

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

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			CONSULTANT: Provide only checked items below in proposal	
Check the appropriate Tier in the box below				
TIER I (\$25,000-\$99,999)	TIER II (\$100,000-\$250,000)	TIER III (>\$250,000)		
			Understanding of Service	
			<i>Innovations</i>	
			<i>Safety Program</i>	
N/A			Organizational Chart	
			Qualifications of Team	
			Past Performance	
Not required As part of Official RFP	Not required As part of Official RFP		Quality Assurance/Quality Control	
			Location: 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		Presentation	
N/A	N/A		Technical Proposal (if Presentation is required)	
3 pages (MDOT Forms not counted) (No Resumes)	7 pages (MDOT Forms not counted)	19 pages (MDOT Forms not counted)	Total maximum pages for RFP not including key personnel resumes	

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 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 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	PROPOSAL/BID DUE DATE	TIME DUE
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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

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

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.)

WORK & SCHEDULE:

The CONSULTANT must develop a Work Plan that details the process of inspecting the bridges listed. The breakdown of the hours/days of the inspected components or elements will enable MDOT to coordinate the scheduling for use of the under bridge crane, and MDOT forces or contract agencies to open, clean and lubricate the inspected components.

The CONSULTANT is also required to develop a Project Schedule for the project showing major tasks during the fieldwork and report preparation. The Project Schedule must be submitted in the form of a Gantt chart showing meeting dates, report submissions, etc. as milestones.

The inspection of the mechanical and electrical components will be during normal periods of operation. The normal periods of operation for these structures are as defined in the current edition of the United States Coast Pilot 6. Inspection of the machinery rooms and electrical operations of the lift bridge will be permitted on weekends with minimum disruption to traffic and as approved by MDOT.

The CONSULTANT will be responsible for coordination and permitting with the United States Coast Guard prior to inspection activities. If required, Coast Guard approval must be granted before disassembling any mechanical elements, which would leave the bridge inoperable. The Coast Guard will set the maximum time durations for the bridge to be inoperable.

The CONSULTANT must be prepared to begin the field inspection work within one week after receiving Notice to Proceed (NTP). MDOT's project manager may stop and reschedule the field inspection if there are significant disruptions to traffic.

The Work Plan and Schedule will be submitted as part of the Fee Proposal. Changes to the Work Plan or Schedule will be submitted to MDOT's Project Manager for approval. Coordination of lane closures, temporary bridge closures will be coordinated with the MDOT Project Manager, and the Local MDOT TSC. Lane/Bridge Closures will not be permitted during special local events/holidays without prior approval. A list of events with dates will be provided to the CONSULTANT for use during the development of the Work Plan and Schedule.

ADDITIONAL STAFF QUALIFICATION REQUIREMENTS:

This detailed inspection will require an experienced team of structural, mechanical, and electrical personnel. The CONSULTANT must provide personnel with qualifications that meet or exceed the requirements stated below. The CONSULTANT must staff the project with the number of personnel necessary to complete the project in the allotted time. The CONSULTANT must have all these individuals present during the fieldwork to fulfill the requirements of the contract.

Changes made to the Project Manager/Team Leader or Lead Inspectors that occur after the authorization will be submitted in writing for MDOT's project manager's approval. Failure to comply with this request may result in termination of the contract.

The project manager/ team leader will be responsible for writing the Inspection Report and will

be the primary contact with MDOT's project manager.

A. Project Manager/Team Leader

Professional registration as an engineer, licensed to practice in the State of Michigan.

Five (5) years of recent documented experience in the in-service detailed inspections of movable bridges.

Completed the National Highway Institute (NHI) two week class "Safety Inspection of In-Service Bridges" within the last five years. If the team leader(s) has attended this class more than five years ago, he / she must have taken the refresher course within the preceding five years.

Only one manager level position will be allowed and paid for on this project.

B. Lead Inspectors for Structural, Mechanical, Hydraulic, and Electrical

Professional registration as an engineer to practice engineering in their area of expertise.

Three (3) years of recent documented experience in inspection, design, or construction of movable bridges in their area of expertise.

The above listed classes for the Team Leader(s) are encouraged, but not required, for the Lead Inspectors.

C. Field Staff assisting the Lead Inspectors and Team Leader

A technical staff person with two (2) years experience in inspection, design, or construction of movable bridges, or a recent graduate engineer working at the staff engineer or entry level position.

GENERAL DESCRIPTION OF THE WORK:

The work associated with this project is separated into two phases (I) Site inspection/data gathering, and (II) Report Preparation. Both phases must be completed for successful completion of the project.

The CONSULTANT will provide a thorough inspection of the structural, mechanical, hydraulic, and electrical components of the movable bridge and provide a report. The inspection of this movable bridge will also include the approach spans and approach pavement. The report will identify current conditions of the structure and the significance of the findings and make recommendations.

