

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**



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.

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PARTNERSHIP CHARTER AGREEMENT

MDOT and ACEC created a Partnership Charter Agreement which establishes guidelines to assist MDOT and Consultants in successful partnering. Both the Consultant and MDOT Project Manager are reminded to review the [ACEC-MDOT Partnership Charter Agreement](#) and are asked to follow all communications, issues resolution and other procedures and guidance’s contained therein.

**NOTIFICATION
MANDATORY ELECTRONIC SUBMITTAL**

Proposals submitted for this project must be submitted electronically.

The following are changes to the Proposal Submittal Requirements:

- Eliminated the Following Requirements:
 - Safety Program
 - Communication Plan
 - Past Performance as *a separate section*
 - Separate section for DBE Statement of goals. Include information in Qualification of Team section

- Implemented the Following Changes:
 - All proposals require an Organization Chart
 - Resumes must be a maximum of two pages
 - Only Key (lead) staff resumes may be submitted
 - Tier III proposal reduced from 19 to 14 pages
 - Forms 5100D, 5100I, and 5100G combined – 5100D
 - Forms 5100B and 5100H combined – 5100B
 - RFP's will be posted on a weekly basis -- on Mondays

The following are Requirements for Electronic Submittals:

- Proposals must be prepared using the most current guidelines
- The proposal must be bookmarked to clearly identify the proposal sections (See Below)
- For any section not required per the RFP, the bookmark must be edited to include “N/A” after the bookmark title.
Example: Understanding of Service – N/A
- Proposals must be assembled and saved as a single PDF file
- PDF file must be 5 megabytes or smaller
- PDF file must be submitted via e-mail to MDOT-RFP-Response@michigan.gov
- 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 SPECIALTY SERVICES ITS Program Office Support

CONTROL SECTION: 84900

JOB NUMBER: 113518

PROJECT LOCATION: Statewide

DESCRIPTION OF WORK:

This work consists of providing as-needed ITS engineering and technical support services for the Michigan Department of Transportation (MDOT) Intelligent Transportation Systems Program Office.

The Consultant, under direction of the MDOT Project Manager, will conduct all as-needed engineering and technical support services for the MDOT ITS Program Office which consists of organizing and managing this project with other support services such as system documentation, management of sub-Consultants, project coordination, project collaboration, scheduling, quality control/quality assurance, cost control, billing activities, and performance reporting as defined below.

ANTICIPATED START DATE: February 1, 2016

ANTICIPATED COMPLETION DATE: September 30, 2018

PRIMARY PREQUALIFICATION CLASSIFICATION:

Design – Traffic: ITS – Design and System Manager

SECONDARY PREQUALIFICATION CLASSIFICATION:

None

DBE REQUIREMENT: N/A

MDOT PROJECT MANAGER:

Luke Biernbaum
Michigan Department of Transportation
ITS Program Office
8885 Ricks Road
Lansing, MI 48909
Email: BiernbaumL@michigan.gov
Tel: (517) 636-5021
Fax: (517) 322-5664

REQUIRED MDOT GUIDELINES AND STANDARDS:

All work to be performed through this contract shall be done in accordance with the Michigan Department of Transportation's 2012 Standard Specifications for Construction; the 2011 Michigan Manual on Uniform Traffic Control Devices; all applicable national, state and local building and electrical codes; and all applicable national, state and local worker safety policies.

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, the Design Survey Manual, etc.).

GENERAL INFORMATION:

The term "ITS" used herein includes a broad range of electronics, telecommunications, and information technologies that when applied to the transportation infrastructure, and vehicles (Connected Vehicles), help to improve the safety and mobility of the transportation system.

The Consultant shall furnish all services and labor necessary to conduct and complete the as needed 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 MDOT), 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 MDOT 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 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. ITS task order number.
2. Purpose of the ITS task order.
3. Scope of work.
4. ITS task order organizational chart depicting Consultant and sub-Consultant team members and roles.
5. ITS task order schedule in a Gantt chart format including milestones and deliverable due dates.
6. ITS 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.

QUALITY ASSURANCE/QUALITY CONTROL PLAN:

The project will require a Quality Assurance/Quality Control (QA/QC) plan that will cover the work defined herein and will be revised as required to cover assigned tasks. The QA/QC activities also include preparation of the monthly status reports, invoices, and attendance at project meetings when requested by the MDOT Project Manager. The Consultant shall record and submit typed minutes for all meetings to the MDOT Project Manager within one week of the meeting in electronic format. The Consultant shall also distribute the minutes to all meeting attendees. On the first of each month, the Consultant shall submit a monthly status report to the MDOT Project Manager. In addition to monthly status reports, all payment invoices must include a detailed status report.

CONSULTANT RESPONSIBILITIES:

The Consultant will provide as-needed engineering and/or technical support services for the research, development, deployment, and maintenance of ITS and the advancement of various ITS-related initiatives. The Consultant's activities may include, but not be limited, to the following support activities:

1. ITS Research and Reporting Support

- A. Conduct research of domestically and internationally deployed state-of-the-art ITS.
- B. Review existing research regarding ITS to determine applicability to Michigan.
- C. Conduct research on alternate data collection methods, such as probe data, to determine their feasibility for application in Michigan.
- D. Assist in the development, review, and prioritization of research problem statements and proposals for submittal through MDOT's research program.
- E. Prepare analysis of the cost effectiveness, including cost-benefit studies, of MDOT's existing and proposed ITS deployments and/or initiatives.
- F. Prepare life-cycle cost analysis of MDOT's existing or proposed ITS deployments and/or initiatives.

