



MICHIGAN  
DEPARTMENT OF TRANSPORTATION

University Region and City of Lansing

REQUEST FOR QUALIFICATIONS

INSTALLATION OF DYNAMIC MESSAGE SIGNS, CCTV  
CAMERAS, MICROWAVE VEHICLE DETECTION  
SYSTEMS, ENVIRONMENTAL SENSORS,  
COMMUNICATIONS TOWER, AND TRAFFIC SIGNAL  
COMMUNICATION DESIGN-BUILD PROJECT

JULY 28, 2010

*Addenda 1*

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University Region and City of Lansing ITS Deployment**

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**Appendix 1 - Forms**

- 5100D RFQ - Statement of Qualifications Cover Sheet
- 5100G RFQ - Certification of Availability of Key Personnel & Changes to Key Personnel
- 5100I RFQ - Conflict of Interest Statement

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## **1.0 INTRODUCTION AND GENERAL INFORMATION**

The Michigan Department of Transportation (MDOT), is requesting Statements of Qualifications (SOQs) from entities, referred herein as “Submitters”, interested in submitting Proposals for the University Region of MDOT and the City of Lansing for the design and construction related services in conjunction with the design and installation of Dynamic Message Signs (DMSs), CCTV Cameras, Microwave Vehicle Detection System (MVDS), Environmental Sensors, Communications Tower and Traffic Signal Communication along I-96, US-127 and various corridors within the City of Lansing.

### **1.1 Abbreviations**

AA	Affirmative Action
ARRA	American Recovery and Reinvestment Act
ATMS	Advanced Traffic Management System
CCTV	Closed Circuit TV Camera
CFO	Chief Financial Officer
CFR	Code of Federal Regulations
DBE	Disadvantaged Business Enterprise
DB	Design-Build
DMS	Dynamic Message Sign
DOT	Department of Transportation
EDT	Eastern Daylight Time
EEO	Equal Employment Opportunity
ESS	Environmental Sensor Stations
MCL	Michigan Compiled Laws
MDOT	Michigan Department of Transportation
MVDS	Microwave Vehicle Detection System
MhZ	Megahertz
PE	Professional Engineer
RFP	Request for Proposals
RFQ	Request for Qualifications
RWIS	Road Weather Information System

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SOQ	Statement of Qualifications
STOC	Statewide Traffic Operations Center
TOC	Traffic Operations Center

## 1.2 Definitions

**Key Personnel** – means personnel of submitter’s team who will effectively manage various aspects of the Contract in a quality, timely, and effective manner in compliance with environmental requirements and integrate the different parts of its organization collectively and with MDOT in a cohesive and seamless manner.

**Major Participant** – means any of the following entities: all general partners or joint venture members of the Submitter; all individuals, persons, proprietorships, partnerships, limited liability partnerships, corporations, professional corporations, limited liability companies, business associations, or other legal entity however organized, holding (directly or indirectly) a 10% or greater interest in the Submitter; any subcontractor(s) that will perform work valued at 10% or more of the overall contract amount; the lead engineering/design firm(s); and each engineering/design sub-consultant that will perform 20% or more of the design work.

**Proposal** – means the information submitted by the Proposer in response to the RFP, including any revisions thereto.

**Proposer** – means a Person submitting a Proposal for the Project in response to the RFP after they have been short-listed.

**Statement of Qualification (SOQ)** – means the information prepared and submitted by a Submitter in response to this RFQ.

**Stipend** – means amount paid to Proposer not chosen as the successful Proposer and receives a rating of “pass” and an overall quality rating of at least Acceptable for all evaluation factors in the RFP.

**Submitter** – means a Person submitting a Statement of Qualifications for the Project in response to this RFQ.

**Substantial Completion** – means the date [certified](#) by MDOT on which the project is complete to the extent it can be used for its intended purpose in accordance with [contract](#) documents.

## 1.3 Procurement Process

MDOT will use a two-phase procurement process to select a Design-Builder to deliver the Project. This Request for Qualifications (RFQ) is issued as part of the first phase to solicit information in the form of SOQs. MDOT will evaluate the SOQs to determine which Submitters are the most highly qualified to successfully deliver the Project as detailed in this RFQ. MDOT intends to short-list three (3) of the most highly qualified Submitters offering SOQs. In the event that there are less than three (3) Submitters,

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MDOT may cancel or re-advertise the Project.

MDOT, as part of the second phase of the procurement, will issue a RFP for the Project to the short-listed Submitters only. The short-listed Submitters will be eligible to submit Technical and Price Proposals in response to the RFP for the Project. Each short-listed Submitter that submits a Proposal in response to the RFP is referred to herein as a "Proposer." MDOT will award a contract for the Project to the Proposer offering a responsive Proposal providing the Best Value to MDOT as defined by the evaluation criteria. MDOT will pay a stipend in the amount of \$10,000 to the unsuccessful proposers.

#### **1.4 Project Goals**

The Purpose of this Project is to design and construct Dynamic Message Signs (DMSs), CCTV Cameras, Microwave Vehicle Detection System (MVDS), Environmental Sensors, Communications Tower and Traffic Signal Coordination along I-96, US-127 and various corridors within the City of Lansing. The DMSs, CCTV Cameras, environmental sensors and communications tower will be part of an integrated system that will provide traveler information to the traveling public to help aide in operations and to help improve safety. In addition, the project includes establishing center-to-center communication between MDOT and the City of Lansing, utilizing MDOT-owned fiber-optic cable, infrastructure, and Statewide ATMS. Mobility shall also be maintained during construction of the proposed improvements and the Submitter shall provide a solution compatible within the Project setting and within the Project budget.

