

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

	REQUISITION NUMBER	DUE DATE	TIME DUE
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	
DESCRIPTION			
MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED ** = OPTIONAL Check the appropriate Tier in the box below		CONSULTANT: Provide only checked items below in proposal	
<input type="checkbox"/> TIER I (\$50,000 - \$150,000)	<input type="checkbox"/> TIER II (\$150,000-\$1,000,000)	<input type="checkbox"/> TIER III (>\$1,000,000)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service **
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control **
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site p=inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	<input type="checkbox"/>	Presentation **
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) (No Resumes)	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes. Resumes limited to 2 pages per key staff personnel.

PROPOSAL AND BID SHEET EMAIL ADDRESS – mdot-rfp-response@michigan.gov

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least five (5) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet

5100J – Consultant Data and Signature Sheet (Required only for firms not currently prequalified with MDOT)

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

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest (Consultant/Vendor Selection Guidelines for Services Contracts” and “Guideline for Completing a Low Bid Sheet(S)*, if a low bid is involved as part of the selection process. **Reference Guidelines are available on MDOT’s website under Doing Business > Vendor/Consultant Services >Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

ENGINEERING SERVICES BUREAU OF TRANSPORTATION PLANNING OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS
 NO YES DATED _____ THROUGH _____

<input type="checkbox"/> Prequalified Services – See the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> 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
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Qualifications Based Selection – Use Consultant/Vendor Selection Guidelines

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

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

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

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

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

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

BID SHEET INSTRUCTIONS

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

PARTNERSHIP CHARTER AGREEMENT

MDOT and ACEC created a Partnership Charter Agreement which establishes guidelines to assist MDOT and Consultants in successful partnering. Both the Consultant and MDOT Project Manager are reminded to review the [ACEC-MDOT Partnership Charter Agreement](#) and are asked to follow all communications, issues resolution and other procedures and guidance’s contained therein.

**NOTIFICATION
MANDATORY ELECTRONIC SUBMITTAL**

Proposals submitted for this project must be submitted electronically.

The following are changes to the Proposal Submittal Requirements:

- Eliminated the Following Requirements:
 - Safety Program
 - Communication Plan
 - Past Performance as *a separate section*
 - Separate section for DBE Statement of goals. Include information in Qualification of Team section

- Implemented the Following Changes:
 - All proposals require an Organization Chart
 - Resumes must be a maximum of two pages
 - Only Key (lead) staff resumes may be submitted
 - Tier III proposal reduced from 19 to 14 pages
 - Forms 5100D, 5100I, and 5100G combined – 5100D
 - Forms 5100B and 5100H combined – 5100B
 - RFP's will be posted on a weekly basis -- on Mondays

The following are Requirements for Electronic Submittals:

- Proposals must be prepared using the most current guidelines
- The proposal must be bookmarked to clearly identify the proposal sections (See Below)
- For any section not required per the RFP, the bookmark must be edited to include “N/A” after the bookmark title.
Example: Understanding of Service – N/A
- Proposals must be assembled and saved as a single PDF file
- PDF file must be 5 megabytes or smaller
- PDF file must be submitted via e-mail to MDOT-RFP-Response@michigan.gov
- MDOT's requisition number and company name must be included in the subject line of the e-mail. The PDF shall be named using the following format:
 - Requisition#XXX_Company Name.PDF
- MDOT will not accept multiple submittals
- Proposals must be *received* by MDOT on or before the due date and time specified in each RFP

If the submittals do not comply with the requirements, they may be determined unresponsive.

The Consultant's will receive an e-mail reply/notification from MDOT when the proposal is received. Please retain a copy of this e-mail as proof that the proposal was received on time. **Consultants are responsible for ensuring the MDOT receives the proposal on time.**

****Contact Contract Services Division immediately at 517-373-4680 if you do not get an auto response****

Required Bookmarking Format:

- I. Request for Proposal Cover Sheet Form 5100D
 - A. Consultant Data and Signature Sheet, Form 5100J (if applicable)
- II. Understanding of Service
 - A. Innovations
- III. Qualifications of Team
 - A. Structure of Project Team
 - 1. Role of Firms
 - 2. Role of Key Personnel
 - B. Organization Chart
 - C. Location
- IV. Quality Assurance / Quality Control Plan
- V. Resumes of Key Staff
- VI. Pricing Documents/Bid Sheet (if applicable)

2/14/12

**NOTIFICATION
E-VERIFY REQUIREMENTS**

E-Verify is an Internet based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of that employee to work in the United States. There is no charge to employers to use E-Verify. The E-Verify system is operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration. E-Verify is available in Spanish.

