

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

MDOT PROJECT MANAGER Del Kirkby			JOB NUMBER (JN) Multiple	CONTROL SECTION (CS) Multiple
DESCRIPTION IF NO JN/CS As needed inspection, testing and construction staking on various projects throughout the Cadillac TSC				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input checked="" 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>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input type="checkbox"/>	<input type="checkbox"/>	Organization Chart	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team	
<input checked="" 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 checked="" 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 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)	19 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes	

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"/> Prequalified Services – See page <u>1</u> of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. (Form 5100J Required with Proposal)
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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	PROPOSAL/BID DUE DATE	TIME DUE
5	3/4/10	3:00 pm

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

MDOT - Cadillac TSC
 Attn: Del Kirkby
 7915 US-131 Highway
 Cadillac, MI 49601

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

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(S): Various

JOB NUMBER(S): Various

PROJECT LOCATION: Various construction projects in the Cadillac TSC service area.

PROJECT DESCRIPTION:

One (or more) inspectors to provide full time inspection and testing services on an as-needed basis for road construction and/or bridge rehabilitation work which will include performing inspection and testing services during construction and related tasks to close projects out (“finaling”) after construction.

Provide staking services as needed for road and bridge construction work which will include performing staking services during construction and office work to close project out (“finaling”) after construction for the staking work performed. The surveyors shall work under the direction of the Project Engineer Manager. Staking will be performed on various projects and may be needed full time or at various given times (overtime may be necessary.)

The inspector(s) and surveyor(s) shall report directly to and work under the direction of the Project Engineer Manager. Inspection and staking will be performed on various projects throughout the 2010 construction season as directed by the Project Engineer Manager.

Inspection and staking services will be needed on a full time and part-time basis (some overtime may be necessary), depending on Contractor scheduling.

No engineering services are required under this scope.

ANTICIPATED START DATE: June 28, 2010

ANTICIPATED COMPLETION DATE: December 31, 2010

PRIMARY PREQUALIFICATION CLASSIFICATION:

Density Inspection and Testing
Portland Cement Concrete Inspection and Testing

SECONDARY PREQUALIFICATION CLASSIFICATION:

Bituminous Pavement Inspection
Construction Staking

DBE REQUIREMENT: N/A

MDOT PROJECT MANAGER:

Del Kirkby
MDOT – Cadillac Transportation Service Center
7915 South US-131 Highway
Cadillac, Michigan 49601
Phone: 231-775-3486
Fax: 231-775-0301
E-mail: kirkbyd@michigan.gov

Any questions regarding this Scope of Service should be directed to the MDOT Project Manager in writing.

GENERAL INFORMATION:

- A. This Scope of Services consists of performing to the satisfaction of the Department, all as-needed inspection, testing, and staking services necessary in accordance with MDOT specifications, publications, and accepted practices, and as directed by the Project Engineer Manager.
- B. The Consultant's principal contact with the Department shall be through the designated Project Engineer Manager.
- C. The Consultant agrees to demonstrate knowledge and performance in compliance with the standard construction practices of the department; the project specific construction contracts, proposal, and plans; the Standard Specifications for Construction and all applicable publications referenced within; the Michigan Construction Manual; the MDOT Materials Source Guide; and any and all other references, guidelines, and procedure manuals needed to carry out the work described herein in an appropriate manner.
- D. One or more Consultants may be selected under this scope of services.

CONSULTANT RESPONSIBILITIES:

- A. To provide full time experienced inspection, testing and construction staking services on an as-needed basis on various projects and to perform inspection, testing, and construction staking services under the direction of the Project Engineer Manager. The inspectors assigned to this project will report to and be directly responsible to the Project Engineer Manager.
- B. To provide, to the satisfaction of the Department, inspection, testing and construction staking services required for bridge rehabilitation, bituminous construction, Portland cement concrete construction, aggregate construction, ditching, undercutting,

bituminous base crushing and shaping, and/or earthwork. Perform all reporting, measurement, computation, and documentation required by the specifications, plans, proposal, the Michigan Construction Manual, the MDOT Materials Source Guide and any and all other applicable references, guidelines, and procedures manuals required for the inspection and testing for construction of the aforementioned projects, and as directed by the Project Engineer Manager.

