

**Michigan Department of Transportation
Contract No. 2007-
CTC & Associates LLC
Invoice No. MDOT2'
Billing Period: 04-16-08 to 05-15-08**

Activities Summary

Contract work area A: Peer Exchange

CTC worked with representatives of the Transportation Research Board to have the electronic version of the Peer Exchange final report posted to the American Association of State Highway and Transportation Officials (AASHTO) Research Advisory Committee (RAC) Web page (<http://research.transportation.org>). The file went online April 23. On May 15, CTC delivered a draft cover letter from MDOT's Calvin Roberts to accompany the mail distribution of the print version of this report.

Contract work area B: Communications

CTC reviewed and provided comments on the draft of Michigan's Local Technical Assistance Program (Michigan Technological University) upcoming quarterly ORBP newsletter. CTC's Brian Hirt provided additional feedback to Michigan Tech's John Ryyanen to help explain questions from MDOT's Larry Tibbits.

A "Research Successes" book to be distributed at the July 2008 AASHTO RAC national meeting will feature four MDOT research projects. After working with ORBP to identify appropriate projects, CTC reviewed relevant research and documentation, interviewed project managers, wrote draft "research success" highlight documents, and revised these based on input from ORBP as well as from MDOT's Office of Communications. MDOT's submission was completed and delivered by the May 15 due date.

Based on the AASHTO RAC highlight documents, CTC has begun conceptualizing and drafting a slightly longer "Research Spotlight" summary document, which will be an MDOT publication featuring research that has had positive impacts in the state. These documents are under development based on input that Calvin Roberts' provided during a teleconference on April 24.

On May 2, CTC delivered to ORBP a draft Monday Memo item on the Peer Exchange and ORBP's two new FTEs.

Contract work area C: Research Administration Manual

The Research Administration Manual was sent out for review on April 17. Based on comments received internally and externally, MDOT's Angela Nelson shared with Brian Hirt initial feedback collected by ORBP. They discussed sections that will need to be revised, and Brian will make these and other changes after receiving a full list of changes from ORBP.

Contract work area D: ORBP Strategic Plan

In support of Calvin Roberts' assignment as Team Leader of the Strategic Objective Action Team on Best Practices, CTC has begun documenting transportation literature and research related to best practices, creativity, innovation and organizational change. CTC's synthesis of this literature search is in process.

Contract work area F: 2008 Research Program

On May 14, CTC delivered a draft response to questions directed to Calvin related to the Michigan Transportation Research Board, the Transportation Research Institute of Michigan, and how these organizations fit into the next research biennium.

As an introduction to the Research Executive Committee (REC) meeting to be held on August 25, CTC delivered to ORBP on April 25 a draft overview brief for distribution to the REC members highlighting the purpose of the committee and the importance of their attendance and participation in the August meeting.

Meetings

In addition to one-on-one contact as needed to conduct the activities described above, CTC was part of the following meetings and teleconferences:

- A teleconference on April 24 with MDOT's Calvin Roberts and Angela Nelson and CTC's Pat Casey and Brian Hirt

PAYMENT VOUCHER SUMMARY FORM (Rev 8/2006)

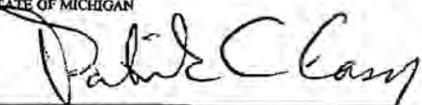
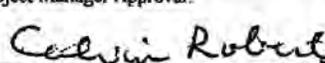
Contract Services Division

C&T

MTS

Design

T&S

1. MDOT CONTRACT NO.: 2007-		2. AUTHORIZATION LETTER/NUMBER:	
3. DATE: 5/24/2008	4. FEDERAL I.D. NUMBER:		5. MAIL CODE:
6. PAYEE NAME & REMITTANCE ADDRESS: CTC & Associates LLC 4805 Goldfinch Dr. Madison, Wisconsin 53714		7. PROJECT/SERVICE DESCRIPTION: Technical Communication Services	
CONTACT PERSON (PLEASE PRINT): Patrick C. Casey		8. CONTROL SECTION NUMBER:	
10. CONSULTANT CERTIFICATION: I HEREBY CERTIFY THAT THIS INVOICE IS A PROPER CHARGE TO THE STATE OF MICHIGAN 		9. SERVICE PERIOD: (PERIOD FOR AUTHORIZATION) FROM: 7/20/2007 TO: 9/19/2008	
11. VENDOR INVOICE NUMBER: MDOT.		12. MDOT PROJECT MANAGER: Calvin Roberts	
13. SERVICE MAXIMUM: \$	14. INVOICED TO DATE: \$	16. JOB NUMBER and AMOUNT (Include all suffixes)	
15. REMAINING BALANCE \$			
17. BILLING PERIOD: 4-16-2008 to 5-15-2008			
18. % COMPLETE TO DATE:	66%		
19. HOURS THIS PERIOD:	74.75		
20. FIXED FEE THIS PERIOD:	NA		
21. INVOICE AMOUNT:	\$		
22. RETAINAGE AMOUNT:	\$0.00		
23. PAY AMOUNT:	\$		
FOR CONTRACT SERVICES DIVISION USE ONLY			
Receiver Number:	Project Manager:	Billing Number:	
Date Invoice Received:	Project Manager Approval:	Date:	
Partial/Final Payment:		5/28/08	
Purchase Order Number (DPO):	Voucher ID#:		
A/P Date:	Paid Date:		
CSD Approval:			

