Michigan Department
Of Transportation
5100B (11/12)

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

REQUISITION NUMBER	DUE DATE	TIME DUE
1177	4/15/2013	noon EST

MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)
Rich Kathrens, Bridge Safety Inspection Engineer	117312	84900 (Statewide)

DESCRIPTION
Bridge Safety Inspection, QA/QC Statewide

MDOT PROJECT MANAGER: Check all items to be included in RFP

WHITE = REQUIRED
GRAY SHADING = OPTIONAL

Check the appropriate Tier in the box below

☐ **TIER 1 ($25,000-$99,999)**	☐ **TIER II ($100,000-$250,000)**	☑ **TIER III (>$250,000)**	**CONSULTANT:** Provide only checked items below in proposal
☐	☐	☑	Understanding of Service
☐	☐	☐	*Innovations*
☐	☐	☑	Organizational Chart
☐	☐	☑	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	☑	Quality Assurance/Quality Control
☐	☐	☑	**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	☐	Presentation
N/A	N/A	☐	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.

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.)

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 1 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.

PARTNERSHIP CHARTER AGREEMENT

MDOT and ACEC created a Partnership Charter Agreement which establishes guidelines to assist MDOT and Consultants in successful partnering. Both the Consultant and MDOT Project Manager are reminded to review the **ACEC-MDOT Partnership Charter Agreement** and are asked to follow all communications, issues resolution and other procedures and guidance's contained therein.

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.**

****Contact Contract Services Division immediately at 517-373-4680 if you do not get an auto response****

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

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NOTIFICATION
E-VERIFY REQUIREMENTS

E-Verify is an Internet based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of that employee to work in the United States. There is no charge to employers to use E-Verify. The E-Verify system is operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration. E-Verify is available in Spanish.

The State of Michigan is requiring, under Public Act 200 of 2012, Section 381, that as a condition of each contract or subcontract for construction, maintenance, or engineering services that the pre-qualified contractor or subcontractor agree to use the E-Verify system to verify that all persons hired during the contract term by the contractor or subcontractor are legally present and authorized to work in the United States.

Information on registration for and use of the E-Verify program can be obtained via the Internet at the DHS Web site: http://www.dhs.gov/E-Verify.

The documentation supporting the usage of the E-Verify system must be maintained by each consultant and be made available to MDOT upon request.

It is the responsibility of the prime consultant to include the E-Verify requirement documented in this NOTIFICATION in all tiers of subcontracts.

9/13/12

Michigan Department of Transportation

SCOPE OF SERVICE
FOR
PRE-DESIGN SERVICES
"As-Needed" Bridge Safety Inspection QA/QC

CONTROL SECTION(S): 84900

JOB NUMBER(S): 117312

PROJECT LOCATION: Statewide

Services will be performed at various locations statewide, including Local Agency and MDOT facilities. The site reviews for specific bridge structures will be determined during preliminary activities. A specific list of Local Agency and MDOT Bridge Owners will be provided during the priced proposal phase.

Full time services will not be required 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.

**** Up to 2 firms may be selected****

PROJECT DESCRIPTION
To perform "as-need" bridge inspection quality assurance to ensure the quality of the National Bridge Inventory (NBI) inspections in accordance with the National Bridge Inspection Standards (NBIS).

The primary function of Quality Assurance (QA) is to verify that Quality Control (QC) procedures are being performed during the inspection process and that the QC procedures are effective in ensuring consistency and uniformity. The QC procedures and/or inspection processes can be performed within the bridge owner's organization or can be completed by a consultant hired by the bridge owner.

PRIMARY PREQUALIFICATION CLASSIFICATION:
Bridge Safety Inspections

SECONDARY PREQUALIFICATION CLASSIFICATION:
Bridge Load Rating Analysis

ANTICIPATED SERVICE START DATE: 6/2013

ANTICIPATED SERVICE END DATE: 12/2016

DBE REQUIREMENT:

MDOT PROJECT MANAGER

Rich Kathrens, P.E.
Bridge Safety Inspection Engineer
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Lansing, Michigan 48917
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PURPOSE

In accordance with the National Bridge Inspection Standards (NBIS) Section 650.313 (g), *Quality Control and Quality Assurance*, MDOT is responsible to assure systematic quality control (QC) and quality assurance (QA) procedures are used to maintain a high degree of accuracy and consistency in the inspection program.

DURATION & SCHEDULE

The Consultant is required to develop a Project Schedule in alignment with the project parameters for this work. The Project Schedule must include a Gantt chart showing agency reviews, meeting dates, draft report submission, etc. The agency reviews are typically done annually with a final report submitted at near the end of the calendar year.

