

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 WHITE = REQUIRED ** = OPTIONAL Check the appropriate Tier in the box below		CONSULTANT: Provide only checked items below in proposal	
<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"/>	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

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, 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 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.) 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) 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
SPECIALTY SERVICES**

**Purchase, Lease, or Lease/Purchase of Intercity Railroad
Passenger Cars and Contract for Associated Maintenance Services**

CONTROL SECTION(S): N/A

JOB NUMBER(S): N/A

MDOT PROJECT MANAGER:

Daniel Harris
Office of Rail
Michigan Department of Transportation
425 W. Ottawa Street
P.O. Box 30050
Lansing, MI 48909
harrisd16@michigan.gov
(517) 335-1005

ANTICIPATED SERVICE START DATE: May, 2014

ANTICIPATED SERVICE COMPLETION DATE: December, 2017

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

N/A

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

N/A

DBE REQUIREMENT: N/A

OBJECTIVE

The Michigan Department of Transportation (MDOT) is issuing a Request for Proposals for supply of ready-to-operate intercity passenger railroad cars. These cars will be used in intercity passenger services operated by Amtrak between Chicago, Illinois, Detroit, Michigan, and Pontiac, Michigan ("Wolverine" service). These services are operated with the financial support of MDOT.

MDOT is seeking to acquire passenger cars suitable for “Wolverine” intercity service. MDOT is interested in alternatives to Amtrak-supplied equipment in advance of the forthcoming equipment deliveries pursuant to Section 305 of the Passenger Rail Investment and Improvement Act of 2008 (PRIIA). Such acquisition may be by means of purchase, lease, or lease/purchase.

MDOT is also seeking an entity to provide the routine maintenance services necessary to support operation of the newly-acquired passenger cars. Maintenance services will be procured under a purchase of services contract.

BACKGROUND INFORMATION

Current Equipment

The Amtrak “Wolverine” service operates three daily round trips on the 304-mile Chicago – Detroit – Pontiac route. The typical train consist is two locomotives (one at each end of the train), three-to-five Horizon coaches (average four per train), and one Amfleet business/café car. Three train consists are used. The service is operated with equipment supplied by Amtrak from the railroad’s nationwide equipment pool.

Current Vehicle Quantities and Mileage Statistics

Amtrak provides the rolling stock required for daily service, plus spares for maintenance coverage and “protect” (i.e., stand-by) equipment. Passenger car quantities are as follows:

- Horizon coaches: 14 (12 for daily service, 2 for maintenance spares and “protect”)
- Amfleet business/café cars: 3.5 (3 for daily service, 0.5 for maintenance spares and “protect”; note that one spare car is shared between “Wolverine” and other Michigan services)

Based on Amtrak’s Michigan service timetables dated July 15, 2013 and the typical train consist sizes described above, Amtrak’s “Wolverine” service generates the following annual mileage statistics:

- Annual train-miles: 665,760
- Annual passenger car-miles: 3,328,800

Forthcoming PRIIA Passenger Cars

MDOT presently has new passenger cars on order under PRIIA. Delivery of the passenger cars is scheduled to begin in late 2016 and be complete by 2018. After delivery of these “PRIIA 305” cars, MDOT will have sufficient quantities of equipment available to avoid the need to draw from Amtrak’s equipment pool under current service frequencies and ridership levels.

Operating Speeds

Track conditions on portions of the “Wolverine” route are being upgraded to allow operation at a maximum speed of 110 mph. Cars offered in response to this RFP must hold existing qualification to operate at 110 mph in accordance with FRA regulations, or be capable of achieving such qualification in accordance with Section IV - Anticipated Project Schedule.

Purpose of this Procurement

MDOT wishes to obtain existing intercity passenger cars in ready-to-operate condition to substitute for some or all of the Amtrak equipment currently used in the “Wolverine” service. MDOT will utilize this equipment at least until the “PRIIA 305” cars are delivered.