APPENDIX C: Research Project Management



CTC & Associates LLC
Technical Communications Services for
Michigan Department of Transportation
Contract NO. 2007
Invoice NO. MDOT2'
Billing Period: 4-16-2008 to 5-15-2008

Detail of Expenses					
Personnel	Week (begin Mon.)	Hours	Rate	Subtotal	Total
Principal	4/24/2008	1.5	\$	\$	
	4/28/2008	1	\$	\$	
	5/7/2008	1	\$	\$	\$
Senior Editor	4/17/2008	1.25	\$	\$	
	4/25/2008	0.75	\$	\$	
	5/2/2008	1	\$	\$	\$
Researcher/Writer	4/16/2008	5	\$	\$	
	4/17/2008	4	\$	\$	
	4/18/2008	2	\$	\$	
	4/21/2008	6.75	\$	\$	
	4/23/2008	3.25	\$	\$	
	4/24/2008	7.5	\$	\$	
	4/25/2008	2.25	\$	\$	
	4/28/2008	6.25	\$	\$	
	4/29/2008	3	\$	\$	
	4/30/2008	5.25	\$	\$	
	5/2/2008	1.25	\$	\$	
	5/5/2008	2.75	\$	\$	
	5/6/2008	1.5	\$	\$	
	5/7/2008	2	\$	\$	
	5/8/2008	1.5	\$	\$	
	5/9/2008	0.75	\$	\$	
	5/12/2008	2	\$	\$	
5/13/2008	3.25	\$	\$		
5/14/2008	4.75	\$	\$		
5/15/2008	3.25	\$	\$	\$	

Total Labor 74.75 \$
 Direct Costs (see attached) \$
Invoice Total \$

CTC & Associates LLC
Technical Communications Services for
Michigan Department of Transportation
Contract NO.

Index:

PCA: /

OB: /

PROJ#:

Phase:

Invoice NO. M1

Billing Period: 11-16-2007 to 12-15-2007

Detail of Direct Costs

Peer Exchange Meeting:			
(date)	(expense)	(name)	<i>Amount</i>
11/5/2007	Binders and tabs from Office Max	CTC & Associates	
11/6/2007	Binders from Staples	CTC & Associates	
11/6/2007	Color copies for binder covers and spines from Office Max	CTC & Associates	
11/8/2007	Copies for binders at Staples in Madison	CTC & Associates	
11/13/2007	Fedex shipping of binders	CTC & Associates	
11/13/2007	Fedex shipping of binders	CTC & Associates	
12/3/2007	Copies for meeting at Kinko's in Lansing	CTC & Associates	
12/3/2007	Lunch (\$7.25 x 3 people)		
12/3/2007	Team dinner at the Sheraton	CTC & Associates	
12/4/2007	Breakfast catering	CTC & Associates	
12/4/2007	Lunch catering	CTC & Associates	
12/4/2007	Dinner (\$16.50 x 3 people)		
12/5/2007	Lunch catering	CTC & Associates	
12/5/2007	Dinner (\$16.50 x 2 people)		
12/5/2007	Team dinner at the Cadillac Club	CTC & Associates	
12/6/2007	Lunch catering	CTC & Associates	
12/6/2007	Breakfast catering	CTC & Associates	
12/6/2007	Gas for rental car	CTC & Associates	
12/6/2007	Parking		
12/6/2007	Parking		
12/6/2007	Car rental		
12/6/2007	Parking		
12/6/2007	Dinner		
12/3 and 12/6/2007	Mileage (134 x \$.485)		
12/3-12/5/07	Internet charges in hotel room		
12/3-12/5/07	Internet charges in hotel room		
12/4-12/5/07	Internet charges in hotel room		

Total Direct Costs: \$

CTC & Associates LLC
Technical Communications Services for
Michigan Department of Transportation
Contract NO. 21
Invoice NO. MD1
Billing Period: 10-17-2007 to 11-15-2007

Detail of Direct Costs

Project Managers Meeting:			
(date)	(expense)	(name)	Amount
11/12/2007	Mileage (67 x .485 = \$64.99)		\$
11/12/2007	Airfare		\$
11/12/2007	Lodging		\$
11/13/2007	Airfare		\$
11/13/2007	Airfare		\$
11/13/2007	Car Rental		\$
11/13/2007	Lodging		\$
11/13/2007	Lodging		\$
11/13/2007	Lodging		\$
11/13/2007	Meals (lunch & dinner)		\$
11/13/2007	Meals (lunch & dinner)		\$
11/13/2007	Meals (lunch & dinner)		\$
11/14/2007	Meals (lunch & dinner)		\$
11/14/2007	Meals (lunch & dinner)		\$
11/14/2007	Meals (dinner)		\$
11/14/2007	Mileage (67mi x .485 = \$64.99)		\$
11/14/2007	Parking		\$

Total Direct Costs: \$

Payment History

Project Manager:

