

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

			REQUISITION NUMBER
MDOT PROJECT MANAGER			JOB NUMBER (JN)
DESCRIPTION			CONTROL SECTION (CS)
MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED GRAY SHADING = OPTIONAL Check the appropriate Tier in the box below			CONSULTANT: Provide only checked items below in proposal
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input type="checkbox"/> TIER II (\$100,000-\$250,000)	<input type="checkbox"/> TIER III (>\$250,000)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>
N/A	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Past Performance
Not required as part of Official RFP	Not required as part of Official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site p=inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	<input type="checkbox"/>	Presentation
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) (No Resumes)	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.

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" and "Guideline for Completing a Low Bid Sheet(S)*, if a low bid is involved as part of the selection process. **Reference 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 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 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. The vendor that has met established qualification threshold and 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

Bid Sheet(s) must be submitted in accordance with the "Guidelines for Completing a Low Bid Sheet(s)* (available on MDOT's website). Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) separate from 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.

PROPOSAL SUBMITTAL INFORMATION

REQUISITION NUMBER	PROPOSAL/BID DUE DATE	TIME DUE
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PROPOSAL AND BID SHEET EMAIL ADDRESS – mdot-rfp-response@michigan.gov

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least five (5) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

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

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet

5100J – Consultant Data and Signature Sheet (Required only for firms not currently prequalified with MDOT)

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

**NOTIFICATION
MANDATORY ELECTRONIC SUBMITTAL**

Proposals submitted for this project must be submitted electronically.

The following are changes to the Proposal Submittal Requirements:

- Eliminated the Following Requirements:
 - Safety Program
 - Communication Plan
 - Past Performance as *a separate section*
 - Separate section for DBE Statement of goals. Include information in Qualification of Team section

- Implemented the Following Changes:
 - All proposals require an Organization Chart
 - Resumes must be a maximum of two pages
 - Only Key (lead) staff resumes may be submitted
 - Tier III proposal reduced from 19 to 14 pages
 - Forms 5100D, 5100I, and 5100G combined – 5100D
 - Forms 5100B and 5100H combined – 5100B
 - RFP's will be posted on a weekly basis -- on Mondays

The following are Requirements for Electronic Submittals:

- Proposals must be prepared using the most current guidelines
- The proposal must be bookmarked to clearly identify the proposal sections (See Below)
- For any section not required per the RFP, the bookmark must be edited to include “N/A” after the bookmark title.
Example: Understanding of Service – N/A
- Proposals must be assembled and saved as a single PDF file
- PDF file must be 5 megabytes or smaller
- PDF file must be submitted via e-mail to MDOT-RFP-Response@michigan.gov
- MDOT's requisition number and company name must be included in the subject line of the e-mail. The PDF shall be named using the following format:
 - Requisition#XXX_Company Name.PDF
- MDOT will not accept multiple submittals
- Proposals must be *received* by MDOT on or before the due date and time specified in each RFP

If the submittals do not comply with the requirements, they may be determined unresponsive.

The Consultant's will receive an e-mail reply/notification from MDOT when the proposal is received. Please retain a copy of this e-mail as proof that the proposal was received on time. **Consultants are responsible for ensuring the MDOT receives the proposal on time.**

Required Bookmarking Format:

- I. Request for Proposal Cover Sheet Form 5100D
 - A. Consultant Data and Signature Sheet, Form 5100J (if applicable)
- II. Understanding of Service
 - A. Innovations
- III. Qualifications of Team
 - A. Structure of Project Team
 - 1. Role of Firms
 - 2. Role of Key Personnel
 - B. Organization Chart
 - C. Location
- IV. Quality Assurance / Quality Control Plan
- V. Resumes of Key Staff
- VI. Pricing Documents/Bid Sheet (if applicable)

2/14/12

Michigan Department of Transportation

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

CONTROL SECTION: 82111

JOB NUMBERS: 111639A

PROJECT LOCATION:

This project includes the rehabilitation and construction of various segments of the City of Detroit East Riverfront Riverwalk (Jefferson Avenue) between Cobo Hall (Griswold St.) and the MacArthur Bridge to Belle Isle.

