

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

MDOT PROJECT MANAGER Greg Krueger			JOB NUMBER (JN) 100532 & 106623	CONTROL SECTION (CS) 84900
DESCRIPTION IF NO JN/CS Develop ITS Architecture and Communications Design				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input type="checkbox"/> TIER II (\$100,000-\$250,000)	<input checked="" type="checkbox"/> TIER III (>\$250,000)		
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input checked="" type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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)	
3 pages (MDOT forms not counted) (No Resumes)	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes	

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 1 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 5	PROPOSAL/BID DUE DATE 10/26/09	TIME DUE 12:00 pm
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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

Attn: Greg Krueger
Construction and Technology
8885 Ricks Road
Lansing, MI 48917

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

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.)

Notification

ARRA MONTHLY EMPLOYMENT REPORTS

Note: This Notification is only applicable for those projects/contracts funded with ARRA funds. If you have questions, please contact MDOT Contract Services Division at (517) 335-0071.

The American Recovery and Reinvestment Act of 2009 (ARRA), requires states receiving stimulus funds for highway projects to provide monthly reports to the Federal Highway Administration (FHWA) regarding the number of employees of prime contractors, all-tier subcontractors and consultants on ARRA funded projects.

The cost for complying with this Notification must be borne by the prime contractor, and all-tiers of subcontractors and consultants, as part of their overhead and is deemed to be included in the payments made under this contract.

Within 10 days after the end of each month in which work is performed on this contract, all prime contractors, and all-tier subcontractors and consultants, must provide the Engineer a monthly report, in a format and on forms approved by the Engineer, which shall include, for work performed in that preceding month:

- The total number of employees who performed work on this contract
- The total number of hours worked by employees who performed work on this contract
- The total wages of employees who performed work on this contract

In addition, the prime contractor must provide a total payment amount made to any subcontractor who is a certified DBE in that preceding month.

This Notification shall be included as a part of each subcontract executed by the prime contractor, and all-tiers of subcontractors and consultants.

If necessary to conform to guidance provided by FHWA concerning the ARRA reporting requirements, the prime contractor, and all-tiers of subcontractors and consultants will revise their reporting as directed by the Engineer.

Failure to comply with the reporting requirements under ARRA would jeopardize the Department's continued receipt of ARRA funding.

Accordingly, if a contractor or any-tier of subcontractor or consultant fails to comply with this Notification, the Department may withhold contract payments until compliance is achieved. If the Department is compelled to incur costs because of such a breach, the amount of those costs may be deducted from payments otherwise to be made under this contract. Additional sanctions may include reduction or elimination of prequalification ratings and removal of bidding privileges.

NOTIFICATION
REQUIRED CONTRACT PROVISIONS TO IMPLEMENT AMERICAN
RECOVERY AND REINVESTMENT ACT (ARRA) SECTIONS 902 AND 1515

Note: This Notification is only applicable for those projects/contracts funded with ARRA funds. If you have questions, please contact MDOT Contract Services Division at (517) 335-0071.

In accordance with requirements under section 902 of the American Recovery and Reinvestment Act of 2009 (ARRA), the following language is made a part of this contract and is to be made a part of all tier subcontracts or consultant contracts:

The U.S. Comptroller General and his representatives have the authority:

- (1) to examine any records of the contractor or any of its subcontractors, or any State or local agency administering such contract, that directly pertain to, and involve transactions relating to, the contract or subcontract; and
- (2) to interview any officer or employee of the contractor or any of its subcontractors, or of any State or local government agency administering the contract, regarding such transactions.

The Comptroller General and his representatives have the authority and rights provided under Section 902 of the ARRA with respect to this contract. As provided in section 902, nothing in section 902 shall be interpreted to limit or restrict in any way any existing authority of the Comptroller General.

