

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

	REQUISITION NUMBER	DUE DATE	TIME DUE
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	
DESCRIPTION			
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	
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input type="checkbox"/> TIER II (\$100,000-\$250,000)	<input type="checkbox"/> TIER III (>\$250,000)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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	<input type="checkbox"/>	Presentation
N/A	N/A	<input type="checkbox"/>	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 ____ 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.

PARTNERSHIP CHARTER AGREEMENT

MDOT and ACEC created a Partnership Charter Agreement which establishes guidelines to assist MDOT and Consultants in successful partnering. Both the Consultant and MDOT Project Manager are reminded to review the [ACEC-MDOT Partnership Charter Agreement](#) and are asked to follow all communications, issues resolution and other procedures and guidance's contained therein.

**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

**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
CONSTRUCTION SERVICES**
International Bridge Administration Plaza Redevelopment

CONTROL SECTION(S): 17034

JOB NUMBER(S): M00216

PROJECT LOCATION:

The project is located within the International Bridge Administration (IBA) Plaza in Sault Ste. Marie, Michigan, Chippewa County.

DESCRIPTION OF WORK:

The project consists of Construction Engineering services for the redevelopment of the International Bridge Administration U.S. plaza. The project consists of five goals:

Goal 1: Construct the administration building, toll booths, and ramps in accordance with plans and specifications.

Goal 2/ 3: Construct the maintenance building in accordance with plans and specifications.

Goal 4: Reconstruct the bridge approach roadway between the bridge and toll booths in accordance with the plans, to include reconstruction/improvement of the duty free store driveways.

Goal 5: Renovate the existing maintenance building in accordance with plans and specifications.

The extent of construction work to be performed will not be known until on or about May 3, 2013. The selected successful Consultant will therefore be required to submit a financial proposal breaking the proposed services fee down in accordance with the four project goals detailed above.

The Consultant shall provide, to the satisfaction of the IBA, and to the Michigan Department of Transportation (MDOT), Construction Engineering 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 IBA and the Department.

The project consists of both site/civil and facilities construction, and site/civil and facilities construction engineering services.

The Construction Engineering Services are as follows: project administration; inspection; staking; quality assurance testing and reporting; measurement, shop drawing review, computation and documentation of quantities as applicable; reporting and record keeping; and finalizing all project documentation. The above services shall be performed as applicable for both site/civil and facilities construction components of the project.

ANTICIPATED START DATE: April 12, 2013

ANTICIPATED COMPLETION DATE: June 26, 2015

PRIMARY PREQUALIFICATION CLASSIFICATION:
Road Construction Engineering

SECONDARY PREQUALIFICATION CLASSIFICATION: N/A

PREFERRED QUALIFICATIONS FOR SECONDARY REQUIREMENT:

The sub-consultant responsibilities are to perform functions strictly for the facilities/structural component(s) of the project.

- One Professional Engineer Licensed in Michigan
- Provide a document certifying that you currently own and/or that your staff or sub-consultant staff is trained to use all necessary equipment to perform density inspection and testing as required in Sections 205 & 301-307 of the Standard Specifications For Construction, all applicable FUSP's, and MDOT Materials Quality Assurance Procedures Manual.
- Provide a document certifying that you currently own and/or that your staff or sub-consultant staff is trained to use all necessary equipment to perform Portland cement concrete pavement inspection and testing as required in Sections 601-605 of the Standard Specifications For Construction, all applicable FUSP's and MDOT Materials Quality Assurance Procedures Manual.
- Provide a statement certifying your ownership of current versions of the following items and that you have staff that is knowledgeable in the use of these items:
 - MDOT Standard Specifications for Construction
 - MDOT Construction Manual
 - Applicable Michigan Test Methods
 - MDOT Materials Quality Assurance Procedures Manual

Staff Education and Experience

- Project Manager-
- Provide résumés showing the following:
 - Education, registrations, and certifications.
 - Each project manager must have a minimum of five (5) years experience on facilities and building construction projects with at least two (2) years experience as a project engineer with full responsibility for project administration.
 - List only projects completed within the past eight (8) years.
- Lead Technicians-

- Provide résumés showing the following:
- Education, licenses, and certifications.
- Each lead technician must have a minimum of five (5) years experience in construction engineering.
- List only projects completed within the past eight (8) years.

