Michigan Department
Of Transportation
5100B (03/12)

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

REQUISITION NUMBER	DUE DATE	TIME DUE
1125	2/25/2013	noon EST

MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)
Gregg Zack	Various - See Scope	Various - See Scope

DESCRIPTION
"As-Needed" Technical Assistance, Inspection, and Testing

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 10/01/12 THROUGH 12/31/12

☐ **Prequalified Services** – See page ____ 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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NOTIFICATION
E-VERIFY REQUIREMENTS

E-Verify is an Internet based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of that employee to work in the United States. There is no charge to employers to use E-Verify. The E-Verify system is operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration. E-Verify is available in Spanish.

The State of Michigan is requiring, under Public Act 200 of 2012, Section 381, that as a condition of each contract or subcontract for construction, maintenance, or engineering services that the pre-qualified contractor or subcontractor agree to use the E-Verify system to verify that all persons hired during the contract term by the contractor or subcontractor are legally present and authorized to work in the United States.

Information on registration for and use of the E-Verify program can be obtained via the Internet at the DHS Web site: http://www.dhs.gov/E-Verify.

The documentation supporting the usage of the E-Verify system must be maintained by each consultant and be made available to MDOT upon request.

It is the responsibility of the prime consultant to include the E-Verify requirement documented in this NOTIFICATION in all tiers of subcontracts.

9/13/12

Michigan Department of Transportation

SCOPE OF SERVICE
FOR
"AS NEEDED" CONSTRUCTION SERVICES
Technical Assistance and Inspection & Testing

CONTROL SECTION(S): Various

JOB NUMBER(S): Various

PROJECT LOCATION(S): Muskegon, Newaygo, Oceana, & Ottawa Counties

DESCRIPTION OF WORK:

Up to two vendors will be selected.

Technical Assistance

To provide services to perform to the satisfaction of the Department, Technical Assistance (T.A) duties for road and bridge construction work which may include work to close projects out ("finaling") after construction in accordance with MDOT specifications, publications, and accepted practices.

This scope of service requires **an estimated three (3) T.A's** to perform the as needed services:

- The first T.A. position shall be expected to perform an estimated 16 to 40 hours which may vary with required potential overtime.
- When necessary, the second and third T.A. positions shall be expected to perform an estimated 10 to 30 hours which may encompass portions of approximately 2 to 5 days per week during the summer (June-September) and 0 to 2 days per week during the winter (Oct-May), or as otherwise requested by the Project Engineer Manager.

Inspection and Testing

To provide Inspection and Testing services for the MDOT project office. The availability of a qualified Assistant Project Engineer is also an important option to the Department in order to ensure that the proper level of oversight is available in the instance that additional projects arise or the scheduling of an anticipated project changes.

ANTICIPATED START DATE: March 2013

ANTICIPATED COMPLETION DATE: December 2014

PRIMARY PREQUALIFICATION CLASSIFICATION(S):
Technical Assistance

SECONDARY PREQUALIFICATION CLASSIFICATION(S):
Bituminous Pavement Inspection
Aggregate Testing
Density Inspection & Testing
Portland Cement Concrete Inspection & Testing
Engineering Assistance
Construction Staking

DBE REQUIREMENT(S): 0%

MDOT PROJECT MANAGER:
Gregg Zack, P.E.
2225 Olthoff Drive
Muskegon, MI 49444-2644
Phone: 231-777-3451
Fax: 231-777-3621

GENERAL INFORMATION:

This service will be performed at the Muskegon TSC Office on various projects throughout 2013 and a portion of 2014 as directed by the Project Engineer Manager. The employee(s) submitted for these positions shall be dedicated for the entire length of the service.

An attempt will be made as often as practical, and/or when performed by a second individual, to adjust the second T.A. hours in half-day or greater blocks of time to minimize unnecessary travel.

Though not expected to account for a large portion of their hours, if selected, the first Vendor must also possess the necessary skills to fulfill the below noted second Vendor responsibilities should the need arise.

Construction Staking, and the oversight or verification of Contractor Staking is also anticipated to be minimal, but possible, and as such, the Consultant shall possess the availability of qualified staff to perform those duties.

The Consultant shall provide, to the satisfaction of the Department, Engineering Assistance, Testing, Inspection, and Construction Staking 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 engineering services by the Department.

The Construction Services are as follows: inspection; staking; quality assurance testing and reporting; measurement, computation, and documentation of quantities; reporting and record keeping; and finalizing all project documentation.

This work includes, but is not limited to:

- Perform Quality Control and Quality Assurance Testing and Reporting, including, but not limited to, on site moisture and density testing and Portland cement concrete construction, in accordance with the MDOT Materials Sampling Guide and the Density Control Handbook.

