

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

MDOT PROJECT MANAGER Tia Schnee			JOB NUMBER (JN) Various	CONTROL SECTION (CS) Various
DESCRIPTION IF NO JN/CS As Needed Construction Engineering Services for ARRA projects				
<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				
<input type="checkbox"/> <b>TIER I</b> (\$25,000-\$99,999)	<input type="checkbox"/> <b>TIER II</b> (\$100,000-\$250,000)	<input type="checkbox"/> <b>TIER III</b> (>\$250,000)		
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Safety Program</i>	
N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input checked="" type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<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	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	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)	Total maximum pages for RFP <b>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 \_\_\_\_\_

<input checked="" type="checkbox"/> <b>Prequalified Services</b> – See page <u>1</u> of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> <b>Non-Prequalified Services</b> - 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. <b>(Form 5100J Required with Proposal)</b>
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**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 4	PROPOSAL/BID DUE DATE 3/3/10	TIME DUE 4:00 pm
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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

Tia Schnee, P.E.  
1400 Howard Street, Suite B  
Detroit, MI 48216

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

Lansing Regular Mail	OR	Lansing Overnight Mail
<input checked="" type="checkbox"/> 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
<input type="checkbox"/> 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
- 5100G** – Certification of Availability of Key Personnel
- 5100I** – Conflict of Interest Statement
- 5100J** - Consultant Data and Signature Sheet (Required only for Non-Prequalified Work)

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

**Notification**  
**ARRA MONTHLY EMPLOYMENT REPORTS**  
**Note: This Notification is only applicable for those projects/contracts funded with ARRA funds. If you have questions, please contact MDOT Contract Services Division at (517) 335-0071.**

The American Recovery and Reinvestment Act of 2009 (ARRA), requires states receiving stimulus funds for highway projects to provide monthly reports to the Federal Highway Administration (FHWA) regarding the number of employees of the prime contractors, all-tier subcontractors and consultants on ARRA funded projects.

The cost for complying with this Notification must be borne by the prime contractor, and all-tiers of subcontractors and consultants, as part of their overhead and is deemed to be included in the payments made under this contract.

Within 10 days after the end of each month in which work is performed on this contract, all prime contractors and consultants must provide the Engineer a monthly report on MERS at <https://sso.state.mi.us/> providing employment information on each ARRA project, which will include, for work performed in that preceding month:

- The total number of employees who performed work on this contract.
- The total number of hours worked by employees who performed work on this contract.
- The total wages of employees who performed work on this contract.

*Prime Consultants are responsible for reporting on all subconsultants' employment information in MERS, as the sub consultants will not have access to do so.*

In addition, the prime contractor must provide a total payment amount made to any subcontractor who is a certified DBE in that preceding month.

This Notification shall be included as a part of each subcontract executed by the prime contractor, and all-tiers of subcontractors and consultants.

If necessary to conform to guidance provided by FHWA concerning the ARRA reporting requirements, the prime contractor, and all-tiers of subcontractors and consultants will revise their reporting as directed by the Engineer.

**Failure to comply with the reporting requirements under ARRA would jeopardize the Department's continued receipt of ARRA funding.**

**Accordingly, if a contractor or any-tier of subcontractor or consultant fails to comply with this Notification, the Department may withhold contract payments until compliance is achieved. If the Department is compelled to incur costs because of such a breach, the amount of those costs may be deducted from payments otherwise to be made under this contract. Additional sanctions may include reduction or elimination of prequalification ratings and removal of bidding privileges.**

**NOTIFICATION  
REQUIRED CONTRACT PROVISIONS TO IMPLEMENT AMERICAN  
RECOVERY AND REINVESTMENT ACT (ARRA) SECTIONS 902 AND 1515**

**Note: This notification is only applicable for those projects/contracts funded with ARRA funds. If you have questions, please contact MDOT Contract Services Division at (517) 335-0071.**

In accordance with requirements under section 902 of the American Recovery and Reinvestment Act of 2009 (ARRA), the following language is made a part of this contract and is to be made a part of all tier subcontracts or consultant contracts:

The U.S. Comptroller General and his representatives have the authority:

- (1) To examine any records of the contractor or any of its subcontractors, or any State or local agency administering such contract, that directly pertain to, and involve transactions relating to, the contract or subcontract; and
- (2) To interview any officer or employee of the contractor or any of its subcontractors, or of any State or local government agency administering the contract, regarding such transactions.

