

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

Research Administration Use Only

	REQUISITION NUMBER 1847	DUE DATE 11/30/2015	TIME DUE Noon est
MDOT PROJECT MANAGER Stephen Shaughnessy	JOB NUMBER (JN) TBD		CONTROL SECTION (CS) n/a

DESCRIPTION

Assessment of Michigan's Engineering Safety Programs

Check all items to be included in RFP			Provide only checked items below in proposal
Check the appropriate Tier in the box below			
<input type="checkbox"/> TIER I (\$50,000-\$150,999)	<input checked="" type="checkbox"/> TIER II (\$150,000-\$1,000,000)	<input type="checkbox"/> TIER III (>\$1,000,000)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Understanding of Service
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Past Performance
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Quality Assurance/Quality Control
<input type="checkbox"/>	<input checked="" 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)

The prime consultant must be a Michigan university. The prime consultant/vendor is responsible for the successful completion of the service and is expected to perform at least 40 percent of the services, by dollar value. The basis of payment is Milestone for Universities as defined in standard MDOT contracts.

If your organization is interested in providing services, please indicate your interest by submitting a proposal following the **research guidelines** near the top of MDOT's Request for Proposals Web page at http://www.michigan.gov/mdot/0,1607,7-151-9625_32842-__00.html.

RFP SPECIFIC INFORMATION

Problem Title: Assessment of Countermeasure Gaps, Predictive Crash Analysis and Engineering Safety Programs in Michigan

OR Number: OR15-194

This is Best Value Selection which means the budget amount submitted with the proposal is a component of the proposal score, not the determining factor of the selection.

PROPOSAL SUBMITTAL INFORMATION

PROPOSAL AND BID SHEET EMAIL ADDRESS –

mdot-rfp-response@michigan.gov with a CC to
mdot-research@michigan.gov

GENERAL INFORMATION

Any questions relative to the Research Problem Statement must be submitted by e-mail to:

mdot-research@michigan.gov. Questions must be received by 4 business days prior to the RFP due date at 5:00 p.m. EST. All questions and answers will be placed on the MDOT RFP Web site as soon as possible after receipt of the questions and at least three (3) days prior to the due date listed above. The names of organizations 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 AND RESEARCH FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION:

5100D- Request for Proposal Cover Sheet

Schedule of Research Activities Form- Appendix B

Deliverables Table- Appendix A

5100J- Consultant Data and Presignature sheet is required for signatory on this proposal (Consultants)

Research Proposal Budget Form Worksheet Appendix C (Universities)

Or

Bid Sheet and Budget Exhibits required in [Priced Proposal Guidelines](#) (Consultants)

MANDATORY ELECTRONIC SUBMITTAL

Proposals submitted for this project must be submitted electronically.

The following are Requirements for Electronic Submittals:

- Proposals must be prepared using the most current Research guidelines found at the top of the page- [MDOT – Research Proposal 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.
- 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 with a cc to mdot-research@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 Proposer 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. Proposers 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 for RESEARCH ADMINISTRATION PROPOSALS ONLY:

1. Request for Proposal Cover Sheet Form 5100D
 - A. Consultant Data and Signature Sheet, Form 5100J (if applicable)
2. Understanding of Service
3. Qualifications of Team
4. Past Performance
5. Quality Assurance / Quality Control Plan
6. Location
7. Pricing Documents/Bid Sheet (if applicable)
8. Appendices

Michigan Department of Transportation

SCOPE OF SERVICE FOR RESEARCH SERVICES OR#:15-194

LOCATION: Statewide

WORK DESCRIPTION: Research on Assessment of Countermeasure Gaps, Predictive Crash Analysis and Engineering Safety Programs in Michigan

ANTICIPATED START DATE: March 1, 2016

ANTICIPATED COMPLETION DATE: February 28, 2018

MDOT RESEARCH PROJECT ADMINISTRATION MANAGER:

Stephen Shaughnessy
425 W. Ottawa
Lansing, Michigan 48909
E-MAIL: mdot-research@michigan.gov

GENERAL INFORMATION:

1. PROBLEM TO ADDRESS

Michigan has seen a 36% decline in fatalities since 1995. In 2010, the Michigan Department of Transportation (MDOT) adopted Toward Zero Deaths (TZD) as a strategic area of focus for safety. To continue and accelerate past successes and move TZD forward, an analysis of states making progress in reducing fatal crashes and gap analysis of safety countermeasures not currently used in Michigan, safety impacts of filling gaps, prioritization tool development, training, and an assessment of our current safety program on the trunkline and local systems is required.

