

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 ** = OPTIONAL Check the appropriate Tier in the box below		CONSULTANT: Provide only checked items below in proposal	
<input type="checkbox"/> TIER I (\$50,000 - \$150,000)	<input type="checkbox"/> TIER II (\$150,000-\$1,000,000)	<input type="checkbox"/> TIER III (>\$1,000,000)	
<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

ENGINEERING SERVICES 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 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 selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected 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 Based Selection / 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.

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) with 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
DESIGN SERVICES**

CONTROL SECTION(S): 86000

JOB NUMBER(S): M00231

PROJECT LOCATION:

The project is located from five miles south of the Mackinac Bridge to five miles north of the Mackinac Bridge in Mackinaw City, Emmet County and St. Ignace, Mackinac County.

The project length is approximately 15 miles.

PROJECT DESCRIPTION:

Work involved in the design of the project consists of designing a Weigh-in-Motion (WIM) scale system for the Mackinac Bridge.

ANTICIPATED SERVICE START DATE: September 2013

ANTICIPATED SERVICE COMPLETION DATE: October 2014

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Intelligent Transportation Systems- Design and System Manager

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Roads and Streets (precautionary)

DBE REQUIREMENT: None

MDOT PROJECT ENGINEER MANAGER:

Kim Nowack, Chief Engineer
Mackinac Bridge Authority
N415 I-75
St. Ignace, MI 49781
Phone (906) 643-7600
Fax (906) 643-7668
E-mail nowackk@michigan.gov

REQUIRED MDOT GUIDELINES AND STANDARDS:

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards (i.e., Road Design Manual, Standard Plans, Published MDOT Design Advisories, Drainage Manual, Roadside Design Guide, A Policy on Geometric Design of Highways and Streets, Michigan Manual of Uniform Traffic Control Devices, etc.).

The Consultant is required to use the current MDOT1 workspace version of Bentley MicroStation for CADD applications and Bentley GEOPAK for road design. Consultant shall comply with all MDOT CADD standards and file naming conventions.

GENERAL INFORMATION:

The Consultant shall furnish all services and labor necessary to conduct and complete the services described herein. The Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), and check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work. The Services shall be performed to the satisfaction of the Department consistent with applicable professional standards. All applicable MDOT safety guidelines shall be followed, including, but not limited to utilization of the proper personal protective equipment when conducting field reviews.

The Consultant will notify the Project Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the Project Manager.

BRIDGE PROTECTIVE MEASURES:

See Exhibit 1 attached.

BACKGROUND:

The Mackinac Bridge currently has a WIM system in the toll plaza area. The toll plaza also contains a static scale. The existing WIM system will be replaced by a new WIM system that will be designed from this RFP. The existing WIM system collects and transfers data to the Mackinac Bridge Administration building. It is necessary to update the WIM system with a state of the art system that meets the needs of the Mackinac Bridge Authority in its effort to ensure vehicle loads are monitored. Up to three (3) new WIM locations will be investigated as part of this contract for possible inclusion in this project.

CONSULTANT RESPONSIBILITIES:

Complete the design of this project including, but not limited to, the following:

This scope is to provide design services to MDOT for the design of a new WIM scale system for the Mackinac Bridge. The consultant will be responsible to scope the project, refine locations of

equipment, provide necessary road survey information, provide design and specification of communications equipment that will be used to provide data from the scale locations to the MBA office, develop plans to 100% complete conforming to MDOT standard plans and specifications, develop a final design bid package and provide a construction cost estimate. Target a February 2014 letting with construction expected to begin in the spring of 2014.

The Consultant must adhere to all applicable OSHA and MIOSHA safety standards, including the appropriate traffic signs for the activities and conditions for this job and perform field operations in accordance with the Department's Personal Protective Equipment (PPE) policy as stated in the MDOT Guidance Document #10118.

The Consultant shall meet with the MBA Project Manager to review the project, location of data sources and contact persons, and review relevant MBA operations. 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 design by the project plan completion date. Attention shall be given to critical target dates that may require a large lead time, such as geotechnical requirements, ROW submittal dates, utility conflict resolution, local agency meetings, etc.