- If requested, provide concrete cylinder compression testing and/or sampling and testing of aggregate materials; and record, document, and distribute the results as requested by the MDOT Project Engineer Manager. It may be necessary to provide all or a portion of this work onsite, at the MDOT TSC or other provided MDOT facility, and/or the Consultant's Laboratory. Provided testers shall possess, and provide a copy of, all applicable certifications for all tests being performed, which may include the ACI Strength Testing course. The Consultants shall anticipate being directed to schedule the aggregate grade sampling, testing, and report distribution to occur within a 24-hour period.

- Identify and locate bituminous core locations as described in the Special Provision for Superpave Hot Mix Asphalt Percent within Limits (PWL) or the current applicable special provision and/or MTM. Observe coring operation by the contractor and take immediate possession of the cores.

- Collect the hot mix asphalt Quality Assurance samples from behind the paver as described in the Special Provision for Superpave Hot Mix Asphalt Percent Within Limits (PWL) or the current applicable special provision and/or MTM.

- Perform ride quality verification in conjunction with the contractor's ride quality testing by determining the acceptability of the contractor's Ride Quality Measurement Plan, verifying and documenting the calibration of the contractor's ride quality equipment prior to each test day, review the contractor's limits for Ride -Quality Measurement, watch the contractor perform each initial and final ride quality test, take possession of and review the ride quality tape after each run, layout, or verify the contractor's layout of bump grinding areas, and review and interpret the final ride quality payment log.

- Transportation of bituminous mixtures and core samples, as well as all other sampled materials, from the job site to the Region central bituminous laboratory, Muskegon TSC, or other designated drop-off site as requested by the Project Engineer Manager.

- Assist MDOT personnel and/or provide a staking crew on an "as-needed" basis for preliminary staking, construction staking, and/or quality control of contractor

staking.

- Completion of all paperwork necessary for the project files.

- If requested, perform as the Assistant Engineer for the project consistent with Department practices and in accordance with the Specifications, Plans, Proposals, the Michigan Construction Manual, the Materials Sampling Guide, and other applicable references, guidelines, and/or procedures manuals. Assign the Project Engineer as liaison between the Consultant and Department-designated Project Engineer Manager.

GENERAL INFORMATION:

Full-time services will not be required at all times. This "as-needed" service is based on the intermittent needs of the project office for Technical Assistance and Inspection & Testing. The service hours are estimated; as such, the Department reserves the right to vary these hours as required to complete the necessary services. There is no guarantee that Consultant services will be required on any or all of the listed project(s), or that the total hours of service will match those estimates included within this scope.

The consultant staff will report and be directly responsible to the Project Manager who is in responsible charge of the project construction. Work hours and assignments will be given to the consultant staff directly by the Project Manager or other MDOT personnel from this office. The consultant staff will cooperate with the senior level MDOT Technicians and above to ensure that adequate services are provided.

Hourly reimbursement for the three (3) T.A.'s shall commence upon arrival at the Muskegon Transportation Service Center (TSC); time required for travel to and from the TSC is not considered reimbursable. Mileage reimbursement for the Technical Asst staff shall be determined based on the distance from the TSC to the Vendor's closest office or to the T.A.'s residence if travel begins at that point and the distance is less. Mileage reimbursement for all Inspectors, Testers, and/or Surveyors shall be determined based on the shortest of: the distance from the TSC to the assigned project site, the distance from the Vendor's office to the project site, or the distance from the individuals residence to the project site if travel begins and/or ends at that point.

CONSULTANT RESPONSIBILITIES:

The Consultant will provide, to the satisfaction of the Department, "as-needed" Technical Assistance and/or "as-needed" testing and inspection services in the areas of bituminous construction, onsite moisture and density, and Portland cement concrete construction, as requested by the Project Engineer Manager. In addition, the Consultant may be asked to assist, on an "as-needed" basis, in construction engineering, staking,

The Consultant agrees to demonstrate the knowledge and performance in compliance with the standard construction practices of the Department; the project specific construction contracts, 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.

The Consultant will immediately bring to the attention of the MDOT Project Engineer any failure by the Contractor to comply with any documentation requirement, any problem, trends toward borderline compliance, or any occurrence which may require resolution.

The employee shall provide their own transportation to, from, and on the project site to perform the services outlined herein. Work may require occasional travel to the project sites, during which time the employee shall wear personal safety equipment in accordance with MIOSHA and MDOT requirements and practices.

