

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

	REQUISITION NUMBER	DUE DATE	TIME DUE
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	
DESCRIPTION			
MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED GRAY SHADING = OPTIONAL Check the appropriate Tier in the box below		CONSULTANT: Provide only checked items below in proposal	
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input type="checkbox"/> TIER II (\$100,000-\$250,000)	<input type="checkbox"/> TIER III (>\$250,000)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site p=inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	<input type="checkbox"/>	Presentation
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) (No Resumes)	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes. Resumes limited to 2 pages per key staff personnel.

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 _____

<input type="checkbox"/> Prequalified Services – See page ____ 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 is required with Proposal for firms not currently prequalified with MDOT
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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 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

**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**
Zilwaukee Bridge Structural Analysis

CONTROL SECTIONS: 73112

JOB NUMBER: 117562

PROJECT LOCATION: I-75 over the Saginaw River and GTW RR

PROJECT DESCRIPTION:

This scope of service is to perform structural analysis on the NB and SB mainline structures of I-75 over the Saginaw River (here on referred to as the Zilwaukee Bridge) and I-75 SB Ramp H (here on referred to Ramp H) in conformance with National Bridge Inspection Standards (NBIS) and MDOT policies and procedures. This includes both the longitudinal and transverse strength and service limit state analyses, and principle tension checks.

The Zilwaukee Bridge consists of side by side single cell, post-tensioned precast segmental box girders erected by balanced cantilever method, with most segments being placed using a launching gantry. The segments are variable depth, and were match cast in a casting facility using the short line method, and steam cured. An epoxy bonding agent along with high tensile strength steel cantilever and continuity tendons post-tensioned into anchor blisters were used to join the segments during construction. The northbound structure (B03-1 of 73112) is 8,066 feet long, and the southbound structure (B03-2 of 73112) is 8,090 feet long, with maximum span lengths of 392 feet. 1592 segments make up both spans.

Ramp H (B03-8 of 73112) is a single-cell post-tensioned box girder erected by cast-in-place construction on falsework. The structure is 405 feet long, with a maximum span length of 243 feet.

The mainline box girders are transversely post-tensioned; **Ramp H is not**. A latex modified concrete overlay was placed on the decks after the segments were erected.

Pier segments contain a large number of cantilever tendons that originate close to the top flange, and web-flange interface, then drape downward into successive segments in the cantilever. These are used to control tensile stresses due to negative moment during erection, and handle the live load tensile stresses as well. Cantilever tendons are symmetric about the pier segment, and terminate at the individual segments heading towards midspan.

Midspan segments contain continuity tendons located in the bottom flange and drape upward into successive segments heading towards the piers. These are used to control tensile stresses due to positive moment during erection, and handle the live load tensile stresses as well.

Continuity tendons are symmetric about the cast in place closure pour at the midspan of each span, and terminate at the individual segments heading towards the intermediate supports.

The Michigan Department of Transportation (MDOT) is seeking professional services for load rating of the Zilwaukee Bridge and Ramp H, including calculating the Federal Inventory, Federal Operating, and Michigan Operating Load Ratings, Load Posting requirements and Overload Class. Should the initial rating determine that load posting or Overload Class reduction is necessary, more detailed analyses may be required including analyzing for maximum loading based on Weigh-In-Motion Data rather than notional or legal loads. Services will be required as directed by the MDOT Project Engineer Manager; durations of time will be established at the time of request.

ANTICIPATED PROJECT START DATE: June, 2013

ANTICIPATED PROJECT COMPLETION DATE: December, 2014

PRIMARY PREQUALIFICATION CLASSIFICATION:

N/A

SECONDARY PREQUALIFICATION CLASSIFICATION:

N/A

DBE REQUIREMENT: N/A

PREFERRED QUALIFICATION CRITERIA

Consultants seeking to perform services must describe the firm's experience on projects of similar scope and complexity and provide a brief narrative describing why they are "best qualified" to perform the services outlined in this RFP.