Project Dates

Priced Proposal Submission:	April 26, 2013
Anticipated NTP:	May, 15, 2013

The QA/QC process must include periodic field review of inspection teams, periodic bridge inspection refresher training for program managers and team leaders, and independent review of inspection reports and computations.

TEAM REQUIREMENTS:

The CONSULTANT firm will provide a team of individuals that will be technically qualified and cost effective. For safety reasons, all site visits will be done with at least a two person team. The CONSULTANT must staff the project with the number of teams necessary to complete the project in the allotted time. The requirements listed below are in additional to the prequalification requirements.

A. Project Manager

The CONSULTANT will provide a Project Manager who will be responsible for overall coordination of the project and all administrative aspects of the project such as invoice preparation. The CONSULTANT PM will coordinate the daily activities of all project members and will be the primary contact with MDOT's Project Manager. The Project Manager may also act as a QA Engineer or Staff Assisting the QA Engineer if they meet the those requirements.

The following are the minimum qualifications for this position:

1. Professional registration as an engineer or structural engineer, licensed to practice in the State of Michigan.

2. Five years of documented experience in project supervision.

3. A thorough understanding of the National Bridge Inspection Program and the National Bridge Inspection Standards.

4. Documented skills in technical writing.

Only one manager level position will be allowed and paid for on this project.

B. QA Engineers

The CONSULTANT will provide an engineer(s) to lead the QA team(s) in the various tasks in the bridge owner's office and during the field reviews. They will perform the tasks described below and sign the review forms and final report.

The following are the minimum qualifications for this position:

1. Professional registration as an engineer or structural engineer, licensed to practice in the State of Michigan.

2. Seven years of documented experience of bridge safety inspection per the National Bridge Inspection Program and the National Bridge Inspection Standards.

3. Meet all the experience and training requirements in the NBIS to be a "Team Leader".

4. Documented training of at least 3 out of 4 items below:
    a. Fractural Critical Inspection Techniques for steel Bridges (NHI-130078)
    b. Stream Stability and Scour at Highway Bridges for Bridge Inspectors (NHI-135047)
    c. Plan of Action (POA) for Scour Critical Bridges (NHI-135085)
    d. Underwater Bridge Inspection (NHI-130091)

5. Documented experience with the following:
    a. Fatigue Sensitive Details
    b. Creating Scour Action Plans
    c. Load Rating Michigan Bridges
    d. MBIS/MBRS Applications

C. Staff Assisting QA Engineer(s)

The re-inspection of some bridges will require field work at the bridge site and will require a two person team for safety. This position will support and assist all activities in the QA review working with the QA Engineer both office and field work.

The CONSULTANT must have administrative and clerical support necessary to efficiently process the reports and support the project.

DESCRIPTION OF THE WORK

To complete bridge inspection quality assurance activities on agencies that have been delegated the responsibilities as a bridge owner. Bridge Owners include MDOT, Counties, Cities, and Villages.

The outcome of this program is the improvement of the bridge inspection program for the enhancement of the safety of the motoring public and better evaluation of Michigan's Highway bridges. The expectation of all parties is that no human endeavor is perfect and that improvement is beneficial to the bridge owner and therefore to all users. This is not an audit and there is no element of surprise in the QA visits. The unit being reviewed, and the bridge owner, will be advised of the visit ahead of time and will be encouraged to be prepared for it.

Communication is necessary to get the most value out of this process and to efficiently complete the tasks. The first presumption of the QA team will be that the Owner and Inspector desire the best possible inspection process and that the input from this QA process is given in that spirit. The QA team will work with bridge owners and their inspectors. Any conflicts will be referred to the MDOT PM for resolution.

The CONSULTANT will be given a list of approximately 35 local agencies, including a mixture of about 8 counties and 27 cities & municipalities, and one MDOT region to review. The number and size of the agencies may be adjusted by MDOT PM as necessary and depending on budget and schedule.

For quality assurance, the MDOT Project Manager will from time to time, attend the field reviews conducted by the CONSULTANT. Also as part of QA, the first three reviews will be completed and submitted to MDOT PM one week ahead of the progress meeting. The documents will be reviewed for accuracy and completeness. All subsequent reports will incorporate the findings of this review.

The Federal Highway Administration, Michigan Division may also observe the review process and comment.

A. Preliminary Activities

1. Project Initiation Meeting

   The CONSULTANT QA Team and the MDOT PM will meet to coordinate the development of the tasks noted below and to develop time fames for presenting this work.

