

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 _____

Prequalified Services – See the attached Scope of Services for required Prequalification Classifications.

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**

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 PLANNING SERVICES GRAND REGION'S NONMOTORIZED PLAN AND BICYCLE MAPS Revised 3/1/2016

PROJECT LOCATION:

The project will be located in the newly realigned MDOT Grand Region now consisting of the 13 counties of: Allegan, Barry, Ionia, Kent, Lake, Mason, Mecosta, Montcalm, Muskegon, Newaygo, Oceana, Osceola and Ottawa. The project area will also include limited areas of adjacent out-region counties to ensure connectivity of existing and proposed facilities.

PROJECT DESCRIPTION:

This is a comprehensive MDOT Grand Region Nonmotorized (NM) Transportation Plan and corresponding updated Grand Region Road and Trail Bicycling Guides. It will compile existing NM plans within the region to help identify existing and proposed regional corridors for both on-road and off-road bicycle or shared-use facilities. Public input will be needed to help assess regional significance and priorities for connectivity between communities or places. This NM Plan will assist with identification of opportunities to enhance NM transportation during the local and state transportation planning processes. The data collected on existing facilities will be used to update, print and distribute two new Grand Region Road and Trail Bicycling Guides; a northern tier map and a southern tier map of 30,000 copies each.

ANTICIPATED SERVICE START DATE: February 15, 2016

ANTICIPATED SERVICE COMPLETION DATE: September 30, 2017

MDOT CONTACTS:

Project Manager/Administrator:
Cindy Krupp, Transportation Planner
MDOT Intermodal Policy Division
425 West Ottawa Street
P.O. Box 30050
Lansing, MI 48909
517-335-2923
517-373-9255 fax
kruppc@michigan.gov

Project Coordinator:
Steve Redmond, Planner
MDOT Grand Region
420 Front Street
Grand Rapids, MI 49504
616-451-3091
616-451-0707 fax
redmonds@michigan.gov

GENERAL INFORMATION - NONMOTORIZED PLAN OBJECTIVE:

To develop a comprehensive Nonmotorized Transportation Plan for the 13 county area known as MDOT's Grand Region. The goals of the Grand Region Nonmotorized Plan are to: 1) Document both existing and proposed facility networks; 2) Identify opportunities to enhance nonmotorized transportation; 3) Prioritize nonmotorized investments and 4) Foster cooperative planning across municipal, regional and/or county boundaries.

The plan will focus on bicycle travel and shared-use facilities, but may explore or highlight pedestrian movements in key corridors and/or locations. The pedestrian evaluation should not encompass more than 10% of the project effort due to the regional nature of the project. The plan will be developed with significant public input and will be used by MDOT, local officials, and interested groups to prioritize nonmotorized investment in the region and provide a vision for a nonmotorized transportation network to guide private and public funding for implementation. It should be consistent with existing and approved nonmotorized plans in the Grand Region area.

The plan will identify existing and planned regional, county, and local nonmotorized transportation facilities and corridors, which will be utilized in a nonmotorized transportation network gap analysis. Based on input from MDOT, a Nonmotorized Plan Core Team, and public outreach activities, the plan will identify gaps, priority corridors, opportunities for improvements, and potential funding options. In addition, the plan may contain recommendations for coordinated efforts between agencies.

All data, whether part of the collection, analysis, or planning process, shall be created in standard formats so it is easily transferable for future planning efforts. It also needs to be compatible with data from the surrounding MDOT Region plans.

The Grand Region Pedestrian and Bicycle Committee, which includes representatives from MDOT's Grand Region, counties, communities and nonmotorized advocacy groups will also be kept apprised of plan progress and stakeholder meetings. Their input will be sought to assist with stakeholder outreach and general review for accuracy of compiled existing and planned facilities on this project. This group is a key stakeholder in the development of the NM Plan.

As a cost saving measure, the data that is collected on existing facilities will be used to update and produce two new Road and Trail Bicycling Guides; a Grand Region – North, and a Grand Region – South

CONSULTANT RESPONSIBILITIES:

1. Communicate with the MDOT Project Manager and Coordinator prior to beginning any major work to obtain: approval to begin work, review relationship of work to study objectives, location of data sources, contact persons, and to review sources for relevant MDOT and community based data. Consultant must give attention to critical deliverables that may require a large lead time. All communications with MDOT's name or logo need to be reviewed by PM and MDOT's Office of Communications a minimum of 1 week in advance of release.

