

## 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</b> <b>(\$25,000-\$99,999)</b>	<b>TIER II</b> <b>(\$100,000-\$250,000)</b>	<b>TIER III</b> <b>(&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 is required with Proposal for firms not currently prequalified with MDOT**

**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.

**Lansing Regular Mail**

**OR**

**Lansing Overnight Mail**

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 firms not currently prequalified with MDOT)

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

**Michigan Department of Transportation**

**SCOPE OF SERVICE  
FOR  
CONSTRUCTION SERVICES**  
Full Construction Engineering

**PROJECT I**

**CONTROL SECTION(S):** 82292, 82293

**JOB NUMBER(S):** 79694, 83141, 83690, 106629, 113128

**PROJECT LOCATION AND DESCRIPTION:**

Various repairs to approximately 34 structures along I-275 from Hannan Road northerly to Six Mile and a CPM mill and resurface project in the communities of Romulus, Livonia and the townships of Van Buren, Canton and Plymouth, Wayne County

BHI 82292 B03, S01 79694A BHI 1282(018)

BHI 82293 B02, B03, R01,  
R03, S01, S06, S17

BHI 82125 S05 83141A BHI 1282(023)

BHI 82292 B04, B05, B06,  
S03, S04, S05,  
S06, S07, S10, S11

BHI 82293 B01, B04, S02,  
S03, S16

IM 82292 B02, B08, 83690A IM 1282(019)

B09, S02,  
S04, S08, S15

IM 82293 S05, S15 106629A

IM 82292 (LOG) 113128A

**PROJECT DESCRIPTION:**

**#79694A:**

B02 of 82293 - Deep concrete overlay, railing replacement, steel repairs, pin & hanger replacement, painting, approach reconstruction.

B03 of 82292 - Superstructure replacement & widening, approach reconstruction.

B03 of 82293 - Deep concrete overlay, railing replacement, steel repairs, pin & hanger replacement, painting, approach reconstruction.

R01 of 82293 - Deck replacement, steel repairs, pin & hanger replacement, partial painting,  
approach reconstruction

R03 of 82293 - Deck replacement, steel repairs, pin & hanger replacement, partial painting,

approach reconstruction

S01 of 82292 - Deep concrete overlay, steel repairs, pin & hanger replacement, painting, thrie

beam retrofit, approach reconstruction.

S01 of 82293 – Deck replacement, widen, pin & hanger replacement, realign girders, painting,

approach reconstruction.

S06 of 82293 - Deck replacement, widen, pin & hanger replacement, painting, approach reconstruction.

S17 of 82293 - Joint replacement, thin overlay, rail replacement, steel repairs, partial painting,

approach reconstruction.

**#83141A:**

B01 of 82293 - Thin overlay

B04 of 82292 - Joint replacement, thin overlay, steel repairs, pin and hanger replacement, painting.

B04 of 82293 - Thin overlay

B05 of 82292 - Joint replacement, thin overlay, steel repairs, pin and hanger replacement, painting.

B06 of 82292 - Deep concrete overlay, steel repairs, pin and hanger replacement, painting.

S02 of 82293 - Joint replacement, thin overlay, rocker alignment, pin and hanger replacement, painting, approach reconstruction.

S03 of 82292 - Steel repairs, painting.

S03 of 82293 - Thin overlay, rocker alignment.

S04 of 82292 - Joint replacement, thin overlay, steel repairs, painting, approach reconstruction.

S05 of 82125 - Joint replacement, thin overlay.

S05 of 82292 - Joint replacement, backwall replacement, thin overlay, steel repairs, partial

painting, approach reconstruction.

S06 of 82292 - Joint replacement, thin overlay, steel repairs, approach reconstruction.

S07 of 82292 - Joint replacement, thin overlay, steel repairs, pin and hanger replacement, painting, thrie beam retrofit, approach reconstruction.

S10 of 82292 - Joint replacement, thin overlay, steel repairs, painting, approach reconstruction.

