

CONSULTANT/VENDOR SELECTION GUIDELINES

**FOR RESEARCH
SERVICE CONTRACTS**

**MICHIGAN DEPARTMENT OF
TRANSPORTATION**

**FIELD SERVICES
RESEARCH ADMINISTRATION**

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PROPOSER'S RFP CHECKLIST

The 10 Most Critical Things to Keep in Mind When Responding to an RFP for the Michigan Department of Transportation

1.	_____	Read the <u>entire</u> document. Note critical items such as: mandatory requirements; supplies/services required; submittal dates; number of copies required for submittal.
2.	_____	Note the protocol for inquiries and general information. This is the only way you are allowed to communicate regarding the RFP and is an excellent source of information for any questions you may have.
3.	_____	Attend the pre-proposal conference if one is offered. These conferences provide an opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify MDOT of any ambiguities, inconsistencies, or errors in the RFP.
4.	_____	Take advantage of the question and answer period. Submit your questions to the e-mail address provided by the due date listed and view the answers given in the formal addenda issued for the RFP. All addenda issued for an RFP are posted on MDOT's RFP Web site. The addenda will include all questions asked and answered concerning the RFP.
5.	_____	Follow the format required in the RFP when preparing your response. Provide point-by-point responses to all sections in a clear and concise manner.
6.	_____	Provide complete answers/descriptions. Read and answer all questions and requirements. Don't assume that the MDOT evaluation committee will know what your company capabilities are or what items/services you can provide, even if you have previously contracted with MDOT. The proposals are evaluated based solely on the information and materials provided in your response.
7.	_____	Use the forms provided. i.e., cover page, sample budget form, certification forms, etc.
8.	_____	Check MDOT's RFP Web site for RFP addenda. Before submitting your response the above Web sites to see whether any addenda were issued for the RFP. If so, you must sign and return a copy of each addendum issued along with your RFP response.
9.	_____	Review and read the RFP document again to make sure that you have addressed all requirements. Your original response and the requested copies must be identical and be complete. The copies are provided to the evaluation committee members and will be used to score your response.
10.	_____	Submit your response on time. Note all the dates and times listed in the RFP cover sheet and within the document, and be sure to submit all required items on time. Late proposal responses are <i>never</i> accepted.

This checklist is provided for assistance only and should not be submitted with Proposer's response.

PART I – GENERAL INFORMATION

This document covers the procedures for consultant/vendors to follow for each selection process MDOT uses.

1. BACKGROUND

The Michigan Department of Transportation (MDOT) uses a best value process for procuring services. Requests for Proposal (RFPs) for all services greater than \$25,000 will be posted on MDOT's Web site.

This guideline defines the type of RFP based on the estimated cost of the service. The type of contract or authorization does not affect the selection process.

MDOT will seek to contract with the consultant/vendor who is selected. This contract may be an authorization under an Indefinite Delivery of Services (IDS) contract or a regular contract. If any problems occur during the contracting process that do not allow MDOT to contract with the selected consultant/vendor, the next highest qualified consultant/vendor based on best value will be considered for selection.

All results will be placed on the Web site.

2. DEBRIEFING

2.1 Services under \$100,000. No formal feedback will be provided, because there is no scoring of the proposal. The selected consulting firm will be announced and the information posted on the Web following Central Selections Review Team (CSRT) approval. Informal feedback may be provided via phone or e-mail at the discretion of the project manager.

2.2 Services greater than \$100,000. Formal feedback will be provided and informal feedback may be provided. Formal: All scores will be posted on MDOT's Web site in conjunction with the posting of the selected consultant. Both total scores and individual category scores will be provided on selections made in Tiers II and III. No consultant names will be provided; however, each consultant will receive their individual score sheet from MDOT via facsimile or e-mail within two working days of the scores and selection results being posted. This would enable each proposing consultant to compare their scores with the other proposers. Informal feedback may be provided via phone or e-mail at the discretion of the project manager.

It is anticipated that providing both timely direct feedback on scores and informal feedback from the project managers will significantly reduce the need for face-to-face meetings. Face-to-face meetings are not prohibited but will be scheduled at the discretion of the project manager.