2. RESEARCH OBJECTIVES

- Review and synthesize the TZD National Strategy and related strategies.
- Review and synthesize the FHWA Noteworthy Practices database, other engineering databases, and other state and local safety programs and practices.
- Review the current MDOT trunkline and local safety programs to identify gaps and determine the impacts of utilizing new strategies on Michigan's crash profile.
- Identify best practices for selecting and programming safety projects in other state and local agencies.

- Make recommendations to improve Michigan’s safety programs to accelerate reductions in fatal and incapacitating injury crashes on the trunkline and local owned networks.
- Provide training on the new TZD concept, revised tools for prioritizing safety decisions, and benefit/cost analysis.

3. URGENCY AND IMPLEMENTATION BENEFIT TO MDOT

Recommendations from the report will be incorporated into the existing calls for safety projects. Workshops will enhance knowledge and implementation of TZD across Michigan’s engineering discipline.

4. RISKS OR OBSTACLES TO RESEARCH

Acceptance and implementation by local agencies will be a risk associated with modifying the local agency call for safety projects. This risk can be minimized through strategies that include early and frequent involvement from local agencies.

5. DESIRED QUALIFICATIONS IN AN INVESTIGATOR(S)

The ideal team to conduct this research is a university/consultant team knowledgeable of the MDOT trunkline and Local Agency Calls for Safety Projects, MDOT and Local Agency design criteria, and familiarity with the TZD movement nationally and within Michigan.

At least one college statistics course and working experiences under statisticians

CONSULTANT RESPONSIBILITIES:

1. Compile and summarize applicable research in a literature review.
2. Review and synthesize the engineering portions of the TZD National Strategy.
3. Utilize a national crash databases, such as the Fatal Analysis Reporting System (FARS), to determine states that have made recent progress in reducing fatal crashes.
4. Review and synthesize “Zero Goal” strategies developed by state agencies nationally.
5. Combine and utilize the results of major tasks 3 and 4 to determine 4-6 state DOTs to contact and conduct interviews with regarding their TZD strategies and safety program processes. Synthesize results of interviews.
6. Review, conduct interviews with, and synthesize “Zero Goal” strategies developed by 4-6 local agencies nationally.
7. Review and synthesize applicable engineering databases, including but not limited to FHWA’s Noteworthy Practices and the Crash Modification Factors Clearinghouse, in order to determine highly effective engineering treatments not currently used in Michigan.
8. Review and synthesize Michigan local agency needs regarding the current local agency call for projects process, including how to better utilize systemic safety treatments on the local system. This could be accomplished through a focus group, one-on-one interviews with 4-6 agencies, or by other means.

9. Review and conduct interviews on the current MDOT trunkline and local agency safety calls for projects, funding targets, past project selections, time of return (TOR) form, scoring process, before and after studies, and related documents. Synthesize interview results.
10. Utilize the current Michigan Strategic Highway Safety Plan, associated action plans, and major tasks 1-9 to develop a gap analysis and recommend safety strategies that can be further deployed.
11. Collect crash data, statewide. Separate and classify crashes by severity, frequency, and jurisdiction including trunkline/local, rural/urban, and others that may apply.
12. Utilize gap analysis and crash data to predict the safety impacts of implementing strategies on crash severity, crash frequency, and across the varying networks including trunkline/local, rural/urban and others that may apply.
13. Provide recommendations to the trunkline and local agency safety calls for projects processes, including but not limited to program development and project selection, to accelerate reductions in fatal and incapacitating injury crashes statewide.
14. Develop a tool and user guide for MDOT, local agencies, and consultants to prioritize safety countermeasures identified in major task 10 based on life cycle cost benefit analysis. Modifications to existing tools may be proposed.
15. Recommend changes to and refine the current TOR form to align with current best practices for benefit/cost and Highway Safety Manual (HSM) analyses.
16. Conduct 7 training workshops total on TZD, gap analysis and crash impacts, and new/revised tools tailored to the needs and interests of each of the following key audiences: 1) MDOT, 2) local agencies, and 3) consultants.
17. Develop and deliver draft and final reports.