In accordance with the requirements of section 1515(a) of the ARRA any representatives of the Inspector General have the authority:

- (1) to examine any records of the contractor or grantee, any of its subcontractors or subgrantees, or any State or local agency administering such contract, that pertain to, and involve transactions relating to the contract, subcontract, grant, or subgrant; and
- (2) to interview any officer or employee of the contractor, grantee, subgrantee or agency regarding such transactions.

Nothing set forth in section 1515 of the ARRA shall be interpreted to limit or restrict in any way any existing authority of an inspector general.

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
INTELLIGENT TRANSPORTATION SYSTEMS (ITS) SERVICES**

CONTROL SECTION: 84900

JOB NUMBER: 100532 & 106623

LOCATION: Grand Valley Metro Council (GVMC) area, Grand Region, Tri-County Regional Planning Commission (TCRPC) area, University Region and I-96 Connecting the two Regions.

WORK DESCRIPTION: Update the ITS Architecture and Deployment Plans for the GVMC coverage area within the Grand Region and the TCRPC coverage area within the University Region of MDOT. Develop a Communication Design from Grand Region office to Lansing.

PRIMARY PREQUALIFICATION CLASSIFICATION:
Intelligent Transportation Systems

SECONDARY PREQUALIFICATION CLASSIFICATION:
None

ANTICIPATED START DATE OF THE SERVICE: January 1, 2010

ANTICIPATED COMPLETION DATE FOR THE SERVICE: June 1, 2011

DBE REQUIREMENT: N/A

MDOT PROJECT MANAGER:

Name: Gregory Krueger, P.E.
MDOT ITS Program Manager
Address: 8885 Ricks Rd.
PO Box 30049
Lansing, MI 48909
Bus: (517) 636-5009
Mobile: 248-388-0729
Bus Fax: (517) 322-5664
E-mail: kruegerg@michigan.gov

The Consultant shall contact the Project Manager prior to beginning any work on the project.

GENERAL:

The Consultant shall furnish all services and labor necessary to conduct and complete the services described herein. The Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by 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.

The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations. The Consultant shall perform field operations in accordance with MIOSHA regulations and accepted safety practices. The consultant staff shall conduct themselves with professionalism in carrying out their duties.

The Consultant will notify the Project Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the Project Manager.

At the request of the Department, the Consultant, during the progress of the Services, shall furnish information or data relating to the Services described herein that may be required by the Department to enable it to carry out or to proceed with related phases of the Project not described herein, or which may be necessary to enable the Department to furnish information to the Consultant upon which to proceed with further Services.

1. **SCOPE:** This solicitation is for the services to update the regional Intelligent Transportation Systems (ITS) architecture and deployment plans for the portion of the Grand Region within the Grand Valley Metropolitan Council area and for the portion of the University Region within the Tri-County Regional Planning Commission area. This solicitation is also for the services to develop a communication design from the Grand Region office to Lansing (Location TBD, Log Job and Cost Estimate).

For the project, Suzette Peplinski of the Grand Region and Stephanie Palmer of the University Region will be overseeing the development and details of the architecture and deployment plans. Ms. Peplinski will be supported by one GVMC representative (TBD) and Mrs. Palmer will be supported by one TCRPC representative (TBD). The MDOT statewide ITS Program Manager will be the overall project manager and will manage the tasks to update the architecture and deployment plans.

2. **DESCRIPTION OF WORK:** Consultant(s) shall:
 - 2.1. Work with the Project and Task Managers for each task to accomplish all tasks set forth in this procurement.
 - 2.2. Develop a work plan detailing the steps and a timeline for completion of the ITS architecture and ITS deployment plan. Present the work plan to the respective Regional ITS Steering Committee for review and approval.