The project is located in the City of Detroit, Wayne County

DESCRIPTION OF WORK:

The project includes 1.34 miles of streetscape improvements, sidewalk replacement, ADA ramps, concrete parking lot, seawall cap and railing, lighting, signing, security systems, landscaping, pavilion and water feature/playscape area at the East River front Riverwalk.

The Consultant shall provide, to the satisfaction of the Department, Construction Engineering Services as generally described herein: **project administration; inspection; staking; quality control and quality assurance testing and reporting; measurement, computation, and documentation of quantities; reporting and record keeping; and finalizing all project documentation.**

ANTICIPATED SERVICE START DATE: May, 2012

ANTICIPATED SERVICE COMPLETION DATE: December, 2013

PRIMARY PREQUALIFICATION CLASSIFICATIONS:

Bridge Construction Engineering
Road Construction Engineering

SECONDARY PREQUALIFICATION CLASSIFICATIONS:

Portland Cement Concrete Inspection and Testing
Bituminous Pavement Inspection
Aggregate Testing
Construction Staking
Density Inspection and Testing
Bridge Painting Inspection
Traffic and Safety Inspection

DBE REQUIREMENT: 12%

ESTIMATED CONSTRUCTION COSTS: \$8,000,000.00

MDOT PROJECT MANAGER:

Tia Klein, P.E.
Sr. Contracts and Projects Administration Engineer
Detroit TSC
1400 Howard Street, Suite B
Detroit, MI 48216
Phone: (313) 967-5407
Fax: (313) 965-6340
Email: Schneet@michigan.gov

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

OEC Plans and specifications will be available on the MDOT FTP Web Site:
<ftp://ftpmidot.state.mi.us/111639/>. All interested Consultants are asked to contact the project manager prior to login in the FTP Site.

CONSULTANT SERVICE NOTES: (See Attachment A for Contractor’s expectations)

The following requirements and/or clarifications are in addition to the Standard Construction Engineer service:

1. The selected Consultant will report directly to the Project Manager or designated representatives.
2. The Consultant will be responsible for the administration of the project and provides the construction engineering services.
3. The Consultant shall contact the Project Manager prior to beginning any work on this Project. Consultant personnel are required to attend any meetings (design, partnering, preconstruction, progress, utility, or post construction meetings) as determined by the Project Manager. Consultant personnel will be responsible for scheduling, facilitating, and keeping minutes for meetings as directed by the Project Manager.
4. The Consultant is expected to provide the following staff:

<u>Description</u>	<u>Estimated Full or Part Time Staff</u>
Project Engineer	One
Assistant Project Engineer	One
Road Construction Inspectors	One to Two
Bridge/Structural Construction Inspectors	One to Two
Technical Assistant (Part Time)	One
Specialty Items Inspector	One
Material & Density Technician (Part Time)	One
Surveyors (Part Time)	One
Office Technician (Part Time)	One
QA/QC Lead (Part Time)	One

GENERAL INFORMATION:

This project will be constructed utilizing a Construction Manager/General Contractor (CMGC) contract. The CMGC contract will consist of three contract items: Guaranteed Maximum Price (GMP), Adjustable Work and Contingency Work. Additional information and specific requirements regarding a CMGC contract are further detailed in the Special Provision for clarification and limitation to the contract price, which will be included in the OEC plans and available for review.