The State of Michigan is requiring, under Public Act 200 of 2012, Section 381, that as a condition of each contract or subcontract for construction, maintenance, or engineering services that the pre-qualified contractor or subcontractor agree to use the E-Verify system to verify that all persons hired during the contract term by the contractor or subcontractor are legally present and authorized to work in the United States.

Information on registration for and use of the E-Verify program can be obtained via the Internet at the DHS Web site: <http://www.dhs.gov/E-Verify>.

The documentation supporting the usage of the E-Verify system must be maintained by each consultant and be made available to MDOT upon request.

It is the responsibility of the prime consultant to include the E-Verify requirement documented in this NOTIFICATION in all tiers of subcontracts.

9/13/12

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
SPECIALTY SERVICE
OWNERS REPRESENTATIVE CONSULTANT SERVICES**

I-94 Modernization Project

CONTROL SECTION: 82024

JOB NUMBER: Various by year 2014 Job Number 12214, 2015 Job Number 122115, 2016 Job number 122116, 2017 Job number 122117

PROJECT LOCATION: I-94 (Wayne County) from I-96 to Conner Avenue

PROJECT DESCRIPTION: This scope of services is for the solicitation of expert transportation professionals to work with, represent and act as a Michigan Department of Transportation (MDOT) representative for various project services in support of MDOT's I-94 Modernization Project in Wayne County and the I-94 Senior Project Manager.

ANTICIPATED SERVICE START DATE: April 28, 2014

ANTICIPATED SERVICE COMPLETION DATE: September 30, 2018

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Complex Urban Freeway Design
Complex Bridge Design
Maintaining Traffic Plans and Provisions
Project Development Studies

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Geotechnical Engineering Services
Railroad Bridges
Traffic Capacity Analysis & Geometric Studies
Road Construction Engineering
Bridge Construction Engineering

Additional classifications may be added as needed on project specific Work Task Orders

DBE REQUIREMENT: TBD on individual Work Task Orders

MDOT SENIOR PROJECT MANAGER:

Terry A. Stepanski, P.E.
Senior Project Manager
MDOT Bureau of Highway Development
425 W. Ottawa Street
Lansing, MI 48909
Office: (517) 241-0233
stepanskit@michigan.gov

SERVICE PERIOD:

It is anticipated that one consultant will be selected as the Owners Representative Consultant (ORC) for services in support of the I-94 Modernization Project. This ORC will be selected to assist and support MDOT in developing and administering portions of the I-94 Modernization Project, as laid out in SEMCOG's Long-Range Plan. The term of this solicitation is four (4) years, with the potential for multiple extensions based on performance and need, at the sole discretion of MDOT. Each year, for the four years, the ORC will be assigned a scope of work with distinct work tasks and job number, contingent upon satisfactory performance, assistance needed and available funding. MDOT will also have sole discretion over the extension timeframes. The amount of work assigned to the ORC will be determined by project needs, workload and the MDOT Senior Project Manager (SPM).

It should be further noted that MDOT may terminate the contract for convenience or cause with a 30 day notice before the services are completed. Written notification of termination will be sent.

CONFLICT OF INTEREST:

The ORC and sub-consultants performing the role of lead consultants in the areas of road design, bridge design or maintenance of traffic will not be allowed to participate or join any design-build team on projects developed under this master contract. For the design-bid-build projects, the ORC will not be allowed to participate as the prime consultant, however may participate as a sub-consultant on the team, but may also be subject to a review for potential conflict of interest, determined on a case by case basis. A sub-consultant to the ORC may be allowed to participate as a consultant on a design-bid-build project but will also be subject to a review for potential conflict of interest, determined on a case by case basis.

