

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

MDOT PROJECT MANAGER Michele Mueller			JOB NUMBER (JN) 100725A and 107951A	CONTROL SECTION (CS)
DESCRIPTION IF NO JN/CS I-94 ITS Expansion Project				
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP.  WHITE = REQUIRED GRAY SHADING = OPTIONAL			<b>CONSULTANT:</b> Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input type="checkbox"/> <b>TIER I</b> (\$25,000-\$99,999)	<input type="checkbox"/> <b>TIER II</b> (\$100,000-\$250,000)	<input checked="" type="checkbox"/> <b>TIER III</b> (>\$250,000)		
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Safety Program</i>	
N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input checked="" type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Location:</b> The percentage of work performed in Michigan will be used for all selections unless the project is for on-site 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) <b>(No Resumes)</b>	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP <b>not including key personnel resumes</b>	

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 Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced 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 Required with Proposal)**

**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 RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (see address list, page 2). The priced proposal must be submitted in a sealed envelope, clearly marked "**PRICE PROPOSAL.**" The vendor's name and return address **MUST** be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

**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.

**Qualifications 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 and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor 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

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked "**SEALED BID.**" The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

**PROPOSAL SUBMITTAL INFORMATION**

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 5	PROPOSAL/BID DUE DATE 4/13/10	TIME DUE 12:00pm
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**PROPOSAL AND BID SHEET MAILING ADDRESSES**

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

- MDOT Project Manager  MDOT Other

MDOT/Metro Region office  
Michele Mueller  
18101 W Nine Mile Road  
Southfield, MI 48075

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

**Lansing Regular Mail****OR****Lansing Overnight Mail**

- Secretary, Contract Services Div - B470  
Michigan Department of Transportation  
PO Box 30050  
Lansing, MI 48909

Secretary, Contract Services Div - B470  
Michigan Department of Transportation  
425 W. Ottawa  
Lansing, MI 48933

- Contract Administrator/Selection Specialist  
Bureau of Transportation Planning B470  
Michigan Department of Transportation  
PO Box 30050  
Lansing, MI 48909

Contract Administrator/Selection Specialist  
Bureau of Transportation Planning B470  
Michigan Department of Transportation  
425 W. Ottawa  
Lansing, MI 48933

**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 four (4) 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
- 5100G** – Certification of Availability of Key Personnel
- 5100I** – Conflict of Interest Statement
- 5100J** - Consultant Data and Signature Sheet (Required only for Non-Prequalified Work)

(These forms are not included in the proposal maximum page count.)

**Notification**  
**ARRA MONTHLY EMPLOYMENT REPORTS**

**Note: This Notification is only applicable for those projects/contracts funded with ARRA funds. If you have questions, please contact MDOT Contract Services Division at (517) 335-0071.**

The American Recovery and Reinvestment Act of 2009 (ARRA), requires states receiving stimulus funds for highway projects to provide monthly reports to the Federal Highway Administration (FHWA) regarding the number of employees of the prime contractors, all-tier subcontractors and consultants on ARRA funded projects.

The cost for complying with this Notification must be borne by the prime contractor, and all-tiers of subcontractors and consultants, as part of their overhead and is deemed to be included in the payments made under this contract.

Within 10 days after the end of each month in which work is performed on this contract, all prime contractors and consultants must provide the Engineer a monthly report on MERS at <https://sso.state.mi.us/> providing employment information on each ARRA project, which will include, for work performed in that preceding month:

- The total number of employees who performed work on this contract.
- The total number of hours worked by employees who performed work on this contract.
- The total wages of employees who performed work on this contract.

*Prime Consultants are responsible for reporting on all subconsultants' employment information in MERS, as the sub consultants will not have access to do so.*

In addition, the prime contractor must provide a total payment amount made to any subcontractor who is a certified DBE in that preceding month.

This Notification shall be included as a part of each subcontract executed by the prime contractor, and all-tiers of subcontractors and consultants.

If necessary to conform to guidance provided by FHWA concerning the ARRA reporting requirements, the prime contractor, and all-tiers of subcontractors and consultants will revise their reporting as directed by the Engineer.

**Failure to comply with the reporting requirements under ARRA would jeopardize the Department's continued receipt of ARRA funding.**

**Accordingly, if a contractor or any-tier of subcontractor or consultant fails to comply with this Notification, the Department may withhold contract payments until compliance is achieved. If the Department is compelled to incur costs because of such a breach, the amount of those costs may be deducted from payments otherwise to be made under this contract. Additional sanctions may include reduction or elimination of prequalification ratings and removal of bidding privileges.**

**NOTIFICATION  
REQUIRED CONTRACT PROVISIONS TO IMPLEMENT AMERICAN  
RECOVERY AND REINVESTMENT ACT (ARRA) SECTIONS 902 AND 1515**

**Note: This notification is only applicable for those projects/contracts funded with ARRA funds. If you have questions, please contact MDOT Contract Services Division at (517) 335-0071.**

In accordance with requirements under section 902 of the American Recovery and Reinvestment Act of 2009 (ARRA), the following language is made a part of this contract and is to be made a part of all tier subcontracts or consultant contracts:

The U.S. Comptroller General and his representatives have the authority:

- (1) To examine any records of the contractor or any of its subcontractors, or any State or local agency administering such contract, that directly pertain to, and involve transactions relating to, the contract or subcontract; and
- (2) To interview any officer or employee of the contractor or any of its subcontractors, or of any State or local government agency administering the contract, regarding such transactions.

The Comptroller General and his representatives have the authority and rights provided under Section 902 of the ARRA with respect to this contract. As provided in section 902, nothing in section 902 shall be interpreted to limit or restrict in any way any existing authority of the Comptroller General.