- A. Perform design surveys.
- B. Prepare required plans, typical cross-sections, details, and specifications required for design and construction.
- C. Incorporate into the design specifications contractor requirements to train MBA employees how to use the new WIM system and of any routine maintenance requirements.
- D. Compute and verify all plan quantities.
- E. Prepare staging plans and special provisions for maintaining traffic during construction.
- F. Provide solutions to any unique problems that may arise during the design of this project.
- G. The Consultant may be required to provide Design Services during the construction phase of this project. If Construction Assistance is required, then a separate authorization for those services will be issued.
- H. Maintain a Design Project Record which includes a history of significant events (changes, comments, etc.) which influenced the development of the plans, dates of submittals and receipt of information.
- I. The Consultant representative shall record and submit type-written minutes for all project related meetings to the MBA Project Manager

within two weeks of the meeting. The Consultant shall also distribute the minutes to all meeting attendees.

- J. The Consultant will provide to MBA at the scheduled submittal dates, electronic copies (in Adobe PDF format) of the required specifications and plan set materials for distribution by MBA for all reviews for this project.
- K. Attend any project-related meetings as directed by the MBA Project Manager.
- L. Attend information meetings (i.e., public hearings, open houses, etc.) with the public and public officials to assist in responding to concerns and questions. May require the preparation of displays such as maps, marked-up plans, etc.
- M. The MBA Project Manager shall be the official MBA 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 MBA Project Manager. This includes all Subcontractor correspondence and verbal contact records.
- N. The Consultant shall contact the MBA Project Manager whenever discoveries or design alternatives have the potential to require changes in the scope, limits, quantities, costs, or right-of-way of the project.

UTILITIES:

The Consultant shall be responsible for obtaining and showing on the plans the location and names of all existing utilities within the limits of the project. In the course of resolving utility conflicts, the Consultant shall make modifications to the plans or design details and provide assistance as directed by the MDOT Utility Permits Engineer and/or Project Manager. The Consultant shall attend any utility meetings called to ensure that the concerns are addressed on the plans involving utilities.

TRAFFIC CONTROL:

The Consultant shall be responsible for all traffic control required to perform the tasks as outlined in this Scope of Design Services. The exception to this is that traffic control in the immediate area of the toll plaza will be the responsibility of the MBA and will be coordinated with the MBA staff.

MONTHLY PROGRESS REPORT:

On the first of each month, the Consultant Project Manager shall submit a monthly project progress report to the Project Manager.

MDOT RESPONSIBILITIES:

- A. Schedule and/or conduct the following:
 - 1. Project related meetings
 - 2. Omissions/Errors/Check
 - 3. Utility Meetings
 - 4. Final Trnsport item cost estimates
- B. Furnish pertinent reference materials.
- C. Furnish old plans of the area, if available.
- D. Coordinate any necessary utility relocation.

DELIVERABLES:

The Consultant shall deliver all computer files associated with the project in their native format (spreadsheets, CADD files, GEOPAK files, Roadway Designer Templates etc.) on DVD, CD or uploaded to ProjectWise, as directed by the MBA Project Manager. All CADD/GEOPAK files shall be created and identified with standard MDOT file names. It is the Consultant's responsibility to obtain up to date MicroStation and GEOPAK seed/configuration files necessary to comply with MDOT's CADD standards which are published monthly to the MDOT website. Any CADD/GEOPAK files that do not conform to MDOT standards will be returned to the Consultant for correction at the Consultant's expense.

Proposal documents shall be submitted in their native format with standard naming conventions as well as combined into one Adobe PDF file in the sequence specified by MDOT. To provide text search capabilities the combined proposal shall be created by converting native electronic files to PDF. Scanning to PDF is discouraged except in instances where it is necessary to capture a legally signed document or if a hard copy version of a document is all that exists.

Plan sheets shall be printed to an Adobe PDF set in 11" x 17" format. For final Plan Turn-In, a title sheet shall be printed, signed, sealed, and then scanned for inclusion with the Adobe PDF set. The original title sheet shall be sent to the MBA Project Manager.