N/A

Invoice No. / Date	Amount Billed	Total Billed	Amount Retained	Total Retained	Amount Paid	Contract Balance	Fixed Fee	Total Fixed Fee	Fixed Fee Balance	% Billed	% Complete	DPO
1/19/2004 1	\$1,488.70	\$1,488.70	\$0.00	\$0.00	\$1,488.70	\$444,307.71	\$168.22	\$168.22	\$43,526.20	0.33%	2.0%	N5201877
1/30/2004 2	\$3,409.09	\$4,897.79	\$0.00	\$0.00	\$3,409.09	\$440,898.62	\$336.43	\$504.65	\$43,189.77	1.10%	6.0%	N5201877
1/12/2005 3	\$5,633.33	\$10,531.12	\$0.00	\$0.00	\$5,633.33	\$435,265.29	\$588.75	\$1,093.40	\$42,601.02	2.36%	13.0%	N5203773
2/6/2005 4	\$3,075.09	\$13,606.21	\$0.00	\$0.00	\$3,075.09	\$432,190.20	\$336.43	\$1,429.83	\$42,264.59	3.05%	17.0%	N5203773
3/1/2005 5	\$1,581.49	\$15,187.70	\$0.00	\$0.00	\$1,581.49	\$430,608.71	\$168.22	\$1,598.05	\$42,096.37	3.41%	19.0%	N5203773
4/10/2005 6	\$8,741.04	\$23,928.74	\$0.00	\$0.00	\$8,741.04	\$421,867.67	\$841.08	\$2,439.13	\$41,255.29	5.37%	29.0%	N5203773
5/3/2005 7	\$4,107.19	\$28,035.93	\$0.00	\$0.00	\$4,107.19	\$417,760.48	\$420.54	\$2,859.67	\$40,834.75	6.29%	34.0%	N5203773
6/2/2005 8	\$2,885.65	\$30,921.58	\$0.00	\$0.00	\$2,885.65	\$414,874.83	\$232.32	\$3,111.99	\$40,582.43	6.94%	37.0%	N5203773
7/7/2005 9	\$3,285.75	\$34,207.33	\$0.00	\$0.00	\$3,285.75	\$411,589.08	\$336.43	\$3,448.42	\$40,246.00	7.67%	41.0%	N5203773
8/24/2005 10	\$1,853.54	\$36,060.87	\$0.00	\$0.00	\$1,853.54	\$409,735.54	\$168.22	\$3,616.64	\$40,077.78	8.09%	43.0%	N5203773
9/23/2005 11	\$2,674.98	\$38,735.85	\$0.00	\$0.00	\$2,674.98	\$407,060.56	\$232.32	\$3,868.96	\$39,825.46	8.69%	46.0%	N5203773
10/25/2005 12	\$3,707.08	\$42,442.93	\$0.00	\$0.00	\$3,707.08	\$403,353.48	\$336.43	\$4,205.39	\$39,489.03	9.52%	50.0%	N5203773
11/16/2005 13	\$4,423.19	\$46,866.12	\$0.00	\$0.00	\$4,423.19	\$398,930.29	\$420.54	\$4,625.93	\$39,068.49	10.51%	55.0%	N5203773
12/7/2005 14	\$2,055.40	\$48,921.52	\$0.00	\$0.00	\$2,055.40	\$396,874.89	\$370.07	\$4,996.00	\$38,698.42	10.97%	59.4%	N5203773
1/10/2006 15	\$5,054.74	\$53,976.26	\$0.00	\$0.00	\$5,054.74	\$391,820.15	\$504.65	\$5,500.65	\$38,193.77	12.11%	65.4%	N5203773
2/7/2006 16	\$5,825.54	\$59,801.80	\$0.00	\$0.00	\$5,825.54	\$385,994.61	\$588.75	\$6,089.40	\$37,605.02	13.41%	72.4%	N5203773
3/8/2006 17	\$7,244.58	\$67,046.38	\$0.00	\$0.00	\$7,244.58	\$378,750.03	\$706.50	\$6,795.90	\$36,898.52	15.04%	80.8%	N5203773
4/20/2006 18	\$8,668.36	\$75,714.74	\$0.00	\$0.00	\$8,668.36	\$370,081.67	\$689.69	\$7,485.59	\$36,208.83	16.98%	89.0%	N5203773
5/11/2006 19	\$5,207.86	\$80,922.60	\$0.00	\$0.00	\$5,207.86	\$364,873.81	\$664.45	\$8,150.04	\$35,544.38	18.15%	96.9%	N5203773
6/7/2006 20	\$4,830.85	\$85,753.45	\$0.00	\$0.00	\$4,830.85	\$360,042.96	\$176.62	\$8,326.66	\$35,167.76	19.24%	99.0%	N5203773
8/15/2006 21	\$6,235.34	\$91,988.79	\$0.00	\$0.00	\$6,235.34	\$353,807.62	\$1,155.03	\$9,481.69	\$34,212.73	20.63%	99.0%	N6205954
