

## 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 \_\_\_\_\_

<input type="checkbox"/> <b>Prequalified Services</b> – See the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> <b>Non-Prequalified Services</b> – 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. <b>Form 5100J is required with Proposal for firms not currently prequalified with MDOT</b>
---	---

**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  
SPECIALTY SERVICES  
General Engineering Consultant (GEC)  
Commuter Rail Service**

**CONTROL SECTION(S):** N/A

**JOB NUMBER(S):** N/A

**PROJECT LOCATION:** Jackson-Ann Arbor-Detroit other potential commuter rail services

**ANTICIPATED START DATE:** January 1, 2015

**ANTICIPATED COMPLETION DATE:** December 31, 2016

**PRIMARY PREQUALIFICATION CLASSIFICATION(S):**  
N/A

**SECONDARY PREQUALIFICATION CLASSIFICATION(S):**  
Geotechnical Engineering Services  
Wetland Assessment

**PREFERRED QUALIFICATIONS AND EXPERIENCE:**  
At least 10 years of experience as a railroad engineer with Track, Bridge, Signal, Station, and Mechanical Facilities design experience.

**DBE REQUIREMENT:** N/A

**MDOT PROJECT ENGINEER MANAGER:**  
Robert Kuehne  
Passenger Policy Specialist  
Email: [Kuehner@michigan.gov](mailto:Kuehner@michigan.gov)

**DESCRIPTION OF WORK:**

The Michigan Department of Transportation (MDOT) in cooperation with the Southeast Michigan Council of Governments (SEMCOG) is seeking qualified firms to provide direction, assistance, and consultation regarding the implementation of commuter rail service including providing commuter rail car refurbishment expertise.

The GEC shall serve as a program management GEC and provide staff to complement MDOT and SEMCOG staff resources to produce the plans and documents described herein and execute the initiative necessary to prepare the Ann Arbor-Detroit Corridor for commuter rail service. These initiatives include the following:

1. Assist with the environmental assessment
2. Assist with the design of rail infrastructure & signaling
3. Assist with station and site designs
4. Review related analysis, plans, and programs
5. Assist in meeting New Starts requirements
6. Assist in preparing requests for proposals and other documents needed to implement commuter rail services

MDOT, SEMCOG, and the GEC will determine the work allocation among the project management team including personnel from the GEC, MDOT, and SEMCOG. The GEC will be expected to work cooperatively with the railroads, contractors, and other GECs that may be under contract or working with MDOT.

The GEC will provide consulting services for other potential commuter rail services in southeast Michigan and elsewhere in the state. The majority of the services to be provided will consist of planning and early preliminary engineering.

1. Feasibility Studies
2. Grant Applications
3. Project Scope & Cost Estimation
4. Management Plans and other FRA/FTA Required Documents
5. Ridership Projections
6. Risk Assessments
7. MDOT Staff on Management Activities Support
8. Standards, Manuals, and Guides Development
9. Strategic Planning Activities
10. Reports Development & Tracking

The GEC is expected to have experience in railroad infrastructure, signaling, passenger station design, layover rail infrastructure & facilities design, and commuter rail car refurbishment.

### **BACKGROUND INFORMATION:**

The purpose of the proposed Ann Arbor-Detroit commuter rail service is to demonstrate that there is sufficient demand for commuter rail service in the Ann Arbor-Detroit Corridor to qualify for federal funding. While the Ann Arbor-Detroit route is already served by Amtrak with three daily round trips, this service is not sufficient to accommodate commuter, business, entertainment, and various other trips made in the corridor.

In a world roiled by rising energy prices, uncertain oil supplies and the threat of man-made climate change due to the rising consumption of fossil fuels, communities that offer mass transit options are better positioned for growth and economic prosperity. Southeast Michigan has considered expanded passenger rail transportation in a number of corridors over the last several decades, but has yet to implement a major project since the Detroit Downtown People Mover opened in 1987.

The I-94 corridor between downtown Detroit, Detroit Metro Airport and Ann Arbor has been particularly well studied over the past decade under the following projects:

- Lansing-Detroit Passenger Rail Study (CATA)
- Ann Arbor-Detroit Passenger Rail Study (AAATA)
- Ann Arbor-Downtown Detroit AA/DEIS (SEMCOG)
- Midwest Regional Rail Initiative Phases 1-7 (MDOT)
- Detroit-Chicago High Speed Rail Corridor Study Update-South of the Lake Corridor (Amtrak/MDOT/INDOT)
- Preliminary Feasibility Study for the West Detroit Track Connection (Amtrak/MDOT)
- Detroit Intermodal Freight Terminal (DIFT) Project (MDOT/Host Railroads)
- Dearborn Intermodal Passenger Rail Facility Environmental Assessment (City of Dearborn)
- Dearborn Station Design (including track work)(City of Dearborn)
- Second Mainline between Dearborn and Wayne Junction Design (MDOT)
- Chicago-Detroit/Pontiac Corridor Investment Plan (Tier 1 EIS and Service Development Plan)(MDOT/ILDOT/INDOT)