2. The consultant shall attend project-related meetings as directed by the MDOT Project Manager and Project Coordinator, to include meetings that correspond to major project benchmarks. Meetings may be in person or via conference call, as agreed upon by the consultant and Project Manager.
3. The consultant must address or send a copy of all correspondence to the MDOT Project Manager and Project Coordinator. This includes all sub-consultant correspondence and verbal contact records. The MDOT Project Manager shall be made aware of all communications regarding the project. The MDOT Project Manager is the official MDOT contact person for the consultant.
4. The consultant shall notify MDOT and obtain MDOT approval of all proposed subcontractors for any work not performed directly by the consultant, subject to contract limitations including percentage of work allotted.
5. As work progresses, the consultant will present all deliverables in draft form allowing sufficient time for review by MDOT staff.
6. By the 15th of each month, the Consultant Project Manager will submit a Monthly Progress Report to Cindy Krupp, MDOT Project Manager and Steve Redmond, Project Coordinator. Progress reports and deliverables shall be submitted to the project manager in an electronic format for ease of distribution and review.

WORK PLAN:

I. NONMOTORIZED PLAN

- A. Project Orientation Meeting:
The Consultant, MDOT Grand Region Planners, and MDOT Lansing Intermodal Services Unit will meet to define expectations, discuss logistics, lines of communication, establish duties/roles and identify key contacts for each organization. They will also work to identify a Nonmotorized Plan Core Team.
- B. Inventory/Data Gathering:
 1. A study kick-off meeting will be held with the Nonmotorized Plan Core Team for the following purposes:
 - To announce initiation of the project.
 - To solicit data, information and nonmotorized plans from the MPO's, Planning Regions, counties, communities, rural task forces and various interest group representatives.
 2. Gather and compile existing data, plans, or other relevant information from local and regional agencies within the region. Some data gathering will be necessary for counties adjacent to the Grand Region to ensure regional connectivity.
- C. Stakeholder Engagement:

1. Consultant will establish a website to promote the project, provide project updates, maps, and receive public input. The website will include a link to MDOT's <Michigan.gov/mdot-biking> website for final products.
2. Consultant will conduct a minimum of 9 public workshops to ensure input from stakeholders in the entire 13 county area. Consultant will work with MDOT's Lansing and Region staff to develop stakeholder lists and publicize the workshops in advance.
3. Provide maps for the stakeholder engagement (at least one per county) plus a regional overview map of existing and proposed facilities for: shared-use paths, paved shoulders 4 foot or greater in width, side paths, signed bicycle routes, and bike lanes.
4. Consider additional opportunities for public input, such as online surveys, workshops and data collection as necessary and agreed upon by MDOT.

D. Analysis/Conceptual Plan

1. Consultant will analyze the plans and data to create a conceptual plan. The analysis will identify key activity centers and destinations, existing nonmotorized transportation facilities including bicyclist preferred roads, regional shared-use pathways, and existing gaps. This analysis will focus on public roads/rights-of-way and other corridors as a means of connecting and better integrating the region's nonmotorized facilities into a cohesive network.
2. The consultant will compile and layer the existing plans for analysis using GIS Software built on the state's MI Geographic Framework data. Both existing and proposed nonmotorized facilities will be included. Other data sets related to bicycle and pedestrian travel may be included in this analysis such as existing and proposed activity centers, population densities, the regional transit network and future transit plans, and on-road bicycle travel information.
3. A conceptual nonmotorized plan will be developed. An outline/table of contents for the final report will be developed, as well as initial introductory and summary sections of the plan, such as project descriptions and review of materials used to develop the nonmotorized facilities inventory. The conceptual plan will include recommendations based on input from the public and other stakeholders.

E. Draft Nonmotorized Plan

1. Using input collected throughout this process, the draft nonmotorized transportation plan will be developed. The plan will include written sections and summaries with graphic exhibits. At least 14 reproducible maps - one for each county and one that includes the entire 13-county Grand Region, will be included showing plan proposals and recommendations. Additional sub-area maps for specific locations/corridors may be provided as necessary to show sufficient detail. These additional sub-areas will be determined during the analysis stage.