3. CLASSIFICATION AND EVALUATION OF PROPOSALS

- 3.1 Initial Classification of Proposals as Responsive or Nonresponsive.** All proposals will initially be classified as either “responsive” or “nonresponsive.” Proposals may be found nonresponsive any time during the evaluation process or contract negotiation if any of the required information is not provided; the submitted price is found to be excessive or inadequate as measured by criteria stated in the RFP; or the proposal is not within the plans and specifications described and required in the RFP. If a proposal is found to be nonresponsive, it will not be considered further.
- 3.2 Evaluation of Proposals.** The evaluation committee will evaluate the remaining proposals and recommend whether to award the contract to the highest scoring proposer or, if necessary, to seek discussion/negotiation or a best and final offer in order to determine the highest scoring proposer. All responsive proposals will be evaluated based on stated evaluation criteria. In scoring against stated criteria, MDOT may consider such factors as accepted industry standards. These scores will be used to determine the most advantageous offering to the state.
- 3.3 Completeness of Proposals.** Scoring will be based on the proposer’s proposal and other items outlined in this RFP. Submitted responses may not include references to information located elsewhere, such as Internet Web sites or libraries, unless specifically requested. Information or materials presented by proposers outside the formal response or subsequent discussion/negotiation or “best and final offer,” if requested, will not be considered, will have no bearing on any award, and may result in the proposer being disqualified from further consideration.
- 3.4 Evaluation Committee Recommendation for Contract Award.** The evaluation committee will provide a written recommendation for contract award to the CSRT that contains the scores, justification, and rationale for its decision. The CSRT will review the recommendation to ensure its compliance with the RFP process and criteria before concurring in the evaluation committee’s recommendation.

4. MDOT’s RIGHTS RESERVED

While MDOT has every intention to award a contract as a result of this RFP, issuance of the RFP in no way constitutes a commitment by the state of Michigan to award and execute a contract. Upon a determination such actions would be in its best interest, MDOT, in its sole discretion, reserves the right to:

- cancel or terminate this RFP
- reject any or all proposals received in response to this RFP
- not award if it is in MDOT’s best interest not to proceed with contract execution or
- if awarded, terminate any contract if MDOT determines adequate state funds are not available

PART II – PROCESS STEPS

1. ALL SERVICES EQUAL TO OR GREATER THAN \$25,000 – TIERS II AND III

(NOTE: The only difference between Tier II and Tier III in the process is the complexity of the requirements for the RFP. The selection team may choose to use this process for services with an estimated cost less than \$100,000.)

- 1.1** An MDOT Selection Team will be assembled for each service.
- 1.2** For selections greater than \$1 million, a member of the CSRT will serve on the selection team. The selection specialist will notify the CSRT at the time of posting the RFP and the assigned CSRT member will contact the project manager to coordinate proposal evaluation meetings.
- 1.3** MDOT will post an RFP with a scope of work for each service on the Web. The RFP will identify the items that will be scored for selection, the prequalification classifications required, and the Disadvantaged Business Enterprise (DBE) percentage goal. If this is a service that does not require prequalification, an additional advertisement may be made in newspapers, periodicals, or additional Web sites.
- 1.4** Interested consultant/vendors shall submit a proposal in accordance with the guidance provided in this document by the deadline date and time indicated. Form 5100D must be submitted with all proposals and must be signed by a representative with contracting authority for the consultant/vendor firm. They will not be included in the page limitations. The consultant/vendors should not incur significant costs developing information for this submittal. Scoring and selection will not be based on the appearance of the submitted package, but on an evaluation of the consultant/vendor's knowledge and experience in the specialty area(s).
- 1.5** MDOT will seek to contract with the selected consultant/vendor.
- 1.6** Results of selection approvals will be posted on the MDOT Web site.

PART III – INSTRUCTIONS FOR SUBMITTING PROPOSALS

1. INSTRUCTIONS FOR SENDING IN PROPOSALS

MDOT requires all proposals to be submitted electronically for all projects posted on MDOT's website beginning Monday, February 20, 2012. All solicited consultant/vendors will be notified on the Web site if there is a change in the due date, time, or location. MDOT reserves the right to reject any and all proposals received as a result of any RFP. The Proposer's 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.

