

**CONSULTANT/
VENDOR
PREPARATION OF
PRICED PROPOSAL
GUIDELINES**

FOR

**SERVICE CONTRACTS, AMENDMENTS,
AUTHORIZATIONS OR REVISIONS**

**MICHIGAN DEPARTMENT OF
TRANSPORTATION**

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I. GENERAL INFORMATION

I-1. PURPOSE

This guidelines package delineates the instructions for the preparation of priced proposals where the Consultant will provide services under the terms and conditions of a contract, amendment, authorization or revision. Forms are included for use by consultants (Vendors) in the preparation of priced proposals for “actual cost plus fixed fee” contracts/authorizations, or “actual cost” contracts/authorizations without a fixed fee. This guidelines package includes information for use in the documentation of costs during price negotiations in “lump sum” contracts, “fixed hourly”, “unit price” or “milestone” contracts where low bidding was not used.

I-2. PRICED PROPOSAL DUE DATE AND SUBMITTAL

The due date for a priced proposal is specified by the MDOT project manager (PM), verbally or in writing, depending on the schedule of the needed services. Pre-priced proposal meetings or a scope verification meeting, may be requested by either the consultant or the PM to further clarify the scope and provide for better communication on the project. A preliminary negotiation through electronic means is acceptable at the PM’s discretion. **One unbound hard copy with original signatures** needs to be submitted to the PM. Missing documentation may delay the acceptance of the priced proposal.

If in a pre-priced proposal or scope verification meeting it is determined and agreed upon by both the consultant and the PM that changes are necessary to reasonably meet the intent of the project, while maintaining the integrity of the selection, those changes can be made and must be reported on MDOT Form 5102, signed by the PM and the Vendor. The PM must include MDOT Form 5102, for all new service requests, regardless of RFP changes, with the PM Contract Request (Form 5105) to the Contract Services Division.

I-3. NEGOTIATION

The PM will use the priced proposal as a basis for negotiation. The hours proposed in the Vendors priced proposal will be compared to the PM's prior estimate of hours for the service. The PM may negotiate the hours for the services and may also request clarifications or changes. Costs that are non-negotiable include overhead rates, employee labor rates, Facilities Capital Cost of Money (F.C.C.M.), and other approved direct expenses. Any other components of the priced proposal, including services are eligible for discussion. Any changes made as a result of negotiations must be submitted to the PM in a new priced proposal. MDOT may accept the priced proposal if it is within reasonable range of the estimate. When the PM finds the priced proposal to be fair and reasonable, negotiations are considered tentatively complete.

In the event negotiations are not successful with the highest ranked consultant, MDOT will terminate negotiations. MDOT will then initiate negotiations with the next highest ranked consultant. MDOT will not pay for any costs incurred in compiling the priced proposal or subsequent negotiations prior to Contract/Authorization award.

I-4. ACCEPTANCE OF PRICED PROPOSAL

Upon the completion of successful negotiations and preliminary acceptance of the priced proposal by the PM, the package will be sent to the MDOT Contract Administrator (CA). The priced proposal will be reviewed by the CA and any other appropriate approval bodies. This may include, but not be limited to, the Office of Commission Audit (OCA), the Attorney General (AG), and the State Administrative Board. Any requested changes may be the basis for renegotiation with the PM.

After all required approvals are obtained; MDOT may enter into a contract/authorization with the consultant.

I-5. CONTRACT LANGUAGE

MDOT contract language is non-negotiable. A sample of standard Indefinite Delivery of Services (IDS) contract language can be found on MDOT's website under "Doing Business with MDOT" http://www.michigan.gov/mdot/0,1607,7-151-9625_21540---,00.html. See Vendor/Consultant Services, Vendor/Consultant Contracts section and select Indefinite Delivery of Services Contract.

The Consultant shall not include terms or conditions within a priced proposal that contradict or supersede the MDOT Contract terms and conditions. In case of any discrepancy between the body of a Contract and any exhibit(s), the body of the Contract will govern. In case of any discrepancy between the body of a Contract and any Authorization(s), the body of the Contract will govern.

I-6. UNAUTHORIZED COSTS INCURRED

MDOT will not reimburse the consultant for any work performed outside of the terms and conditions of the contract, prior to the execution or after the expiration of a contract/authorization. Any costs incurred prior to the execution or after the expiration date of the contract/authorization shall be the responsibility of the consultant, unless stated differently in the terms of the Contract.

I-7. INQUIRIES

Questions regarding the priced proposal may be made in writing, by telephone, or by fax to the PM.

I-8. NEWS RELEASES

News releases pertaining to a service and/or the related projects are prohibited without prior written approval from MDOT, as governed by the terms of the Contract.

I-9. JOB NUMBERS

MDOT usually allocates funds and records costs by using project specific job numbers. Job numbers consist of numbers and letters. A difference in any digit, including the phase, represents a unique job and the costs must be accounted for separately.

I-10. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION

The overall annual MDOT DBE participation level (goal) is achieved through a combination of race neutral and race conscious solicitations. Any required DBE participation will be specified in the MDOT Scope of Services. If the MDOT Scope of Services gives a race conscious DBE goal, the priced proposal shall include how that goal is to be met. If the consultant cannot meet the goal, it must get an approved written waiver from MDOT before proceeding with the submittal of the priced proposal. *Contact the MDOT Selections Specialist for information on how to submit a waiver request.*

DBE participation forms must be submitted to the individual specified in the RFP after final contract negotiation. The prime vendor/consultant shall select DBEs to perform, at minimum, work which corresponds in dollar value to the DBE participation goal. DBEs must perform a commercially useful function as required by 49 CFR §26.55 of the Federal Register and by contractual requirements.

If the consultant is unable to achieve DBE participation totaling, at minimum, the amount required by the contract, the consultant must state their intent to apply for a Good Faith Effort (GFE) modification or waiver of the DBE participation goal (MDOT Form 0180). If neither the form nor the statement is provided, the proposal will be considered non-responsive and not eligible for contract award.

NOTE: DBEs may provide prequalified or non-prequalified services. Only DBEs who are currently certified and listed on the web-based Michigan Uniform Certification Program (MUCP) database are eligible for DBE participation credit: A MUCP is directly linked to the MDOT Web site at <http://www.michigan.gov/mdotdbe>. Under “Directories,” select the “Search MUCP DBE Directory for all certified DBEs in Michigan” link.

If prequalification is required, credit may be given only for firms who are both prequalified and DBE-certified in the applicable work type(s). Supply purchase orders may count DBE participation credits as follows: Manufacturer = 100%; Regular Dealer = 60%; Supply Broker = Brokerage fee/commission.

