

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

MDOT PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION				
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP  WHITE = REQUIRED GRAY SHADING = OPTIONAL			<b>CONSULTANT:</b> Provide only checked items below in proposal	
Check the appropriate Tier in the box below				
<b>TIER I (\$25,000-\$99,999)</b>	<b>TIER II (\$100,000-\$250,000)</b>	<b>TIER III (&gt;\$250,000)</b>		
			Understanding of Service	
			<i>Innovations</i>	
			<i>Safety Program</i>	
N/A			Organizational Chart	
			Qualifications of Team	
			Past Performance	
Not required As part of Official RFP	Not required As part of Official RFP		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) <b>(No Resumes)</b>	7 pages (MDOT Forms not counted)	19 pages (MDOT Forms not counted)	<b>Total maximum pages for RFP not including key personnel resumes</b>	

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 Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

## RFP SPECIFIC INFORMATION

BUREAU OF HIGHWAYS

BUREAU OF TRANSPORTATION PLANNING \*\*

OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO

YES

DATED \_\_\_\_\_ THROUGH \_\_\_\_\_

**Prequalified Services** – See page \_\_\_ of 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, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. **(Form 5100J Required with Proposal)**

**Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

**For all Qualifications Based Selections**, the section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**\*\*For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (see address list, page 2). The priced proposal must be submitted in a sealed envelope, clearly marked "**PRICE PROPOSAL.**" The vendor's name and return address **MUST** be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

**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.

**Qualifications Review / 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 and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

**Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

**Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

## BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked "**SEALED BID.**" The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

**PROPOSAL SUBMITTAL INFORMATION**

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER	PROPOSAL/BID DUE DATE	TIME DUE
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**PROPOSAL AND BID SHEET MAILING ADDRESSES**

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

MDOT Project Manager

MDOT Other

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

<b>Lansing Regular Mail</b>	<b>OR</b>	<b>Lansing Overnight Mail</b>
Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

**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 four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT’s Office of Equal Opportunity, shall be listed in the Proposal

**MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION**

**5100D** – Request for Proposal Cover Sheet

**5100J** - Consultant Data and Signature Sheet (Required only for Non-Prequalified Work)

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

**Michigan Department of Transportation**

**SCOPE OF SERVICE  
FOR  
CONSTRUCTION SERVICES**  
Full Construction Engineering  
**Revised 8/23/2011**

**CONTROL SECTION(S)**: Multiple

**JOB NUMBER(S)**: Multiple

**PROJECT LOCATION**: Metro Region, Wayne and Oakland Counties.

**DESCRIPTION OF WORK:**

The Consultant shall provide, to the satisfaction of the Department, Construction Engineering Services as generally described herein, for construction work on the projects listed below to be performed by the Construction Contractor until completion of work by the Construction Contractor and acceptance of the Project and construction engineering services by the Department.

The Construction Engineering Services are as follows: **project administration; inspection; staking; quality assurance testing and reporting; measurement, computation, and documentation of quantities; reporting and record keeping; and finalizing all project documentation.**

**CS 82194 JN 110721:**

2.06 mi of concrete pavement repairs, resealing longitudinal and transverse joints, intermittent curb replacement, and storm sewer cleaning on I-75 (Fisher Freeway) from north of Perry Street to south of M-3 (CONN-3) in the city of Detroit, Wayne County. This is a 2011 highway preventive maintenance project. Drainage structure cleaning and curb and gutter work will be allowed between 9:00 a.m. and 3:00 p.m. weekdays under a single lane closure. All other work is required to be performed on night and weekends. Close coordination with adjacent projects and Special Events will be required. Four weekend full closures are allowed. The proposal is available at the Detroit TSC for review, by appointment with the MDOT PM. **Project documents can also be accessed via FTP site <ftp://ftpmdot.state.mi.us/> . FTP site must be viewed in Windows Explorer in order for all available documents to be accessed**

**CS 82121 JN 104463:**

Traffic signal modernization and interconnect at 19 locations on M-5 (Grand River) from Biltmore to Joy in the city of Detroit, Wayne County. This project includes ADA ramp construction. This project is anticipated for an October, 2011 letting and September 2012 completion. Work on this project will only be allowed during daylight hours. OEC project plans and proposal are available for review at the Detroit TSC by appointment with the

MDOT PM. Project documents can also be accessed via FTP site <ftp://ftpmidot.state.mi.us/> . FTP site must be viewed in Windows Explorer in order for all available documents to be accessed

Certain items of work on this project require inspection by a Certified Electrician. For this project, MDOT will provide a Certified Electrician for on-site inspection of all electrical work. The consultant must contact the MDOT PM prior to work start to obtain direction on what items of work are to be inspected by MDOT. The Consultant must contact MDOT to coordinate inspection of all electrical work items once the project begins. It will be the Consultant's responsibility to ensure that MDOT is notified in advance of all Electrical Items of work so that they can be properly inspected by a Certified Electrician provided by the Department.

