

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

	REQUISITION NUMBER		DUE DATE XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX
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 _____

Prequalified Services – See page ____ of the attached Scope of Services for required Prequalification Classifications.

Non-Prequalified Services – If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. **Form 5100J is required with Proposal for firms not currently prequalified with MDOT**

Qualifications Based Selection – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

Qualification Review / Low Bid – Use Consultant/Vendor Selection Guidelines. See Bid Sheet instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted. The vendor that has met established qualification threshold and with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

Best Value – Use Consultant/Vendor Selection Guidelines, See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

Low Bid (no qualifications review required – no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

Bid Sheet(s) must be submitted in accordance with the "Guidelines for Completing a Low Bid Sheet(s)* (available on MDOT's website). Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the email address: mdot-rfp-response@michigan.gov. Failure to comply with this procedure may result in your bid being rejected from consideration.

**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

Michigan Department of Transportation

SCOPE OF SERVICE FOR DESIGN SERVICES INTELLIGENT TRANSPORTATION SYSTEMS

Intelligent Transportation Systems
Revised as of 9/5/12

CONTROL SECTION: 84911

JOB NUMBER: 115175C

PROJECT LOCATION:

Various locations throughout the Superior Region

PROJECT DESCRIPTION:

System Manager task involves the successful deployment of Environmental Sensor Stations (ESS) and all required communications devices and facilities necessary to link the ESSs to the MDOT network via the internet, by way of the MDOT owned wireless communications media as depicted in the plans and built by the CONTRACTOR. Below is a general listing of those ITS device subsystems and cabinets that will be deployed during the Consultant's oversight:

- Environmental Sensor Stations
- Integration of cellular communications

The Consultant's role will include submittal reviews for ITS functionality, integration oversight, system test witnessing, and the general management for the procurement of ITS devices as stipulated within the project Plans. Oversight of the installation and integration of ITS field devices will be required to complete and provide a functional system.

ANTICIPATED SERVICE START DATE: ~~October 15, 2012~~ **October 29, 2012**

ANTICIPATED SERVICE COMPLETION DATE: February 15, 2014

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Intelligent Transportation Systems –Design and System Manager

DBE REQUIREMENT: There is no DBE requirement for this project.

MDOT PROJECT MANAGER:

Dawn Gustafson, P.E.
MDOT- Superior Region
1818 3rd Ave. North
Escanaba, MI 49829
Email: gustafsond@michigan.gov
Tel: (906) 786-1830 x 316

CONSULTANT RESPONSIBILITIES:

The SYSTEM MANAGER will be responsible for providing the following tasks as directed by the MDOT PROJECT MANAGER or DELIVERY ENGINEER on the project listed above.

Task 1.0 Project Management

Description: The CONSULTANT acting as the SYSTEM MANAGER under direction of the MDOT Project Manager and/or the Delivery Engineer (DE), will handle Project Management activities, which consists 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 the QA/QC team, processes for error prevention and detection, formats for checking project documentation and deliverables, document control procedures, and an independent QA review process. This Plan will be utilized by the SYSTEM MANAGER to provide 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 it relates to the oversight of procurement and installation of the ITS devices and the integration of the cellular communication systems.

Task 1.2 Coordination

This task covers coordination with the project CONTRACTOR, DELIVERY 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 and/or DELIVERY ENGINEER. Monthly Project Review Meetings are to be scheduled and conducted by the SYSTEM MANAGER in coordination with the MDOT PROJECT MANAGER and/or DELIVERY ENGINEER. A written monthly status report will be provided by the SYSTEM MANAGER to the MDOT PROJECT MANAGER and/or DELIVERY ENGINEER for review. The status report will contain the meeting minutes, 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 scheduling, coordination, and attendance to special topic meetings other than the Monthly Project Review Meetings. If scheduled and coordinated by the SYSTEM MANAGER, then meeting minutes will be provided and distributed as detailed above. If scheduled and coordinated by others, but attended by the SYSTEM MANAGER, then meeting notes will be provided to the MDOT PROJECT MANAGER and/or DELIVERY ENGINEER.

Task 1.3 Scheduling

The SYSTEM MANAGER will advise the CONTRACTOR to prepare and submit an equipment schedule to ensure that everything is being installed and integrated correctly. The SYSTEM MANAGER will advise the MDOT PROJECT MANAGER and/or DELIVERY ENGINEER of appropriate action on issues that may affect proper installation and/or integration.