- 2.3. Update the current GVMC and TCRPC areas ITS architecture using National ITS Architecture, the most recent version available at Notice to Proceed. The process used to create the regional architecture shall meet FHWA requirements. The architecture shall be consistent with the current MDOT Statewide architecture, and coordinated with the current Grand Region and University Region architecture for the remainder of region outside of the GVMC and TCRPC areas. The response to this RFP shall include an outline of the proposed process as part of the understanding of service and innovations section of the proposal. The architecture will be reviewed and approved by the Regional ITS Steering Committee and the MDOT project manager. The consultant shall provide to GVMC and TCRPC a version of the ITS Architecture that is in an appropriate format for posting to the GVMC and TCRPC web sites.
- 2.4. Update the ITS deployment plan for the GVMC and TCRPC areas. The deployment plan shall include a project listing, developed through the stakeholder meeting process, planning level project costs, project prioritization and detailed benefits of the project in terms of improved safety (Crash Reduction), mobility (delay reductions, etc.) and air quality (reduced emissions, etc.). The deployment plan shall be consistent with the format of the MDOT statewide and regional architectures currently in place. The response to this RFP shall include an outline of the proposed process to develop the regional deployment plan as part of the understanding of service and innovations section of the proposal. The deployment plan will be reviewed and approved by the GVMC and TCRPC ITS Steering Committees and the MDOT project manager.
- 2.5. Arrange and facilitate all planning, work group and focus group sessions as determined necessary by the MDOT Project and Task Managers, GVMC representative, TCRPC representative and GVMC and TCRPC ITS Steering Committees. all such meetings as well as other meetings as requested by the Project and Task Managers. Prepare minutes of each ITS meeting and distribute them to the Project and Task Managers and to the GVMC and TCRPC ITS Steering Committee members.
- 2.6. Develop a fiber optic based Communication Design from the Grand Region Office to Lansing. This design will be in simple log-job format and include quantities, details for typical and a-typical sections and a cost estimate. The construction job number is not known at this point and that will be left blank on all design sheets.
3. DELIVERABLES: Consultant(s) shall provide information on their internal method for scheduling and controlling projects to the Project and Task Manager. Consultant(s) shall deliver and be responsible for the following items for each specified region:
 - 3.1. WORK PLANS SHOWING
 - 3.1.1. Major tasks to be accomplished in each region
 - 3.1.2. Target completion dates of each task

3.1.2.1. The final target completion date for the work plan for each specified region must be approved by the Project and Task Managers and the Steering Committee.

3.1.3. All items of the work plan shall be delivered within 40 calendar days after the contract has been awarded. The MDOT Project and Task Managers and the Steering Committee will approve or reject the proposed work plan within 20 calendar days of submission. The Consultant(s) shall make all suggested changes and resubmit for approval within 10 working days.

3.2. GVMC and TCRPC ITS ARCHITECTURE UPDATE

3.2.1. Will be approved by the MDOT Project and Task Manager and the Steering Committee.

3.2.2. Shall be consistent with the National ITS Architecture, MDOT Statewide architectural, and remainder of the Region architecture.

3.2.3. The submitted document shall be in the format as specified in section 3.6. The MDOT Project and Task Managers and the Steering Committee will approve or reject the proposed regional ITS architecture within 60 calendar days of submission. The Consultants(s) shall make all suggested changes and resubmit for approval within 20 working days.

3.2.4. The ITS Architecture shall also be submitted in a format compatible for posting on the GVMC, TCRPC and MDOT web sites.

3.3. ITS DEPLOYMENT PLAN UPDATE

3.3.1. Will be approved by the MDOT Project and Task Managers and the Steering Committee.

3.3.2. Shall be consistent with the approved FHWA process for creating an ITS deployment plan, with other MDOT regional deployment plans, and it shall be approved by the MDOT Project and Task Managers

3.3.3. The submitted document shall be in the format as specified in paragraph 3.6. The MDOT Project and Task Managers and the Steering Committee will approve or reject the proposed ITS Deployment Plan within 60 calendar days of submission. The Consultant(s) shall make all suggested changes and resubmit for approval within 20 working days.

3.4. Create a database for the ITS architecture using the latest version of Turbo Architecture. The consultant shall also include copies of all of the Turbo Architecture databases created for these projects at the end of the project.

