

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 ** = OPTIONAL Check the appropriate Tier in the box below		CONSULTANT: Provide only checked items below in proposal	
<input type="checkbox"/> TIER I (\$50,000 - \$150,000)	<input type="checkbox"/> TIER II (\$150,000-\$1,000,000)	<input type="checkbox"/> TIER III (>\$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"/>	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

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"/> Prequalified Services – See the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> 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
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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. 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
AS NEEDED CONSTRUCTION SERVICES**

Testing Services

Revised 8/20/2014

Revised 8/22/2014

CONTROL SECTION(S): 58152

JOB NUMBER(S): 110616A, 113109A, 115834A

PROJECT LOCATION: I-75 from Dixie Hwy to I-275 Frenchtown Township,
Monroe County

DESCRIPTION OF WORK:

The Consultant shall provide experienced personnel on an "as needed" basis for testing services related to road and bridge construction as described herein.

The Consultant shall be responsible for the performance of all work defined in the attached Special Provision for *Quality Control and Acceptance of Portland Cement Concrete (12SP604(B))* as being the responsibility of the "Engineer" or the "Department", except that final curing and strength testing of the concrete cylinders will be accomplished at the Michigan Department of Transportation (MDOT) University Region Construction and Technology Laboratory located at 2800 N. Elm Rd, Jackson MI 49201. Work includes, but is not limited to, developing and managing a concrete Quality Assurance Plan, Quality Assurance Sampling and Testing, review of Contractor QC submittals and documents, delivering quality assurance strength test cylinders from the job site to the University Region C&T laboratory including coordinating in advance after-hours and/or weekend drop-offs and testing needs, re-evaluation of rejection-limit concrete, and performing all calculations necessary for final payment of concrete items.

In addition, the Consultant shall provide quality assurance and material testing services related to Cement Treated Base, HMA, Aggregate, and Density testing. These additional testing services will be requested on an as needed basis only and in accordance with project need.

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 executed within a forty-eight (48) hour period. It must be noted that this is not a guarantee and that the Michigan Department of Transportation (MDOT) may not use 100% of the Consultant's services.

The initial authorization for testing services will be set at **10,000 hours**. The MDOT anticipates the need for a maximum of **5** part time technicians with all necessary certifications to perform staking services described herein. Notification for the inspectors will be given when they are needed with as much notice as possible. It is anticipated that the need for ~~staking~~ **testing** services will end December 31, 2016.

The schedule for this project shall be considered to be as much as seven (7) days per week and ten (10) to fourteen (14) hours per day. This project may require the coordination of multiple testing operations at one time. The consultant must demonstrate that it has qualified individuals available to meet this schedule. Weekend work will be required. Night work may be required. **MDOT reserves the right to modify the number of consultant technicians being utilized based on work load.**

PRIMARY PREQUALIFICATION CLASSIFICATION:

Portland Cement Concrete Inspection and Testing
Density Inspection & Testing

SECONDARY PREQUALIFICATION CLASSIFICATION:

Aggregate Testing
Hot Mix Asphalt Technician Testing Assistance
Technical Assistance

ANTICIPATED START DATE: January 5, 2015

ANTICIPATED COMPLETION DATE: January 5, 2017

This selection is for a 2 year period.

DBE REQUIREMENT: ~~N/A~~
15%

ESTIMATED CONSTRUCTION COST: \$95,000,000.00

MDOT PROJECT ENGINEERING MANAGER:

Gregory M. Losch, P.E., Construction Engineer
MDOT – Lansing TSC
2700 Port Lansing Road
Lansing, Michigan 48906
Phone (517) 335-3770
Fax (517) 335-3752
loschg@michigan.gov

The Consultant shall contact the MDOT Project Engineer Manager (PEM) prior beginning any work on this project.

GENERAL INFORMATION:

- A. The Consultant shall furnish all services and labor necessary to conduct and complete the Inspection and Testing Services described herein. The Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), and check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work. The Services shall be performed to the satisfaction of the Department consistent with applicable professional standards.
- B. The Consultant's principal contact with the Department shall be through the PEM or his/her designee.
- C. The Consultant provided personnel will report and be directly responsible to the PEM (Construction Engineer) who is in responsible charge of the project construction. Project assignments, specific tasks and work hours will be given by the PEM, Assistant Construction Engineer and/or the Senior Technicians (Construction Technician - 12). It is anticipated that the Consultant's technical personnel will work primarily with the Senior Technicians for day to day assignments to ensure adequate services are being provided.
- D. The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations.
- E. The Consultant agrees to demonstrate knowledge of, and performance in compliance with, the standard construction practices of the Department; the project construction contract, proposal, and plans; the Standard Specifications for Construction and all applicable publications referenced within; the Michigan Construction Manual; the Materials Source Guide; the Materials Sampling Guide; the Materials Quality Assurance Procedures Manual; the Density Control Handbook; and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.
- F. The Consultant will notify the PEM, 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 PEM.
- G. The Consultant may be required to document and process all Inspector Daily Reports (IDRs) and other documents using FieldBook as applicable. MDOT staff may review the FieldBook at any time and create FieldManager items. All IDRs shall be submitted electronically in accordance with the MDOT E-Construction Process.
- H. The Consultant shall contact the PEM prior to beginning any work on this contract. Following initial contact, the PEM will schedule an expectations meeting with the Consultant to be held at the Lansing TSC prior to the start of work.
- I. The technicians shall submit time sheets on a weekly basis to the PEM for review and approval.