Stand Alone Proposal Estimator's Worksheet (SAPW) shall be used to generate the txt and csv files necessary for import into the Trns*port bid letting software. The SAPW files shall be transmitted electronically by the method specified by the MBA Project Manager.

The project removal, construction, and profile sheets will require a scale of **1"=80' or as approved by the Project Manager.**

All plans, special provisions, estimates, and other project related items shall meet all MDOT requirements and detailing practices (i.e., format, materials, symbols, patterns, and layout) or as

otherwise directed by the Project Manager. All plans, specifications, and other project related items are subject to review and approval by MDOT.

CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee:

Compensation for this project shall be on an **actual cost plus fixed fee** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor rates, applied overhead, other direct costs, subconsultant costs, and applied fixed fee.

All billings for services must be directed to the Department and follow the current guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's website. This document contains instructions and forms that must be followed and used for billing. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

Direct expenses, if applicable, will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

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.

For projects advertised May 1, 2013, or later, MDOT will pay overtime in accordance with MDOT's Overtime Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at http://www.michigan.gov/documents/mdot/Final_Overtime_Guidelines_05-01-13_420286_7.pdf?20130509081848. MDOT's overtime reimbursement policies are intended primarily for construction engineering work. Overtime reimbursement for all other types of work will be approved on a case by case basis.

For projects advertised May 1, 2013, or later, MDOT will reimburse the CONSULTANT for vehicle expenses and the costs of travel to and from project sites in accordance with MDOT's Travel and Vehicle Expense Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at [http://www.michigan.gov/documents/mdot/Final_Travel_Guidelines_05-01-](http://www.michigan.gov/documents/mdot/Final_Travel_Guidelines_05-01-13_420286_7.pdf?20130509081848)

[13_420289_7.pdf?20130509082418](#). MDOT's travel and vehicle expense reimbursement policies are intended primarily for construction engineering work. Reimbursement for travel to and from project sites and for vehicle expenses for all other types of work will be approved on a case by case basis

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

EXHIBIT 1

MACKINAC BRIDGE PROTECTIVE MEASURES

The following provisions address the intention to safeguard the Mackinac Bridge.

It is expected the CONSULTANT will disclose the provisions described below to its SUBCONSULTANT(S) and all prospective employees before the CONSULTANT presents any individual employee to the MBA as their personnel authorized to work on this Michigan Department of Transportation (MDOT) CONTACT.

The CONSULTANT and all personnel performing the work will be expected to fully comply with all provisions.

A CONFIDENTIALITY PROVISIONS

The CONSULTANT agrees that all information related to any work performed under this CONTRACT authorization, including, but not limited to, copies of plans, reports and/or other documents used or generated related to the work performed, is confidential. Any information provided by the Michigan Bridge Authority (MBA) or obtained by the CONSULTANT or its SUBCONSULTANT(S) relating to the work to be performed shall not be reproduced or distributed to any individuals without the express written approval of the Mackinac Bridge Authority Engineer (ENGINEER). The CONSULTANT agrees to maintain all information related to this project as confidential except any information that is required to be disclosed by court order.

Structural information concerning the Mackinac Bridge is exempt from disclosure under the Michigan Freedom of Information Act (FOIA) Act 442 of 1976, (15.2 MCL). Section 13 of the Act specifically exempts from disclosure information relating to bridges or documents related to the bridges as they are "public works" and "[r]ecords or information of measures designed to protect the security or safety of persons or property." Other exemptions may be applicable as well.

All original plans and/or documents related to any and all project work done under this authorization that is hereafter part of this Contract and all copies thereof shall be returned to the MBA when the projects are completed. The CONSULTANT agrees that all original plans and documents related to the projects and all copies thereof belong to the MBA. The CONSULTANT further agrees that it will not make copies of any plans or documents related to the projects without the prior written consent of the ENGINEER. All documents prepared by the CONSULTANT including tracings, drawings, estimates, specifications, field notes, investigative studies, and other relevant documents, are the property of the MBA and will not be furnished to any other party without the prior written permission of the ENGINEER.

