

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

	REQUISITION NUMBER	DUE DATE
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 GRAY SHADING = OPTIONAL Check the appropriate Tier in the box below			
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input type="checkbox"/> TIER II (\$100,000-\$250,000)	<input type="checkbox"/> TIER III (>\$250,000)	
<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 p=inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	<input type="checkbox"/>	Presentation
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) (No Resumes)	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes. Resumes limited to 2 pages per key staff personnel.

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

GENERAL INFORMATION

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

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

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet

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

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

REQUEST FOR PROPOSAL

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

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

RFP SPECIFIC INFORMATION

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

For all Qualifications Based Selections, the section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that 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 Review / 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. The selected vendor may be contacted to confirm capacity.

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

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

BID SHEET INSTRUCTIONS

Bid Sheet(s) must be submitted in accordance with the “Guidelines for Completing a Low Bid Sheet(s)* (available on MDOT’s website). Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) separate from 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.

**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.**

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

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
SPECIALTY SERVICES**

\Web Based, Transportation Performance Measure Reporting and Analysis System (TPMRAS)

REVISED

CONTROL SECTION: Statewide, **Numerous** ~~Various~~

JOB NUMBER: TBD-**116131**

PROJECT LOCATION: Statewide; the project will encompass all **numerous** freeway routes in the State of Michigan.

DESCRIPTION OF WORK: This work consists of furnishing a web-based Transportation Performance Measure Reporting and Analysis System (TPMRAS) that will integrate MDOT traffic, incident, construction, weather data and other traffic information.

This project will provide a web based TPMRAS that will allow MDOT to manage, visualize, interpret, report and make actionable use of its transportation data. It will allow MDOT to evaluate the traffic impacts of incidents, construction or special events in order to improve mitigation strategies. This system will allow MDOT to establish baseline performance metrics and be able to better identify and efficiently respond to re-occurring and abnormal conditions.

TPMRAS will maximize MDOT's existing investments in data recourses including but not limited to probe data, traffic volumes, construction and crash data, Road Weather Information Systems (RWIS) data, Vehicle Detection Systems (VDS) data and Dynamic Message Signs (DMS) messages.

The consultant will provide training and access to the web based TPMRAS. The consultant supplied web based TPMRAS will NOT be integrated into the State of Michigan (SOM) computer network.

PRIMARY PREQUALIFICATION CLASSIFICATION:

N/A

SECONDARY PREQUALIFICATION CLASSIFICATION:

N/A

QUALIFICATION REQUIREMENTS:

The Consultant must have documented experience in performance measuring reporting and analysis application of web based software.

ANTICIPATED START DATE: May 1, 2012

ANTICIPATED COMPLETION DATE: April 30, 2015

DBE REQUIREMENT: There is no DBE requirement for this project.

MDOT PROJECT MANAGER: Jason Firman
Michigan Department of Transportation
Van Wagoner Bldg.
425 West Ottawa St.
P.O. Box 30050
Lansing, MI 48909
Email: firmanj@michigan.gov
Tel: (517) 335-8410
Fax: (517) 335-2861

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

The project manager shall have relevant management experience in similar software projects. The project manager shall be an employee of the primary consulting firm responding to the RFP and not a sub-Consultant.

REQUIRED MDOT GUIDELINES AND STANDARDS:

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards (i.e., Road Design Manual, Bridge 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, the Design Survey Manual, etc.).

GENERAL INFORMATION:

As minimum qualifications, the selected Consultant must show capabilities, including previous experience, proving that they are able to plan and execute the project and deliver the software. The selected Consultant must be able to display extensive software experience, including working knowledge of data feeds including but not limited to; extensible mark-up language (XML) average speed, traffic, incident, construction, weather data and other traffic information. The selected Consultant must also display a highly developed ability to work with multiple teams on complex projects.

Including minimum 3 years of previous experience with supplying other DOT's within North America with similar software.

The selected Consultant will have performed planning, installation, and support services for similar software and installations for other DOTs, including procurement, installation, configuration, and operation of the software.

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 Services (other than those designated in writing to be furnished by the Department) 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 Consultant shall comply with all applicable Federal and State laws, rules, and regulations. The Consultant staff shall conduct themselves with professionalism in carrying out their duties.

The Consultant shall notify the 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 Project Manager.