All proposals must comply with the following:

- Proposals must be prepared using the most current guidelines
- 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 **and copied to mdot-research@michigan.gov**
- **MDOT's requisition number (as found on the RFP website link) 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
- The proposal must be bookmarked to clearly identify the proposal sections (See Below)

Required Bookmarking Format:

1. Request for Proposal Cover Sheet Form 5100D
 - A. Consultant Data and Signature Sheet, Form 5100J
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

2. INQUIRIES AND GENERAL INFORMATION

All questions regarding the scope of work in the RFP must be submitted by e-mail as directed in the RFP. Questions shall be received a minimum of four (4) business days prior to the date and time that the proposal is due unless otherwise stated in the RFP. All such questions and their answers will be placed on the MDOT Web site as soon as possible after receipt of the questions. The names of the consultant/vendors submitting questions will not be disclosed. **The employees of the proposing consultant/vendors may not contact any MDOT staff, including members of the selection team, or their designee, to obtain information on this service. Such contact shall result in disqualification.**

- 2.1 Addenda to RFP** – If it becomes necessary to revise any part of the RFP, addenda will be posted on the MDOT Web site.
- 2.2 News Releases** – Any news release(s) pertaining to this RFP 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.
- 2.3 Disclosure** – All information in a consultant/vendor's proposal and any contract resulting from this RFP are subject to disclosure under the provisions of the Freedom of Information Act, 1976 Public Act No. 442, as amended, MCL 15.231, et seq.

The consultant/vendor may contact MDOT Contract Administration staff at any time with general questions concerning the selection and/or contracting process.

3. PRIME CONSULTANT/VENDOR RESPONSIBILITY

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 total dollar value.

4. REJECTION OF SUBMITTALS

MDOT reserves the right to reject any and all proposals, technical proposals and /or bids received as a result of any RFP. MDOT will not pay for the information solicited or obtained as a result of a consultant/vendor's response to any RFP.

MDOT reserves the right to reject any proposal where it is determined by MDOT that a conflict of interest exists.

5. ACCEPTANCE OF PROPOSAL CONTENT

The content of a proposal, technical proposal, and bid will become contractual obligations. Failure of the successful proposer to accept these obligations may result in cancellation of the contract.

PART IV - RESEARCH PROPOSAL FORMATTING AND SUBMISSION GUIDELINES

Proposals become the property of the Michigan Department of Transportation (MDOT) and are treated as privileged documents and will be disposed of by the department. MDOT retains the right to reject any proposal. The proposals will be reviewed by the department with particular emphasis on technical merit and budget.

Electronic submission of proposals is mandatory (see part III, section 1). Proposals shall be submitted by the deadline noted in the solicitation. Proposals submitted after the posted deadline will not be considered.

The proposal shall follow the format listed herein. Non-compliance will cause the proposal to be rejected. All questions regarding requests for proposals should be directed to Research Administration at mdot-research@michigan.gov. No questions will be received or addressed by telephone. All responses to questions will be posted in the same location as the RFP for viewing by all. The names of organizations submitting questions will not be disclosed.

A research proposal should be a well-organized document which addresses the need for the research as identified in the MDOT RFP and follows the objectives of the RFP. The proposal should provide a detailed description of the work required to achieve those objectives, itemize all costs, and recommend how the results of the research should be implemented.

Proposals are limited to twenty (20) pages in length, excluding the cover page, table of contents, and appendices. All required forms are to be submitted as appendices. Resumes and tabulated hours of various staff may be included in the Appendix. Text should be no less than 12-point font size with 1.5 line spacing and 1-inch margins on all sides. All pages, including appendices, must be consecutively numbered. All proposals must contain the following sections:

1. Cover Page

- The title for the study - Project titles are determined by the proposer and should be descriptive, but brief (10 words or less)
- The name and business address of the proposing organization
- The name, title, address, phone number, and email address of the PI(s) or co-PI(s)
- The name, title, address, phone number, and fax number of the person(s) who are authorized to bind the agency contractually
- The date submitted

(NOTE: The research is considered to be under the technical direction of the principal investigator (PI) identified in the proposal. If multiple investigators are participating in a project the *principal* investigator shall be listed first on the proposal and on all reports. Because the PI is expected to have the primary responsibility for the work, the PI is also expected to be available and actively involved in the research efforts for the full contract period.)

- 1.2. Forms 5100D and 5100J** – Include Forms in accordance with Part V. Note: The 5100J form is only required for Consultants. Universities should not submit this Form.

1.3. Table of Contents - should include a list of figures, tables, and appendices.

2. Understanding of Service

2.1. Problem Statement and Background

Statement of the Problem - a clear and concise description of the problem to be solved. This section should explain the need for the research and demonstrate the researcher's knowledge of the topic. The submissions should explicitly state how the intended research product will be used and by whom.

Background and Significance of Work - a brief summary of preliminary literature findings and additional information that demonstrates the project is not a duplication of other ongoing or completed work. The proposal should provide enough detail to adequately document the state of the current practice, but should not be overburdened by a lengthy treatment of this topic. A TRIS online literature search <<http://ntl.bts.gov/tris>> is encouraged. A bibliography and general comments on the results should be provided in an appendix.

