

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.

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 AS NEEDED DESIGN SERVICES Intelligent Transportation Systems

CONTROL SECTION: 84900

JOB NUMBER:

PROJECT LOCATION: Statewide

DESCRIPTION OF WORK: Connected Vehicle Infrastructure and Communications Design and System Manager

This work consists of plan development for a log project of connected vehicle infrastructure (5.9 Gigahertz (GHz) Dedicated Short Range Communications (DSRC) Roadside Units (RSU), and Environmental Sensor Stations (ESS)) at existing Michigan Department of Transportation (MDOT) Intelligent Transportation Systems (ITS) device locations at various locations in Michigan.

- This will include any and all associated items for a 100% complete log job design set to be submitted for the MDOT letting.
- This work will also include identifying any necessary device and/or network configurations, any coordination and facilitation of the equipment combinations with ITS Sites to insure the design package can be constructed and integrated.
- This work will include working with other agencies and/or entities as directed by the MDOT Project Manager to insure the design meets the needs of the deployment and is accessible and available for utilization by MDOT partners once constructed and integrated.
- This work also includes System Manager Tasks, if authorized by the MDOT Project Manager, for shop drawing review and other technical support as directed by the MDOT Project Manager.

This scope is for “as needed” services, based on intermittent needs of the MDOT. It must be noted that this is not a guarantee that the MDOT will use the consultant’s services.

Up to three (3) Consultants will be selected.

PRIMARY PREQUALIFICATION CLASSIFICATION:
Intelligent Transportation Systems – Design & System Manager

SECONDARY PREQUALIFICATION CLASSIFICATION: N/A

ADDITIONAL QUALIFICATIONS:

The Consultant is required to have and demonstrate related work experience in the areas of connected vehicles. 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.

ANTICIPATED START DATE: September 1, 2016

ANTICIPATED COMPLETION DATE: September 1, 2018

This selection is for a two year period.

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: N/A

QUESTIONS:

All questions shall be submitted in writing via email to the MDOT Project Manager by August 1, 2016. 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, ESS and Connected Vehicle conceptualization 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 is developing a long term expansion and enhancement plan for the Michigan Connected Vehicle deployments. 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.

Unless approved otherwise by the MDOT Project Manager, support activities on this project will require the submittal of a task order to the MDOT Project Manager to review for approval. The Consultant shall submit a draft task order to the MDOT Project Manager within five (5) business days of receiving the preliminary scope of work for the proposed support activity. The MDOT Project Manager will have five (5) business days to review the draft task order for comments and/or approval. Work on a task order shall not commence until the MDOT Project Manager provides written approval to the Consultant. Any work completed on a task order prior to the MDOT Project Manager's written approval will not be eligible for reimbursement. At a minimum, a task order shall include the following elements:

1. Task order number.
2. Purpose of the task order.
3. Scope of work.
4. Task order organizational chart depicting Consultant and sub-Consultant team members and roles.
5. Task order schedule in a Gantt chart format including milestones and deliverable due dates.
6. Task order cost including:

- A. A detailed breakdown of hours and costs for each Consultant and sub-Consultant team member identified on the organizational chart.
- B. A summary of hours and costs for the task order for the Consultant and each sub-Consultant.
- C. A summary of overall hours and costs for the task order.

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 of the plan set(s) for the connected vehicle infrastructure limits 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. Provide a complete plan set (log job where possible) for MDOT letting.
2. Ensure there is capacity/capability at each existing site for the new equipment, this includes but is not limited to cabinet space, available power, communications hardware, configurations, etc. Ensure the supporting communications infrastructure that exists at the site are utilized for the communications of the new equipment.
3. Ensure all additional loading (power, communications, etc.) on existing sites is verified to accommodate the new equipment.
4. Securing power for the equipment and devices, including any power analysis that needs to be completed for the sites.
5. The Consultant will be required to work with other consultants / entities; this includes but is not limited to the insurance that this design allows for connection to MDOT's Data Use Analysis and Processing (DUAP) system as directed by the MDOT Project Manager.
6. As-built documentation, Interconnect Diagrams and ITS Asset Management Database access database files shall be produced/provided to the system integrator and brick and mortar contractor to ensure all of the necessary information is available to deliver the system.
7. Provide System Manager support, if approved by the MDOT Project Manager, for shop drawing review and other technical support as directed by the MDOT Project Manager during construction.

8. The Consultant shall develop an Environmental Sensor Station (ESS) Evaluation Report which includes the following for each potential ESS location, as provided by MDOT:
 - A. Verification that each location meets FHWA siting guidelines. Deviations shall be listed;
 - B. Proximity to other ESS, maintenance facilities and AWOS or other environmental collection sites;
 - C. Photographs of the site that capture the roadway, roadside, right of way area and any obstructions that may impact data collection;
 - D. Summary of area climate and/or micro-climate information;
 - E. Recommended tower placement (if applicable) including, but not limited to: GPS datum at base of proposed tower (latitude, longitude and elevation);
 - F. Potential concerns such as access to power, cellular strength, proximity to residences, utility conflicts, proximity to overhead wires, etc;
 - G. Recommendation of the equipment/sensors that should be installed; and
 - H. Benefits and limitations for each applicable monitored weather parameter (wind, air temperature, precipitation, visibility).
 - I. The Consultant shall perform a field review, to which pertinent MDOT staff is invited, for each potential ESS location provided by MDOT. It is intended that final locations to be designed for this project will be selected based upon the findings presented in the ESS Evaluation Report. Therefore, the number of potential sites to be evaluated will likely vary.

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.

- A. Schedule and/or conduct the following:
 1. Project related meetings
 2. Stakeholder engagement meetings
- B. Make decisions or provide input for the following items:
 1. Resolve issues related to funding
 2. Review and approve all budget and schedule aspects

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.

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. 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.