

NOTICE TO SUBMITTERS

Interested parties are required to use MDOT's eProposal system to submit a proposal for Request for Proposal (RFP) Requisition 3455, "Advanced Automotive and Smart Mobility Safety and Operational Solutions for Border Crossings". [Consultant Advisory 2020-4 Consultant Proposal Changes](#) details how to access the eProposal site where the RFP is posted and how to register for MiLOGIN.

The RFP Requisition 3455 is located under Specialty Services and Proposals are due 9/13/2021. Interested parties **must** submit their proposal through the online link located with the posting through eProposal. Any questions should be directed to the Project Manager via email at Muellerm2@michigan.gov. All questions, answers and the most current RFP will be posted within the eProposal web system.

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR PROPOSAL

	REQUISITION NUMBER 3455	DUE DATE 09/13/21	TIME DUE noon est
MDOT PROJECT MANAGER Michele R. Meszler- Mueller	JOB NUMBER (JN) 124107PE and TBD	CONTROL SECTION (CS)	

DESCRIPTION

Advanced Automotive and Smart Mobility Safety and Operational Solutions for Border Crossings

MDOT PROJECT MANAGER: Check all items to be included in.

WHITE = REQUIRED

** = OPTIONAL

Check the appropriate Tier in the box below

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.

<input checked="" type="checkbox"/> TIER II (\$250,000-\$1,500,000)	<input type="checkbox"/> TIER III (>\$1,500,000)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Understanding of Service **
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Innovations
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Organizational Chart
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
N/A	<input type="checkbox"/>	Quality Assurance/Quality Control **
<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	<input type="checkbox"/>	Presentation **
N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)
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 shall be uploaded to e proposal at <https://milogintp.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

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](#).

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 e proposal 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

(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.

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 ensure that current financial information, in accordance with the Financial Requirements for Non-Prequalified Consultants / Vendors, is on file and accepted with MDOT's Office of Commission Audits. This information must be on file and accepted for the prime vendor and all sub vendors prior to a contract award. **Form 5100J is required with proposals for all non-prequalified firms performing services on this project**

Qualification Based Selection - Use the [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.

Best Value – Use the [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 <https://milogintp.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 Revised

[2/2020 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](#).

MDOT INSURANCE UPDATED 3.9.17

At a minimum, the insurance types and limits identified below, may be required from the selected consultant, prior to contract award.

Required Limits	Additional Requirements
Commercial General Liability Insurance	
<u>Minimal Limits:</u> \$1,000,000 Each Occurrence Limit \$1,000,000 Personal & Advertising Injury Limit \$2,000,000 General Aggregate Limit \$2,000,000 Products/Completed Operations	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
Automobile Liability Insurance	
<u>Minimal Limits:</u> \$1,000,000 Per Occurrence	
Workers' Compensation Insurance	
<u>Minimal Limits:</u> Coverage according to applicable laws governing work activities.	Waiver of subrogation, except where waiver is prohibited by law.
Employers Liability Insurance	
<u>Minimal Limits:</u> \$500,000 Each Accident \$500,000 Each Employee by Disease \$500,000 Aggregate Disease	
Professional Liability (Errors and Omissions) Insurance	
<u>Minimal Limits:</u> \$1,000,000 Per Claim	

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 Project Manager

CONTROL SECTION: Various

JOB NUMBER: 124107PE

POTENTIAL PROJECT LOCATIONS:

Detroit/Windsor International Bridge Crossings, the Detroit/Windsor Tunnel in Detroit, MI, the International Bridge in Sault Ste Marie, MI the Ambassador Bridge in Detroit, MI, and the Blue Water Bridge Crossing in Port Huron, MI.

WORK DESCRIPTION:

To provide: Advanced automotive and smart mobility safety and operational solutions for border crossings.

This work consists of providing engineering specialty services to:

- 1) Identify and outline the potential economic, social, and environmental benefits that could result from increased collaboration between Ontario and Michigan around technologies, solutions, and innovation in the automotive and mobility sector.
- 2) Determine multi-modal safety, operational and mobility challenges that exist at various international border crossings for bidirectional traffic and determine which advanced automotive and smart mobility technology solutions, deployments and/or applications can help resolve these challenges and optimize performance from a safety, efficiency, and flow perspective. The consultant will conduct quantitative and qualitative research at each international border crossing listed above, to identify safety, operational and mobility issues that are specific to each border crossing. In addition, the consultant will prepare and facilitate a Concept of Operations document to present these findings and collect stakeholder inputs. The consultant will identify and quantify the potential Economic, Societal and Environmental benefits as well as Regulatory considerations in a written report. In the final project report, the consultant shall provide the background narrative, identify the recommended advanced automotive and smart mobility technology deployments, and provide the high-level roadmap steps needed to support the establishment of a cross-border testbed or sandbox.

