

## 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

**CONSULTANT:** Provide only checked items below in proposal  
 When applicable, Best Value scoring criteria is listed separately in the RFP.

Check the appropriate Tier in the box below

TIER I (\$50,000 - \$150,000)	TIER II (\$150,000-\$1,000,000)	TIER III (>\$1,000,000)	
N/A			Understanding of Service **
			<i>Innovations</i>
			Organizational Chart
			Qualifications of Team
N/A	N/A		Quality Assurance/Quality Control **
			<b>Location:</b> 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		Presentation **
N/A	N/A		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 <b>not including key personnel resumes.</b> Resumes limited to 2 pages per key staff personnel.

**PROPOSAL AND BID SHEET E-MAIL 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 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 _____
<p><b>Prequalified Services</b> – See the attached Scope of Services for required Prequalification Classifications.</p>		<p><b>Non-Prequalified Services</b> – 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. <b>Form 5100J is required with proposal for all firms performing non-prequalified services on this project.</b></p>

**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](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.

**Proposals must be submitted for this project electronically. Proposal Submittal Requirements Can Be Found At the Following Link**  
[http://www.michigan.gov/documents/MDOT\\_Consultant-Vendor\\_Selection\\_Guidelines-0106\\_145222\\_7.pdf?20150707153457](http://www.michigan.gov/documents/MDOT_Consultant-Vendor_Selection_Guidelines-0106_145222_7.pdf?20150707153457)

**In PART IV – INSTRUCTION FOR SUBMITTING PROPOSALS**

**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 and Testing Services  
Revised on 11.4.16  
(Survey work removed)

**CONTROL SECTION(S):** Various

**JOB NUMBER(S):** Various

**PROJECT LOCATION:** Huron, Tuscola, Sanilac, and/or St. Clair County

**DESCRIPTION OF WORK:** Road or Bridge Capital Preventive Maintenance or Rehabilitation Work

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

Provide a list of a minimum of two experienced personnel for each of the inspection and testing services on an as needed basis for the work groups outlined below. It should be noted that the person doing the inspection for the required work will also be required to perform their own testing. It is preferred that the firm specify in their proposal who will be performing the inspection and testing. A spreadsheet shall be included in each firm's proposal showing each member of their staff that will be assigned to this contract, their industry wide certifications, and expiration dates.

Indicate whether the firm has personnel that can work in several or all of the work groups, and specify the person's name for each group. The Huron TSC prefers to have inspector(s) be able to that move from one project to another for the services required and can work in several or all of the work groups.

**NOTE: 2 Firms will be chosen for this As Needed Construction Service**

See **Attachment A** for the list of construction projects in the Huron TSC area that will require "as-needed" inspection and testing. The information on **Attachment A** was compiled with the most current data at the time of solicitation and is subject to change.

There are four projects in the Huron TSC area that are targeted for needing 'as-needed' construction engineering, inspection, and testing. **The selected consulting firm will also be required to use any available MDOT inspection and testing personnel at the discretion of the MDOT project manager.** The consulting firm will be expected to coordinate with the project manager regarding availability of personnel at the beginning of construction.

The Construction Services for inspection and testing are as follows: **inspection, quality assurance testing and reporting, measurement, computation and documentation of quantities, and as described in the Work Group descriptions.**

**Inspection & Engineering services may be needed full time or at various given times (overtime may be necessary).** Some of the projects may also require night and weekend work. The consultant must demonstrate that it has the qualified individuals available to meet this schedule.

