CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

REQUISITION NUMBER	DUE DATE	TIME DUE
1046	11/13/12	noon EST

MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)
Tia Klein	Various	Various

DESCRIPTION
As Needed Testing and Inspection for Various Projects within Metro Region

MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED GRAY SHADING = OPTIONAL Check the appropriate Tier in the box below			**CONSULTANT:** Provide only checked items below in proposal
☑ **TIER 1 ($25,000-$99,999)**	☐ **TIER II ($100,000-$250,000)**	☐ **TIER III (>$250,000)**	
☐	☐	☐	Understanding of Service
☐	☐	☐	*Innovations*
☑	☐	☐	Organizational Chart
☑	☐	☐	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	☐	Quality Assurance/Quality Control
☑	☐	☐	**Location:** The percentage of work performed in Michigan will be used for all selections unless the project is for on-site p=inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	☐	Presentation
N/A	N/A	☐	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) **(No Resumes)**	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP **not including key personnel resumes.** Resumes limited to 2 pages per key staff personnel.

PROPOSAL AND BID SHEET EMAIL ADDRESS – mdot-rfp-response@michigan.gov

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least five (5) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet
5100J – Consultant Data and Signature Sheet (Required only for firms not currently prequalified with MDOT)

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

REQUEST FOR PROPOSAL

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

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest (Consultant/Vendor Selection Guidelines for Services Contracts" and "Guideline for Completing a Low Bid Sheet(S)*, if a low bid is involved as part of the selection process. **Reference Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services >Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

☑ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☑ NO ☐ YES DATED_____ THROUGH _____

☑ **Prequalified Services** – See page 1-2 of the attached Scope of Services for required Prequalification Classifications.

☐ **Non-Prequalified Services** – If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. **Form 5100J is required with Proposal for firms not currently prequalified with MDOT**

☑ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

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

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualification Review / Low Bid** – Use Consultant/Vendor Selection Guidelines. See Bid Sheet instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted. The vendor that has met established qualification threshold and with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☐ **Best Value** – Use Consultant/Vendor Selection Guidelines, See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required – no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

Bid Sheet(s) must be submitted in accordance with the "Guidelines for Completing a Low Bid Sheet(s)* (available on MDOT's website). Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the email address: mdot-rfp-response@michigan.gov. Failure to comply with this procedure may result in your bid being rejected from consideration.

NOTIFICATION
MANDATORY ELECTRONIC SUBMITTAL

Proposals submitted for this project must be submitted electronically.

The following are changes to the Proposal Submittal Requirements:

- Eliminated the Following Requirements:
  - Safety Program
  - Communication Plan
  - Past Performance as *a separate section*
  - Separate section for DBE Statement of goals. Include information in Qualification of Team section

- Implemented the Following Changes:
  - All proposals require an Organization Chart
  - Resumes must be a maximum of two pages
  - Only Key (lead) staff resumes may be submitted
  - Tier III proposal reduced from 19 to 14 pages
  - Forms 5100D, 5100I, and 5100G combined – 5100D
  - Forms 5100B and 5100H combined – 5100B
  - RFP's will be posted on a weekly basis -- on Mondays

The following are Requirements for Electronic Submittals:

- Proposals must be prepared using the most current guidelines
- The proposal must be bookmarked to clearly identify the proposal sections (See Below)
- For any section not required per the RFP, the bookmark must be edited to include "N/A" after the bookmark title.
  Example: Understanding of Service – N/A
- Proposals must be assembled and saved as a single PDF file
- PDF file must be 5 megabytes or smaller
- PDF file must be submitted via e-mail to MDOT-RFP-Response@michigan.gov
- MDOT's requisition number and company name must be included in the subject line of the e-mail. The PDF shall be named using the following format:
  - Requisition#XXX_Company Name.PDF
- MDOT will not accept multiple submittals
- Proposals must be *received* by MDOT on or before the due date and time specified in each RFP

If the submittals do not comply with the requirements, they may be determined unresponsive.

