

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			CONSULTANT: Provide only checked items below in proposal.
WHITE = REQUIRED ** = OPTIONAL Check the appropriate Tier in the box below			
<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"/>	
<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 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) Resumes will only be accepted for Best Value Selections	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 E-MAIL 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 for all firms performing non-prequalified services on this project.)

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

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.”

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 _____

Prequalified Services – See 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, 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 all firms performing non-prequalified services on this project.**

Qualification 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.)

BID SHEET INSTRUCTIONS

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
CONSTRUCTION SERVICES
As-Needed Inspection & Testing Services**

CONTROL SECTION(S): Various

JOB NUMBER(S): Various

PROJECT LOCATION: Multiple locations along I-75 between West Road in Trenton/Woodhaven and Clark Street in Detroit, Wayne County.

DESCRIPTION OF WORK: See attachment A

The Construction Services for inspection & testing are as follows: **inspection, quality assurance testing and reporting, measurement, computation and documentation of quantities, reporting and record keeping of project pay items; reporting and record keeping for assistance with Pavement Historical Database and Design Package Evaluation; and finalizing all project documentation.** For estimating purposes, the project(s) were considered full time at 6 days a week, 12 hours a day for an average staff of 8 consultants for each of the two selected firms. The consultant must demonstrate that it has the qualified individuals available to meet this schedule.

The consultant shall provide a list of experienced personnel for each of the inspection and testing services within each of the work groups outlined below. Indicate whether each personnel can perform work in all of the work groups. For efficiency, it is preferred that the person performing the inspection for the required work will also perform the testing associated with that work operation. Every attempt will be made to schedule at least one week prior to the need for personnel, however it is expected that any requests made will be complied within a 24 hour period. The consultant Engineering staff and inspector(s) will report and be directly responsible to the MDOT Project Engineer Manager or duly appointed representative. Work hours and assignments will be given to the consultant inspector(s) by the MDOT Project Engineer Manager and/or duly appointed representatives from the Taylor TSC. If the construction project(s) for which the consultant inspector is requested includes MDOT Technician staff, the consultant inspector(s) may be given direction from the MDOT Technician(s). The consultant inspector is expected to fully cooperate with all construction project staff.

Note: (2) firms will be chosen for this As-Needed Construction Inspection & Testing Services contract. MDOT reserves the right to modify the number of inspectors based on work load.

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

The Construction Services for As-Needed Inspection & Testing may be required to work part time, may be required to full time, may be required to work nights and/or weekends, and may be required to work overtime. 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; as such, the hours provided are only an estimate. It must be noted that this is not a guarantee that MDOT will use any of the consultant services.

ANTICIPATED START DATE: December 2016

ANTICIPATED COMPLETION DATE: December 2018

This selection is for a 2 year period.

PRIMARY PREQUALIFICATION CLASSIFICATION:

Construction Inspection: Bridges & Ancillary Structures

SECONDARY PREQUALIFICATION CLASSIFICATION:

Construction Engineering: Assistance

Construction Inspection: Bridge Painting

Construction Inspection: HMA Pavement

Construction Inspection: Roadway

Construction Inspection: Traffic & Safety

Construction Services: Office Technician

Construction Testing: Aggregates

Construction Testing: Concrete

Construction Testing: Density

DBE PARTICIPATION REQUIREMENT: 10%

ESTIMATED CONSTRUCTION COST: \$200,000,000.00

MDOT PROJECT MANAGER:

Adam Penzenstadler

Address: Taylor TSG, 6510 Telegraph Road, Taylor MI, 48180

Ph: (313) 375-2428

Fax: (313) 295-0822

E-mail: penzenstadlera@michigan.gov

The Consultant shall contact the Project Manager prior to beginning any as-needed services.