The following provisions are the minimum for this contract. The CONSULTANT may elect to suggest activities in the proposal that will improve the inspection or save costs:

A. Phase I – SITE INSPECTION

The CONSULTANT will investigate the condition of the bridges and identify areas of deterioration, with the inspection focusing on the bridge operation, span balance determination, mechanical, electrical, hydraulic, and structural components. Any condition requiring immediate corrective action will be reported promptly to MDOT's Project Manager by telephone and then in writing within one week of the finding.

1. Structural Inspection:

The structural inspection will be performed in accordance with the National Bridge Inspections Standards (NBIS), AASHTO's Manual For Bridge Inspection (MBE), Bridge Inspector's Reference Manual (BIRM) and AASHTO's Movable Bridge Inspection, Evaluation, and Maintenance Manual (1998). The CONSULTANT will mark-up in red the previous MDOT Bridge Inspection Report (BIR), inspecting and rating the listed elements. Copies of the previous BSIR report and SIA form will be provided.

The CONSULTANT will use the Michigan Bridge Inspection System (MBIS) to electronically update the condition ratings for each element. The completed forms of the BSIR, SIA, and WORK RECOMMENDATIONS will be included in the appendix of the final report.

In addition, a detailed inspection of the superstructure and substructure elements will be performed as listed below.

- a. **Superstructure:** Inspection of members/elements will include investigating for cracks, corrosion, spalls, unusual movement, settlement, changes in alignment, and loose connections. The concrete deck surface will be sounded with a hammer or chain drag, and delaminated, spalled, and cracked areas on the deck surface will be marked with chalk or chalk paint to be visible in photographs. (The use of permanent surveyors paint will not be allowed)

The percent of deck surface and soffit deficiencies will be noted in the report. Cracks in steel members will be marked in the field for easy location, using dye penetrant. Losses due to corrosion will be measured using an ultrasonic thickness gauge to determine the amount of section remaining. Where section loss greater than 20% is discovered, a sketch will be provided indicating the location, size, and shape of the steel deficiency. The inspection of fracture critical elements will involve identifying locations and providing description of these elements with sketches. The inspection of the superstructure will include, but not be limited to the following elements:

- Bridge deck systems, such as concrete slab, steel grid and overlay. The steel grid decks will be examined for section loss due to corrosion, cracking of the bars, cracking of welds, and loose bolts/rivets
- Structural steel trusses, girders, stringers, floor beams, including connection and supporting members such as stiffeners, diaphragms, cross frame laterals, brackets, pins, bearings, and shear transfer devices.

- Structural Towers for supporting drive machinery.
- Live Load Bearings and Span Locks.
- Bridge railing, sidewalks, safety walks, median barriers and hand rails.
- Expansion joints and other joints
- Supports for the bridge lighting
- Paint or other protective systems
- Drainage inlets, troughs, down spouts, and supports
- Bridge lighting and supports or other protective systems
- Forty feet of approach pavement, sidewalks, and slopes
- Evaluate MIOSHA General Industry Standards for access requirements for maintenance personnel (Fixed Ladders, Gear Guards, Confined Space, etc.)
- Evaluate potential Design Exceptions that may be need for proposed recommendations of repairs (Review MDOT Bridge Design Manual Section 12)

- b. **Substructure(above water surface):** The substructure elements including abutments, piers, fender systems, pile clusters or dolphins will be inspected for damage, distortion, delamination, cracks, corrosion, spalls, and movement/settlements. In addition, wood elements will be inspected for defects such as checks, splits, and decay. Concrete members will be sounded with a hammer to determine any delamination, check for spalling, exposure of reinforcing steel and cracking. These deteriorated areas will be marked with chalk to be visible in photographs, and quantities will be measured for repair estimates. Steel members will be inspected for corrosion, distortion, and section loss. The CONSULTANT will provide sketches of cracks measured in linear feet and spalls/delaminations measured in square feet, with the depth of spall given in inches.

2. Mechanical Inspection

Every component of the mechanical system will be inspected. Components will be inspected for leakage, cracks, unusual noise, corrosion and wear. The inspection of the drive system and auxiliary drive system will be inspected for, but not limited to, counterweight sheaves, shafts, bearings, counterweight ropes, brakes, gear sets, speed reducers, couplings, mounted bolts, span machinery supports and anchorages. Components will be opened, and cleaned by MDOT or an authorized contract agency personnel for inspection as directed by the CONSULTANT to enable the CONSULTANT to measure the thickness of the gear teeth, gear set backlash, gear set clearance, bearing clearances (including trunnions), and observe the conditions of the wearing surfaces. The CONSULTANT will note any lubrication needed for the open gear sets.

