

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 Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

## RFP SPECIFIC INFORMATION

BUREAU OF HIGHWAYS

BUREAU OF TRANSPORTATION PLANNING \*\*

OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO

YES

DATED \_\_\_\_\_

THROUGH \_\_\_\_\_

**Prequalified Services** – See page \_\_\_ of 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 Required with Proposal)**

**Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

**For all Qualifications Based Selections**, the section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**\*\*For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (see address list, page 2). The priced proposal must be submitted in a sealed envelope, clearly marked "**PRICE PROPOSAL.**" The vendor's name and return address **MUST** be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

**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.

**Qualifications Review / 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 and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

**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

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked "**SEALED BID.**" The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

**PROPOSAL SUBMITTAL INFORMATION**

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER	PROPOSAL/BID DUE DATE	TIME DUE
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**PROPOSAL AND BID SHEET MAILING ADDRESSES**

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

MDOT Project Manager

MDOT Other

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

**Lansing Regular Mail****OR****Lansing Overnight Mail**

Secretary, Contract Services Div - B470  
Michigan Department of Transportation  
PO Box 30050  
Lansing, MI 48909

Secretary, Contract Services Div - B470  
Michigan Department of Transportation  
425 W. Ottawa  
Lansing, MI 48933

Contract Administrator/Selection Specialist  
Bureau of Transportation Planning B470  
Michigan Department of Transportation  
PO Box 30050  
Lansing, MI 48909

Contract Administrator/Selection Specialist  
Bureau of Transportation Planning B470  
Michigan Department of Transportation  
425 W. Ottawa  
Lansing, MI 48933

**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 four (4) 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

The following two American Recovery and Reinvestment Act of 2009 (ARRA) notifications, **ARRA MONTHLY EMPLOYMENT REPORTS** and **REQUIRED CONTRACT PROVISIONS TO IMPLEMENT AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) SECTIONS 902 AND 1515**, are attached to this Request For Proposal for your understanding. These two notifications are only applicable for those projects/contracts funded with ARRA funds and will be included in contract Exhibits.

**MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION**

**5100D** – Request for Proposal Cover Sheet

**5100G** – Certification of Availability of Key Personnel

**5100I** – Conflict of Interest Statement

**5100J** - Consultant Data and Signature Sheet (Required only for Non-Prequalified Work)

**(These forms are not included in the proposal maximum page count.)**

**Michigan Department of Transportation**

**SCOPE OF SERVICE  
FOR  
SPECIALTY SERVICES**

Technical Training to Michigan Transit Agencies on  
Cost Reduction Strategies

**CONTROL SECTION(S):** N/A

**JOB NUMBER(S):** N/A

**PROJECT LOCATION:** Statewide

**DESCRIPTION OF WORK:**

To assist MDOT and the transit industry in developing and implementing practices that reduce operating and/or administrative costs while maintaining service levels and service quality.

**ANTICIPATED START DATE:** July 2011

**ANTICIPATED COMPLETION DATE:** September 2011

**DBE REQUIREMENT:** N/A

**PRIMARY PREQUALIFICATION CLASSIFICATION(S):**

None

**SECONDARY PREQUALIFICATION CLASSIFICATION(S):**

None

**CONTACT INFORMATION**

Marcele Edington, Project Manager  
Bureau of Passenger Transportation  
(517) 373-7645  
email: edingtonm@michigan.gov

Questions regarding this scope shall be submitted in writing to the Project Manager by e-mail.

## **BACKGROUND**

Currently, there are 78 local transit formula agencies throughout the state that share \$166 million a year in state operating assistance.

A formula agency is a local agency or authority that receives state operating assistance (i.e., state formula assistance) as a percentage of their eligible operating expenses. These 78 transit agencies also receive capital funds from MDOT to match federal transit capital grants.

- About 36 are authorities created under one or more state laws and the remainder are a city or county department.
- Most of the agencies (about 40) provide service within a single county, either all or a large portion of the county.
- In 11 counties (not including Wayne), there is more than one formula agency<sup>1</sup>

While each agency does its best to meet the needs of the local community and are good stewards of public dollars; the level of state financial assistance available to each agency is declining. There is growing concern that future state (and possibly local) resources will be insufficient to maintain the existing system. In addition, there are plans for adding new regional and rapid transit to several urban areas and these new services will compete with the existing local bus network for state operating assistance and capital match. Despite its value and effectiveness, the existing system may not be sustainable in its current configuration.