2. Establish a work plan.

   The work must be organized in a fashion to minimize travel and account for the post review report development and closeout meeting with the bridge owner. The amount of time spent at each unit will be a function of the size of their network and the QC procedures used by the bridge owner.

The CONSULTANT will provide the MDOT PM with a work plan that has the following:

a. Gant chart showing all of the site visits and travel requirements.
b. A list of the random selected structures for each unit and the network information for each bridge owner.
c. Typical meeting agenda (see report forms)

3. Review bridge owners network data from the Michigan Bridge Reporting System (MBRS)

The CONSULTANT will be assigned access to MBRS to obtain a list of the structures for each unit's network with pertinent details about condition, material type & size. The CONSULTANT will identify the types of structures each unit has (long span, complex, etc). See "Field Visit" below for the minimum items to list (§VII-C-3-b). Analyze this information for consistency, accuracy, adherence to the bridge rating guidelines, and relationship to the load rating. Reports that are inconsistent will be candidates for further review during the field visit.

4. Contact the bridge Owners and set dates for the site visit.

The CONSULTANT will work with the MDOT PM to develop a standardized letter to be sent to be sent to the bridge owners. The CONSULTANT will send this letter and follow up with a phone contact to schedule a meeting date and time. Two weeks ahead of the meeting, an email will be sent to verify the meeting and to request confirmation. Contact information for the bridge owners will be provided by the MDOT PM.

There may be some concern on the part of the owner about coordinating with their CONSULTANT / inspector so that they can be in attendance for the review. While it is preferable to have the inspector there for the meetings, it is not required. The bridge owner can convey the information from the review to the inspector at a latter date.

If the agency cannot, or refuses to schedule an appointment that reasonability fits with the work, the CONSULTANT will contact the MDOT PM.

5. Identify the QC procedures used by the bridge owner.

Contact the bridge Owner and determine the QC procedure used by either the Bridge Owner and/or the inspection firm. If there is no QC being performed by the unit, the CONSULTANT will do the QC procedures in lieu of the QA procedures. QC procedures may take longer to complete and to accurately estimate the time needed at each visit the CONSULTANT will need to determine which task will be performed (QA or QC) with each unit.

6. Preliminary Activity Review

The CONSULTANT QA team will review the information gathered in the preliminary tasks above and will notify the MDOT PM of any potential problems. The CONSULTANT will provide a hard copy of the inspection data matrix for each agency and this will be reviewed and judged as needing a QA review or a QC review. The CONSULTANT will make changes to the work plan as agreed to in this meeting and provide a revised copy to the MDOT PM.

B. Field Visits

The CONSULTANT QA engineer will travel to the bridge owner's office to meet with the bridge owner and their inspectors/consultant to discuss the details of the visit. During this visit the CONSULTANT QA team will review the bridge files and QC documentation. The CONSULTANT will visit selected bridges to verify the inspection or QC process.

The CONSULTANT QA engineer will work with the MDOT PM to create Standardized forms to be use during the reviews. These forms will be completed by the CONSULTANT on site to document the review details in a systemic way.

It is the Bridge Owner's choice to include their inspector/consultant during this review. If necessary, a list of questions or a request for additional information can be left with the Bridge Owner for the inspector of record to respond at a later date.

The review procedures are different for quality control versus quality assurance and it is not possible to do QA if QC has not been done. The QC process evaluates and re-inspects a higher percentage of the network than is done in the QA process and can be expected to take longer. **The CONSULTANT will do QA or QC, <u>but not both</u>.**

1. The CONSULTANT will conduct meetings with bridge owner and the owner's consultant / inspector.

    a. Initial meeting agenda items
        (i) Review the QA/QC process.
        (ii) Review network data.
        (iii) Determine who does the inspections (in-house / consultant)
        (iv) Determine who does load ratings (in-house / consultant)
        (v) Determine what QC activities are being performed by the unit.

    b. Closeout meeting agenda items
        (vi) Review process findings
        (vii) Turn over QA or QC file to Owner

    c. Using the agenda, compile hand written meeting notes, including comments from the bridge owner and the inspector. Leave copy with owner.

If it is determined that the unit is conducting regular quality control tasks the CONSULTANT QA Engineer will decide if the QC activities are sufficient and proceed with the work below accordingly.

"Routine Inspections" must be preformed by a "Qualified Team Leader" as defined by the NBIS. If it is determined that the previous inspection work was not done by a QTL, the CONSULTANT will contact the MDOT PM.