**MDOT also reserves the right to modify the number of inspectors based on work load.**

**ANTICIPATED START DATE:** January 2017

**ANTICIPATED COMPLETION DATE:** March 2018

**This selection is for 14 months.**

**PRIMARY PREQUALIFICATION CLASSIFICATION:**

Construction Inspection: Roadway

Construction Inspection: Bridges and Ancillary Structures

**SECONDARY PREQUALIFICATION CLASSIFICATION:**

Construction Engineering: Assistance

**DBE PARTICIPATION REQUIREMENT:** 0%

**ESTIMATED CONSTRUCTION COST:** \$6,600,000.00

**MDOT PROJECT MANAGER:**

Erik Tamlyn, Huron TSC Contracts Engineer

5859 Sherman Road

Saginaw, MI 48604

(989) 737-9128

[tamlyne@michigan.gov](mailto:tamlyne@michigan.gov)

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

**ADDITIONAL INFORMATION – WORK GROUP DESCRIPTIONS:**

**Work Group – Road Work:**

Inspection and testing services may be needed for “Road Work” items. The services in this Work Group include, but not limited to; layout of temporary traffic control items, hot mix asphalt (HMA) construction, Portland cement concrete construction, concrete pavement repairs, cold milling operations, underground utility construction, guardrail installation, new freeway construction,

permanent signing, truss and cantilever signs, foundation installation, traffic signal installation, earth work items, and other road construction operations.

### **Work Group – Bridge Work:**

Inspection and testing services may be needed for “Bridge Work” items. The services in this Work Group include, but not limited to; layout of temporary traffic control items, hot mix asphalt (HMA) construction, Portland cement concrete construction, concrete pavement repairs, guardrail installation, bridge approach construction, permanent signing, bridge maintenance and rehabilitation work, pin and hangers, structural steel blasting and painting, structural steel and concrete repairs, bridge deck overlays, riprap installation within streams, concrete surface coating, and other bridge construction operations.

### ~~Work Group – Survey Work:~~

~~This work group will be for surveying and construction layout and may involve some or all of the following:~~

~~This work group will consist of performing all construction staking operations that are to be performed by “the Engineer” as indicated in Section 104.09 of the 2012 Standard Specification for Construction.~~

~~Right of Way staking, establishing horizontal and vertical control points, and establishment of bench marks shall be performed by the Consultant. Consultant services will begin upon approval for consultant services from MDOT. No work is to start on this contract until approval is received.~~

~~The Consultant shall furnish all services, equipment and labor necessary to conduct and complete the Consultant Construction Staking 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 them prior to use in carrying out this work.~~

~~The initial authorization will be set up for 3,000 hours. It is anticipated that approximately 2,800 of the hours would be for inspection/testing and 200 for survey type work.~~

### **GENERAL INFORMATION:**

- A. The Consultant shall furnish all services and labor necessary to conduct and complete the Construction Engineering Services described herein. The Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by 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 designated Project 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; 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 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 MDOT Project Manager.
- F. The selected consultant staff will report directly to the MDOT TSC Construction Team. This team will consist of a Contracts Engineer and construction staff assigned to this project for its entirety and will be on site as necessary during construction. The consultant staff will operate under the MDOT Contracts Engineer and shall be 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 construction of this project.
- 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 Engineer Manager (PEM) 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 Engineer for review and approval.
- L. **All of the projects will include the Special Provision for ProjectWise Document Management. The selected firms must exhibit their experience with and their ability to perform inspection on e-construction projects.**

## **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 inspection and testing services as needed and perform inspection and testing services under the direction of the Project Engineer Manager. The inspector(s) assigned to this project will report and be directly responsible to the Project Engineer Manager who is in charge of the project's construction. Provide computer equipment necessary to run Field Manager.
- B.** Provide, to the satisfaction of the Department, inspection and testing services required for road bituminous construction, Portland cement concrete construction, aggregate construction, ditching and drainage, joint repair, and guardrail. Perform all reporting, measurement, computation, and documentation required by the Specifications, plans, proposal, the 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 the aforementioned 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 and testing 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.
- D.** That 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.
- 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.
- 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.