The initial, immediate response must be the local efforts to increase the cost-efficiency of the existing system. This project will assist local transit agencies to identify and implement cost reduction practices, including but not limited to:

- Consolidation of transit agencies
- Consolidation of operations with other local government agencies
- Reductions in operation costs in areas of labor, fuel, insurance, maintenance or other
- Reductions in capital costs
- Increased efficiencies as a result of service changes, use of technology or other

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<sup>1</sup> Examples: In Calhoun County, formula agencies include the cities of Battle Creek and Marshall. In Midland County, both the city and the county are formula agencies and provide dial-a-ride service. In Berrien County, there are four formula agencies - city demand response services provide by Buchanan, Niles, and the Twin Cities Authority and the county supplements with service in the out-county areas. In Allegan County, there are two formula agencies, the Interurban Transit Authority serves Cities of Saugatuck and Douglas and Saugatuck Twp and the county provides service along major road corridors, excluding the ITA service area. In Houghton County, both the cities of Hancock and Houghton are formula agencies and provide community level service.

## **DELIVERABLES**

### **1. Possible Best Practices**

The consultant will conduct research to identify best practices that have been used in Michigan and as needed, throughout the nation in the last five years that have resulted in documented cost savings. The best practices should then be evaluated to identify not less than 10 but up to 20 that can be easily transferred to Michigan transit agencies based on the consultants understanding of Michigan transit operations. Develop an initial list aligning each best practice with those Michigan transit agencies that may benefit the most from implementation of the practice.

### **2. Prepare Case Studies/Implementation Guides and Implementation Worksheet**

Develop a common outline for the content of a case study/implementation guide for each best practice. Content should include but not be limited to:

- i. Profile of the agency that implemented the practice
- ii. Before and after conditions
- iii. Detailed description of the best practice
- iv. Methods used by the implementing agency to document results, including cost savings
- v. Key factors that were present for success
- vi. Methods for implementing the best practice at a Michigan transit agency, including technical, administrative, political, and financial factors that need to be addressed
- vii. Methods for the Michigan transit agency to use to document results, including cost savings

Upon MDOT and steering committee approval of the content/format, prepare study/implementation guide for each best practice. Prepare an implementation worksheet specific to each best practice to be used by a Michigan transit agency to plan the steps to implement the best practice and document the results.

For best practices that originated in Michigan, prepare a brief case study for publication on MDOT's website.

### **3. Workshops and Follow-up**

Plan and deliver three one-day training workshops including all logistics including registration.

At the workshops, the consultant will

- a. Present the case studies with a focus on how to implement at a Michigan transit agency
- b. Organize the agencies into small workgroups around each of the best practices
- c. Facilitate discussion within the small workgroups to allow each agency to develop a draft implementation plans for their selected best practice using the worksheet

- d. Within 30 days of each workshop, each agency will submit their completed implementation worksheet to the consultant and within 30 days from that, the consultant will provide comments to the agency.

#### **4. Final Report**

Prepare a final report that includes the following content:

- Document the process used and the decisions made by the consultant to select best practices
- All case studies/implementation guides
- All materials used in the workshops
- Summary of steps taken to ensure participation at the workshops
- Attendance sheets from the workshops
- Copies of all draft implementation worksheets
- Copies of comments provided to each agency on their worksheets
- Recommended steps for MDOT to support the agencies in implementing the best practices

#### **GENERAL INFORMATION:**

The Consultant shall furnish all materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), 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 the Department consistent with applicable professional standards.

- A.** The Consultant's principal contact with the Department shall be through the designated MDOT Project Manager. The consultant shall notify the MDOT Project Manager and obtain approval of all proposed subcontractors for all work that will not to be performed directly by the consultant.
- B.** The Consultant's principal contact with the transit agencies shall be through the designated Industry Project Manager.
- C.** The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations, including all federal clauses as attached.
- D.** The Consultant agrees to demonstrate knowledge of, and performance in compliance with, the standard practices of the Department; and any and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.

