



OFFICE OF RESEARCH &  
BEST PRACTICES

## APPENDIX C

# Research Project Management

Michigan Department of Transportation





OFFICE OF RESEARCH AND BEST PRACTICES  
 Research Advisory Panel (RAP) Members Selected

PROJECT TITLE:			
PROJECT #:		ORBP #:	
PROJECT MANAGER			
PRINCIPAL INVESTIGATOR			
RESEARCH CONSULTANT AGENCY			
<b>RAP MEMBERS</b>			
Name	Division/Region/TSC	Telephone	E-Mail
Focus Area Manager's Signature:			
Date:			
ORBP Initial of Receipt:		Date of ORBP Initial:	

cc: Project File









OFFICE OF RESEARCH AND BEST PRACTICES  
 Research Proposal Budget-By-Task Worksheet

Subtotal - Subcontractors/Consultants		Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost
<b>III. Supplies (Provide details if cost exceeds \$2,000. Individual line items in excess of \$1,000 require a detailed explanation.)</b>									
Item	Unit cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost
Subtotal - Supplies									
<b>IV. Capital Equipment Required for this Research (List items with a value in excess of \$500. Equipment in excess of \$5,000 requires prior approval.)</b>									
Item	Unit cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost
Subtotal - Capital Equipment									
<b>V. In-State Travel (Must be in accordance with IDS contract requirements.)</b>									
Item	Unit cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost
Subtotal - In-State Travel									
<b>VI. Out-of-State Travel (Must be in accordance with IDS contract requirements.)</b>									
Item	Unit cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost
Subtotal - Out-of-State Travel									

Michigan Department of Transportation  
 Proposal for Project Management Services,  
 "Name"  
 Revised Timeline for Work Areas and Tasks  
 July 2007 through December 2010

Start Date July 2007	2007				2008				2009				2010			
	3Q07	4Q07	1Q08	2Q08	3Q08	4Q08	1Q09	2Q09	3Q09	4Q09	1Q10	2Q10	3Q10	4Q10		
<b>Work Area A: Peer Exchange COMPLETED</b>																
1. Develop theme(s), identify team																
2. Lead planning meetings																
3. Develop pre-exchange communications plan																
4. Arrange facilities, accommodations																
5. Serve as facilitators																
6. Develop post-exchange communications plan																
<b>Work Area B: Communications</b>																
1. Design tools to raise awareness of ORNBP																
2. Design tools to bring MDOT new knowledge																
3. Write content																
4. Facilitate publication and distribution																
5. Deliver presentations at MDOT																
<b>Work Area C: Research Admin. Manual COMPLETED</b>																
1. Review draft manual																
2. Recommend uses of manual																
<b>Work Area D: ORBP Strategic Planning</b>																
1. Coordinate with MDOT plan																
2. Identify national best practices																
3. Lead strategic planning process																
4. Draft, revise and finalize strategic plan																
5. Develop outreach activities																
<b>6. Assist with SOAT development</b>																

**Proposal for Project Management Services**  
**Amendment for Additional \$100,000**  
**Prepared for Michigan Department of Transportation**  
**Prepared by "Name"**  
**Effort by Tasks (Hours and Costs)**  
**"Date"**

Principal Staff Members	Role in Project	Time (%) Over Contract Period	Work Area						Total Hours	Hourly Rate Including Overhead*	Amendment Cost	Original Cost
			Work Area B	Work Area D	Work Area E	Work Area F	Work Area C	Work Area G				
	Principal Consultant	21%	75	60	50	75		260		\$0		
	Consulting, Writing, Project Management	8%	0	25	25	50		100		\$0		
	Writing & research	48%	300	100	100	100		600		\$0		
	Editing	10%	80	5	40	0		125		\$0		
	Publication and Web Design, Graphics	10%	50	20	50	0		120		\$0		
	Administrative support	3%	25	10	10	0		45		\$0		
	<b>Labor Subtotals</b>		<b>530</b>	<b>220</b>	<b>275</b>	<b>225</b>		<b>1250</b>		<b>\$0</b>	<b>\$0.00</b>	
	<b>Travel**</b>											
	<b>Printing, copies, ofc. Supplies**</b>									<b>\$0</b>	<b>\$0</b>	

\*See Labor and Overhead Rates

\*\*Travel, printing, supplies billed at cost.

