

## 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			
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP  WHITE = REQUIRED ** = OPTIONAL  Check the appropriate Tier in the box below		<b>CONSULTANT:</b> Provide only checked items below in proposal	
<input type="checkbox"/> <b>TIER I</b> (\$50,000 - \$150,000)	<input type="checkbox"/> <b>TIER II</b> (\$150,000-\$1,000,000)	<input type="checkbox"/> <b>TIER III</b> (>\$1,000,000)	
<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"/>	<b>Location:</b> 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) ( <b>No Resumes</b> )	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP <b>not including key personnel resumes.</b> Resumes limited to 2 pages per key staff personnel.

**PROPOSAL AND BID SHEET EMAIL ADDRESS – [mdot-rfp-response@michigan.gov](mailto: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**

ENGINEERING SERVICES                       BUREAU OF TRANSPORTATION PLANNING                       OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS  
 NO     YES    DATED \_\_\_\_\_ THROUGH \_\_\_\_\_

<input type="checkbox"/> <b>Prequalified Services</b> – See the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> <b>Non-Prequalified Services</b> – 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. <b>Form 5100J is required with Proposal for firms not currently prequalified with MDOT</b>
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**Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

**For all Qualifications Based Selections**, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected 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 Based Selection / 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.

**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) with the proposal, to the email address: [mdot-rfp-response@michigan.gov](mailto: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](mailto: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  
AS NEEDED CONSTRUCTION SERVICES  
Inspection and Testing  
Pavement Marking Layout**

**CONTROL SECTION(S):** Various

**JOB NUMBER(S):** Various

**PROJECT LOCATION:** Lansing TSC area

**DESCRIPTION OF WORK:**

The Consultant shall provide, to the satisfaction of the Department, construction services as generally described herein: Provide experienced personnel for layout, inspection, and testing of pavement markings, and reporting, measurement, computation and documentation of quantities on an "as-needed" basis for road and bridge construction work.

Full-time services will not be required for all projects at all times. This Request for Proposal (RFP) is for "as-needed" services, based on the intermittent needs of the project office for the items listed above. The Consultant shall establish and list a point of contact for this work. The Consultant's point of contact will be notified with the requests for staff. Every attempt will be made to submit requests and schedule at least one week prior to the need for personnel, however it is expected that any requests made will be complied within a forty-eight (48) hour period.

The initial authorization for services will be set at **1,000 hours**. The Consultant shall provide a single, primary and consistent inspection person with an available alternate. Pavement marking layout, inspection and testing services are anticipated to be primarily during daylight hours, Monday through Sunday. Night work may be required for some projects. At a minimum, work shift information will be provided when personnel are requested. The Lansing TSC reserves the right to call in both persons, and/or modify the number of days and hours worked per week, based on work load. Notification for the inspectors will be given when they are needed with as much notice as possible. It is anticipated that inspection services will end December 31, 2014.

**ANTICIPATED START DATE:** June 1, 2014

**ANTICIPATED COMPLETION DATE:** December 31, 2014

**PRIMARY PREQUALIFICATION CLASSIFICATION:**

Traffic and Safety Inspection Services.

**SECONDARY PREQUALIFICATION CLASSIFICATION:**

N/A.

**DBE PARTICIPATION REQUIREMENT:** N/A

**MDOT PROJECT MANAGER:**

Kenneth J. Koepke, P.E., Assistant Delivery Engineer  
MDOT – Lansing TSC  
2700 Port Lansing Road  
Lansing, Michigan 48906  
Phone (517) 335-3710  
Fax (517) 335-3752  
[koepkek@michigan.gov](mailto:koepkek@michigan.gov)

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

**GENERAL INFORMATION:**

- A. The Consultant must demonstrate that it has qualified individuals with a thorough knowledge and understanding of the MMUTCD, MDOT's Pavement Marking Standard Specifications, MDOT's Materials Quality Assurance Manual, and MDOT's Material Source Guide. The Consultant agrees to perform services in compliance with the standard construction practices of the Department; active construction contracts, proposals, 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; and any and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.
- B. The Consultant's principal contact with the Department shall be through the designated Project Manager.
- C. The selected Consultant staff will report directly to the MDOT Lansing TSC Construction Team. This team will consist of the Construction Engineer, Assistant Construction Engineers, and/or the senior or lead MDOT technicians. However, the Consultant's technical personnel will work primarily with the Lansing TSC Traffic Technician for day to day assignments to ensure adequate services are being provided.
- D. The Consultant shall furnish all services and labor necessary to conduct and complete the construction 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.
- E. The services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations
- F. The Consultant will notify the 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 Project Manager.

