between Lafayette St. and Sanderson Avenue.

The consultant should be proficient with traffic circulation studies, traffic simulations, preliminary engineering analysis, access studies and the interchange modification process at the state and federal level. The consultant will be responsible for all technical aspects of the study including data collection, traffic projections, intersection and link level of service analysis, access analysis, and traffic circulation analysis and signage plans. The consultant will report to and present findings and recommendations to the Project Steering Team, including City of

Pontiac, Road Commission for Oakland County (RCOC), Oakland County Economic Development, and MDOT staff.

Alternative 1 - Figure 1

- Convert MLK Blvd/Montcalm St to State Trunkline.
- Cass Ave becomes a two-way road
- Sanderson Ave between Cesar Chavez and Cass Ave becomes State Trunkline
- Portions of University Dr and N Mill Street becomes State Trunkline

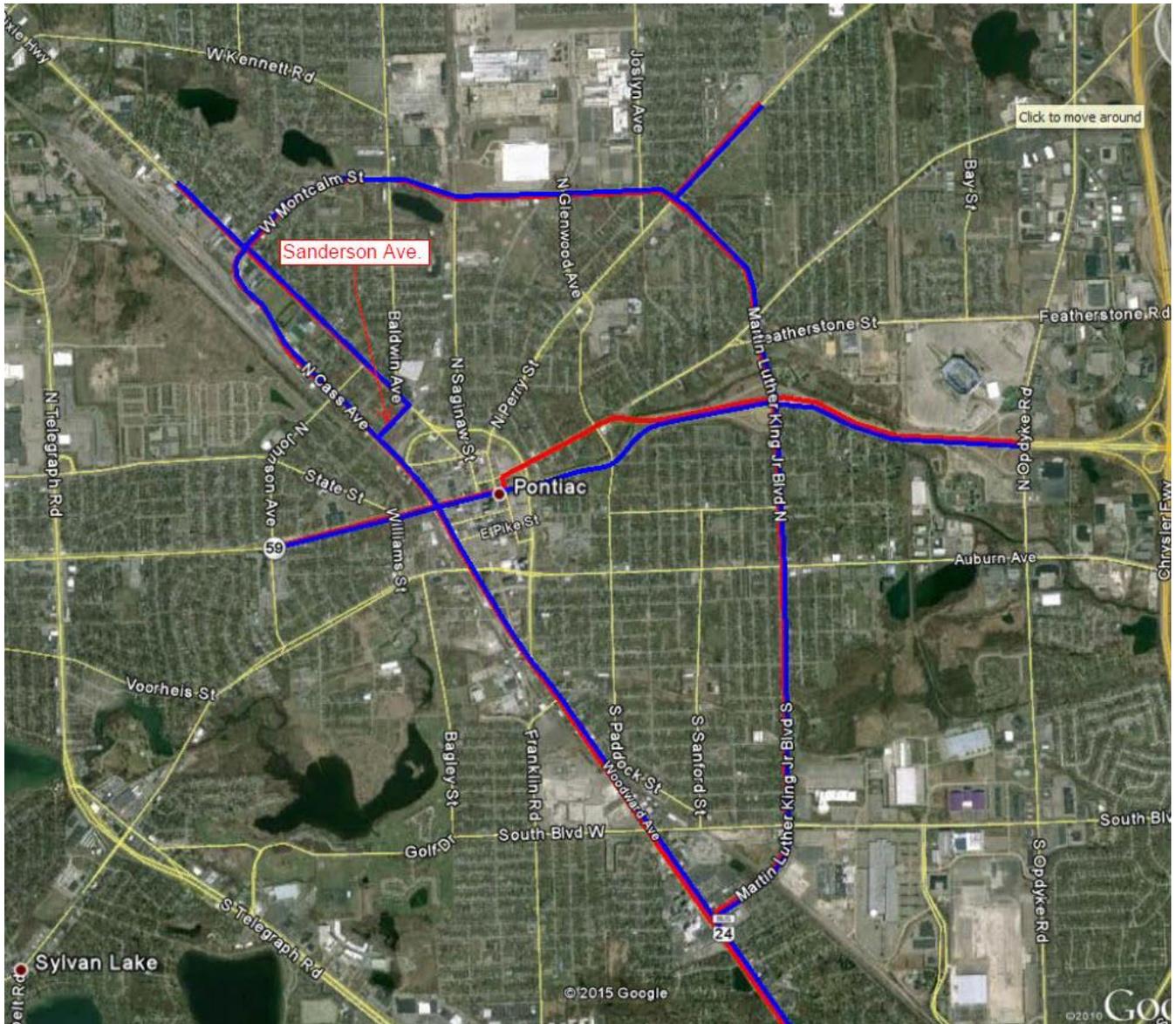


Figure 1. Alternative 1.

Note: The blue and red lines are intended to represent direction of vehicular flow.