In the case of a lease or lease/purchase arrangement, MDOT may wish to retain some or all of the passenger cars should ridership demands dictate the need for additional capacity over and above that provided by the “PRIIA 305” cars. In this case, MDOT will seek to either extend the lease or exercise the purchase option under a lease/purchase agreement.

SCOPE OF SERVICES

Passenger Cars (“Proposal A”)

The passenger cars offered must be suitable for intercity service, in ready-to-operate condition, and available for inspection by MDOT. Cars shall have been built new or subject to thorough interior refurbishment and mechanical overhaul within the last five years. All carborne systems shall be in good working order and “in date” with respect to periodic maintenance and testing requirements.

Passenger cars shall be provided in the form of complete train consists equipped for push-pull operation. Each consist shall include business class, coach, and café features. The minimum size consist shall provide 280 revenue coach seats and 30 revenue business class seats, plus 24 non-revenue café seats (i.e., total revenue capacity of 310 and equivalent to the current revenue capacity of a typical “Wolverine” consist). The desired nominal capacity of each train consist is 350-400 passengers, with an approximate 90 percent/10 percent split between coach class and business class seating.

MDOT is flexible with respect to the quantities of passenger cars to be procured:

- At the upper limit, MDOT is seeking to procure sufficient coach, café and business capacity to allow MDOT to end its reliance on Amtrak as the source of equipment supply for the “Wolverine” service. Under this scenario, the procured equipment will provide the same number of train consists, functionality and overall capacity as the Amtrak equipment currently used. An appropriate quantity of spares of each vehicle type shall be provided for maintenance coverage and “protect” purposes.
- At the lower limit, MDOT is seeking to procure the minimum quantities of each type of equipment (“minimum offer size”) described below.

MDOT is seeking to procure one of two types of passenger equipment – either conventional passenger cars or integral trainsets. Passenger equipment offered by Proposers shall meet the following requirements:

- Conventional passenger cars:
 - Minimum offer size: two trainsets with a minimum of 310 revenue seats each (minimum 620 revenue seats overall);

- Nominal 85-foot length;
 - Single-level, multi-level or gallery carbody configuration (Note that Michigan prefers that all cars supplied be similar design and of the same basic carbody configuration);
 - ADA compliant;
 - Equipped with restroom accommodations;
 - Each train equipped with one café car;
 - Amtrak certified;
 - Equipped for push-pull service in conformance with Amtrak standards;
 - Equipped with HEP trainlines and communication trainlines in conformance with Amtrak standards; and
 - Currently holding qualification for 110 MPH operation or capable of being qualified for 110 MPH operation in accordance with the Anticipated Project Schedule. The Contractor shall be responsible for all costs associated with the FRA-mandated testing required to achieve qualification to operate the equipment at 110 mph in the high-speed portions of the Detroit – Pontiac corridor.
- Integral trainsets (defined as equipment in which individual vehicles of unique technical design must be operated together as a defined “unit”; vehicles cannot be used as individual cars intermingled in consist with conventional Amtrak rolling stock):
 - Minimum offer size: two trainsets with a minimum of 310 revenue seats each (minimum 620 revenue seats overall);
 - ADA compliant;
 - Equipped with restroom accommodations;
 - Each train equipped with one café car;
 - Amtrak certified;
 - Equipped for push-pull service in conformance with Amtrak standards;
 - Equipped with HEP trainlines and communication trainlines in conformance with Amtrak standards (unless HEP is supplied by a separate power car); and
 - Currently holding qualification for 110 MPH operation or capable of being qualified for 110 MPH operation in accordance with the Anticipated Project Schedule. The Contractor shall be responsible for all costs associated with the FRA-mandated testing required to achieve qualification to operate the equipment at 110 mph in the high-speed portions of the Detroit – Pontiac corridor.

Passenger Car Maintenance Services (“Proposal B”)

Maintenance Services

The selected Proposer shall be responsible for the routine servicing and maintenance of the passenger cars procured under this solicitation. The cars shall be maintained in full conformance with all applicable FRA regulations, Amtrak standards, manufacturers’ recommendations, AAR requirements and accepted U.S. rail industry practice.