The following goals have been established for the Project:

- A) Safety - Provide a safe Project area for the traveling public and workers during execution of the Project;
- B) Budget - Complete the Project within MDOT's established budget;
- C) Quality - Provide a high quality Project that minimizes future maintenance;
- D) Mobility - Minimize impacts to traffic;
- E) Schedule:
  - 1) Begin construction by the Spring of 2011;
  - 2) Achieve Substantial Completion of construction for MDOT project elements by November, 2011 (see Section 2.2);
  - 3) Achieve Substantial Completion of construction for City of Lansing project elements by April 2012 (see Section 2.2);
  - 4) See Section 2.3 for the Procurement Schedule.

#### **1.5 Submitter Information**

All information regarding this RFQ, including addenda and responses to questions received, will be

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posted at the following website: [www.michigan.gov/designbuild](http://www.michigan.gov/designbuild). It is the responsibility of the Submitter to check the website to obtain the latest information.

If an entity intends to submit a Proposal as part of a team, the entire team is required to submit a single SOQ as a single Submitter.

## **2.0 BACKGROUND INFORMATION; RFQ PROCESS**

### **2.1 Project Description; Scope of Work**

The following Project scope is provided for the Submitter to assist in assembling a qualified Design-Build Team with the required expertise to successfully complete the Project. The design, construction, and Project Management for this Design-Build project will be the responsibility of the Design-Build team. The Design-Build team will adhere to all MDOT guidelines, standards, and specifications as will be called for in the RFP. It is MDOT's intentions to allow flexibility in design and construction to accommodate processes, procedures, and innovative techniques that are preferred by the Design-Build team, as long as they are consistent with site conditions; good engineering practices; context sensitive solutions; the environmental decisions documents and permits; other standards, guidelines, procedures to be identified in the RFP and MDOT's project specific goals.

It is anticipated that this Project will be environmentally cleared as a categorical exclusion. Each site location will be environmentally cleared for approximately 500 feet on either side of the identified device. The Design-Builder may choose to move a site location within the environmentally cleared limits; however soil borings at the new location would be required. All new proposed locations outside of the environmentally cleared areas will require MDOT review and approval, as well as obtaining environmental clearance at the Design-Builder's own expense. In either case, the Design-Builder will be responsible for ensuring the new site locations adhere to the requirements outlined in the Contract Documents.

The Project is located in MDOT's University Region and the City of Lansing, and includes seven (7) primary elements:

- A) Design and Installation of a hybrid (wireline/wireless) communication network in MDOT's University Region and the City of Lansing, in compliance with the provided communication concepts.
- B) Design and Installation of DMS at locations along I-96 and US-127 in MDOT's University Region;
- C) Design and Installation of CCTV Cameras at locations along I-96 and US-127/I-496 in MDOT's University Region;
- D) Design and Installation of MVDS at locations along I-96 and US-127/I-496 in MDOT's University Region;

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- E) Design and Installation of environmental sensors along I-96 and US-127/I-496 in MDOT's University Region;
- F) Design and Installation of a communications tower;
- G) Design and Installation of a traffic signal communication system for the City of Lansing, consisting of fiber optic interconnect, tie-in to existing City network locations and system integration.

**2.1.1 Hybrid (wireline/wireless) Communication Network**

The Design-Build team will design and construct a hybrid communication network, consisting of wireline and wireless infrastructure along I-96 and US-127 for MDOT's ITS field devices and within the City of Lansing for the signalized intersections. The network footprint will extend along I-96 from approximately the Webberville exit to the US-127 Interchange and along US-127 from approximately I-69 to the I-96 Interchange. The network footprint within the City of Lansing will extend along various corridors throughout the City. In addition, a center-to-center connection shall be established between the MDOT's STOC and the City of Lansing's TOC.

The Design-Build team's communication network design must be in compliance with the provided communication concept. The communication design will enable end-to-end communication for the project's ITS field devices and head-end software applications.

A conceptual communication design will be provided to identify MDOT's and the City of Lansing's intent. The Design-Build team is required to design a communication system which is in compliance with the conceptual communication concept provided. The Design-Build team will be provided with field device, agency facility, and tower locations and existing conduit details.

The Design-Build team will be expected to work with MDOT, City of Lansing, DTMB and Statewide ATMS vendor (Delcan) to provide a fully functional and integrated ITS system.

MDOT's communication system details:

- Communication along I-96 between College Road and Meridian Road is expected to be wireline, fiber-optic cable, utilizing existing MDOT conduit on the westbound side of the freeway.
- Communication along I-96 between College Road and the I-96 and US-127 Interchange is expected to be wireline, fiber-optic cable, designed and constructed under this project.
- Communication from towers to all other ITS field devices is expected to be unlicensed point-to-point or point-to-multipoint wireless.
- Communication from towers to Mason Building (530 W Allegan St. Lansing, MI 48933) is expected to be point-to-point licensed wireless.
- Communication between the Mason Building and MDOT's STOC is expected to be wireline (fiber-optic cable), utilizing MDOT's existing infrastructure and/or service contracts. The Design-Build team will be expected to provide equipment and services inside the Mason Building

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to establish a connection to MDOT's existing network. All other required equipment, services and connections will be existing and/or provided by others.

- The head-end ATMS software application is expected to be the Statewide ATMS and provided by others. The Design-Build team, working with the Statewide ATMS vendor (Delcan), will be expected to provide services demonstrating full command/control of the devices deployed under this project.