The Comptroller General and his representatives have the authority and rights provided under Section 902 of the ARRA with respect to this contract. As provided in section 902, nothing in section 902 shall be interpreted to limit or restrict in any way any existing authority of the Comptroller General.

In accordance with the requirements of section 1515(a) of the ARRA any representatives of the Inspector General have the authority:

- (1) To examine any records of the contractor or grantee, any of its subcontractors or sub-grantees, or any State or local agency administering such contract, that pertain to, and involve transactions relating to the contract, subcontract, grant, or sub-grant; and
- (2) To interview any officer or employee of the contractor, grantee, sub-grantee or agency regarding such transactions.

Nothing set forth in section 1515 of the ARRA shall be interpreted to limit or restrict in any way any existing authority of an inspector general.



## Michigan Department of Transportation

### SCOPE OF SERVICE FOR AS-NEEDED CONSTRUCTION SERVICES Inspection and Testing

**CONTROL SECTION:** Various (See Attached Appendix)

**JOB NUMBERS:** Various (See Attached Appendix)

**LOCATION:** These projects will be at various locations throughout the Michigan Department of Transportation Metro Region. Most projects will be located within Wayne County.

**DESCRIPTION OF WORK:** Bridge Rehabilitation and HMA Milling & Resurfacing

The Consultant shall provide, to the satisfaction of the Department, as-needed inspection and testing services as generally described herein: inspection; staking; quality control testing and reporting; measurement, computation, and documentation of quantities; reporting and record keeping; and assist in close out of project documentation; for construction work to be performed by the Construction Contractor for a duration as determined by the PEM.

MDOT reserves the right to request services on other projects located in the Region/TSC area that are not listed above, under the conditions of this “as needed” scope of services.

Full time services will not be required on all projects at all times. This scope is for “as needed” services, based on the intermittent needs of MDOT. It must be noted that this is not a guarantee that MDOT will use the Consultant’s services.

**ANTICIPATED PROJECT START DATE:** April 2010

**ANTICIPATED PROJECT COMPLETION DATE:** April 2011

**PRIMARY PREQUALIFICATION CLASSIFICATIONS:**

Bituminous Pavement Inspection  
Portland Cement Concrete Inspection and Testing Services

**SECONDARY PREQUALIFICATION CLASSIFICATIONS:**

Aggregate Testing  
Construction Staking  
Density Inspection and Testing  
Engineering Assistance  
Technical Assistance  
Bridge Painting Inspection

**DBE REQUIREMENTS:** 8%

**ESTIMATED CONSTRUCTION COSTS:** \$ 30,000,000.00

**MDOT PROJECT MANAGER (PEM):**

Tia Schnee, P.E.  
Delivery Engineer  
Detroit TSC  
1400 Howard Street, Suite B  
Detroit, MI 48216  
Phone: (313) 967-5217  
Fax: (313) 965-6340  
Email: [schneet@michigan.gov](mailto:schneet@michigan.gov)

**CONSULTANT SERVICE NOTES:**

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

1. The selected Consultant will report directly to the Department's construction staff members at the Detroit TSC. The main point of contact will be with the PEM however the Consultant may also be expected to work with Assistant Delivery Engineers and senior field inspectors (Construction Technician 12).
2. The Department will be responsible for the administration of all projects for which the Consultant provides the construction engineering services. This solicitation is for "as-needed" services.
3. The fixed fee shall be 11%.
4. The Consultant shall contact the PEM 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 PEM.

5. The Consultant is expected to provide the following staff:

<u>Staff</u>	<u>Estimated Full or Part Time Staff</u>
Assistant Engineer (Part Time)	Two
Technical Assistant (Part Time)	One
Construction Inspectors	Four
Material & Density Technician (Part Time)	Two
Surveyors (Part Time)	Two

The exact number of staff members (full or part time) will be coordinated with and determined by only the PEM and will be expected to fluctuate as required by the uncertain construction workload in the Detroit TSC and the capabilities of the Consultant supplied staff. Consultant principals/officers will not be included in the budgeted hours and are considered overhead expense. **The total hours for this solicitation will not exceed 10,600 total hours.** The exact distribution of staff for these hours will be coordinated with and determined by the PEM.