GENERAL PROJECT INFORMATION:

This contract is for various engineering, planning and other related services based on the needs of the project. The ORC's primary services are for project development and assistance to the MDOT SPM. Development services will include a review of the conceptual current plan for I-94 followed by the studies necessary, including the use of active traffic management, to optimize the conceptual plan such that it meets current and future traffic demand while minimizing cost. Services may include all preconstruction activities required to advertise a design-build contract or to execute a design contract leading to a bid-build contract. Other duties include, cost estimation, utility investigation and coordination, support and assistance for ROW activities, railroad coordination, assistance with FHWA NEPA requirements, the review of other consultant

work, assistance with scope development and review of proposals, and assistance with stakeholder engagement and public education. The consultant will provide support services for financial, budget and cost documentation requirements, participate in meetings and other assistance as required and directed by MDOT. The ORC may act as MDOT's representative for the review of designs submitted by design-build teams, coordination with construction engineering teams, and/or other tasks, as assigned.

If consultant construction engineering is desired (including design-build), there may be separate solicitation of service completed, or may also be included in this contract. It is MDOT's intention to have the ORC provide technical and support services on the I-94 Modernization Project. However, it may choose to exclude tasks from this master contract and issue separate solicitations. All work performed by the ORC will be assigned based on task specific activities.

SCOPE OF WORK:

The selected ORC services could include work at both the broad project administration level and specific work task level. Tasks throughout the life of the contract may include assisting with program updates and improvements, assisting with preliminary engineering, procurement support, and oversight support and post award services including design assistance during construction and construction engineering.

Although the intent is to have the ORC chosen through this solicitation to perform services on the I-94 Modernization Project, MDOT reserves the right to select other consultants (under separate selections and contracts) to help deliver specific tasks, if needed. The ORC will be expected to work cooperatively with these other consultants and contractors that may be under contract with MDOT and continue to act as an extension of staff, and as one team.

The examination, consideration and documentation of opportunities of "unbundling" of design, construction and other service packages that can fit into the MDOT Small Business Program selections shall be identified and required as a part of this contract. The consultant is expected to provide unique ideas or plans that would encourage local vendor and contractor participation.

Monthly reviews and measurements in conjunction with MDOT will be established and conducted to ensure that project tasks, details and specifications are not unintentionally excluding DBE opportunities. A plan will be developed that will encourage local labor and vendor participation in the corridor, either directly or indirectly through patronage of local businesses and facilities. This can also be accomplished through technical and business training sessions that could be specific to the I-94 Modernization Project, or that could be completed in cooperation with the ORC hired for the I-75 Project in Detroit.

The scope of work to be issued under this contract could include specific tasks within any or all of the below listed categories. It should be noted that all contracted activities will need to be in FHWA compliance at every stage and phase of development.

GENERAL PROJECT INFORMATION:

All work performed by the Owners Rep Consultant will be assigned using work task orders based on a multi-phase Master Contract. It is MDOT's intent to issue work task orders for all necessary activities to complete the services; however, issuance shall be based on sufficient funding.

SCOPE OF WORK:

The scope of work is generally comprised of the following elements:

- **Program management**, risk management, procurement, contract administration, program/project controls, quality assurance services, communication services, DBE services, small business outreach support, workforce development support and administrative support.
- **Preliminary engineering** and supporting data collection focused on managing items of greatest risk to achieving MDOT's goals.
- **Right of Way assistance** including but is not limited to, identifying parcels needed and easements needed, developing ROW Plans, obtaining property appraisals, and property acquisition activities.
- **Procurement** of a design consultants for design-bid-build or contractor(s) using innovative contracting delivery options such as design-build, CMGC and/or other delivery options necessary to assist MDOT with selection and award of contracts to construct the I-94 Corridor Program.
- **May also include:** management oversight during construction including review of design packages, quality oversight of construction activities, change management activities and full construction engineering throughout construction completion of the program.

PROGRAM MANAGEMENT

Description: The purpose of this activity is to provide overall direction, establish cost and schedule-control procedures, and identify the requirements for providing oversight for the I-94 Corridor program. Program oversight incorporates all tasks relating to team coordination, implementation of quality-control measures, program reporting and documentation, stakeholder outreach support, and for overall performance of the program. The tasks within this activity are based on the following general categories: manage and administer the procurement activities, manage risks, establish specific program/project control procedures, provide quality control requirements, monitor and assure compliance, provide DBE services, support small business outreach and workforce development and participate as appropriate in dispute resolution process between contractor and MDOT.