City of Lansing's communication system:

- Communication along corridors is expected to be fiber optic cable. Corridor interconnect will terminate at City network locations, including Fire Station #9 and City's Radio Lab.
- Fiber optic interconnect will carry communications to/from each intersection controller, and to new 4-channel video encoders installed at intersections with video detection.
- Work at additional city network locations include making provisions for future wireless links to other interconnected intersections throughout the City. This work includes performing wireless path analysis, and installing mounting hardware and power service on building rooftops. Communication between agency facilities is expected to be wireline (fiber-optic cable), utilizing existing MDOT and/or City of Lansing's infrastructure and/or service contracts.
- The head-end signal control software application (as applicable) is expected to be existing and/or provided by others.

Center-to-Center connection details:

- Communication between the MDOT STOC and City of Lansing TOC is expected to be established utilizing MDOT-owned existing fiber-optic cable, infrastructure, and/or service contracts, and Statewide ATMS software. All equipment, services and connections will be existing and/or provided by others. The Design-Build team will be expected to work with MDOT, City of Lansing, DTMB and Statewide ATMS vendor (Delcan) to ensure a fully functional and integrated ITS system by demonstrating field-to-center and center-to-center communication using the Statewide ATMS application.

The Design-Build team shall provide all necessary services and equipment (and associated ancillary components) to successfully complete both design and construction of fully operational communication networks.

### **2.1.2 Dynamic Message Signs**

The Design-Build team will design and construct up to four (4) DMS along I-96 from approximately the Webberville exit to the US-127 Interchange and along US-127 from approximately I-69 to the I-96 Interchange. The DMSs will provide traveler information to the traveling public to help aid in operations and to help improve safety.

All DMS locations will be new and utilize large freeway, walk-in type signs. All DMSs will be procured and provided by the Design-Build team.

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The Design-Build team will be responsible for ensuring that DMS locations adhere to the necessary sight distance requirements, confirm the adequacy of right-of-way, proper clear zones, confirm and provide power, and provide communication network connectivity. Communication to signs is expected to be hybrid wireline or wireless. The Design-Build team shall provide all necessary services to successfully complete both design and construction of fully operational DMS sites (and associated support structure, ITS Cabinet, and ancillary equipment).

**2.1.3 CCTV Cameras**

The Design-Build team will design and construct up to six (6) CCTV cameras along I-96 from approximately the Webberville exit to the US-127 Interchange and along US-127 from approximately I-496 to the I-96 Interchange. The CCTV cameras will enable MDOT Operations to monitor and visually verify roadway conditions, identify incidents, and improve incident management and response along these corridors.

All CCTV camera locations will be new and utilize 88'+ mounting heights and camera lowering devices. All CCTV cameras will be procured and provided by the Design-Build team.

The Design-Build team will be responsible for ensuring that CCTV camera locations adhere to the necessary sight distance requirements, confirm the adequacy of right-of-way, proper clear zones, confirm and provide power, and provide communication network connectivity. Communication to cameras is expected to be hybrid wireline or wireless. The Design-Build team shall provide all necessary services to successfully complete both design and construction of fully operational CCTV camera sites (and associated pole, ITS Cabinet, and ancillary equipment).

**2.1.4 Microwave Vehicle Detection System**

The Design-Build team will design and construct up to five (5) MVDS along I-96 from approximately the Webberville exit to the US-127 Interchange and along US-127 from approximately I-496 to the I-96 Interchange. The MVDS will enable MDOT Operations to identify roadway conditions based on vehicle travel speeds, volumes and occupancy, improving incident management and response along these corridors.

All MVDS locations will be new and co-located with the CCTV camera/pole locations. All MVDS will be procured and provided by the Design-Build team.

For each MVDS location, the Design-Build team will be responsible for ensuring that MVDS locations adhere to the necessary sight distance requirements, mounting height requirements, confirm the adequacy of right-of-way, and proper clear zones. All MVDS are expected to be co-located with the CCTV camera locations for power and communication. The Design-Build team shall provide all necessary services to successfully complete both design and construction of fully operational MVDS sites (and ancillary equipment).

**2.1.5 Environmental Sensors**

The Design-Build team will design and construct up to seventeen (8) Environmental Sensors at locations along I-96 from approximately the Webberville exit to the US-127 Interchange and along US-127 from

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approximately I-496 to the I-96 Interchange. The environmental sensors will provide needed weather information to MDOT to aide in the safe operation of the MDOT facilities.

All environmental sensor locations will be new and co-located with the CCTV camera/pole locations. All environmental sensors will be procured and provided by the Design-Build team.

For each sensor location, the Design-Build team will be responsible for ensuring compliance with the Federal Highway Administration's (FHWA) RWIS ESS Siting Guidelines, have adequate right-of-way, and proper clear zones. All environmental sensors are expected to be co-located with the CCTV camera locations for power and communication. The Design-Build team shall provide all necessary services to successfully complete both design and construction of fully operational environmental sensor sites (and associated RPU and ancillary equipment).

**2.1.6 Communications Tower**

The Design-Build team will design and construct one (1) communication tower at the I-96 and US-127 Interchange. The communication tower will serve as the enabling infrastructure for the project's communication system, establishing end connectivity to ITS field devices and the communication backhaul to MDOT's STOC. The communication tower's minimum height will be determined by the Design-Build team's communication design and account for an additional 40 feet extension for future system expansion and growth.

All communication tower locations will be new. No external buildings will be required (shelter or generator facilities). All communication towers will be procured and provided by the Design-Build team.

For each tower location, the Design-Build team will be provided with site locations that provide a maximum one (1) quarter mile range for placement of the tower. The Design-Build team will be responsible for ensuring that tower locations adhere to the necessary height and line-of-sight/distance requirements for the communication design, confirm the adequacy of right-of-way, proper clear zones, and confirm and provide power. Communication from the tower to all ITS field devices is expected to be unlicensed point-to-point or point-to-multipoint wireless. Communication from the tower to MDOT's STOC is expected to be point-to-point licensed wireless. The Design-Build team shall provide all necessary services to successfully complete both design and construction of fully operational tower sites (and associated ancillary equipment).