I-11. PERSONNEL TIME

It is the PM’s responsibility to approve only consultant personnel that have direct responsibility for providing the service. MDOT has the right to deny charges from consultant personnel that do not contribute to the performance of the service. This may include denying general administrative charges of employees that are not providing direct support for the project. Personnel that provide indirect support to the project should be included in the Consultants overhead rate. General administrative support (secretary, etc.) may be eligible if these charges are not included in the consultant’s overhead computation. The method of accounting for personnel listed under Direct Labor on any priced proposal shall be the same as the method the consultant provided OCA (such as classifications or individual employee rates).

I-12. OVERTIME

MDOT’s practice is to hire consultants that have sufficient staffing capabilities to complete the service or contract/authorization by the required due date without the use of overtime hours. Recognizing that some activities may be performed more efficiently by working longer than

standard hours, due to weather or travel considerations, MDOT may approve schedules with such extra work hours when adequate justification is provided. Any extended work hours that result in overtime pay rates must be approved in writing by the appropriate Region Engineer or Division Administrator prior to the start of the service or contract/authorization. Overtime hours must be clearly identified in the priced proposal.

I-13. PAYMENT SCHEDULE

Payment on any contract/authorization for services will be made based on the monthly invoice and progress report, or based on the milestones/units identified in the MDOT Scope of Services. The Michigan Department of Transportation website contains payment information and blank forms for invoicing. This information may be obtained by linking to www.michigan.gov/mdot and selecting **Vendor/Consultant Services** under **Vendor/Consultant Contracts**. Please submit all payment vouchers to MDOT, Contract Services Division, Contract Support Unit (B470); 425 West Ottawa Street, P.O. Box 30050, Lansing, MI 48909.

I-14. LUMP SUM or MILESTONE

If it is determined that the service or contract/authorization will be paid on a lump sum or milestone basis (and the selection was not determined by low bid), an actual cost plus fixed fee cost breakdown must still be provided in accordance with these guidelines. The breakdown will be used to determine the final negotiated total price.

I-15. UNIT PRICE or FIXED HOURLY

If it is determined that the service or contract/authorization will be paid on a unit price or fixed hourly basis, a maximum quantity of units/hours and a maximum reimbursable cost per unit/hour will be provided in accordance with the scope of services.

I-16. SUBCONSULTANTS AND SUPPLIERS

A subconsultant is any person, Vendor, partnership, or other organizational entity that performs any **service** for which MDOT has contracted the prime consultant (Where people are engaged in an activity). A supplier is any person, Vendor, partnership, or other organizational entity that supplies materials and/or a commodity/product without an associated service (Where products are delivered to a work location).

If the subconsultant provides services as stated above, a detailed derivation of cost must be provided in accordance with these guidelines. If a supplier is used on a project, the prime consultant must submit documentation that the selection of the Vendor was based on a competitive low bid process, with a minimum of three bids solicited.

For subconsultants who list other subconsultants and/or suppliers in their derivation of cost, these guidelines also apply to the second tier subconsultants and/or suppliers.

MDOT Commission policy (89-1) and MDOT contract language require that if a subconsultant is authorized for services of \$25,000 or greater, an MDOT-approved subcontract must be in place before costs are incurred and before MDOT will reimburse the prime consultant for any

subconsultant charges. The basis of determining the amount and the method of payment for the subconsultant must be clearly defined in the written language of the subcontract. If a subconsultant is authorized for services of less than \$25,000, work may be performed and invoiced without an MDOT-approved subcontract between the prime consultant and the subconsultant.

It is not necessary for the MDOT Prime Contract to be attached in full to the subcontract when submitted for MDOT approval; however the Contract number must be referenced. In lieu of including the full written Contract, the Consultant may include the following language in the subcontract where the Contract is referenced:

“...attached hereto and made a part hereof by reference as if the same were repeated in full herein, said Contract hereinafter referred to as the “CONTRACT.”

Note (A): *The Consultant should have subcontracts, \$25,000 or greater, prepared and ready for execution within two weeks after notification of contract award. Any changes to the Priced Proposal or contract document will be addressed by the Contract Administrator.*

I-17. AMENDMENTS/REVISIONS

An amendment is an MDOT document that approves a change to an existing contract. A revision is an MDOT document that approves a change to an existing authorization. These priced proposal guidelines are to be used to provide appropriate information when processing an amendment/revision that includes changes in the price of the contract/authorization.

Proposed amendments/revisions should be sent to the PM and may be approved, negotiated, or denied. Upon approval of the PM, proposed amendments/revisions will be sent to the CA for appropriate review, approvals, and processing.

All amendments/revisions require all of the exhibits, where applicable, regardless of what is or is not being changed. Do not revise the original priced proposal used for the original contract/authorization. (Information from the original priced proposal will be captured on Exhibit A.) If the amendment/revision has both additions and deletions of services, then the cost proposal must show additions and deletions separately on two different pages of the exhibit. Exhibit A is still used to summarize the changes, and it will identify the net change as well as the new final total contract amount.

I-18. MDOT REQUESTS FOR ADDITIONAL INFORMATION

MDOT reserves the right, from time to time, to request additional information from the consultant or its subconsultants to validate information or facilitate the contracting process. MDOT may also modify these guidelines to meet the specific needs of a particular contract.

I-19. QUALITY ASSURANCE/QUALITY CONTROL (QA/QC)

Outline your consultant/vendor’s QA/QC plan for this service. Include background information of your selected QA/QC manager for this service. The person performing the quality control review must have extensive experience with MDOT standards and practices.

Quality assurance/quality control costs will be required for all construction engineering services and may be required by the MDOT PM for inspection and testing services and design services.

In preparation of the priced proposal, the consultants will identify on the cost derivations the hours being proposed in association with the employee(s) performing the QA/QC services. The hours will also be included on form 5101E (when applicable), separately identifying the person(s) hours for the applicable task(s). An asterisk () should be used to denote the classification and/or person performing the QA/QC work on the project. This same asterisk designation should be used on Forms 5101B and 5101C, as applicable. If the MDOT Scope of Services identifies milestones for payment purposes, then use a milestone as the service deliverable for the QA/QC. Services that are amended or revised will include all associated hours for QA/QC, where applicable.*

Those hours identified for the services will be used to calculate the allowable costs that may be deducted from payment if MDOT determines that QA/QC was not performed, as determined by the MDOT Project Manager. The allowable percentage may not exceed [TBD] % of the total contract amount. The total QA/QC costs will include the total cost of direct labor, overhead, F.C.C.M and Fixed Fee associated to the hours proposed, based on standard calculations for each of these categories.