- 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 Manager 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 Manager 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 personnel as needed and perform pavement marking layout, inspection and testing services under the direction of the Project Manager. The inspector(s) assigned to this project will report and be directly responsible to the MDOT Lansing TSC Construction Team who is in charge of the project's construction.
- B.** Perform all reporting, measurement, computation, and documentation required by the Standard 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 projects, and as directed by the Project 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 Standard 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 Project Manager, 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 Standard 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 Construction Project Engineer, 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 Standard Specifications, plans, proposal, MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals prescribed by the Department.
- G.** The Consultant firm shall supply vehicles for as-needed staff to perform the services outlined herein. Vehicles for inspection and testing at a minimum shall be equipped with flashing yellow warning lights mounted on top of the vehicle.
- 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 Construction Project Engineer's field office daily unless other arrangements are made. Consultant computers must be able to read, modify, and export Microsoft Excel documents.
- I.** The inspector(s) transportation shall include an automatic Distance Measuring Instrument (DMI). This instrument shall be calibrated to meet MDOT requirements.
- J.** The inspector(s) shall provide all measuring and testing equipment required for proper and accurate inspection.
- K.** The inspector(s) shall attend all project related meetings and record meeting minutes as requested by the Construction Project Engineer.
- L.** The inspector(s) shall provide all required reference materials including, but not limited to, MMUTCD, Standard Specifications, Materials Sampling Guide, Construction Manual, and any and all other necessary applicable references, guidelines and procedures manuals.
- M.** 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.
- N.** Prepare and maintain a list of outstanding construction project issues.

- O. Keep daily diaries, sketches, logs, and records consistent with Department practice as may be needed to record the Contractor's progress. Notify the Construction Project Engineer of any anticipated Contractor's requests for extensions of time. Notify the Engineer upon receipt of any Contractor's requests for extensions of time.
- P. 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 LAYOUT**

Review construction plans and applicable pavement marking standards and typicals and apply these to active construction projects. Mark out locations and orientation of pavement markings in the field for all construction pavement markings, both temporary markings and final pavement markings, including but not limited to, lane lines, special markings, lane drops, and tapers.

### **PROJECT INSPECTION**

- A. Provide inspection of the construction contractor pavement marking work, perform quality assurance sampling and/or testing, and confirm substantial conformance with MDOT's Pavement Marking Standard Specifications, Standard Specifications, plans, and proposal.
- B. 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 Construction Project Engineer. Inform the Engineer of non-compliant work and trends toward borderline compliance. Complete daily inspection reports with Field Manager and/or Field Book software and produce all daily inspection reports in this format.

### **TESTING AND REPORTING**

- A. Provide field verification testing in accordance with MDOT's Pavement Marking Material and Application Verification Guidelines and MDOT's Pavement Marking Inspection Guidelines. Conduct quality assurance sampling and/or testing of pavement marking materials in accordance with MDOT's Materials Source Guide, Materials Quality Assurance Procedures Manual 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 Construction Project Engineer of non-compliant work and trends toward borderline compliance. Reject Contractor's work and materials when 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. 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. Submit Material test reports, including but not limited to the Pavement Marking Material Verification Checklist 1585.

#### **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 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](http://www.fieldmanager.com)) to obtain software and information on training. 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. **Labor Compliance, such as Wage Rate Interviews (Form 1156) and the Weekly Employment and OJT Report (Form 1199),**
  - e. **Weekly Statement of Working Days Charged**
  - f. **Force Accounts**
  - g. **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 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 active construction projects.

#### **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 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.

**CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee: As-Needed**

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

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. 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.

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.

MDOT will reimburse the consultant for vehicle expenses and the costs of travel to and from project sites in accordance with MDOT's Travel and Vehicle Expense Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at [http://www.michigan.gov/documents/mdot/Final\\_Travel\\_Guidelines\\_05-01-13\\_420289\\_7.pdf?20130509082418](http://www.michigan.gov/documents/mdot/Final_Travel_Guidelines_05-01-13_420289_7.pdf?20130509082418). MDOT's travel and vehicle expense reimbursement policies are intended primarily for construction engineering work. Reimbursement for travel to and from project sites and for vehicle expenses for all other types of work will be approved on a case by case basis.

MDOT will pay overtime in accordance with MDOT's Overtime Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at [http://www.michigan.gov/documents/mdot/Final\\_Overtime\\_Guidelines\\_05-01-13\\_420286\\_7.pdf?20130509081848](http://www.michigan.gov/documents/mdot/Final_Overtime_Guidelines_05-01-13_420286_7.pdf?20130509081848). MDOT's overtime reimbursement policies are intended primarily for construction engineering work. Overtime reimbursement for all other types of work will be approved on a case by case basis.

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.

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.

Full time services may 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.