Other Staff-

- Provide résumés showing the following:
- Education, licenses, and certifications.
- List only projects completed within the past eight (8) years.

Consultant Experience

- Provide a list of facilities and building construction projects on which the Consultant has performed full construction engineering services. For each project to be submitted for evaluation, provide the name and phone number of the owner’s representative. This person may be contacted to provide a reference.
- List only projects completed within the past eight (8) years.

DBE PARTICIPATION: N/A

ESTIMATED CONSTRUCTION COST: \$6,700,000

IBA/MDOT PROJECT MANAGER:

Karl Hansen, P.E.
 International Bridge Administration
 934 Bridge Plaza
 Sault Ste. Marie, MI 49783
 U.S.A. :(906) 635-5255 ext. 135
 Canada: (705) 942-4345 ext. 135
 E-mail: Hansenk@michigan.gov

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

GENERAL INFORMATION:

- A. The Consultant shall have a clear understanding of the requested Project and construction administration services required by the Department.
- B. The Consultant shall provide all professional services, technical staff, and support personnel necessary to achieve the Project in the best interest of the State. Project services shall comprise, without exception, every professional discipline and expertise necessary to meet all the project requirements and be in accordance with the industry-accepted standard requisites for professional practice and services.

- C. 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 IBA and 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 IBA/Department consistent with applicable professional standards.
- D. The Consultant's principal contact with the Department shall be through the designated Project Manager.
- E. The Services described herein are financed with public toll funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations
- F. The Consultant shall 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 site/civil and facilities work described herein in an appropriate manner.

CONSULTANT RESPONSIBILITIES:

- A. **Safety:** 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.
- B. **Project Engineer:** Perform as the Project Engineer for the Project consistent with the Department's practice and in accordance with the Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Sampling Guide, and any and all other applicable references, guidelines, and/or procedures manuals. Assign the Project Engineer as liaison between the Consultant and IBA/Department-designated Project Manager.
- C. **Inspectors:** Perform as the Inspector for the Project consistent with the Department's practice and in accordance with the Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Sampling Guide, and any and all other applicable references, guidelines, and/or procedures manuals. The consultant shall assign a sufficient number of qualified and experienced technicians to this Project to perform the services in a quality manner to avoid any delay to the Construction Contractor. Personnel performing inspection and testing on bituminous, Portland cement,

aggregate or for density must have the appropriate certification and level for the inspection and testing that is being performed.

- D. Office Support and Equipment:** Provide an experienced office technician knowledgeable about all aspects of the Field Manager system, and procedures regarding project record documentation. Provide administrative support. Provide all computer equipment necessary to run Field Manager system.
- E. Meetings:** Arrange and conduct conferences and meetings required, carrying out the services or as may be required by the Project Manager. Prepare and distribute minutes of all meetings except the Preconstruction meeting.
- F. Coordination:** Provide appropriate coordination and contact, public relations, and cooperation with all affected local, state, and/or federal agencies including the Federal Highway Administration; other Consultants and other Contractors; the general public; utilities and railroad companies; local police, fire, and emergency services, and other stakeholders which may be affected by the Project and which are deemed to be the responsibility of the Consultant by the Department.
- G. Shop Drawings, Submittals and Approvals:** Monitor, evaluate, and provide administrative action as necessary to achieve timely processing of shop drawings and such other submittals and approvals that are the responsibility of The Consultant. Maintain a record of all required, received, rejected, and approved submittals of shop drawings, color/material samples, finishes, and other items requiring The Consultant's approval. Notify the Construction Contractor(s), in writing, (copy to the Department) of delinquent submittals, the consequences of such delays, and prescribe a time schedule for their submittal/resubmittal, which will not jeopardize the Construction Contract completion date.

No design revisions will be made as part of The Consultant's review and approval of shop drawings, or other submittals. In addition to all other functions, The Consultant's approval of shop drawings shall verify the submittals furnished by the Construction Contractor(s) conforms to the design intent of Contract Documents/architectural and/or engineering drawings and specifications requirements. Provide written approval or rejection of shop drawings within ten (10) business days of receipt in The Consultant's office. Provide and distribute up to five (5) copies of approved submittals as directed by the Department.

- H. Soil Erosion and Sedimentation Control:** Soil Erosion and Sedimentation Control in the State of Michigan is regulated under the 1994 Public Act 451, as amended – The Natural Resources Environmental Protection Act, Part 91 – Soil Erosion and Sedimentation Control. Soil Erosion and Sedimentation Control associated with this Contract will be monitored and enforced by the Department.