2.2. Research Plan

Objectives of the Study - the technical objectives upon which the research team is expected to focus. The goals of the research should be clearly identified. The submissions should define the objectives in terms of the final expected product.

Work Plan - the work plan shall completely detail the progression of the research including the submission of quarterly reports, a draft final report, and an acceptable final report. It should describe how the study will be structured to meet each objective. To the extent possible, it should identify major operational phases, relate the phases to manpower requirements, time schedules, and cost estimates, and describe how the activities will be carried out. Research methodology shall be described in sufficient detail to permit evaluation of the probability of success in achieving the objectives.

Attach Appendix B to the narrative to note the tasks necessary to complete the work plan. If assistance from the department is necessary in accomplishing specific tasks (e.g.: traffic control, data collection, use of equipment/vehicles, etc.), the work plan must include a section that details such events.

A start date should not be specified in the proposal, unless the project is dependent on something, such as a construction schedule. The proposal must clearly indicate the reason for noting a specific start date. The work time cost schedule may be included as an appendix to the proposal- The work time cost schedule form is the “Schedule of Research Activities Form- Appendix B”.

The submissions must clearly describe the role of the partnering agency in the work plan. All tasks to be completed by the partnering agency must be detailed in the proposal. Partnership agreements must be established before the proposal is submitted. Signed documents that acknowledge the role(s) of the partner(s) and financial contributions (either cash or in-kind) must accompany the proposal in an appendix.

The development or purchase of software for other than a single user or a local application is not allowed.

2.3. MDOT Involvement – List the expected roles and responsibilities that MDOT may need to take on to complete the proposed research

2.4. Products & Deliverables – See Appendix A and A2 for the form - all expected products, devices, procedures, presentations, and other items that will be provided to the department during and at the conclusion of the research, including all reports as specified below.

2.4.1 Quarterly Reports - The PI must submit quarterly progress reports within the time schedule and format specified in the Research & Implementation Manual, Chapter 4.3.4.1 and use Form 5305. Electronic submission of the quarterly reports must be included in the work plan, depicted on the work time cost schedule form, and acknowledged in the deliverables section.

2.4.2 Annual Interim Report for two-year projects – due on October 30. To be submitted in the format specified in the Research & Implementation Manual, Section 4.3.4.2.

2.4.3 Final Reports and Executive Summary - Unless specified otherwise, reports are required for all projects, as follows:

- A digital copy of the draft final report and draft executive summary are due no later than 90 days prior to the project completion date;
- Two (2) printed copies, double-sided and bound of an approved final report and One (1) on compact disc (CD) with the final report in PDF format with searchable text are due by the Authorization Expiration date for Indefinite Delivery of Service Contracts or the contract completion date for contracts specifically issued for a single project;

2.4.4. Implementation Action Plan Proposal – a 10 page or less technical report detailing how the result(s) of the study could best be utilized by MDOT, for what purpose(s), and what would MDOT's benefit(s) be for adopting this implementation proposal. Formats for these documents are available in the Research & Implementation Manual and on the Research Administration Web site at [MDOT - Research Administration](#).

2.4.5. Spotlight Template - All research projects are required to include the completed research spotlight template. The template will be provided by

MDOT. The text for the article should not exceed the allotted respective word counts on the research spotlight template. At least one graphic must be provided in JPEG format. The due date of the template will be the same date as the draft and final versions of the research report. Submissions should occur electronically. This does not guarantee that the spotlight will be published. Any other news release or publication will be in compliance with the provisions of the contract. The format for this documents is available in the Research & Implementation Manual and on the Research Administration Web site at [MDOT - Research Administration](#).