In accordance with the requirements of section 1515(a) of the ARRA any representatives of the Inspector General have the authority:

- (1) To examine any records of the contractor or grantee, any of its subcontractors or sub-grantees, or any State or local agency administering such contract, that pertain to, and involve transactions relating to the contract, subcontract, grant, or sub-grant; and
- (2) To interview any officer or employee of the contractor, grantee, sub-grantee or agency regarding such transactions.

Nothing set forth in section 1515 of the ARRA shall be interpreted to limit or restrict in any way any existing authority of an inspector general.

**Michigan Department of Transportation**

**SCOPE OF SERVICE  
FOR  
DESIGN SERVICES  
Intelligent Transportation Systems (ITS)  
SYSTEM MANAGER**

**CONTROL SECTION:** 82022

**JOB NUMBER:** 100725A

**PROJECT LOCATION:** I-94 from Washtenaw County Line to Greenfield Road

**CONTROL SECTION:** 82023

**JOB NUMBER:** 107951A

**PROJECT LOCATION:** I-94 from Washtenaw County Line Easterly to Moross Road

**ANTICIPATED SERVICE START DATE:** May 2010

**ANTICIPATED SERVICE COMPLETION DATE:** December 31, 2012

**PRIMARY PREQUALIFICATION CLASSIFICATION:**

Intelligent Transportation Systems

**SECONDARY PREQUALIFICATION CLASSIFICATION:**

None

**DBE REQUIREMENT:** 0%

**MDOT PROJECT MANAGER:**

Michele Mueller  
Metro Region Office  
Michigan Department of Transportation  
18101 W. Nine Mile Road  
Southfield, MI 48075  
Telephone: 248-483-5133  
Fax: 248-569-3103  
muellerm2@michigan.gov

## **PROJECT DESCRIPTION:**

The SYSTEM MANAGER will be responsible for providing the following tasks as directed by the MDOT PROJECT MANAGER or DELIVERY ENGINEER on the projects listed above. The SYSTEM MANAGER will provide these services until one of the following conditions occurs:

- The project budget has been exhausted.
- January 31, 2012
- Various other ITS projects related to work in this RFP in the Metro Region

The System Manager task involves the successful deployment of five major groups of ITS device subsystems Dynamic Message Signs (DMSs), Surveillance Systems (CCTV) Cameras, Vehicle Detection Systems (VDSs), Vehicle Infrastructure Integration (VII) and all required communications devices and facilities necessary to link those ITS field devices to the Gigabit Ethernet (GigE) Communications Network by way of the MDOT-owned wireless and/or fiber optic communications media or other such media as depicted in the plans, built by the CONTRACTOR, or existing communications infrastructure. Below is a general listing, including but not limited to, those ITS device subsystems and cabinets that will be deployed during the Consultants oversight:

- ITS Cabinets;
- Upgrade of Backbone Communications (Hubs);
- DMS;
- CCTV Cameras/Surveillance Systems Remote and Tower Mounted;
- MVDS;
- Non-invasive Magnetic Detectors;
- MITSC Upgrade;
- Tower Construction/Modifications
- Integration of unlicensed point-to-multipoint communications into licensed backhaul links
- Integration of licensed backhaul links into 10 GigE backbone network
- Integration of the operation of new equipment and communication at the MITS Operation Center

### **Task 1.0 Project Management**

Description: The CONSULTANT under direction of the MDOT Project Manager and/or the Delivery Engineer (DE) 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 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 relates to the oversight of procurement and installation of the ITS devices.

### **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 consultant's as deemed necessary by the MDOT PROJECT MANAGER. Monthly Project Review Meetings are to be scheduled and conducted by the SYSTEM MANAGER in coordination with the MDOT PROJECT MANAGER. A full written monthly status report will be provided to the MDOT PROJECT MANAGER 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 of special topic meetings other than the Monthly Project Review Meetings. If scheduled and coordinated by the SYSTEM MANAGER, then full 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 by the SYSTEM MANAGER.

- **Task 1.3 Scheduling**

The SYSTEM MANAGER will advise with the CONTRACTOR to prepare and submit an equipment schedule to ensure that devices 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.

- **Task 1.4 Use of ProjectWise Software**

The SYSTEM MANAGER will utilize Bentley's ProjectWise software for document tracking, communication, and on-line project collaboration capabilities. The SYSTEM MANAGER will provide access to project files for all consultant team members as well as MDOT personnel identified by the MDOT PROJECT MANAGER and DELIVERY ENGINEER.

### **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 the 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.

▪ **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 in the DMS Special Provisions, testing and proofing specifically for the Dynamic Message Signs (DMS) will require one (1) factory visit for up to three (3) MDOT/SYSTEM MANAGER personnel to witness factory testing over a period of four (4) days per visit. Factory visits are limited to the United States and Canada. The sign vendor will be required to pay all reasonable travel expenses including but not limited to hotel, air fare, rental automobile, and food. MDOT will fund the billable hours of the SYSTEM MANAGER personnel during the FAT. The SYSTEM MANAGER will provide vendor supplied, completed testing checklists identifying all functional, technical and performance requirements were tested by the manufacturer. During the visit, the SYSTEM MANAGER will review manufacturer's testing certifications that will accompany equipment supplied by that manufacturer.

For other items in Section II, 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**

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 verify the completed work. All documentation will be provided 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. Communication Towers

6. Other 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 Review Comments – 15 Days after receipt of scheme;
3. ECP Review Comments with executive summary - *Included in Final System Acceptance Report;*
4. ATP Review Comments;
5. Complete IDR 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.

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.