9/13/2006 22	\$9,204.29	\$101,193.08	\$0.00	\$0.00	\$9,204.29	\$344,603.33	\$858.07	\$10,339.76	\$33,354.66	22.70%	72.3%	N6205954
10/3/2006 23	\$8,754.40	\$109,947.48	\$0.00	\$0.00	\$8,754.40	\$335,848.93	\$529.14	\$10,868.90	\$32,825.52	24.66%	76.0%	N6205954
11/13/2006 24	\$5,922.88	\$115,870.36	\$0.00	\$0.00	\$5,922.88	\$329,926.05	\$600.65	\$11,469.55	\$32,224.87	25.99%	76.0%	N6205954
12/4/2006 25	\$4,611.97	\$120,482.33	\$0.00	\$0.00	\$4,611.97	\$325,314.08	\$257.42	\$11,726.97	\$31,967.45	27.03%	82.0%	N6205954
1/10/2007 26	\$3,167.00	\$123,649.33	\$0.00	\$0.00	\$3,167.00	\$322,147.08	\$143.01	\$11,869.98	\$31,824.44	27.74%	83.0%	N6205954
2/7/2007 27	\$4,789.97	\$128,439.30	\$0.00	\$0.00	\$4,789.97	\$317,357.11	\$429.04	\$12,299.02	\$31,395.40	28.81%	86.0%	N6205954
3/9/2007 28	\$6,678.38	\$135,117.68	\$0.00	\$0.00	\$6,678.38	\$310,678.73	\$1,071.48	\$13,370.50	\$30,323.92	30.31%	30.6%	N6205954
4/9/2007 29	\$7,595.69	\$142,713.37	\$0.00	\$0.00	\$7,595.69	\$303,083.04	\$742.81	\$14,113.31	\$29,581.11	32.01%	32.3%	N6205954
5/3/2007 30	\$8,474.36	\$151,187.73	\$0.00	\$0.00	\$8,474.36	\$294,608.68	\$873.89	\$14,987.20	\$28,707.22	33.91%	34.3%	N6205954
6/7/2007 31	\$5,508.24	\$156,695.97	\$0.00	\$0.00	\$5,508.24	\$289,100.44	\$524.33	\$15,511.53	\$28,182.89	35.15%	35.5%	N6205954
7/18/2007 32	\$7,662.71	\$164,358.68	\$0.00	\$0.00	\$7,662.71	\$281,437.73	\$742.80	\$16,254.33	\$27,440.09	36.87%	37.2%	N6205954
8/6/2007 33	\$6,402.47	\$170,761.15	\$0.00	\$0.00	\$6,402.47	\$275,035.26	\$655.42	\$16,909.75	\$26,784.67	38.30%	38.7%	N6205954
9/18/2007 34	\$5,472.22	\$176,233.37	\$0.00	\$0.00	\$5,472.22	\$269,563.04	\$546.18	\$17,455.93	\$26,238.49	39.53%	40.0%	N6205954
10/16/2007 35	\$8,431.99	\$184,665.36	\$0.00	\$0.00	\$8,431.99	\$261,131.05	\$808.35	\$18,264.28	\$25,430.14	41.42%	41.8%	N6205954
11/5/2007 36	\$7,471.84	\$192,137.20	\$0.00	\$0.00	\$7,471.84	\$253,659.21	\$786.50	\$19,050.78	\$24,643.64	43.10%	43.6%	N6205954
12/4/2007 37	\$6,476.06	\$198,613.26	\$0.00	\$0.00	\$6,476.06	\$247,183.15	\$611.72	\$19,662.50	\$24,245.42	44.55%	45.0%	N6205954
1/4/2008 38	\$7,706.42	\$206,319.68	\$0.00	\$0.00	\$7,706.42	\$239,476.73	\$786.50	\$20,449.00	\$23,245.42	46.28%	46.8%	N6205954
2/12/2008 39	\$5,986.91	\$212,306.59	\$0.00	\$0.00	\$5,986.91	\$233,489.82	\$576.76	\$21,023.76	\$22,668.66	47.62%	48.1%	N6205954
3/12/2008 40	\$6,137.74	\$218,444.33	\$0.00	\$0.00	\$6,137.74	\$227,352.08	\$607.36	\$21,633.12	\$22,061.30	49.00%	49.51	N6205954
4/12/2008 41	\$7,777.05	\$226,221.38	\$0.00	\$0.00	\$7,777.05	\$219,575.03	\$803.97	\$22,437.09	\$21,257.33	50.75%	51.35	N6205954
5/12/2008 42	\$8,507.03	\$234,728.41	\$0.00	\$0.00	\$8,507.03	\$211,068.00	\$1,053.04	\$23,490.13	\$20,204.29	52.65%	53.76	N6205954
Total Amount Paid: \$184,665.36												
Latest Authorized Amount: \$445,796.41												
Fixed Fee: \$43,694.42												
Expnri: 5/3/2009												