## **CONSULTANT RESPONSIBILITIES:**

**Primary Deliverable:** The consultant shall provide, to the satisfaction of MDOT, three workshops that will assist Michigan transit agencies to adopt selected best practices that will reduce costs and increase efficiencies.

**Meetings:** The consultant will arrange and conduct meetings with MDOT and the project steering team required to carry out the services as may be required by MDOT or the transit agency chair of the project steering team. Consultant shall provide an agenda as well as a project summary including progress, status and outstanding action items, and prepare minutes of all meetings. Consultant will give attention to critical target dates that may require a large lead time. Meetings may be monthly, or as needed by MDOT.

**Progress:** The consultant shall submit monthly progress reports to MDOT. The reports shall include a summary of the work conducted on each task during the previous month, the work anticipated for the upcoming month, problems encountered that require(d) action by MDOT.

**Changes/Extras/Adjustments:** The consultant shall notify MDOT immediately of any unanticipated project conditions and any changes, extras, or adjustment to the contract incurring costs.

**Contentious Issues:** Report any problems, issues, discrepancies, or other items brought to the attention of the consultant. Provide written documentation of the resolution of such issues. Keep MDOT informed of all such issues.

**Consultant Deliverables:** : Collect, properly label or identify, and deliver to MDOT all original diaries, logs, notebooks, accounts, record, reports, other documents, and Project files prepared by the Consultant in the performance of the Agreement, upon completion or termination of the Agreement. Return upon completion or termination of the Agreement, all Specifications, and Manuals, guides, written instructions, and plans, unused forms, and all other documents and materials furnished by MDOT. The Consultant may be responsible for replacing lost documents or materials at a fair and reasonable price.

**Format:** Final document will be in Microsoft Office and will be delivered to MDOT in an electronic format. Documents must be able to be displayed on an 8 ½ x 11 sheet. For the final document, text will be minimized and appropriate graphics utilized in order for the document to be easily understood. The exact format for the plan will be established in previous tasks but will likely be in a three-ring binder or a bound document.

## **MDOT RESPONSIBILITIES:**

MDOT shall furnish to the consultant information about Michigan's transit system that will assist the consultant in selecting best practices most appropriate for Michigan.

Michigan will, on behalf of the consultant, conduct one "MTAP Alert" asking for best practices. This effort will supplement the consultant's research and is not to be considered a primary source of best practice ideas.

MDOT will conduct a review of all interim and major deliverables. Documents will be checked for understandability, readability and accuracy. All plan comments and revisions will be documented and tracked.

MDOT shall provide general monitoring and quality inspection to assure that the study has been completed in reasonable conformance with the requirements and specifications and to determine that the work performed to date by the consultant for services rendered is reasonable and appropriate.

MDOT will help arrange meetings as needed, as well as distribute meeting minutes to appropriate staff.

MDOT will establish a steering committee to assist in selecting best practices.

### **REQUIREMENTS FOR PROPOSAL**

Interested parties should submit proposals which include, at a minimum, the following information:

1. A statement of qualifications and experience: The statement of qualifications and experience should include, at a minimum, a discussion of the availability of necessary expertise and resources to perform the project requirements either within the firm or through the use of subcontractor(s). The proposal should include a detailed listing of personnel anticipated to be assigned to the project and identify the project director, their qualifications and experience.
2. A Statement of past projects with similar expectations and the outcome.
3. A Statement of the time schedule for the services and a narrative description of the services that will be delivered.
4. A discussion of the methods of approach to be taken in conducting the project.
5. A certification of willingness to comply with federal and MDOT regulations, reporting and contracting requirements. (FTA Contract Clauses are attached)
6. Names and qualifications of persons authorized to conduct negotiations.
7. Milestone schedule with associated costs.
8. Derivation of costs.