Deliverables: program cost estimates, schedule monitoring reports and evaluations monthly, other reports that assist MDOT understand how the Program Management and I-94 Corridor Program is progressing, quality control plan, bi-weekly progress reports, and a dedicated web-based program management system to support ongoing team activities including procurement and management oversight during construction.

PRELIMINARY ENGINEERING

Description: Develop the I-94 Corridor Program's preliminary engineering/design for the contractor(s) to have a sufficient level of information to propose on the program contracts with a minimum of risk. To minimize risk on the program all potential risks shall be identified and reviewed at the construction contract packaging level as well as for the overall program. Tasks may include survey, preliminary roadway and structure design, drainage design, ITS/signals design, traffic capacity/safety and operational analysis, draft transportation management plan (TMP) development, NEPA compliance including reevaluations and the development of a supplemental EIS if necessary, geotechnical investigations, environmental/hazmat testing, air and noise analysis, utility investigations, railroad coordination, third-party agreements and field reconnaissance, and the development/updating of video(s) to assist in explaining the project to the public

Deliverables: A program risk registry listing risks, risk allocation, reduction options & strategies, and risk assessment reports updated on a regular basis. Associated preliminary engineering work products may include but are not limited to survey data, geotechnical/environmental testing reports, horizontal and vertical alignments, typical sections, preliminary slope stake lines, ROW lines, structure & retaining wall studies, drainage studies, traffic/safety studies, supporting materials for environmental document and interchange access justification report updates, identification of known utilities & potential utility conflicts, relocation plans master utility agreements and public engagement materials

RIGHT OF WAY ASSISTANCE

Description: Assist the Department in identifying and acquiring the ROW and easements necessary to construct and maintain the I-94 Corridor Program. Follow MDOT and Federal policy and procedures on ROW acquisition. Tasks involved for this activity include verification of existing ROW along the I-94 corridor, ROW plan development, obtain titles, legal descriptions, develop relocation plan and provide MDOT the requested ROW acquisition support services to meet the I-94 Corridor Program schedule.

Deliverables: Updated preliminary ROW plans, ROW summary packages, ROW maps, titles, legal descriptions, professional appraisals, contract and negotiation logs with property owners, and closing documentation as requested by MDOT.

PROCUREMENT

Description: Develop all materials necessary for the selection of consultants for design-bid-build procurement or contractor(s) using innovative contracting delivery options and/or other delivery options to complete construction of the I-94 corridor. This work includes but is not limited to the preparation of any or all stages of Request for Qualifications (RFQ), Request for Proposals (RFP), Statement of Qualification and Proposal evaluation manuals, assisting with RFP and RFQ evaluation processes, and the preparation of Contract Documents and addenda. The contract document package(s) will incorporate lessons learned from MDOT's innovative contracting program. Additionally, MDOT expects the procurement phase documents to incorporate lessons learned from other large scale mega project programs delivered successfully around the country including the use of performance-based specifications.

Deliverables: Procurement documents including industry engagement materials & presentations, RFQs, SOQ evaluation manuals, materials for training sessions, SOQ evaluation reports, signed confidentiality statements, documentation of debriefing sessions & meetings with proposers, Draft/Final Contract Documents including addenda (if required), Materials for training sessions, Proposal evaluation reports, documentation of selection notifications and final selection reports.

MANAGEMENT OVERSIGHT DURING CONSTRUCTION

Description: Contract administration during post award to include design verification/oversight support of the I-94 Corridor Program design for conformance to the Contract Document requirements. Design packages to be reviewed may include but are not limited to the following: Bridge & Retaining Wall design documents, Roadway design documents, Released for Construction (RFC) Documents, Shop and working drawings, Product Data and As-Built Documents.

Deliverables: Design verification records, work order/change order analysis & documentation, field documentation, design and construction meeting minutes, construction reports, project files including applicable Field Manager data and the I-94 Corridor Program contract(s) records maintained on a web-based program/project control site.