**2.1.7 Traffic Signal Communications System**

The Design-Build team will design and construct a traffic signal communications system using fiber optic cable within the City of Lansing. The traffic signal communications system will enable the City's Traffic Operations to monitor and verify traffic conditions, identify incidents, and improve incident management and response along these corridors through video detection camera images and controller interfaces.

All traffic signal locations are existing and being upgraded and integrated to a centralized signal system. The Design-Build Team shall provide temporary software running on a laptop to test upload/download to each intersection, and to verify video images from each video detection camera. For video, this software may be the encoder manufacturer's viewing software, or any other publicly available free software such

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as VLC or Apple QuickTime.

It is anticipated that Design-Build team will be provided with site locations and intersection as-builts and/or a current list and configuration of equipment. The Design-Build team will be responsible for ensuring that intersections adhere to the necessary traffic signal operation and design standard requirements, confirm and provide power, and provide communication network connectivity. Communication to intersections is expected to be fiber optic cable. The Design-Build team shall provide all necessary services to successfully complete both design and construction of the system that will enable communications with existing intersection controllers and new video encoders at project intersections.

## 2.2 Maximum Time Allowed

MDOT anticipates substantial completion of the Project by November 2011 (MDOT project elements) and April 2012 (City of Lansing project elements). The RFP will detail the requirements for acceptance and completion of the Project.

## 2.3 Procurement Schedule

The deadline for submitting RFQ questions and for the SOQ are stated below. MDOT also anticipates the following additional procurement milestone dates. This schedule is subject to revision by the RFP and addenda to this RFQ.

**TABLE 1: PHASE 1 – REQUEST FOR QUALIFICATIONS (RFQ)**

RFQ Informational Meeting*	August 17, 2010
Deadline for submitting RFQ questions	August 18, 2010
Deadline for Addenda	August 18, 2010
SOQ due date and time	12 Noon, August 20, 2010
Evaluation of SOQs	August 23 – 27 , 2010
Anticipated Notification of short-listed Submitters	August 30, 2010

- RFQ Informational meeting will be held at 10:00 am at the Horatio S. Earle Learning Center

**TABLE 2: PHASE 2 ANTICIPATED SCHEDULE– REQUEST FOR PROPOSALS**

Anticipated Issuing of RFP to short-listed Submitters	September 1, 2010
Proposal and Scoring Process Meeting	September 8, 2010
ATC One on One Meetings	September 20 – 24, 2010 by appointment October 4 – 8, 2010 by appointment

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**TABLE 2: PHASE 2 ANTICIPATED SCHEDULE– REQUEST FOR PROPOSALS**

Deadline for submitting RFP questions	October 8, 2010
Deadline for Addenda	October 15, 2010
Technical Proposals due	October 29, 2010
Evaluation of Technical Proposals	November 1 – November 17, 2010
E-proposal bid opening	November 18, 2010
Notice to Proceed	December 2010

## **2.4 Inquiries and General Information**

All questions regarding the Project must be in written form submitted through e-mail to the MDOT Project Manager listed below. Questions shall be received by the date indicated in Table 1 at 12 noon EDT. Questions will not be accepted by phone. Questions must include the requestor’s name, address, e-mail address, telephone and fax numbers, and the Submitter they are representing. All such questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of the entity submitting questions will not be disclosed. **The employees and representatives of the Submitter may not contact any MDOT staff (including members of the selection team) other than the MDOT Project Manager, or someone he/she designates in writing, to obtain information on the Project. Such contact may result in disqualification.**

Name Collin Castle  
Project Manager  
Michigan Department of Transportation

E-mail: [castlec@michigan.gov](mailto:castlec@michigan.gov)

### **2.4.1 Addenda to the RFQ**

If it becomes necessary to revise any part of the RFQ, addenda will be posted on the MDOT website by no later than the date identified above.

### **2.4.2 News Releases**

Any news releases pertaining to this RFQ or the services, study, data or project to which it relates will not be made without prior written MDOT approval, and then only in accordance with the explicit written instructions from MDOT.

### **2.4.3 Disclosure**

Except as otherwise stated, all information in a Submitters SOQ and any contract resulting from this RFQ are subject to disclosure under the provisions of the “Freedom of Information Act,” 1976 Public Act No.

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442, as amended, MCL 15.231, et seq.

**2.5 Anticipated Prequalification Requirements**

**2.5.1 Anticipated Submitter Prequalification Requirements**

More information will be provided in the RFP, where additional prequalification requirements may be added:

- A) Electrical Construction; and

**2.5.2 Designer/Consultant Prequalification Requirements**

- A) Primary:
  - Intelligent Transportation Systems;
- B) Secondary:
  - 1) Road Design;
  - 2) Traffic Signal Design;
  - 3) ~~Complex/Simple Signal Operations~~
  - 4) Surveys;
  - 5) Geotechnical Engineering Services;
  - 6) Structure Design Surveys;
  - 7) Permanent Freeway Traffic Signing Plans; and
  - 8) Maintaining Traffic Plans and Provisions.

**2.6 Submitter and Major Participants**

Contract work amounting to not less than 40 percent of the original total contract price shall be performed by the Submitters own organization unless otherwise approved by MDOT. All work items usually identified as Designated or as Specialty Classifications may be performed by subcontract. The amount of Specialty Classification work performed may be deducted from the original total contract price before computing the amount of work required to be performed by the Submitters own organization. The Submitter's "own organization" shall be construed to include only workers employed and paid directly by the Submitter and equipment owned or rented by the Submitter, with or without operators.