ADDITIONAL INFORMATION:

Work Group 1:

This work group will be “Bridge Work”; engineering assistance and inspection and testing services may be needed for bridge work items including but not limited to the following types of operations; bridge removal items, soil and sedimentation control items around bridges over waterways, Portland cement concrete construction for substructure and superstructure items, bridge rehabilitation, bridge approach construction, pin and hangers, expansion joint construction, structural steel blasting and painting, structural steel repairs, structural concrete repairs, hydrodemolition, healer/sealer operations, bridge deck epoxy overlays, cofferdam construction, rip-rap and articulated concrete block installation within streams for scour countermeasures, bridge guardrail installation, temporary traffic control, and permanent signing. In particular, the Consultant shall provide the MDOT Engineer Manager a qualified bridge engineer with significant experience in the following; calculations for deflection, haunch thicknesses, and screed grades of continuous and cantilever span bridges; design and construction knowledge of temporary shoring requirements; experience with complex steel superstructure strengthening; experience with bolted and welded connection details and repairs; experience with concrete pour sequences on continuous and cantilever span bridges; and experience with construction loading effects and analysis.

Work Group 2:

This work group will be “Road Work”; engineering assistance and inspection and testing services may be needed for road work items including but not limited to the following types of operations; removals, soil and sedimentation control items, earth work construction, aggregate base construction, hot mix asphalt (HMA) construction, Portland cement concrete construction, concrete pavement repairs, freeway reconstruction, temporary roadway construction, truss and cantilever signs, foundation installation, intelligent transportation

system (ITS) construction, guardrail installation, utility crossings, attenuator work, crack sealing operations, soundwall construction, temporary traffic control items, temporary and permanent pavement markings, and permanent signing.

Work Group 3:

This work group will be “Office Tech”; provide an experienced office technician proficient in all aspects of the MDOT Field Manager system and procedures regarding project record documentation processing and acceptance including but not limited to certified payrolls, estimates, contract modifications, and processing shop drawing submittals. Provide administrative support as necessary to complete this task. The Consultant shall furnish all equipment and labor necessary to conduct office tech duties for various projects. The office technician may be working on more than one project at a time. Provide all computer equipment necessary to run MDOT’s Field Manager system. Provide experience for the Department’s “Construction Document Management” system (e-construction) working with the Department’s ProjectWise system. The office technician will be required to assist with and work through the finaling process for various projects as directed by the MDOT Project Engineer Manager until final acceptance.

Work Group 4:

This work group will be “Specialty Services”; the Consultant shall provide the MDOT Engineer Manager persons qualified for the following roles throughout the I-75 corridor of projects. If the consultant can demonstrate satisfactory coverage of the services, the following roles may be combined for efficiency:

Ombudsman to serve full time for the I-75 corridor of projects capable of handling all calls and correspondence from the public regarding the multiple projects along the I-75 corridor. This role requires communication skills that exhibit a high degree of courteousness and professionalism when communicating with the public. The ombudsman shall possess characteristics that promote sensitivity to issues felt by the surrounding communities such as noise, air quality and local jobs associated with the construction efforts. The ombudsman shall take a proactive role in reaching out to local community leaders to maintain open communication. Due to the diverse communities affected by the proposed work and to better serve the context sensitive needs of these communities during construction, MDOT is seeking access to translators capable of serving non-English speaking communities including but not limited to Arabic and Spanish. The ombudsman shall provide a temporary phone that will be dedicated solely to the project with the intent of fielding calls at any time.

Outreach Coordinator to serve full time for the I-75 corridor of projects to perform significant public outreach and media management tasks to ensure proper engagement, updating of social media sites, and real time updating of the project website. The outreach coordinator shall coordinate with the Gordie Howe International Bridge group and shall be available to MDOT communications staff at all times to assist with providing accurate and up to date project progress information. This role requires communication skills that exhibit a high degree of

courteousness and professionalism when communicating with the public: Utility Engineer(s) to serve full time for the I-75 corridor of projects capable of managing all utility related issues making sure the utility work associated with the project meets project deadlines to avoid potential delays. The utility engineer shall establish working relationships with all utility representatives at the beginning of the project to proactively coordinate with each of the various utility companies that are either impacted by the construction work or may impact the construction work. The utility engineer shall organize and hold regular utility meetings during the progress of the construction work on all projects throughout the corridor:

Documents Management Coordinator to serve full time for the I-75 corridor of projects to ensure that all project documents are processed efficiently and accurately. The documents coordinator shall be well versed in ProjectWise and capable of managing the documents handling process to ensure timely response of all project related documents including but not limited to shop drawings, claims, project correspondence, etc.