2. Quality Assurance / Quality Control Review Process

The CONSULTANT will compile the quality control information from the bridge owner and review it for effectiveness. The activities and the tasks associated with quality control will be dependent on factors relating to the network such as size, condition state, and complexity. The CONSULTANT QA Engineer will develop an opinion of the quality control procedures used by the unit and state the factors involved in reaching this opinion on the forms (Quality Assessment Report).

Some of the factors to take into account are:

a. Documentation of inspector and load rating engineer qualifications.
b. File and field verification of condition ratings and comments.
c. Checking the reports for a portion of the network for completeness and accuracy.
d. Check the load rating calculations / worksheets for quality control activities by the Owner or the owner's representative.
e. Inspection planning to insure appropriate resources and equipment to complete the inspections on time.
f. Completeness of the Bridge File

If in general, the unit is performing quality control but is overlooking some of the tasks, record the exceptions of the QA forms and proceed with the quality assurance review. If it is clear that quality control is not being performed, proceed to the quality control review.

Select a sample of bridges from the unit's network for review to examine the files, and perform a standard "Routine" inspection for NBI items only. The sample size will be determined as 10% of the total number of structures within the Bridge Owner's inventory with a minimum of (1) and a maximum of (5).

Using the network information from MBRS, select structures for re-inspection that have the following characteristics:

- Different material and structure types (Steel, Conc., Fracture Critical, etc)
- At least one poor structure, if applicable
- Different inspectors if more than one has inspected bridges for the unit.

Compare ratings and comments of the structure and compare with previous inspection reports. Give consideration to deterioration occurring since the last inspection.

Compile the information and forms from the review for the bridge owner's QA/QC file.

3. Quality Control Reviews

If the unit being reviewed has a quality control process that is effective in the opinion of the QA engineer, the work in this section will not be performed. If however the unit is not performing quality control, the QA Team will compile a QC file and complete the following quality control tasks:

a. Verify inspector and load rating engineer credentials.
b. Obtain a list of pertinent information relating to the bridge inspection process from MBRS that includes at least the following:

Bridge Number	SI&A #48, Max Span Length
Inspector Name	SI&A #58 and Comments
Inspection Date	SI&A #59 and Comments
Inspection Frequency	SI&A #60 and Comments
Year Built	SI&A #92 and dates
Br. Type	SI&A #41
SI&A #113 Scour Eval	SI&A #64-F & 64-M
	SI&A #66

c. Review this output for completeness, consistency and, adherence to the inspection guidelines. Document the areas where there is a problem with the information.
d. Based on the analysis above, select 10% of the bridge files in the network (minimum of 1) and review the files for the items listed on the bridge file review form but as a minimum:
    - BSIR
    - SI&A
    - CoRe Elements* (if collected by the unit)
    - Work Recommendations
    - Load Rating Calculations / Worksheet
    - Other items as described in AASHTO Manual for the Condition Evaluation of Bridges, Chapter 2 – Bridge File Record the items that are missing.

      *CoRe elements are required for MDOT owned bridges and are optional for local agencies.
e. Select 5% of the network completing a field review to "Routine Inspection" standards. These structures can be from those files that were reviewed above or they can be a different subset. Factors to consider in the selection of the structures for re-inspection should include:
    - Select a mixture of structure types.

- At least one "POOR" structure.
- At least one for each inspector.
- Include a culvert if they make up a considerable percentage (over 20%) of the network.

If there appears to be a systemic problem in the reports completed by a particular inspector, document the circumstance and review the network through MBRS to determine if other structures need to be re-inspected. Contact the MDOT PM to discuss the findings.

Compile the information and forms from the review and construct the QA/QC file for the bridge owner.

All field work must be done by a two person team for safety purposes.

4. Standardized Forms

The following forms have been developed for various steps in the review process and will be used by the consultant. The intent is to keep the process uniform and consistent, as well as streamline the procedure to enhance efficiency.

a. Initial Introduction Letter.
This is a letter from MDOT to the bridge owner introducing the consultant and explaining the bridge safety inspection QA/QC process reviews. The CONSULTANT is responsible for sending these letters on MDOT's behalf.

b. Initial Meeting Agenda
Standardized meeting agenda to explain the review process and capture the owner's responses to QC questions. Handwritten copy will be left with the bridge owner.

c. Closeout Meeting Agenda
Standardized meeting agenda to explain and document the findings of the review to the bridge owner. List the reference material left with the owner or inspector. Handwritten copy will be left with the bridge owner.

d. Bridge Owners Feedback Form
This form will be given to the bridge owner at the conclusion of the review to allow comment directly back to MDOT.

e. Quality Assessment Report
This is a checklist of items to cover and capture evaluation of the unit's quality control.

