Clear Form

Michigan Department
Of Transportation
5100B (09/16)

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

REQUISITION NUMBER	DUE DATE	TIME DUE
2100	11/28/16	noon est

MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)
Nathan VanDrunen	Various	Various

DESCRIPTION
Construction Services: Office Technician on all projects in the Grand Rapids TSC

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 When applicable, Best Value scoring criteria is listed separately in the RFP.

☐ **TIER 1 ($50,000 - $150,000)**	☒ **TIER II ($150,000-$1,000,000)**	☐ **TIER III (>$1,000,000)**	
☐	☐	☐	Understanding of Service **
N/A	☐	☐	*Innovations*
☐	☒	☐	Organizational Chart
☐	☒	☐	Qualifications of Team
N/A	N/A	☐	Quality Assurance/Quality Control **
☐	☒	☐	**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	☐	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 **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

The Consultants 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 that MDOT receives the proposal on time.
*Contact Contract Services Division immediately at 517-373-4680 if you do not get an auto response.

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.)

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."

RFP SPECIFIC INFORMATION

☒ ENGINEERING SERVICES ☐ BUREAU OF TRANSPORTATION PLANNING ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☐ NO ☒ YES DATED 10/01/16 THROUGH 12/31/16

☒ **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.

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

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

CONTROL SECTION(S): Various

JOB NUMBER(S): Various

PROJECT LOCATION: Various locations throughout the Grand Region

DESCRIPTION OF WORK:

The Consultant shall provide, to the satisfaction of the Department, Construction Services as generally described herein:

The Construction Services for inspection and testing are as follows: **office technician services, but also includes inspection, quality assurance testing and reporting, measurement, computation and documentation of quantities.** It is estimated that these duties will require 2 people (1 payroll specialist part time and 1 Office Technician approximately full time). The schedule for this project shall be considered to be 5 days a week, 8 hours a day. The consultant must demonstrate that it has the qualified individuals available to meet this schedule. Weekend work and night work may be required.

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

Provide Office Technician services, on new and rehabilitation road and bridge & ancillary structure projects. This includes overall project administration; oversight of all inspection/quality assurance testing; measurements, reporting, computations, documentation and payment of quantities; review certified payrolls and other documentation to determine prevailing wage compliance; reporting & record keeping; full adherence with all MDOT & FHWA regulations; meeting all federal aid project requirements, and closing out the project in a timely manner with all required project documentation complete. Complete oversight and responsibility for administration of projects meeting all MDOT and Federal requirements for final acceptance of the Project/construction engineering services by the Department

ANTICIPATED START DATE: March 2017

ANTICIPATED COMPLETION DATE: March 2019

This section is for a two year term.

PRIMARY PREQUALIFICATION CLASSIFICATION:
Construction Services: Office Technician

SECONDARY PREQUALIFICATION CLASSIFICATION:
Construction Inspection: Roadway
Construction Inspection: Bridges & Ancillary Structures
Construction Inspection: HMA Pavement
Construction Testing: Concrete
Construction Testing: Density

DBE PARTICIPATION REQUIREMENT: N/A

ESTIMATED CONSTRUCTION COST: N/A

MDOT PROJECT MANAGER:
Nathan VanDrunen
2660 Leonard St NE Grand Rapids MI 49525
Ph: 616-464-1800
Fax: 616-464-1189
E-mail: VandrunenN@michigan.gov

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

Project Information as follows:

1	41027	109771	I-196 WB	I-196 WB over Grand River	2017
2	41101	112067	M-44	Wolverine Blvd East to Blakely Drive	2017
3	84913	113355	Grand Rapids TSC	Grand Region Non-Highway Signing Upgrade	2017
4	34043	117874	Saran Rest Area	Saran Rest Area #5321-96 EB Ionia	2017
5	41027	118123	I-196	I-196 WB over Grand River, US-131, Local Streets	2017
6	41101	118178	M-44	Blakely Drive to Myers Lake Ave	2017
7	41132	119012	US-131 NB&SB	14 Mile Rd to M-46	2017
8	41033	122658	M-37	Sparta Ave North to M-46/M-37 to Roundabout	2017
9	41131	123137	US-131	Under 84th St	2017
10	41133	123139	US-131	Under M-46 (17 Mile)	2017
11	41133	123141	US-131 NB	Over White Creek Ave	2017
12	41133	123142	US-131 SB	Over White Creek Ave	2017
13	41131	123339	US-131	M-11 North to I-96 WB/M-45 East to Fuller	2017
14	34081	126126	M-44	M-91 East to Water Street	2017

15	08051	127993	M-66	Barry SLC North to Cox Road	2017
16	08032	128151	M-37	Timber Creek to Middleville South Village Limit	2017
17	84923	128671	Grand Rapids TSC Wide	Grand Rapids TSC Wide	2017
18	41131	129877	US-131	76th St North to 44th St	2017
19	41051	130802	M-44	I-96 North to 3 Mile Road	2017
20	34044	131141	I-96	Under Peake Road	2017
21	84923	131882	Grand Region Wide	Grand Region Pavement Markings	2017
22	84923	131883	Grand Region Wide	Grand Region Special Markings	2017
23	08051	12987	M-66	Cox Road to Assyria Road	2018
24	41043	105481	M-21	M-37 East to I-96	2018
25	84913	113362	Grand Region	Sign Upgrades Grand Region	2018
26	41051	113387	M-44	At Leonard Street	2018
27	03021	115752	M-89	Over Kalamazoo River Overflow	2018
28	41025	117335	I-96	M-44 Connector (Planfield Ave)	2018
29	41029	118729	I-196	Grand Region	2018
30	03072	118847	M-40	134th Ave to Reimink Street	2018
31	41064	118904	M-6	Under Patterson Ave	2018
32	41062	119771	Various	Signal Mobilization for 15 Signals in Grand Region	2018
33	41026	122575	I-96	West River Drive to the Grand River	2018
34	41025	126499	I-96 EB	Under I-196 WB	2018
35	41133	126676	US-131	Over Cedar Springs Ave	2018
36	41061	128597	M-11	Over CSX RR & Chicago Dr	2018
37	41025	128601	I-96	Over the Grand River	2018
38	41026	129949	I-96	8 Bridges from West River Dr East to Coit Ave	2018
39	84923	TBD	Grand Region Wide	Grand Region Pavement Markings	2018
40	84923	TBD	Grand Region Wide	Grand Region Special Markings	2018

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 Delivery Engineer, Assistant Delivery 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 Delivery Engineer and Assistant Delivery 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.

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.

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.

<u>For Environmental Issues the Consultant Shall:</u>

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.

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.

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 <u>may</u> 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 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)
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.

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 bituminous plant inspection required for Quality Assurance and will submit the QA reports to the Consultant Project Engineer for analysis and action. The Consultant shall still be responsible for all on-site bituminous inspection required, including, but not limited to, locating the required Quality Assurance cores, and coordinating with the contractor regarding this sampling.

E. The 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. 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.