Task 1.4 Use of ProjectWise Software

The SYSTEM MANAGER will utilize Bentley's ProjectWise software (or approved equal), as applicable, for document tracking, communication and online project collaboration capabilities. The SYSTEM MANAGER will provide the CONTRACTOR, as well as MDOT personnel identified by the MDOT PROJECT MANAGER and/or DELIVERY ENGINEER, access to the project files.

Deliverables

1. Project QA/QC Plan – 15 days after Notice To Proceed (NTP);
2. Monthly Project Review Meeting Minutes and Report –electronic copy submitted for review. Electronic copy submitted to distribution list within five (5) working days following the meeting;
3. Monthly Progress Report with a one month look-ahead;
4. Other project meeting minutes or notes – Meeting minutes will be prepared and distributed to all attendees and the MDOT PROJECT MANAGER and/or DELIVERY ENGINEER within five (5) working days following the meeting;
5. Miscellaneous correspondence and project management documentation; and
6. Approval recommendation of the CONTRACTOR's construction schedule.

Task 2.0 Post Design Services and Manufacturer's Acceptance Testing

Task 2.1 Post Design Support

The SYSTEM MANAGER will provide technical support, evaluation support, device/technical specification evaluation, design support, and technical and administrative support to the MDOT PROJECT MANAGER and/or DELIVERY ENGINEER and their staff during the procurement, implementation, and integration of the ITS devices and communication systems. As directed by MDOT, the SYSTEM MANAGER will provide post design services as follows:

- Log CONTRACTOR Requests for Information (RFI) in the shop drawing/RFI spreadsheet when received. RFI's will be received by the SYSTEM MANAGER and distributed to the appropriate Engineer for review and response. Once the RFI response has been formulated, it will be transmitted back to the MDOT DELIVERY ENGINEER or designee for distribution to the CONTRACTOR.
- Log shop drawings, catalog cuts, device specifications, testing reports, and other CONTRACTOR submittals in the shop drawing/RFI spreadsheet when received. Submittals will be reviewed and documented according to the SYSTEM MANAGER's ITS Submittal Review Process document. For CONTRACTOR submittals that are structural/geotechnical in nature, the SYSTEM MANAGER will receive and log the submittals and forward to the MDOT DELIVERY ENGINEER or designee for

distribution, review, and approval from the MDOT Construction and Technology Division.

- Appropriate ITS resources will be provided, as required, in the writing of Technical white papers.
- The SYSTEM MANAGER will provide design and technical support, as required, to address issues both before and after the CONTRACTOR's contract has been awarded.
- Review/approval of all submittals including: shop drawings, equipment, etc. shall be evaluated within 10 days. Review/approval of all shop drawings shall not exceed 90 days.

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.

Task 2.0 Deliverables

1. Responses to CONTRACTOR/Vendor inquiries;
2. Review comments and acceptance recommendation of project submittals;
3. Completed Testing Checklists, and other verification documentation – Included in the Final System Acceptance Report.

Task 3.0 Field Integration Oversight

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 an Inspector's Daily Report (IDR). 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 PROJECT MANAGER to verify the completed work.

Task 3.0 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

Description: Documentation of various systems and processes are required to design, configure, test, manage and maintain the equipment that will be integrated into the system. An overview of the individual documents is below:

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 System Requirements Document will govern the specific communications systems and ITS Device subsystems contained in this project. 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 (ATP) 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 (Cellular, Wireless and Wire-line);

Task 4.2 Equipment Configuration Plan

The CONTRACTOR will produce an Equipment Configuration Plan (ECP), identifying how each managed device (such as field switches, cellular modems, and dynamic message sign controllers) will be configured. All manageable devices will have a standard or base configuration. Site-location specific configuration values will be identified in the configuration plan. The SYSTEM MANAGER will review the ECP, providing comments to the CONTRACTOR through the MDOT DELIVERY ENGINEER or designee. The SYSTEM MANAGER will be tasked with the compilation of an Internet Protocol (IP) Addressing Scheme for the MDOT ITS System in cooperation with the Michigan Department of Technology, Management and Budget (DTMB) and MDOT ITS Program Office (IPO).