5/14/2008

401 S. Washington Square, Suite 103
Lansing, MI 48933

INVOICE

Michigan Department of Transportation
State Transportation Building, P.O. Box 30050
Lansing, MI 48909

Invoice no. 4840542
Project no.
Invoice date 05/01/08
Period ending 04/25/08
Contract no. 2004-0226 10
Final billing /Partial billing

Attn:

Research management services for a portion of MDOT's University contract research program

	CS	N/A	JN	N/A		
Contract no.						
DIRECT LABOR		(See Attached)			\$	3,069.00
Overhead and Burden		142.88%			\$	4,384.99
					\$	<u>7,453.99</u>
Profit	53.76%		x fixed fee max. of	\$43,694.42		
				\$23,490.12		
		Less Previously Invoiced		\$22,437.08		
		Fixed Fee This Invoice			\$	<u>1,053.04</u>
Total Direct Labor	(NSR)				\$	<u>8,507.03</u>
DIRECT COSTS						
SUBCONSULTANT EXPENSES		(See Attached)			\$	0.00
DIRECT EXPENSES		(See Attached)			\$	<u>0.00</u>
Total Direct Costs					\$	<u>0.00</u>
Sub-total					\$	8,507.03
Less Retainage					\$	0.00
TOTAL AMOUNT DUE					\$	<u><u>8,507.03</u></u>

Contract Amount \$445,796.41
Amount Billed-to-Date \$234,728.42
Amount Remaining \$211,067.99

Certified true and correct to the best of my knowledge



MONTHLY PROGRESS REPORT # 38

Research Project Management

Period Ending – April 2008

Date 05/01/2008

Plan Completion Date:



Authorization Expiration Date: 5/03/2009

A. Work Accomplished During the Previous Month

Total of 66hrs. for the month.

Approximately 44% of time was devoted to Project Manager duties for the following four authorized active projects:

Project #101739 UM: Discussed lab testing results and work progress on a revised work plan, per last progress review meeting.

Project #102001 MSU: Preparation and attendance at meeting between PI and RAP to discuss progress with interim plan for data comparison. Also, there was post-meeting discussion amongst RAP members.

Project #101999 MSU: As for previous month, coordinate continuing data search by MSU of MDOT's construction project files. Preparation and attendance at quarterly progress meeting.

Project #101997 MTU: As in March, discussion with PI and communication with PI on preparation of work plan for phase II of study.

About 5% of time as RAP participant for MSU project #102018.

About 34% of time spent on project initiation for FY 08, particularly UM project #102085 involving proposal and budget development by PI.

About 12% of time was attributed to continuing work on special project involving an old research pavement project (European Pavement on I-75) to prepare a report on its current performance and document current work improvements with active PM project.

About 5% of time to advise C&T research personnel in their work at their request.

B. Anticipated Work Items for the Upcoming Month

1. Continue project manager duties on projects previously discussed under work accomplished, plus others. Also, expect submittal of draft final report for UM project #101998 for technical review and general acceptance. Also, expect a draft work plan for review for MTU project #101997.
2. Continue assistance with program oversight and development of unauthorized FY 08 projects. Plus, possible participation as RAP member (projects where I'm not PM).
3. Possible general research work and consulting assistance, as directed.

C. Real or Anticipated Problems on the Project

None

D. Updated Detailed Project Schedule (Attachment "A")

1. No changes required.

E. Items Required from MDOT

1. None at this time

F. Copy of Verbal Contact Records for the Period (Attachment "B")

1. None at this time

EXAMPLE

APPENDIX C: Research Project Management

June 3, 2008

Michigan Department of Transportation
 Office of Research and National Best Practices
 8885 Ricks Road
 Lansing, Michigan 48909

Re:
 MDOT Project No.:
 Invoice period: 5/1/08-5/31/08
 MHI project #: 06022
 Invoice #: 16

Summary

1 Direct Labor

Name	Hours	Rate (\$/hr)	Total
	62	\$93.79	\$5,814.98
	146	\$93.79	\$13,693.34
	25	\$32.19	\$804.75
	0	\$62.10	\$0.00
	116	\$52.97	\$6,144.52
	11	\$60.29	\$663.19
	101	\$48.31	\$4,879.31
	0	\$36.37	\$0.00
	7	\$21.55	\$150.85
	32	\$15.15	\$484.80
	0	\$41.11	\$0.00
Subtotal	500		\$32,635.74

2 Overhead Costs
 160.82% times Direct Labor \$52,484.80

3 Fixed Fee
 11.00% of items 1 and 2 \$9,363.26

4 Cost of Money
 1.32% times Direct Labor \$430.79

5 Direct Costs:

Postage and Delivery	\$0.00
Equipment	\$0.00
Meeting Costs	\$24.15
Telephone & Internet	\$479.95
Reprographics	\$0.00
Subconsultant	\$21,772.34

\$5,207.58
 \$0.00
 \$0.00

Travel costs:

Car	\$291.85
Gasoline	\$0.00
Parking & Tolls	\$127.00
Mileage	\$79.00
Air	\$1,989.00
Hotel	\$1,050.41
M & IE	\$248.00

