

## 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			
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP  WHITE = REQUIRED ** = OPTIONAL  Check the appropriate Tier in the box below		<b>CONSULTANT:</b> Provide only checked items below in proposal	
<input type="checkbox"/> <b>TIER I</b> (\$50,000 - \$150,000)	<input type="checkbox"/> <b>TIER II</b> (\$150,000-\$1,000,000)	<input type="checkbox"/> <b>TIER III</b> (>\$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"/>	<b>Location:</b> 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) ( <b>No Resumes</b> )	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP <b>not including key personnel resumes.</b> Resumes limited to 2 pages per key staff personnel.

**PROPOSAL AND BID SHEET EMAIL ADDRESS – [mdot-rfp-response@michigan.gov](mailto: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](mailto: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](mailto: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 PLANNING SERVICES

**CONTROL SECTION:** 09032

**JOB NUMBER:** 121376

**PROJECT LOCATION:**

The projects are located on M-13 (Euclid) from M-84 (Salzburg) to Euclid Avenue (3 miles) in Bay City, Monitor Township, and Bangor Township. The second location for the project is located on Wilder Road from the M-13/I-75 to Marquette Avenue (2.4 miles) in Bay City, Monitor Township, and Bangor Township.

**PROJECT DESCRIPTION:**

The primary focus will be on methods that will allow a systematic process to “retrofit” the corridor, where appropriate, with the best overall access control that will improve traffic operations, reduce traffic & pedestrian conflicts and improve motorist/pedestrian safety.

The M-13/Euclid Avenue and Wilder Road Access Management Study will have the following objectives:

1. Cooperatively work with the MDOT Region and Bay City Transportation Service Center offices, Bay City Planning & Administrative staff, Bay City Downtown Development Authority, Bangor Township, Monitor Township Bay County Road Commission and others in the development of a corridor access management plan and overlay zone.
2. Inventory features along the corridors relevant to the study and incorporate them into a GIS database for analysis and mapping.
3. Document access management issues along the corridors and identify solutions or options to problem areas using the MDOT Access Management Guidebook for reference to problems/solutions.
4. Educate local officials about access management principles outlined in the MDOT Access Management Guidebook and highlight some of the access problem areas that will be evaluated along each of the corridors. A good illustration would be to depict where access points would have been allowed if strict application of access guidelines were applied before development occurred.

5. Develop an access management “retrofit” plan for M-13/Euclid Avenue and Wilder Road that provides the steps necessary to achieve the plan and any interim measures that might be necessary. This may include establishing an overlay access ordinance requiring action by the local agency. The access management plan should include the necessary spacing and offset provisions within the overlay plan and an ordinance to manage a safe level of access along the existing route.
6. Develop or refine a site plan approval process that allows for multi-agency review and comment on existing or planned development and redevelopment.

**ANTICIPATED SERVICE START DATE:** 5/1/14

**ANTICIPATED SERVICE COMPLETION DATE:** 9/30/15

**PRIMARY PREQUALIFICATION CLASSIFICATION(S):**

Traffic Capacity Analysis and Geometric Studies

**SECONDARY PREQUALIFICATION CLASSIFICATION(S):**

None

**DBE PARTICIPATION:** 0%

**MDOT PROJECT MANAGER:**

Jay Reithel – Region Planner  
Bay Region  
55 E. Morley Dr.  
(989) 621-1474  
Fax Number: (989) 754-8122  
reithelj@michigan.gov

**REQUIRED MDOT GUIDELINES AND STANDARDS:**

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards.

## **GENERAL INFORMATION:**

The M-13/Euclid Avenue and Wilder Road Access Management Plan will provide a strategy to implement access management through a combination of local land use regulations, traffic engineering techniques and coordination between transportation and land use decision makers. Such a process should consider actions appropriate when MDOT (M-13) or the Bay County Road Commission (Wilder Road) may schedule rehabilitation and/or restoration roadwork, when land use redevelopment or new development occurs or during any other programs that may make physical changes along these corridors.

## **BACKGROUND INFORMATION:**

During 2005, MDOT completed a mill and resurface project along M-13 from Fischer St. to Wilder Rd. As part of the project, the crash data was assessed and from 1998 through 2002 there were 709 traffic crashes with 333 of those crashes involving rear end crashes. This was a sign that access movements from M-13/Euclid into businesses were a probable cause.

An inventory of access openings (including street intersections) totaled 174 along the two miles. These openings combined with the daily traffic volume, with ranges from 21,000 to 25,000 vehicles per day, create numerous traffic conflicts created by turning movements off and onto M-13/Euclid. A field review was made and it was found that 61 driveways could be closed or redesigned/relocated which would reduce the level of conflicts on Euclid. As a result of this evaluation MDOT was able to secure additional highway safety funding for the project.