**CS 82073 JN 113509:**

Microsurface on M-85 (Fort Street) from Miller to Clark in the city of Detroit, Wayne County. This is a 2012 highway preventive maintenance project. This project is anticipated for a December, 2011 letting and September 2012 completion. This is a Log Project. Preliminary proposal documents are available for review at the Detroit TSC by appointment with the MDOT PM. Project documents can also be accessed via FTP site <ftp://ftpmidot.state.mi.us/> . FTP site must be viewed in Windows Explorer in order for all available documents to be accessed

**CS Various JN 103729, JN 108133:**

Pump station rehabilitation on I-96 at Dolphin Street (D01 of 82122), and at I-75 and Jefferson Street at the Ambassador Bridge (D14 of 82194) in the city of Detroit, Wayne County. D01 of 82122 is located on Dolphin Street south of the eastbound I-96 Service Drive and is accessed from Dolphin Street. D14 of 82194 is located in the restricted access area southwest of the Ambassador Bridge with access from West Grand Boulevard. This project is anticipated for a December, 2011 letting and December, 2012 completion. Plan Review project plans and proposal are available for review at the Detroit TSC by appointment with the MDOT PM. Project documents can also be accessed via FTP site <ftp://ftpmidot.state.mi.us/> . FTP site must be viewed in Windows Explorer in order for all available documents to be accessed

**CS 82143 JN 113502:**

HMA Crack Treatment on M-102 (8 Mile Rd) from M-39 (Southfield Fwy) to I-94 in Oakland and Wayne Counties. This is a 2012 highway preventive maintenance project. This project is anticipated for a January, 2012 letting and September, 2012 completion. This is a Log Project. Preliminary proposal documents are available for review at the Detroit TSC by appointment with the MDOT PM. Project documents can also be accessed via FTP site <ftp://ftpmidot.state.mi.us/> . FTP site must be viewed in Windows Explorer in order for all available documents to be accessed

**CS 82193 JN 111776; JN 111775:**

Pump station rehabilitation on M-39 at five locations located at: McNichols (D04 of 82193); 7 Mile (D05 of 82193); Pembroke (D06 of 82193); 8 Mile (D07 of 82193); and Cornell (D02 of 63171) in the Cities of Detroit and Southfield, Wayne and Oakland Counties. This project is anticipated for an April, 2012 letting and a spring 2013 completion. Preliminary plan and proposal documents are available for review at the Detroit TSC by appointment with the MDOT PM. Project documents can also be accessed via FTP site <ftp://ftpmidot.state.mi.us/> . FTP site must be viewed in Windows Explorer in order for all available documents to be accessed

**ANTICIPATED START DATE:** November 5, 2011

**ANTICIPATED COMPLETION DATE:** November 5, 2013

**PRIMARY PREQUALIFICATION CLASSIFICATION:**

Bridge Construction Engineering  
Road Construction Engineering

**SECONDARY PREQUALIFICATION CLASSIFICATION:**

Capital Preventative Maintenance  
Density Inspection & Testing  
Portland Cement Concrete Inspection & Testing  
Construction Staking

**DBE PARTICIPATION:** 8 %

**ESTIMATED CONSTRUCTION COST:**

\$ 13,700,000.00

**MDOT PROJECT MANAGER:**

Tia L. Schnee, P.E.  
Metro Region / Detroit TSC  
1400 Howard Street  
Detroit, MI 48216  
PH: 313-967-5217  
schneet@michigan.gov

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

## **GENERAL INFORMATION:**

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.

- A. The Consultant's principal contact with the Department shall be through the designated Project Manager.
- B. The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations
- C. 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.

## **CONSULTANT RESPONSIBILITIES:**

**The Consultant shall review their Direct Expense Costs and provide innovative measures to minimize vehicle expenses and fuel consumption.**

- A. **Safety:** The Consultant shall perform field operations in accordance with the Department's Personal Protective Equipment (PPE) Policy as stated in the MDOT Guidance Document #10118. A current copy of MDOT's PPE Policy is available on the Bulletin Board System. The Consultant shall perform field operations in accordance with MIOSHA regulations and accepted safety practices.
- B. **Project Engineer:** Perform as the Project Engineer for the Project consistent with the Department's practice and in accordance with the Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Sampling Guide, and any and all other applicable references, guidelines, and/or procedures manuals. Assign the Project Engineer as liaison between the Consultant and Department-designated Project Manager.
- C. **Inspectors:** Perform as the Inspector for the Project consistent with the Department's practice and in accordance with the Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Sampling Guide, and any and all other applicable

references, guidelines, and/or procedures manuals. The consultant shall assign a sufficient number of qualified and experienced technicians to this Project to perform the services in a quality manner to avoid any delay to the Construction Contractor. Personnel performing inspection and testing on bituminous, Portland cement, aggregate or for density must have the appropriate certification and level for the inspection and testing that is being performed.