- 2.4.6. Participation in Project Kickoff Meeting** - In an effort to ensure everyone involved in a research project is informed of the contractual obligations, scope of work, deliverables, project milestones, time table, and appropriate office policies and procedures, a start-up meeting will be scheduled for each new project before the start of the project. This meeting will also provide an opportunity to clarify technical issues or concerns with the project. Invitees to this meeting include the researcher(s), technical liaisons, sponsoring office administrator, FHWA, and Research Administration staff. The meeting should last for approximately one hour and is scheduled by the Research Administration before the start of the project. There will be no reimbursement to the selected consultant for attendance to any meeting prior to an authorization being issued.
- 2.4.7. Participation in Project Review Sessions** - Project reviews are a mechanism for updating sponsors and other interested parties on the status of a research project and are conducted by the Research Advisory Panel (RAP). PI will provide a presentation on the project's progress. A PowerPoint file should be provided to Research Administration at least one week prior to the scheduled review session. Technical issues or problems may be resolved at this time, or subsequent meetings may be scheduled for that purpose. Research Administration will work with the Project Manager (PM) to coordinate the scheduling of review sessions. PI can expect to participate in at least one formal review session for every 12-month duration of a project in addition to the kickoff and wrap-up meeting. Propose the number and timing of meetings in the proposal
- 2.4.8. Participation in Project Wrap-Up Meeting** - Project wrap-up meetings are a platform for providing a final presentation on a research project. An overview of the project will be provided with detailed discussions on the findings and recommendations. These presentations will possess strong technical components and in-depth discussions that focus primarily on the research and implementation. The research team will provide a PowerPoint presentation in advance of the wrap-up meeting.

2.5. Implementation – The proposal should include a plan that describes the activities anticipated to promote application of the results of this research. While actual implementation of the research results is the responsibility of MDOT, each research proposal must include recommendations for how to facilitate this. It is expected that the implementation plan will evolve during the project; however, proposals must address at least the following in the text as the Initial Implementation Plan:

- A list of the products expected from the research and suggested methods of implementation; e.g., a proposed specification, a design manual or guide, field or laboratory procedures, a training manual, hardware for demonstration, equipment, etc.
- A description of the audience or market for this product and a statement of how the research results may be used to solve the problem
- A realistic assessment of impediments and barriers to successful implementation
- The activities necessary for successful implementation such as training, demonstration of projects, revision of standards
- The criteria for judging the progress and consequences of implementation.
- A detailed estimate of the costs of implementation

Further, an Implementation Action Plan Proposal shall be turned in and approved with the final project. If the findings of a study are not suitable for immediate application in practice, the proposal should specify additional steps that are needed before application can occur (e.g., additional research, field testing, changes in policy, etc).

Benefits - a summary of the benefits anticipated from the research findings. This discussion should indicate how the research findings are expected to save money, improve quality, efficiency or safety, and advance the state of technology. The submissions should include a discussion on the urgency of the proposed research in relation to highway transportation needs in general and the potential for payoff (in terms of benefits/cost, if possible) from achievement of the research objectives.

3. Qualifications of Team – A description of facilities, qualifications, and commitments shall be included in Appendices 8.1, 8.2 and 8.3. A narrative of 60 words or less in the text of the proposal shall introduce these appendices.

3.1 Required Statistical Qualification

In general, MDOT's research is in the category of applied research. Regardless what is the primary field of an applied research project, statistical analysis tools are the typical ones for handling the data to conduct applied research. For this reason, the research team must have the needed statistical knowledge and experiences for conducting applied research. The required knowledge level for a research team in statistical analyses, if defined in the RFP under the heading possible investigators, is classified into one of the following five categories:

- Level I: Master Degree or higher in Statistics and working experience in statistical analyses is required
- Level II: Undergraduate degree in Statistics and working experience in statistical analyses is required
- Level III: At least one college series of statistics courses and working experience in statistical analyses is required
- Level IV: at least one college statistics course and working experiences under statisticians is required
- Level V: No statistical analysis

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

4. **Past Performance** – References from similar project shall be provided with contact information. A contact phone number shall be provided, at a minimum, for each reference.
5. **Quality Assurance and Quality Control (QAQC)** - This discussion should include the roles and responsibilities of staff involved as well as the timing of these processes. Include how you will ensure the objectivity of the staff involved throughout the project and describe the QAQC process that all of the deliverables will go through prior to submittal to MDOT. Include background information of your selected QAQC manager for this service. It is preferred that the person performing the quality control review have extensive experience with MDOT standards and practices.
6. **Location** – Tabulate the percentage of hours of work completed in Michigan.
7. **Pricing Documents** - Costs must be justified by including copies of information used to prepare the budget (i.e., release time contracts, price quotes for all equipment, catalog sheets, etc.). For projects that will be performed in distinct phases, a budget for each phase is required. The budget must be established within the guidelines of the budget worksheets established for identified entities. See below to establish budget worksheet to be used and link to the worksheet.

For educational institutions, follow the guidelines in the Research and Implementation Manual using the Research Proposal Budget Form Worksheet, Form 5319, listed as Appendix C. All amounts shall be rounded to the nearest penny. Submit subcontractor costs separately as Appendix C.1 – C.X (where X equals the number of subcontractors). Use one of the following formats:

1. Submit one additional detail Research Proposal Budget Form Worksheet, Form 5319, for each subcontractor.
2. Submit each subcontractor's costs in a separate itemized table with loaded hourly rates and hours.