C. Summary & Final Report

The CONSULTANT QA Team will develop a final report compiling information from the agency reviews and analyzing these findings for patterns of consistent problems. This report will have at least the following information:

1. Narrative of the process

2. Summary of each unit indicating at least:
    - Basic network information
    - QC activities in that unit
    - QC recommendations to the Owner
    - All major faults

3. Field visit meeting notes

4. Copies of the QA/QC forms from each unit

This report will offer suggestions to assist the department in improving the program.

The CONSULTANT will provide a draft of this report for approval of the MDOT PM prior to finalizing the report. The report will be written to compare previous findings and to analyze the effectiveness in the QC and QA programs.

Two (2) copies of this report bound by a 3-ring binder will be provided to MDOT and a CD with all documents in MS Word or Excel.

D. Meetings

Several meetings will be necessary with MDOT and appropriate CONSULTANT staff during the course of the project. The location and time of the meetings will be established with as much notice as possible and an agenda provided by the CONSULTANT to all participants. The CONSULTANT will be responsible for all meeting minutes and will distribute them no later than one week after the meeting.

1. Project Kick-Off Meeting Location: MDOT Operations Field Services

2. Progress Meetings: Monthly (Some may be done by Conference Call)

Additional meetings will be held with the units being reviewed. See below.

E. Cost Tracking

A proportional share of the cost of this work will be borne by the local agencies reviewed. In order to facilitate the record keeping for this, the consultant will keep track of the hours, expenditures and costs of personnel actively engaged in the work with the given agency on a template spread sheet provided by MDOT. This will be in alignment with, and cross-checked with, the break down in the Priced Proposal. Contact the MDOT PM with any questions regarding how a specific task should be tracked.

F. Equipment

The CONSULTANT will be responsible for providing all the necessary inspection equipment. Listed below are some of the items that CONSULTANT will want to consider for inclusion in their proposal.

- All MIOSHA requirements for personal safety equipment. Hard hats, safety shoes, safety glasses, and safety vests must be worn in the field on site at all times.
- Vehicle equipped with high visibility lighting to transport personnel and inspection equipment to the site.
- Laptop
- Digital Camera
- All hand tools and inspection equipment will be provided by the CONSULTANT.
- Cell Phones.

The CONSULTANT'S QA Engineer is required to have the use of a cell phone during the duration of the project.

Purchase or rental of all the above equipment will not be considered for payment on this project. The CONSULTANT will retain all of this equipment and depreciation of any of this equipment for its use on the project will be considered as part of the CONSULTANT's overhead.

Under Bridge Inspection and Aerial Lift trucks will not be needed to perform the work.

G. Confidentially and Conflict of Interest Clause

The information obtained in this scope is confidential to the unit being reviewed and MDOT. The CONSULTANT firm and all their employees are restricted from releasing any information obtained under the contract to anyone other than the Unit being review and MDOT. Failure on the part of the CONSULTANT firm to maintain security of the records could result in legal penalties.

It is recognized that the CONSULTANT firm must be doing inspection in the state in order to meet the experience requirements to be pre-qualified in the "Bridge Safety Inspection" category. However, the QA Engineer cannot perform QA on a unit for which that they have done the most recent inspection. The CONSULTANT must notify the MDOT Project Manager of any unit that is on the list that may invoke this conflict of interest. The Units affected will be replaced with another without the conflict and the project estimate adjusted accordingly.

H. Maintenance of Traffic

All field work will be performed to "Routine Inspection" standards and traffic control will be limited to that necessary for short duration parking on the shoulder of the road.

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.

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.

APPLICABILITY & STANDARDS

This work is focused on the National Bridge Inspection Program and the bridges that qualify under that program.

Applicable standards / guides are:

- National Bridge Inspection Standards, 23-CFR-650
- NHI Bridge Inspection Reference Manual (2012 BIRM)
- FHWA Recording and Coding Guide for SI&A of the Nations Bridges
- AASHTO Manual for the Bridge Evaluation
- AASHTO CoRe Element Guide
- Michigan SI&A Coding Guide
- MDOT Bridge Inspection Rating Guides
- MDOT Bridge Inspection Frequency Guidelines
- MDOT Bridge Analysis Guide (2009)
- MDOT Pontis Bridge Inspection Manual (2009)