2. “High,” “Medium” and “Low” priorities will be defined and identified within plan. Suggested “Next Steps” may be included for proposed high priority nonmotorized facilities.
3. A preliminary final plan will be reviewed by MDOT and the Nonmotorized Plan Core Team prior to completion and publication. Revisions may be necessary based upon this review. The consultant will allow a minimum of 30 days for MDOT to provide comments on draft. Presentation on the revised draft will be made to the Grand Region Pedestrian and Bicycle Committee, plus a minimum of 2-6 public meetings, along with input obtained from the project website. Comments will be incorporated and presented in a final draft.

F. Final Nonmotorized Plan

1. The final plan shall include an executive summary.
2. Final draft will also allow a minimum of 30 days for MDOT to provide comments.
3. A PowerPoint presentation summarizing the final plan will be prepared for public presentations.

II. ROAD AND TRAIL BICYCLING GUIDES (2)

1. Consultant (or sub-consultant) will utilize the road and trail data collected on existing facilities for the Nonmotorized Plan to update and print (2) Grand Region Road and Trail Bicycling Guides; a North and a South of 30,000 copies each. These new maps are to be compatible with our existing bike maps available on the MDOT web page at www.Michigan.gov/mdot-biking. [Note - The existing data for the previous version of the Grand Region map will be provided to the greatest extent possible].
2. These new maps are to be produced at the same scale as our other Regional Road and Trail Guides to maintain compatibility between the products. Due to the reconfiguration of the Grand Region, new layouts will need to be developed for both the North and South versions, including the best location for city inserts and other desired items.
3. The primary source for the Base map is to be the latest version of Michigan’s geographic “Framework” in ESRI format. Layers available in framework include: County boundaries; Urban areas; Place name labels; Water features (hydrology); Active rail; State trails; Limited access highways and interchanges; Major roads; and an all-roads layer.
4. Primary data to be gathered and verified by road agencies, MPOs, and trail groups for the Regional Road and Trail Bicycling Guides includes the following; existing improved shared-use regional paths (paved or crushed fines), existing unimproved shared-use regional paths (gravel or dirt), significant shared-use local paths, North Country Trail, existing paved shoulders 4 foot or greater, bike lanes, sidepaths, US Bicycle Routes 35 and 20, road pavement type (paved or gravel), and active rail. The Northwest and Superior Central Regional Road and Trail Bicycling Guides are

our most recently published examples and can be found on our web page at www.michigan.gov/mdot-biking.

5. Updated paved shoulder width, AADTs, and road surface type (paved or gravel) need to be collected from local road agencies within the region to produce the maps. This data is as essential as the updated nonmotorized data to produce a quality product for users.
6. Regional Road and Trail Bicycling Guides will undergo a thorough review process for accuracy, labeling, and other cartographic features to ensure consistency with the Bicycle Map Features Checklist. This can take several rounds of back and forth review and subsequent updates. A minimum of 3 months shall be allotted for reviews.
7. The two draft Regional Road and Trail Bicycling Guides will be reviewed by MDOT, county road commissions, and the Nonmotorized Plan Core Team prior to completion and publication. Revisions may be necessary based upon the review. First drafts in .pdf format should be submitted at least 6 months before end of contract. Time for printing final products and delivery also needs to be considered.
8. ~~A subcontract with a printer will be necessary to print and fold the maps per existing examples.~~ **Maps are required to be printed and folded per existing examples.** Delivery of maps will also be expected per recommendations by the Nonmotorized Plan Core Team. These 27 x 36 inch maps are printed on 70# gloss paper, 4 color process, 2 sided and have a 4 x9 fold.

MDOT RESPONSIBILITIES:

- Provide overall direction and set priorities.
- Assist in identification and approval of Nonmotorized Plan Core Team members.
- Work with the Consultant to schedule the following:
 - a. Project related meetings
 - b. Review and oversight of the Consultant's project plan

Assist the Consultant (to extent feasible) in obtaining existing or available information on regional stakeholders.

- The PM and Project Coordinator will review draft reports/maps and provide the Consultant with written comments within 30 days. The Consultant will revise any draft reports/maps to address the PM's comments and produce final reports/maps.
- Promptly pay for satisfactory completion of services provided.

