

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**

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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, 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.**

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

Employee Team Building, Leadership, and Employee Development

Project Location

Various locations throughout the State of Michigan, as needed

Anticipated Start Date

May 1, 2016

Anticipated Service Completion Date

April 30, 2019

This selection is for a 3 year period.

MDOT Project Manager(s)

Todd White and Mike DeRose

425 W. Ottawa

Lansing, MI 48909

Todd White: 517-335-6538, WhiteT5@michigan.gov

Mike DeRose: 517-335-1854, derosem@michigan.gov

Description of Work

MDOT will select up to two consultants to assist MDOT in identifying and incorporating resources for leadership and employee development on an as-needed basis, based on intermittent needs of MDOT. This RFP is not a guarantee of authorized work. The consultant will also assist leadership and staff, conduct one on one interviews of leadership level staff, and facilitate team building workshop(s) in order to foster an environment of high performance, good communication, strong leadership, innovation, and accountability. The Consultant shall assess various issues, as needed, and provide an improvement strategy based on assessments along with recommendations to area leadership (Region Engineer, Bureau Director, Department Director, etc.)

MDOT will contact the Consultant for specific services through individual request(s), through an MDOT Request for Consultant Specialty Services. This document will provide pertinent project information including: services needed, project description, required deliverables, and a timeframe in which the works shall be required for completion. A priced proposal will be required for submittal to the MDOT Project Manager prior to authorization of the project.

The selected Consultant(s) will be required to obtain and maintain, for the duration of the contract, all insurance determined necessary by MDOT. This may include, but is not limited to Automobile Liability Insurance, Workers' Compensation Insurance, and Professional Liability Insurance.

CONSULTANT RESPONSIBILITIES:

The scope of work shall include, but is not limited to the following:

1. Review documentation (provided hard copies and electronic information)
 - a. Become familiar with Organization Charts, leadership structure, and policies of MDOT and the specific work areas being assessed.
 - b. Review historical documentation compiled related to employee assessments.
 - c. Review recent survey results when available (i.e. Employee Engagement Surveys)
 - d. Host scope verification conference call (individually or as a team) to discuss background information, questions, concerns, schedule, goals, objectives, and steps to move forward
 - e. Develop initial communication for leadership to disseminate to staff regarding interviews, workshops, and any other activities related to the assessment.
 - f. Develop questions that focus on communication, leadership, professional relationships, employee engagement, and overall performance. The questions will be discussion points for one on one employee interviews.
2. Site Work
 - a. Conduct interviews with select managers, supervisors, and key office personnel within requested work areas
 - b. Review pertinent policies, processes, procedures, and internal work environment to aid in assessment.
 - c. Use tools such as personality/professional profiles to assess individuals and the teams identified. Assess the improvements and potential in relation to the leadership needed.
3. Summarize
 - a. Develop a report of data, summaries, findings, and strengths/weaknesses for the department/work area
 - b. Put together interpretations of the findings and indicators.
 - c. Compare interpretations to leadership information provided prior to the assessment
 - d. Develop recommendations/actions by leadership
 - e. Recommend actions by leadership level and individual level, including staffing recommendations and changes to be reviewed by the Office of Human Resources.
 - f. Recommend organizational/structural changes to leadership to be reviewed by the Office of Human Resources.

- g. Facilitate team building and/or employee development exercises for recommended employees/groups
- 4. Develop an Action Plan
 - a. Develop a plan of action to address deficiencies and improve overall productivity, leadership, and operation of the department/work area.
 - b. Validate or verify specific issues or problems that need to be addressed in the short, mid, and long term.
 - c. Recommend specific changes that are needed to instill strong leadership within the department/work area
 - d. Recommend specific changes that are needed to improve communication within the department/work area
 - e. Develop talking points for leadership, as needed
 - f. Recommend staff changes for OHR review
- 5. Follow up
 - a. Meet with leadership to discuss outcomes and findings
 - b. Prepare final report for MDOT leadership
 - c. Provide schedule for follow up with leadership, as needed
 - d. Provide schedule for follow up with employees, as needed.
 - e. Mentor key staff as a follow up to ensure commitments, as needed.

Key Personnel

- 1. Personnel directly performing services shall have, at a minimum, the following qualifications:
 - a. Bachelor's degree in applicable discipline
 - b. Five (5) years facilitation/team building instruction experience in private sector or governmental environments (i.e. city, county, state, or federal government)
- 2. Personnel shall be available and flexible to begin work by May 1, 2016 or another MDOT approved date.
- 3. The Consultant's Key Personnel shall be those persons, whether employed by the Consultant or by one or more of the Consultant's proposed Sub-consultants, who meet the qualifications criteria above, and possess the analytical skills and expertise to provide services under this contract.
- 4. Continuity of personnel is considered essential to the successful completion of projects; personnel employed by the Consultant or Sub-consultant are expected to be available to MDOT throughout the length of the project period.

Deliverables

- 1. Preliminary work plan using the documentation provided
- 2. Employee action plan
- 3. Final outcome documents, including final report to area leadership
- 4. Follow up mentoring plan for the future

Goals and Expected Outcomes

- 1. Development of expectations, communications protocols, and behavioral practices for strong leadership and communication
- 2. Development of a conflict resolution and accountability plan
- 3. Development of communication tools and protocols for success

4. Development of level of work expectations, responsibilities and of managers and supervisors.
5. Recommendation on staffing changes for OHR review based on indicators, performance, and leadership abilities.