The Proposer shall be responsible for conducting normal turn-around servicing and routine maintenance at Pontiac, Michigan. Current plans call for Amtrak to continue to perform turnaround servicing at Chicago. At its option, the Proposer may propose to perform turnaround servicing at Chicago, in addition to the services required at Pontiac.

Routine servicing and maintenance activities shall consist of the following:

- Maintenance activities required on daily, monthly, quarterly, semi-annually, and annual cycles;
- FRA-required inspections and maintenance activities;
- Pre-trip inspection and brake tests;
- Interior cleaning;
- Toilet servicing;
- Repairs of minor damage and vandalism; and
- Manufacturer-recommended maintenance activities.

The Proposer shall provide a price for the following optional support activity, which MDOT may choose to include in the work scope at its sole discretion:

- Fueling of locomotives and the replenishment of other locomotive consumables at Pontiac.

Planned maintenance activities shall be conducted during designated maintenance windows when the equipment is not scheduled to be in revenue service. Designated maintenance windows shall generally occur during overnight hours; daylight maintenance windows may be established in conjunction with planned rotations of equipment into and out of service.

The Proposer shall assume that the cars will operate in “Wolverine” service as indicated in the Amtrak July 15, 2013 timetable, which generates the overall equipment requirements and mileage statistics indicated in the Background section of this document.

Amtrak personnel and motive power shall deliver trainsets to the Proposer’s maintenance facility at Pontiac (and Chicago, if offered) and shall retrieve trainsets from the facility for revenue service.

The selected Proposer shall maintain the equipment in a manner which achieves high levels of reliability and availability. Equipment reliability (i.e., ability to operate in daily revenue service with all systems functioning and without failures that cause missed trips) shall be a minimum of 98 percent.

MDOT will pay a mobilization fee for establishment of the maintenance services organization and facility. MDOT will pay for supply of maintenance services on a monthly basis. Fixed and variable portions of the maintenance costs shall be separately invoiced. Any adjustments to payment amounts necessary to reflect changes in equipment utilization from that stated in the Background section of this document will be made on a pro rata basis using the variable cost portion of the Proposer’s Total Monthly Maintenance Price /Revenue Seat.

ANTICIPATED PROJECT SCHEDULE

Time is of the essence. The anticipated project schedule is indicated below by milestone:

Target Date	Activity
February, 2014	Issue RFP
March, 2014	Proposals Due
April, 2014	Equipment Inspections and Key Personnel Interviews
April, 2014	Proposer Selected
May, 2014	Contract Negotiated
May, 2014	Notice to Proceed
August 1, 2014	Delivery of Passenger Cars and Start-up of Maintenance Services
Aug 31, 2014	FRA Qualification Testing Complete (if necessary)
Sept. 8, 2014	Passenger Cars in Revenue Service
Dec. 31, 2017	End of Base Lease Agreement (Note that term may be extended through mutual agreement or purchase option may be exercised)

STANDARD TERMS AND CONDITIONS, CONTRACT PRICE, PAYMENT SCHEDULE AND CONTRACT EXTENSION

Standard Terms and Conditions

MDOT is seeking to acquire the equipment by means of a purchase agreement, a short-term lease agreement or a lease/purchase agreement. Estimated term of the lease will be 40 months, beginning in September 2014 and ending in December 2017 with the delivery of the new PRIIA equipment. However, MDOT may wish to extend the lease term for some or all of the equipment to respond to increases in ridership or ridership which may occur over the term of the lease.

Maintenance services support will be required over the course of the equipment agreement.

Payment Schedule

Compensation for this project shall be on a **lump sum** basis. Lump sum payments will be made on a monthly basis for lease and maintenance fees.

Should the Bidder offer the equipment for outright purchase and MDOT accepts the purchase offer, MDOT will provide payment within 30 days of delivery of equipment to a location on the corridor designated by MDOT.