DELIVERABLES BY THE CONSULTANT:

The following deliverables will be provided:

1. A sufficient number of meetings/workshops to accomplish the following:
 - MDOT Grand Region Pedestrian and Bicycle Committee
Two updates will be provided to the full MDOT Grand Region Pedestrian and Bicycle Committee regarding kick off, draft analysis and plan, and a final presentation. (Introduction and presentation of draft plan (core team will be invited))
 - Grand Region Nonmotorized Plan Core Team
At least two meetings with the selected Nonmotorized Plan Core Team. (Introduction and presentation of conceptual plan)
 - Public Workshops
At least 9 public workshops should be held for public input, prior to development of the draft plan/maps. One each in Mason, Kent, Ottawa, Muskegon and Mecosta Counties. One each in the following paired counties: Barry and Allegan, Newago and Oceana, Lake and Osceola, Montcalm and Ionia. Stakeholder meetings should be at strategically located sites. All meetings must be ADA accessible. Access via transit service and supply of adequate bicycle parking is desired to the degree possible.
 - Draft Plan Presentations
The Plan recommendations will be presented to the public for final input. One meeting will be held in a centrally located facility for the residents and communities of each Grand Region Transportation Service Center.
2. Creation of a public web page, for public input on drafts, or other suitable method to obtain public input for outreach and to make the draft plan available. The completed plan will be made available on MDOT's web page.
3. A written MDOT Grand Region Nonmotorized Transportation Plan that summarizes all aspects of the planning process (inventory, public involvement, plan development, etc.) and includes all plan maps and graphics. The plans shall be produced in Microsoft Word or compatible software and provide to MDOT 10 hard copies plus electronic copies (Microsoft Word and Adobe PDF).
4. 10 Flat colored copies and PDF versions of each county map shall be provided.
5. A PowerPoint presentation (on CD or USB's) for public presentation regarding the completed plan and the planning process.
6. Any support materials or data that was produced during development of the Plan or at public meetings including all GIS files in an ESRI compatible file format, preferably a

geodatabase, are the property of MDOT and should be provided to MDOT on CD/DVD or flash drive.

7. Two separate maps: the Grand Region –North and the Grand Region –South road and trail bicycling guides will have 30,000 copies each. These will be printed per the latest MDOT Road and Trail Bicycle Map Features Checklist. Numbers for distribution and distribution process to be developed by consultant with guidance from MDOT staff and core planning team. A quantity of 10,000 for each (North and South) will be sent to MDOT’s central warehouse.

GENERAL SEQUENCE OF ACTIVITIES:

1. Conference with consultant and MDOT to review expectations.
2. The consultant will develop a detailed work plan for the objective, work plan and deliverables. The work plan will be submitted to and approved by MDOT prior to the commencement of work.
3. The consultant will meet with MDOT staff and the Grand Region Nonmotorized Plan Core Team to gather general information relevant to the NM Plan. The MDOT team will provide information on existing studies and/or previously collected data.
4. The consultant will carry out activities as outlined in the agreed upon work plan for the objectives identified.
5. The consultant will submit progress reports monthly. The consultant will identify any unique problems that may arise during the course of the project in a timely fashion, then recommend and implement solutions to those problems upon MDOT approval.
6. The consultant will prepare draft maps from Plan as outlined in the statement of deliverables above. The draft maps will be reviewed by MDOT staff and others as outlined in deliverables.
7. The consultant will prepare a draft region Plan regarding related conclusions and recommendations as outlined in the statement of deliverables above. The draft Plan will be reviewed by MDOT staff.
8. The consultant will develop, print and deliver the two Grand Region Road and Trail Bicycling Guides as outlined in the deliverables.
9. The consultant will prepare a final Plan regarding the results of the related conclusions and recommendations as outlined in the statement of deliverables above. The final NM Plan requires review and approval by MDOT staff.
10. The consultant will provide final reports, maps and documents [including NM Plan] along with project data, including GIS files, in standard formats as specified by MDOT.

RECOMMENDED SCHEDULE:

<u>Target Date</u>	<u>Description</u>
February 2016	Kickoff meeting with consultant and MDOT
March 2016	Consultant begins meeting with the Grand Region Nonmotorized Plan Core Team.
March 2016	Consultant begins work on Bike Maps
April 2016	Consultant starts the nine public workshops.
September 1, 2016	Consultant submits conceptual plan
October 1, 2016	Consultant submits 1st draft Road and Trail Bicycle Guide(s)
January 9, 2017	Consultant begins presentation of draft plan
February, 2017	Consultant submits 2 nd Road and Trail Guide
March 1, 2017	Consultant provides MDOT revised draft Plan
May 15, 2017	Consultant provides MDOT final draft Plan
July 1, 2017	MDOT approves final draft NM Plan
August 30, 2017	Consultant provides all final deliverables.