**GENERAL:**

The specific projects to be worked on will be at the direction of the MDOT PEM. All invoices submitted by the Consultant will be detailed to show: project control section, job number, dates, and hours for each employee on each project.

The Consultant shall furnish all services and labor necessary to conduct and complete the as-needed Construction Engineering Services described herein. The Consultant shall also furnish 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 PEM.
- B. The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations. The Consultant shall perform field operations in accordance with MIOSHA regulations and accepted safety practices. The Consultant shall supply and wear personal safety equipment in accordance with MDOT policy while on the project.
- 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 applicable publications referenced within; the Michigan Construction Manual; the Density Control Handbook, the Materials Sampling Guide; the Materials Source Guide, the Materials Quality Assurance Procedures Manual; and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.

- D. The Consultant shall notify the PEM, in writing, prior to any personnel starting work and any changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval by the PEM.
- E. The Consultant shall be responsible for all decisions made by their employees, or any sub Consultant, on this project. If the Consultant, or any sub Consultant, makes an error or judgment, which results in increased project costs to the Department, the Consultant may be back charged for this cost to the project. Contact between the Department and the Consultant shall be made as soon as an error has been discovered, and a meeting shall be scheduled to discuss the error.
- F. The Consultant shall include in their proposal a table showing the proposed personnel and all applicable training/certification completed or obtained by the personnel. Any Key Personnel listed in the proposal shall be included in the table. The table shall include, at a minimum, the following training/certifications: MDOT Office Technician Training; MDOT Prevailing Wage Training; MDOT FieldManager/FieldBook Training; Radiation Safety Training; MDOT Density Certification; MCA/ACI Level I Concrete Certification; MDOT Aggregate Certification; MDEQ SESC/Stormwater Operator Certification, and MDEQ Comprehensive SESC Certification.

#### **CONSULTANT RESPONSIBILITIES:**

- A. **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.
- B. **Concrete Testing:** Inspectors may 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.
- C. **Soil Erosion and Sedimentation Control:** Inspectors may be required to perform Soil Erosion and Sedimentation Control reviews and generate NPDES reports per MDEQ and project guidelines. Personnel performing inspection on areas where soil erosion and sedimentation control are needed must have completed and passed the MDEQ Soil Erosion and Sedimentation Control Training. NPDES reports shall be generated weekly and after any rain events, or as required by the project. Any violations of the NPDES permit by the construction Contractor must be immediately reported to the PEM.
- D. **Technical Assistance:** The Consultant shall provide an experienced construction technician to provide technical assistance on construction projects overseen by the Detroit Transportation Service Center. This technician shall be expected to: review force account submittals, review final field measured quantities, assist in the drafting of contract modifications, attend meetings, assist with project closeout, work closely with MDOT technicians to finalize quantities and contract modifications in addition to their responsibilities as an on site inspector.
- E. **Engineer Assistance:** Provide two (2) part time Engineers (PE) for the Projects to assist the Department construction personnel, 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. Assign the PE as liaison between the Consultant and PEM. The primary objective of the **PE will be to assist the PEM in administering projects as directed by the PEM.** The secondary objective of the PE is to perform any other duties assigned by the PEM, which may include processing shop drawing reviews, attending meeting and recording minutes, and investigating design questions which may arise during construction.
- F. **Meetings:** In the absence of the PEM, the PE may be requested to arrange and conduct progress and periodic meetings, prepare, and distribute meeting minutes for these meetings. The PE shall be requested to periodically arrange, attend, conduct and prepare meeting notes as deemed necessary by the PEM.
- 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 PEM.
- H. **Staking:** The Contractor Staking item will be included in the Construction Contract. The Consultant will not be required to perform the Contractor Staking as defined in the Special Provision or 2003 Standard Specification of Construction. Perform all staking in accordance with the Department Standards to be preformed by the Engineer as indicated in the 2003 Standard of Specifications for Construction. -This includes preliminary project staking (pre-staking) and construction verification staking. Inform the PEM of any plan errors, discrepancies or omissions identified by the Contractor and/or Consultant and make recommendation of any resolution. In addition to the minimum verification staking indicated in the specifications and the MDOT Construction Manual, the Consultant shall verify the Contractor's bench loops, and verify the "as constructed" plan information provided by the Contractor and incorporate it into the final As-Constructed plans as deemed necessary by the PEM. In addition to checks indicated in the specifications and the MDOT Construction Manual, the Consultant shall: field verify plan grades for sewer invert and outlet grades, top of casting grades, and ditch and other drainage grades; obtain cross section profiles at all connections to existing roadways and bridges to verify plan tie-ins; and check plan grades versus field verification at all bridges for underclearance as deemed necessary by the PEM. These services may be expanded to include Contractor Staking services on various projects as determined by the PEM. The Consultant shall discuss the need for the Contractor Staking full-time survey with the PEM during price proposal negotiations.
- I. **Special Inspection:** Perform special inspections within the influence areas of construction projects as requested by the PEM. Any deficiencies shall be reported to the PEM with recommendations of any resolution.
- J. **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 PEM of any anticipated Contractor's claim proposals or requests for extensions of time. Notify the PEM upon receipt of any Contractor's claim proposals or requests for extensions of time.
- K. **Changes/Extras/Adjustments:** Notify the PEM immediately of any unanticipated Project conditions and any changes, extras, or adjustments to the contract and assist in

