

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR PROPOSAL

	REQUISITION NUMBER	DUE DATE	TIME DUE
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	

DESCRIPTION

<p style="text-align: center;">MDOT PROJECT MANAGER Check all items to be included in. WHITE = REQUIRED ** = OPTIONAL</p>	<p>CONSULTANT: Provide only checked items below in proposal when applicable, Best Value scoring criteria is listed separately in the RFP.</p>	
<p>Check the appropriate Tier in the box below</p>	<p>** Optional items are determined by the MDOT Project Manager.</p>	
<p>TIER II (\$250,000-\$1,500,000)</p>	<p>TIER III (>\$1,500,000)</p>	
		Understanding of Service **
		Innovations
		Organizational Chart
		Qualifications of Team
N/A		Quality Assurance/Quality Control **
		<p>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.</p>
N/A		Presentation **
N/A		Technical Proposal <i>(If presentation is required)</i>
7 pages (MDOT Forms not counted)	14 pages (MDOT Forms not counted)	Total maximum pages for RFP not including key personnel resumes . Resumes limited to 2 pages per key staff personnel.

PROPOSAL AND BID SHEET shall be uploaded to eProposal at <https://milogintp.michigan.gov>.

The Consultants 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. Consultants are responsible for ensuring that MDOT receives the proposal on time.

* Contact Contract Services Division immediately at (517) 335-5828 if you do not get an auto response.

GENERAL INFORMATION

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 developed and submitted in accordance with the latest [Consultant/Vendor Guidelines Selection \(Michigan.gov\)](#).

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 five (5) working days prior to the due date and time specified above. All questions and answers will be placed on the eProposal 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
- 5100J** – Consultant Data and Signature Sheet

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

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

RFP SPECIFIC INFORMATION

ENGINEERING SERVICES

BUREAU OF TRANSPORTATION PLANNING

OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS.

NO

YES

DATED

THROUGH

Prequalified Services – See the attached Scope of Services for required Prequalification Classifications.

Non-Prequalified Services - If selected, the vendor must ensure that current financial information, in accordance with the Financial Requirements for Non-Prequalified Consultants/ Vendors, is on file and accepted with MDOT's Office of Commission Audits. This information must be on file and accepted for the prime vendor and all sub vendors prior to a contract award. **Form 5100J is required with proposals for all non-prequalified firms performing services on this project.**

Qualification Based Selection - Use the [Consultant/Vendor Selection Guidelines \(Michigan.gov\)](#).

For all Qualifications Based Selections, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

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.

Best Value - Use the [Consultant/Vendor Selection Guidelines \(Michigan.gov\)](#). 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).

BID SHEET INSTRUCTIONS

Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) with the proposal, to <https://milogintp.michigan.gov>. Failure to comply with this procedure may result in your bid being rejected from consideration. MDOT reserves the right to reject any and all bids.

PARTNERSHIP CHARTER AGREEMENT

MDOT and ACEC created a Partnership Charter Agreement which establishes guidelines to assist MDOT and Consultants in successful partnering. Both the Consultant and MDOT Project Manager are reminded to review the [ACEC-MDOT Partnership Charter Agreement](#) and are asked to follow all communications, issues resolution and other procedures and guidance's contained therein.