The Consultant will be required to team with a Canadian based consulting team with knowledge of Canadian assets and relevant experience with advanced automotive and smart mobility solutions. To carry out the work the United States and Canadian consulting firms must use appropriate qualified Licensed Professional Engineers in State of Michigan and/or Province of Ontario based on their respective areas. The Consultant will also work with other agencies and/or entities as directed by the MDOT Project Manager.

CONSULTANT SERVICE TASKS:

The Consultant will provide engineering specialty services for the research and development of multi-modal advanced automotive and smart mobility solutions, including safety, operational and mobility solutions at bidirectional international border crossings. The Consultant's activities may include, but not be limited to, the following support activities as directed by the MDOT Project Manager:

1. Research, Analysis and Report

- A. Compile available datasets for safety and mobility analysis related to bidirectional international border crossings. Review available data from MDOT and other publicly available datasets including but not limited to SEMCOG, data from associated cities at border crossings, including the City of Detroit and City of Windsor, AVIN, Ontario Ministry of Transportation (MTO), Transport Canada, etc. Depending on the proposed technology solutions, additional stakeholders may be identified during the study.
- B. Conduct analysis of available traffic, safety, and mobility data to understand challenges related to bidirectional traffic at the international border crossings. Analysis should include the following data (but is not limited to)
 - a. Traffic volumes for passenger and commercial (AADT and CAADT)
 - b. Crash data/Collision Data
 - c. Traffic congestion
 - d. Border wait times.
 - e. Daily and seasonal variations in traffic flows
 - f. Data from trusted traveler programs (i.e., Fast Express Expansion Reports)
 - g. Other applicable datasets
 - h. Additional road user, SEMTOC operator, and U.S. Customs and Border Protection survey outreach
- C. Evaluate existing technologies at all road and water networks in/out of the border crossing all crossing footprints and determine synergies with current and future technologies.
- D. Provide report summarizing the potential economic, social, and environmental benefits that could result from increased collaboration between Ontario and Michigan around technologies, solutions, and innovation in the automotive and mobility sector as well as data analysis, identified border crossing challenges and potential opportunities for review and consideration. The report should consider the promotion of sustainable transportation opportunities, as well as requirements for the alignment of ITS and infrastructure standards and aspects relating to cybersecurity and privacy.
 - a. Host up to 6 stakeholder meetings to discuss potential opportunities and identify preferred ideas.
- E. Develop a Concept of Operations document for border crossing technologies.
- F. Develop Requirements Document outlining opportunities and recommended next steps.

2. Application Recommendations

- A. Provide recommendations for application and technology deployments that could alleviate safety, congestion, and mobility challenges at Border Crossings.
- B. Identify parameters and requirements necessary for deployment of recommended applications and technologies.
- C. Identify and Evaluate Use Cases/Scenarios
 - a. Urban Mobility
 - b. First/Last Mile Solutions
 - c. Urban Logistics
 - d. Ground Transportation
 - e. Goods transport/platooning
 - f. Commuter Solutions
 - g. Road Event and Emergency Solutions

3. Economic, Societal, and Environmental Regulatory for Michigan and Ontario

- A. Identify Potential Economic Barriers and Benefits
- B. Identify Potential Societal Barriers and Benefits
- C. Review Regulatory and Policy Barriers and Requirements

4. Roadmap for Implementation Strategy

Utilize the background content, data, and concept of operations to develop a strategic vision and roadmap for establishing a cross-border environment for the deployment and testing of advanced automotive and smart mobility solutions to improve bi-directional mobility, safety, operations, and to drive economic growth and investment opportunities in the Great Lakes region.