State the firm's experience/past performance within the last 10 years, in the design and/or load rating analysis of precast or cast-in-place prestressed concrete segmental bridges. A minimum of 5 projects must be included. For each project, include:

- Service start & completion dates
- Description of the work performed
- Name and phone number of the client representative
- List of current employees involved

Include resumes for all key personnel that will be involved with the project. In addition to staff that demonstrates experience with the above noted projects, the CONSULTANT Project Manager for the team must have the following qualifications:

- Bachelor's Degree in Civil Engineering
- 10 years of experience in bridge design and/or load rating analysis
- State of Michigan Professional Engineer's License
- Knowledge and experience with MDOT and AASHTO load rating specifications

MDOT PROJECT ENGINEER MANAGER:

Bradley M. Wagner, Load Rating Program Manager
Design Division
Secondary Complex
8885 Ricks Road
P.O. Box 30049
Lansing, MI 48909
Phone: (517)-322-1186
Fax: (517)-322-5664
Email: wagnerb@michigan.gov

REQUIRED GUIDELINES AND STANDARDS:

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards (i.e., AASHTO Manual for Bridge Evaluation, AASHTO Standard Specifications for Highway Bridges, AASHTO LRFD Bridge Design Specifications, MDOT Bridge Analysis Guide, etc.).

The CONSULTANT may also reference a publication developed by the Florida Department of Transportation, entitled New Directions for Florida's Post-Tensioned Bridges: Volume 10A Load Rating Post-Tensioned Concrete Segmental Bridges.

GENERAL INFORMATION:

The Zilwaukee Bridge will be under construction starting in April 2013 under a separate contract. The scope of work in the construction contract includes hinge, pier and abutment bearing replacement, latex modified overlay repairs, barrier repairs and electrical work. The CONSULTANT selected for this Request for Proposal will be responsible for load rating the structure based on the modifications as shown on the project drawings. Several pier segments will receive additional concrete and transverse post tensioning to distribute jacking stresses; this modified condition must be taken into account during analysis.

Any contribution the bearing replacement may have on the longitudinal shear and moment analysis must also be taken into account.

A BD2 model has been previously built for this bridge taking into account segment erection dates, segment material properties, erection methods, and stressing records of the cantilever and continuity tendons. The CONSULTANT will receive a copy of this model for review and inclusion into the final analysis.

The NBIS requires the analysis of all highway bridges to determine load capacity. FHWA requires that analyses use the Load Factor or Load and Resistance Factor methods for Federal Inventory Rating and Federal Operating Rating (see FHWA memo <http://www.fhwa.dot.gov/bridge/nbis/103006.cfm>). MDOT requires that bridges be analyzed for ability to carry Michigan legal loads and overloads, and this analysis may be done using any accepted methodology (Load Factor, Allowable Stress, or Load and Resistance Factor) in accordance with the 2005 MDOT Bridge Analysis Guide with Interims and applicable MDOT Bridge Advisories.

CONSULTANT RESPONSIBILITIES:

Complete the load rating analysis of the Zilwaukee Bridge and Ramp H. Requirements include, but are not limited to the following:

- A. Communications/Meetings
 - a. The CONSULTANT shall meet with the MDOT Project Engineer Manager at the Project Kick-off Meeting to review the project, location of data sources and contact persons, and review relevant MDOT operations.
 - b. The Project Kick-off Meeting will be held in Lansing within one week of Notice to Proceed.
 - c. The CONSULTANT shall review and clarify project issues, data needs and availability, and the sequence of events and team meetings that are essential to complete the bridge load ratings by the project completion date prior to starting work.
 - d. The CONSULTANT shall attend any project-related meetings as necessary and as directed by the MDOT Project Engineer Manager.
 - e. The CONSULTANT representative shall record and submit type-written minutes for all project related meetings to the MDOT Project Engineer Manager within two weeks of each meeting. The CONSULTANT shall also distribute the minutes to all meeting attendees.
 - f. The MDOT Project Engineer Manager shall be the official MDOT contact person for the CONSULTANT **and shall be made aware of all communications regarding this project**. The CONSULTANT must either address or send a copy of all correspondence to the MDOT Project Engineer Manager. This includes all Subcontractor correspondence, and verbal contact records.
 - g. On the first of each month, the CONSULTANT Project Manager shall submit a monthly project progress report to the MDOT Project Engineer Manager. The monthly progress report shall follow the guidelines in Attachment A. The monthly progress report may be submitted electronically.
 - h. The CONSULTANT will be responsible for obtaining the following:
 - i. AASHTO Manual for Bridge Evaluation, 2nd Edition with Interims
 - ii. AASHTO Standard Specifications for Highway Bridges, 2002 Edition with Interims
 - iii. AASHTO LRFD Bridge Design Specifications, 2012 Edition with Interims
 - iv. Adobe Acrobat Software
 - v. Any other publications that may be necessary references for the analyses
- B. The CONSULTANT shall compare the BSIR and SI&A forms to the provided plans for consistency. Inconsistencies shall be reported to the MDOT Project Engineer Manager prior to computing the load rating. The MDOT Project Engineer will locate incomplete plan sets and missing required information. Determination of significant deterioration should be reviewed with the MDOT Project Engineer Manager prior to performing the analysis.

- C. The CONSULTANT shall provide a detailed work plan for approval by the MDOT Project Engineer Manager prior to performing the load rating analysis. This plan shall include, but is not limited to the following:
- a. Analysis criteria including applicable codes, references, etc.
 - b. Description of steps, methods, and software to be utilized for the analysis
 - c. Understanding of the history of the bridge and anticipated impacts on the analysis
 - d. Complete schedule for the project broken down by span and applicable project milestones
- D. The CONSULTANT shall perform the longitudinal and transverse moment and shear strength and service limit state analyses and principal tension checks for the Zilwaukee Bridge and Ramp H. The following ratings shall be computed:
- a. The Inventory Rating (NBI Item 66)
 - b. The Federal Operating Rating (NBI Item 64)
 - c. The Michigan Operating Rating (MDOT Item 64M), in Rating Factor - This rating shall be computed using truck selection and distribution factors from the 2005 MDOT Bridge Analysis Guide with Interims for LFR and as per MDOT Research Report R-1511 for LRFR.
 - d. The Michigan Overload Class (MDOT Items 193) including the S, R or unrestricted flag. This class is determined according to the Michigan Structure Inventory and Appraisal Guide and as follows:
 - i. Analyze the bridge for 20 trucks (Michigan Overload Truck 01-20 Class A. If the Rating Factor for each of these trucks is >1 , then the bridge is Class A and steps ii and iii may be skipped. There is some room for engineering judgment, if only 1 or 2 of the trucks do not pass for Class A and the rating factor for each of them is > 0.97 , then the bridge may be classified as Class A.
 - ii. If the bridge does not pass for Class A, then the bridge shall be analyzed for Class B trucks (Michigan Overload Truck 01-20 Class B). It is only necessary to analyze those vehicles where the rating factor for Class A was < 1 . There is some room for engineering judgment, if only 1 or 2 of the trucks do not pass for Class B and the rating factor for each of them is > 0.97 , then the bridge may be classified as Class B.
 - iii. If the bridge does not pass for Class B, then the bridge shall be analyzed for Class C trucks (Michigan Overload Truck 01-20 Class C). It is only necessary to analyze those vehicles where the rating factor for Class B was < 1 . There is some room for engineering judgment, if only 1 or 2 of the trucks do not pass for Class C and the rating factor for each of them is > 0.97 , then the bridge may be classified as Class C.
 - iv. If the bridge cannot pass for Class C, even allowing for engineering judgment, then the bridge will be classified as Class D. The bridge should be analyzed for the maximum axle loads allowed for each Overload Truck configuration, and this information should be given to the MDOT Project Engineer Manager immediately and included in the final submittal.

- e. Based on (a thru d) above, the CONSULTANT will recommend the correct coding for the following:
 - i. Structure Open, Posted, or Closed (NBI Item 41)
 - ii. Bridge Posting (NBI Item 70)
 - iii. Operating Rating Method (NBI Item 63)
 - iv. Michigan Operating Rating Method (NBI Item 64MB)
 - v. Inventory Rating Method (NBI Item 65)

- E. The CONSULTANT shall notify the MDOT Project Engineer Manager immediately if the structure requires reductions to the load posting or Overload Classification identified on the SI&A form. After MDOT Project Engineer Manager review, the MDOT Project Engineer Manager may ask the CONSULTANT to develop detailed explanations for any elements of the structures that cause a change to load posting or Overload Class status, including an analysis based on loading as measured by Weigh-In-Motion data in lieu of notional loads as recommended by MDOT Research Project OR010-042 (Projected completion December 2013). If the structure requires posting or Overload Class reduction, the MDOT Project Engineer Manager may ask the CONSULTANT to prepare strengthening or repair recommendations as appropriate.

- F. Quality Assurance and Quality Control should occur as per the CONSULTANT's QA/QC Plan.

- G. The CONSULTANT shall deliver a printed copy of a final report of findings for the load rating analysis including the following:
 - a. A complete description of the analysis including the analysis criteria, methods, and software used.
 - b. A table including ratings for all bridge elements at all applicable limit states as well as a summary of the controlling values for each bridge.
 - c. Assumption Sheet for each bridge (see Attachment B) - Any assumptions made in the analysis (material properties, section losses, etc.) shall be listed. This sheet will be given as a fillable pdf file. Non-redundant or fracture critical elements should be identified on the assumption sheet.
 - d. Any hand calculations, spreadsheets, etc. used to determine software input. If formulas are hidden, a brief description of the procedure should be included. Where possible, this information shall be printed as a *.pdf from the program used rather than scanned. Scanned images will be accepted as *.pdf when necessary.
 - e. Summary of software program input and output.
 - f. A completed Bridge Analysis Summary Form (see Attachment C) - MDOT will complete the "Database Updated By" field after the CONSULTANT's submittal. This sheet will be given as a fillable pdf file. This sheet shall be marked with the CONSULTANT's logo. Non-redundant or fracture critical elements should be identified on the summary sheet.

The above printed information shall be submitted together, shall be non-permanently spiral bound.

- H. The CONSULTANT shall deliver the following electronic information to MDOT for each bridge analyzed:
- a. PDF of all items detailed above in Item G.
 - b. Working versions of any spreadsheets, etc. used to conduct the analysis
 - c. Software input and output files
 - d. Intermediate calculations as directed by the MDOT Project Engineer Manager.

The above electronic material shall be submitted on a DVD. All files for a structure shall be located in a folder bearing the structure number.

MDOT RESPONSIBILITIES:

- A. Schedule and/or conduct the following:
 - a. Project related meetings/site visits/conference calls
 - b. Review of all submittals

- B. Provide the following:
 - a. Structure Inventory and Appraisal (SI&A) form
 - b. As Built Plans on CD in .tif format and/or hard copies of plans
 - c. Bridge Safety Inspection Reports (BSIR)
 - d. Detailed Bridge Inspection Reports, if applicable
 - e. Bridge Analysis Guide 2005 Edition with Interims
 - f. Bridge Analysis Assumption Form see Attachment B)
 - g. Bridge Analysis Summary Form (see Attachment C)
 - h. Bridge Design Guides and Manual
 - i. Michigan Structure Inventory and Appraisal Guide
 - j. Existing BD2 model of each structure.
 - k. Weigh-In-Motion Data, if applicable

- C. Make Project Assignments and Provide Deadlines as Needed.

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.

ATTACHMENT A

MONTHLY PROGRESS REPORTS

The first page of this attachment is the necessary layout of the Monthly progress reports and the last two pages are a completed example.

Control Section 00000
Job Number 00000C
Structure Number S00
Date 00/00/00

MONTHLY PROGRESS REPORT

- A. Work accomplished during the previous month.
- B. Anticipated work items for the upcoming month.
- C. Real or anticipated problems on the project.
- D. Update of previously approved detailed project schedule (attached), including explanations for any delays or changes.
- E. Items needed from MDOT.
- F. Copy of Verbal Contact Records for the period (attached).

SAMPLE

Control Section 00000
Job Number 0000000
Structure Number Various
Date 01/01/11

MONTHLY PROGRESS REPORT

- A. Work accomplished during the previous month.
1. During the last month we completed the bridge load rating analysis on the following 10 spans and submitted them to Thomas Nelson, Jr. on 05/01/95:

Spans 1 thru 5, NB
Spans 1 thru 5, SB
- B. Anticipated work items for the upcoming month.
1. Complete analysis for:
Spans 6 thru 10, NB
Spans 6 thru 10, SB
 2. Attend the meeting regarding the Ameritech lines on the bridge, scheduled for 08/12/95.
- C. Real or anticipated problems on the project.
1. We foresee no problems at this time.
- D. Update of previously approved detailed project schedule (attached), including explanations for any delays or changes.
1. Span 6, NB was moved to the top of the priority list due to current need as identified by Thomas Nelson, Jr. on 6/01/95.
- E. Items needed from MDOT.
1. Sheet 6 of As Builts.
- F. Copy of Verbal Contact Records for the period (attached).
1. Discussed bridge and ramp geometries with Tom Myers of MDOT Traffic and Safety Division on 07-24-95.

SAMPLE

Control Section 12345
Job Number 1111C
Structure Number S02
Date 07/31/95

VERBAL CONTACT RECORD

Joe Engineer talked to Tom Myers and decided to use a 0.05'/ft super on ramp A leading into the bridge.

ATTACHMENT B

BRIDGE ANALYSIS ASSUMPTIONS

Bridge ID: _____ Most recent BIR date:

Does rating consider field condition of members?: _____

Most Recent Year Constructed/Reconstructed*: _____

History of Work that impacts load rating: _____

Superstructure Component: Fy/fe': ____ / ____ ksi

Composite: Number of beams: _____ Shop Dwgs verified:

Size of Beams/Beam #'s and spans: _____

Deck thickness: ____ in Fy: ____ ksi fe': ____ ksi Deck Design load > H15:

Wearing surface material/thickness/unit weight: _____ / ____ in / _____ pcf

Barrier Type/weight: _____ / ____ plf (L) _____ / ____ plf (C) _____ / ____ plf (R)

Sidewalks or brush blocks width/thick: ____ / ____ in (L) ____ / ____ in (C) ____ / ____ in (R)

Clear roadway: ____ ft Design by LRFD: Rating Method:

Additional loads: _____

Unique factors that affect capacity: _____

* If the structure has been reconstructed, only include the information from previous constructions that is still relevant. Complete enough forms to identify all relevant information.

Analyzed By- Signature and Date _____

Checked By- Signature and Date _____

ATTACHMENT C

BRIDGE ANALYSIS SUMMARY

Bridge ID _____

The above structure was analyzed using:

Version or Other: _____

The analysis is based on field inspection dated: _____

The controlling component and failure mode are:

NEW INVENTORY CODING

NBI Item 63- Operating Rating Method	<input type="text"/>
NBI Item 64F- Federal Operating Rating	<input type="text"/> <input type="text"/>
MDOT Item 64MA- Michigan Operating Method	<input type="text"/>
MDOT Item 64MB- Michigan Operating Rating	<input type="text"/> <input type="text"/>
MDOT Item 64MC and D- Michigan Operating Truck	<input type="text"/> <input type="text"/>
NBI Item 65- Inventory Rating Method	<input type="text"/>
NBI Item 66- Federal Inventory Rating	<input type="text"/> <input type="text"/>
NBI Item 41- Open Posted Closed	<input type="text"/>
NBI Item 70- Bridge Posting	<input type="text"/>
NBI Item 141- Posted Loading	<input type="text"/> US Tons
MDOT Item 193A- Michigan Overload Class	<input type="text"/>
MDOT Item 193C- Overload Status	<input type="text"/>

Analyzed By- Signature and Date _____

Checked By- Signature and Date _____

Database Updated By- Initials and Date _____