- J. The Consultant will provide, to the satisfaction of the Department, primary services as mentioned above, in the areas of Portland Cement Concrete Inspection and Testing, and Density Inspection and Testing Services as needed. Reporting, measurement, computation, and documentation requirements directed by the PEM and/or referenced in the Specifications, Plans, Proposal, the Michigan Construction Manual, the MDOT Materials Source Guide and all other applicable references, guidelines, and procedures manuals and associated with this construction inspection and testing work is also included.
- K. The Consultant and/or Sub-Consultant contracted by the MDOT to perform Density Testing Services using equipment regulated by the Nuclear Regulatory Commission (NRC) shall comply with the following:
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 a copy of the aforementioned license to the MDOT Radiation Safety Officer (RSO).
 3. Comply with all rules and regulations set forth by titles 10 (Energy) and 49 (Transportation) of the Code of Federal Regulations.

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

CONSULTANT RESPONSIBILITIES:

- A. 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. Provide part and full time experienced testing and engineering services "as needed" and perform testing and engineering services under the direction of the PEM. The personnel assigned to this project will report and be directly responsible to the PEM, or their designated MDOT representative. Provide computer equipment necessary to run Field Book and provide electronic documents in compliance with the MDOT E-Construction process.

- C. Provide, to the satisfaction of the Department, on a full time basis, engineering and testing services required for Portland Cement Concrete construction, and on an as-needed basis, engineering and testing services required for aggregate construction, hot mix asphalt construction, and density inspection and testing. Perform all reporting, measurement, computation, and documentation required by the Special Provision for *Quality Control and Acceptance of Portland Cement Concrete (12SP604(B))*, 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 testing Portland Cement Concrete Construction and as directed by the PEM.
- D. Perform all work in compliance with the contract documents and the standard practices of the Department. Sampling frequencies for testing will be as prescribed by the Special Provision for *Quality Control and Acceptance of Portland Cement Concrete (12SP604(B))*, 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 PEM, and no variation will be permitted except on written order of the Department.
- E. That acceptance samples, tests, and reporting procedures will conform to the Special Provision for *Quality Control and Acceptance of Portland Cement Concrete (12SP604(B))*, Specifications, proposal, MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals prescribed by the Department.
- F. Consultant personnel will immediately bring to the attention of the PEM, the failure by the Contractor to comply with the Special Provision for Quality Control and Acceptance of Portland Cement Concrete, a plan or specification requirement, any problem, trends toward borderline compliance, or any other occurrence which may require resolution by the PEM.
- G. The testing technician(s) will accurately report, measure, compute, and document all required data for testing work in accordance with the Special Provision for Quality Control and Acceptance of Portland Cement Concrete, Specifications, plans, proposal, MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals prescribed by the Department.
- H. The Consultant shall provide their own transportation to, from, and on the project site to perform the services outlined herein.
- I. The Consultant shall be familiar with the MDOT E-Construction Project process, as this project will include the Special Provision for *ProjectWise Document Management*. **All project documentation for this contract will be submitted in electronic format** and placed in the ProjectWise document management system. The Department will provide an E-Construction Acclimation Session for all parties associated with this project following project award. The date, time, and location of this session will be scheduled at a later date by the PEM. The selected Consultant shall attend this session.

- J. The Consultant will provide the inspector(s) lap top computers (or equivalent) with the most current FieldManager and/or FieldBook software, and the inspector(s) will produce all Inspector Daily Reports (IDRs) in this format. All IDRs shall be submitted electronically in accordance with the MDOT E-Construction Process.
- K. The Consultant shall provide all measuring and testing equipment required for this work, including a Roll-O-Meter, Acme or Pres-sure air entrainment gauge for concrete testing, and cylinder molds. The gauge must be calibrated to meet MDOT requirements. In addition, the Consultant shall provide all measuring and testing equipment required for proper and accurate testing services.
- L. The Consultant will furnish necessary inspection, and testing equipment needed to carry out the inspection and testing services. This includes, but is limited to furnishing **Troxler Density Gauges**.
- M. The Consultant shall provide to its personnel all required reference materials including, but not limited to, MDOT Standard Specifications, Materials Sampling Guide, Construction Manual, and any and all other necessary applicable references, guidelines and procedures manuals.
- N. The Consultant shall be responsible for any errors that occur on the project due to an error in the engineering and testing services provided, should any such error occur. The Consultant will be responsible to compensate MDOT for any additional costs incurred due to engineering or testing errors on the project by one of their employees. At such time the error is discovered the MDOT will meet with the Consultant to discuss options to rectify.
- O. Keep electronic daily diaries, sketches, logs, and records consistent with Department practice as may be needed to record the Contractor's progress.
- 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 PEM. The consultant will not be reimbursed for the cost of personnel charged to a project that the PEM has determined was unnecessary.