S11 of 82292 - Joint replacement, backwall replacement, thin overlay, steel repairs, partial

painting, approach reconstruction.

S16 of 82293 - Joint replacement, thin overlay, steel repairs, partial painting, approach reconstruction.

83690A:

B02 of 82292 – Deep concrete overlay, rail replacement, PCI beam patching repairs.

B08 of 82292 - Deep concrete overlay, rail replacement.

B09 of 82292 - Deep concrete overlay, rail replacement.

S02 of 82292 - Deep concrete overlay, rail replacement, painting.  
S04 of 82293 - Deep concrete overlay, rail replacement, pin and hanger replacement, painting.  
S08 of 82292 - Joint replacement, thin overlay, rail replacement, approach reconstruction.  
S15 of 82292 - Joint replacement, thin overlay, rail replacement, approach reconstruction.  
106629A:  
S05 of 82293 - Deep concrete overlay, rail replacement, steel repairs, partial painting.  
S15 of 82293 - Deep concrete overlay, rail replacement, steel repairs, partial painting.

## **PROJECT DESCRIPTION**

### **#79694A:**

B02 - 82293 I-275 SB over Middle Rouge River  
B03 - 82292 I-275 NB over Lower Rouge River  
B03 - 82293 I-275 NB over Middle Rouge River  
R01 - 82293 I-275 NB over CSX Railroad  
R03 - 82293 I-275 SB over CSX Railroad  
S01 - 82292 Hannan Road over I-275  
S01 - 82293 Warren Road over I-275

**#113128A:** Cold milling hot mix asphalt surface and single course overlay.

S06 - 82293 Plymouth Road over I-275  
S17 - 82293 I-275 NB over Koppernick Road

### **#83141A:**

B01 - 82293 I-275 SB over Tonquish Creek  
B04 - 82292 I-275 SB over Fellows Creek  
B04 - 82293 I-275 NB over Tonquish Creek  
B05 - 82292 I-275 NB on ramp over Lower Rouge River  
B06 - 82292 I-275 NB over Fellows Creek  
S02 - 82293 Joy road over I-275  
S03 - 82292 Ecorse Road over I-275  
S03 - 82293 Ann Arbor Road over I-275  
S04 - 82292 I-275 SB over Vann Born Road  
S05 - 82125 Six Mile Road over I-96  
S05 - 82292 I-275 SB over Michigan Avenue  
S06 - 82292 Palmer Road over I-275  
S07 - 82292 Cherry Hill Road over I-275  
S10 - 82292 I-275 NB over Van Born Road  
S11 - 82292 I-275 NB over Michigan Avenue  
S16 - 82293 I-275 SB over Koppernick Road

**#83690A:**

B02 - 82292 I-275 SB over Lower Rouge River  
B08 - 82292 I-275 SB over McClaughrey Drain  
B09 - 82292 I-275 NB over McClaughrey Drain  
S02 - 82292 Tyler Road over I-275  
S04 - 82293 Ann Arbor Trail over I-275  
S08 - 82292 I-275 SB over M-153 (Ford Road)  
S15 - 82292 I-275 NB over M-153 (Ford Road)

**#106629A:**

S05 - 82293 I-275 SB over East Hines Drive  
S15 - 82293 I-275 NB over East Hines Drive

**#113128A:**

LOG – 82292 POB will be at Station 1192+42 (2350 feet south of Ecorse Road) northerly to Station 1464+45 (2490 feet south of M-153).

**PROJECT II**

**#103306A**

B07 of 82292, I-275 Entr Ramp C over McClaughrey Drain-Deep overlay, rail replacement, and approach work.

B10 of 82292, I-275 Exit Ramp B over McClaughrey Drain-Deep overlay, rail replacement, and approach work.

S03 of 82292, Ecorse Road over I-275-Deep overlay, rail replacement, and approach work.