Proposal Requirements

1. RFP Response: In order to be considered for selection, Consultants must submit a complete response to this RFP.
2. Proposal Preparation:
 - a. All information requested should be submitted. Failure to submit all information requested may result in MDOT requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by MDOT.
 - b. Proposals should provide a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
 - c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. The proposal should contain a table of contents which cross-reference the RFP requirements. Information which the Consultant desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.

Specific Proposal Instructions

Consultants are required to submit the following items as a complete proposal in the following Section format:

Section 1

1. An Executive Summary that includes the following:
 - a. A brief overview identifying the benefits to MDOT if the Consultant is awarded the contract
 - b. Contact person(s): Provide name, title, organization, address, telephone number, fax number and email address for the following person(s):
 - i. Contact person(s) who are responsible for coordinating the Consultant's response to this RFP
 - ii. Persons who are authorized to act on behalf of the Consultant and bind the Consultant to all commitments made in the proposal and subsequent negotiations.
 - iii. Consultant's Qualifications and Experience:

- a. General Company Information
 - b. Date Founded
 - c. Name of owner(s)
 - d. Business structure to include the relationship between any parent company and subsidiaries, if applicable. Identify any known potential changes in structure.
 - e. Listing of the address and phone number of the office that will service financial identification number under this proposal.
 - f. Affiliation with professional associations
 - g. List all certifications and compliance standards to which your firm adheres
 - h. Your firm's website, if applicable
- c. Include the following information:
- i. Address the following questions:
 - a. How many current clients do you have?
 - b. What is your number of full time resources?
 - c. What communications process do you use to provide solutions to impromptu customer needs?
 - d. What is your internal training policy?
 - e. What is your staff turnover rate?
 - f. What is your ability to augment your resources to support MDOT if additional resources are required?
 - g. A list of any contracts that during the last three years were cancelled or from which the Consultant was prohibited from submitting a proposal because of lack of performance or because of default

Section 2

1. Contractor's Key Personnel Qualifications and Experience:

Consultants shall provide a written narrative specifying the key individuals who will provide services under this contract, including any proposed Sub-consultants and/or partners. The narrative shall identify key personnel who will be committed and would provide day-to-day services in performance of this contract.

Classification	Description	Required Minimum Qualifications
Consultant Instruction, facilitation, and mentoring	Consultant who directly works with clients conducting interviews, assessing leadership capabilities, establishing communication protocols, and facilitating team-building activities.	<ul style="list-style-type: none"> • Bachelor's Degree in an applicable discipline • Five (5) years Team Building facilitation of behavior based collaboration in private sector or

		governmental environments (i.e. city, county, state, or federal government).
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Provide the following information about the key personnel:

- a. An organization chart of your firm that shows the key individuals' placement within the firm
- b. A two page resume of all key personnel who will be proposed to work on this contract, describing specialized certifications and related experience
- c. Specific project team member's names, qualifications and experience and description of the role each key individual will play in providing services to MDOT under the Consultant's proposal.
- d. List Sub-consultant's proposed key individuals, if any, that your firm intends to utilize in performing this contract. Describe the portions of work they will be performing, their experience and qualifications.

Section 3

1. Consultant's specific plans or methodology to perform the services:
 - a. A written narrative, clearly explaining proposed general and technical approach to ensure the timely and comprehensive delivery of quality services related to those described in the Project Description.
 - b. Consultant's approach which characterize your ability to work successfully with MDOT. Provide an overview of your approach or approaches to:
 - i. Business process for team building workshops and alignment
 - c. Describe three (3) projects related to the lines of work described in this RFP:
 - i. Choose examples representative of your company's abilities and experience
 - ii. For each project, include a summary of results, such as cost, cycle time savings, or improved customer satisfaction
 - iii. Provide descriptions of implemented recommendations, including hard (direct) or soft (indirect) savings., other benefits, and length of time to actually implement
 - iv. Relate these projects to the types of methods used
 - v. Provide names and contacts for each project listed

Scoring Criteria – Total Points 130

1. Understanding of Service – 40 points
Describe your understanding of the service to be provided
2. Qualifications of Team – 30 Points
Describe your team and the roles of key personnel. Provide resumes of key personnel
3. Past Performance – 20 Points
Provide references and examples of similar work performed
4. Price – 35 points
CSRT approved formula: $\text{Low Bid/Bid} * \text{Points Assigned Completed bid sheet required. (Price must be at least 25\% of overall points assigned)}$
5. Location – 5 points
Indicate percentage of work that will be performed in Michigan

<u>Percentage of Work to be done in Michigan</u>	<u>Score</u>
95% to 100%	5
80% to 94%	4
50% to 79%	3
25% to 49%	2
10% to 24%	1
Less than 10%	0

Award

1. MDOT will select up to two Consultants deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors. MDOT may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish reasons why a particular proposal was not deemed to be acceptable or selected.
2. The award document will be a contract incorporating by reference for all the requirements, terms, and conditions of the solicitation and the Consultant’s proposal is negotiated.

Payment

1. Compensation shall be on a “milestone” basis. Compensation shall be divided into payments based on the completion of a portion of the services, and will vary based on the nature and complexity of individual projects. These percentages may vary by specific project.
2. The MDOT Project Manager may authorize payment or partial payment if a milestone is delayed due to circumstances beyond the Consultant’s control.
3. Billings must be submitted in accordance with MDOT’s current procedures.

4. 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.
5. Field work will be conducted at MDOT facilities.

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:			