"name"  
**MDOT Proposal for Technical Communication Services**  
**Labor and Overhead Rates**  
**April 6, 2007**

	Pay Rate	Overhead Rate*	Subtotal	Fixed Fee	Total	Fixed Hourly Billing Rate
Classification (rate/fee)						
Principal		\$0.00	\$0.00	\$0.00	\$0.00	
Senior Associate		\$0.00	\$0.00	\$0.00	\$0.00	
Researchers/Writers		\$0.00	\$0.00	\$0.00	\$0.00	
Editor		\$0.00	\$0.00	\$0.00	\$0.00	
Graphic Designer**			\$0.00	\$0.00	\$0.00	
Administrative Associate		\$0.00	\$0.00	\$0.00	\$0.00	

\*Includes employee taxes and fringe benefits

\*\*Subcontractor overhead rate = 5%

EXAMPLE

### Subcontract Checklist and Examples

The following statements must be included in subcontract agreements:

- MDOT/Prime contract number and authorization number (if applicable).
- Prime consultant's name.
- Sub-consultant's name.
- Description of work to be performed by sub-consultants, as stated in the scope of services.
- Job number(s), control section(s), and structure number(s), if applicable.
- A derivation of cost must be included in the subcontract.
- One of the following statements (using recommended or similar contract language) specifying the basis of payment, maximum contract amount, and fixed fee amount (if applicable) must be written into the subcontract:

(1)Actual Cost & Total Dollar Amount: compensation for the services must be on the basis of actual cost and must 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 must 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 must be on the basis of a fixed hourly rate plus actual direct expenses and must 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.
- (Optional) Subcontract effective and expiration dates. If these dates are not provided in the subcontract, the prime agreement's effective and expiration dates will be used.

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

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

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

# APPENDIX C: Research Project Management



Michigan Department  
of Transportation  
5301 (01/08)

## Office of Research and Best Practices PROJECT MANAGERS CHECKLIST FOR RESEARCH SERVICES

THIS REQUEST IS FOR (Check all that apply)

- NEW CONTRACT/  
AUTHORIZATION     
  ADDITIONAL WORK/CHANGE  
IN SCOPE     
  ADDITIONAL MONEY     
  TIME EXTENSION

CONTRACT #			AUTHORIZATION #	RESEARCH #
JOB #	PHASE #	PCA CODE	INDEX CODE	OBJECT CODE

PROJECT TITLE

VENDOR/UNIVERSITY

PRINCIPAL INVESTIGATOR'S NAME	PHONE #	FAX #
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MDOT PROJECT MANAGER'S NAME	REGION/TSC	MAILCODE	PHONE #	FAX #
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**IF THIS REQUEST IS FOR A TIME EXTENSION:**

ORIGINAL START DATE	ORIGINAL ENDING DATE	ORIGINAL WORK DURATION IN MONTHS	NEW WORK DURATION IN MONTHS
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JUSTIFICATION FOR THE TIME EXTENSION: (Please send and Email the following documents to the Office of Research & Best Practices: This form, completed, signed and dated, State Administration Board Agenda Questions Form 5304 (if project cost is over \$25,000), and SPR Part II History Report Form 5305.

**IF THIS REQUEST IS FOR ADDITIONAL MONEY:**

ORIGINAL TOTAL PROJECT COST	NEW TOTAL PROJECT COST
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WHAT ARE THE ESTIMATED COSTS BY FISCAL YEAR. START WITH THE CURRENT FISCAL YEAR (Please send and Email the following documents to the Office of Research & Best Practices: This form, completed, signed and dated, State Administration Board Agenda Questions Form 5304 (if project cost is over \$25,000), revised proposal (work plan and budget), and SPR Part II History Report Form 5305.

AMOUNT TO BE SPENT BETWEEN 10/1/___ & 9/30/___	AMOUNT TO BE SPENT BETWEEN 10/1/___ & 9/30/___
AMOUNT TO BE SPENT BETWEEN 10/1/___ & 9/30/___	AMOUNT TO BE SPENT BETWEEN 10/1/___ & 9/30/___

**IF THIS IS A NEW CONTRACT/AUTHORIZATION** (Please send and Email the following documents to the Office of Research & Best Practices: This form, completed, signed and dated, proposal (work plan and budget), and SPR Part II History Report Form 5305.

**Proposal Received – Verify the Following**

- Personnel – all labor reported as % of effort (none included in direct expenses)
- Sub consultants have submitted a derivation of cost (Sub contract will be required if greater than \$25,000)
- Special Equipment:
  - Verified equipment is necessary for the project
  - Verified equipment is dedicated to the use of this project
  - Verified equipment is prorated for the life of this project
- Provide breakdown of direct expenses over \$2,000 This includes but is not limited to: Lab supplies, Travel expenses, Phone, Fax, Copying, etc.
- Proposed budget is broken down by MDOT fiscal year.

MDOT should be able to determine how expenses were developed from the breakdown provided (ex: Mail –250 letters @ \$9/letter)

**Other Elements**

- Job number authorization amount has been verified in MFOS
- State Administration Board Questions Form 5305 has been emailed to Research Analyst

*State Ad Board Approval required for University Contracts or Authorizations in excess of \$25,000. This should not be considered a complete listing of SAB requirements. Check with the contract analyst for the most up to date rules.*

PROJECT MANAGER'S SIGNATURE	DATE
ENGINEER OF OFFICE OF RESEARCH & BEST PRACTICES	DATE