*When construction engineering services will be performed, the Prime Consultant **will** be held accountable for all quality assurance activities and will be reimbursed for those activities unless otherwise indicated by the MDOT Project Manager. For all inspection and testing services or design services, the Prime Consultant **may** be held accountable for all quality assurance activities and will be reimbursed for those activities if the Prime Consultant is notified in writing by the MDOT project manager that the Prime Consultant is responsible for the quality assurance activities.*

II. COST CATEGORY NAMES

The following names and definitions of cost categories must be used. Other names/definitions will not be accepted.

Note (B): *The MDOT Office of Commission Audit (OCA) should be notified **whenever** labor or overhead rates change, regardless of whether or not there are any priced proposals currently being processed. Submit revised rates via facsimile to OCA at (517) 335-2277. Priced proposals utilizing higher rates than currently on file with OCA will not be accepted.*

Direct Labor

Indicate each employee by name and/or labor classification consistent with labor documentation provided to OCA, the hours for that employee/classification, the related hourly rate, and the dollar total. At the bottom of the direct labor portion of the sheet, indicate the total hours and dollars for direct labor.

Anticipated overtime hours should be shown here, but be separately identified. Overtime must be shown in the manner and format approved by OCA. Overtime hours cannot be reimbursed as part of the contract/authorization unless they are included and approved in the original priced proposal. If after the contract/authorization is executed, overtime is determined to be needed, it must be approved by the applicable Region Engineer/Division Administrator and added by an authorized amendment/revision.

Escalation

Any escalation rate proposed for labor will not be allowed by the Department until the contract extends beyond a twelve month period (Regardless of when the consultant provides their staff with pay rate increases.). (Exhibit 1.1)

For example, a contract is proposed for the period of March 1, 2009 to May 31, 2010. In this example, the consultant will not be allowed an escalation rate for the first year which is March 1, 2009 through February 28, 2010. The Department will allow an escalation rate of two percent for the period of March 1, 2010 through February 28, 2011 and thereafter. If it is a multi-year contract, an escalation rate should be computed on a weighted average basis. The weighted average computation should use the allowable escalation rate which will be applied.

Exhibit 1.1:

<i>Term</i>	<i>Escalation</i>	<i>Rate</i>	<i>% of Work</i>	<i>Total</i>
<i>1st yr (12mo)</i>	<i>0%</i>	<i>1.00</i>	<i>23%</i>	<i>0.23</i>
<i>2nd yr</i>	<i>2%</i>	<i>1.02</i>	<i>33%</i>	<i>0.34</i>
<i>3rd yr</i>	<i>2%</i>	<i>1.04</i>	<i>34%</i>	<i>0.35</i>
<i>4th yr</i>	<i>2%</i>	<i>1.06</i>	<i>10%</i>	<i>0.11</i>
<i>Average Escalation for life of project</i>				<i>1.03</i>

Overhead

Indicate the overhead rate being applied to direct labor. At the right, indicate the total overhead in dollars that results from the multiplication of the rate times the direct labor cost shown on the page.

If a Vendor's accounting system does not segregate and accumulate direct and indirect expenses, other methods of determining appropriate costs may be acceptable if approved by OCA.

Facilities Capital Cost of Money

Indicate the facilities capital cost of money (FCCM) rate being applied to direct labor. At the right, indicate the total FCCM in dollars that results from the multiplication of the rate times the direct labor cost shown on the page. FCCM is not included in overhead rate computations and is not applied in the fixed fee calculation. Not all Vendors compute an FCCM rate. An FCCM rate must be included in the contract/authorization to be reimbursed during invoicing.

Other Direct Expenses

Other direct expenses are any costs that are expected to be incurred during the life of the contract/authorization. (Other direct expenses are **not** services.) Other direct expenses are not included in overhead rate computations and are not included in the fixed fee calculation. Typical examples are supplies, travel expenses, equipment, etc.

If a supplier is providing an "other direct expense" item for the project, it should also be listed here. To use a supplier, request at least three bids and use the supplier with the lowest bid. This documentation should be sent with the priced proposal. This only applies to other direct expenses that are unique to this service and not obtained using the Vendor's normal purchasing practices.

Any Vendor that will provide a service should not be listed as an "other direct expense," but should be listed as a subconsultant.

List the other direct expenses with a brief description and purchase price for the item. Any line item over **\$2,500** must have a further breakdown describing how the cost was determined. Indicate the total of these other direct expenses at the bottom right of this portion of the sheet.

Travel and subsistence expenses shall be reimbursed as other direct expenses or through overhead, shown in the manner and format approved by OCA, if applicable. In all cases, the payment for travel and subsistence expenses will be based on the actual costs reimbursed to the consultant's employees in accordance with, and not to exceed, the amount set forth in the current State Of Michigan Standardized Travel Regulations (http://www.michigan.gov/dmb/0,1607,7-150-9141_13132---,00.html) and MDOT procedures. If the mileage in the priced proposal seems excessive, more details will be requested.

Rentals of consultant's equipment and automobiles are not considered reimbursement of travel and subsistence (and therefore, not limited by travel regulations) and must be shown as separate other direct expenses or reimbursed through overhead, and shown in the manner and format approved by OCA, if applicable.

Fixed Fee

Indicate the assigned percentage of fixed fee for profit for this service. The fixed fee percentage may not exceed 11%. Fixed fee is applied to direct labor and overhead only—not to FCCM or other direct expenses. At the right, indicate the total fixed fee in dollars that results from the multiplication of the rate, times the sum of direct labor and overhead shown on the page.

Subconsultants

Subconsultants are any Vendors that are expected to be hired by the prime consultant during the life of the contract/authorization, to provide a service.

All subconsultants are required to be listed regardless of dollar amount.

A separate derivation of cost is required for each subconsultant. Where non-engineering services are being performed by a subconsultant or a second tier subconsultant a low bid selection is required with not less than three Vendors. All bids received must be submitted with the priced proposal for verification. (Only the winning bid will be included in the proposal for final award.)

For subconsultants who list other subconsultants in their derivation of cost, these guidelines also apply to those second tier subconsultants.

Total

At the bottom right of the page, indicate the total of all categories or as required by the Exhibit.