Alternative 2 – Figure 2

- WB M-59 is realigned parallel to existing EB M-59 (between the M-59 freeway to Mill Street)
- Sanderson Ave between Cesar Chavez and Cass Ave becomes State Trunkline
- Perry St becomes State Trunkline between the Loop and E Huron St (M-59)

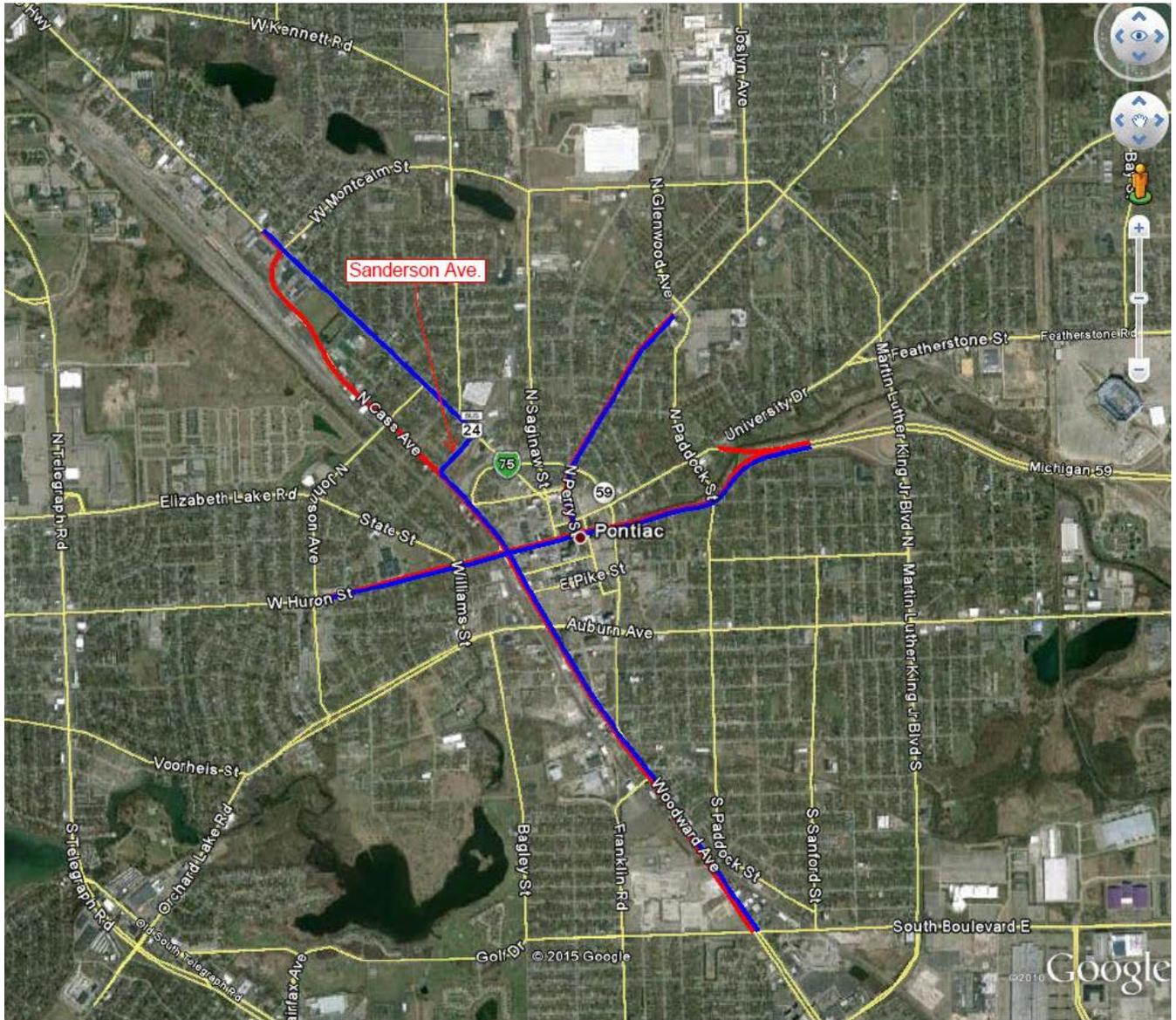


Figure 2. Alternative 2.

Note: The blue and red lines are intended to represent direction of vehicular flow.

ANTICIPATED SERVICE START DATE: 12/01/2015

ANTICIPATED SERVICE COMPLETION DATE: 12/01/2016

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Roadway: Complex

Traffic: Capacity & Geometric Analysis

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Traffic: Safety Studies

Traffic: Signal Operations – Complex

DBE PARTICIPATION: N/A

MDOT PROJECT MANAGER:

Jeff Pitt, Senior Projects & Contracts Engineer

Metro Region/Oakland TSC

800 Vanguard Drive, Pontiac, 48341

Phone Number: (248) 451-2430

E-mail: PittJ@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, National Environmental Policy Act (NEPA), 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.