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

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:** Provide full and part time inspectors for the Projects consistent with the Department's practice and in accordance with the Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Sampling Guide, and other applicable references, guidelines, and/or procedures manuals. The inspectors shall be technically qualified and experienced personnel to perform the Services required under the Agreement to avoid delay to the Construction Contractor.
- D. **Concrete Testing:** Inspectors shall be required to perform concrete quality assurance testing and/or verification testing on any project they are performing inspection duties. Several inspectors shall be certified as a Concrete Technician Michigan Level I through a program certified by Michigan Concrete Association Board of Examiners or the Michigan Concrete Paving Association.
- E. **Soil Erosion and Sedimentation Control:** Inspectors will be required to perform Soil Erosion and Sedimentation Control reviews and generate NPDES reports per MDNRE and project guidelines. Personnel performing inspection on areas where soil erosion and sedimentation control are needed must have completed and passed the MDNRE Soil Erosion and Sedimentation Control Training. NPDES reports shall be generated weekly and after major rain events, or as required by the project. Any violations of the NPDES permit by the construction Contractor must be immediately reported to the Project Manager.
- F. **Meetings:** Arrange and conduct conferences and meetings required for carrying out the services or as may be required by the Project Manager. Prepare and distribute minutes of all meetings except the Preconstruction meeting.
- G. **Coordination:** Provide appropriate coordination and contact, public relations, and cooperation with affected local, state, and/or federal agencies including the Department personnel, 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 as required by the Project Manager.
- H. **Staking:** Perform all verification staking in accordance with Department standards, including, but not limited to, all staking to be performed by the Engineer as indicated in the 2012 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.

Verification staking shall be performed during construction operations. Unless directed by the Engineer, the Consultant shall not be required to survey the completed work to establish as-constructed drawings

- I. **Progress:** Keep daily diaries, sketches, logs, photographs 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 claim proposals or requests for extensions of time. Notify the Project Manager upon receipt of any Contractor's claim proposals or 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 Orders 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. **Staff Reductions:** Withdraw any personnel or halt any services no longer required, at the request by the Project Manager, or within the period of time as determined by the Project Manager, 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, 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:** Due to the complexity of this project, the consultant may be responsible to recommend, review, confirm and administer all necessary design changes with approval from the Project Engineer Manager.
- O. **Equipment:** The Consultant shall be required to furnish laptop computers and wireless internet cards for employees as deemed necessary by the Project Manager, to perform the services as listed above. The Consultant is expected to provide their personnel with cellular phones. The Consultant will be required to furnish and maintain three digital cameras for project photo documentation, as required by the Project Manager. The Project Manager shall review and approve the type of cameras prior to purchase. The Project Manager will designate the technicians to be assigned the cameras.
- P. **Quality Assurance/Quality Control Reviews:** The Prime Consultant shall be expected to collect copies of tests or reports and conduct random quality reviews of documents generated by the Consultant team. The Prime Consultant may retain copies of all tests and reports for review. All original tests and reports shall be provided directly to the Department. This work requires part-time review by the project engineer or experienced technician. The Prime Consultant shall coordinate and obtain the approval of the Project Manager on the type and amount of tests or reports to be reviewed.

- Q. **Project Record Reviews:** The Consultant may be required to conduct reviews of project files for compliance with the oversight policies of the Federal Highways Administration and good record keeping standards. This work shall be coordinated with the Project Manager.
- R. **U.S. Army Corps of Engineers (USACOE) permit:** As part of the U.S. Army Corps of Engineers (USACOE) permit for this project, on behalf of the Permittee (Detroit Riverfront Conservancy) the consultant will be required to sign and date the completion report included within the project proposal, and mail it to the USACOE office no later than 10 days after completion of work. In addition, any changes to the approved materials or locations as detailed in the project plans must be submitted to the District Engineer for written approval by the Department of the Army prior to commencement of work.