III. INSTRUCTIONS

The following information must be submitted as part of every priced proposal, where applicable. If already submitted under the selection process and changes have occurred, the Consultant should resubmit the information again (see *Note C* on page 15). The priced proposal shall be organized in the same order, clearly labeled, and divided as follows:

REQUIRED FROM MDOT

III-1. PM Contract Request (<i>Form Not Included</i>)	5105
III-2. Documentation of Changes to the MDOT Scope of Services	5102

REQUIRED FROM CONSULTANT

III-3. Priced Proposal Cover Sheet	5101
III-4. Certification of Overhead Rates	5108
III-5. Disadvantaged Business Enterprise (DBE) Participation	0182
III-6. Consultant Work Plan (<i>No Form</i>)	N/A
III-7. Schedule of Services (<i>No Form</i>)	N/A
III-8. Summary of Total Project Cost by Job Number (<i>Including: Percentage of Project Cost by Consultant, DBE Status, and Amendments or Revisions; for all job numbers</i>)	5101A-1
III-9. Summary of Total Project Costs (<i>Use only when an amendment of revision is required</i>)	5101A-2
III-10. Derivation of Prime Consultant Costs	5101B
III-11. Derivation of Subconsultant Cost (<i>Substitute signed low bid sheets, if applicable, labeling them Exhibit C</i>)	5101C
III-12. Summary of Person Hours by P/PMS Task	5101D
III-13. Proposed Person Hours by P/PMS Task	5101E

REQUIRED FROM SELECTION

III-14. Certification of Availability of Key Personnel (<i>Form Not Included</i>)	5100G
III-15. Conflict of Interest Statement (<i>Form Not Included</i>)	5100I
III-16. Consultant Data and Signature Sheet (<i>Form Not Included</i>)	5100J

REQUIRED FROM MDOT

III-1. Form 5105 - PM CONTRACT REQUEST FORM

This form will be used by the MDOT Project Manager (PM) for the employment of consultant services through the Contract Services Division. The PM submits this form in making a request for CSD to implement an agreement for the performance of services for MDOT.

The PM will complete the form with all applicable data and sign prior to submittal. Full funding must be in place before submitting this form. Place this form on top of any associated documents sent to CSD, and clip them together. Missing data may delay processing.

III-2. Form 5102 – DOCUMENTATION OF CHANGES TO THE MDOT SCOPE OF SERVICES

This form will be used during the contract approval process and shall be attached anywhere the MDOT Scope of Services is used, such as in a contract exhibit. This form is not required when a PM is requesting additional services through a revision or amendment to an agreement. The MDOT PM shall complete this form and acquire the Vendor's signature, for documentation of changes (or verify no change) to an MDOT Scope of Service previously used for advertisement and for Vendor selection that has been changed through, for example, the contract negotiation process or the scope verification meeting. The PM must submit this form with all priced proposals.

The prime Vendor's signature on this form should be a person that is authorized to negotiate the services on behalf of the Vendor. Box A of the Form identifies whether a change has occurred to the scope of services or not, after selection and prior to contract award. Box B of the Form provides for the type of change that was made.

REQUIRED FROM CONSULTANT

III-3. Form 5101 - PRICED PROPOSAL COVER SHEET

The MDOT Priced Proposal Cover Sheet is required for all priced proposals. This form shall be used by the prime Vendor for the top portion and the prime Vendor and each subconsultant will complete the bottom portion (Consultant Information) respectively and must be included as part of the priced proposal. The form shall be the very first page(s) of all priced proposals. Traditional cover letters from the prime consultant and any subconsultants are not needed, but may be added after the Priced Proposal Cover Sheet(s).

The full legal name of each Vendor shall be shown on the form and also used throughout the priced proposal. The prime Vendor shall identify the basis for reimbursement and method of payment for all Vendors performing work on a proposed project. The prime Vendor shall identify all Vendor's performing work on a project and shall provide the Prequalification Classification(s) for each in which they will be working. Current MDOT Prequalification Classifications shall be used when identifying services in the scope, where applicable. This information for the prime must match the MDOT Scope of Services.

The Vendor's Federal Identification Number must match the number submitted for prequalification purposes, if applicable. List the classifications in which the Vendor will be working.

The person providing a signature must be authorized to negotiate the price for the Vendor and have legal contracting authority as submitted in the prequalification application or as submitted on MDOT Form 5100J. Alternate negotiators may be named as shown on the form. The priced proposal is a binding document and no further signatures from the Vendor will be required if an authorization is used, rather than a contract. In the event that the priced proposal is for a contract, a written verification that the person signing the contract is authorized to do so is required. If this will require a meeting of the Board of Directors or the partners of the Vendor, the necessary arrangements should be made so the contract will not be delayed.

Note (C): A separate captioned section must be provided in the priced proposal for each of the following sections, using the exact section title. These sections may fit on the same page. Pages are to be numbered sequentially. In the event that the prime consultant includes subconsultants as a part of its project team, all information that is required of the prime consultant must be clearly provided for each subconsultant within the same section categories.

III-4. Form 5108 - CERTIFICATION OF OVERHEAD RATES

This Certification is required per U.S. Department of Transportation, Federal Highway Administration (FHWA) Order 4470.1A, and dated October 27, 2010. FHWA has issued this new policy to be effective January 1, 2011, requiring consultants provide certification that costs used to establish overhead cost rates for Federal-aid engineering and design related services contracts do not include any costs which are expressly unallowable; and that the overhead cost rate was established only with allowable costs.

This certification is to provide assurance that the overhead costs rate was calculated in accordance with the applicable cost principles contained in the Federal Acquisition Regulations (FAR) of Title 48, Code of Federal Regulations (CFR) Part 31.

This form shall be completed and submitted by the prime consultant and each subconsultant (first and second tier subconsultant(s)) that have a derivation of cost sheet as part of this priced proposal where an overhead rate was proposed.

III-5. Form 0182 - DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION

Form 0182 shall be initiated by the Prime Vendor and submitted with the

List the DBEs for this project. Include their address and the dollar value of the proposed subcontract or purchase order. Detailed information shall be provided on the pages provided, which are to be signed by an authorized agent for each DBE and the prime consultant.

III-6. CONSULTANT WORK PLAN

The prime Vendor and any subconsultants shall describe the understanding of the services needed, including any innovations and/or safety program proposed. Outline the specific work plan to accomplish the service based on the MDOT Scope of Services.

Any changes to the understanding of the services needed or to the work plan which differ from the contents of the original proposal (used during the selection process), if applicable, must be documented in writing in this section. Verbal changes which are not documented in this

section may not be honored. Changes to the MDOT Scope of Services after Selections and prior to Contract award must be identified on Form 5102 (See Section III-1)

Organization or Personnel:

Provide an organization chart of your proposed team for the service. This may be a copy of the information used in the selection process. This organization chart should indicate the names of the key people, the area of consideration they will be performing (i.e.: Road, Bridge, Survey, etc.), and the name of the prime or sub Vendor for each person. This does not include staff personnel that may appear on the priced proposal for purposes of performing the services overseen by the Key People. The consultant’s project manager should be clearly identified on the chart. For purposes of the chart, the consultant’s project manager is the person responsible for, and in charge of, the service or contract/authorization on a day to day basis. The consultant’s project manager shall include a postal address, telephone number, fax number, and E-mail address.

