

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

<input type="checkbox"/> <b>Prequalified Services</b> – See the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> <b>Non-Prequalified Services</b> – 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. <b>Form 5100J is required with proposal for all firms performing non-prequalified services on this project.</b>
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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](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.

**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  
AS NEEDED DESIGN SERVICES**

**CONTROL SECTION(S):** Various

**JOB NUMBER(S):** Various

**PROJECT LOCATION(S):** Metro Region – Macomb, Oakland, and Wayne Counties

**DESCRIPTION OF WORK:**

To assist the MDOT Metro Region staff with various traffic safety and operations tasks and assignments including, but not limited to the following:

1. Transportation Management Plans
2. Maintenance of Traffic Plans and Special Provisions
3. Work Zone & Mobility Field Reviews
4. Scoping for Traffic and Safety Projects
5. Active Construction Coordination
6. Field Review for Safety Improvements
7. Monitoring Planned Special Event Traffic
8. Traffic Engineering Studies and Analysis
9. Review Traffic Signal Design and Assist with Field Issues
10. Advanced Simulation Modeling

**ANTICIPATED START DATE:** 5/21/16

**ANTICIPATED COMPLETION DATE:** 5/20/18

**This selection is for a 2 year period.**

**PRIMARY PREQUALIFICATION CLASSIFICATION:**

Design - Traffic: Work Zone Maintenance of Traffic  
Design – Traffic: Safety Studies

**SECONDARY PREQUALIFICATION CLASSIFICATION:**

Design – Traffic: Capacity & Geometric Analysis  
Design – Traffic: Work Zone Mobility & Safety  
Design – Traffic: Signal  
Design – Traffic: Signal Operations  
Design – Traffic: Signal Operations - Complex

**DBE REQUIREMENT:** 0%

**MDOT PROJECT MANAGER:**

Eric Mueller, P.E.  
Traffic Safety & Operations Engineer  
Michigan Department of Transportation  
Metro Region Office  
18101 West Nine Mile Road  
Southfield, MI 48075  
Email: muellere@michigan.gov  
Phone: 248-483-5109

The Consultant shall contact the Project Manager prior to beginning any work on this contract.

**GENERAL INFORMATION:**

Since the Services described herein are financed in whole or in part with Federal and State funds, the Services shall comply with all applicable Federal and State laws and regulations.

This is for non-continuous as-needed assistance for traffic safety & operation services. Staffing (experience level and quantity) needs will fluctuate based on the work orders issued.

**CONSULTANT RESPONSIBILITIES:**

The Consultant shall be responsible for providing the following services as directed by the MDOT Project Manager for the Metro Region As-Needed Traffic Safety and Operations Services:

1. **Transportation Management Plan (TMP) Development (and/or review):** The scope of work for this category is to perform preliminary analysis to determine project significance, provide strategies, alternatives (with advantages and disadvantages for each scenario) elements and details for managing project work zone safety and mobility. TMPs may include Temporary Traffic Control Plan (TTCP), Transportation Operations Plan (TOP), and Public Information Plan (PIP) for Metro Region projects. The PIP will be limited in nature to strategies MDOT may implement. C03 or comparable project level models shall be used in the development and analysis per Chapter 11 of the MDOT Work Zone Safety and Mobility Manual.
2. **Maintenance of Traffic (MOT) Plans and Special Provisions (and/or review):** The scope of work for this category is to develop/produce/review Maintaining Traffic plans, typical cross-sections, detours, and the Special Provision for Maintaining Traffic for identified Metro Region projects. In addition, the consultant may be asked to provide constructability reviews for MOT plans for future projects.