The Consultant's will receive an e-mail reply/notification from MDOT when the proposal is received. Please retain a copy of this e-mail as proof that the proposal was received on time. **Consultants are responsible for ensuring the MDOT receives the proposal on time.**

****Contact Contract Services Division immediately at 517-373-4680 if you do not get an auto response****

Required Bookmarking Format:

I. Request for Proposal Cover Sheet Form 5100D
   A. Consultant Data and Signature Sheet, Form 5100J (if applicable)
II. Understanding of Service
   A. Innovations
III. Qualifications of Team
   A. Structure of Project Team
      1. Role of Firms
      2. Role of Key Personnel
   B. Organization Chart
   C. Location
IV. Quality Assurance / Quality Control Plan
V. Resumes of Key Staff
VI. Pricing Documents/Bid Sheet (if applicable)

2/14/12

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Michigan Department of Transportation

SCOPE OF SERVICE
FOR
CONSTRUCTION SERVICES
As-Needed Inspection and Testing Services

CONTROL SECTION(S): Various within Metro Region, Detroit TSC, As-Needed

JOB NUMBER(S): Various within Metro Region, Detroit TSC, As-Needed

PROJECT LOCATION: Various within Metro Region, Detroit TSC, As-Needed

DESCRIPTION OF WORK:

The Consultant shall provide, to the satisfaction of the Department, Construction Services as generally described herein: project for construction work to be performed by the Construction Contractor until completion of work by the Construction Contractor and acceptance of the Project and construction services by the Department.

The Construction Services are as follows: **inspection, quality assurance testing and reporting, measurement, computation and documentation of quantities.** The schedule for this project shall be considered variable. Services could be required between 0 to 7 days per week depending on work load. MDOT will give the Consultant as much advance notice as possible of need of services but need will vary based on Contractor schedules. The consultant must demonstrate that it has the qualified individuals available to meet the requirements of this scope. Weekend work and night work may be required**.** This contract may or may not be utilized during seasonal shut-down of November 15 to April 15, depending on work load. Full time services will not be required **MDOT also reserves the right to modify the number of inspectors based on work load.**

Full time services will not be required on all projects at all times. This scope is for "as needed" services, based on the intermittent needs of MDOT. It must be noted that this is not a guarantee that MDOT will use the Consultant's services.

The work description should include the following project information, if applicable:

ANTICIPATED START DATE: December 19, 2012

ANTICIPATED COMPLETION DATE: November 19, 2013

PRIMARY PREQUALIFICATION CLASSIFICATION:
*Road Construction Engineering
*Bridge Construction Engineering

*NOTE: Engineering expertise is not required

SECONDARY PREQUALIFICATION CLASSIFICATION:
Bituminous Pavement Inspection
Portland Cement Concrete Testing and Inspection
Density Inspection and Testing
Technical Assistance
Traffic & Safety Inspection Services
Engineering Assistance
HMA Technician Testing Assistance

DBE REQUIREMENT: 0%

ESTIMATED PROJECT COST:
$76,000,000.00 Construction
$99,000.00 As-Needed Services

MDOT PROJECT MANAGER:

Tia Klein, Senior Contracts and Projects Administration Engineer
Detroit TSC
1060 West Fort Street
313-967-5407
313-965-6340
kleint2@michigan.gov

The Consultant shall contact the Project Manager prior to beginning any work on this Project.

MDOT reserves the right to request services on other projects located in the Region/TSC area that are not listed above, under the conditions of this "as needed" scope of services.

Please provide qualifications and resumes for:
One Technical Assistant, 0-10 hours per week
Four Road Inspectors, 0-50 hours per week
One Bridge Inspector, 0-50 hours per week
Two Testing Technicians, 0-40 hours per week

A. The Consultant shall furnish all services and labor necessary to conduct and complete the Construction Engineering Services described herein. The Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), and check and/or test the materials, equipment, supplies, and incidentals as necessary

in carrying out this work. The Services shall be performed to the satisfaction of the Department consistent with applicable professional standards.

B. The Consultant's principal contact with the Department shall be through the designated Project Manager.

C. The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations

D. The Consultant agrees to demonstrate knowledge of, and performance in compliance with, the standard construction practices of the Department; the Project construction contract, proposal, and plans; the Standard Specifications for Construction and all applicable publications referenced within; the Michigan Construction Manual; the Materials Sampling Guide; the Materials Quality Assurance Procedures Manual; the Density Control Handbook; and any and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.

E. The Consultant will notify the MDOT Project Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to the review and approval of the MDOT Project Manager.

F. The selected consultant staff will report directly to the MDOT TSC Construction Team. This team will consist of a Delivery Engineer, Assistant Delivery Engineer and construction staff assigned to this project for its entirety and will be on site as necessary during construction. The consultant staff will operate under the MDOT Delivery Engineer and Assistant Delivery Engineer and shall be in charge of the day-to-day construction activities for the project. MDOT will retain control over all monetary extras and changes and the design revision process. All of the consultant personnel shall meet with the MDOT Team prior to construction of this project. This will familiarize everyone with one another and define/clarify roles and responsibilities.