The team is comprised of the prime consultant and the subconsultant(s), as described in Part I. The priced proposal submittal is repeating information already provided in the Proposal, but it is necessary to assure a proper derivation of cost. Each person’s name must be provided; a work classification alone is **not** sufficient information **unless** it represents administrative office support not covered in your overhead (secretary, accountant, etc).

III-7. SCHEDULE OF SERVICES

Provide a single page size schedule of services in a table format; clearly identify any decision points or dates of known deliverables.

If a Gantt chart is requested by the MDOT PM, the Consultant will provide the chart in a standard format that may include such items as: tasks (P/PMS tasks, if applicable), decision points, designation of Vendor and include the start date, the end date, and the duration for each task. Tasks may also be deliverables or milestones. This information is to be based on the MDOT Scope of Services.

The first start date must not be prior to the contract/authorization effective date. It may be necessary for MDOT to request a revised Schedule of Service if there are delays in processing a contract/authorization.

III-8. Form 5101A-1 (Exhibit A-1) – SUMMARY OF TOTAL PROJECT COSTS BY JOB NUMBER

Exhibit A-1 summarizes the estimated total cost of the project for the prime consultant and any subconsultants for all job numbers. This form shall be submitted with all priced proposals, including when a revision or amendment is required. The total cost shown will be used for the contract/authorization maximum amount. The percentage of the total project cost, by consultant will be included, separately, within the derivation totals. Generally, MDOT requires that a prime consultant maintain at least 40% of a project (in dollar value), and that subconsultants in total are assigned no more than 60% of a project.

The Disadvantaged Business Enterprise (DBE) participation goal MDOT identified in the MDOT Scope of Services will be included at the top of Exhibit A-1, along with the Vendor’s DBE status.

To be considered a DBE, a Vendor must be certified by the MDOT Office of Small Business Development.

III-9. Form 5101A-2 (Exhibit A-2) – SUMMARY OF TOTAL PROJECT COSTS

Exhibit A-2 is completed for all job numbers (including phases) and for all services performed, to show the total cost for the prime and any subconsultants. This form is only required when an amendment or revision is needed. This form provides for a total of all costs associated with the services provided under the contract its amendments.

III-10. Form 5101B (Exhibit B) – DERIVATION OF PRIME CONSULTANT COSTS

Exhibit B shows only the prime Vendor's proposed costs. The prime Vendor shall submit one form for all job numbers performed and for all services provided, for which costs will be incurred.

III-11. Form 5101C (Exhibit C) – DERIVATION OF SUBCONSULTANT COSTS

Exhibit C is completed for each proposed subconsultant (a separate form for each one) providing Brooks Act defined services. Subconsultant services not defined by the Brooks Act require a signed bid sheet to be provided for each proposed subconsultant and should be labeled "Exhibit C".

Subconsultants providing Brooks Act defined services (engineering or architectural) may be reimbursed by the prime consultant on an actual cost, an actual cost plus fixed fee, a loaded hourly rate, a unit price, a lump sum, or a milestone basis. Regardless of the method of payment, Exhibit C is required to show how the subconsultant total cost estimate is determined.

Subconsultants providing services not defined by the Brooks Act may be reimbursed by the prime consultant on a loaded hourly rate, a unit price, a lump sum, or a milestone basis. A signed bid sheet is required to show how the subconsultant cost is determined. The Prime must show that the subconsultant selection was based on a competitive low bid process, with a minimum of three bids solicited. The prime consultant shall include all bids received (or documentation that a solicitation was unsuccessful) with bid sheets signed by the bidders.

For services with multiple job numbers, submit one form for all job numbers performed and for all services provided, for which a subconsultant will incur costs. **For subconsultants who list other subconsultants in their derivation of cost, these guidelines also apply to those (second tier) subconsultants.**

III-12. Form 5101D (Exhibit D) – SUMMARY OF PERSON HOURS BY P/PMS TASKS

Exhibit D is completed to identify the summary of person hours by P/PMS tasks for all prime and subconsultant hours for each job number including phases. Enter the P/PMS task code, if applicable, in the left column. For all projects, enter the name of the task in the next column. The tasks listed should at least cover all of the tasks listed in the MDOT Scope of Services. All Vendors performing services should be identified under the column for the Vendors. Enter the hours, by job classification, for each task in the columns immediately to the right. At the end of Exhibit D enter the subtotal of hours for each Vendor by job Number, subtotal of hours for all tasks for each Vendor, the percentage of hours for each Vendor, and the grand total of the hours for all Vendors and all

tasks on the project.

III-13. Form 5101E (Exhibit E) – PROPOSED PERSON HOURS BY P/PMS TASK

Exhibit E is completed to identify the schedule of hours by job classification for each task, for each consultant. The prime consultant and each subconsultant will complete a separate Exhibit E for all job numbers identified by the MDOT PM, including phases and submit with the priced proposal package. Within each task provide the proposed hours for each Vendor by job classification and the total hours for that task. Enter the P/PMS task number, if applicable, in the left column. P/PMS tasks are always applicable if they are listed in the MDOT Scope of Services. For all projects, enter the name of the task in the next column. The tasks listed should at least cover all of the tasks listed in the MDOT Scope of Services. Then enter the hours, by job classification, for each task in the columns immediately to the right. Enter the total hours for each task in the far right column. At the end of Exhibit E enter the subtotal of hours by job classification and include the subtotal of hours for all tasks on the project for each Vendor.

REQUIRED FROM SELECTION

Note (D): For the next three forms, if information required at Selections has changed prior to submittal of the Priced Proposal, the Consultant must resubmit the information, clearly highlighting the changes. Any resubmitted documentation must be on the same required forms from the Consultant/Vendor Selection Guidelines or from MDOT's website which can be found under "Doing Business with MDOT" http://www.michigan.gov/mdot/0,1607,7-151-9625_21540---,00.html. Those forms may include but are not limited to the following:

III-14. Form 5100G - CERTIFICATION OF AVAILABILITY OF KEY PERSONNEL

Key Staff:

Any people listed on MDOT Form 5100G (from the Selection Guidelines, submitted during selections) are considered to be Key People and are considered as having their services offered to MDOT. MDOT expects that these same people will perform the service work. If there is a change in the key people that were provided on MDOT Form 5100G during the selection process, update the form by filling in page two of the form, and obtain the PM's signed approval on the form prior to or at the time of submitting the priced proposal. Central Selection Review Team approval of the change may be required, but the PM is responsible for obtaining it. Key people may not be replaced without the prior written approval of the PM using MDOT Form 5100G. If the proposed key people change is not acceptable, the selection may be lost. If the proposed key people change is requested after the award of the contract/authorization and the change is not acceptable, the contract/authorization may be terminated by the department in accordance with the contract.

III-15. Form 5100I - CONFLICT OF INTEREST DISCLOSURE STATEMENT

Complete and sign MDOT Form 5100I (from the Selection Guidelines) and include it in the priced proposals, if it was not included at Selections or a change has necessitated it to be resubmitted. The following quote is found within the form and within standard contract language:

“The CONSULTANT and its Affiliates agree not to have any public or private interest, and shall not acquire directly or indirectly any such interest in connection with the project, that would conflict or appear to conflict in any manner with the performance of the services under this Contract. "Affiliate" means a corporate entity linked to the CONSULTANT through common ownership. The CONSULTANT and its Affiliates agree not to provide any services to a construction contractor or any entity that may have an adversarial interest in a project for which it has provided services to the DEPARTMENT. The CONSULTANT and its Affiliates agree to disclose to the DEPARTMENT all other interests that the prime or sub consultants have or contemplate having during each phase of the project. The phases of the project include, but are not limited to, planning, scoping, early preliminary engineering, design, and construction. In all situations, the DEPARTMENT will decide if a conflict of interest exists. If the DEPARTMENT concludes that a conflict of interest exists, it will inform the CONSULTANT and its Affiliates. If the CONSULTANT and its Affiliates choose to retain the interest constituting the conflict, the DEPARTMENT may terminate the Contract for cause in accordance with the provisions stated in this Contract.”

The language is non-negotiable, but MDOT may determine that a potential conflict presented by a consultant will not be considered a conflict for MDOT.

III-16. Form 5100J - CONSULTANT DATA and SIGNATURE SHEET

Completed this Form 5100J (from the Selection Guidelines), to provide certification of authorized signatures for Contracts where services are not prequalified activities and persons authorized to execute contracts are not provided through the MDOT Consultant Prequalification process, or if it was not included at Selections or a change has necessitated it to be resubmitted. Fill out as many copies of this form as needed to cover all the Consultants (including subconsultants) providing services on a project being proposed.

THE FOLLOWING LINK PROVIDES A SET OF FORMS FOR USE IN THE PREPARATION OF PRICED PROPOSALS:

These Forms are for use by Consultants (Vendors) in the preparation of priced proposals for “actual cost plus fixed fee” contracts/authorizations, or “actual cost” contracts/authorizations without a fixed fee. These have been marked up using made up data to help aid in your understanding of the required data and applicable fields. All calculations on these forms at the time of Priced Proposal submittal are the sole responsibility of the consultant and not that of the Department.

These forms are located in excel format on MDOT’s Vendor / Consultant Services Website at: http://www.michigan.gov/mdot/0,1607,7-151-9625_21540---,00.html

DOCUMENTATION OF CHANGES TO THE MDOT SCOPE OF SERVICES

This form is for use during the contract approval process and shall be attached anywhere the MDOT Scope of Services is used, such as in a contract exhibit. The MDOT Project Manager (PM) shall complete this form to document any changes (or verify no change) to an MDOT Scope of Service previously used for advertisement and for consultant selection that has been changed through, for example, the contract negotiation process or the scope verification meeting. This form is not required when a PM is requesting additional services through a revision or amendment to an agreement.

MDOT CONTROL SECTION(S) – JOB NUMBER(S):	CONTRACT / AUTHORIZATION NUMBER:
PRIME CONSULTANT NAME:	PROJECT DESCRIPTION:
<p>Box A. <input type="checkbox"/> No changes have been made.</p> <p><i>If you selected one of the following, please complete Box B.</i></p> <p><input type="checkbox"/> Changes have been made – pages are attached:</p> <p><input type="checkbox"/> Change have been made – pages are <u>not</u> attached:</p>	<p>Box B. Select all that apply:</p> <p><input type="checkbox"/> Changes require a prequalification classification change</p> <p><input type="checkbox"/> Changes do not require a prequalification classification change</p> <p><input type="checkbox"/> Changes include a major adjustment in the project limits</p> <p><input type="checkbox"/> Changes do not include a major adjustment in the project limits</p> <p><input type="checkbox"/> Changes affect the engineers estimate</p> <p><input type="checkbox"/> Changes do not affect the engineers estimate</p>

LIST SPECIFIC ADDITIONS, DELETIONS, AND/OR CHANGES IN THE MDOT SCOPE OF SERVICES:

“I certify that all of the above additions, deletions, and/or changes have been incorporated within the advertised MDOT Scope of Services, as amended.”

MDOT PROJECT MANAGER SIGNATURE	DATE
PRIME CONSULTANT SIGNATURE (AS AUTHORIZED TO NEGOTIATE)	DATE

CERTIFICATION OF OVERHEAD RATE

This Certification is required per U.S. Department of Transportation, Federal Highway Administration (FHWA) Order 4470.1A, and dated October 27, 2010. FHWA has issued this new policy to be **effective January 1, 2011**, requiring consultants provide certification that costs used to establish overhead cost rates for Federal-aid engineering and design related services contracts do not include any costs which are expressly unallowable; and that the overhead cost rate was established only with allowable costs.

This certification is to provide assurance that the overhead costs rate was calculated in accordance with the applicable cost principles contained in the Federal Acquisition Regulations (FAR) of Title 48, Code of Federal Regulations (CFR) Part 31.

This form shall be completed and submitted by the prime consultant and each subconsultant (first and second tier subconsultant(s)) that have a derivation of cost sheet as part of this priced proposal where an overhead rate was proposed. Please note that the Certifying Official is defined as the firm's Executive (President Vice President or equivalent) or Chief Financial Officer.

PROJECT INFORMATION

MDOT CONTROL SECTION(S) – JOB NUMBERS(S):

CONTRACT / AUTHORIZATION NUMBER:

PROJECT DESCRIPTION:

DECLARATION OF CERTIFICATION

OVERHEAD COST RATE: _____

DATE OF OVERHEAD COST RATE DETERMINATION
(mm/dd/yyyy): _____

FISCAL PERIOD COVERED (mm/dd/yyyy to mm/dd/yyyy): _____ to _____

I, the undersigned, certify that I have reviewed the overhead rate calculation for the fiscal period as specified above and to the best of my knowledge and belief:

- 1) All costs included to establish the above overhead cost rate are allowable in accordance with the cost principles of the Federal Acquisition Regulation (FAR) of Title 48, Code of Federal Regulation (CRF), part 31
- 2) This overhead cost rate does not include any costs which are expressly unallowable under the cost principles of the FAR of 48 CFR 31.

All known material transactions or events that have occurred affecting the firm's ownership Organization and overhead cost rates have been disclosed.

CONSULTANT INFORMATION

ROLE: Prime

Tier 1

Tier 2

LEGAL BUSINESS NAME:

FEDERAL ID NUMBER (Must match prequalification file):

COMPANY ADDRESS:

CITY:

STATE:

ZIP CODE:

EMAIL ADDRESS:

PHONE NO.:

CERTIFYING OFFICIAL

NAME OF CERTIFYING OFFICIAL (Print Name and Title):

SIGNATURE OF CERTIFYING OFFICIAL:

DATE:

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION

The DBE participation contract goal is specified in the Request for Proposal (RFP). DBE participation forms must be submitted to the individual specified in the RFP after final contract negotiation. The prime vendor/consultant shall select DBEs to perform, at minimum, work which corresponds in dollar value to the DBE participation goal. DBEs must perform a commercially useful function as required by 49 CFR §26.55 of the Federal Register and by contractual requirements.

AUTHORIZATION NO.
CONTRACT NO.
PRIME CONSULTANT
PRIME EMAIL ADDRESS
PRIME PHONE NO.
PRIME CONTACT PERSON

1. Prime consultant proposed dollar value: \$ _____
2. Proposed DBE dollar and percentage participation vs. the goal specified in the proposal:

DBE PARTICIPATION GOAL % = \$ _____	PRIME CONSULTANT PROPOSED DBE PARTICIPATION % = \$ _____
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If the consultant is unable to achieve DBE participation totaling, at minimum, the amount required by the contract, the consultant must state their intent to apply for a Good Faith Effort (GFE) modification or waiver of the DBE participation goal. If neither the form nor the statement is provided, the proposal will be considered non-responsive and not eligible for contract award.

NOTE: DBEs may provide prequalified or non-prequalified services. Only DBEs who are currently certified and listed on the web-based Michigan Uniform Certification Program (MUCP) database are eligible for DBE participation credit: **A MUCP directly is linked to the MDOT Web site at <http://www.michigan.gov/mdotdbe>. Under "Directories," select the "Search MUCP DBE Directory for all certified DBEs in Michigan" link.**

If prequalification is required, credit may be given only for firms who are both prequalified and DBE-certified in the applicable work type(s). Supply purchase orders may count DBE participation credits as follows: Manufacturer = 100%; Regular Dealer = 60%; Supply Broker = Brokerage fee/commission.

List the DBEs for this project. Include their address and the dollar value of the proposed subcontract or purchase order. Detailed information shall be provided on the following pages, which are to be signed by an authorized agent for each DBE and the prime consultant.

DBE NAME	ADDRESS	DOLLAR AMOUNT

Federal regulations at 49 CFR §26.53 provide that work committed to DBEs may not be performed by others without prior consent by the Department. Failure to utilize and promptly pay DBEs named on these participation sheets without prior approval as outlined in 49 CFR §26.55 may result in sanctions.

FOR MDOT INTERNAL USE ONLY	
RESPONSIBLE BUREAU/DIVISION/GRANTEE	
FEDERAL %:	FEDERAL FUND TYPE: <input type="checkbox"/> FAA <input type="checkbox"/> FHWA <input type="checkbox"/> FTA
PROJECT MANAGER	CONTRACTOR ADMINISTRATOR

CHECK ONE OF THE FOLLOWING BOXES TO DESCRIBE THE PRIMARY TYPE OF WORK OR SERVICE THIS DBE WILL PROVIDE:

Subcontract

Supply - Regular Dealer

Supply - Manufacturer

Supply - Broker

AUTHORIZATION NO.

CONTRACT NO.

PRIME CONSULTANT

DBE Suppliers must list supplies/materials to be provided, including cost to be charged for each supply/material. (Attach a separate sheet if necessary). This cost must include the delivery charge for regular dealers. The total cost (material plus delivery) is then multiplied by 60% for regular dealers.

CONTACT PERSON NAME

FIRM NAME

ADDRESS

CITY

STATE

ZIP CODE

PHONE NO.

EMAIL ADDRESS

FULLY DESCRIBE THE TYPE OF WORK, SUPPLY, OR SERVICE THIS DBE WILL PROVIDE

IF PREQUALIFICATION IS REQUIRED, NAME THE PREQUALIFICATION WORK CLASSIFICATIONS THE DBE WILL PERFORM

DOLLAR AMOUNT OF SUBCONTRACT OR PURCHASE ORDER

IF THIS FIRM IS ACTING AS A REGULAR DEALER, 60% OF THE SUB-CONTRACT OR PURCHASE ORDER VALUE

ACKNOWLEDGED BY:

By signing this commitment, we certify that the DBE firm is MDOT-certified as a DBE, and, if prequalification is required, prequalified in the types of work to be performed.

DBE AUTHORIZED SIGNATURE

TITLE

DATE

PRIME CONTRACTOR AUTHORIZED SIGNATURE

TITLE

DATE

SUMMARY OF TOTAL PROJECT COSTS BY JOB NUMBER

All Prime and Subconsultants Costs for **ALL JOB NUMBERS** (Including phases).
For amendment or revision, complete this form showing all job numbers for all services provided.
Report Tier 2 Subconsultant costs with Tier 1 Subconsultants.
For use with all Priced Proposals. Use additional pages as necessary.

MDOT CONTROL SECTION(S) – JOB NUMBER(S)	CONTRACT / AUTHORIZATION NUMBER
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PRIME CONSULTANT NAME	DBE GOAL	PROJECT DESCRIPTION
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Consultant	Job Number	Job Number	Job Number	Job Number	DBE (Y if DBE)	Total	% of Contract
HOURS							
Prime Firm							
SUB							
SUB							
DIRECT LABOR						\$	
Prime Firm	\$	\$	\$	\$		\$	
SUB	\$	\$	\$	\$		\$	
SUB	\$	\$	\$	\$		\$	
OVERHEAD						\$	
Prime Firm	\$	\$	\$	\$		\$	
SUB	\$	\$	\$	\$		\$	
SUB	\$	\$	\$	\$		\$	
F.C.C.M.						\$	
Prime Firm	\$	\$	\$	\$		\$	
SUB	\$	\$	\$	\$		\$	
SUB	\$	\$	\$	\$		\$	
DIRECT EXPENSES						\$	
Prime Firm	\$	\$	\$	\$		\$	
SUB	\$	\$	\$	\$		\$	
SUB	\$	\$	\$	\$		\$	
FIXED FEE						\$	
Prime Firm	\$	\$	\$	\$		\$	
SUB	\$	\$	\$	\$		\$	
SUB	\$	\$	\$	\$		\$	
SUBCONTRACTORS (Low Bid)						\$	
(Tier 1 Subs only)	\$	\$	\$	\$		\$	
SUB	\$	\$	\$	\$		\$	
SUB	\$	\$	\$	\$		\$	
TOTAL COSTS SUMMARY (Prime & Tier 1 Sub)						TOTAL	
Prime Firm	\$	\$	\$	\$	Y	\$	
SUB	\$	\$	\$	\$	N	\$	
SUB	\$	\$	\$	\$	Y	\$	
TOTAL COSTS						\$	

SUMMARY OF TOTAL PROJECT COSTS, AS AMENDED

Summary of all Prime and Subconsultant Costs for ALL JOB NUMBERS
(Including phases) for all services provided. For use ONLY when an amendment or revision is required.
Report Tier 2 Subconsultant costs with Tier 1 Subconsultants. Use additional pages as necessary.

MDOT CONTROL SECTION(S) – JOB NUMBER(S):	CONTRACT / AUTHORIZATION NUMBER:	
PRIME CONSULTANT NAME:	DBE GOAL:	PROJECT DESCRIPTION:

Consultant	Original Contract	Amendment #1 (Revision)	Amendment #1 (Revision)	Amendment #3 (Revision)	DBE (Y if DBE)	Total	% of Contract
HOURS							
Prime Firm							
SUB							
SUB							
DIRECT LABOR							
Prime Firm	\$	\$	\$	\$		\$	
SUB	\$	\$	\$	\$		\$	
SUB	\$	\$	\$	\$		\$	
OVERHEAD							
Prime Firm	\$	\$	\$	\$		\$	
SUB	\$	\$	\$	\$		\$	
SUB	\$	\$	\$	\$		\$	
F.C.C.M.							
Prime Firm	\$	\$	\$	\$		\$	
SUB	\$	\$	\$	\$		\$	
SUB	\$	\$	\$	\$		\$	
DIRECT EXPENSES							
Prime Firm	\$	\$	\$	\$		\$	
SUB	\$	\$	\$	\$		\$	
SUB	\$	\$	\$	\$		\$	
FIXED FEE							
Prime Firm	\$	\$	\$	\$		\$	
SUB	\$	\$	\$	\$		\$	
SUB	\$	\$	\$	\$		\$	
LUMP SUM SUBCONSULTANTS (include Exhibit C)							
	\$	\$	\$	\$		\$	
UNIT PRICE SUBCONSULTANTS							
	\$	\$	\$	\$		\$	
MILESTONE SUBCONSULTANTS (Include Exhibit C)							
	\$	\$	\$	\$		\$	
FIXED HOURLY SUBCONSULTANTS							
	\$	\$	\$	\$		\$	
SUBCONTRACTORS (Lowest of Three Bids)							
	\$	\$	\$	\$		\$	
TOTAL COSTS SUMMARY (Prime & Tier 1 Sub)							
Prime Firm	\$	\$	\$	\$		\$	
SUB	\$	\$	\$	\$		\$	
SUB	\$	\$	\$	\$		\$	
TOTAL COSTS	\$	\$	\$	\$		\$	

DERIVATION OF SUBCONSULTANT COSTS
Summary of all Subconsultant Costs for ALL JOB NUMBERS (Including phases) for all services provided. Submit one Form 5101C per Sub.
Use additional pages as necessary.

MDOT CONTROL SECTION(S) – JOB NUMBER(S):	CONTRACT / AUTHORIZATION #:	ROLE (Tier 1 or Tier 2):
PRIME CONSULTANT NAME:	PROJECT DESCRIPTION:	

DIRECT LABOR:

NAME AND/OR CLASSIFICATION	HOURS	x	HOURLY RATE	=	LABOR COST
Engineering Manager		x	\$	=	\$
Transportation Engineer		x	\$	=	\$
Civil Engineer		x	\$	=	\$
Cadd Designer		x	\$	=	\$
Survey Manager		x	\$	=	\$
Survey Party Chief		x	\$	=	\$
Survey Technician		x	\$	=	\$
Administrative Assistant		x	\$	=	\$
Total Hours _____					Total Labor \$ _____

SUB OVERHEAD (Total Labor & Overhead Rate):

Overhead Rate _____ % Total Overhead \$ _____

SUB FACILITIES CAPITAL COST OF MONEY (F.C.C.M.): (Total Labor x F.C.C.M. Rate)

F.C.C.M. Rate: _____ % Total F.C.C.M. \$ _____

SUB OTHER DIRECT EXPENSES (List each item price at Actual Cost – NO MARKUP):

ITEMS	QUANTITY	@	UNIT PRICE	UNIT	=	ITEM PRICE
		@	\$		=	\$
		@	\$		=	\$
		@	\$		=	\$
		@	\$		=	\$
		@	\$		=	\$
		@	\$		=	\$
		@	\$		=	\$
Total Other Direct Expenses						\$ _____

SUBCONSULTANT COSTS: (Include Tier 2 Sub(s) derivation or low bid sheet following this page.):

NAME	QUANTITIES OR UNITS	=	COSTS
		=	\$
Total Subconsultant			\$ _____

SUB FIXED FEE FOR PROFIT ((Total Labor + Total Overhead) x 11%):

Fixed Fee Rate _____ 11% Total Fixed Fee \$ _____

SUB TOTAL COSTS SUMMARY \$ _____

SUMMARY OF PERSON HOURS BY PPMS TASK

All Prime and Subconsultant Hours for **EACH JOB NUMBER** (including phases). For amendment/revision, complete this form showing all job numbers for all services provided. Use additional pages as necessary

MDOT CONTROL SECTION(S) – JOB NUMBER(S):	CONTRACT / AUTHORIZATION NUMBER:
PRIME CONSULTANT NAME:	PROJECT DESCRIPTION:

PPMS TASK CODE	TASK DESCRIPTION	FIRM INIT.	MDOT JN	MDOT JN	MDOT JN	MDOT JN	TOTAL	
<i>EXAMPLE:</i> 3330	<i>Perform Design Surveys</i>	Total						
		Total						
		Total						
		Total						
		Total						
		Total						
		Total						
		Total						

SUMMARY OF HOURS BY FIRM							
ROLE	FIRM NAME	FIRM INIT.	MDOT JN	MDOT JN	MDOT JN	MDOT JN	TOTAL
Prime	Prime Firm						
Tier 1 Sub	SUB						
Tier 1 Sub	SUB						
Tier 1 Sub	SUB						
Totals							

