CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR PROPOSAL

<table>
<thead>
<tr>
<th>MDOT PROJECT MANAGER</th>
<th>CONSULTANT: Provide only checked items below in proposal when applicable, Best Value scoring criteria is listed separately in the RFP. **Optional items are determined by the MDOT Project Manager.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve Cook</td>
<td>** = OPTIONAL</td>
</tr>
<tr>
<td>DESCRIPTION</td>
<td>TSMO Implementation and Strategic Plan Maintenance Support Services</td>
</tr>
<tr>
<td></td>
<td>Check all items to be included in.</td>
</tr>
<tr>
<td></td>
<td>WHITE = REQUIRED</td>
</tr>
<tr>
<td>TIER 1 ($100,000 - $250,000)</td>
<td>Understanding of Service **</td>
</tr>
<tr>
<td>TIER II ($250,000-$1,500,000)</td>
<td>Innovations</td>
</tr>
<tr>
<td>TIER III (&gt; $1,500,000)</td>
<td>Organizational Chart</td>
</tr>
<tr>
<td>N/A</td>
<td>Qualifications of Team</td>
</tr>
<tr>
<td>N/A</td>
<td>Quality Assurance/Quality Control **</td>
</tr>
<tr>
<td>N/A</td>
<td>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.</td>
</tr>
<tr>
<td>N/A</td>
<td>Presentation **</td>
</tr>
<tr>
<td>N/A</td>
<td>Technical Proposal (if Presentation is required)</td>
</tr>
<tr>
<td>3 pages (MDOT Forms not counted)</td>
<td>Total maximum pages for RFP ** including key personnel resumes.  Resumes limited to 2 pages per key staff personnel.</td>
</tr>
</tbody>
</table>

PROPOSAL AND BID SHEET E-MAIL ADDRESS – mdot-rfp-response@michigan.gov

The Consultants 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 that MDOT receives the proposal on time.

* Contact Contract Services Division immediately at 517-335-5828 if you do not get an auto response.

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
51003 – 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.)
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 developed and submitted in accordance with the latest Consultant/Vendor Selection Guidelines for Services Contracts:

<table>
<thead>
<tr>
<th>RFP SPECIFIC INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ ENGINEERING SERVICES</td>
</tr>
<tr>
<td>☐ BUREAU OF TRANSPORTATION PLANNING</td>
</tr>
<tr>
<td>☐ OTHER</td>
</tr>
</tbody>
</table>

The service was posted on the anticipated quarterly requests for proposals

<table>
<thead>
<tr>
<th>NO</th>
<th>YES</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☒</td>
</tr>
</tbody>
</table>

DATE 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 e-mail address: MDOT-RFP-Response@michigan.gov. Failure to comply with this procedure may result in your bid being rejected from consideration. MDOT reserves the right to reject any and all bids.

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.
PROPOSAL REQUIREMENTS

Proposals must be submitted for this project electronically. Proposal submittal requirements are listed in PART IV – INSTRUCTION FOR SUBMITTING PROPOSALS at the following link: Selection Guidelines for Service Contracts.

FINANCIAL REQUIREMENTS FOR NON-PREQUALIFIED VENDORS

Financial Requirements for Non-Prequalified Consultants/Vendors

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.

DIGITAL SIGNATURE OF CONTRACTS

On January 4, 2018, Contract Services Division implemented the use of CoSign as the exclusive software for digitally signing all consultant contracts and consultant contract related documents. All other digital signing methods are no longer accepted.

Prior to using CoSign, all external partners must apply for a free digital signature user account by submitting a MDOT Digital Signature Certificate Request Form.
At a minimum, the insurance types and limits identified below, may be required from the selected consultant, prior to contract award.