G. The consultant will be required to document and process all IDRs and other documents using FieldBook. MDOT staff may review the FieldBook at any time during regular business hours and create FieldManager items.

H. The consultant shall assist and attend weekly progress meetings. The consultant shall record and publish meeting minutes as it relates to issues as determined by the MDOT staff.

I. MDOT Field Office and Communications staff shall handle primary communication issues. It is expected that the consultant be available to MDOT at all times for issues that may need clarification for public releases.

J. The Consultant shall contact the Project Engineer Manager (PEM) prior to beginning any work on this Project. Key consultant personnel are required to attend a partnering session with the MDOT staff prior to construction.

K. The inspectors shall submit time sheets on a weekly basis to the Project Engineer for review and approval.

CONSULTANT RESPONSIBILITIES:

The Consultant shall perform field operations in accordance with the Department's Personal Protective Equipment (PPE) Policy as stated in the MDOT Guidance Document #10118. A current copy of MDOT's PPE Policy is available on the Bulletin Board System. The Consultant shall perform field operations in accordance with MIOSHA regulations and accepted safety practices.

A. Provide full time experienced inspection and testing services as needed and perform inspection and testing services under the direction of the Project Engineer Manager. The inspector(s) assigned to this project will report and be directly responsible to the Project Engineer Manager who is in charge of the project's construction. Provide computer equipment necessary to run Field Manager.

B. Provide, to the satisfaction of the Department, inspection and testing services required for road bituminous construction, Portland cement concrete construction, aggregate construction, ditching and drainage, joint repair, and guardrail. Perform all reporting, measurement, computation, and documentation required by the Specifications, plans, proposal, the Michigan Construction Manual, the MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals required for the inspection and testing for construction of the aforementioned projects, and as directed by the Project Engineer Manager.

C. That all work under this Agreement will be performed in compliance with the contract documents and the standard practices of the Department. Sampling frequencies for inspection and testing will be as prescribed by the Specifications, proposal, MDOT Materials Sampling Guide and/ or other applicable references, guidelines, and procedures manuals and instruction furnished by the Department or as directed by the Engineer, and no variation will be permitted except on written order of the Department.

D. That acceptance samples, tests, and reporting procedures will conform to the Specifications, proposal, MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals prescribed by the Department.

E. The inspector(s) will immediately bring to the attention of the Project Engineer Manager, the failure by the Contractor to comply with a plan or specification requirement, any problem, trends toward borderline compliance, or any other occurrence which may require resolution by the Engineer.

F. The inspector(s) will accurately report, measure, compute, and document all quantities of items of work and all inspection and/ or testing work in accordance with the Specifications, plans, proposal, MDOT Materials Sampling Guide and any and all

other applicable references, guidelines, and procedures manuals prescribed by the Department.

G. The inspector(s) shall provide their own transportation to, from, and on the project site to perform the services outlined herein.

H. The inspector(s) shall provide lap top computers (or equivalent) with Field Manager and/or Field Book software and produce all daily inspection reports in this format. The inspector(s) shall deliver all inspection reports to the Project Engineer Manager's field office daily unless other arrangements are made.

I. **The inspector(s) shall provide a Troxler Density Gauge and comply with all requirements related to the use of this gauge established by the Nuclear Regulatory Commission and MDOT**. This gauge should be calibrated to meet MDOT requirements. **The inspector(s) shall be certified as a MDOT density technician.**

J. The inspector(s) shall provide a Roll-O-Meter, Acme or Pres-sure air entrainment gauge for concrete testing. This gauge should be calibrated to meet MDOT requirements.

K. In addition to providing the aforementioned density and concrete gauges, the inspectors shall provide all measuring and testing equipment required for proper and accurate inspection.

L. The inspector(s) shall attend all project related meetings and record meeting minutes as requested by the Project Engineer Manager.

M. The inspector(s) shall provide all required reference materials including, but not limited to, MDOT Standard Specifications, Materials Sampling Guide, Construction Manual, and any and all other necessary applicable references, guidelines and procedures manuals.

N. The Consultant shall be responsible for any errors that occur on the project due to an inspection and/or testing error. The Consultant will be responsible to compensate MDOT for the additional costs incurred due to an inspection and/or testing error on the project by one of their employees. At such time the error is discovered MDOT will meet with the Consultant to discuss options to rectify the error.