3. **Work Zone & Mobility Field Reviews:** Provide work zone quality assurance review services for traffic control devices within construction work zones and signed detours of state trunk lines in the Metro Region. Goal is to ensure compliance with contract specifications and all applicable guidelines, policies, and standards for work zone traffic control.
4. **Scoping for Traffic Safety Projects:** The scope of work for this category consists of analyzing crash data, calculating TOR's, providing proposed alternatives to correct the crash pattern, determining geometric layout and estimating the project costs.
5. **Active Construction Coordination:** The scope of work for this category includes participating in the bi-weekly mobility coordination meeting, reviewing closures posted in the MDOT LCAR/MiDrive program, reviewing weekend DMS message plans, and participating in the weekly weekend recap meeting.
6. **Field Review for Safety Improvements:** The scope of work for this category includes performing field reviews or participating in RSA's of areas identified in the High Crash List, Transparency Report, Low Friction List, or any location determined in need of improvements. Potential specialty areas to review include geometric, signing, and pavement marking improvements.
7. **Monitoring Planned Special Event Traffic:** The scope of work for this category includes tasks such as attending planned special event (PSE) planning meetings, attending after action meetings, performing field monitoring of the event traffic, and making recommendations.
8. **Traffic Engineering Studies and Analysis:** The scope of work for this category is to review traffic engineering analyses, traffic control and geometric studies, and safety and capacity analyses.
9. **Review Traffic Signal Design and Assist with Field Issues:** The scope of work for this category is to review plans and proposals for traffic signal modernization projects, and to review various submittals including Synchro files and reports for optimization projects. In addition, the consultant will be required to perform field reviews of trouble spots and provide recommendations.
10. **Advanced Simulation Modeling:** The scope of work for this category is to utilize simulation modeling software to provide recommendations/visualizations of potential MOT options for construction projects. Experience with various software packages is preferred, including the Metro Region DTA model.

## **MDOT RESPONSIBILITIES:**

As-Needed assignments will be provided by the MDOT Project Manager. The MDOT Project Manager will provide the Consultant a general description of the assignment and the final deliverables and request a scope of services, schedule, staffing and budget from the Consultant. Final deliverables will include but are not limited to project files in Microstation, Word, Excel, Adobe, Synchro, etc. format. Work cannot commence until approved by MDOT Project Manager.

The MDOT Project Manager shall furnish to the Consultant all project specific information and/or data deemed necessary by the Project Manager for the Consultant to perform the services required herein unless such documents are available for download from the MDOT website.

## **CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee: As-Needed**

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.

This scope is for “as needed” services. As such, the hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. Fixed fee on “as needed” projects is computed by taking the percent of actual labor hours invoiced to labor hours authorized, then applying that percentage to the total fixed fee authorized.

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.

**The hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. Fixed fee on “as needed” projects is computed by**

**taking the percent of actual labor hours billed to labor hours authorized, then applying that percentage to the total fixed fee authorized.**

**MDOT reserves the right to request services on other projects located in the Region/TSC area that are not listed above, under the conditions of this “as needed” scope of services.**

**Full time services may not be required on all projects at all times. This scope is for “as needed” services, based on the intermittent needs of MDOT. It must be noted that this is not a guarantee that MDOT will use the Consultant’s services.**

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.

**ATTACHMENT A**

**TASK ASSIGNMENT TEMPLATE**

**ASSIGNMENT NUMBER \_\_\_\_\_**  
*[Project ID/Title]*

This assignment is made for the following purpose:

*[Insert a brief description of the Project elements to which this assignment applies]*

**Section A. - Scope of Services**

A.1. Consultant shall perform the following Services:

A.2. In conjunction with the performance of the foregoing Services, consultant shall provide the following submittals/deliverables (Documents) to MDOT:

**Section B. - Schedule**

Consultant shall perform the Services and deliver the related Documents (if any) according to the following schedule:

**Section C. - Staffing**

Consultant shall provide key personnel working on the assignment.

**Section D. – Fee**

The fee for the scope of services associated with this assignment is \$\_\_\_\_\_.

**Section E. - Owner’s Responsibilities**

Owner shall perform and/or provide the following in a timely manner so as not to delay the services of the consultant:

**Section F. - Other Provisions**

The parties agree to the following provisions with respect to this specific assignment: