

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 _____

Prequalified Services – See 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 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
INTELLIGENT TRANSPORTATION SYSTEMS
System Manager**

CONTROL SECTION: 77023

JOB NUMBER: 110937A

PROJECT LOCATION: St. Clair County

DESCRIPTION OF WORK:

ITS installation on I-69 from west of M-19 to I-94
In coordination with the I-69 Reconstruction project JN 80912, Eastbound I-69 from west of M-19 to east of Taylor Road.

ANTICIPATED SERVICE START DATE: February 15, 2015

ANTICIPATED SERVICE COMPLETION DATE: December 31, 2016

PRIMARY PREQUALIFICATION CLASSIFICATION:
Intelligent Transportation Systems – Design and System Manager

SECONDARY PREQUALIFICATION CLASSIFICATION:
None

DBE REQUIREMENT: 0%

ESTIMATED ITS CONSTRUCTION COST: \$3,455,000

MDOT PROJECT MANAGER:

Raymond Klucens
MDOT – SEMTOC
1060 W. Fort Street
Detroit, MI 48217
Email: klucensr@michigan.gov
Phone: (313) 256-8213

PROJECT DESCRIPTION:

The System Manager task involves the successful oversight of the Contractors deployment or integration of the following groups of ITS device subsystems: Dynamic Message Signs (DMS), Surveillance Systems (CCTV) Cameras, Microwave Vehicle Detection Systems (MVDS), Highway Advisory Radio (HAR) flashers, and all required communications devices and facilities necessary to link those ITS field devices to the MDOT ITS communications network. Below is a general listing, including but not limited to, those ITS device subsystems and cabinets that will be deployed or integrated during the Consultants oversight:

- ITS Cabinets;
- DMS;
- CCTV Cameras/Surveillance Systems;
- MVDS;
- HAR flashers;
- Integration of fiber communications
- Integration of the operation of new equipment and communication at the BWB TOC and South Eastern Michigan TOC (SEMTOC)

The SYSTEM MANAGER will be responsible for providing the following tasks as directed by the MDOT PROJECT MANAGER or CONSTRUCTION ENGINEER on the I-69 ITS project.

Task 1.0 Project Management

Description: The CONSULTANT under direction of the MDOT Project Manager and/or the Construction Engineer in the form of SYSTEM MANAGER will handle Project Management activities which consist of organizing and managing this project with other support services such as system documentation production, project coordination, scheduling, cost control, inventory control, and performance reporting as defined below.

▪ Task 1.1 Quality Assurance/Quality Control (QA/QC) Plan

The SYSTEM MANAGER is tasked with the development of a QA/QC Plan. The Plan will include Post Design Services (RFI's, Shop Drawings and Manufacturers Acceptance Test Reports), System Requirements, Configuration, Integration and Acceptance Testing, Field Integration Oversight and Final Acceptance. This Plan will be utilized by the SYSTEM MANAGER to assure the CONTRACTOR builds a fully functional and integrated system.

The SYSTEM MANAGER will provide quality assurance/quality control for all work products in accordance with the MDOT's and SYSTEM MANAGER's normal practices for such QA/QC, as relates to the oversight of procurement and installation of the ITS devices.

▪ **Task 1.2 Coordination**

This task covers coordination with the project CONTRACTOR, CONSTRUCTION ENGINEER, MDOT PROJECT MANAGER, and other work related to this effort. The SYSTEM MANAGER will also work with other consultants as deemed necessary by the MDOT PROJECT MANAGER. The SYSTEM MANAGER will attend I-69 Progress Review Meetings assigned by the CONSTRUCTION ENGINEER. A full written ITS monthly status report will be provided to the MDOT PROJECT MANAGER for review. The ITS status report will contain the meeting notes, current project status, current schedule, and on-going work effort for the next month. Following review, the monthly status report will be sent to a distribution list of recipients.

This task covers coordination and attendance of special topic meetings other than the Monthly Project Review Meetings to keep the project on track.

▪ **Task 1.3 Scheduling**

The SYSTEM MANAGER will advise with the CONTRACTOR to prepare and submit an equipment schedule to ensure that devices and equipment are installed and integrated correctly. The SYSTEM MANAGER will advise the MDOT PROJECT MANAGER, for appropriate action, on issues that may affect the proper installation and/or integration of devices.

▪ **Task 1.4 Use of File Sharing Software**

The System Manager will utilize software for project documentation, tracking, and communication with on line project collaboration capabilities.

Task 1.0 (Project Management) Deliverables:

1. Project QA/QC Plan – 10 days after NTP;
2. Monthly Progress Review Meeting Minutes and Report – Electronic copy submitted to distribution list within five (5) working days following the last progress meeting of the month.
3. Other project meetings minutes or notes – Meeting minutes will be prepared and distributed to all attendees and the MDOT PROJECT MANAGER within five (5) working days following the meeting.
4. Miscellaneous correspondence and project management documentation;
5. Approval recommendation of CONTRACTOR’s construction schedule

Task 2.0 Post Design Services and Manufacturer’s Acceptance Testing

▪ **Task 2.1 Post Design Support**

MDOT, at its option, may seek technical support, evaluation support, device/technical specification evaluation, and technical and administrative issues audits that may be required from time to time during the procurement and integration of the ITS devices and the construction and implementation of the ITS devices. These services include any analytical service deemed necessary by MDOT and in support of the MDOT PROJECT MANAGER and his/her staff. As directed by MDOT, the SYSTEM MANAGER will perform those post design services necessary for the successful procurement of those ITS devices by MDOT.

As directed by MDOT, the SYSTEM MANAGER will perform specific equipment test and evaluations of ITS devices.

Post Design Services:

- Vendor Equipment Procurement Request for Information (RFI) responses;
 - CONTRACTOR Request for Information (RFI) responses;
 - Technical issues white papers;
 - Shop and submittal drawing reviews (two week review period); and
 - Device specifications submittal reviews.
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- **Task 2.2 Acquisition, Review and Verification of Manufacturers' Acceptance Testing**

The equipment specifications require the equipment manufacturer to perform applicable acceptance tests on selected items procured by MDOT prior to shipment. MDOT requires the SYSTEM MANAGER to acquire Manufacturer testing certifications from the equipment Vendor of items. The SYSTEM MANAGER is to review and verify component and equipment level factory acceptance testing and issue to the MDOT PROJECT MANAGER a report of vendor's compliance with industry or Standards Development Organization (SDO) approved testing procedures. SYSTEM MANAGER will verify tests and results conformance to the standards and specifications set forth in the project plans and specifications.

As required, DMS testing and proofing specifically for the Dynamic Message Signs (DMS) will require MDOT personnel to witness factory acceptance testing (FAT). The SYSTEM MANAGER will only review and verify manufacturer's submitted testing results, unless otherwise requested.

Task 2.0 (Post Design Services and Manufacturer's Acceptance Testing)

Deliverables:

1. Responses to Contractor/Vendor inquiries;
2. Review comments and acceptance recommendation of project submittals;
3. Final FAT Report including component and equipment level factor test verification documentation with Manufacturer's Testing Certifications, Completed Testing Checklists, and other verification documentation – *Included in the Final System Acceptance Report.*

Task 3.0 Field Integration Oversight

Once the CONTRACTOR has installed and supplied the power and communications interconnect to each ITS device as stated in the plans and specifications and approved by CONSTRUCTION ENGINEER, the CONTRACTOR will integrate each device into the communications network built as part of the project. The SYSTEM MANAGER will provide construction-integration coordination, and a template database that includes necessary information for the CONTRACTOR to develop an Asset Management Database. The SYSTEM MANAGER will review and accept the final Asset Management Database, developed by the CONTRACTOR. The SYSTEM MANAGER will verify the integration quality and timeliness of work by verifying correct ITS devices are in the locations stipulated in the project plans and specifications, as well as the Asset Management database. A field integration checklist will be completed identifying that all integration tasks have been completed and are documented. For each day that integration and installation is witnessed and/or verified, the SYSTEM MANAGER shall complete a daily report. Upon completion of integration and installation inspection, the SYSTEM MANAGER will prepare a punch list regarding ITS items for the project. Upon completion of the punch list by the CONTRACTOR, the SYSTEM MANAGER will coordinate with the CONSTRUCTION ENGINEER to verify the completed work. All documentation will be provided to the CONSTRUCTION ENGINEER and to the MDOT PROJECT MANAGER upon completion of this task.

Task 3.0 (Field Integration Oversight) Deliverables:

1. Review of Asset Management Database – *Include in Final System Acceptance Report*
2. Inspector's Daily Reports (IDR's) – *Include in Final System Acceptance Report*
3. Integration/ Installation Oversight Report including Oversight Report of communications system renovation and integration at all communications hubs, Installation/ Integration checklists, verified equipment installation plans (Asset Management Database), Installation/ Integration log – *Include in Final System Acceptance Report*
4. Verified punch list matrix – *Include in Final System Acceptance Report*

Task 4.0 System Requirements, System Configuration and Integration, and System Acceptance Documentation

▪ Task 4.1 System Requirements Document

The System Requirements Document (SRD) will be produced by the SYSTEM MANAGER within the guidelines set forth by IEEE Standard 1233. The SRD is a structured document singularly identifying each subsystem and specific requirement of operation, characteristic, or other attribute related to the subsystem or a component thereof. The requirements contained in the SRD are the basis for developing individual test cases that will be used in the review of the Acceptance Test Plan used for final acceptance of the system. The following communications systems and ITS Device subsystems will be included in the SRD, as a minimum:

1. Ethernet Communications System (Wireless and Wire-line);
2. Dynamic Message Sign System;
3. Surveillance System CCTV Camera;
4. Microwave Vehicle Detection System; and
5. Other components or duties as defined

▪ Task 4.2 Equipment Configuration Plan

The SYSTEM MANAGER will review the Equipment Configuration Plan (ECP), a document produced by the Contractor identifying how each managed device will be configured, providing comments to the Contractor. The SYSTEM MANAGER will be tasked with the review of an IP Addressing Scheme developed by the Contractor for the MDOT ITS System.

▪ Task 4.3 Acceptance Test Plan

Using the SRD as a tool, the SYSTEM MANAGER review the Acceptance Test Plan (ATP) developed by the Contractor for conformance to the project plans and specifications. Acceptance tests will be conducted by the CONTRACTOR and witnessed/verified by the SYSTEM MANAGER. Milestones within the ATP include:

1. Device Check-in Test - The SYSTEM MANAGER will receive checklists, data, software and other documentation from the CONTRACTOR.
2. Component Level Test – SYSTEM MANAGER will witness/verify component level tests for major equipment such as licensed microwave equipment, layer 3 switches, servers, firewalls, and video walls. The SYSTEM MANAGER will receive all documentation related to the component level test from the CONTRACTOR.

3. Local Device Assembly Test (LDAT) – The LDAT consists of testing of specific functional or performance requirements of a local device assembly as defined in the plans and specifications for the project. Tests are performed after ITS Device Assembly installation by the Contractor, and completion of the field integration by the Integrator. The SYSTEM MANAGER will witness/verify LDAT tests conducted by the CONTRACTOR. All documentation will be provided to the MDOT Project Manager upon completion.
4. Final System Test – Utilizing the system software supplied by field device manufacturers and others (Central System Software), tests will be executed to specific ITS devices to verify function and performance meets the requirements defined in the Systems Requirements. The final system test may not commence until all LDAT's have been conducted, passed and verified by the SYSTEM MANAGER. The SYSTEM MANAGER will notify the CONTRACTOR when Final System Testing may commence. The Final System Test will be conducted by the CONTRACTOR and verified by the SYSTEM MANAGER. All documentation will be provided to the MDOT PROJECT MANAGER upon completion.
5. Burn-in Period – The SYSTEM MANAGER will coordinate and oversee the full life-cycle of the Burn-in Period. The Burn-in Period will begin upon written authorization by the SYSTEM MANAGER and will continue for 30 days thereafter, unless an equipment failure occurs. In the event that an equipment failure occurs, the Burn-in Period will be stopped and the CONTRACTOR will complete all necessary work to correct the problem. Malfunctioning electrical or electronic equipment will be replaced in kind or as approved by the SYSTEM MANAGER. The SYSTEM MANAGER will require the CONTRACTOR to coordinate manufacturer return merchandise authorizations (RMAs) with the MDOT Project Engineer. The SYSTEM MANAGER will review the failure report submitted by the CONTRACTOR. Within two working days after receiving the equipment failure report, the SYSTEM MANAGER will notify the CONTRACTOR in writing whether the Burn-in Period will be continued, extended (i.e., Burn-in Period time extended until a set time is reached), or restarted (i.e., set Burn-in Period time back to Day Zero). All documentation will be provided to the MDOT PROJECT MANAGER upon completion.

The conditional acceptance period will be as defined in the project plans and specifications. Upon completion of the conditional acceptance period, the system will be accepted by the SYSTEM MANAGER and MDOT.

Task 4.0 (System Requirements, System Configuration and Integration, and System Acceptance Documentation) Deliverables:

1. System Requirements Document – *Included in Final System Acceptance Report;*
2. IP Addressing Scheme;
3. ECP Review Comments with executive summary - *Included in Final System Acceptance Report;*

4. ATP Review Comments;
5. Complete IDR checklist for each day testing activities occur;
6. ATP Verification Report with acceptance testing log – *Included in Final System Acceptance Report*;
7. System Burn-in Report including verification dates and inspectors (with cross reference to IDRs) – *Included in Final System Acceptance Report*;
8. Final System Acceptance Report with the following sections:
 - Title Sheet
 - Table of Contents
 - Narrative/ Executive Summary
 - Task 2.0 Deliverables
 - Task 3.0 Deliverables
 - Task 4.0 Deliverables
 - Appendices

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

All billings for services must be directed to the Department and follow the current guidelines. 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.

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_05-01-13_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.

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.