Note: Completion dates are contingent upon the estimated date of contract award. Should the awarding of this contract take longer than our best estimate, specific completion dates will be renegotiated with the consultant.

PAYMENT SCHEDULE:

Compensation shall be on a fixed hourly rate and direct expense basis.

Direct expenses 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. Include derivation of cost for each member of team and sub-consultant. This should include direct expenses. Supporting documentation must be submitted, with the invoice/bill, for all reimbursable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

Proposal Selection Criteria and Total Possible Points: 130

1. Understanding of Service: 30 Points

A demonstration that the bidder understands bicycling facilities and needs in Michigan.

A demonstration that the bidder understands the stakeholders that should be involved in a nonmotorized transportation plan.

A demonstration of the bidder's knowledge of relevant literature on nonmotorized transportation plans.

A demonstration that the bidder understands production and distribution of MDOT Region Road and Trail Bicycling Guides.

An overview and outline of how the bidder would approach the project, e.g. tasks involved and projected timeframe for completion of these tasks.

Describe the understanding of the service, innovations, cost-savings or other items the bidder intends to propose. This information is to be based on the Scope of Service.

Include any work item that the bidder believes should be added to the Scope of Service or any work item in the current Scope of Service that the bidder believes should be altered.

2. Qualifications of Team: 40 Points

The scoring for qualifications of team will be one score based on the following information:

Persons and organizations submitting proposals should have documented previous experience in nonmotorized transportation planning and analysis as described in this Scope of Service. Include a description of previous nonmotorized transportation plans developed or utilized by the bidder.

Persons and organizations submitting proposals should have documented previous experience in GIS, FRAMWORK, mapping, printing and distribution as described in this Scope of Service. Include a description of previous nonmotorized transportation maps developed or utilized by the bidder.

Structure of the Project Team (Personnel and Roles)-Describe the structure of the project team including the roles of all key personnel and sub-consultants. For each sub-consultant vendor, describe role in service and include what percent of the named role that the sub-consultant/vendor is expected to provide.

Staff Service Experience – Provide resumes for each of the key staff of the prime and sub-consultant/vendors. The format is shown in the Consultant Selection Guidelines (see page 14 and follow link to Form 1242). The resume is limited to ~~three (3)~~ two (2) pages per key staff member.

3. **Past Performance:** 20 Points

MDOT will review relevant performance evaluations for the past five (5) years for prime and sub-consultants that are being proposed. If the consultant has not previously worked for MDOT or has only had a few service opportunities that have been evaluated, this area can be used to provide other references for the Selection Team to contact. These references would be in addition to references provided in the resumes requested in subsection 2- “Qualifications of Team” above, and limited to work completed in the past five (5) years.

4. **Location:** 5 Points

The consultant selection criteria will include a consideration of what percentage of contracted work will be performed in Michigan.

5. **Price:** 35 Points

After scoring the proposal with the above criteria (1-4), the bid sheet with the bid price will be scored using a scale determined by MDOT.

GENERAL ORGANIZATION INFORMATION

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.

RESPONDENT NAME AND ADDRESS: 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.

Name and Title:		
Address:		
City, State, Zip:		
Phone:	()	Facsimile: ()
Web Page:		

LOCATION ADDRESS

Address:	
City, State, Zip:	

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.

Status:		Year:
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RFP CONTACT:

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

Name and Title:		
Address:		
City, State, Zip:		
Phone:	()	Facsimile: ()
Web Page:		

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](#)).

PROJECT DESCRIPTION:

Staff/Classification	Person #	Hours	Fixed Hourly Rate	Labor Cost
<i>Ex Employee/Classification</i>	<i>100</i>		<i>\$23.25</i>	<i>\$2,325.00</i>

TOTAL ESTIMATED LABOR: \$ _____

ESTIMATED SUBCONSULTANTS: \$ _____

ESTIMATED DIRECT EXPENSES: \$ _____
(Listed by item at estimated actual cost)

TOTAL BID PRICE: \$ _____

Consultant Name:
Consultant Address:
Date:
Authorized Signature: