

## 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			
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP  WHITE = REQUIRED ** = OPTIONAL  Check the appropriate Tier in the box below		<b>CONSULTANT:</b> Provide only checked items below in proposal	
<input type="checkbox"/> <b>TIER I</b> (\$50,000 - \$150,000)	<input type="checkbox"/> <b>TIER II</b> (\$150,000-\$1,000,000)	<input type="checkbox"/> <b>TIER III</b> (>\$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"/>	<b>Location:</b> 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) ( <b>No Resumes</b> )	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 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"/> <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, 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. <b>Form 5100J is required with Proposal for firms not currently prequalified with MDOT</b>
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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](mailto: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](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  
SPECIALTY SERVICES**

**As-Needed Spreadsheet Development, Training, and Maintenance Assistance**

**CONTROL SECTION:**

N/A

**JOB NUMBER:**

N/A

**PROJECT LOCATION:**

Statewide

**DBE PARTICIPATION REQUIREMENT**

0%

**PROJECT DESCRIPTION:**

The purpose of this Request for Proposal (RFP) is to solicit proposals to establish an as-needed contract to assist MDOT in developing complex priced proposal and invoicing spreadsheets which will aid consultants in submitting the required priced proposal and invoicing documents to MDOT. The work will consist of developing new spreadsheets, as required, revising spreadsheets in response to MDOT changes in policy and practice, training consultants, either in a formal training environment, or via phone or e-mail assistance, as well as on-going maintenance of the spreadsheets and related forms. In addition, the selected consultant will be responsible for automating spreadsheets currently used by the Contract Services Division (CSD) Payment Technicians. All work under this contract will be as assigned by the MDOT Project Manager.

**ANTICIPATED SERVICE START DATE:**

November 1, 2014

**ANTICIPATED SERVICE COMPLETION DATE:**

October 31, 2016

**PRIMARY PREQUALIFICATION CLASSIFICATION(s):**

N/A

**SECONDARY PREQUALIFICATION CLASSIFICATIONS(s):**

N/A

**MDOT PROJECT MANAGER:**

Carol Rademacher  
Contract Services Division  
425 West Ottawa Street  
P.O. Box 30050  
Lansing, MI 48909  
(517) 373-3382  
[Rademacherc@michigan.gov](mailto:Rademacherc@michigan.gov)

**BACKGROUND INFORMATION:**

Consultants that perform work for MDOT are required to complete a priced proposal, documenting detailed costs for each contract, prior to the contract being awarded. These spreadsheets have been developed and are currently in use. MDOT is currently requiring consultants to submit a hard copy, paper invoice to Contract Services Division (CSD) via mail, then forwarded to the MDOT Project Manager for approval, via mail, and lastly sent back to CSD for final processing. MDOT has been working in conjunction with the Consulting Industry to streamline and standardize these invoicing documents, in both content and format.

MDOT is currently seeking a consultant to assist in completing the complex invoicing spreadsheets that will populate the required invoicing forms, make any changes to both the invoicing spreadsheets and the priced proposal spreadsheets, as determined by changes in MDOT policy and procedures, and train and assist consultants on usage of both spreadsheet processes, as needed. The training will be both formal training in a classroom environment, as well as call in or e-mail assistance. In addition, on-going spreadsheet maintenance will be required by the selected consultant. The selected consultant will also be required to automate the manually entered spreadsheets currently in use by CSD.

**CONSULTANT RESPONSIBILITIES:**

- Design, develop, and modify spreadsheets which will automatically fill the forms required by consultants, in compliance with all applicable MDOT guidelines and

standards in place relating to invoicing and priced proposals, for consultant contracts.

- Provide experienced employees who are familiar with and have experience completing all documents relative to priced proposals and invoicing for consultant contracts.
- Attend all relevant MDOT/ACEC team meetings that are essential to working through issues relative to priced proposal and invoicing spreadsheets.
- Provide hands on training experience in a classroom setting to those consultants required to complete and submit the required forms to MDOT.
- Provide one-on-one assistance to consultants when requested, via phone or e-mail.
- Provide any maintenance, updates, and changes to the spreadsheets as determined by the MDOT Project Manager.
- Develop and compile any training documentation, as determined appropriate by the MDOT Project Manager.