Lead engineering/design firm(s) cannot be proposed on more than one (1) Submitters Design-Build team and each Submitter must designate only one (1) Lead engineering/design firm. All Submitters that

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include the same Lead engineering/design firm will have their SOQ's rejected.

**2.7 MDOT Consultant/Technical Support**

MDOT has retained Parsons Brinckerhoff Michigan, Inc. to provide guidance in preparing and evaluating this RFQ, the RFP and advice on related financial, contractual and technical matters.

**2.8 Conflicts of Interest**

The Submitter is directed to 23 CFR 636.116, Conflict of interest requirements. Each Major Participant shall complete Form 5100I RFQ certifying that the entity has read and understands MDOT's policy regarding conflict of interest. If the information provided discloses a conflict, MDOT will review the information and provide a written determination of whether the Submitters interest(s) creates an actual or potential organizational conflict of interest. MDOT will identify any actions that must be taken to avoid, neutralize, or mitigate such conflict.

The Submitter is prohibited from receiving any advice or discussing any aspect relating to the Project or the procurement of the Project with any person or entity with an organizational conflict of interest, including, but not limited to, Parsons Brinckerhoff Michigan, Inc, HNTB, Inc; Wilcox Professional Services, Inc. and URS Corporation. Such persons and entities are prohibited from participating in any Submitter organization relating to the Project.

The Submitter agrees that, if after award, an organizational conflict of interest is discovered, the Submitter must make an immediate and full written disclosure to MDOT that includes a description of the action that the Submitter has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, MDOT may, at its discretion, cancel the design-build contract for the Project. If the Submitter was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MDOT, MDOT may terminate the contract for default.

**2.9 Changes to Organizational Structure**

All changes to Key Personnel after the short-list has been identified must be approved by MDOT in writing by submitting Form 5100G RFQ. MDOT may revoke an awarded contract if any Key Personnel or Major Participant identified in the SOQ is removed, replaced or added without MDOT's written approval. To qualify for MDOT approval, the written request must document that the proposed removal, replacement or addition will be equal to or better than the Key Personnel or Major Participant provided in the SOQ. MDOT will use the criteria specified in this RFQ to evaluate all requests. Form 5100G RFQ must be submitted to MDOT's Project Manager as described in Section 2.4.

**2.10 Equal Employment Opportunity**

The Submitter will be required to follow both State of Michigan and Federal Equal Employment Opportunity (EEO) policies.

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**2.11 Disadvantaged Business Enterprises**

It is the policy of MDOT that Disadvantaged Business Enterprises (DBEs), as defined in 49 CFR Part 26, and other small businesses shall have the maximum feasible opportunity to participate in contracts financed in whole or in part with public funds. Consistent with this policy, MDOT will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise be discriminated against in connection with the award and performance of any U.S. Department of Transportation (DOT)-assisted contract because of race, color, national origin, sex or disability. MDOT has established a DBE program in accordance with regulations of the DOT, 49 CFR Part 26. In this regard, the Submitter will take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that DBEs have the maximum opportunity to compete for and perform the contract. Additional DBE requirements will be set forth in the RFP.

MDOT has determined that the Project **will not** have a required DBE goal.

**3.0 SOQ SUBMITTAL REQUIREMENTS**

This section describes specific information that must be included in the SOQ.

**3.1 Introduction and Submittal Information**

Provide a one-page cover letter stating the official name, address, business type (e.g., corporation, partnership, joint venture) and roles of the Submitter and each Major Participant. A single point of contact for the Submitter shall be identified with an address, telephone and fax numbers, and e-mail address. This person shall be responsible for correspondence to and from the organization and MDOT. MDOT will send all Project-related communications to this contact person. Authorized representatives of the Submitter organization must sign the letter. If the Submitter is a joint venture, the joint venture members must sign the letter. If the Submitter is not yet a legal entity, the Major Participants must sign the letter. The letter must certify the truth and correctness of the contents of the SOQ. This information will be used to identify the Submitter and its designated contact, and will be reviewed on a pass/fail basis only and not as part of the qualitative assessment of the SOQ.

All SOQs must be received no later than 12 noon. EST on the day specified in Table 1.

The SOQs must be clearly identified and marked “Confidential” and be enclosed in sealed containers. Late submittals will not be considered and will be returned unopened to the address indicated on the cover of the package. Submittal address:

Michigan Department of Transportation  
Attention: Kathy Hulley  
Design Division, VanWagoner Bldg  
425 W. Ottawa  
Lansing, MI 48809

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**3.2 Understanding of Project and Service (30 points)**

Provide a synopsis demonstrating the Submitters understanding of the physical description of the Project, probable impacts, and potential issues affecting the Project. Also describe your understanding of the services needed to successfully complete the Project, any innovations to be incorporated, Quality Assurance/Control and safety programs intended to be proposed by the Design-Build Team.

**3.3 Qualifications of Team (40 points)**

**3.3.1 Structure of the Project Team**

Describe the roles of all Key Personnel, Major Participants and identified subcontractors. Include what percent of the named role that the entity is expected to provide. The Contractor's design firm must be listed as a major participant.

Provide a communication plan of how the team will communicate and resolve issues.

**3.3.2 Submitter Experience**

Describe similar ITS and Traffic Signal Communications projects the Submitter has completed or participated in (if the Submitter is not yet existing or is newly formed, please explain) and projects each Major Participant has managed, designed and/or constructed. For projects in which several of the proposed Major Participants were involved, the Submitter may provide a single project description clearly identifying all Major Participants that were involved. Highlight experience relevant to the Project the Submitter/Major Participants have gained. This experience should be concentrated within the last five (5) years. Cite projects with levels of scope comparable to that anticipated for the Project. Describe the experiences that could apply to the Project.