GENERAL INFORMATION:

It is anticipated the consultant will provide a high level overview (including cost estimate) of the environmental impacts for their recommendation(s).

BACKGROUND INFORMATION:

Oakland County Planning & Economic Development Services, in partnership with the City of Pontiac, completed a study (funded by a TIGER grant) to create a plan to make better connections between downtown Pontiac, the neighborhoods immediately surrounding it, employment centers, and other nearby communities. This plan recommended the southbound direction (west side) of the Woodward Loop to be converted to accommodate bi-directional traffic. Additionally, the plan also recommended converting East Wide Track Loop into a local road (to be turned over to city of Pontiac).

This study (and previous studies from the early 2000's along with other information) can be found at <http://pontiaclivability.org/>. This study provides a high level overview of their plan; however, further analysis is required as the Loop modifications affect the entire roadway network near Downtown Pontiac. Cost estimates, environmental impacts, mobility impacts, intersection implications, ROW impacts, safety concerns, and other issues need additional evaluation in order to make a sound engineering decision.

CONSULTANT RESPONSIBILITIES:

Complete the study of this project including, but not limited to the following:

The Consultant must adhere to all applicable OSHA and MIOSHA safety standards, including the appropriate traffic signs for the activities and conditions for this job and perform field operations in accordance with the Department's Personal Protective Equipment (PPE) policy as stated in the MDOT Guidance Document #10118.

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.

1. Maintain a Project Record which includes a history of significant events (changes, comments, etc.) which influenced the study and development of the plans, dates of submittals and receipt of information.
2. The CONSULTANT representative shall record and submit type-written minutes for all project related meetings to the MDOT Project Manager for her approval within two weeks of the meeting. The CONSULTANT shall also distribute the approved minutes to all meeting attendees.
3. Attend any project-related meetings as directed by the MDOT Project Manager.
4. The CONSULTANT will review and document conformance for each improvement alternative, as per design standards, and recommendation. Identify areas where standards cannot be met, give justification and documentation as to the reason.
5. The CONSULTANT will review and document the roadside safety related items which need to be addressed or included in the study. Documentation is to include location, existing type and condition, and the recommended treatment.
6. The CONSULTANT will incorporate any MDOT identified safety improvement countermeasures based on MDOT's crash analysis recommendations.

7. The CONSULTANT will document and identify locations of possible environmental impacts and estimate the cost of mitigations.
8. The CONSULTANT will specifically identify any local participation that is required and/or requested for the project area.
9. The CONSULTANT will incorporate any identified and/or approved (if approved, include copy of MDOT approval) needs/requests into study.
10. The MDOT Project Manager shall be the official MDOT contact person for the CONSULTANT. 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. The MDOT Project Manager shall be made aware of all communications regarding this project.
11. 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.
12. Inventory existing road and bridge conditions. This includes the collection of both vehicle and train data (only if additional data is needed after reviewing MDOT's vehicle and train data).
13. Analyze existing road and bridge conditions.
14. Determine future (year 2035) conditions.
15. Develop and evaluate alternatives based on future (year 2035) conditions.

TRAFFIC CONTROL

The Consultant shall be responsible for all traffic control required to perform the tasks as outlined in this Scope of Services.

MDOT PERMITS

The Consultant shall be responsible for obtaining up to date access permits and pertinent information for tasks in MDOT Right of Way (ROW).

MONTHLY PROGRESS REPORT

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

MDOT RESPONSIBILITIES:

1. Work with Consultant to schedule and/or conduct the Project related meetings.
2. Coordinate activities that require MDOT personnel.
3. Furnish existing information for the area, including projected traffic and existing counts, if available.
4. Provide MDOT cost estimate form, etc.
5. Furnish old plans of the area, if available.
6. Supply information on existing pavement or bridge structures as necessary.
7. Furnish ROW maps of the project area.
8. Furnish available crash data for intersection and road segments of study.

DELIVERABLES:

The final study shall be presented on regular letter size paper (8½" x 11") with the exception of maps, sketches and diagrams which shall be on 11" x 17" paper (and folded to match the 8½" x 11" paper). These reports shall also be saved in an Adobe Acrobat file format and saved in electronic format on CD/DVD/thumb drive with 5 paper copies and 5 electronic format devices provided to MDOT.

Any photographs included in the documents shall be in an electronic .jpg format with printouts at 4" x 6", in color, labeled with the location, direction from which the picture was taken, date and particular feature needing improvement.

All project related items are subject to review and approval by the Project Manager. The CONSULTANT shall follow MDOT English procedures, requirements and policies.

All plans, special provisions, estimates, and other project related items shall meet all MDOT requirements and detailing practices (i.e., format, materials, symbols, patterns, and layout) or as otherwise directed by the Project Manager. All plans, specifications, and other project related items are subject to review and approval by MDOT.

The consultant shall provide Synchro models for all options presented in the study.

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. 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.