Technical Proposal Coordinator to serve full time for the I-75 corridor of projects capable of managing the requirements of the Technical Proposal including but not limited to measurement protocol for noise, air quality, safety and mobility, and local contractor workforce participation. The technical proposal coordinator shall help to ensure that the quality of life performance goals are being achieved. This role will include dashboard reporting to remain transparent with the performance measures.

GENERAL INFORMATION:

- A. 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. Not all inspectors will be required to perform material testing, however, it is preferred that inspectors have current testing certifications while performing inspection duties associated with the various work groups listed above.
- B. The Consultant's principal contact with the Department shall be through the designated MDOT Project Engineer Manager.
- C. The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations
- D. The Consultant agrees to demonstrate knowledge of, and performance in compliance with, the standard construction practices of the Department; the Project construction contract, proposal, and plans; the Standard Specifications for Construction and all

applicable publications referenced within; the Michigan Construction Manual; the Materials Sampling Guide; the Materials Quality Assurance Procedures Manual; the Density Control Handbook; Bureau of Highways Instructional Memos; Construction Advisories; and any and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.

- E. The Consultant will notify the MDOT Project Engineer Manager, in writing in a timely manner, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to the review and approval of the MDOT Project Manager.
- F. The selected consultant staff will report directly to the designated MDOT Project Engineer Manager. This team may consist of a Delivery Engineer, Assistant Delivery Engineer(s), senior MDOT inspectors, lead MDOT inspectors and other construction staff assigned to a project and will be on site as necessary during construction. The consultant staff will operate under the MDOT Delivery Engineer, Assistant Delivery Engineer(s), and MDOT senior technician staff in charge of the day-to-day construction activities for the project. MDOT will retain control over all monetary extras and changes and the design revision process. All of the consultant personnel shall meet with the MDOT Team prior to and during construction of each project(s).
- 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 as directed by the MDOT Project Engineer Manager. 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 MDOT Project Engineer Manager prior to beginning any work on the Project(s). 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 MDOT Project Engineer Manager for review and approval. The inspector shall submit bi-weekly overtime summary reports to the Project Engineer for review and approval.

CONSULTANT RESPONSIBILITIES:

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

- A.** Provide full time or part time experienced inspection and testing services as needed and perform inspection and testing services under the direction of the MDOT Project Engineer Manager. The inspector(s) assigned to this project will report and be directly responsible to the MDOT Project Engineer Manager who is in charge of the project's construction. Provide computer equipment necessary to run Field Manager.
- B.** Provide, to the satisfaction of the Department, inspection and testing services required for work items identified in the work groups described above. Perform all reporting, measurement, computation, and documentation required by the Specifications, plans, proposal, the Michigan Construction Manual, the MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals required for the inspection and testing for construction of selected projects, and as directed by the Project Engineer Manager.
- C.** All work under the contract will be performed in compliance with the standard practices of the Department. Sampling frequencies for inspection will be as prescribed by the Specifications, proposal, MDOT Materials Sampling Guide and/ or other applicable references, guidelines, and procedures manuals and instruction furnished by the Department or as directed by the Engineer, and no variation will be permitted except on written order of the Department. Acceptance samples, tests, and reporting procedures will conform to the Specifications, proposal, MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals prescribed by the Department.
- D.** Assist the MDOT Project Manager with entry of all required project information into the MDOT Pavement Historical Database (PHD) and for Design Package Evaluation (DPE). In addition, assist the MDOT Project Manager with the collection of real-time production rates of contractor operations.
- E.** The inspector(s) will immediately bring to the attention of the Project Engineer Manager, the failure by the Contractor to comply with a plan or specification requirement, any problem, trends toward borderline compliance, or any other occurrence which may require resolution by the Engineer.