Total Direct Costs \$31,269.28

6 TOTAL AMOUNT DUE

Total of items 1, 2, 3, 4 and 5 \$126,183.87

A. Work Performed in Reporting Period

Work Performed in Reporting Period
<p>Task 1 – Project Management</p> <ul style="list-style-type: none"> ▪ Performed ongoing project management activities ▪ Discussed, as needed, project with MDOT ▪ Supported MDOT in discussions with potential VII data providers and users ▪ Obtained access to USDOT/VIIC POC VII probe data from Booz-Allen ▪ Worked with MDOT, RCOC, and Orbital (Orbital Sciences Corporation) to get access to SEMSIM data
<p>Task 2 – Concept of Operations</p> <ul style="list-style-type: none"> ▪ Task complete; no activity
<p>Task 3 – Functional Requirements</p> <ul style="list-style-type: none"> ▪ Issued Final System Architecture Description
<p>Task 4 – Design</p> <ul style="list-style-type: none"> ▪ Completed design for First Prototype ▪ Continued documentation of system design
<p>Task 5 – First Prototype Suite</p> <ul style="list-style-type: none"> ▪ Continued collection of Chrysler fleet data ▪ Continued collection of MITS Center data ▪ Demonstrated integration of POC data with Chrysler and fixed detector data ▪ Updated presentation of prototype data based on MDOT feedback ▪ Supported MDOT presentation at ITS Michigan
<p>Task 6 – Second Prototype Suite</p> <ul style="list-style-type: none"> ▪ Began planning for applications and interfaces needed for second prototype ▪ Participated in and supported TMC of the Future conference calls
<p>Task 7 – Full Suite Prototype Application</p> <ul style="list-style-type: none"> ▪ No Activity
<p>Task 8 – Final Suite Prototype Application</p> <ul style="list-style-type: none"> ▪ No Activity
<p>Task 9 – Final Documentation and Reports</p> <ul style="list-style-type: none"> ▪ No Activity

B. Work Planned for Next Reporting Period

Work Planned for Next Reporting Period
<p>Task 1 – Project Management</p> <ul style="list-style-type: none"> ▪ Perform ongoing project management activities as required ▪ Support MDOT in discussions with potential VII data providers and users ▪ Obtain access to SEMSIM data
<p>Task 2 – Concept of Operations</p> <ul style="list-style-type: none"> ▪ Task complete; no activity planned
<p>Task 3 – Functional Requirements</p> <ul style="list-style-type: none"> ▪ Task complete; no activity planned
<p>Task 4 – Design</p> <ul style="list-style-type: none"> ▪ Continue specification of computational algorithms based on functional requirements <ul style="list-style-type: none"> ○ Traffic management ○ Weather response ○ Asset management ▪ Collect and integrate user feedback on design of user interfaces ▪ Prepare draft System Design Description
<p>Task 5 – First Prototype Suite</p> <ul style="list-style-type: none"> ▪ Develop computational services for traffic data aggregation on roadway segments ▪ Continue collection of Chrysler fleet data ▪ Continue collection of MITS Center data ▪ Prepare Software Kit for First Prototype
<p>Task 6 – Second Prototype Suite</p> <ul style="list-style-type: none"> ▪ Identify key development topics for second prototype ▪ Complete input services for USDOT/VIIC POC probe data ▪ Develop input service for SEMSIM probe data ▪ Continue support for TMC of the Future
<p>Task 7 – Full Suite Prototype Application</p> <ul style="list-style-type: none"> ▪ No Activity Planned
<p>Task 8 – Final Suite Prototype Application</p> <ul style="list-style-type: none"> ▪ No Activity Planned
<p>Task 9 – Final Documentation and Reports</p> <ul style="list-style-type: none"> ▪ No Activity Planned

C. Problems Encountered or Anticipated With Recommended Solutions

No problems identified.

EXAMPLE

Michigan Department
Of Transportation
5306 (03/08)

**OFFICE OF RESEARCH & BEST PRACTICES
STATEWIDE PLANNING & RESEARCH, PART II
RESEARCH PROJECT CHANGE REQUEST FORM**

PROJECT TITLE	
PROJECT MANAGER	PRINCIPAL INVESTIGATOR
RESEARCH AGENCY	RESEARCH MANAGER
CONTRACT/AUTHORIZATION #	SPR NUMBER
ORBP NUMBER	APPROVED TOTAL COST
PROJECT START DATE	APPROVED COMPLETION DATE

CHANGE REQUEST(S)

CHANGE IN STAFF

ORIGINAL STAFF PERSON	POSITION TITLE	EFFECTIVE DATE OF CHANGE
NEW STAFF PERSON		
REASON/JUSTIFICATION FOR CHANGE		

CHANGE IN SCOPE OF WORK

REQUESTED CHANGE
REASON/JUSTIFICATION FOR CHANGE

CHANGE IN COST

COST INCREASE/DECREASE	NEW COST
REASON/JUSTIFICATION FOR CHANGE	

CHANGE IN COMPLETION DATE

REASON/JUSTIFICATION FOR CHANGE	NEW COMPLETION DATE REQUESTED
---------------------------------	-------------------------------

PROJECT MANAGER SIGNATURE	DATE
ENGINEER OF RESEARCH AND BEST PRACTICES SIGNATURE	DATE

FHWA APPROVAL NEEDED? NO YES, If yes, complete the following

DATE FHWA APPROVAL REQUEST WAS SENT	DATE FHWA APPROVAL WAS RECEIVED
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CC: Project File

Michigan Department
of Transportation
0325 (08/04)

**SERVICE VENDOR
PERFORMANCE EVALUATION**

CONTRACT NO.