<table>
<thead>
<tr>
<th>Required Limits</th>
<th>Additional Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Commercial General Liability Insurance</strong></td>
<td></td>
</tr>
<tr>
<td>Minimal Limits:</td>
<td></td>
</tr>
<tr>
<td>$1,000,000 Each Occurrence Limit</td>
<td></td>
</tr>
<tr>
<td>$1,000,000 Personal &amp; Advertising Injury Limit</td>
<td></td>
</tr>
<tr>
<td>$2,000,000 General Aggregate Limit</td>
<td></td>
</tr>
<tr>
<td>$2,000,000 Products/Completed Operations</td>
<td></td>
</tr>
<tr>
<td>Consultants must have their policy endorsed to add “the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees, and agents” as additional insureds</td>
<td></td>
</tr>
<tr>
<td><strong>Automobile Liability Insurance</strong></td>
<td></td>
</tr>
<tr>
<td>Minimal Limits:</td>
<td></td>
</tr>
<tr>
<td>$1,000,000 Per Occurrence</td>
<td></td>
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<tr>
<td><strong>Workers’ Compensation Insurance</strong></td>
<td></td>
</tr>
<tr>
<td>Minimal Limits:</td>
<td></td>
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<tr>
<td>Coverage according to applicable laws governing work activities.</td>
<td></td>
</tr>
<tr>
<td>Waiver of subrogation, except where waiver is prohibited by law.</td>
<td></td>
</tr>
<tr>
<td><strong>Employers Liability Insurance</strong></td>
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</tr>
<tr>
<td>Minimal Limits:</td>
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</tr>
<tr>
<td>$500,000 Each Accident</td>
<td></td>
</tr>
<tr>
<td>$500,000 Each Employee by Disease</td>
<td></td>
</tr>
<tr>
<td>$500,000 Aggregate Disease</td>
<td></td>
</tr>
<tr>
<td><strong>Professional Liability (Errors and Omissions) Insurance</strong></td>
<td></td>
</tr>
<tr>
<td>Minimal Limits:</td>
<td></td>
</tr>
<tr>
<td>$1,000,000 Per Claim</td>
<td></td>
</tr>
</tbody>
</table>

The Insurer shall provide at least thirty (30) days written notice of cancellation. The Prime Consultant will be responsible to verify subconsultant(s) compliance with MDOT’s insurance requirements.
Michigan Department of Transportation

SCOPE OF SERVICE
FOR
SPECIALTY SERVICES
Transportation Systems Management and Operations

CONTROL SECTION(S): N/A

JOB NUMBER(S): N/A

PROJECT LOCATION:
The project is located statewide

PROJECT DESCRIPTION:
In January 2020, the Michigan Department of Transportation (MDOT) will publish its fourth version of the living document “MDOT Transportation Systems Management and Operations (TSMO) Implementation and Strategic Plan”. This plan is supported by five TSMO business cases tailored to key, Michigan stakeholders (available at: www.michigan.gov/tsmo). To further advance the work to date, the MDOT TSMO Implementation and Strategic Plan - and its associated planning documents and action plans - will need ongoing updates, additions, workshops, maintenance, and will require consultant support to continue progress already made, strengthening the culture and technical knowledge to further institutionalize TSMO within MDOT.

ANTICIPATED SERVICE START DATE: April 1, 2020

ANTICIPATED SERVICE COMPLETION DATE: March 31, 2023

PRIMARY PREQUALIFICATION CLASSIFICATION(S): N/A

SECONDARY PREQUALIFICATION CLASSIFICATION(S): N/A

PREFERRED QUALIFICATIONS:
Firms with greater than 5 years of experience involving TSMO related projects

Engineer expertise

The engineer’s responsibilities will include (but not limited to):

Managing scheduled revisions of the existing Transportation Systems Management and Operations (TSMO) Implementation and Strategic Plan and updating project materials to reflect advancements of TSMO in Michigan

Managing the technical aspects of TSMO traffic safety and reliability strategies that fit within the context of MDOT’s TSMO strategic plan and program planning.