- F. The inspector(s) will accurately report, measure, compute, and document all quantities of items of work and all inspection and/or testing work in accordance with the Specifications, plans, proposal, MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals prescribed by the Department. In accordance with the Special Provision for Construction Document Management, the inspector and technical assistance staff shall maintain all project records in proper file folders within the MDOT's ProjectWise system.
- G. The inspector(s) shall provide their own transportation to, from, and on the project site to perform the services outlined herein.
- H. The inspector(s) shall provide lap top computers (or equivalent) with Field Manager and/or Field Book software and produce all daily inspection reports in this format. The inspector(s) shall deliver all inspection reports to the Project Engineer Manager's field office daily unless other arrangements are made. The inspector and technical assistance staff shall be experienced in the Department's Construction Document Management system (e-construction) via the Department's ProjectWise system.
- I. **The inspector(s) shall provide a Troxler Density Gauge and comply with all requirements related to the use of this gauge established by the Nuclear Regulatory Commission and MDOT.** This gauge should be calibrated to meet MDOT requirements. **The inspector(s) shall be certified as a MDOT density technician.**
- J. The inspector(s) shall provide a Roll-O-Meter, Acme or Pres-sure air entrainment gauge for concrete testing. This gauge should be calibrated to meet MDOT requirements.
- K. In addition to providing the aforementioned density and concrete gauges, the inspectors shall provide all measuring equipment required for proper and accurate inspection.
- L. The inspector(s) shall attend all project related meetings and record meeting minutes as requested by the Project Engineer Manager.
- M. The inspector(s) shall provide all required reference materials including, but not limited to, MDOT Standard Specifications, Materials Sampling Guide, Construction Manual, and any and all other necessary applicable references, guidelines and procedures manuals.
- N. The Consultant shall be responsible for any errors that occur on the project due to an inspection and/or testing error. The Consultant will be responsible to compensate MDOT for the additional costs incurred due to an inspection and/or testing error on the

project by one of their employees. At such time the error is discovered MDOT will meet with the Consultant to discuss options to rectify the error.

- O.** Keep daily diaries, sketches, logs, and records consistent with Department practice as may be needed to record the Contractor's progress. Notify the PM or designee of any anticipated or upon receipt of Contractor's requests for extensions of time. Assist the MDOT Project Manager with entry of all required project information into the MDOT Pavement Historical Database (PHD).
- 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 PM or designee. The consultant will not be reimbursed for the cost of personnel charged to a project that the PM or designee has determined was unnecessary.
- Q.** In accordance with the project's Technical Proposal, the consultant shall provide the necessary equipment for, conduct all tests and measurements of, and produce reports of the contractor's effectiveness of the performance goals as outlined in the Technical Proposal. The consultant shall provide the Engineer's services described in the Technical Proposal manage including but not limited to providing random measurements for air quality, random assessments of construction noise levels, management of the contractor's safety and mobility plan, and management of the contractor's local contractor and workforce participation plan.

For Environmental Issues the Consultant Shall:

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

Perform inspection of the construction site to assure that specified soil erosion and sedimentation controls are installed correctly, performing as intended, and maintained daily. Provide recommendations to the PM or designee for modification of the control measures shown on the plans as may be required to improve their effectiveness. Immediately report to the PM or designee any deficiencies in the soil erosion and

sedimentation control measures or non-compliance by the Contractor with the specifications governing soil erosion and sedimentation control. If corrective action is necessary, document the action and the required timeframe for completion. Follow up to document that the action is completed within the statutory and/or MDOT-specified timeframes. Report the Contractor's failure to complete the corrective actions within the required timeframe to the PM or designee.

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

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

Other Environmental Issues: Have a thorough working knowledge of the Department's specifications regarding bridge painting, diamond grinding, hydrodemolition, hazardous materials, and when working in or around existing streams and water courses. Ensure that the Contractor complies with these specifications, and maintain proper documentation.