AUTHORIZATION NO.
(if applicable)

Page 1 of 4

Notes to Evaluator: Rate service vendor from 1 to 10. Behavioral statements are provided for ratings of 10, 8, 5, and 1 as guidance. Comments must be given for all questions rated. A rating of 7 or less must be documented in the project files. Choose N/A for items which do not apply.

The evaluator is to send the original to the contract administration office, with copies to the vendor being evaluated, the evaluator's project file, and Contract Services Division.

Note to Vendor: Any appeal of this evaluation must be filed within 14 calendar days of the signature date on this evaluation form. The appeal process details are available in Guidance Document Number 10157, Service Vendor Performance Evaluation Appeal Process.

ORGANIZATION --Select--	VENDOR NAME <input type="checkbox"/> Prime <input type="checkbox"/> Sub
VENDOR PROJECT MANAGER	SPECIAL PROJECT TYPE --Select--
PREQUALIFICATION CLASSIFICATION --Select--	WORK TYPE --Select--
EVALUATION TYPE --Select--	PROJECT COMPLEXITY --Select--

PROJECT ROUTE AND DESCRIPTION		
CONTROL SECTION	EVALUATION JOB NO.	CONTROLLING JOB NO.
SERVICE COMPLETION DATE	SERVICE ACCEPTANCE DATE	COST OF SERVICE

RATING (Whole Number)	Indicate your appraisal of the Vendor's performance and add comments for each question.
	Project Management
--Select--	<p>1. Was the vendor in control of the services provided to MDOT? Rating Description</p> <p>10 - Vendor displayed outstanding knowledge and control of the services and provided superior advice and counsel to the department that improved MDOT's project approach, including but not limited to communication with the public, coordination with local governments, or the project management considerations.</p> <p>8 - Vendor was always knowledgeable and in control of the services and clearly met the department's expectations.</p> <p>5 - Vendor was usually knowledgeable and in control but required guidance from department personnel.</p> <p>1 - Vendor demonstrated no control over the services and the project was harmed.</p> <p>Comments</p>
--Select--	<p>2. Did the vendor communicate adequately with the department staff? Rating Description</p> <p>10 - Vendor provided superior communications with the department, communicating in a thorough, concise and timely manner, and clearly exceeded the department's expectations by identifying problems and helping to define choices faced by the department.</p> <p>8 - Vendor always communicated with the department in a thorough, concise and timely manner and clearly met the department's expectations.</p> <p>5 - Vendor usually communicated with the department in a thorough, concise and timely manner. Department personnel occasionally had to initiate and clarify communications to move project forward.</p> <p>1 - Communication was lacking and the project was harmed.</p> <p>Comments</p>

RATING (Whole Number)	Indicate your appraisal of the Vendor's performance and add comments for each question. (continued)
--Select--	<p>3. Was the vendor responsive to requests from the department, including requests for information and requests to make changes in the work?</p> <p>Rating Description</p> <ul style="list-style-type: none"> 10 - Vendor anticipated the need for information or changes and proactively initiated action. 8 - Vendor was always responsive and promptly complied with all requests. 5 - Vendor was usually responsive or was occasionally resistant to requests for information or minor changes. 1 - Vendor was unresponsive and the project was harmed. <p>Comments</p>
Resources	
--Select--	<p>4. Did the vendor have competent and sufficient personnel with the technical expertise needed to successfully complete the project?</p> <p>Rating Description</p> <ul style="list-style-type: none"> 10 - Vendor provided personnel with superior qualifications who were able to complete the scope of services with minimal guidance or expertise given by MDOT. 8 - Vendor always provided personnel who were able to complete the scope of services with little more than the normal guidance or expertise given by MDOT. 5 - Vendor usually provided personnel who were able to complete the scope of services with little more than the normal guidance or expertise given by MDOT. Occasionally, the vendor's personnel demonstrated lack of knowledge and skill. 1 - Vendor did not provide competent and sufficient personnel to adequately perform the scope of services and the project was harmed. <p>Comments</p>
--Select--	<p>5. Did the vendor have adequate and sufficient resources other than personnel (equipment, manuals, etc.) to fulfill the requirements of the scope of services?</p> <p>Rating Description</p> <ul style="list-style-type: none"> 10 - All resources exceeded requirements to perform the scope of services. 8 - All resources met requirements to adequately perform the scope of services. 5 - Resources usually were adequate and sufficient to perform the scope of services. On some occasions, the vendor had to be notified to provide resources to meet requirements. 1 - Vendor did not have adequate and sufficient resources to perform the scope of services and the project as harmed. <p>Comments</p>
Work Performance	
--Select--	<p>6. Did the vendor follow good safety practices?</p> <p>Rating Description</p> <ul style="list-style-type: none"> 10 - Vendor took the initiative to ensure the safety and health of the employees. Safety equipment and devices were in excellent condition and were used by all vendor employees. 8 - Safety equipment and devices were in good condition and were used by vendor's employees. Vendor immediately carried out any requests by MDOT for changes in safety measures. 5 - Vendor usually ensured the safety and health of employees. Safety equipment and devices were in good condition and were used by vendor's employees. Vendor carried out requests by MDOT for changes in safety measures after written notification. 1 - Vendor's safety and health practices were unsatisfactory. MDOT imposed stoppages of work for safety issues. Vendor reluctantly made changes requested by MDOT or did not make the change. <p>Comments</p>