- a. **Ultrasonic Testing:** The CONSULTANT will have all four(4) counterweight sheave trunnions inspected ultrasonically by a company specializing in ultrasonic testing.
- b. **Bridge Operation:** The operation of the bridge will be observed in all modes

to investigate the condition of the drives, the functionality of the traffic signals, bells and gates, interferences between movable and stationary parts of the bridge, controllability of the moving span, the effectiveness of the stabilizing machinery, and the span balance determination. During operation, the machinery will be monitored for abnormal noises and vibration.

- c. **Span Balance Determination:** The balance test of the bascule span will be part of the inspection. Span balance determination will be completed using Strain Gauge balancing techniques. If determined that the structure is out of balance, the CONSULTANT will provide technical support during the balancing operation to resolve the imbalances. MDOT will supply forces to add/remove counterweights blocks as needed.
- d. **Testing:** The CONSULTANT may determine that other non-destructive testing beyond what is mentioned in the Scope of Work is needed to make a better judgment. However, such testing (ultrasonic, magnetic particle testing, acoustic emission, etc.) must be approved by MDOT's Project Manager. If the project manager approves the test, the CONSULTANT must submit a testing proposal. The testing proposal will show what tests are to be performed, what specific information is to be gained from testing, and how the information is to be used. Proposals submitted with insufficient information will be denied.

The mechanical components that stabilize the movable span when it is in motion and at rest will be inspected. The components to be inspected include, but are not limited to, span guides, counterweight guides, counterweights, balancing chains, centering devices, span locks and drives, buffers, bump blocks and live load supports or wedges. In addition, the traffic barriers and gates will be inspected.

3. **Hydraulics Inspection**

Depending on the type of hydraulic machinery present the in-depth inspection will include but not be limited to hydraulic actuators, tail locks, hydraulic cylinders, and hydraulic motors, pumps, filters, hoses, piping and interconnecting pipes, hydraulic fluid, accumulators, and associated supports, couplings and fittings. All major components will be visually inspected for leaks, overheating, seal condition, misalignment, unusual noise or vibration. Oil samples, if necessary, will be taken to determine the level of contamination and wear, additive and other applicable tests.

4. **Electrical Inspection**

This includes the visual inspection and testing of electrical components of the drive, stabilizing, control system, bridge lighting, auxiliary generator, submarine cable and flexible cables, and bridge safety features. The bridge safety features include the navigational lights, horns/bells, traffic lights, gates, and safety interlocks. The electrical equipment inspection will include, but not be limited to the following: a detailed examination for smooth operation, uniform and regular movement, proper mounting, applied tension, vibration, overheating, wear, rust, carbon deposits, loose terminations, noise, lubrication, alignment, clearances, spring tension, arching, insulating fluid

levels, insulating fluid contamination, dirt contamination, insulation conditions, system grounding, enclosure grounding, equipment grounding, bonding, current/ voltage/ kilowatt readings, weather tightness, safety, and signs of distress or pending distress. In addition, the inspection will also include insulation tests of all major electrical components and lead current tests on the electrical drives.

For constant voltage drive systems (DC or Sinusoidal AC), the power consumed by the normal drive motors will be measured and recorded on a strip chart during the test opening/closing of the movable span. The results of the test will be reviewed for any defects or inconsistencies.

B. Phase II - INSPECTION REPORT

The deliverable for this contract will be the inspection report. The report must include descriptions and observations of the inspection procedures, conditions found during inspection and operation, span balance determination, and testing for the members of the mechanical, hydraulic, electrical, and structural systems. The report will also describe the significance of the findings. All units of measurement in the report to be presented in English units. Typical forms that have been developed and used in the inspection will be included in the report. The detailed inspection report will be presented in this manner:

- Cover Sheet
- Table of contents
- General Introduction
- Structural, Mechanical, Hydraulic, Electrical
 - Description & Inspection Findings
- Conclusions
- Recommendations and cost estimate
- Bridge inspection check list
- Appendix

The bridge inspection checklist will include the general conditions and rating of the inspected components of interest, with rating recommendations of the elements listed in the BIR form. The Appendix Section will include test reports, recorded readings, tables, sketches, schematics, and color photographs.

Five (5) draft hard copies and three (3) disk copies of the report will be provided to the MDOT Project Manager. One of these will be marked up by MDOT with comments and returned to the CONSULTANT for review. A progress meeting will be held with the MDOT representatives and the CONSULTANT to review and discuss comments. All remaining color photos will be returned for use in the final report. The CONSULTANT will then incorporate revisions into the final report. MDOT reserves the right to request additional drafts for review if, in the opinion of MDOT's Project Manager, the changes required are extensive. The contract will be unsatisfactory if the CONSULTANT fails to make changes to the report as required by MDOT's Project Manager.

The CONSULTANT will submit five (5) 3-ring bound copies of the final report. The final report will also contain one Compact Disk (CD) with electronic copies of the final report.