In summary, project development activities include, but are not limited to:

- Preparation of environmental documents, including a supplemental EIS if necessary
- Updates to the Project Management Plan
- Photogrammetric services

- Production of a project video for public education purposes
- Preparation of preliminary mobility plans
- Preparation of geometric layouts
- Preparation of preliminary roadway designs
- Preparation of preliminary bridge designs
- Planning for public involvement and activities
- Project estimating
- Identification of risk assessment
- Assistance with aesthetic features development
- Coordination of utilities
- Support for survey activities
- Assistance with right of way activities
- Geotechnical services
- Development of performance based specifications
- Documentation and preparation of financial, costs & budgets
- Review of other consultant's work

Contract documents and procurement process for design-build projects, if needed include, but is not limited to:

- Preparation of any or all stages of Request for Qualifications (RFQ)
- Preparation of any or all stages of Requests for Proposals (RFP)
- Preparation of statement of qualification and proposal evaluation manuals
- Assistance with RFP and RFQ evaluation processes
- Preparation of contract documents
- Preparation of addenda

Contract administration assistance includes, but is not limited to:

- Design assistance during construction
- Design verification/oversight support
- Management of schedule/costs/scope
- Office support (e.g. labor compliance, change order preparation, administrative support, project controls)
- Management of claims
- Web-based project control site

Secondary Tasks:

It is possible that MDOT may solicit services for secondary tasks through separate solicitations. However, MDOT may also choose at its sole discretion to authorize these services under this master contract that could also include:

Construction Engineering Services

- Construction oversight support (construction engineering, inspection, testing and quality management)
- Office support (e.g. labor compliance, change order preparation, administrative support, project controls)

GENERAL STAFFING REQUIREMENTS:

The Program Management Consultant is expected to provide a satisfactory number of qualified personnel as necessary to effectively carry out its responsibilities under each Task Order. Depending on the Task Order, there may be work during nighttime hours, on weekends, and/or generally under tight time constraints. The number of personnel needed during any particular Task Order may change as the I-94 Corridor Program progresses.

The Program Management Consultant will need approval from MDOT's SPM for changes to any key staff as provided in the contract. An amended Form 5100G will need to be submitted along with a resume and a reason for the switch to assure MDOT a comparable substitute is being utilized. If the Program Management Consultant does not get approval for this substitution, MDOT will not accept the hours worked as billable and the ORC will be working at their risk.

An individual, who is previously approved by the MDOT Senior Project Manager, but whose performance is later determined by the Senior Project Manager to be unsatisfactory, will not be allowed to continue working on the I-94 Corridor Program and may be replaced by the Program Management Consultant if an alternate is acceptable to the MDOT Senior Project Manager.

WORK TASKS:

The MDOT SPM will contact the ORC through a letter and scope of work detailed with specific tasks and timeframes required. Work tasks will be issued throughout the length of the contract including any extensions to the master contract that may be executed. The letter will state the specific needs, the MDOT job number and control section, task descriptions, services required, required deliverables and the timeframe in which the work shall be required for submission and completion. It will also state any required secondary classifications and DBE requirements needed for completion. Secondary classifications can be provided by sub-consultants not listed in the original selection proposal, but with review of the MDOT pre-qualifications list and final approval. It is possible that some of the tasks will be conducted on an expedited schedule and the ORC is required to provide adequate expert staff to meet or exceed the schedule.

The ORC will submit a plan of work, as defined in the letter request. The plan will consist of the ORC's proposed work tasks and staffing plan to successfully accomplish the tasks. MDOT approvals and actions will also be listed in the plan within the stated timeframe. MDOT will review the work plan and collaborate with the ORC to modify if needed. MDOT or the ORC may request a meeting prior to acceptance of the final plan of work.

The plan should include:

1. The names of all personnel, including key staff chosen and available to provide the specified tasks.
2. The names of the sub-consultants, their personnel and role in task completion.
3. The names of which firms are performing which prequalification classifications.

4. A method detailing how the tasks will be completed, delivered & maintained within the schedule, including MDOT involvement and the estimated dates for milestone events.
5. A conflict of interest statement covering the ORC and sub-consultant(s).
6. A list of what is needed from MDOT and when it is needed to meet the specific tasks and schedule.