- G. Conduct an ITS deployment analysis on a corridor-wide basis that may or may not cross multiple regional boundaries.
- H. Prepare engineering cost estimates.
- I. Provide special engineering studies and economic analysis to support adherence to federal requirements and in response to MDOT's ITS program needs.
- J. Assist in the preparation of responses, proposals, and/or grant applications for ITS-related surveys or solicitations.
- K. Prepare requests for interests or proposals for proposed ITS-related initiatives or projects.
- L. Prepare "white papers" or written reports to address current or emerging ITS needs, trends, initiatives, or issues.
- M. Assist with the coordination and preparation of an annual report highlighting MDOT's ITS and operational accomplishments, best practices, and enhancements.

2. ITS Planning, Development, Deployment, and Maintenance Support

- A. Assist with researching alternative funding mechanisms that may contribute to future ITS related projects or initiatives; along with the possible development and/or review of application material.
- B. Review design plans, specifications, and details to guide the deployment of ITS on MDOT's transportation system.
- C. Coordinate the re-evaluation of the ITS Strategic Plans to determine the need for revisions and updates. Provide assistance in updating the plans.
- D. Review and assess the adequacy of existing MDOT, national, international, and industry specifications, standards, and details that are pertinent to the planning, design and deployment of ITS.
- E. Assist in the modification of existing and/or the development of new ITS specifications, standards, details, Qualified Product Lists (QPLs) and subsequent testing procedures.

- F. Assist in processing ITS specifications, standards, details, QPLs and subsequent testing procedures through MDOT's standards and specification development process.
- G. Provide support in monitoring the use of, and tracking revisions to, MDOT's ITS specifications, standards, details, QPLs and subsequent testing procedures.
- H. Review and/or coordinate the design work of other ITS Consultants affecting the MDOT ITS program.
- I. Review shop and erection drawings for compliance with MDOT's ITS standards, specifications, and details.
- J. Assist with the review of QPL submittals and any required field and/or confirmation testing as well coordination with product manufacturers.
- K. Review consistency of proposed projects with MDOT's Regional and Statewide ITS Architecture and Deployment Plans.
- L. Support the development of new and modification of MDOT's current ITS guidance documents such as the Basis of Design Document (BODD), and potential Plans Preparation and Design Manuals.
- M. Establish and/or update MDOT's ITS maintenance procedures.
- N. Assist in the management of the MDOT's ITS maintenance service contracts.
- O. Assist with assigning Internet Protocol (IP) addresses for ITS field devices and maintaining a master list of all previously assigned IP addresses.
- P. Provide analysis assistance when new hardware is proposed to be installed on any existing MDOT ITS communications tower to ensure there are no structural concerns with the proposed addition. Update existing documentation and records for this effort. The analysis and review must be stamped by a PE in the State of Michigan.

3. ITS Regulatory Evaluation Support

- A. Review state and federal regulatory issues and determine impacts to MDOT's ITS program. Assist in determining the appropriate position to take regarding proposed and pending state and/or federal regulation related to ITS.

- B. Determine ITS issues that may need regulation at the state level to maximize implementation of the ITS program. Assist in the preparation and review of new ITS regulation requests by providing background research on ITS issues and by determining the ramifications of new requests regarding the deployment of ITS or advancement of ITS initiatives.

4. ITS Training and Outreach Support

- A. Assist with preparation of ITS technical training materials including PowerPoint presentations, speaker notes, training manuals, etc.
- B. Assist with the preparation of PowerPoint presentations, speaker notes, and/or displays for ITS-related meetings, conferences, and events.
- C. Assist with the planning, coordination, preparation, and execution of ITS-related meetings, conferences, and events.
- D. Assist with developing, updating, and fulfilling MDOT's ITS outreach plans and efforts including, but not limited to, the review and/or preparation of informational brochures, newsletter articles, media releases, and operational advisories.

MDOT RESPONSIBILITIES:

MDOT shall provide the Consultant with all relevant documentation needed to complete the tasks assigned and approved by the MDOT Project Manager.

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 or which may be necessary to enable MDOT to furnish information to the Consultant upon which to proceed with further services.

The Consultant shall deliver all computer files associated with the project in their native format (spreadsheets, CADD files, etc.) on DVD, CD or uploaded to ProjectWise, as directed by the MDOT Project Manager. All CADD files shall be created and identified with standard MDOT file names as shown in Appendix A of the Road Design Manual. It is the Consultant's responsibility to obtain up to date MicroStation seed/configuration files necessary to comply with MDOT's CADD standards which are posted to the bulletin board system. Any CADD files that do not conform to MDOT standards will be returned to the Consultant for correction at the Consultant's expense.

Plan files shall be submitted in their native dgn format with standard naming conventions as well as plotted into a combined Adobe PDF file. Plan sheets shall be plotted to Adobe PDF with full text search and level on/off capabilities in half size (11" x 17") formats.

All plans, special provisions, estimates, and other project related items shall meet all MDOT requirements and detailing practices (i.e., format, materials, symbols, patterns, and layout) or as otherwise directed by the MDOT Project Manager. All plans, specifications, and other project related items are subject to review and approval by MDOT.

PROJECT SCHEDULE:

For scheduling purposes, it is anticipated that this project shall begin on **February 1st, 2016** and shall end on **September 30th, 2018**.

Services to be rendered by the Consultant, as herein described, will commence upon written notice from the Professional Services Administrator and will be completed within approximately 32 months from the date of such notice. The project will be contracted in one year-increments to meet internal MDOT funding requirements.

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.