Should proposer offer the equipment for lease with an option to purchase at the end of the lease and MDOT accept the lease/purchase offer, MDOT will provide payment for the purchase within 30 days of delivery of equipment to a location on the corridor designated by MDOT.

If MDOT procures both lease and equipment maintenance services, and all or a portion of the equipment proves unavailable for revenue service, the total monthly lease payment per revenue

seat and total monthly maintenance payment per revenue seat will be reduced on a pro-rata basis. These payments will be reduced by 3.33% for each calendar day based on the percentage of contracted seating capacity that is unavailable for service.

If MDOT procures the equipment outright or leases the equipment without procuring the maintenance option, MDOT shall bear the out-of-service risk.

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. Refer to your contract for your specific contract terms.

Contract Extension

MDOT wishes to reserve the option to extend the lease or lease/purchase agreement through mutual agreement between the parties. Any extension(s) will be executed by an amendment to the contract.

PROGRESS REPORTS

The selected Proposer shall provide monthly reports throughout the duration of the contract. Reports shall describe project status in a concise and informative manner, placing emphasis on current activities, near-term activities, and problems areas that require management attention. Progress report content shall be tailored to reflect the activities which are most critical at each phase of the project. For the early phases which occur prior to delivery of passenger cars, reports shall focus on car preparation and FRA qualification testing activities (if applicable) and start-up, and start-up and training of the maintenance services organization. Subsequent to delivery of the equipment and revenue service start-up, reports shall address equipment performance and maintenance service performance on a routine basis.

Progress reports shall be submitted on or before submittal of each month's billing statement. Progress reports shall be submitted to the MDOT project manager in an electronic format.

Progress reports shall be submitted to:

Daniel Harris
Office of Rail
Michigan Department of Transportation
425 W. Ottawa Street
P.O. Box 30050
Lansing, MI 48909
harrisd16@michigan.gov
(517) 335-1005

SUBCONTRACTING OF CONTRACT WORK

The Proposer shall indicate all potential subcontractors in its Proposal, indicate the work they will perform and provide a summary-level narrative describing each subcontractor's level of expertise and relevant previous experience.

Subcontractors shall not be changed without MDOT's written permission.

PRIME VENDOR RESPONSIBILITIES

A. Programming

MDOT will hold a kick-off meeting with the selected Proposer within five business days of issuance of NTP to review the responsibilities of each party, clarify the nature of each required work element, and establish the relationship of the work to project objectives.

The selected Proposer shall devote significant attention to attainment of critical target dates and required lead times.

B. Communications

MDOT's designated Project Manager shall be the official MDOT contact person for the contract.

C. Subcontractors

The Proposer shall identify all proposed subcontractors in its proposal and indicate their assigned areas of responsibility.

D. Deliverables

The selected Proposer shall deliver all required passenger cars and maintenance services in accordance with the Anticipated Project Schedule.

PROPOSAL SELECTION CRITERIA

MDOT RFP selection guidelines: (http://www.michigan.gov/documents/MDOT_Consultant-Vendor_Selection_Guidelines-0106_145222_7.pdf?20140207071341) shall be followed for the submission of proposals and MDOT review. MDOT will select the procurement approach which offers best value to the agency. MDOT will evaluate Proposal A (Passenger Cars), Proposal B (Maintenance Services) and Price Proposal – Proposal A and Price Proposal – Proposal B submittals as set forth below.

MDOT will first open and evaluate “Proposal A” and “Price Proposal – Proposal A” submittals.