The CONSULTANT agrees that if the CONSULTANT or its SUBCONSULTANT(S) violates

the confidentiality provisions of this authorization the CONSULTANT will be financially responsible for consequential damages, including, but not limited to, the costs associated with assessing the potential threat and providing additional security systems to the Mackinac Bridge.

A violation of these CONFIDENTIALITY PROVISIONS shall be considered a breach of this authorization and this Contract. MDOT may, in its sole discretion, terminate this authorization and the Contract for any breach of these CONFIDENTIALITY PROVISIONS.

B. EQUIPMENT INSPECTION PROVISIONS

The ENGINEER may refuse to allow the CONSULTANT or its SUBCONSULTANT to use equipment brought to the Mackinac Bridge due to security concerns. Equipment brought to the Mackinac Bridge for use by the CONSULTANT or its SUBCONSULTANT(S) will be made available and subject to inspection by the ENGINEER or a duly designated inspection agent prior to its use or at any time while onsite.

A violation of this EQUIPMENT INSPECTION PROVISION shall be considered a breach of this authorization and this Contract. MDOT may, in its sole discretion, terminate this authorization and the Contract if the EQUIPMENT INSPECTION PROVISIONS are not met by the CONSULTANT or its SUBCONSULTANT(S).

C PERSONNEL SPECIAL SECURITY PROVISIONS

The CONSULTANT agrees to initially submit a complete list to the ENGINEER at the pre-inspection meeting that identifies all personnel and their SUBCONSULTANT(S) personnel that will have access to the documents discussed above and any information that is produced as a result of the work that they will perform. The list shall include, at a minimum, each identified person's full name, driver's license or identification number, social security number, place and date of birth. A current photograph from a valid identification document must also be provided for each person identified on the list. The list with accompanied photograph shall be updated if personnel are added or dropped from the workforce.

The CONSULTANT shall also provide, at or before the pre-inspection meeting, criminal background checks of all personnel that they indicate will perform work at any time under this contract authorization.

Requests for such additional background checks may be initiated by the ENGINEER at any time. The CONSULTANT expressly recognizes and agrees to cooperate, if the ENGINEER, in its sole discretion, desires to conduct an investigation concerning the eligibility of any personnel identified to perform work on this project. Such investigations may include Michigan State Police Background checks (ICHAT OR LEIN) and may include the National Crime Information Center (NCIC) Finger Prints. The personnel that are identified and listed may be required to complete and submit an RI-8 Fingerprint Card for the NCIC Finger Print Checks. Any personnel, if requested, that refuses or fails to submit an RI-8 Fingerprint Card for the NCIC Finger Print Checks must be replaced with personnel acceptable to the ENGINEER.

Only personnel with satisfactory criminal background checks that are acceptable to the ENGINEER will be authorized to perform work under this contract authorization.

The identity of all personnel working at the bridge will be subject to verification by the ENGINEER or a duly designated verification agent at the start of each workday. Off-site personnel are subject to verification by the ENGINEER or a duly designated verification agent at any time. Personnel that are not verified will not be permitted access to the bridge or the documents discussed above.

The CONSULTANT remains fully responsible for providing employees that will be able to obtain and maintain acceptable security checks and achieve verification that satisfy the MBA. The CONSULTANT shall not be entitled to extensions of time while suitable replacements are obtained.

A violation of these PERSONNEL SPECIAL SECURITY PROVISIONS shall be considered a breach of this authorization and this Contract. MDOT may, in its sole discretion, terminate this authorization and the Contract for any breach of these PERSONNEL SPECIAL SECURITY PROVISIONS.

D. STATE OF MICHIGAN'S IT POLICY PROVISION

All personnel employed by the CONSULTANT and its SUBCONSULTANT(S) must agree to and comply with the State of Michigan's IT resource acceptable use policy if accepted as personnel authorized to work on this Contract.

A violation of these STATE OF MICHIGAN'S IT POLICY PROVISION shall be considered a breach of this authorization and this Contract. MDOT may, in its sole discretion, terminate this authorization and the Contract for any breach of these STATE OF MICHIGAN'S IT POLICY PROVISION.