- developing Work Orders and/or Contract Modifications for signature by the PEM. Senior technicians shall be prepared to provide writ-o-grams or other forms of written documentation to Contractors on site to document changes within the authority of an inspector.
- L. **Contentious Issues:** Communicate with the PEM or designated MDOT employees and document any problems, issues, discrepancies, or other items brought to the attention of the Consultant by the Contractor. Provide written recommendations to the PEM for the resolution of these issues.
  - M. **Staff Reductions:** Withdraw any personnel or halt any services no longer required, at the request of the Department, or within the period of time as determined by the PEM, after the lack of need becomes apparent to the Consultant or the PEM. The Consultant will not be reimbursed for the cost of personnel charged to a project that the PEM has determined was unnecessary.
  - N. **Consultant Deliverables:** Collect, properly label or identify, and deliver to the Department any original diaries, logs, notebooks, accounts, records, reports, as constructed plans, photographs, 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, Specifications, Manuals, guides, written instructions, construction contracts and plans, unused forms, and any 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 the projects, the Consultant may be responsible for coordinating necessary design changes with approval from the PEM.
  - P. **Constructability Reviews:** Assist, during the design phase of projects, by participating in constructability reviews of projects assigned by the PEM. Report results of review to the PEM.
  - Q. **Equipment:** The Consultant shall be required to furnish laptop computers and wireless internet cards for employees as deemed necessary by the PEM, to perform the services as listed above. The Consultant is expected to provide their personnel with cellular phones, preferably Nextel phones with direct connect capabilities. The Consultant will be required to furnish and maintain three digital cameras for project photo documentation, as required by the PEM. The PEM shall review and approve the type of cameras prior to purchase. The PEM will designate the technicians to be assigned the cameras.
  - R. **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. 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 PEM on the type and amount of tests or reports to be reviewed.
  - S. **Project Record Reviews:** The Consultant may be required to conduct reviews of Consultant, Department, or Local Government 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 PEM.

## **PROJECT INSPECTION:**

- A. **Ongoing Inspection:** Provide as-needed inspection of Contractor construction work, provide quality control, and confirm substantial conformance with the Specifications, Plans, and Proposal. Arrange with the PEM for non-compliance work to be made whole by the Contractor or to find the non-compliance work acceptable to the Consultant. Inform the PEM 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 PEM in writing of particular defects to be remedied, if work is not acceptable to the Consultant. Invite the PEM and other department personnel, as directed by current Department policy, to participate in the final inspection.
- C. **Final Acceptance:** Ascertain that the Projects have been performed in accordance with the plans and specifications, or such modifications thereof as may have been approved. Invite the PEM and other Department personnel, as directed by current Department policy, to participate in the final acceptance.

## **TESTING AND REPORTING:**

- A. **Material Testing and Density Control:** Sample or test, or both, materials including but not limited to, concrete quality assurance testing including concrete cylinder breaks, bituminous testing; off site aggregate testing, on site aggregate density testing and reporting, furnish off-site inspections and tests of and concrete aggregates, testing of required materials according to Materials Sampling Guide to be incorporated in the work, and reject Contractor's work and materials not meeting the Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Sampling Guide, Materials Quality Assurance Manual, and any and all other applicable references, guidelines, and/or procedures manuals. Determine the acceptability of materials found to be in non-compliance. Immediately inform the Project Manager of non-compliance work and trends toward borderline compliance.
- 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, 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.
- C. **Maintain As-Constructed Plans:** Update plans for the projects, 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 PEM shall be contacted to determine which projects require the as-constructed plans and to coordinate the level of work required for each project.