The proposed Technical Assistance shall have a thorough understanding of the MDOT and Federal wage compliance rules, laws, guidelines, etc., as they will likely perform the review of all contractor and subcontractor payrolls, and will be charged with the task of following-up with all deficient findings.

The Consultant's employee(s) shall attend all project related meetings, if and/or when directed by the Project Engineer Manager.

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 FieldManager.

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 MDOT Construction Manual, the MDOT Materials Quality Assurance Procedures Manual 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. All work 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 Quality Assurance Procedures Manual 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. Acceptance samples, tests, and reporting procedures will conform to the Specifications, proposal, MDOT Materials Quality Assurance Procedures Manaul 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 QA Procedures Manual 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 FieldManager 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 Quality Assurance Procedures Manual, 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.

For Environmental Issues the Consultant Shall:

1. **Soil Erosion and Sedimentation Control:** Have a thorough working knowledge of the Department's SESC Manual and other contract documents regarding soil erosion and sedimentation control. Assign personnel that possess a current SESC training certificate and NPDES construction stormwater operator certification to perform inspection on areas where soil erosion and sedimentation controls are needed. Ensure that a person in possession of a current SESC training certificate is onsite at all times during normal working hours and available to meet with MDEQ personnel who may visit the site. Request that the MDEQ personnel provide a copy of any inspection report that may be generated as a result of the visit to the Project Manager.

2. Perform inspection of the construction site to assure that specified soil erosion and sedimentation controls are installed correctly, performing as intended, and maintained daily. Provide recommendations to the Project Manager for modification of the control measures shown on the plans as may be required to improve their effectiveness. Immediately report to the Project Manager any deficiencies in the soil erosion and sedimentation control measures or non-compliance by the Contractor with the specifications governing soil erosion and sedimentation control. If corrective action is necessary, document the action and the required timeframe for completion. Follow up to document that the action is completed within the statutory and/or MDOT-specified timeframes. Report the Contractor's failure to complete the corrective actions within the required timeframe to the Project Manager.

3. **Storm Water Management:** Have a thorough working knowledge of the Department's Storm Water Management Plan. Perform inspection of the construction site to ensure that the Contractor's operation is following pollution prevention and good housekeeping best management practices conforming to the Department's Storm Water Management Plan. Notify the Project Manager immediately of the occurrence of, or potential for, release of polluting material to the ground, groundwater, surface water, or storm water drainage system including open ditches, culverts, and enclosed storm sewers.

4. **Environmental Permits:** Have a thorough working knowledge of the construction requirements of all project specific environmental permits issued to MDOT by the MDEQ Land & Water Management Division, US Corp of Engineers, or other permitting agency. Inspect project areas covered by these permits and assure that the Contractor complies with the permit requirements. Report to the Project Manager any potential for or occurrence of violation of these permits. Fully document all site

conditions and actions taken regarding potential or actual violations of the permit requirements.

5. **Other Environmental Issues:** Have a thorough working knowledge of the Department's specifications regarding bridge painting, diamond grinding, hydrodemolition, and hazardous materials. Ensure that the Contractor complies with these specifications, and maintain proper documentation.

6. **Inspection Reports:** Complete inspection reports, including but not limited to, Inspector's Daily Report (Form 1122) and NPDES/SESC Inspection Report (Form 1126), as necessary to fully document all site conditions and any corrective action required and completed related to environmental issues. Provide digital photos as necessary to document conditions and all corrective actions.

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

P. 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.

Q. 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, 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 may 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.

MEASUREMENT, COMPUTATION AND DOCUMENTATION OF QUANTITIES:

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 FieldManager 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)381-4444or (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 582BM)**
e. **Inspector's Report of Concrete Placed (Form 1174A-M)**
f. **NPDES and Soil Erosion and Sedimentation 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 MDOT Construction Manual, the Materials Quality Assurance Procedures Manual 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. Unless such information is available to be downloaded on the MDOT web site.

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 Procedures 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.

G. The Project Engineer Manager will provide the Technical Assistant (Office Technician) employee(s) with the Field Manager computer and software at the Muskegon TSC site, and/or the standard office supplies and equipment for the services required.

CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee:

Compensation for this project shall be on an **actual cost plus fixed fee** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor rates, applied overhead, other direct costs, subconsultant costs, and applied fixed fee.

All billings for services must be directed to the Department and follow the current guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's website. This document contains instructions and forms that must be followed and used for billing. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

Direct expenses, if applicable, 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 billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager.

The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

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. Fixed fee on "as needed" projects is computed by taking the percent of actual labor hours billed to labor hours authorized, then applying that percentage to the total fixed fee authorized.

The hours billed for inspectors will not begin until the inspectors report to the project site or to the project office.