- I. **The inspector(s) shall provide a Troxler Density Gauge and comply with all requirements related to the use of this gauge established by the Nuclear Regulatory Commission and MDOT. This gauge should be calibrated to meet MDOT requirements. The inspector(s) shall be certified as a MDOT density technician.**
- J. The inspector(s) shall provide a Roll-O-Meter, Acme or Pres-sure air entrainment gauge for concrete testing. This gauge should be calibrated to meet MDOT requirements.
- K. In addition to providing the aforementioned density and concrete gauges, the inspectors shall provide all measuring and testing equipment required for proper and accurate inspection, **The consultant shall provide molds for all concrete cylinder and beam specimens.**
- L. 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.
- M. The Consultant shall be responsible for any errors that occur on the project due to an inspection and/or testing and/or staking 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. Keep daily diaries, sketches, logs, and records consistent with Department practice as may be needed to record the Contractor's progress. Notify the Project Manager of any anticipated Contractor's requests for extensions of time. Notify the Project Manager upon receipt of any Contractor's requests for extensions of time.
- O. **Staking: Perform staking in accordance with Department standards, including, but not limited to, any staking to be performed by the MDOT Engineer as indicated in section 104.08 in the Standard Specifications for Construction, to ensure accuracy and compliance with the contract documents. This includes preliminary project staking and construction verification staking. Notify the Project Manager of any plan errors, discrepancies, or omissions identified by the Contractor and/or Consultant.**
- 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.

**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, and hazardous materials. 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.

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.

## **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 and/or testing of materials including but not limited to, Portland cement concrete, bituminous mixtures, aggregates, and density testing and reporting in accordance with MDOT's Materials Source Guide, Materials Quality Assurance Procedures Manual, Density Control Handbook and any or all other applicable referenced or included Contract Documents. Determine the acceptability of materials based on their respective specification requirements. Immediately inform the Project Manager of non-compliance work and trends toward borderline compliance. Reject Contractor's work and materials not in compliance with the Contract Documents or as directed by MDOT. **The Prime Consultant may be held accountable for all quality assurance activities if indicated in writing by the MDOT project manager that the Prime Consultant is accountable for them. The Prime Consultant will be reimbursed for these activities if required by the MDOT project manager to perform them. If the Prime Consultant is not directed in writing by the MDOT project manager to perform quality assurance activities on a project, the Prime Consultant will not be held accountable for them and will not be reimbursed for them.**
- B. **Material Certification:** Make certain that acceptable test reports and/or material certifications from the supplier have been received, prior to the incorporation of materials in the work, for materials tested off the Project site.
- C. **Material Reports:** Submit Material test reports, including but not limited, the Inspector's Report of Concrete Placed 1174A, Aggregate Inspection Reports 1900 & 1901, Bituminous QA reports, Concrete QA reports, and the "Moisture and Density Determination, Nuclear Method", Form 582B, etc. to the distribution list within one day of the testing. The efficiency of the consultant in getting the "Moisture and Density Determination, Nuclear Method", Form 582B, copy to the Lansing, Density Technology

Unit, 8885 Ricks Road, Lansing, MI 48909 will be measured by that unit and reflected on the consultant's evaluation.

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

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

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

#### **MEASUREMENT, COMPUTATION AND DOCUMENTATION OF QUANTITIES**

- A. Documentation:** Measure and compute quantities, and provide appropriate documentation of all materials incorporated in the work and items of work completed, and maintain an item record account using 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. Since this software will be used on all MDOT projects in the future, the cost of this software cannot be charged as a direct expense for this project. Consultants must keep their version of the FieldManager Suite of software current with the version being used by MDOT.**
- B. Insufficient Tested Materials:** Track insufficient tested materials and notify the Contractor on a bi-weekly basis.

#### **REPORTING AND RECORD KEEPING**

- A. Consultant Reports:** Prepare such periodic, intermediate and final reports and records as may be required by the Department and as are applicable to the Project, which may include, but are not limited to:
- a. Inspector's Daily Reports**
  - b. Construction Item and Tested Material Records using FieldManager**
  - c. Monthly Report on Material Inspection**
  - d. Moisture and Density Determination Reports (Form 582B)**
  - e. Inspector's Report of Concrete Placed (Form 1174A-M)**
  - f. NPDES Storm water Operator Reports (Form 1126)**



- E. The Department shall perform soil borings and subsurface investigation as necessary throughout the contract.
- F. The Project Engineer/Manager will arrange and conduct the Preconstruction meeting as well as prepare and distribute the meeting minutes.

### **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. 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 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.**

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.