Proposals will be evaluated in accordance with the following criteria:

Passenger Cars

- Pre-existing 110 mph qualification or ability of the equipment to be qualified for 110 mph operation **(40 points)**
- Equipment condition **(20 points)**
- Equipment characteristics **(20 points)**
- Price per revenue seat. MDOT will consider lease, lease/purchase and purchase prices to determine which transaction type is most financially advantageous to MDOT. **(40 points)**
- Equipment quantity **(20 points)** scored on a pro rata basis depending upon on degree of replacement of existing Amtrak capacity
- Technical Proposal/Presentation **(20 Points)**. Presentations/technical proposals may be required. Unless otherwise designated, the technical proposal will be delivered at the presentation, if needed. At the project manager’s discretion, it may be determined that a presentation and/or technical proposal is not necessary after a complete review of the proposals submitted. Consultants will be notified if and when presentations will be held. The technical proposal supplements the information already included and scored in the proposal. It must follow the format outlined below. There is no limit to the number of pages that can be provided. The technical proposal expands four areas of the proposal.

(The total number of points for Proposal A is 140/140 or 160/160 if Technical Proposal/Presentation is required)

MDOT will next open and evaluate the “Proposal B” and “Price Proposal – Proposal B” submittals. Proposal B offers will be evaluated in accordance with the following criteria:

Maintenance Services

- Maintenance plan **(20 points)**
- Experience of maintenance services staff **(20 points)**
- Plan for equipping, staffing and start-up of maintenance facility **(60 points)**
- Price **(35 points)**

(The total number of points for Proposal B is 135.)

Overall evaluation of each Proposer's offer will be based on the combined evaluation of both Proposal A and Proposal B submittals.

INSTRUCTIONS FOR PROPOSERS

Pre-Proposal Meeting

MDOT will hold a Pre-Proposal Meeting for interested parties on March 12, 2014, from 10 a.m. to 12 p.m., at MDOT's office, 425 West Ottawa Street, Lansing, Michigan 48909. Attendance at the Pre-Proposal Meeting IS NOT a prerequisite for submittal of a proposal.

Page Limit

Not more than 20 pages not including appendices and supplemental information

Required Submittals

Provide the following submittals regarding the Proposer's offering. Responses shall be complete but concise. Note that Proposal A and Proposal B submittals shall be provided separately in sealed packages.

Proposer Data (Provide Separately for Proposal A and Proposal B)

The following information shall be provided in the order indicated:

- Prime Proposer Identity
- Company Name
- Website
- Contact Person
- Year Incorporated
- Summary Description of Company
- Summary Description of Relevant Expertise and Experience
- References (provide three references associated with the experience cited above)
- Subcontractors – State the role of each subcontractor. For subcontractors whose proposed participation amounts to \$100,000 annually or more, provide a summary description of the company and its relevant expertise and experience.

Passenger Cars (Proposal A)

The following information shall be provided in the order indicated:

- State the quantity of equipment offered by car type
- State the number of spare vehicles offered by car type
- State seating capacity
- Provide an overview description of the equipment on offer and describe each individual car type. Provide photos to illustrate features and condition of the equipment.
- Describe train consist in order by car type
- Provide general arrangement drawings for each car type
- Proposed Delivery Date
- Indicate if Car History Book data is available. Car History Book data is to be made available for review by MDOT upon request.
- Indicate if the cars are qualified for 110 mph operation under FRA regulations. Absent existing 110 mph qualification, describe the Proposer's experience in obtaining such qualification and the proposed qualification process to be employed. Specifically describe the expertise and instrumentation available to the Proposer to perform the necessary qualification testing.
- Deviations: In the event that the Proposer is unable to fully meet specific requirements of this RFP, describe the areas where compliance is not achieved and provide an explanation of the factors which prevent compliance. Where possible, suggest alternative approaches to achieve compliance or equivalent functionality.

Maintenance Services (Proposal B)

The following information shall be provided in the order indicated:

- Narrative Overview of Proposed Approach and Work Flow
- Specifically describe the maintenance attention to be provided at the daily, weekly, monthly, and annual maintenance intervals.
- Narrative Description of Previous Experience.
- Key Personnel (Project Manager, Maintenance Manager, Training Manager))
- Description of Proposed Staffing (description of headcount by discipline/craft)
- Recruitment and Training Plan

- Proposed maintenance location and facilities
- Proposed methods of interfacing with Amtrak regarding turnaround services and light maintenance performed by Amtrak at Chicago.
- At Proposer's option, describe approach to providing turnaround servicing at Chicago.