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

PROJECT INSPECTION

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

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

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

TESTING AND REPORTING

- A. **Material Quality Assurance Sampling and/or Testing and Density Control:** Conduct quality assurance sampling of materials including but not limited to, Portland cement concrete, bituminous mixtures, aggregates, and density testing and reporting in accordance with MDOT's Materials Source Guide, Materials Quality Assurance Procedures Manual, Density Control Handbook and any or all other applicable referenced or included Contract Documents. Determine the acceptability of materials based on their respective specification requirements. Immediately inform the Project Manager of non-compliance work and trends toward borderline compliance. Reject Contractor's work and materials not in compliance with the Contract Documents or as directed by MDOT. **The Prime Consultant may be held accountable for all quality assurance activities if indicated in writing by the MDOT project manager that the Prime Consultant is accountable for them. The Prime Consultant will be reimbursed for these activities if required by the MDOT project manager to perform them. If the Prime Consultant is not directed in writing by the MDOT project manager to perform quality assurance activities on a project, the Prime Consultant will not be held accountable for them and will not be reimbursed for them.**

- B. Material Certification:** Make certain that acceptable test reports and/or material certifications from the supplier have been received, prior to the incorporation of materials in the work, for materials tested off the Project site.
- C. Material Reports:** Submit Material test reports, including but not limited, the Inspector's Report of Concrete Placed 1174A, Aggregate Inspection Reports 1900 & 1901, Bituminous QA reports, Concrete QA reports, and the "Moisture and Density Determination, Nuclear Method", Form 582B, etc. to the distribution list within one day of the testing. The efficiency of the consultant in getting the "Moisture and Density Determination, Nuclear Method", Form 582B, copy to the Lansing, Density Technology Unit, 8885 Ricks Road, Lansing, MI 48909 will be measured by that unit and reflected on the consultant's evaluation.

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

- 1. Possess a valid license issued by the NRC, or recognized Agreement State, for ownership and use of sealed sources contained within portable nuclear density gauges.**
- 2. Provide the Radiation Safety Office (RSO) of MDOT with a copy of the aforementioned license.**
- 3. Comply with all rules and regulations set forth by Title 10 (Energy) and 49 (Transportation).**

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

MEASUREMENT, COMPUTATION AND DOCUMENTATION OF QUANTITIES

- A. Documentation:** Measure and compute quantities, and provide appropriate documentation of all materials incorporated in the work and items of work completed, and maintain an item record account using 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; notify the MDOT Project Engineer Manager immediately; notify the Contractor on a bi-weekly basis or as directed by the MDOT Project Engineer Manager.

REPORTING AND RECORD KEEPING

- A. Consultant Reports:** Prepare such periodic, intermediate and final reports and records as may be required by the Department and as are applicable to the Project, which may include, but are not limited to:
- a. Inspector's Daily Reports**
 - b. Construction Item and Tested Material Records using FieldManager**
 - c. Monthly Report on Material Inspection**
 - d. Moisture and Density Determination Reports (Form 582B)**
 - e. Inspector's Report of Concrete Placed (Form 1174A-M)**
 - f. NPDES Storm water Operator Reports (Form 1126)**
 - g. Labor Compliance, such as the Weekly Employment and OJT Report (Form 1199)**
 - h. Weekly Statement of Working Days Charged**
 - i. Force Accounts**
 - j. Other records and/or reports as required for the individual Project by the Project Manager and/or as required by Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Sampling Guide, and any and all other applicable references, guidelines, and/or procedures manuals.**
 - k. Project documentation required for entry into the MDOT Pavement Historical Database (PHD).**
 - l. Project documentation required for developing real-time production rates of contractor operations.**
- B. Reports-Contractor Generated:** Review, process, and/or approve Construction Contractor submittal of records and reports required by the Department as applicable to the Project which may include, but not limited to:
- a. Working Drawings,**
 - b. Contractor's claims for additional compensation and extension(s) of time, and**
 - c. Other reports and records as required for the individual Project by the Project Manager.**

CLOSING ALL PROJECT DOCUMENTATION

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

MDOT RESPONSIBILITIES:

- A. The Project Manager shall furnish to the Consultant all Project-specific construction contracts, proposals, plans, plan revisions, written instructions, and other information and/or data as deemed necessary by the Project Manager for the Services required herein.
- B. The Department shall furnish off-site inspections and tests of steel, cement, bituminous mixture designs, sewer and drainage pipe, structural steel, prestressed girders and beams, traffic signs, and any other materials customarily tested in the Department laboratories with its own forces or by statewide contracts except concrete aggregates, aggregates, and concrete cylinders. The customary testing is described in the Materials Quality Assurance Manual with exceptions noted within the Specifications, Plans, and Proposal. The Consultant shall be responsible for the sampling and transportation of all the materials to be tested by Department personnel.
- C. The Project Manager shall provide general monitoring and quality auditing inspection of the Project to assure that the Project has been completed in reasonable conformance with the plans and specifications for Project Acceptance and to determine that the work performed to date by the Consultant for Services rendered is reasonable and appropriate before approving the Consultant's requests for progress payments.
- D. The Department shall provide the HMA inspection required for Quality Assurance and will submit the QA reports to the MDOT Project Engineer for analysis and action. The Consultant shall still be responsible for all on-site bituminous inspection required, including, but not limited to, locating the required Quality Assurance cores, and coordinating with the contractor regarding this sampling.
- E. The Department shall perform soil borings and subsurface investigation as necessary throughout the contract.
- F. The Project Engineer/Manager will arrange and conduct Preconstruction meetings; the Consultant may be required to 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. **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. 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 30 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.

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 any of the Consultant’s services.

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 (with prior approval). 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, inspection, and testing work. Overtime reimbursement for all other types of work will be approved on a case by case basis.

ATTACHMENT A

2017-2018 I-75 Corridor Work

CS 82191 runs north from Huron River in Rockwood (0.0) to M-39 (13.908)

CS 82194 runs north from M-39 (0.0) to 14th Street (8.50)

Const Year	CS	JN	Route	Location Description	Work Description
2017	82194	116287	I-75	B01 Rouge River B01-5 NB Off Ramp B01-6 SB On Ramp	Deck Replacement
2017	82194	116291	I-75	S06 Fort St	Deck Replacement
2017	82194	130056	I-75	Goddard Rd to Rouge River	Concrete Patch Repairs and associated road work
2017	82191	126818	I-75	B03-1 NB Sexton Kilfoil Drain and Goddard Rd B03-2 SB Sexton Kilfoil Drain and Goddard Rd	Deck Replacement, Superstructure Repair, Substructure Repair
2017	82191	126863	I-75	S04 Gibraltar Road S07 West Road	Metal Mesh Panels, Deck Patch, Joint Repair, Epoxy Overlay, Substructure Repair, Approaches Deck Patch, Joint Repair, Epoxy Overlay, Substructure Repair, Paint
2017	82191	128543	I-75	S07 West Road	Widening for Pedestrians
2017	82191	120424	I-75	ITS from I-96 to Clark & from Schaefer to Sibley	Install fiber optic cable and ITS components
2017	?	128945	I-96	Between M-39 and Schaefer	Concrete patching and longitudinal joint repairs
2017	82194	?	I-75	Springwells Ave to Clark Street	Concrete inlay, widening for Gordie Howe bridge, and construction of utility crossings
2017	82191	?	I-75	Between Goddard and Rouge bridge	Repair/reconstruct soundwall
Const Year	CS	JN	Route	Location Description	Work Description
2018	82191	122199	I-75	S13 US -24 Connector S14-1 NB Eureka S14-2 SB Eureka S17-1 NB Northline S17-2 SB Northline	Deck Replace, Steel Repair, Substruct Patch, Paint, Conc Sealant Deck Replace, Steel Repair, Pin & Hanger, Substruct Patch, Paint, Conc Sealant, Slope Paving Deck Replace, Steel Repair, Substruct Patch, Paint, Conc Sealant
2018	82191	119187	I-75	S16-1 NB Allen Rd S16-2 SB Allen Rd	Deck Patch, Healer Sealer, Paint, Rail Replacement, Substructure repair, Joint repair
2018	82191	128775	I-75	B01 SB Blakely Drain B02 NB Blakely Drain	Deck Replacement, Full Paint, Abutment Repair, Silt Removal
2018	82191	129138	I-75	R02-1 NB GTW Railroad R02-2 SB GTW Railroad	Epoxy Overlay, Steel Repair, Pier Repair, Railing Patching, Full Paint