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.

- I. Progress:** Monitor, evaluate, and provide timely administrative action, as necessary, to determine whether the Construction Contractor's construction work schedule and progress appear to be adequate to achieve the Project on time and on schedule. 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. Conduct monthly progress meetings.
- J. Payments to Construction Contractor:** Monitor, evaluate, and provide timely administrative action, as necessary, to certify or reject, as appropriate, and process the Construction Contractor's schedule of costs and monthly submitted payment requests.
- J. Changes/Extras/Adjustments:** Notify the Project Manager immediately of any unanticipated Project conditions and any changes, extras, or adjustments to the contract before processing a Work Order and/or Recommendation.
- K. Contentious Issues:** Resolve any problems, issues, discrepancies, or other items brought to the attention of the Consultant by the Contractor. Provide written documentation of the resolution of such issues. Keep the Project Manager informed of all such issues.
- L. Contractor Claims:** Represent the Department as the Project Engineer on any and all claims for extra compensation and denied extensions of time requests filed on behalf of the Construction Contractor and/or Subcontractor on the Project against the Department. These claims shall be represented by the Consultant in accordance with the most current Standard Specification for Construction and/or the Department's Written Claim Procedures in effect at the time the Construction Contractor files the claim.
- M. Staff Reductions:** Withdraw any personnel or halt any services no longer required, at the request of the IBA/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.
- N. Consultant Deliverables:** Collect, properly label or identify, and deliver to the IBA/Department all original diaries, logs, notebooks, accounts, records, reports, other documents, and Project files prepared by the Consultant in the performance of the Agreement, upon completion or termination of the Agreement. Return, upon

completion or termination of the Agreement, all Specifications, Manuals, guides, written instructions, construction contracts and plans, unused forms, and all other documents and materials furnished by the IBA/Department. The Consultant may be responsible for replacing lost documents or materials at a fair and reasonable price.

- O. **Design Changes:** Due to the complexity of this project, the consultant shall be responsible for all necessary design changes with approval from the Project Manager.

PROJECT INSPECTION

- A. **Ongoing Inspection:** Provide inspection of all Contractor field construction work, both site/civil and facilities, 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 IBA/MDOT 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.
- D. **Facilities Inspection:** The Consultant shall provide sufficient facilities field Inspections of the Project to administer the construction Phase field services and its related construction Phase administration office services, as directly related to the degree of Project complexity and, up to and including full-time field Inspections. The construction field Inspections shall occur as the construction on-site field conditions and the Project may require and during regularly scheduled monthly progress and payment meetings.

During the facilities construction administration services of this Project, The Consultant shall be required to complete and submit, the on-site Inspection record form "DMB-452, The Consultant's Inspection Record" (or equal) for all on-site facilities inspection visits to the Project site. The Consultant's Inspection Record shall be completed and signed by The Consultant and submitted monthly, with the original document sent to the Project Manager and copies sent to the Construction Contractor. The Consultant's Inspection Record shall accompany The Consultant's monthly submitted payment request.

All facilities construction progress Inspections shall be recorded in the form of a written report to the IBA/Department and the Construction Contractor within five (5) business days of the Project construction progress Inspection. The purpose of such Inspection/visitations includes, but is not limited to: (1) Achieve and maintain a working familiarity with the status, quantity, and quality of the Project construction work in place; (2) Determine if the actual Project construction schedule progress is in accordance with the approved Project construction schedule; (3) Review the installation and determine the acceptability of preparations for, and installation of, pending critical construction components and activities; and (4) The Inspection of Project construction work completed or in progress by the Construction Contractor to determine and verify, in writing, to the IBA/Department's, Project Manager that the quantity and quality of all Project construction work is in accordance with the design intent of Contract Documents/architectural and/or engineering drawings and specifications requirements.

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. The Prime Consultant will be held accountable for all quality assurance activities and will be reimbursed for these activities unless otherwise indicated in writing by the IBA/MDOT project manager that the Prime Consultant is not responsible for these services.
- 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 to, 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 IBA/Michigan Department of Transportation (IBA/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 to be in noncompliance with the contract.