RATING (Whole Number)	Indicate your appraisal of the Vendor's performance and add comments for each question. (continued)
--Select--	<p>7. Did the vendor provide a quality work product?</p> <p>Rating Description</p> <p>10 - Vendor's work product was excellent (complete, accurate, and professional in appearance) and MDOT requirements were exceeded.</p> <p>8 - Vendor's work product was acceptable and MDOT requirements were met without a need for MDOT to identify deficiencies.</p> <p>5 - Vendor's work product met minimum requirements but required notification of deficiencies from MDOT.</p> <p>1 - Vendor's work product was unacceptable and clearly did not meet MDOT requirements, and the project was harmed.</p> <p>Comments</p>
--Select--	<p>8. Did the vendor properly notify and coordinate work with other affected parties such as utility companies, property owners, local units of government, and other MDOT areas?</p> <p>Rating Description</p> <p>10 - Vendor was proactive in initiating and executing notifications and project coordination activities.</p> <p>8 - Vendor always provided proper notification and coordinated with each affected party.</p> <p>5 - Vendor usually coordinated with, or gave proper notification to, all affected parties.</p> <p>1 - Vendor did not provide proper notification nor coordinate with affected parties, and the project was harmed.</p> <p>Comments</p>
--Select--	<p>9. Did the vendor meet the applicable environmental requirements, such as documentation, enforcement, obtaining permits, studies, etc.?</p> <p>Rating Description</p> <p>10 - Vendor was proactive in initiating and executing activities to meet environmental requirements without prompting by MDOT.</p> <p>8 - Vendor always met environmental requirements.</p> <p>5 - Vendor usually met environmental requirements.</p> <p>1 - Vendor's failure to meet environmental requirements harmed the project.</p> <p>Comments</p>
--Select--	<p>10. Did the vendor meet deliverable date requirements?</p> <p>Rating Description</p> <p>10 - Acceptable deliverables were always received more than 15% ahead of schedule.</p> <p>8 - Acceptable deliverables were always within the schedule.</p> <p>5 - Acceptable deliverables were usually received no more than 10% behind schedule.</p> <p>1 - Acceptable deliverables were usually received more than 25% behind schedule.</p> <p>Comments</p>
--Select--	<p>11. To the best of my knowledge, did the vendor comply with applicable federal, state and local laws and regulations and/or MDOT guidelines and procedures? This includes, but is not limited to, compliance with prompt payment to subvendors (completing attachment G), submitting accurate and timely invoices, and responding to contractual issues.</p> <p>Rating Description</p> <p>10 - Vendor displayed outstanding knowledge of applicable federal, state and/or local laws and regulations. In addition, the vendor was proactive in assuring they complied with MDOT guidelines and procedures and therefore needed no MDOT intervention.</p> <p>8 - Vendor always knew and complied with applicable federal, state and/or local laws and regulations. In addition, the vendor always followed MDOT guidelines and procedures with normal guidance or expertise given by MDOT.</p> <p>5 - Vendor was usually knowledgeable of applicable federal, state and/or local laws and regulations, but MDOT had to intervene occasionally to assure compliance. The vendor usually followed MDOT guidelines and procedures but needed more than the normal guidance or expertise by MDOT. Any problems were corrected immediately upon notification by MDOT.</p> <p>1 - Vendor failed to comply with applicable federal, state and/or local laws and regulations and/or the vendor failed to comply with MDOT guidelines and procedures.</p> <p>Comments</p>

APPENDIX C: Research Project Management

RATING (Whole Number)	Indicate your appraisal of the Vendor's performance and add comments for each question. (continued)
	Subvendor Management
--Select--	<p>12. Did the vendor coordinate work with subvendor's work, exercise authority over subvendors, provide notice of subvendor work schedule, and ensure that subvendors were in compliance with contract requirements?</p> <p>Rating Description</p> <p>10 - Vendor was proactive in exercising authority, coordinating and monitoring work operations of the subvendors to ensure acceptable completion of the scope of services.</p> <p>8 - Vendor always exercised authority, coordinated and monitored work operations with their subvendors to ensure acceptable completion of the scope of services.</p> <p>5 - Vendor usually exercised authority, coordinated and monitored work operations with their subvendors to ensure acceptable completion of the scope of services. Any problems were corrected immediately upon notification by MDOT.</p> <p>1 - Vendor's failure to exercise authority, coordinate and monitor work operations with their subvendors harmed the project.</p> <p>Comments</p>

OTHER COMMENTS

PROJECT MANAGER HAS NOTIFIED ANY SPECIALTY AREAS TO COMPLETE AN EVALUATION YES NO

IS THIS A PRIMARY EVALUATION OR A SPECIALTY AREA EVALUATION? --Select--

EVALUATED BY: (Please print) _____ DATE _____

EVALUATOR'S SIGNATURE _____