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

PROPOSAL CONTENT:

The following will be considered minimum contents of the proposal and must be submitted in the order listed:

1. Responder's company name, business address, the contact person's name, telephone number, fax number and email address (as available).
2. Provide a description of the deliverables to be provided by the responder. This should include how the system should operate.
3. Proposed product description and capabilities and how those meet the requirement of the project. Proved examples of where the system has been installed and its usage.
4. A detailed work plan that will identify the major implementation tasks to be accomplished to be used as a scheduling and managing tool, as well as the basis for invoicing. Identification of the level of MDOT's participation in the Contract must be provided, as well as any other services to be provided by MDOT and details of cost allowances for this participation.
5. An outline of the responder's background and experience, including a list of the key personnel who will conduct the project and a detail of their training and work experience. A minimum list of qualifications is as follows:
 - a. Software development specialists familiar with data feeds, including but not limited to; XML average speed, traffic, incident, construction, weather data and other traffic information.
6. Examples of similar projects in the past 5 years, including both completed and on-going projects.
7. Contact information for the project team and key personnel in the following format:

Personnel Name	Relevant Experience Summary	Length of Time with Firm	Contact Info

SELECTION PROCESS:

The Department will use a best value scoring process to select a Consultant to deliver the Web Based, TPMRAS. Proposals will be scored using the evaluation criteria below. The selected proposal will be the one considered to represent the best value to MDOT based on the technical and cost proposals, i.e., the best combination of score and price. The Department will evaluate and score each proposal, and total the scores for each responsive Consultant. The Department reserves the right, in its sole discretion, to cancel this RFP, issue a new RFP, reject any or all proposals, seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFP, seek and receive clarifications to an proposal and waive any deficiencies, irregularities or technicalities in considering and evaluating the proposals. Upon completion of the evaluation and scoring, the Department will send the Consultant scores in accordance with the Department Vendor Selection Procedures.

PROPOSAL EVALUATION CRITERIA:

Proposals will be scored using the following criteria. The selected proposal will be the one considered to represent the best value to MDOT based on the technical and cost proposals, i.e., the best combination of score and price.

Criterion	Maximum Points
Understanding of Services	40
Qualifications of Team	25
Past Performance (include reference information)	20
Proposal Cost Estimate	30*
Location	5
Total	120

*Points applied on a linear basis abide by the following example: Three proposals are received. The lowest cost proposal is \$1. The highest cost proposal is \$5. The third proposal received is \$2. The low (\$1) proposal receives 30 points. The high (\$5) proposal receives 6 points. The \$2 proposal receives 15 points. The points are calculated using the following equation:

$$[\text{low bid} / \text{bid}] \times 30 = \text{Points, or}$$

$$[1 / 2] \times 30 = 15$$

$$[1 / 5] \times 30 = 6$$

CONSULTANT RESPONSIBILITIES:

Schedule a pre-project review meeting with the Department to review the scope-of-work and discuss the various data feeds required and priorities.

Conduct monthly status meetings at MDOT as requested by the Project Manager. Provide written monthly project status reports to MDOT detailing progress towards completion of the project's goals and objectives. Provide meeting minutes.

Furnish a web-based Transportation Performance Measure Reporting and Analysis System per the following requirements:

The web based TPMRAS must include the following requirements within 6 weeks upon execution of the contract(Group 1):

- Web based performance measure program for unlimited users by state and contract employees. Allow other State of Michigan governmental entities access and ability for MDOT to set up different access restrictions.
- Compatible with a standard XML feed for probe average speed data supplied to MDOT and incorporate the estimated 18,809 Traffic Message Channels (TMCs) over roughly ~~1,950~~ **1375** miles of freeway.
- Incorporate traffic volumes provided by MDOT.
- Generate reports on average and maximum travel time delay, number of delays over various time thresholds, and user delay costs by time of day and position on route. Also must be able to export data in excel form and export maps/graphs.
- Ability to calculate delay based on the user selected speed limit and user delay costs based on hourly rate provided by MDOT.
- Generate reports on speed data; regain time, length and duration below a certain speed, incidents and travel time reliability.
- Ability to select speed data by route, route segment or custom mile marker locations including the ability for the user to adjust colors for different speed bins.
- Ability to select speed data by day, week, and month and by time of day and the ability to select peak, off peak, holidays, weekday, weekends and user defined time ranges.
- Ability to show both directions of freeways at the same time for various speed information.

- Create charts and interactive maps of speed data by time of day and by position on route. Include data quality metric as provided to the state by the probe data average speed data vendor. This includes the ability to eliminate historical data when confidence of the probe average speed data is low.
- Provide a training session on operator interface software. All training schedules, syllabus and materials to be supplied by the Consultant and approved by the Engineer prior to delivery of training.