MEASUREMENT, COMPUTATION AND DOCUMENTATION OF QUANTITIES

- A. Documentation:** Measure and compute quantities as applicable, 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. **Work Orders,**
- c. **Construction Item and Tested Material Records using FieldManager,**
- d. **Transfer of Tested Materials,**
- e. **Monthly Report on Material Inspection,**
- f. **Moisture and Density Determination Reports (Form 582B)**
- g. **Inspector's Report of Concrete Placed (Form 1174A-M)**
- h. **NPDES Storm water Operator Reports (Form 1126)**

- i. **Labor Compliance, such as the Weekly Employment and OJT Report (Form 1199),**
 - j. **Construction Estimate Bi-Weekly Report,**
 - k. **Bi-Weekly Construction Progress Report and Weekly Statement of Working Days Charged**
 - l. **Force Accounts**
 - m. **Contract Modifications (Recommendations and Authorizations)**
 - n. **Extension of Time and Liquidated Damages**
 - o. **Contractor Evaluation (Form 1182)**
 - p. **Reduction in Reserve**
 - q. **Complete Post Construction Review including form 285-2, if required by the Project Manager.**
 - r. **DMB-452, The Consultant’s Inspection Record” for facilities inspection (or equal)**
 - s. **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. Weekly Employment Reports, Certified Payrolls
 - c. Contractor’s claims for additional compensation and extension(s) of time, and
 - d. Other reports and records as required for the individual Project by the Project Manager.
- C. Project Files:** Maintain project files in accordance with the MDOT Office Manual and Departmental procedures. Send copies of select correspondence and documentation to 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.
- B. Project Review/Certification:** Participate in and resolve items determined to be insufficient during the IBA/Department’s review(s) of project records and/or during the Project Engineer Certification Process prior to submitting the Final Estimate. Within 45 calendar days of the actual project completion date, the project records shall be ready for the Final Records Review.
- C. Final Documents:** Prepare and submit the Final Estimate, Final Quantity Sheets, Final Marked As-Constructed Plans, and the Design/Construction Package Evaluation (Form 285-2). The Final Estimate Package shall be submitted to the Project Manager

within 30 days of the Final Records Review. The As-Constructed documents shall depict all construction modifications, additions, and deletions made. The Consultant's as-built architectural and engineering drawings shall be of such clarity, detail, and completeness that reference to other documents will not be required to describe or depict, the Project. The Consultant shall revise the final design as-built drawings as necessary to incorporate all requested Department revisions as required for the Department's formal written acceptance and approval of the Project as-built drawings. The Consultant's services for As-Built Documents are not complete until: (1) The as-built architectural and engineering drawings have been verified, in writing, by The Consultant to the Project Manager as being accurate and complete; and (2) The as-built architectural and engineering drawings have been turned over and accepted by the Project Manager in writing.

- D. Facilities Occupancy and Close-Out:** Within ninety (90) consecutive calendar days after Substantial Completion of the Project, after building or Project occupancy, verify to the Department's Project Manager in writing, that the following documents, as applicable, have been received: (1.) All Project code compliance approvals; (2.) Final Inspections; (3.) Final occupancy permits; (4.) Construction Contractor's as-built final design marked-up architectural and engineering drawings; (5.) Copies of "Operation and Maintenance Manuals" of the Project systems; and (6.) Equipment warranties and guarantees.

Provide to the Project Manager, within ninety (90) consecutive calendar days after Substantial Completion of the Project, three (3) copies of "Operation and Maintenance Manuals" of the Project systems and equipment. These close-out manuals shall include copies of reduced size, as-built architectural and engineering drawings, specifications, and all instructions published or furnished by respective manufacturers, construction code compliance certificates, equipment warranties and guarantees. The manuals shall also include a complete description of operation and required maintenance of each system.

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

PAYMENT SCHEDULE

Compensation for this Scope of Services shall be on an **actual cost plus fixed fee** basis.

CONSULTANT PAYMENT:

All invoices/bills for services must be directed to the International Bridge Administration and follow the 'then current' guidelines.

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.

SPECIAL SECURITY PROVISION:

The project site is security sensitive. The Consultant agrees that all information related to this work, including but not limited to copies of plans, and/or documents relating to the work, is confidential and agrees to maintain all information related to this project as confidential and shall not disclose any information related to this work except as provided in a. or b., immediately below. The obligations of confidentiality will not apply to:

- a. Information for which the International Bridge Administration (IBA) gives specific prior written permission for publication or use.
- b. Information that is required to be disclosed based on court order.