- D. Office Support and Equipment:** Provide an experienced and certified office technician knowledgeable about all aspects of the Field Manager system, and procedures regarding project record documentation. Provide administrative support. Provide all computer equipment necessary to run Field Manager system.
- E. Meetings:** Arrange and conduct conferences and meetings as required to carry out the services or as may be required by the Project Manager. Prepare and distribute minutes of all meetings except the Preconstruction meeting. Progress Meetings shall be held at the Detroit TSC.
- F. Coordination:** Provide appropriate coordination and contact, public relations, and cooperation with all affected local, state, and/or federal agencies including the Federal Highway Administration; other Consultants and other Contractors; the general public; utilities and railroad companies; and local police, fire, and emergency services which may be affected by the Project and which are deemed to be the responsibility of the Consultant by the Department.
- G. Staking:** Perform all staking, in accordance with Department standards, to be performed by the Engineer as indicated in the 2003 Standard of Specifications for Construction, including Mitigation, to the extent required by the individual Construction Projects included in the RFP. Perform all staking to be performed by the Engineer, to ensure accuracy and compliance with the contract documents. Resolve any plan errors, discrepancies or omissions identified by the Contractor and/or Vendor and notify the Project Manager. Verification staking shall be performed during construction operations as required. Unless directed by the Engineer, the Consultant shall not be required to survey the completed work to establish as-constructed drawings.
- H. Soil erosion and sedimentation control:** Perform inspection of the construction site to assure that proper soil erosion and sedimentation controls are in place, working properly and as intended, and are maintained daily. A MDEQ certified SESC inspector shall be assigned to inspect and document the project, using MDOT Form 1126, in accordance with NPDES requirements, for all applicable projects. The certified inspector shall report any deficiencies to the Contractor, ensure corrections are made within NPDES required timelines, and record corrective actions taken. The consultant must also have personnel on staff that possess MDEQ Comprehensive SESC certification and can review the project site(s) to make recommendations on changes or additions to per-plan control measures if necessary. Any violation of the NPDES permit by the construction contractor must be immediately reported to the

Project Manager. Personnel performing inspection on areas where soil erosion and sedimentation control are needed must have successfully completed Soil Erosion and Sedimentation Control Inspection Training. For all projects, the Consultant shall take measures to ensure that soils, dirt, dust, aggregates, and other construction materials and debris are contained within the project site.

- I. Environmental Permits:** The Consultant shall demonstrate 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 Project Manager 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.
  
- J. Other Environmental Issues:** The Consultant shall demonstrate a thorough working knowledge of the Department's specifications regarding non-hazardous contaminated, and hazardous contaminated materials. Ensure that the Contractor complies with these specifications, and maintain proper documentation.
  
- K. Progress:** 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 and/or received Contractor's requests for extensions of time.
  
- I. Changes/Extras/Adjustments:** Notify the Project Manager immediately of any unanticipated Project conditions and any changes, extras, or adjustments to the contract before processing a Work Order or any other form of direction to the Contractor that could result in additional cost to the project(s).
  
- J. Contentious Issues:** Resolve any problems, issues, discrepancies, or other items brought to the attention of the Consultant by the Contractor. Provide written documentation of the resolution of such issues. Keep the Project Manager informed of all such issues.
  
- K. Contractor Claims:** Represent the Department as the Project Engineer on any and all claims for extra compensation and denied extensions of time requests filed on behalf of the Construction Contractor and/or Subcontractor on the Project against the Department. These claims shall be represented by the Consultant in accordance with Section 104.09 of the most current Standard Specification for Construction and/or the Department's Written Claim Procedures in effect at the time the Construction Contractor files the claim.

- L. **Staff Reductions:** 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.
- M. **Consultant Deliverables:** Collect, properly label or identify, and deliver to the Department all original diaries, logs, notebooks, accounts, records, reports, as-built drawings, other documents, and Project files prepared by the Consultant in the performance of the Agreement, upon completion or termination of the Agreement. Return, upon completion or termination of the Agreement, all Specifications, Manuals, guides, written instructions, construction contracts and plans, unused forms, and all other documents and materials furnished by the Department. The Consultant may be responsible for replacing lost documents or materials at a fair and reasonable price.
- N. **Design Changes:** The consultant shall be responsible for coordinating any necessary design changes, with approval from the Project Engineer Manager.