Price Proposals

The Proposer shall submit separate Proposer Bid Sheets for Proposal A and Proposal B. Each Proposer Bid Sheet shall be submitted under separate cover.

PROPOSER BID SHEET
Proposal A – Passenger Cars

This bid sheet is required with the response to the Request for Proposal (RFP). All entries on this page must be handwritten in ink or computer generated.

Note: MDOT reserves the right to reject any or all bids.

LEASE:

Monthly Lease Price per Car	
Coach	_____
Business Class	_____
Café Car	_____
No. of Cars Offered	
Coach	_____
Business Class	_____
Café Car	_____
Number of Revenue Seats Offered	_____
Total Monthly Lease Price	_____
Total Monthly Lease/Revenue Seat	_____
Number of Months beginning 9/8/2014	40
Total Lease Price	_____
Total Lease Price/Revenue Seat	_____

OUTRIGHT PURCHASE:

Price per Car	_____
Coach	_____
Business Class	_____
Café Car	_____
No. of Cars Offered	_____
Coach	_____
Business Class	_____
Café Car	_____
Total Purchase Price	_____
Total Purchase Price/Revenue Seat	_____

LEASE/PURCHASE:

Monthly Lease Price per Car

 Coach _____

 Business Class _____

 Café Car _____

No. of Cars Offered _____

 Coach _____

 Business Class _____

 Café Car _____

Number of Revenue Seats Offered _____

Total Monthly Lease Price _____

Total Monthly Lease/Revenue Seat _____

No. of Months beginning 9/8/2014 40

Total Lease Price _____

Total Lease Price/Revenue Seat _____

Total Lease Price/Revenue Seat _____

Price per Car at Conclusion of Lease

 Coach _____

 Business Class _____

 Café Car _____

No. of Cars Offered _____

 Coach _____

 Business Class _____

 Café Car _____

Total Purchase Price at Conclusion of Lease _____

Total Purchase Price/Revenue Seat at Conclusion of Lease _____

Legal Business Name:	
Consultant's Authorized Legal Signer:	
Consultant Address:	
Date:	

PROPOSER BID SHEET

Proposal B – Maintenance Services – Pontiac

This bid sheet is required with the response to the Request for Proposal (RFP). All entries on this page must be handwritten in ink or computer generated.

Note: MDOT reserves the right to reject any or all bids.

Mobilization (Lump Sum)	_____
Monthly Maintenance Price per Car	(State total, fixed and variable portions of cost)

Coach	_____
Business Class	_____
Café Car	_____
No. of Cars Offered	_____
Coach	_____
Business Class	_____
Café Car	_____
Total Monthly Maintenance Price	(State total, fixed and variable portions of cost)

Total Monthly Maintenance Price/Revenue Seat	(State total, fixed and variable portions of cost)

No. of Months beginning 9/8/2014	40
Total Maintenance Price	_____
Total Maintenance Price/Revenue Seat	_____
Locomotive Fueling and Consumables (Optional)	_____/gallon

Proposal B – Maintenance Services – Chicago (Optional)

Mobilization (Lump Sum) _____

Monthly Maintenance Price per Car (State total, fixed and variable portions of cost)

Coach _____

Business Class _____

Café Car _____

No. of Cars Offered _____

Coach _____

Business Class _____

Café Car _____

Total Monthly Maintenance Price (State total, fixed and variable portions of cost)

Total Monthly Maintenance Price/Revenue Seat (State total, fixed and variable portions of cost)

No. of Months beginning 9/8/2014 40

Total Maintenance Price _____

Total Maintenance Price/Revenue Seat _____

Legal Business Name:	
Consultant's Authorized Legal Signer:	
Consultant Address:	
Date:	