PROJECT INSPECTION:

- A. **Ongoing Inspection:** Provide inspection of Contractor construction work, provide quality control, and confirm substantial conformance with the Specifications, Plans, and Proposal. Arrange with the Project Manager for non-compliance work to be made whole by the Contractor or to find the non-compliance work acceptable to the Consultant. Inform the Project Manager of non-compliance work and trends toward borderline compliance.
- B. **Final Inspection:** Make a final inspection of work in conjunction with Department personnel or such portions thereof eligible for acceptance, as soon as possible after notification by the Contractor that the work is completed or after the Consultant's records show the work is completed. Notify the Project Manager in writing of particular defects to be remedied, if work is not acceptable to the Consultant. Invite the Project Manager and other department personnel, as directed by current Department policy, to participate in the final inspection.
- C. **Final Acceptance:** Ascertain that the Project has been performed in accordance with the plans and specifications, or such modifications thereof as may have been approved. Invite the Project Manager and other Department personnel, as directed by current Department policy, to participate in the final acceptance.

TESTING AND REPORTING:

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.**

- A. **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.
- B. **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, 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.
- C. **Maintain As-Constructed Plans:** Update plans for the project, showing any field changes, final utility locations, substantial quantity changes, etc. Verify the As-Constructed Plan information that is required to be provided by the Contractor. The Project Manager shall be contacted to determine which projects require the as-constructed plans and to coordinate the level of work required for each project.
- D. **Field Builder:** Due to the structure of a CMGC contract the Consultant may be required to use FieldBuilder software to create pay items and quantities with associated materials

as applicable according to the Special Provision for the Clarifications and Limitations to the Contract Price and in line with the 2012 Standard Specifications for Construction. The quantities for the line items and materials will be computed and documented according to the 2012 Standard Specifications for Construction.

REPORTING AND RECORD KEEPING:

- A. Reports-Consultant Generated:** 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 (Form 1137) (Drafts only, as directed by the Engineer)
 - c. Construction Item and Tested Material Records using FieldManager
 - d. Transfer of Tested Materials (Form 1178)
 - e. Monthly Report on Material Inspection (Form 1158)
 - f. Moisture and Density Determination Reports (Form 582BM)
 - g. Inspector's Report of Concrete Placed (Form 1174A-M)
 - h. NPDES Stormwater Operator Reports (Form 1126)
 - i. Labor Compliance, such as the Weekly Employment and OJT Report (Form 1199)
 - j. Bi-Weekly Construction Progress Report (Form 1102A) and Weekly Statement of Working Days Charged (Form 1116), if applicable
 - k. Force Accounts (if applicable and proceeded by a written Work Order)
 - l. Contract Modifications (Recommendation / Authorizations)
 - m. Extension of Time and Liquidated Damages (Form 1100A)
 - n. Contractor Evaluation (Form 1182)
 - p. Other records and/or reports as required for the Project by the Project Manager and/or as required by Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Sampling Guide, and other applicable references, guidelines, and/or procedures manuals.
- B. Reports-Contractor Generated:** Provide the Project Manager with, and assist in the review, process, and/or approve the CMGC submittal of records and reports required by the Department as applicable to the projects which may include, but not limited to:
- a. Working Drawings
 - b. Weekly Employment Reports, Certified Payrolls (Form 1199)
 - 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.
 - e. Prime Contractor Statement of DBE Subcontractor Payments (Form 0164)
- C. Project Files:** Provide all necessary files to the Department personnel for the Department to maintain project files in accordance with the MDOT File Manual and Departmental procedures, to supply to the Department for the project files. Project files will be

maintained in the Detroit Transportation Service Center by Department office personnel. The Consultant shall copy select correspondence and documentation which require the Project Manager attention or action.

CLOSING/FINALING 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 make recommendation to resolve items determined to be insufficient during the Department's review(s) of project records prior to submittal of the Final Estimate.
- C. **Final Documents:** Assist the Department in preparing the Final Estimate, Final Quantity Sheets, Final Marked As-Constructed Plans, and the Design/Construction Package Evaluation (Form 285-2).