5. International Coordination

- A. The Consultant will be required to work with international partners, stakeholders and government employees as directed by the MDOT Project Manager

ANTICIPATED SERVICE START DATE: September 1, 2021

ANTICIPATED SERVICE COMPLETION DATE: December 31, 2022

DBE PARTICIPATION REQUIREMENT: N/A

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

N/A

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

N/A

PREFERRED QUALIFICATIONS AND CRITERIA (FOR NON-CLASSIFIED SERVICES):

The Consultant is required to have and demonstrate related work experience in the areas of advanced automotive and smart mobility technologies and solutions, including connected and automated vehicles. The Consultant Project Manager shall be an engineer licensed in the State of Michigan or Province of Ontario with relevant experience in Intelligent Transportation Systems (ITS), Connected and Automated Vehicles, Systems Engineering and Design Services.

The Consultant Project Manager shall be an employee of the primary consulting firm responding to the Request for Proposals (RFP) and not a sub consultant or Consultant. The proposal shall include designation of staff representing project management roles, which will also include a strong leadership role (i.e., Co-PM) from the other consulting party that is not the prime.

MDOT PROJECT MANAGER:

Michele Mueller
Michigan Department of Transportation
Metro Region Office
18101 W. Nine Mile Road
Southfield, MI 48075
Email: muellerm2@michigan.gov
Tel: (248) 431-1443

GENERAL INFORMATION:

The terms “advanced automotive and smart mobility solutions” used herein includes a broad range of electronics, telecommunications, computing, and information technologies that when applied to the transportation infrastructure and vehicles, they support the use of vehicle-to-vehicle (V2V) and vehicle-to-infrastructure (V2I) communications and automated systems to improve the safety and mobility of the transportation system and its users.

The Consultant shall furnish all services and labor necessary to conduct and complete the 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 or AVIN), 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 and AVIN consistent with applicable professional standards.

The services described herein are financed with public funds. The Consultant shall comply with all applicable federal, state, provincial laws, rules, and regulations in United States, Michigan and Ontario. The Consultant must adhere to all applicable OSHA, OHSA, and MIOSHA safety standards, including the appropriate traffic signs for the activities and conditions for this job and adherence to the Personal Protective Equipment (PPE) standards.

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.

Unless approved otherwise by the MDOT Project Manager, support activities on this project will require Weekly tracking of hours by task and provided to the Project Manager.

All materials submitted in response to this Request for Proposals (RFP) become the property of MDOT and Ontario. Proposals and supporting materials will not be returned to Consultants. MDOT reserves the right to reject any or all proposals.

CONSULTANT RESPONSIBILITIES:

The Consultant must adhere to all applicable OSHA, OHSA, and MIOSHA safety standards, including the appropriate traffic signs for the activities and conditions for this job and perform field operations in accordance with the Department’s Personal Protective Equipment (PPE) policy as stated in the MDOT Guidance Document #10118.

Meet with the MDOT Project Manager and AVIN Project Manager to review project, location of data sources and contact persons, and review relevant MDOT operations. The Consultant shall review and clarify project issues, data needs and availability, and the sequence of events and team meetings that are essential to complete the design by the project plan completion date. Attention shall be given to critical target dates that may require a large lead time.

MDOT and AVIN RESPONSIBILITIES:

MDOT Project Manager, in collaboration with AVIN Project Manager, shall provide the Consultant with all relevant documentation and/or available datasets needed to complete the tasks assigned and approved by the MDOT Project Manager.

- A. Schedule and/or conduct the following:
 - 1. Project related meetings.
 - 2. Stakeholder engagement meetings

- B. Make decisions or provide input for the following items:
 - 1. Review and approve all budget and schedule aspects.

CONSULTANT PAYMENT - Milestone:

Compensation for this project shall be on a **milestone** basis. Compensation shall be divided into payments for the completion of a portion of the services (deliverables). An example would be:

Design Survey	20%
Base Plans	25%
Preliminary Plans	25%
Final Plans	20%
Final Deliverable Package	<u>10%</u>
Total Service	100%

The MDOT Project Manager may authorize payment if a milestone is delayed due to circumstances beyond the Consultant's control.

All billings for services must be directed to the Department and follow the current guidelines. The latest copy of the "[Professional Service Reimbursement Guidelines for Bureau of Finance and Administration](#)" is available on MDOT's website. This document contains instructions and forms that must be followed and used for billing. Payment may be delayed or decreased if the instructions are not followed.

For Canadian services, all billings must be directed to the Ontario Centre of Innovation (OCI). OCI adheres to the [Broader Public Sector Accountability Act \(BPSAA\)](#) which is available on the Government of Ontario's website. For information and instructions on billing, please contact OCI's Finance Department at controller@oc-innovation.ca.

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.