Creating original content to advance TSMO strategies in the State
Conducting and facilitating outreach and engagement discussions on advancing TSMO

Synthesizing national best practices as they relate to and advance the TSMO goals of MDOT

Ensuring quality control on all delivered work products.

**DBE REQUIREMENT:** 0%

**MDOT PROJECT ENGINEER MANAGER:**

Steven J. Cook, P.E.
Engineer of Operations & Maintenance
Michigan Department of Transportation
TSMO Division
6333 Lansing Road
Lansing, MI 48917
cooks9@michigan.gov
Office: (517) 636-4094
Cell: (517) 204-3099
Fax: (517) 636-5745

**PRODUCTS/DELIVERABLES:**

**Task 1: Project Management**

- Provide project management
- Organize and document bi-monthly status calls (including the documentation of meeting minutes and running action items).

**Task 2: Plan Maintenance and Support**

- Provide technical support and documentation review.
- Compile Business Area and Commonality Area action plan updates.
- Expand/modify the TSMO Implementation and Strategic Plan as necessary.
- Provide updates/changes to TSMO Implementation and Strategic Plan based on MDOT progress, national best practices, AASHTO community goals/outcomes and NOCoE activities.
- Support recommendations for rollout of the Plan to the Department.
- Support Business Area progress, as needed, for each of the ten Business Area leads.
- Support Commonality Area action plans and provide assistance in advancing overarching actions.

**Task 3: Support Greater Institutionalization of TSMO in Michigan**

- Support Department-wide TSMO development (i.e. Business and Commonality recommendation needs).
- Generate TSMO Business Case updates/changes, as needed.
Task 4: Provide Support and Materials

- Provide outreach, updates, and awareness building materials and support to MDOT Regions, FHWA, MPOs, Local Agencies, and partners (e.g., workshops, presentations and outreach materials).
- Convene working group of DOT TSMO staff, DOT planners and regional partners (MPOs, local governments, and others as determined by the PM) to generate TSMO consensus and collaboration on cross-jurisdictional needs that support TSMO program planning and strategic initiatives. Determine stakeholder priority action items and suggested activities to support actions. Review examples from peer states/regions and Planning for Operations guidance from FHWA/AASHTO regarding integration of TSMO into the statewide and regional planning and programming processes.
- Link effort to national best practices and AASHTO Committee on TSO & Maintenance initiatives.
- Prepare whitepapers, summaries, and presentations as needs to convert and communication deliverables as determined by the PM for a variety of audiences & stakeholders of TSMO.

BACKGROUND

A TSMO is an integrated program that optimizes the performance of existing multimodal infrastructure through implementation of systems, services, and projects to preserve capacity and improve the security, safety, and reliability of the transportation system. The program is based on measuring performance; actively managing the multimodal transportation network. The main goal of TSMO is to provide more efficient use of existing transportation resources by implementing strategies, deploying technologies, and integrating systems to address freeway and arterial congestion, improve safety and mobility, and encourage sustainability. These strategies incorporate actions such as access management, transit management, safety programs, Information Technology Service (ITS), and modernization. TSMO language has been included in both the MDOT SLRP and STIP to better understand and accommodate the TSMO project programming and planning process.