### **PROJECT INSPECTION**

- A. **Ongoing Inspection:** Provide inspection of all Contractor field construction work, perform quality assurance sampling and/or testing where applicable, and confirm substantial conformance with the Specifications, Plans, and Proposal. Inform the MDOT Project Manager of non-compliance work and trends toward borderline compliance. Arrange for non-compliance work to be made whole by the Contractor and acceptable to the Consultant and to the MDOT Project Manager. **Consultant personnel are not to work overtime, when the Contractor is not working, without prior approval of the Project Engineer Manager.**
- 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. Notify the Contractor in writing of any defects to be remedied if work is not acceptable to the Consultant or the MDOT, and re-inspect after notification from the Contractor that the defect(s) are resolved.
- 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, the MDOT Metro Region Maintenance, Detroit Garage, Supervisor, 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, the Special Provisions included in the Project Proposals, the applicable year MDOT Standard Specifications for Construction, and any and 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 will be held accountable for all quality assurance activities and will be reimbursed for these activities unless otherwise indicated in writing by the MDOT project manager that the Prime Consultant is not responsible for these services.**
- 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. Make sure inspectors visually inspect all materials incorporated into the project and record the results of visual inspections in Field Manager.
- 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 is currently, and will continue to 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 or Certified Materials: Track insufficient tested or certified 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. **Work Orders (must give MDOT PM option to review prior to issuance),**
  - c. **Construction Item and Tested Material Records using FieldManager,**
  - d. **Transfer of Tested Materials,**
  - e. **Monthly Report on Material Inspection,**
  - f. **Moisture and Density Determination Reports (Form 582B)**
  - g. **Inspector's Report of Concrete Placed (Form 1174A-M)**
  - h. **NPDES Storm water Operator Reports (Form 1126)**
  - i. **Labor Compliance, such as the Weekly Employment and OJT Report (Form 1199),**
  - j. **Construction Estimate Bi-Weekly Report,**
  - k. **Bi-Weekly Construction Progress Report and Weekly Statement of Working Days Charged**
  - l. **Force Accounts**
  - m. **Contract Modifications (Recommendations and Authorizations)**
  - n. **Extension of Time and Liquidated Damages**
  - o. **Contractor Evaluation (Form 1182)**
  - p. **Reduction in Reserve**
  - q. **Complete Post Construction Review including form 285-2, if required by the Project Manager.**

- r. **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. Weekly Employment Reports, Certified Payrolls
  - c. Contractor's claims for additional compensation and extension(s) of time, and
  - d. Other reports and records as required for the individual Project by the Project Manager.
  
- C. Project Files:** Maintain project files in accordance with the MDOT Office Manual and Departmental procedures. Send copies of select correspondence and documentation to 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. Come to agreement with Contractor on Final Quantities.
  
- B. Project Review/Certification:** Participate in and resolve items determined to be insufficient during the Department's review(s) of project records and/or during the Project Engineer Certification Process prior to submitting the Final Estimate. Within 45 calendar days of the actual project completion date, the project records shall be ready for the Final Records Review.

**Final Documents:** Prepare and submit the Final Estimate, Final Quantity Sheets, Final Marked As-Constructed Plans, and the Design/Construction Package Evaluation (Form 285-2). The Final Estimate Package shall be submitted to the Project Manager within 30 days of the Final Records Review. Make every effort to complete project closeout in a timely manner and keep project final from becoming overdue.

#### **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, **unless such information is available to be downloaded on the MDOT web site.**

- 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, concrete cylinders, and any other materials customarily tested in the Department laboratories, with its own forces or by statewide contracts, in the Metro Region. 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.

### **PAYMENT SCHEDULE**

Compensation for this Scope of Services shall be on an **actual cost plus fixed fee** basis.

### **CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee:**

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.

All billings for services must be directed to the Department and follow the current guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's website. This document contains instructions and forms that must be followed and used for billing. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

Direct expenses, if applicable, will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

The consultant will provide to the MDOT Project Manager monthly a spreadsheet or chart showing a breakdown of budget used and budget remaining 1) for the overall contract, 2) for the overall contract per consultant/sub-consultant and 3) per job number. Prior to work start the consultant may propose a format for approval by the MDOT Project Manager.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager.

**The only hours that will be considered allowable charges for this contract are those that are directly attributable to the Construction Engineering activities of this Project. Hours spent in administrative roles such as scheduling, accounting, billing, etc. are not attributable to Construction Engineering activities of this project, and will not be paid for separately.**

**The hours billed for the inspector will not begin until the inspector reports to the project site, the Detroit TSC office, or the project site office.**

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