Task 4.3 Acceptance Test Plan

The CONTRACTOR will produce an Acceptance Test Plan (ATP) that will include milestones that will satisfy proofing of the ITS system. The ATP will be fully traceable back to the System Requirements defined in the previous subtask. The SYSTEM MANAGER will review the test

plan for conformance to the project plans and specifications. All acceptance tests will be conducted by the CONTRACTOR and witnessed/verified by the SYSTEM MANAGER. Milestones within the ATP will include the following:

1. Device Check-in Test – The CONTRACTOR will update the device receipt checklist for each device type that will be accepted in the CONTRACTOR’S warehouse/integration facility. This checklist will cover the device and all appurtenances related thereto. The CONTRACTOR will use an individual checklist to accept each device that enters into the warehouse. At this point, the device will be logged into an inventory tracking database – the asset management database provided by the CONTRACTOR. The CONTRACTOR will be responsible for maintaining the database. The device inventory will be maintained daily, with this updated inventory delivered to the MDOT procurement section along with packing slips weekly. The CONTRACTOR will provide all checklists, data, software and other documentation to the SYSTEM MANAGER on a monthly electronic transfer/update.
2. Component Level Test – Component level testing will be conducted on individual electronic devices including, the individual operational functions of Network Switches, Terminal Servers, UPS, Pavement Sensors, Weather Sensors, etc. The CONTRACTOR will generate a component level testing matrix for each device listing, device function and desired result. The testing matrix will be fully traceable back to the System Requirements developed earlier. The System Requirements will always govern testing requirements for pass/fail criteria. Component level testing will be conducted by the CONTRACTOR and verified by the SYSTEM MANAGER. Upon successful completion of the Component Level Testing, the CONTRACTOR may begin configuring the device. All documentation will be provided to the SYSTEM MANAGER on a monthly electronic transfer/update.
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 CONTRACTOR. The CONTRACTOR will generate an LDAT testing matrix for each device assembly location, device function and desired result. The testing matrix will be fully traceable back to the System Requirements developed earlier. The System Requirements will always govern testing requirements for pass/fail criteria. LDAT testing will be conducted by the CONTRACTOR and verified by the SYSTEM MANAGER. All documentation will be provided to the MDOT PROJECT MANAGER and/or DELIVERY ENGINEER upon completion of testing.
4. Final System Test – The culmination of all of the above tests. Utilizing the system software supplied by field device manufacturers and others (CENTRAL SYSTEM SOFTWARE (ADVANCED TRAFFIC MANAGEMENT SYSTEM (ATMS))), 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 CONTRACTOR will generate the

final system testing matrix. The testing matrix will be fully traceable back to the System Requirements developed earlier. The System Requirements will always govern testing requirements for pass/fail criteria. 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 and/or DELIVERY ENGINEER upon completion of final system testing.

5. Burn-in Period – The SYSTEM MANAGER will oversee the full life-cycle of the Burn-in Period, which the CONTRACTOR will perform. The Burn-in Period will begin upon written authorization by the SYSTEM MANAGER and will continue for 60 days (or shorter, but no less than 30 days, if approved by the MDOT DELIVERY ENGINEER or designee in the Test Plan) 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, within two hours after notification of any problem as identified by the SYSTEM MANAGER or CONTRACTOR, perform a diagnostic test. The CONTRACTOR will complete all necessary work to correct the problem within 24 hours of notification, unless the SYSTEM MANAGER allows additional time. The CONTRACTOR will provide a written failure report to the SYSTEM MANAGER within 72 hours after notification of the problem. Malfunctioning electrical or electronic equipment will be replaced in kind or as approved by the SYSTEM MANAGER. The CONTRACTOR is required to coordinate manufacturer return merchandise authorizations (RMAs) with the MDOT DELIVERY ENGINEER or designee. 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). In any event, the Burn-in Period time will be continued, extended or restarted upon the written notification by the SYSTEM MANAGER. All documentation will be provided to the MDOT PROJECT MANAGER and/or DELIVERY ENGINEER upon completion of the Burn-in Period.

The acceptance tests listed above will be developed and executed by the CONTRACTOR, and verified by the SYSTEM MANAGER to ensure a fully functional and integrated system. The conditional acceptance period will be 90 days after successful completion of the burn-in period. Upon completion of the conditional acceptance period, the system will be accepted by the MDOT DELIVERY ENGINEER or designee as recommended by the SYSTEM MANAGER.

Task 4.0 Deliverables

1. System Requirements Document – 30 days after NTP;
2. Draft IP Addressing Scheme – 30 days after NTP
3. Final IP Addressing Scheme– 15 days after receipt of comments;
4. ECP Review;

5. Acceptance Test Plan Review;
6. System Burn-in Report; and
7. Final System Acceptance Report.

PAYMENT SCHEDULE

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

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.