MDOT reserves the right to approve the final plan of work based on the ORC's understanding of the specific project tasks and proposed personnel.

GENERAL STAFFING REQUIREMENTS:

The ORC is expected to provide a satisfactory number of qualified personnel to effectively execute the contracted responsibilities. Depending on the task and schedule, there may be work during nighttime hours, on weekends, and/or under expedited time constraints. The number of personnel needed during any particular task may change as the project progresses.

The ORC will adequately staff each task in advance of the start of work, in order to be properly prepared to satisfy the responsibilities. However, the ORC must not assign any personnel until submitting in writing first for MDOT's review and approval, the qualifications of each person proposed to be assigned to the task. The ORC must submit this request for approval to the MDOT SPM at least two weeks before the date an individual is expected to start work.

The ORC will need approval for any changes to key personnel as provided in the contract. An amended Form 5100G will need to be submitted along with a resume and a reason for the switch to assure MDOT, a comparable substitute is being utilized. If the ORC does not get approval for this substitution, MDOT will not accept the hours worked as billable and the ORC will be working at their risk.

An individual who is previously approved by the MDOT SPM, but whose performance is later determined to be unsatisfactory, will not be allowed to continue on the task and project, and may be replaced by the ORC if an alternate is acceptable to the MDOT SPM.

When the personnel needs of a task are reduced, the ORC will reduce the number of its staff. Any adjustment of work forces as recommended by the MDOT SPM will be accomplished within one week after notification. MDOT reserves the right to add or reduce staff on tasks as it so desires during the course of the contract.

ORC RESPONSIBILITIES:

The responsibilities will be to complete the scope and specified work tasks, per federal and state requirements, ensuring FHWA compliance.

The ORC must adhere to all applicable OSHA and MIOSHA safety standards, including the appropriate traffic signs for the activities and conditions for this job and perform field operations in accordance with the Department's Personal Protective Equipment (PPE) policy as stated in the MDOT Guidance Document #10118.

Meet with the MDOT SPM to review project, location of data sources and contact persons, and review relevant MDOT operations. The ORC shall review and clarify project issues, data needs and availability, and the sequence of events and team meetings that are essential to complete the task by the completion date.

- A. Complete work tasks as assigned by MDOT SPM.
- B. Prepare required plans, illustrations, evaluations, details, graphics, presentation materials, and others as needed.
- C. Provide solutions to any unique problems that may arise.
- D. Maintain a Project Record which includes a history of significant events (changes, comments, etc.).
- E. Record and submit type-written minutes for all project related meetings to the MDOT SPM within two weeks of the meeting. MDOT will provide and distribute official meeting minutes, as needed.
- F. Provide to MDOT at scheduled milestone dates, copies of draft and final plans, information, data, etc. needed. Electronic copies in Word format will also be required.
- G. Prepare and submit electronically (native format or Adobe PDF) any information, reports, illustrations, associated analysis or drawings.
- H. Attend any project-related meetings as directed by the MDOT SPM.
- I. Attend any other meetings, as directed to assist in responding to concerns and/or questions, if needed. This may require assistance with preparation of graphics, maps, etc.
- J. Incorporate pertinent information as required in the specific deliverable.
- K. The MDOT SPM shall be the official MDOT contact person for the ORC and shall be made aware of all communications. The ORC must either address or send a copy of all correspondence to the MDOT SPM. This includes all sub correspondence and verbal contact records.
- L. Contact the MDOT SPM whenever discoveries have the potential to require changes in the scope of work.

MONTHLY PROGRESS REPORT:

On the first of each month, the ORC shall submit a monthly progress report detailing the work accomplished to date, planned for the next month and any needs.

MDOT RESPONSIBILITIES:

MDOT will provide written notice providing clear direction for the process to be adhered to and the final deliverables. Work is to be performed consistent with 23 CFR Part 450, and 49 CFR Part 613 (Statewide and Metropolitan Planning Rule), and other applicable state and Federal regulations. MDOT will also provide direction for the development of the specific work tasks.