- C. All work in this scope of service will be performed in compliance with the contract documents and the standard practices of the Department. Sampling frequencies for inspection and testing will be as prescribed by the specifications, proposal, MDOT Materials Source Guide and/or other applicable references, guidelines, and procedures manuals and instruction furnished by the department or as directed by the Engineer, and no variation will be permitted except on written order of the Department.
- D. Acceptance samples, tests, and reporting procedures will conform to the specifications, proposal, MDOT Materials Sources Guide and all other applicable references, guidelines, and procedures manuals prescribed by the Department.
- E. The inspectors will immediately bring to the attention of the Project Engineer Manager, the failure by the Contractor to comply with a plan or specification requirement, any problem, trends toward borderline compliance, or any other occurrence which may require resolution by the Project Engineer Manager.
- F. The inspector(s) will accurately report, measure, compute, and document all quantities of items of work and all inspection and/or testing work in accordance with the specifications, plans, proposal, MDOT Materials Source Guide and any and all other applicable references, guidelines, and procedures manuals prescribed by the Department.
- G. The inspector(s) shall provide their own transportation to, from, and on the project site to perform the services outlined herein.
- H. The inspectors shall have cellular phones and be responsible for paying all phone costs associated with this project. Cellular phones shall have voice mail capability and shall be carried on the person of the inspector.
- I. The inspector(s) shall provide lap top computers (or equivalent) with Field Book software (current release) and produce all daily inspection reports in this format. **The Consultant must obtain and be able to use the FieldManager Suite or Software for these projects. 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.** The inspectors shall deliver all

inspection reports to the Project Engineer Manager's field office on a daily basis, unless otherwise otherwise directed by the Project Engineer Manager.

- J.** The inspectors shall provide a Troxler Density Gauge and comply with all requirements related to the use of this gauge established by the Nuclear Regulatory Commission and MDOT. This gauge shall be calibrated to meet MDOT requirements.

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) or 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.

- K.** The inspectors shall provide a Roll-O-Meter, Press-Aire meter, or Acme air entrainment gauge for concrete testing. This gauge shall be calibrated to meet MDOT requirements. The inspectors shall also provide beam molds consistent with those used by MDOT for determining flexural strength of concrete.
- L.** The inspectors shall provide all necessary equipment for performing bituminous density test in the field as outlined in the Density Control Handbook.
- M.** In addition to providing the aforementioned density and concrete gauges, the inspectors shall provide all measuring and testing equipment required for proper and accurate inspection, including, but not limited to: video camera, still camera, vehicle mounted electronic distance measuring device (DMI), voltmeter, etc.
- N.** The Consultant shall be responsible for any errors that occur on the project due to an inspection and/or testing error. The Consultant will be responsible to compensate MDOT for the additional costs incurred due to an inspection and/or testing error on the project by one of their employees. At such time the error is discovered MDOT will meet with the Consultant to discuss options to rectify the error.

For Environmental Issues the Consultant Shall:

- 1. Soil Erosion and Sedimentation Control:** Have a thorough working knowledge of the Department's SESC Manual and other contract documents regarding soil erosion and sedimentation control. Assign personnel that possess a current SESC training certificate and NPDES construction stormwater operator certification to perform inspection on areas where soil erosion and sedimentation controls are needed. Ensure that a person in possession of a current SESC training certificate is onsite at all times during normal working hours and available to meet with MDEQ personnel who may visit the site. Request that MDEQ personnel provide a copy of any inspection report that may be generated as a result of the visit to the Project Manager.
- 2. Perform Inspection of the Construction Site:** Assure that specified soil erosion and sedimentation controls are installed correctly, performing as intended, and maintained daily. Provide recommendations to the Project Manager for modification of the control measures shown on the plans as may be required to improve their effectiveness. Immediately report to the project manager any deficiencies in the soil erosion and sedimentation control measures or non-compliance by the Contractor with the specifications governing soil erosion and sedimentation control. If corrective action is necessary, document the action and the required timeframe for completion. Follow up to document that the action is completed within the statutory and/or MDOT-specified timeframes. Report the Contractor's failure to complete the corrective actions within the required timeframe to the Project Manager.
- 3. Storm Water Management:** Have a thorough working knowledge of the Department's storm water management plan. Perform inspection of the construction site to ensure that the contractor's operation is following pollution prevention and good housekeeping best management practices conforming to the Department's storm water management plan. Notify the Project Manager immediately of the occurrence of, or potential for, release of polluting material to the ground, groundwater, surface water, or storm water drainage system including open ditches, culverts, and enclosed storm sewers.
- 4. Environmental Permits:** Have a thorough working knowledge of the construction requirements of all project specific environmental permits issued to MDOT by MDEQ Land & Water Management Division, US Corp of Engineers, or other permitting agency. Inspect project areas covered by these permits and assure that the Contractor complies with the permit requirements. Report to the Project Manager any potential for or occurrence of violation of these permits. Fully document all site conditions and actions taken regarding potential or actual violations of the permit requirements.

- 5. Other Environmental Issues:** Have a thorough working knowledge of the Department's specifications regarding bridge painting, diamond grinding, hydrodemolition, and hazardous materials. Ensure that the Contractor complies with these specifications, and maintains proper documentation.
- 6. Inspection Reports:** Complete inspection reports, including but not limited to, Inspector's Daily Report (Form 1122) and NPDES/SESC Inspection Report (Form 1126), as necessary to fully document all site conditions and any corrective action required and completed related to environmental issues. Provide digital photos as necessary to document conditions and all corrective actions.

- O.** That the inspectors shall wear personal safety equipment in accordance with MIOSHA and MDOT requirements and practices while on the project site.
- P.** That the inspectors shall attend all project related meetings, when directed by the Project Engineer Manager.
- Q.** That the inspectors shall provide all required reference materials including but not limited to, MDOT Standard Specifications, Materials Source Guide, Construction Manual, Standard Plans and any and all other necessary applicable references, guidelines and procedures manuals.
- R.** Perform all staking 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.

Perform all verification requirements as noted in the Construction Manual.

Right of Way staking, establishing horizontal and vertical control points and establishment of bench marks shall be performed by the Consultant.

The Consultant shall furnish all services and labor necessary to conduct and complete the Consultant Construction Staking 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 them prior to use in carrying out this work.

The selected firm should be familiar with all aspects of surveying.

The Consultant is responsible for verifying all plan grades, sewer invert and outlet grades, top of casting grades and all other necessary grades for construction of project prior to staking. The Consultant should review the project documents far enough in

advance to determine if they contain errors so that they can be corrected prior to staking the information in the field.

The surveyors will immediately bring to the attention of the Project Engineer Manager the failure by the Contractor to comply with a plan or specification requirement, any problem, trends toward borderline compliance, or any other occurrence with may require resolution by the Engineer.

The surveyor(s) shall provide their own transportation to, from, and on the project site to perform the services outlined herein.

The surveyor(s) shall have all equipment necessary to provide detailed drawings, profiles etc when requested by the Engineer.

The surveyor(s) shall be proficient working with English units.

The surveyor(s) shall attend all project related meetings, when directed by the Project Manager.

MDOT RESPONSIBILITIES:

- A. The Project Engineer 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.

PAYMENT SCHEDULE:

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

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 these hours in which services have been provided to the Department. The fixed fee allowed for this project will be 11.0%.

CONSULTANT PAYMENT:

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.

The hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. Fixed fee on "as needed" projects is computed by taking the percent of actual labor hours billed to labor hours authorized, then applying that percentage to the total fixed fee authorized.

The hours billed for inspector/tester will not begin until the inspectors report to the project site, or the project office.