Failure of any of the above will be found in noncompliance with the contract.

DELIVERABLES:

Milestone documents, submitted per a mutually agreed upon schedule. All milestone documents will also be submitted as part of the final report.

Final report that includes, at a minimum, the following:

- Literature review
- Four synthesis documents (For tasks 2 and 4, 5-7, 8, 9)
- Gap Analysis
- Predictive Crash Analysis
- Recommendations for modifications to MDOT safety program processes, including program development and project selection
- Implementation materials including a one-page summary of the advantages of the proposed local agency call for projects recommendations for elected officials, a 3 to 5-page summary of the advantages for local agency engineers and their consultants, and a 3 to 5-page summary of recommendations and advantages for MDOT management and technical staff.

Prioritization Tool and User Guide

TOR Form

Training Materials including presentation slides, speaker notes, sign in sheets, Continuing Education Certificates, evaluations, and other materials associated with delivery of workshops.

MDOT RESPONSIBILITIES:

- Attend kickoff and quarterly meetings
- Provide recommendations for agencies with zero goals to contact
- Provide information and documentation related to the current trunkline and local calls for safety projects
- Participate in interviews, focus groups, etc.
- Review syntheses, analyses, training materials
- Test tools
- Provide training facilities and support
- Review draft and final reports

COORDINATION PROCEDURES

Work will be completed in compliance with the Research Implementation Manual

CONSULTANT PAYMENT

All billings for services must be directed to the Department and follow the current Research Implementation Manual. 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.

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.

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.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT project manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT project manager.

The basis of payment is Milestone for Universities and Milestone for Consultants as defined in standard MDOT contracts.

PROPOSAL INFORMATION AND SCORING

Formal proposals are required and shall include the information as outlined in these Guidelines. This section is the information required in the proposal that will be used to score the qualifications of each consultant's proposal. The section numbering correlates to the score sheet. Therefore, the consultant should format their proposals consistent with the outline provided.

1. UNDERSTANDING OF SERVICE: 40 POINTS

Describe understanding of the service intended to be proposed. This information is to be based on the scope of services.

Problem Statement and Background Summary- demonstrates good understanding of problem, looks objectively at problem, specifies problem limits and restricts scope appropriately, and cites relevant literature.

Research Plan- cites specific objectives clearly, technical approach responds to all written and implied requirements, difficult areas are identified and details to overcome are given, represents novel idea or technical approach, plan is feasible, and effort is consistent with scope of problem.

Products and Implementation- proposal clearly defines products to be delivered at completion, includes practical, realistic implementation plan.

MDOT Involvement- MDOT involvement is not excessive and is clearly defined and quantified.

2. QUALIFICATIONS OF TEAM: 30 POINTS –

Describe the structure of the project team including the roles of all key personnel and subcontractors. For each subcontractor describe role in service and include what percent of the task that the subcontractor is expected to provide. Provide résumés for each of the key staff of the prime and subcontractor.

Facilities- proposer has adequate access to equipment and/or laboratory required in study.

Staffing- personnel availability is clearly defined, shows a depth of qualified personnel, proposer has ability to manage a project of this size an sufficient resources to complete study, qualifications are directly related to the requirements of the project, plans for specific key personnel assignment included, and there is a reasonable balance between subcontractor and prime contractor.

Statistical Qualification- The required knowledge level for a research team in statistical analyses, if defined, will be in the RFP under the heading DESIRED QUALIFICATIONS IN AN INVESTIGATOR(S).

Proposals not documenting statistical training and experience levels required in the RFP may be classified as non-responsive.

3. RELEVANT PAST PERFORMANCE: 30 POINTS

The project manager will contact references and review relevant performance evaluations from the past 5 years.

Record of past accomplishment- proposer satisfactorily completed past projects, was cooperative and flexible, and ended past projects according to the original budget and time schedule.

4. QUALITY ASSURANCE/QUALITY CONTROL (QAQC) PLAN: 5 POINTS

The proposer provided an outline of a QA/QC process. The QA/QC Manager is experienced with MDOT standards and practices.

5. LOCATION: 5 POINTS

The percentage of work hours performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activity. The combination of location and percentage of work performed in Michigan should not exceed 5 points.