O. Perform inspection of the construction site to assure that proper soil erosion and sedimentation controls are in place. A MDEQ certified NPDES Storm water Operator shall be assigned to inspect and document the project per the NPDES requirements. Any violation of the NPDES permit by the construction contractor must be immediately reported to the Project Manager. Personnel performing inspection on areas where soil erosion and sedimentation control are needed must have successfully completed Soil Erosion and Sedimentation Control Training. **The street inspector(s) shall be certified as a Soil Erosion & Sedimentation Control and Storm Water Operator.**

P. Prepare and distribute minutes for weekly progress meetings, maintain agenda and list of outstanding issues.

Q. Keep daily diaries, sketches, logs, and records consistent with Department practice as may be needed to record the Contractor's progress. Notify the Project Manager of any anticipated Contractor's requests for extensions of time. Notify the Project Manager upon receipt of any Contractor's requests for extensions of time.

R. Withdraw any personnel or halt any services no longer required, at the request of the Department, or within a reasonable time after the lack of need becomes apparent to the Consultant or the Project Manager. The consultant will not be reimbursed for the cost of personnel charged to a project that the Project Manager has determined was unnecessary.

PROJECT INSPECTION

A. **Ongoing Inspection**: Provide inspection of all Contractor field construction work, perform quality assurance sampling and/or testing, and confirm substantial conformance with the Specifications, Plans, and Proposal. Arrange for non-compliance work to be made whole by the Contractor or to find the non-compliance work acceptable to the Consultant and, where necessary, to the MDOT Design Project Manager. Inform the above Project Manager of non-compliance work and trends toward borderline compliance.

B. **Final Inspection**: Complete a final inspection of all work included in the Project, or such portions thereof eligible for acceptance, after notification by the Contractor that the work is completed or after the Consultant's records show the work is completed. The final inspection shall include notifying the Contractor in writing of particular defects to be remedied if work is not acceptable to the Consultant.

C. **Final Acceptance**: Ascertain that each and every part of the Project has been performed in accordance with the plans and specifications, or such modifications thereof as may have been approved, and accept the Project. Invite the Project Manager and other Department personnel, as directed by current Department policy, to participate in the final acceptance.

TESTING AND REPORTING

A. **Material Quality Assurance Sampling and/or Testing and Density Control**: Conduct quality assurance sampling and/or testing of materials including but not limited to, Portland cement concrete, bituminous mixtures, aggregates, and density testing and reporting in accordance with MDOT's Materials Source Guide, Materials Quality Assurance Procedures Manual, Density Control Handbook and any or all other applicable referenced or included Contract Documents. Determine the acceptability of materials based on their respective specification requirements.

Immediately inform the Project Manager of non-compliance work and trends toward borderline compliance. Reject Contractor's work and materials not in compliance with the Contract Documents or as directed by MDOT**. The Prime Consultant <u>may</u> be held accountable for all quality assurance activities if indicated in writing by the MDOT project manager that the Prime Consultant is accountable for them. The Prime Consultant will be reimbursed for these activities if required by the MDOT project manager to perform them. If the Prime Consultant is not directed in writing by the MDOT project manager to perform quality assurance activities on a project, the Prime Consultant will not be held accountable for them and will not be reimbursed for them.**

B. **Material Certification**: Make certain that acceptable test reports and/or material certifications from the supplier have been received, prior to the incorporation of materials in the work, for materials tested off the Project site.

C. **Material Reports**: Submit Material test reports, including but not limited, the Inspector's Report of Concrete Placed 1174A, Aggregate Inspection Reports 1900 & 1901, Bituminous QA reports, Concrete QA reports, and the "Moisture and Density Determination, Nuclear Method", Form 582B, etc. to the distribution list within one day of the testing. The efficiency of the consultant in getting the "Moisture and Density Determination, Nuclear Method", Form 582B, copy to the Lansing, Density Technology Unit, 8885 Ricks Road, Lansing, MI 48909 will be measured by that unit and reflected on the consultant's evaluation.

The consultant and any sub-consultants contracted by the Michigan Department of Transportation (MDOT) to perform density testing services that use equipment regulated by the Nuclear Regulatory Commission (NRC) shall:

1. Possess a valid license issued by the NRC, or recognized Agreement State, for ownership and use of sealed sources contained within portable nuclear density gauges.

2. Provide the Radiation Safety Office (RSO) of MDOT with a copy of the aforementioned license.

3. Comply with all rules and regulations set forth by Title 10 (Energy) and 49 (Transportation).

Failure of any of the above will be found in noncompliance with the contract.