All other requirements must be implemented within 6-12 months of the execution of the contract. Project Manager will provide priority of this list at pre-project review which includes the following (Group 2):

- Incorporate incidents and construction data as provided by MDOT.
- Supply capacity to store a minimum of 10 years of all collected data and import existing data starting from January 1, 2009 to the present date.
- Select real time or historical speed and volume data and the ability to overlay them.
- Overlay incident and weather radar on speed data.
- Ability to automatically generate daily and/or weekly reports for various performance measures. The ability to report on specific segments over a specific time frame and save query per user to eliminate repeated efforts.
- Time lapse of various traffic information.
- Incorporate data including but not limited to RWIS, VDS, DMS provided by MDOT as they become available.
- Ability to automatically alert MDOT of abnormal speed conditions compared to reoccurring congested conditions via email.
- As needed upgrades on various reports and visuals of existing data feeds throughout the contract duration.

MDOT RESPONSIBILITIES:

Furnish to the Consultant the following:

MDOT shall provide the Consultant with external average speed data source via an XML feed. The XML feed will provide real-time average speed travel time data for defined TMC segments along MDOT corridors.

MDOT shall provide the Consultant with internal data sources including but not limited to traffic volumes, construction, crash data RWIS, VDS, DMS via the MDOT Lane Closure Website (LCAR) and other sources as they become available.

PROJECT SCHEDULE

The contract term shall be for three (3) years, contracted in one year-increments to meet internal MDOT funding requirements. MDOT reserves the option to extend the contract for up to two (2) additional individual one (1) year terms under the same terms and conditions originally agreed upon.

Achievement of the project milestones will require a concentrated effort by both the Consultant and MDOT. Timely communications, receipt of information, and development and approval of deliverables will be critical to the success of the assigned deliverables.

The schedule will be determined on a task by task basis as set forth in each task.

The start date for the Consultant services will be immediately upon notice to proceed (NTP).

The duration of the services will be at the discretion of MDOT project manager.

The Consultant shall provide at the kick off meeting a detailed schedule of target dates for each step of the design.

PROJECT MANAGEMENT:

This project will require close interaction and good communication between the Consultant and MDOT.

If there are any major deviations from the original scope of this assignment, these changes must be documented and jointly approved by the Consultant and MDOT.

The selected Consultant shall provide all necessary project management services, including monthly and quarterly progress reports, developing and maintaining a project schedule, and providing invoices in a timely manner.

Consultants should provide a description of their management team for this project and list all key personnel responsible for the deliverables of this RFP.

STATUS REPORTS/ MEETINGS:

There will be periodic, regular meetings between MDOT representatives and the selected Consultant to review work product, and to communicate progress, issues, ideas, and expectations.

The selected Consultant shall provide copies of all project reports, correspondence, meeting announcements, and meeting minutes which shall be delivered by email to the MDOT Project Manager. The Consultant shall provide the minutes of all meetings attended. These shall be distributed by email to the MDOT Project Manager.

PROJECT DOCUMENTATION:

All documentation and reports shall be delivered in the current version of Microsoft Word or Adobe Acrobat (whichever applies) being used by MDOT. All documentation delivered shall be clear, concise, complete, and in compliance with standards required by the MDOT Project Manager. All CADD files shall be delivered in the current version of MicroStation being used by MDOT.

DELIVERABLES:

At the end of the contract, the consultant will supply MDOT all data used for this software in a searchable form on dvds.

Furnish a web-based Transportation Performance Measure Reporting and Analysis System

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.

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

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

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

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager.

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

The consultant maybe required to enter into a no-cost agreement to access and use MDOT traffic data.

BID SHEET

Consultant Services for Web-based Transportation Performance Measure Reporting and Analysis System

All entries on this page must be handwritten in ink or computer generated. Priced proposal costs will be required after selection, in accordance with the MDOT Priced Proposal Guidelines ([Guidelines](#)).

(Compensation for services shall be on an actual cost plus fixed fee basis)

Furnish Software & integrate data feeds \$ _____

Operate and Maintain Software Communications \$ _____

Completed Group 1 Software Requirements \$ _____

Completed Group 2 Software Requirements \$ _____

Project Meetings \$ _____

TOTAL BID PRICE: \$ _____

Consultant Name:	
Consultant Signature:	
Consultant Address:	
Date:	

The Michigan Department of Transportation reserves the right to reject any or all bids.