Each project description must include the following information:

- A) Name of the project and either the owner's contract number or state project number;
- B) Owner's Construction Engineer and Design Engineer for this Project, address and current telephone and fax numbers;
- C) List of Key staff proposed in the SOQ who were involved, in the project and what their roles were;
- D) Dates of design, construction, management and/or warranty periods;
- E) Description of the work or services provided and percentage of the overall project actually performed; and
- F) Description of scheduled completion deadlines and actual completion dates.

MDOT may elect to use the information provided above as a reference check.

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**3.3.3 Organization Chart**

Provide an organizational chart(s) showing the flow of the “chain of command” with lines identifying participants who are responsible for major functions to be performed and their reporting relationships, in managing, designing and building the Project. The chart(s) must show the functional structure of the organization down to the design discipline leader or construction superintendent level and must identify Key Personnel, defined by this RFQ by name. Identify the Submitter and all Major Participants in the chart(s).

**3.3.4 Resumes of Key Personnel**

Resumes of Key Personnel shall be provided as Appendix A – Resumes of Key Personnel to the SOQ. Resumes of Key Personnel shall be limited to two (2) pages per person and will not be counted towards the overall SOQ page limit. If an individual fills more than one (1) position, only one (1) resume is required. The listing below describes the minimum key personnel for the Project (Key Personnel); others may be added by the Submitter.

- A) Key Personnel:
  - 1) Submitters Project Manager;
  - 2) Project Construction Superintendent;
  - 3) Construction Quality Control Manager;
  - 4) Design Manager;
  - 5) Design Quality Manager;
  - 6) Design ITS/Civil Engineer; and
  - 7) Lead Systems Engineer/Integrator
  - 8) Lead Traffic Signal Engineer;
- B) Include the following items on each Key Personnel’s resume:
  - 1) Relevant licensing and registration;
  - 2) Years of experience performing similar work, including work as part of a design-build team;
  - 3) Length of employment with current employer; and
  - 4) Actual work examples, including projects, project dates, duties performed, percent of time on the job and contacts.

**3.3.5 Minimum Qualifications**

Key Personnel will be evaluated, in part, based on the extent they meet and/or exceed minimum

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qualifications including, but not limited to, relevant education, training, certification, and experience. The following provides minimum qualifications of the Key Personnel assigned to the Project. Any certifications required to meet the requirements of the RFQ shall be in place by the time the first notice to proceed is issued. Key Personnel, except as noted, may perform Work in more than one (1) position in the organization.

**3.3.5.1 Submitters Project Manager**

Submitters Project Manager will be responsible for the overall design, construction, quality management and contract administration for the Project. The Submitter shall at all times provide a Project Manager, who will:

- A) Have full responsibility for the execution of the Work;
- B) Act as agent and be a single point of contact in all matters on behalf of the Submitter;
- C) Be present (or its Approved designee will be present) at the Site at all times that Work is performed; and
- D) Have authority to bind the Submitter on all matters relating to the Project.

Must have a minimum of five (5) years of recent experience managing the design and/or construction of highway and/or ITS projects. Design-Build experience beneficial.

**3.3.5.2 Project Superintendent**

The Project Superintendent must be on site during all construction activities.

Must have at least five (5) years of recent experience in highway and/or ITS construction and testing. Design-Build experience beneficial.

**3.3.5.3 Construction Quality Control Manager**

The Construction Quality Control Manager must work under the direct supervision of Submitters Project Manager. It must be the responsibility of the Construction Quality Control Manager to manage the Proposer's assigned Quality Control functions. This person must not be assigned any other duties or responsibilities on the Project, and will be required to be available whenever any construction activities are being performed.

The Construction Quality Control Manager shall have the authority to stop any and all work that does not meet the standards, specifications or criteria established for the Project.

Must have at least five (5) years of recent experience overseeing the inspection and materials testing on multi-faceted highway or bridge construction projects with ITS components. Design-Build experience beneficial.

**3.3.5.4 Design Manager**

The Design Manager shall manage and deliver the Project design to the satisfaction of MDOT in

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accordance with the contract documents.

The Design Manager shall be responsible for ensuring that the overall project design is completed and that all design criteria are met.

The Design Manager must be on site whenever critical design activities are being performed.

The Design Manager must work under the direct supervision of Submitters Project Manager.

Must have at least five (5) years of recent experience in managing the design of ITS projects. Recent experience with the design of ITS systems for MDOT is preferred. Must be a registered PE in the State of Michigan.

**3.3.5.5 Design Quality Manager**

The Design Quality Manager (DQM) shall be responsible for the quality of the design elements of the Project. The DQM may not be part of the design production team but may be an employee of the designer.

Must have no less than five (5) years of total design engineering experience on projects with similar scope and complexity.

Must be a registered PE in the State of Michigan. This position is required for the entire duration of all design activities on the Project.

**3.3.5.6 Design ITS/Civil Engineer**

The Design ITS/Civil Engineer shall be responsible for leading the design of the physical infrastructure of the systems, including placement of the device, identifying and specifying functional requirements of the devices, design of the supporting infrastructure (poles, sign supports, conduit, fencing, maintenance pull-out, guardrail, etc), required site improvements and utility coordination. This person should have familiarity with standards for civil engineering design, and with production of design plans and special provision documents.

Must have at least five (5) years of recent experience in design of ITS projects. Recent experience with preparing ITS designs for MDOT is preferred.

Must be registered as a PE in the State of Michigan.