3.5. REPORTING REQUIREMENTS. The Consultant(s) shall provide copies of all project reports; correspondence, meeting announcements, and meeting minutes which shall be delivered by email to the MDOT Project and Task Managers and to the GVMC and TCRPC ITS Steering Committee members. All documentation and reports shall be delivered in the current version of Microsoft Word being used by the Department. All documentation delivered shall be clear, concise, complete, in appropriate English, and in compliance with standards required by the MDOT Project and Task Managers and the Steering Committee. If corrections are needed to the completed work due to errors made by the Consultant(s), the Consultant(s) shall correct at no cost to MDOT.

3.5.1. Consultant(s) shall provide the minutes of all planning, work group and focus group sessions, and other meetings attended. These shall be distributed by email to the MDOT Project and Task Managers and to the Steering Committee members within seven days after the meeting.

3.5.2. Consultant(s) shall provide a Monthly Project Report (MPR). The MPR for each region shall be distributed by e-mail to the MDOT Project and Task Managers and to the Steering Committee members on or before the 10th calendar day of each month. MDOT will provide an example of the report format to the awarded Consultant(s). The MPR shall contain, at a minimum, a concise report covering the following:

3.5.2.1. A brief description of the activities conducted during the reporting period including all milestones attained and/or significant events.

3.5.2.2. A discussion of any problems encountered or anticipated (e.g. review and update work plans, scope changes, changes in project limits, funding requirements, technological constraints, institutional issues, schedule delays) together with recommended solution to such problems.

3.6. FINAL DOCUMENTS. The final Regional ITS Architecture and ITS Deployment Plan documents must be approved by the MDOT Project and Task Managers and GVMC and TCRPC ITS Steering Committee. The final documents as specified in paragraphs 3.2 and 3.3 shall be submitted to the MDOT Project and Task Managers within 280 calendar days from Notice to Proceed. Each final document shall include a separate executive summary and a one-page description of the report, including the title, why it is important, what it embodies, findings and/or benefits (expected or realized), real-world examples of who is involved (principles, team or other significant participants) and the audience. The final documents shall be delivered in the following formats:

3.6.1. An electronic file on an appropriately labeled compact disk using the latest versions of Microsoft Word, Excel, etc.

3.6.2. An electronic file, formatted for posting to the websites, compatible with the current MDOT, GVMC and TCRPC web standards.

3.6.3. Two reproducible hard copies shall be delivered to the MDOT Project and Task Managers and one to the Steering Committee. The hard copies shall be done on a laser printer with a resolution of at least 600 dpi.

3.6.4. The number of bound copies needed by the Steering Committee and the delivery location for the documents will be determined by the MDOT Project and Task Managers prior to completion of each sub-project. No more than 20 copies of each document will be required.

3.7. COMMUNICATION DESIGN

3.7.1. Communication Design from the Grand Region Office to Lansing.

4. MDOT, GVMC, and TCRPC RESPONSIBILITIES: MDOT, GVMC and TCRPC will:

4.1. Form a Regional ITS Steering Committee to support, review, and approve the development of updates to the ITS deployment plan and regional ITS architecture. It will be comprised of representatives or stakeholders from the region. The GVMC and TCRPC ITS Steering Committee will have a project leader. At a minimum, it is anticipated that the Steering Committee will consist of representatives from the Metropolitan Planning Organization (MPO), the major local cities/counties, federal and quasi-governmental agencies as well as other non-governmental agencies and local Chambers of Commerce. This committee has not been established.

4.2. Assign a Task Manager from the region to oversee the project.

4.3. Coordinate access and schedules with the Consultant to complete the deliverables described in Section 3.

4.4. Provide access to current and previous architecture and deployment plan documents for use by the consultant.

This project is intended to supplement and build off of the ITS Architecture and Deployment plans currently developed.

CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee:

Compensation for this project shall be on an **actual cost plus fixed fee** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor rates, applied overhead, other direct costs, subconsultant costs, and applied fixed fee.

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

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

Direct expenses, if applicable, will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and 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 Region Engineer/Bureau Director and the MDOT Project Manager.

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