Without an access management plan in place, the Transportation Service Center was still able to get 16 closures, 6 modifications and 4 shared driveways. Prior to the closures, the crash rate was 14 crashes/month. After the closures that rate was reduced to 12 crashes/month. Overall crashes were reduced from 709 (2000-2004) to 585 (2006-2009). Rear end crashes were reduced from 333 (2000-2004) to 271 (2006-2009).

The corridor is in the midst of a transition in which older businesses have moved out, new businesses are moving in or the existing sites are being re-purposed. It is an opportune time to develop a plan and ordinance that will accommodate this transition while improving the safety of the motoring public.

Wilder Road carries five-lanes of traffic from the I-75/M13 connector to Marquette Avenue in Bay County, Michigan. Classified as an Urban Principal Arterial, this roadway claims the highest average daily traffic in Bay County. Over 22,000 vehicles per day, 11% of them commercial, use Wilder Road to access the commercial and residential properties located along this 2.4 mile stretch of road (M-13 connector to Marquette Avenue). Commercial developments range from single building small business to the multi-business Bay City Mall. Residential properties access Wilder Road both directly and via subdivision streets. Transient or “through” traffic use Wilder Road as a direct link to various state trunklines and interstates, including I-75, M-25, M-84, US-10, US-23, M-15 and M-13.

Like many commercial corridors in America, properties along Wilder Road developed with no specific regard to planned access. Over the last 30 plus years, residential and commercial driveways were permitted by the Bay County Road Commission (BCRC), really not knowing the traffic challenges ultimate build out along the corridor would create. The more accesses, the more potential for vehicular conflicts, the more difficult it would be to rectify in the future. Although a major portion of this section of Wilder Road is developed, properties are change ownership and use, allowing the BCRC, City of Bay City and Townships the opportunity to address their access to Wilder Road. Further, as vacant property is developed, the BCRC, City of Bay City, and Townships need to work together with the developer to review various access scenarios to mitigate the potential for vehicle conflict yet still allow for convenient access.

The study will seek input from multiple stakeholders along the corridor including the three governmental entities (City of Bay City, Monitor Township and Bangor Township), local businesses, Bay City Metropolitan Planning Organization, and advocacy groups. The proposed study will look to build upon the previous successes of the Transportation Service Center through an official access management study for both the M-13 and Wilder Road corridors and adopted overlay zone for the M-13 corridor.

#### **CONSULTANT RESPONSIBILITIES:**

The Access Management Action Plan will provide a strategy to implement access management through a combination of traffic engineering measures, local land use regulations, and close coordination among transportation and land use decision-makers. The consultant will utilize members of a Corridor Study Team comprised of Jay Reithel and Kimberly Zimmer – MDOT Bay Region, Don Hundley – MDOT Bay City TSC, Terry Moulton – City of Bay City, Dave Engelhardt – Bay City MPO, and Jim Lillo – Bay County Road Commission for day-to-day oversight of the study process.

The consultant will utilize a Steering Committee to provide input and/or response throughout the study process. This Committee will include, at a minimum, representatives from the MDOT, County Road Commission, Bay City Planning Commission, Township officials, Township Planning Department, and other such members as deemed appropriate by Corridor Study Team. The consultant will be responsible for providing a committee meeting schedule, agenda, meeting minutes, support materials such as maps and graphics and a mechanism to ensure that steering committee members are communicating information received about the study with their constituents. The consultant will be responsible for preparing clear and concise project briefings to present to the Steering Committee at each meeting. The consultant should schedule a minimum of five (5) Steering Committee meetings for the Plan. In addition, the consultant will present the plan before the City of Bay City Planning Commission, Bangor Township Planning Commission, and the Monitor Township Planning Commission as a public hearing on the plan and any zoning ordinance amendments required to implement the plan and overlay zone. The Planning Commission presentations/hearings will be scheduled according to Planning Commission guidelines and will be advertised accordingly by their municipality.

### Public Meetings

Public involvement and awareness is a key component of the plan development process. The consultant should plan for a minimum of two (2) public meetings. Notices of the meetings should be given to adjacent property and/or business owners. Assistance with business addresses, names or organizations should be secured early in the study process. The public meetings should consist of a kickoff meeting that provides an explanation of access management, how it can be applied along M-13 and Wilder Road, a schedule for the study and the primary contact persons. A draft plan meeting should be held once the steering committee reaches consensus on a draft plan. Finally a public hearing that is scheduled at a City of Bay City Planning Commission meeting, Monitor Township Planning Commission meeting, and a Bangor Township Planning Commission meeting. The consultant will be responsible for providing meeting notices, an agenda, minutes and support materials such as maps and graphics for the first two meetings. The public hearing will be announced by their respective Planning Commission and all minutes will be recorded by them. The meetings should include a formal presentation of the action plan, and an opportunity for public verbal and written comment. The consultant will meet as needed, with local boards, councils, commissions and property owners to ensure a complete understanding of the plan and its benefits.