- Schedule and conduct meetings.
- Provide pertinent reference materials and share previous and current data, studies, plans, reports, analyses, etc.
- Coordinate and facilitate internal reviews, resolve issues and provide decisions at critical points through the schedule.

DELIVERABLES:

The ORC shall deliver all computer files associated with the project in their native format (spreadsheets, CADD files, GEOPAK files, etc.) on DVD, CD or uploaded to an FTP site, as directed by the MDOT SPM. All CAD/GEOPAK files shall be created and identified with standard MDOT file names as shown in the MDOT Standard File Naming Convention that is attached to this document. The electronic files will be published to contractors at the time of letting as Reference Information Documents (RID). The ORC may be asked to upload plans to MDOT's ProjectWise system

It is the ORC's responsibility to obtain the current MicroStation Workspace as published monthly to comply with MDOT's standards. Any CAD/GEOPAK files that do not conform to MDOT standards will be returned for correction at the ORC's expense.

Proposal documents shall be submitted in their native format with standard naming conventions as well as combined into one Adobe PDF file in the sequence specified by MDOT. To provide text search capabilities, the combined proposal shall be created by converting native electronic files to PDF. Scanning to PDF is discouraged except in instances where it is necessary in capturing a legally signed document or when a hard copy version of a document is all that exists.

Plan files shall be submitted in their native dgn format with standard naming conventions and compiled into an Adobe PDF plan set. Plan sheets shall be plotted to Adobe PDF with full text search and level on/off capabilities in 11" x 17" format. A title sheet shall be printed stamped and signed then scanned for inclusion with the Adobe PDF set. The original title sheet shall be filed by the ORC and stored for a minimum of seven years.

Unless otherwise directed by MDOT, The Stand Alone Proposal Estimator's Worksheet (SAPW) shall be used to generate the txt and csv files necessary for import into the Trns*port bid letting software. The SAPW files shall be transmitted electronically by the method specified by the MDOT SPM.

All plans, special provisions, estimates, and other project related items shall meet all MDOT requirements and detailing practices (i.e., format, materials, symbols, patterns, and layout) or as otherwise directed by the SPM. All plans, specifications, and other project related items are subject to review and approval by MDOT.

Specified deliverables will be provided to MDOT for review and comment. A Word file of reports, any appendices, illustrations, drawings, field notes, etc., including the submission of the supporting data output sheets will need to be included in the final deliverables package, in hard copy and MDOT compatible electronic format.

REQUIRED MDOT GUIDELINES AND STANDARDS:

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards (i.e., Road Design Manual, Standard Plans, Drainage Manual, Roadside Design Guide, A Policy on Geometric Design of Highways and Streets, Michigan Manual of Uniform Traffic Control Devices, etc.).

The ORC is required to use MDOT's current version of Bentley MicroStation for CADD applications and Bentley GEOPAK for road design as well as the most current workspace as published monthly. ORC shall comply with all MDOT CADD standards and file naming conventions.

CONSULTANT PAYMENT (actual cost plus fixed fee):

Unless otherwise determined by MDOT, compensation 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, sub-consultant costs, and applied fixed fee. The fixed fee for profit for this project is 11.0% of the cost of direct labor and overhead.

All billings for services must be directed to MDOT 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 ORC for services rendered shall not exceed the maximum amount listed in the contract unless an increase is approved in accordance with the contract and the ORC. 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 MDOT 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 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 tasks and activities specified in the contract.

MDOT will reimburse the consultant for vehicle expenses and the costs of travel to and from project sites in accordance with MDOT's Travel and Vehicle Expense Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at http://www.michigan.gov/documents/mdot/Final_Travel_Guidelines_05-01-13_420289_7.pdf?20130509082418. MDOT's travel and vehicle expense reimbursement policies are intended primarily for construction engineering work. Reimbursement for travel to and from project sites and for vehicle expenses for all other types of work will be approved on a case by case basis.

MDOT will pay overtime in accordance with MDOT's Overtime Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at http://www.michigan.gov/documents/mdot/Final_Overtime_Guidelines_05-01-13_420286_7.pdf?20130509081848. MDOT's overtime reimbursement policies are intended primarily for construction engineering work. Overtime reimbursement for all other types of work will be approved on a case by case basis.