All other entities refer to the Priced Proposal Guidelines. The budget pages for all other entities can be found in these guidelines. All required forms found in the guidelines must be completed and attached to the proposal.

Access to the Priced Proposal Guidelines can be obtained by following this link: http://www.michigan.gov/mdot/0,1607,7-151-9625_21540---,00.html

For the development of travel costs, refer to the State of Michigan travel policy found at: http://michigan.gov/documents/DMB_StandardizedTravelRegulations_23541_7.pdf

In addition, all proposals must include provisions for a project start-up meeting and annual visits by the PI(s) for consultation with the Research Administration Section. The budget and schedule shall reflect this requirement. Check this policy for each submission, as changes may occur in the allowable costs.

- 8. Appendices** - In addition to the items mentioned above, the following information **must** be submitted as an appendix to the proposal. Appendices are excluded in the page count of the 20 page limit of the narrative.

8.1 Facilities - a description or list of the general facilities at the researcher's disposal that are necessary to conduct the work.

8.2 Qualifications of Team - a brief description of the academic, industrial, professional, and/or research experiences of the team in the same, or closely related, problem area of the project. This information must be provided for the PI(s) and all other research team members (including consultants and subcontractors) participating to a significant degree. Resumes and publication lists may be included, but should be limited to **no more than two (2) pages** per individual.

8.3 Other Commitments of the Research Team - proposals shall demonstrate that the organization and all members of the research team, including subcontractors identified in the proposal, will be able to meet the commitments of the proposal. A comprehensive listing of commitments to other work shall be provided. This shall include staff-hour commitments and/or percentage of time committed to other work for each member of the proposed research team. The following example illustrates one method for demonstrating these commitments:

- **PI:**
 - Teaching two classes per quarter (specify quarters) that occupy 45% of his time
 - Participating in one research project (provide project name, sponsoring entity, the start date and current completion date of the project) as PI that occupies 10% of his/her time
 - Participating in three other projects as co-PI (provide project names, sponsoring entities, the start dates and current completion dates of each project) that occupy a total of 15% of his/her time

- Participating in professional organizations and community activities (list names of organizations and specific community involvements) that occupy 15% of his/her time

Therefore 15% of his time is available for other endeavors such as this proposed project.

- **Student #1:**
 - Taking approximately 15 credit hours of class/lab occupying 60% of his/her time
 - Assisting professor in lab that occupies 25% of his/her time

Therefore, 15% of her time is available for other endeavors such as this proposed project.

- **Technician #1:**
 - Approximately 75% of his/her time is dedicated to overseeing and maintaining labs and pre-existing specialized projects in the organization
 - At least 20% of his/her time must remain for troubleshooting and problem-solving for the organization

Therefore, 5% of his/her time will be available for this proposed project.

8.4 Appendices Listing

Deliverables Table	Appendix A
Schedule of Research Activities	Appendix B
Proposed Budget	Appendix C

- These forms are available at: [MDOT - Research Administration](#)

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8.5 Form 5100D – This Form is available at MDOT’s Vendor Consultant Services Web site: <http://mdotwas1.mdot.state.mi.us/public/webforms/public/5100D.pdf>

8.6 Form 5100J – This Form is available at MDOT’s Vendor Consultant Services Web site: <http://mdotwas1.mdot.state.mi.us/public/webforms/public/5100J.pdf>.
This form is only to be submitted by Consultants.

Additional information may be supplied as an appendix at the discretion of the proposer.

9. Subcontract Checklist - The following items must be included in all subcontract agreements:

- MDOT/Prime contract number and authorization number (if applicable). All Exhibits must reference the MDOT Prime contract and authorization numbers.
- Prime consultant’s name and description to be used throughout the subcontract (i.e., Engineer, Consultant, etc.).
- Subconsultant’s name and description to be used throughout the subcontract (i.e. Subconsultant, Consultant, etc.).
- Description of work being performed by subconsultants, as described in the scope of services. Include job number(s), control section(s), and structure numbers, if applicable.
- The basis of payment, maximum contract, and fixed fee amount (if applicable) must be written into the body of the subcontract. A derivation of cost must accompany the subcontract. The derivation of cost cannot be used in lieu of the written basis of payment and maximum dollar amount. Amendments, adding additional funds, will need to specify what the basis of payment is, the total amendment and fixed fee (if applicable) amounts, along with new total maximum not to exceed contract and fixed fee amounts.