1. Photographs

All photographs will be color and captioned. All prints must be original. However, laser copies of photographs, scanned prints, and prints from digital electronic cameras may be used as substitutes if resolution and quality are acceptable to the department. The date the photograph was taken and bridge number will always be marked on the front of the photograph. Photographs will be mounted on 8.5" x 11" media and include a location drawing.

Photographs, at a minimum, will include the general arrangement of the drive and stabilizing machinery, hydraulic and electrical components. The structural element photographs will include the elevation view of the sides, views of the typical condition of the bridge deck surface and underside, deck joints, typical superstructure elements, abutments, piers, slope protection, waterway, approach, and fender system. In addition, the photograph will show major components and deteriorated areas and defects.

2. Recommendations

The recommendations will include immediate repairs, within the next three years, and future repairs. The recommendations should include changes, if any, in the operating and maintenance, inspection, and testing procedures necessary to improve the overall safety and life expectancy of the equipment. A detailed Scope of Work for rehabilitation is to be provided.

The Scope of Work will include proposed method, quantities, unit prices, and cost estimates of the rehabilitated/repair components. Utilize the MDOT's Bridge Repair Cost Estimate Worksheet for work items and unit prices where applicable.

MEETINGS:

The CONSULTANT is required to attend a Project Initiation Meeting and two Progress Meetings. The expected time frame for these meetings are shown below, however, these may be adjusted as mutually agreed to by MDOT's Project Manager and the CONSULTANT.

A mandatory project initiation meeting will be held with the CONSULTANT **before** the start of the site inspection work. The project manager will be required to attend the meeting that will be held at the MDOT, Operations Field Services Bldg, Lansing, 6333 Old Lansing Road, Lansing, Michigan 48917 or at a location that is mutually agreed to.

This meeting is intended to exchange information regarding the general procedures for communication, review the schedule, discuss emergency procedures and communication, and discuss any open questions that remain. The meeting will be attended by MDOT Region and Statewide staff.

Two progress meetings will be held; one to review the data collected during the field evaluation work and one to review draft inspection report.

The CONSULTANT will keep notes of these meetings and provide minutes to the MDOT Project Manager within one week after the meeting.

Meeting Dates

Project Initiation Meeting: One week after NTP (before beginning any field work.)

Progress Meetings: (1) At the completion of field work
(2) At the completion of the “draft” Report

EQUIPMENT:

MDOT will provide one under bridge crane for the CONSULTANT’s use for the inspection and will be responsible for maintaining and setting up traffic control, except on weekends and state holidays. The CONSULTANT must provide all of the necessary inspection tools/specialized equipment for completion of the inspection.

The CONSULTANT must provide all of the necessary personal safety equipment for each employee at the work site. All equipment must be in sound working order, meeting applicable inspections for safe operation. Lost time due to equipment failures will not be paid for.

SAFETY:

MDOT requires safe working operations. The CONSULTANT shall perform field operations in accordance with MIOSHA regulations and accepted safety practices.

It is not the responsibility of MDOT to verify the CONSULTANT’s safety practices; however, the MDOT PM has the authority to have any individual who is found working unsafely removed from MDOT right of way. If the CONSULTANT is found to be working unsafely, the MDOT PM can stop all operations and terminate the contract.

EXISTING RECORDS AND DATA:

MDOT will furnish the CONSULTANT access to any available pertinent information related to the structure(s) being inspected.

Information furnished to the CONSULTANT will not be released or distributed to any outside agency without written permission from MDOT’s Project Manager.

Release of information: The CONSULTANT may not release any information about the bridge or the inspection to anyone outside of MDOT. The CONSULTANT is not allowed to make copies of the information in the bridge files unless given written approval from the MDOT Project Manager.

References and Guidelines: Below is a list of reference documents that the CONSULTANT is expected to be familiar with and use to complete the inspection and report:

- AASHTO, Standard Specifications for Highway Bridges and for Movable Highway Bridges
- AASHTO The Manual For Bridge Evaluation
- AASHTO Movable Bridge Inspection, Evaluation, and Maintenance Manual
- Federal Highway Administration (FHWA)
Publications: Inspection of Fracture Critical Bridge Members, Bridge Inspectors Reference Manual (BIRM), Underwater Inspection of Bridges
- Manual on Uniform Traffic Control Devices for Streets and Highways
- National Electrical Code
- National Fluid Power Association
- American Society for Testing and Materials (ASTM)
- National Electrical and Electronics Engineers, Inc
- National Bridge Inspection Standards (NBIS)
- American Welding society
- And other references pertaining to Design and Inspection of Bridges. Such as American Society of Mechanical Engineers (ASME), Anti Friction Bearing Manufacturers Association (AFBMA) etc.

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.