In January 2020 MDOT will publish its fourth version of the living document “MDOT Transportation Systems Management and Operations (TSMO) Implementation and Strategic Plan”. This plan is supported by five TSMO business cases tailored to key, Michigan stakeholders (all documents available at: www.michigan.gov/tsmo). Further, these documents are supported by a series of living, internal action matrices that identify and track priority actions across MDOT’s 10 primary TSMO Business Areas (BAs) and 5 Commonality Areas (CAs) managed on an internal ProjectWise site. The TSMO Plan, business cases, and matrices were all the result of collaboration across the agency working together in workshops, work sessions, and work product development activities.
To further advance the work to date, the MDOT TSMO Implementation and Strategic Plan - and its associated planning documents and action plans - will need ongoing updates, additions, workshops, maintenance, and will require consultant support to continue progress already made, strengthening the culture and technical knowledge to further institutionalize TSMO within MDOT. Work planned on this support effort includes an update of the plan. This update will require support to the various teams to update action matrixes, ensure version control for the project repository of documents, and updating and reissuing the Plan as Version 5 (2021) and 6 (2022). This phase of the project will also entail additional outreach and awareness building with MDOT partners, stakeholders, MPOs, and local agencies. To accomplish this the team will develop materials and organize logistics for workshop(s), to be held in one or more locations in Michigan to provide outreach and awareness building to the seven regions, MPOS, Local Agencies, and our partners to further the institutionalization of TSMO. These workshops will educate stakeholders on MDOT TSMO activities and opportunities to advance operations.

It was recommended to not overlook the importance of several other dimensions that should be considered as placeholders and resources for potential action as the Implementation Plan was carried out, especially in relation to developing the business case for TSMO and making connections to other strategic planning exercises, these include:

- Performance Measurement – focus on data collection as inputs into the TSMO Plan, as well as in response to the requirements developed in the FHWA Moving Ahead for Progress in the 21st Century (MAP-21)
- USDOT ITS Joint Project Office (JPO) Connected Vehicle Pilot Deployment Program, region and national pilot deployments
- Organization and Staffing – need to establish TSMO as a core department program
- Culture – build MDOT staff awareness of what TSMO is among those who support or complement it (i.e., planning and program integration, etc.)
- Coordination with MDOTs’ Organizational Strategic Plan, MDOT Strategic Operations Plan, MDOT ITS Strategic Plan, MDOT Connected Vehicle Strategic Plan
- AASHTO Committee on Transportation System and Operations (TSO)
- AASHTO Committee on Maintenance
- AASHTO National Operations Center of Excellence (NOCoE)
- National Cooperative Highway Research Program related to TSMO projects
- Other State DOTs, Local Agencies, MPOs, etc. that have deployed TSMO strategic plans and related activities
QUESTIONS

Questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any question(s) must be asked as least five working days prior to the proposal due date and time. All questions and the answers will be placed on the MDOT website as soon as possible after receipt of the question(s). The name of the vendor submitting the question(s) will not be disclosed.

CONSULTANT RESPONSIBILITIES:

A. Develop and Maintain Schedule

Consultant(s) shall provide information on their internal method for scheduling and controlling the project to the Project Manager.

B. Manage Subconsultants

Consultant will coordinate, manage, and monitor the performance of subconsultants. The subconsultant coordination meetings will be conducted on an as needed basis.

C. Prepare Progress Reports and Invoices

The Consultant Team will prepare monthly progress reports in a format that will include a summary of the work conducted on each task during the previous month, the work anticipated for the upcoming month, problems encountered and required MDOT actions.

D. Conduct Quality Assurance/Quality Control (QA/QC) Activities

This task includes conducting QA/QC of all interim and major deliverables. Documents will be checked for format, grammar/etc., understandability, readability, accuracy, etc. All plan comments and revisions will be documented and tracked.

E. Maintain Project Records and Files

The Team will maintain and organize project records, correspondence, files and deliverables for access by MDOT.

F. Coordination with other MDOT Initiatives

MDOT Organizational Strategic Plan, MDOT Implementation & Strategic Plan, MDOT ITS Strategic Plan, MDOT Connected Vehicle Strategic Plan.

MDOT RESPONSIBILITIES:

MDOT shall:

A. Provide notice to proceed
B. Provide primary point of Contact

C. Complete project scheduled tasks

D. Grant and assist with site access

E. Provide documentation of existing equipment

F. Communicate project changes

G. Assist with coordinating access, schedules, partners, infrastructure and telecommunication system that MDOT may have available to complete the deliverables described

**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 applied fixed fee. The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

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.

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). 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
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.