- Following are basis of payment options and the recommended contract language.
 - (1) Actual Cost: Compensation for the services will be on the basis of actual cost and will not exceed \$____, as set forth in Exhibit ____.
 - (2) Actual Cost Plus Fixed Fee: Compensation for the services must be on the basis of actual cost plus a fixed fee and will not exceed \$_____, which amount includes a fixed fee of \$_____, as set forth in Exhibit _____.
 - (3) Lump Sum: Compensation for the services must be on a lump sum basis in the amount of \$_____, as set forth in Exhibit _____.
 - (4) Milestone: Compensation for the services must be on a milestone basis in the amount of \$_____, payable upon completion of defined milestones, as set forth in Exhibit _____.
 - (5) Fixed Hourly Rate: Compensation for the services will be on the basis of a fixed hourly rate plus actual direct expenses and will not exceed \$_____, as set forth in Exhibit _____.
 - (6) Unit Price: Compensation for the services must be on the basis of a set unit price and must not exceed \$ _____, as set forth in Exhibit _____.
- A statement must be included in the subcontract that the subcontract will be governed by the laws of the State as set forth in the prime agreement.
- A statement must be included that all terms and conditions included in the prime agreement are incorporated in the subcontract.
- A statement must be included stating that in the event of a conflict between the terms and conditions of the subcontract and those of the prime agreement, the terms and conditions of the prime agreement will prevail.
- Per the prime agreement language, subcontracts should state that payment to the subconsultant will be made within ten (10) days of your receipt of payment from MDOT.
- If the subcontract effective and expiration dates (optional) are not provided in the original subcontract, the prime agreement's effective and expiration dates will be used. If there is a time extension for the prime agreement, the time extension will automatically carry over to the subagreements, unless the original subcontract included an expiration dates, in which case an amended subcontract will need to be submitted for review and approval.
- Records are to be maintained for three years from final payments.
- The following certification language must be included in all subcontracts. "The SUBCONSULTANT agrees that the costs reported to the PRIME CONSULTANT for this Contract will represent only those items that are properly chargeable in accordance with this Contract. The SUBCONSULTANT also certifies that it has read the Contract terms and has made itself aware of the applicable laws, regulations, and terms of this Contract that apply to the reporting of costs incurred under the terms of this Contract."
- The subcontract needs to state: "Subconsultant further certifies that it agrees to use the E-Verify system to verify that all persons hired during the contract term by the Subconsultant are legally present and authorized work in the United States."

The subcontract must be submitted to the department for approval, prior to execution. Once department approval is obtained, an approval letter will be mailed to the prime consultant for execution. **An original signed copy of the subcontract should be returned to MDOT for the contract file.**

NOTE: Subcontracts for less than \$25,000 do not require MDOT approval. Subcontracts must be approved by MDOT prior to sub work commencing on a project or invoicing for sub work.

All subcontract revisions, including deletions and additions to contract language or budget information, must be reviewed and approved by MDOT.

- 10. Proposal Submission** –Submit a PDF file five (5) megabytes or smaller via email to MDOT-RFP-Response@michigan.gov and copied 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:

Subject: Requisition#XXX_Company Name.PDF

PART V – PROPOSAL REQUIREMENTS

Formal proposals are required for Tier II and III selections and shall include the information as outlined in these Guidelines. The proposal must include Form 5100D signed by the contracting authority. This cover page will **not** be included in the page limitations and the information provided will not be a basis of scoring. Information provided in Form 5100D will determine if the consultant/vendor is eligible to submit the proposal.

Some services require that the consultant/vendor's project manager/team leader and/or support personnel meet minimum licensing and/or certification requirements. For those services, state which personnel are being provided to meet these requirements.

1. CAPACITY

Form 5100D must be completed and signed by the prime consultant/vendor attesting to the fact that the key personnel for the prime as well as the subconsultant/vendor(s) being proposed are available and have sufficient time available to provide the service as outlined in the RFP. The percentage of time that each key personnel will be performing on the project needs to be included.

All changes in key personnel must be approved by MDOT in writing by submitting Form 5100G (after contracting, please use 5100D for RFP) Firms that are found to consistently propose personnel who are not available are subject to temporary or permanent loss of their prequalification in that category, if applicable, and may lose the right to submit proposals to MDOT. MDOT acknowledges that there are times where key personnel have to be changed due to change in employment or unanticipated work load shifts or schedule changes.