### Datasets

1. Access issues as they exist along the M-13/ Euclid Avenue and Wilder Road.
  - Driveways that do not meet intersection spacing guidelines
  - Mid-block driveways that do not meet spacing guidelines
  - Mid-block driveways that have undesirable offset with “across street” driveways
2. Identify opportunities such as driveway design, cross-access, shared access frontage or backage service drives or side street access that would improve operations and safety.

3. An inventory of all commercial signs that encroach within the MDOT and road commission ROW with their specific location or that may hinder motorist's vision of oncoming vehicles along M-13 and Wilder Road.
4. Discussing a preliminary access management proposal with the steering committee and reaching consensus as to elements that can be achieved through site development/redevelopment or when the roadways are improved by MDOT, City of Bay City or the Bay County Road Commission.

### Deliverables

The consultant will complete a draft and final Access Management Plan for each corridor. The draft is to be submitted to MDOT, the Bay County Road Commission, City of Bay City, and the Steering Committee for review and comment, in sufficient time to allow for revisions and then presented to the Planning Commissions of Bay City, Monitor Township, and Bangor Township. Ten (10) paper and digital (by CD and/or e-mail according to steering committees request) copies of the draft plan are to be delivered to the Steering Committee, and ten (10) paper and digital (CD - in a format agreeable to MDOT & the municipalities) copies of the final plan provide to the MDOT project manager for distribution to the Planning Commissions, Bay County Road Commission and MDOT offices.

As part of the final deliverable, a model access management ordinance and/or language to include a coordinated site plan review process and illustrations of various access management techniques. The ordinance and/or language should be provided to the steering committee in draft form (paper and electronic copies) and then incorporated into the access management plan (paper and CD copies).

The final and key deliverable is achieving consensus among local land use decision makers that will result in an up or down vote to add the overlay zone. This is considered the final task included in this scope of work. Therefore, a consensus effort or strategy towards obtaining an amendment to the ordinance should be part of the vendor's proposal.

### Other Requirements

The consultant will update the MDOT Project Manager on an ongoing basis with a written progress report which will clearly reflect progress, timeliness, and budget expenditures. The monthly progress report will be required with submission of each invoice. Any delays in the study or problems during the study should be resolved through working meetings or phone call with the MDOT Project Manager.

The consultant may be required to present study recommendations to MDOT Region/TSC staff or Bay County Road Commission staff. If needed, this will include preparation of all presentation material, including exhibits, handouts, etc. The purpose of this meeting would be to provide staff with a first-hand opportunity to review the progress of the study and ask questions directly of the consultant.

### **MDOT RESPONSIBILITIES:**

MDOT's Bay Region Office will be responsible for providing the following datasets for M-13:

1. Scheduled and planned road and intersection improvements along main trunk-line and intersecting roads for the next 5 years.
2. Available crash data and traffic counts along the corridor.
3. Driveway spacing and offset guidelines, driveway design specifications as it pertains to the type of land use and right-of-way limits along each corridor.
4. Existing traffic signals and speed limit start and stop points mapped
5. Pedestrian crossings that marked and those which have pedestrian signal control.

The Bay County Road Commission will be responsible for providing the following datasets for Wilder Road:

1. Scheduled and planned road and intersection improvements along corridor and intersecting roads for the next 5 years.
2. Available crash data and traffic counts along the corridor.
3. Driveway spacing and offset guidelines, driveway design specifications as it pertains to the type of land use and right-of-way limits along each corridor.
4. Existing traffic signals and speed limit start and stop points mapped
5. Pedestrian crossings that marked and those which have pedestrian signal control.

The City of Bay City will be responsible for providing the following datasets for Wilder Road:

1. Scheduled and planned road and intersection improvements along corridor and intersecting roads for the next 5 years.
2. Available crash data and traffic counts along the corridor.
3. Driveway spacing and offset guidelines, driveway design specifications as it pertains to the type of land use and right-of-way limits along each corridor.
4. Existing traffic signals and speed limit start and stop points mapped
5. Pedestrian crossings that marked and those which have pedestrian signal control.

### **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.

### **CONSULTANT PAYMENT INFORMATION:**

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](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](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.