### **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)
  - 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
  - l. Contract Modifications (Recommendation / Authorizations)
  - m. Extension of Time and Liquidated Damages (Form 1100A)
  - n. Contractor Evaluation (Form 1182)
  - o. ARRA monthly employment reporting using the MDOT MERS site
  - p. Reduction in Reserve, and
  - q. Other records and/or reports as required for the Project by the PEM 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 PEM and assist in the review, process, and/or approve Construction Contractor 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 PEM.
- 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 PEM 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 the Project Manager for the Services required herein.
- 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 PEM 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 PEM. 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.
- F. The PEM and/or other Department staff will arrange and conduct the Preconstruction and weekly progress meetings and prepare and distribute the meeting minutes. The Consultant shall be requested to assist with these duties as deemed necessary by the PEM.

**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.

Reimbursement for overtime hours will be limited to time spent on any combination of projects assigned to the PEM in excess of forty hours per week, in a Sunday through

Saturday week (no other combinations). Overtime worked is not required to be paid unless the PEM approves it before the overtime is worked. It is anticipated that overtime hours may be required on some projects. Consultant overtime must be approved in advance by the PEM. Overtime worked without the prior knowledge and approval of the PEM is justification for non payment for the overtime worked. **The maximum amount of overtime allowed by any Consultant staff on this solicitation is ten percent (10%) of the total hours worked.** Any variations to this rule should be included in the price proposal.

**This scope is for “as needed” services. As such, the hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. The fixed fee allowed for this project will be 11.0%. Fixed fee on “as needed” projects is computed by taking the percent of actual labor hours invoiced to labor hours authorized, then applying that percentage to the total fixed fee authorized.**

During project shutdowns, the Consultant will not be paid direct expenses when staff is not actively working on this Project, without written approval from the PEM.

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 PEM monthly for approval by signature and a copy provided to the PEM, after PEM signature. The Consultant will provide to the PEM on a bi-weekly basis a spreadsheet via email showing each staff member that worked in that period, the number of hours they worked, their hourly rate and associated overhead and fixed fee, a total dollar amount earned by the Consultant for the bi-weekly period, and a cumulative total showing the dollar amount of the contract expended to date.

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)

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 PEM shall approve the format of the table and graph.

## **APPENDIX - LIST OF POTENTIAL PROJECTS:**

### **C.S. 82123- JN79529A:**

Project Location: I-96 from M-8 to Underwood

Project Description: Rehabilitation of eleven (11) bridges over I-96 and the removal of two (2) abandoned railroad bridges over I-96.

Anticipated Start Date: July 2009

Anticipated Completion Date: September 2010

### **C.S.82252- JN 103542A:**

Project Location: I-75 from GTWRR to Commer

Project Description: Landscaping and fencing along I-75 from GTWRR to Commer

Anticipated Start Date: July 2009

Anticipated Completion Date: October 2011

### **C.S.82023- JN 100546A:**

Project Location: I-94 at I-96

Project Description: Installation of an Active Speed Warning System on the I-94 ramps to I-96

Anticipated Start Date: September 2009

Anticipated Completion Date: September 2010

### **C.S.82073- JN 86890A:**

Project Location: 2 railroad structures over M-85 west of I-75

Project Description: Substructure repairs and construction of new filler walls at 2 railroad bridges over M-85

Anticipated Start Date: October 2009

Anticipated Completion Date: July 2010

### **C.S.82062- JN 80905A:**

Project Location: US-12 from Livernois to Rosa Parks

Project Description: HMA cold milling and resurfacing on US-12 from Livernois to I-96 and from I-96 to Rosa Parks, including construction of ADA sidewalk ramps.

Anticipated Start Date: April 2010

Anticipated Completion Date: November 2010

### **C.S.82192 & C.S. 82193- JN 101421A:**

Project Location: M-39 from M-153 to McNichols Road

Project Description: Cold milling and HMA resurfacing on M-39 from M-153 to McNichols Road.

Anticipated Start Date: September 2009

Anticipated Completion Date: July 2010