## **EVALUATION CRITERIA**

The proposals will be evaluated and awarded based on the following technical and cost criteria:

### **1. Qualifications and experience – 35 points**

- Demonstrated ability and experience in delivering training to transit agencies or similar entities
- Demonstrated ability and experience in selecting and evaluating best practices for use by transit agencies or similar entities
- Demonstrated ability and experience in developing methods for evaluating and measuring the results of best practice implementation
- Demonstrated ability to work with a diverse project steering team.
- Demonstrated ability to be flexible in the selection of best practices, development of case studies and delivery of workshops in response to the needs of the Department.
- Sensitive to the different needs and circumstances of the transit industry.

### **2. Quality of Proposal – 35 points**

- Demonstrated understanding of the projects objectives and scope. Include any work item you believe should be added to the scope of services or any work item that is in the current scope of service you believe should be altered to achieve the desired deliverables.
- Demonstration of the understanding of the proposal through submittal of at least two existing case studies (already published) that the consultant believes represent the sort of best practices MDOT is looking for.
- Demonstration of the consultants understanding of the local public transportation services in Michigan.
- Responsiveness to the requirements of the project as set forth in this RFP.

### **3. Quality of the team, presentation and interview (if requested) – 20 points**

- Structure of the Project Team (Personnel and Roles) – Describe the structure of the project team including the roles of all key personnel and if applicable, the subcontractor. For each subcontractor, describe the role in service and include what percent of the named role the subcontract is expected to provide.
- Demonstrated effectiveness of oral and written presentation.
- Staff Service Experience – Provide resumes for each of the key staff of the prime and subcontractor(s). The resume is limited to three (3) pages per key staff member. It should include any current contact information.
- Participation of the project manager, as well as members of the team.

### **4. Price – 35 points**

- Total cost of project

**CONSULTANT PAYMENT - Milestone:**

The type of contract will be lump sum with **milestones** bases. All milestone payment percentages are negotiable except for the Final Deliverable Package. The MDOT Project Manager may authorize payment if a milestone is delayed due to circumstances beyond the consultant’s control. Before payments are processed, milestones will be subjected to approval by the steering and/or advisory team.

Compensation shall be divided into payments for the completion of a portion of the services (deliverables). An example would be:

<b>Completion and approval of Deliverable Number 1</b>	
<b>    Data Collection and Reporting</b>	<b>20%</b>
<b>Completion and approval of Deliverable Number 2</b>	
<b>    Data Validation and Compilation</b>	<b>30%</b>
<b>Completion and approval of Deliverable Number 3</b>	
<b>    Create, Plan and Conduct three 1-day training workshop</b>	<b>30%</b>
<b>Completion and approval of Deliverable Number 4</b>	
<b>    Conduct Follow-Up with Recommendations</b>	
<b>    from each workshop</b>	<b><u>20%</u></b>
<b>Total Service</b>	<b>100%</b>

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.

**CONSULTANT BID SHEET - MILESTONE**

**Consulting Services to Develop and Provide Technical Training to Michigan Transit Agencies on Cost Reduction Strategies in the State of Michigan**

It is required that this bid sheet be completed and submitted with the response to the Request for Proposal. All entries on this page must be handwritten in ink or computer generated. When price is a component of the selection process it will be considered along with several other selection criterion for determining overall score. Priced proposal costs will be required after selection, in accordance with the MDOT Priced Proposal Guidelines ([Guidelines](#)). MDOT reserves the right to reject any or all bids.

**PROJECT DESCRIPTION:**

MILESTONE/DELIVERABLES	PRICE
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**All entries on this page must be handwritten in ink or computer generated.**

**Data Collection & Reporting - Deliverable Number 1**      \$ \_\_\_\_\_

**Data Validation and Compilation**  
 Deliverable Number 2      \$ \_\_\_\_\_

**Create, Plan and Conduct three**  
**1-day training workshop - Deliverable Number 3**      \$ \_\_\_\_\_

**Conduct Follow-Up with Recommendations**  
**from each workshop - Deliverable Number 4**      \$ \_\_\_\_\_

**TOTAL BID PRICE: \$** \_\_\_\_\_

<b>Consultant Name:</b>	
<b>Consultant Signature:</b>	
<b>Consultant Address:</b>	
<b>Date:</b>	

The Michigan Department of Transportation reserves the right to reject any or all bids.