**#114389**

LOG: 4 ramps at I-275 and Ecorse Rd-Pavement patches and shoulder repairs

PROJECT COMPONENT II TO BE PKG W/ WAYNE COUNTY  
RECONSTRUCTION OF ECORSE RD FROM HAGGERTY RD INTERSECTION TO  
EASTERLY FWY RAMPS A & B. ANTICIPATE LETTING, SUMMER, 2012

To view the plans for this component, visit the department's FTP site:  
<ftp://ftpm.dot.state.mi.us/> and see files JN 114389A and JN 103306A.

**ANTICIPATED SERVICE START DATE:** March, 2012

**ANTICIPATED SERVICE COMPLETION DATE:** May 15, 2013

Construction contract price: Approximately \$25,500,000+

### **PROJECT III**

**CONTROL SECTION(S):** 82291, 82022, 82021

**JOB NUMBER(S):** 100344, 102074, 110726, 111891, 86927, 86929

**PROJECT DESCRIPTION AND LOCATION:**

Deck replacement, bridge widening and miscellaneous work on:

- S-17 EB I-94 over SB I-275 to EB I-94 ramp
- S-16-4 WB I-94 over SB I-275 to EB I-94 ramp
- S-11 EB I-94 over I-275
- S-14-4 WB I-94 over I-275

Joint replacement, pin and hanger replacement, painting and miscellaneous work:

- P-01 Quirk Road pedestrian bridge
- 1.38 miles of concrete pavement joint resealing on I-94
- removal of temporary crossovers and restoration

**ANTICIPATED SERVICE START DATE:** Spring, 2012

**ANTICIPATED SERVICE COMPLETION DATE:** September 30, 2013

Construction contract price: \$10,309,780.16

There is a seasonal shutdown until the spring of 2012. It is anticipated that the selected consultant will be under contract with MDOT before the contractor reconvenes for this project.

Consultant shall allow minimal staff time in the spring of 2013 to ensure positive turf establishment in the field (say 40 person-hours, ending June 30, 2013)

**One vendor will be selected to perform construction engineering services for all 3 components.**

**PRIMARY PREQUALIFICATION CLASSIFICATION:**

Bridge Construction Engineering  
Road Construction Engineering

**SECONDARY PREQUALIFICATION CLASSIFICATION(S):**

Portland Cement Concrete Inspection & Testing  
Bituminous Pavement Inspection  
Density Inspection & Testing  
Bridge Painting Inspection

**DBE PARTICIPATION:** 10%

**MDOT PROJECT MANAGER:**

John F. Sanford, P.E.  
Taylor Transportation Service Center (TSC)  
6510 Telegraph Rd Taylor, MI 48180  
Phone (313) 375-2408 Fax (313) 295-0844  
Email: [sanfordj@michigan.gov](mailto:sanfordj@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:**

- 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 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 required carrying out the services or as may be required by the Project Manager. Prepare and distribute minutes of all meetings except the Preconstruction meeting.
- 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 Engineer Staking, as defined in MDOT's Standard Specifications for Construction, in accordance with Department standards, including, but not limited to, all staking to be performed by the Engineer as indicated in the 2003 Standard of Specifications for Construction, including Mitigation. 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.
- H.** Soil erosion and sedimentation control: Perform inspection of the construction site to assure that proper soil erosion and sedimentation controls are in place. A MDEQ certified NPDES Storm water Operator shall be assigned to inspect and document the project per the NPDES requirements. 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 sedimentation control are needed must have successfully completed Soil Erosion and Sedimentation Control Training.
- I.** 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 Contractor's requests for extensions of time. Notify the Project Manager upon receipt of any Contractor's requests for extensions of time.
- J.** 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 and/or Recommendation.
- K.** 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.
- L.** 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.
- M.** 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.

- N. Consultant Deliverables: Collect, properly label or identify, and deliver to the Department all original diaries, logs, notebooks, accounts, records, reports, 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.
- O. Design Changes: Due to the complexity of this project, the consultant shall be responsible for all 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, 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 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 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.
- 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. Work Orders,
  - 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.
- 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.
- C. 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.

### **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, 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:**

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