#### **MDOT RESPONSIBILITIES:**

- Schedule all team meetings necessary to meet the objectives of this RFP.
- Work with the selected Consultant in the development and scheduling of all consultant training sessions.
- Provide general monitoring and compliance review of the developed and amended spreadsheets to ensure conformance with MDOT policies and procedures.

#### **REQUIREMENTS FOR PROPOSAL SUBMITTAL:**

- In order to be considered for selection, Consultants must submit a complete response to this RFP.
- All information requested should be submitted. Failure to submit all information requested may result in MDOT requiring prompt submission of missing information, lowering evaluation scores of the proposal, or deeming the proposal non-responsive.
- Proposals should be prepared simply, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

#### **SCORING CRITERIA – Total Points 130**

##### **1. Understanding of Service – 30 Points**

Describe your understanding of the services to be provided.

##### **2. Qualifications of Team – 40 Points**

Describe your team and the roles of key personnel. Provide resumes of key personnel.

**3. Past Performance – 20 Points**

Provide examples of similar work performed

**4. Location – 5 points**

Indicate percentage of work that will be performed in Michigan

<b><u>Percentage of Work to be done in Michigan</u></b>	<b><u>Score</u></b>
93% - 100%	5
80% to 94%	4
50% to 79%	3
25% to 49%	2
10% to 24%	1
Less than 10%	0

**5. Price – 35 points**

CSRT approved formula:  $\text{Low Bid/Bid} * \text{Points Assigned}$

Completed bid sheet required

(Price must be at least 25% of overall points assigned)

**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 fixed fee.

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 MDOT’s guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

MDOT will reimburse the consultant for vehicle expenses and the costs of travel to and from project sites in accordance with MDOT's Travel and Vehicle Expense Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at [http://www.michigan.gov/documents/mdot/Final\\_Travel\\_Guidelines\\_05-01-13\\_420289\\_7.pdf?20130509082418](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.

<b>GENERAL ORGANIZATION INFORMATION</b>
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**REQUIRED RESPONDENT INFORMATION**

Please provide the following required respondent information. Failure to respond to each requirement may disqualify the respondent from further participation in this RFP.

<b>RESPONDENT NAME AND ADDRESS:</b> Provide name, address, principle place of business, telephone number of legal entity with whom the contract is to be written, and the web page address.
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<b>Name and Title:</b>		
<b>Address:</b>		
<b>City, State, Zip:</b>		
<b>Phone:</b> ( )		<b>Facsimile:</b> ( )
<b>Web Page:</b>		

**LOCATION ADDRESS**

<b>Address:</b>	
<b>City, State, Zip:</b>	

**ORGANIZATION AND YEAR:**

Please provide the legal status and business structure (corporation, partnership, sole proprietorship, etc.) of the respondent and the year the entity was established.

<b>Status:</b>		<b>Year:</b>
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**RFP CONTACT:**

Please provide the following information of the respondent's RFP contact:

<b>Name and Title:</b>		
<b>Address:</b>		
<b>City, State, Zip:</b>		
<b>Phone:</b> ( )		<b>Facsimile:</b> ( )
<b>Web Page:</b>		

**Bid Sheet**

All entries on this page must be handwritten in ink or computer generated. This page provides for costs by payment category. This is provided as an example. Priced proposal costs will be required after selection, in accordance with the MDOT Priced Proposal Guidelines ([Guidelines](#)).

<b>Employee Name</b>	<b>Classification</b>	<b>Direct Labor Hourly Rate</b>

**Overhead Rate:** \_\_\_\_\_ %

**Fixed Fee:** 11 %

**Note:** Submitting consultants are required to fill in the employee name(s), classification(s), hourly rate(s), and overhead rate only. Consultants do not determine a total bid amount. This will be calculated by MDOT.