<u>MEASUREMENT, COMPUTATION AND DOCUMENTATION OF QUANTITIES</u>

A. **Documentation**: Measure and compute quantities, and provide appropriate documentation of all materials incorporated in the work and items of work completed, and maintain an item record account using Field Manager software.

The Consultant must obtain and be able to use the FieldManager Suite of Software for this project. Contact Info Tech, Inc. at (352) 381-4400 or fax (352) 381-4444 or (www.fieldmanager.com) to obtain software and information on training. Since this software will be used on all MDOT projects in the future, the cost of this software cannot be charged as a direct expense for this project. Consultants must keep their version of the FieldManager Suite of software current with the version being used by MDOT.

B. **Insufficient Tested Materials**: Track insufficient tested materials and notify the Contractor on a bi-weekly basis.

REPORTING AND RECORD KEEPING

A. **Consultant Reports:** Prepare such periodic, intermediate and final reports and records as may be required by the Department and as are applicable to the Project, which may include, but are not limited to:

- **a. Inspector's Daily Reports,**
- **b. Construction Item and Tested Material Records using FieldManager,**
- **c. Monthly Report on Material Inspection,**
- **d. Moisture and Density Determination Reports (Form 582B)**
- **e. Inspector's Report of Concrete Placed (Form 1174A-M)**
- **f. NPDES Storm water Operator Reports (Form 1126)**
- **g. Labor Compliance, such as the Weekly Employment and OJT Report (Form 1199),**
- **h. Weekly Statement of Working Days Charged**
- **i. Force Accounts**
- **j. Other records and/or reports as required for the individual Project by the Project Manager and/or as required by Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Sampling Guide, and any and all other applicable references, guidelines, and/or procedures manuals.**

B. **Reports-Contractor Generated**: Review, process, and/or approve Construction Contractor submittal of records and reports required by the Department as applicable to the Project which may include, but not limited to:

- a. Working Drawings,
- b. Contractor's claims for additional compensation and extension(s) of time, and
- c. Other reports and records as required for the individual Project by the Project Manager.

CLOSING ALL PROJECT DOCUMENTATION

A. **Final Measure and Summarize**: Final field measure applicable items of work. Prepare final summaries for applicable items of work.

MDOT RESPONSIBILITIES:

A. The Project Manager shall furnish to the Consultant all Project-specific construction contracts, proposals, plans, plan revisions, written instructions, and other information and/or data as deemed necessary by the Project Manager for the Services required herein.

B. The Department shall furnish off-site inspections and tests of steel, cement, bituminous mixture designs, sewer and drainage pipe, structural steel, prestressed girders and beams, traffic signs, and any other materials customarily tested in the Department laboratories with its own forces or by statewide contracts except concrete aggregates, aggregates, and concrete cylinders. The customary testing is described in the Materials Quality Assurance Manual with exceptions noted within the Specifications, Plans, and Proposal. The Consultant shall be responsible for the sampling and transportation of all the materials to be tested by Department personnel.

C. The Project Manager shall provide general monitoring and quality auditing inspection of the Project to assure that the Project has been completed in reasonable conformance with the plans and specifications for Project Acceptance and to determine that the work performed to date by the Consultant for Services rendered is reasonable and appropriate before approving the Consultant's requests for progress payments.

D. The Department shall provide the bituminous plant inspection required for Quality Assurance and will submit the QA reports to the Consultant Project Engineer for analysis and action. The Consultant shall still be responsible for all on-site bituminous inspection required, including, but not limited to, locating the required Quality Assurance cores, and coordinating with the contractor regarding this sampling.

E. The Department shall perform soil borings and subsurface investigation as necessary throughout the contract.

F. The Project Engineer/Manager will arrange and conduct the Preconstruction meeting as well as prepare and distribute the meeting minutes.

CONSULTANT PAYMENT

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Consultant. All invoices/bills must be submitted within 60 calendar days of the last date of services being performed for that invoice.

This scope is for “as needed” services. As such, the hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. The fixed fee allowed for this project will be 11.0% Fixed fee on “as needed” projects is computed by taking the percent of actual labor hours invoiced to labor hours authorized, then applying that percentage to the total fixed fee authorized.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan’s Standardized Travel Regulations. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for the contract are those that are directly attributable to the CE activities of this Project.

Reimbursement for overtime hours will be limited to time spent on this project in excess of forty hours per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior approval by the MDOT Project Engineer Manager.

The hours billed for the inspector will not begin until the inspector reports to the project site.

The fixed fee allowed for this project is 11.0%.