MDOT RESPONSIBILITIES:

- A. The Project Manager shall furnish to the Consultant Project-specific construction contracts, proposals, plans, plan revisions, written instructions, and other information and/or data as deemed necessary by 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 aggregate testing, off-site inspections and tests of steel, cement, HMA 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. The customary testing is described in the Materials Quality Assurance Manual with exceptions noted within the Specifications, Plans, and Proposal. The Consultant may be responsible for the sampling and transportation of all the materials (including off-site) to be tested by Department personnel.
- C. The Project Manager shall provide general monitoring and quality auditing inspection of the projects to assure that the projects have 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 applicable QA test reports to the Project Manager. The Consultant may be requested to analyze and recommend any further action. The Consultant shall be requested to assist with on-site bituminous inspection required, including, but not limited to, locating the required Quality Assurance loose samples and cores, coordinating with the Contractor regarding this sampling, and transporting these samples.
- E. The Department shall perform any necessary soil borings and subsurface investigations throughout the project, as determined by the Project Manager.

- F. The Project Manager and/or other Department staff will arrange and conduct the Preconstruction meetings and prepare and distribute the meeting minutes. The Consultant shall be requested to assist with these duties as deemed necessary by the Project Manager.

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 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.

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. Timesheets shall be submitted to the Project Manager biweekly for approval by signature and a copy provided to the Project Manager, after Project Manager signature.

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

In addition to the above requirements, when each Consultant bill/invoice is submitted, the following table will be required:

- Construction contract time elapsed to date (percent vs. total construction contract time)
- Construction contractor revenue earned to date (percent vs. total construction contract value)

-Consultant billings to date (percent vs. total Consultant contract value) (Per MDOT JN from derivation)

In addition, a graph of these three parameters will be required. The X-axis shall have true calendar time as its ordinate and the Y-axis shall have all three percents plotted. The limits of the Y-axis shall be zero to 110. Prior to submitting the first Consultant invoice, the Project Manager shall approve the format of the table and graph.

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

ATTACHMENT A

(Below are the key area requirements listed that will be utilized to measure the LEED certification for Contractors.)

LEED, or Leadership in Energy and Environmental Design LEED: This project contains specifications for acquiring LEED Certification per the requirements of the US Green Building Council. The Consultant shall be required to monitor and oversee construction of all project work to insure that the Contractor is meeting all special requirements to achieve certified LEED status based on the pre-developed score card included in the contract proposal.

1. Sustainable Sites

The Sustainable Sites category discourages development on previously undeveloped land; seeks to minimize a building's impact on ecosystems and waterways; encourages regionally appropriate landscaping; rewards smart transportation choices; controls stormwater runoff; and promotes reduction of erosion, light pollution, heat island effect and construction-related pollution.

2. Water Efficiency

The goal of the Water Efficiency category is to encourage smarter use of water, inside and out. Water reduction is typically achieved through more efficient appliances, fixtures and fittings inside and water-conscious landscaping outside.

3. Energy & Atmosphere

The Energy & Atmosphere category encourages a wide variety of energy-wise strategies: commissioning; energy use monitoring; efficient design and construction; efficient appliances, systems and lighting; the use of renewable and clean sources of energy, generated on-site or off-site; and other innovative measures.

4. Materials & Resources

The Materials & Resources category encourages the selection of sustainably grown, harvested, produced and transported products and materials. It promotes waste reduction as well as reuse and recycling, and it particularly rewards the reduction of waste at a product's source.

5. Indoor Environmental Quality

The Indoor Environmental Quality category promotes strategies that improve indoor air as well as those that provide access to natural daylight and views and improve acoustics.

6. Innovation in Design

The Innovation in Design category provides bonus points for projects that use innovative technologies and strategies to improve a building's performance well beyond what is required by other LEED credits, or to account for green building considerations that are not specifically addressed elsewhere in LEED. This category also rewards projects for including a LEED Accredited Professional on the team to ensure a holistic, integrated approach to the design and construction process.

7. Regional

Priority

USGBC's regional councils, chapters and affiliates have identified the most important local environmental concerns, and six LEED credits addressing these local priorities have been selected for each region of the country. A project that earns a regional priority credit will earn one bonus point in addition to any points awarded for that credit. Up to four extra points can be earned in this way.