Percentage of Work To Be Done in Michigan Score	
95% to 100%	5
80% to 94%	4
50% to 79%	3
25% to 49%	2
10% to 24%	1
Less than 10%	0

6. PRICE: 40 POINTS

Cost score is based on the lowest cost proposed divided by the current proposer cost multiplied by 40. Lowest bid shall receive 40 points.

TOTAL POINTS: 150

Research Proposal Budget Form Worksheet

Project Title	
Research Organization	
Date	

									FY1	FY2	FY3	FY4	TOTAL	
SALARIES & WAGES -- MUST COMPLY WITH OMB CIRCULAR A-21														
Specify number of hours to be worked and hourly rate for each individual below: Examples of role of individual are Principal Investigator, Technician, Grad Student, etc. Annual wage increases must not exceed 2%														
(role of individual)														
Name of individual														
Enter FY	FY1 rate	FY1 hrs	FY2 rate	FY2 hrs	FY3 rate	FY3 hrs	FY4 rate	FY4 hrs						
rate & hrs									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(role of individual)														
Name of individual														
Enter FY	FY1 rate	FY1 hrs	FY2 rate	FY2 hrs	FY3 rate	FY3 hrs	FY4 rate	FY4 hrs						
rate & hrs									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(role of individual)														
Name of individual														
Enter FY	FY1 rate	FY1 hrs	FY2 rate	FY2 hrs	FY3 rate	FY3 hrs	FY4 rate	FY4 hrs						
rate & hrs									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(role of individual)														
Name of individual														
Enter FY	FY1 rate	FY1 hrs	FY2 rate	FY2 hrs	FY3 rate	FY3 hrs	FY4 rate	FY4 hrs						
rate & hrs									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(role of individual)														
Name of individual														
Enter FY	FY1 rate	FY1 hrs	FY2 rate	FY2 hrs	FY3 rate	FY3 hrs	FY4 rate	FY4 hrs						
rate & hrs									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(role of individual)														
Name of individual														
Enter FY	FY1 rate	FY1 hrs	FY2 rate	FY2 hrs	FY3 rate	FY3 hrs	FY4 rate	FY4 hrs						
rate & hrs									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(role of individual)														
Name of individual														
Enter FY	FY1 rate	FY1 hrs	FY2 rate	FY2 hrs	FY3 rate	FY3 hrs	FY4 rate	FY4 hrs						
rate & hrs									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub-Total Salary & Wages									\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FRINGE BENEFITS -- MUST COMPLY WITH OMB CIRCULAR A-21

Indicate Employee, appropriate negotiated rate for each and description of who the rate applies to.
 (e.g. - Sam Smith, 25%, Summer Faculty. The rate is negotiated between the university and it's cognizant agency

Name									
(Rate Description)									
(% rate)	FY1	FY2	FY3	FY4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Name									
(Rate Description)									
(% rate)	FY1	FY2	FY3	FY4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Name									
(Rate Description)									
(% rate)	FY1	FY2	FY3	FY4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Name									
(Rate Description)									
(% rate)	FY1	FY2	FY3	FY4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Name									
(Rate Description)									
(% rate)	FY1	FY2	FY3	FY4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Name									
(Rate Description)									
(% rate)	FY1	FY2	FY3	FY4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Name									
(Rate Description)									
(% rate)	FY1	FY2	FY3	FY4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub-Total Fringe Benefits					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

SUBCONTRACTOR -- MUST COMPLY WITH OMB CIRCULAR A-21

A copy of the subcontractor's budget must be attached. An MDOT approved subcontract is required for subcontractor costs in excess of \$25,000 prior to payment of invoices that contain subcontractor work. List all subcontractors on a separate line.

Subcontractor Name & Amt.									\$0.00
Subcontractor Name & Amt.									\$0.00
Sub-Total Subcontractor					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

TRAVEL -- MUST COMPLY WITH OMB CIRCULAR A-21

Must be in accordance with IDS contract requirements.

In-State Travel (Destinations within Michigan)

Provide a separate table itemizing costs.

									\$0.00
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Out-of-State Travel (Prior approval required)

Provide a separate table itemizing costs.

									\$0.00
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Sub-Total Travel					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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