TESTING AND REPORTING:

- A. **Material Quality Assurance Sampling and/or Testing and Density Control:** Perform all quality assurance sampling and/or testing of materials in accordance with the attached Special Provision for *Quality Control and Acceptance of Portland Cement Concrete (12SP604(B))*, 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 PEM 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 the MDOT. **The Prime Consultant may be held accountable for all quality assurance activities if indicated in writing by the PEM that the Prime Consultant is accountable for them. The Prime Consultant will be reimbursed for these activities if required by the PEM to perform them. If the Prime Consultant is not directed in writing by the PEM 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.**

Cylinder Storage and Transport (Reference ASTM C-31)

- Newly cast cylinders must be stored on the jobsite in the following fashion;
 1. In a moist condition.
 2. Always between 60 and 80 ambient degrees.
 3. Out of direct sunlight.
 4. On a level surface. The cylinder surface can be refinished if the concrete is still plastic.
 5. In a secure container that only the QA personnel has access to.

It is highly recommended the cylinders go directly into the Contractor supplied storage device immediately after casting.

- The Contractor must supply a maximum/minimum thermometer for temperature monitoring and items for the QA tester to maintain the cylinders between 60 and 80 degrees.
- The cylinders cannot be transported from jobsite storage to cure tank storage until **8 hours** after initial set. If the initial set time is unknown it is advised to wait at least **16 hours** after casting before transporting.
- The cylinders must be transported to cure tank storage within **48 hours** from casting.

- Cylinder must be transported in the following fashion;
 1. In a moist condition.
 2. With adequate cushioning (proper diameter racks).
 3. At an ambient temperature between 60 and 80 degrees.
 4. With adequate insulation in cold weather.
 5. Transport time not to exceed **4 hours**.
 - Upon removing the cylinder mold the cylinder must be placed in the cure tank within **1 hour**.
- B. **Material Certification:** Coordinate with the MDOT office staff to 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 1174R-S, Aggregate Inspection Reports 1900 & 1901, Concrete QA reports, Moisture and Density Determination Reports 0582B, etc. to the distribution list within one day of the testing.
- D. **Testing Personnel:** For concrete, density, aggregate and hot mix asphalt testing, utilize only personnel certified according to current Department requirements. **All inspectors will be certified as a Concrete Technician Michigan Level I through a program certified by Michigan Concrete Association Board of Examiners or the Michigan Concrete Paving Association.** Any inspector involved in sampling or testing of hot mix asphalt must be a Michigan Qualified HMA QC/QA Technician. Any inspector performing sampling or testing of aggregates must be a current Michigan Certified Aggregate Technician. Any person performing density testing or handling of nuclear density testing equipment must have complete the Michigan Density Technology Certification Program and successfully completed radiation safety training.
- E. **Density Gauge:** 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.

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. 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. **Inspector's Report of Concrete Placed (Form 1174R-S)**
 - c. **Other records, reports or forms as required by the Special Provision for Quality Control and Acceptance of Portland Cement Concrete (12SP604(B)), or for the individual Project by the PEM 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.**
 - d. **Moisture and Density Determination Reports (Form 0582B)**

CLOSING ALL PROJECT DOCUMENTATION:

- A. **Final Measure and Summarize:** Calculate Overall Lot Pay Factor (OLPF) as required by the Special Provision for *Quality Control and Acceptance of Portland Cement Concrete (12SP604(B))*. Final field measure applicable items of work. Prepare final summaries for applicable items of work.

MDOT RESPONSIBILITIES:

- A. The PEM 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 PEM for the Services required herein.

- B. The Department shall furnish off-site inspections and tests of steel, cement, bituminous mixture designs, aggregate, 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. The customary testing is accordance with the Material Source Guide and as described in the Materials Quality Assurance Manual with exceptions noted within the Specifications, Plans, and Proposal.
- C. The PEM 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 perform all concrete Quality Assurance cylinder strength testing at the University Region Construction and Technology laboratory.
- E. The PEM will arrange and conduct the Preconstruction and Preproduction meeting as well as prepare and distribute the meeting minutes.

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.

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 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. 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. 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.