**3.3.5.7 Lead Systems Engineer/Integrator**

The Lead Systems Engineer/Integrator shall be responsible for ensuring that all communication systems and infrastructure, Environmental Sensors, DMS, CCTV, and MVDS installed by the Design-Build team are fully functioning systems and are fully integrated into the appropriate MDOT or City of Lansing systems. The Lead Systems Engineer/Integrator will be responsible for leading the design, installation, integration and testing of all technology systems, including ITS devices, related software, electrical systems and communications system.

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Must have at least five (5) years of recent experience in the design and integration of ITS systems. Recent ITS design and integration experience with MDOT is preferred.

Registration as a professional engineer in the State of Michigan preferred

**3.3.5.8 Lead Traffic Signal Design Engineer**

The Lead Traffic Signal Design Engineer shall be responsible for ensuring that all traffic signal work designed and installed by the Design-Build team is fully functioning and fully integrated into the appropriate City of Lansing systems. The Lead Traffic Signal Design Engineer will be responsible for leading the design, installation, integration and testing of all systems, including electrical systems and communications system.

Must have at least five (5) years of recent experience in the design of Traffic Signal systems.

Registration as a professional engineer in the State of Michigan required.

**3.4 Past Performance (30 points)**

MDOT will take into account performance evaluations by MDOT for similar ITS and Traffic Signal Communications projects. The Design-Build team must provide at least one reference from a similar ITS or Traffic Signal Communications project. The project identified by the Design-Build team does not have to be a design-build projects. The final evaluation will take into account performance by all Major Participants submitted.

**3.5 Legal and Financial**

The information required in response to Section 3.5 shall be submitted as Appendix B – Legal and Financial. Information provided in response to these sections will not count towards the overall page limitation defined in Section 5.2. Information required by this section will be evaluated on a pass/fail basis.

**3.5.1 Acknowledgment of Clarifications and Addenda**

Identify all clarifications and addenda were reviewed by firm by number and date.

**3.5.2 Organizational Conflicts of Interest**

The required information for Conflicts of Interest shall be submitted with the 5100I RFQ Conflict of Interest Form. Refer to Section 2.9 of this RFQ.

In cases where Major Participants on different Submitter organizations belong to the same parent company, each Submitter must describe how the participants would avoid conflicts of interest through the qualification and Proposal phases of the Project.

**3.5.3 Financial Capacity Information**

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The Submitter shall update the financial information provided for MDOT Pre-Qualification if significant changes have arisen since the last audited financial statement on file with MDOT. If there have been no significant changes, a letter from the CFO or Treasurer confirming No Changes is required. The Submitter will have demonstrated ability to provide required bonds and guarantees (if required) and meet other financial requirements of undertaking and completing the work.

**3.5.4 Forms**

The submitter shall complete the forms included in Appendix to the RFQ submitted as Appendix C:

- A) 5100D RFQ Statement of Qualifications Cover Sheet or letter with the same information;
- B) 5100G RFQ Certification of Availability of Key Personnel & Changes to Key Personnel;  
and
- C) 5100I RFQ Conflict of Interest Statement.

**4.0 EVALUATION PROCESS**

**4.1 SOQ Evaluation**

MDOT will initially review the SOQs for responsiveness to the requirements of this RFQ. The information in the SOQ will then be measured against the evaluation criteria stated in Section 4.2.

**4.1.1 SOQ Evaluation and Scoring**

MDOT will evaluate all responsive SOQs and measure each Submitter's response against the Project goals and evaluation criteria set forth in this RFQ, resulting in a numerical score for each SOQ. MDOT plans to use the following criteria:

- A) Section 1 - Understanding of Project and Service (30 Points):
  - 1) Understanding of Project Scope;
  - 2) Understanding of the Services needed for the Project;
  - 3) Understanding of safety concerns;
  - 4) Summary of Quality Assurance/Quality Control program (this will not be scored separately);
  - 5) Any proposed innovations; and
  - 6) Understanding of impacts on the adjacent communities and traveling public.
- B) Section 2 - Qualifications of Team (40 Points):

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- 1) Effective project management structure;
  - 2) Effective project management and interaction with MDOT or other entities;
  - 3) Effective utilization of personnel;
  - 4) Experience on projects of similar scope and complexity;
  - 5) Experience with timely completion of comparable projects;
  - 6) Experience with on-budget completion of comparable projects;
  - 7) Experience with integrating design and construction activities;
  - 8) Experience of team members working together;
  - 9) Owner/client references;
  - 10) Team members with experience and qualifications that are relevant to the Project scope; and
  - 11) Key management/staff experience, capabilities and functions on similar projects.
- C) Section 3 - Past Performance (30 Points):
- 1) Past performance of each Major Participant.
- D) Appendix A – Resumes of Key Personnel to the SOQ.
- E) Appendix B – Legal and Financial (Pass/Fail):
- 1) Submitters SOQ response shall be completely based on the RFQ requirements. A non-responsive or partially non-responsive SOQ missing required information may result in a “fail”.
- F) Appendix C - Forms (Pass/Fail)
- 1) Submitter shall complete the required forms in their entirety.

#### **4.1.2 Determining Short-listed Submitters**

MDOT will first evaluate each SOQ for pass/fail criteria. Those SOQ’s receiving a pass score will be evaluated and scored. MDOT will total the scores for each responsive SOQ and prepare a ranked list of Submitters. MDOT intends to short-list three (3) of the most highly qualified Submitters.

MDOT reserves the right, in its sole discretion, to cancel this RFQ, issue a new RFQ, reject any or all SOQs, seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFQ, seek and receive clarifications to an SOQ and waive any deficiencies, irregularities or technicalities in considering and evaluating the SOQs.