2. OTHER INTERESTS (CONFLICT OF INTEREST)

Form 5100D must be completed certifying that the consultant/vendor has read and understands MDOT's policy regarding conflict of interest. Consultant/vendor must also certify that there is no conflict of interest with the subject project. If there is a conflict with the subject project, then the consultant/vendor needs to describe the conflict.

NOTE: MDOT considers it a conflict of interest for a consultant/vendor to represent more than one party in relation to any given project regardless of which phases of the service are involved. Conflict of interest includes a proposal for a consultant/vendor to perform services for MDOT and the construction contractor on the same construction project.

3. DISADVANTAGED BUSINESS ENTERPRISE (DBE)

Each RFP will state the minimum goal for DBE participation. For some services, this goal will be zero. Provide a description of how your submittal meets the goal and your firm's commitment to maintain the percentage throughout the course of the contract including any future amendments. Waivers to this commitment must have approval of the Good Faith Efforts Team.

PART VI – 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/vendor's proposal. The section numbering correlates to the score sheet. Therefore, the consultant/vendors 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.

Required Statistical Qualification- In general, MDOT's research is in the category of applied research. Regardless what is the primary field of an applied research project, statistical analysis tools are the typical ones for handling the data to conduct applied research. For this reason, the research team must have the needed statistical knowledge and experiences for conducting applied research. The required knowledge level for a research team in statistical analyses, if defined in the RFP under the heading possible investigators, is classified into one of the following four categories:

- Level I: Master Degree or higher in Statistics and working experience in statistical analyses is required
- Level II: Undergraduate degree in Statistics and working experience in statistical analyses is required

- Level III: At least one college series of statistics courses and working experience in statistical analyses is required
- Level IV: at least one college statistics course and working experiences under statisticians is required
- Level V: No statistical analysis

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

3. 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 (QA/QC) 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.

<u>Percentage of Work To Be Done in Michigan</u>	
	<u>Score</u>
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. COST: 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

PART VII – EVALUATION CRITERIA

The evaluation committee will review and evaluate the proposals according to the following criteria based on a maximum possible value of 110 points. The Understanding of Service, Qualification of Team, Past Performance, Quality Assurance/Quality Control, and Location portions of the proposal will be evaluated based on the following Scoring Guide.

1. Scoring Guide

A maximum total number of points available is set out in the RFP's evaluation criteria section. Each category of evaluation criteria will be broken down further with points assigned to each. In awarding these points, please consider the following guidelines:

- **Superior Response (95-100%) (Wt. 105-110)**
A superior response will be a highly comprehensive, excellent reply that meets all of the requirements of the areas within that category. In addition, the response covers areas not originally addressed within the RFP category and includes additional information and recommendations that would prove both valuable and beneficial to the agency. This response is considered to be an excellent standard, demonstrating the proposer's authoritative knowledge and understanding of the project.
- **Very Good Response (85-94%) (Wt. 94-104)**
A very good response will provide useful information, while showing experience and knowledge within the category. The proposal is well thought out and addresses all requirements set forth in the RFP. The proposer provides insight into their expertise, knowledge and understanding of the subject matter.
- **Good Response (75-84%) (Wt. 83-93)**
A good response meets all the requirements and has demonstrated in a clear and concise manner a thorough knowledge and understanding of the subject matter. This response demonstrates an above average performance with no apparent deficiencies noted.
- **Fair Response (65-74%) (Wt. 72-82)**
A fair response meets the requirements in an adequate manner. This response demonstrates an ability to comply with guidelines, parameters, and requirements with no additional information put forth by the proposer.
- **Poor Response (60-64%) (Wt. 66-71)**
A poor response minimally meets most requirements set forth in the RFP. The proposer has demonstrated knowledge of the subject matter only.
- **Failed Response (0-59%) (Wt. 0-65)**
A failed response does not meet the requirements set forth in the RFP. The proposer has not demonstrated knowledge of the subject matter.

Appendices

Deliverables Table	Appendix A
Schedule of Research Activities	Appendix B
Proposed Budget	Appendix C

NOTE: The Appendices listed as A-C must be submitted with the narrative of the portion of the required submission document headings. For example, for the deliverables narrative, Appendix A must be attached along with the narrative.

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Questions or problems with the appendices linked herein are to be submitted to the Research Administration e-mail at mdot-research@michigan.gov.

Appendices are located online at: [MDOT - Research Administration](#).