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This RFQ does not commit MDOT to enter into a contract or proceed with the procurement of the Project. MDOT assumes no obligations, responsibilities and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred by the parties responding to this RFQ. All such costs shall be borne solely by each Submitter. MDOT reserves the right, in its sole discretion, to not issue the RFP.

**4.1.3 Notification of Short-listing**

Upon completion of the evaluation, scoring and short-listing process, MDOT will send the list of short-listed Submitters and scores in accordance with out Vendor Selection Procedures.

**4.2 Debriefing**

All scores will be posted on MDOT's website in conjunction with the posting of the short-list. No submitter names will be provided; however, each Submitter will receive their individual score sheet from MDOT via facsimile or e-mail within two (2) working days of the scores and selection results being posted. Informal feedback may be provided via phone or email at the discretion of the Project Manager. No debriefings will occur prior to the award of the contract.

**4.3 Reimbursement/Costs**

No stipends will be paid for submitting SOQs. All costs for responding to this RFQ shall be borne by each Design-Build team submitting a SOQ.

**5.0 SOQ SUBMITTAL REQUIREMENTS**

The following section describes requirements that all Submitters must satisfy in submitting SOQs. Failure of any Submitter to submit their SOQ as required in this RFQ may result in rejection of its SOQ.

**5.1 Due Date, Time and Location**

Submitter shall deliver all required SOQ copies as specified in Form 5100H RFQ (attached).

MDOT will not accept SOQs by facsimile or electronic transmission. Any SOQ that fails to meet the deadline or delivery requirement will be rejected without opening, consideration or evaluation.

**5.2 Format**

All SOQ's must comply with the following:

- A) The SOQ must not exceed 19 single-sided pages. The 19 page limit does not include key personnel resumes, required 5100 forms, 1300EZ forms, and the required legal/financial information defined in Section 3.5. In the 1300EZ form the references to "Bidder" shall mean "Submitter";
- B) Pages shall be 8 ½ inches by 11 inches;
- C) Font must be a minimum of 11 point;

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- D) Pages must be numbered continuously throughout and in the format of “Page 1 of \_”;
- E) Submittals shall be stapled in the upper left hand corner and shall be completely recyclable. (e.g. no binders, plastic, spiral binding, etc.); and
- F) Graphics are allowed within established page limits.

## **6.0 PROCUREMENT PHASE 2**

This Section 6.0 is provided for informational purposes only so that each Submitter has information that describes the second phase of the Project procurement process, including a summary of certain anticipated RFP requirements. MDOT reserves the right to make changes to the following, and the short-listed Submitters must only rely on the actual RFP when and if it is issued. This Section 6.0 does not contain requirements related to the SOQ.

### **6.1 Request for Proposals**

The Submitters remaining on the short-list following Phase 1 of the procurement process will be eligible to participate in Phase 2 and receive an RFP. While MDOT may make the RFP available to the public for informational purposes, only short-listed submitters will be allowed to submit a response to the RFP.

### **6.2 Anticipated RFP Content**

#### **6.2.1 RFP Structure**

The RFP will be structured as follows:

- A) Instructions to Proposers;
- B) Contract Documents:
  - 1) Book 1 (Contract Terms and Conditions);
  - 2) Book 2 (Project Requirements); and
  - 3) Book 3 (Standards).
- C) Reference Information Documents (RID).

#### **6.2.2 RFP Requirements**

The RFP will provide further specific instructions on the information to be submitted and the objectives and requirements for evaluation for the RFP step of the procurement. This information is provided here to assist Proposers in organizing their teams and preparing their SOQs.

Information to be submitted in the Proposals may include, but not be limited to, the following:

- A) Alternative Technical Concepts Documentation;

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- B) Confirmed Service Prequalification Requirements for the categories listed in Section 2.5 of this RFQ;
- C) Conflict of Interest Disclosure Statement for any potential conflicts identified following submission of SOQs;
- D) Schedule of Items; and
- E) Proposal Price.

**6.2.3 Warranties**

MDOT may require the Proposer to provide a two-year general warranty for all elements of the Project after Final Acceptance of the Project. The warranty requirements will be outlined in the RFP.

**6.3 Proposal Evaluations**

MDOT plans to award the Project will be based on the “Best Value” approach or “Fixed Cost Variable Scope”. Additional evaluation criteria are established for the proposal phase.

The following evaluation criteria for the Proposal have been preliminarily identified and may be revised or amended for the RFP:

- **Schedule and Work Plan.** The Proposers approach to how the project will be completed as detailed through a schedule and written work plan. The Proposers will be scored on both their design schedule and construction schedule. The score will also include the Proposers work plan in identifying design elements and the interrelationship of the ITS devices to produce a fully functioning system.
- **Understanding and Approach on Integration.** The Proposers approach to a fully functioning system and its integration into the appropriate MDOT systems.
- **Quality Management Plan.** The Proposers design and construction approach to achieving a high quality project while minimizing future maintenance costs.

The final point values for the scored items will be determined in the RFP.

**6.4 Stipends**

MDOT will provide a Ten Thousand Dollar (\$10,000.00) stipend to each unsuccessful Proposer submitting a responsive Proposal to the RFP. A stipend will not be paid to the successful Proposer. To receive the stipend, the unsuccessful Proposer must sign an agreement that all submitted documents and ideas are the property of MDOT for MDOT’s use on this project or other projects.

MDOT may use any ideas or information contained in the Proposals in connection with any contract

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awarded for the Project or in connection with a subsequent procurement, without any obligation to pay any additional compensation to the unsuccessful short-listed Proposers upon the Proposer accepting the aforementioned stipend payment.