MDOT and SEMCOG have long been proponents of developing and improving passenger rail service in the I-94 corridor. MDOT funded the Michigan Central Line civil/track improvements and the development of the Incremental Train Control System (ITCS) system to attain 110 mph operations on the western segment of the Amtrak-served corridor (Kalamazoo-Porter, Indiana). Currently, MDOT is upgrading the Kalamazoo-Dearborn segment to 110mph, adding a second mainline track immediately west of Dearborn thereby creating a double track railroad between Detroit and Ypsilanti, and extending ITCS from Kalamazoo to Dearborn. SEMCOG developed a comprehensive plan for regional transportation, “Improving Transit in Southeast Michigan: A Framework for Action” dated October 2001, which was unanimously adopted by SEMCOG’s General Assembly. This report recommended an Alternatives Analysis from Lansing to Detroit and an exploration of the feasibility of commuter rail service between Ann Arbor and Detroit on the NS (owned by MDOT as of December 7, 2012), CSAO and CN properties. Following the Lansing-Detroit study by the Capital Area Transportation Authority (CATA) and Ann Arbor-Detroit study by the Ann Arbor Area Transportation Authority (AAATA), SEMCOG managed the most recent Ann Arbor-Detroit study, combining two study teams addressing Downtown Detroit-Metro Airport and Ann Arbor-Detroit.

Michigan DOT is undertaking the improvement of an historic bottleneck with the West Detroit Connection between the CSAO Michigan Central tracks and the CN Shoreline Sub. Currently, Amtrak trains running between Dearborn and Detroit traverse an indirect route through Conrail controlled interlockings at West Detroit, Scotten, Springworks, and Vinewood before joining the CN Shoreline Subdivision track to the Detroit New Center Station. While the distance is a relatively short eight miles, the published schedule allows between 21 and 33 minutes (inclusive of station dwell at one station) for the operation, due to freight conflicts and slow track speeds. This improvement alone will save significantly on the scheduled travel time, enhance passenger service reliability, and increase the efficiency of freight service in the region. This West Detroit Connection Track Project is currently under construction and should be completed by the end of the 2015 construction season.

During the past four years, beginning in April 2010, 23 former Metra commuter rail cars have been refurbished by the Great Lakes Central Railroad (GLCRR). Three cab cars and six coaches will be used to provide the proposed Ann Arbor-Detroit commuter rail service; four cab cars and 10 coaches will be used to provide the proposed Howell to Ann Arbor commuter rail service. Currently, restrooms are being installed in two of the 16 coaches; the intent is to install restrooms in the remaining 14 coaches. All 23 cars have been inspected by an Amtrak-certified inspector and are fully tested, CFR compliant, and Americans with Disabilities Act (ADA) compliant. A team comprised of MDOT, SEMCOG, AAATA, GLCRR, and GECs have directed this refurbishment. At the same time, approximately three dozen technical documents have been generated pertaining to the proposed Ann Arbor-Detroit commuter rail service (see Attachment A).

The various commuter rail passenger studies performed over the last decade defined reasonable infrastructure improvements, capital and operating costs, and travel times sufficient to attract acceptable passenger volumes and revenues in most markets. However, the relative absence of effective transit services in the I-94 corridor resulted in low ridership volumes when modeled according to the strict Federal Transit Administration (FTA) New Starts procedures. The most recent study, the Ann Arbor-Downtown Detroit Alternatives Analysis/Draft Environmental Impact Statement, submitted in July 2007, concluded that the Commuter Rail Option (CRT 1) generates a modest increase in daily transit ridership of 2,131 trips. This is insufficient to meet the FTA cost effectiveness hurdle, a necessary precondition to achieving federal funding support in the New Starts Program.

Over the past several years, MDOT, Amtrak, SEMCOG, and local transit providers (DDOT, SMART, AAATA) have collaborated to implement a demonstration project to prove the adequacy of ridership and revenues. The proposed Ann Arbor-Detroit commuter rail service demonstration project seeks to run up to 10 additional passenger trains per day between Ann Arbor and Detroit with modest capital improvements including the structural, track and signal work between the Detroit New Center Station and West Detroit Junction Interlocking, addressed in MDOT's West Detroit Connection Track Project. Additional improvements suggested by recent capacity analysis efforts (Ann Arbor-West Detroit Junction, Chicago-Detroit/Pontiac, West Detroit Junction-Pontiac) and operating plans developed in coordination with Amtrak will include additional sidings and crossovers, a new station at Ypsilanti, a new station at Henry Ruff Road serving Detroit Metro Airport, parking expansion, and maintenance facilities. In addition, locomotives must be obtained to enable the commencement of the proposed Ann Arbor-Detroit commuter rail service.

Based on the magnitude and complexity of the tasks, MDOT and SEMCOG have determined that it is necessary to continue having the services of the GEC to provide support in implementing the proposed Ann Arbor-Detroit commuter rail service and assessing other commuter rail service possibilities in southeast Michigan and elsewhere in the state.

**GENERAL INFORMATION:**

The focus is assisting in the implementation of new commuter rail service in the 38-mile corridor between Ann Arbor and Detroit with three intermediate stops (Ypsilanti, station connecting with Detroit Metro Airport, Dearborn). This service should accommodate commute, reverse commute, shopping, medical, personal business, student, and recreational travel.

The GEC shall furnish all services and labor necessary to conduct and complete the services described in this request for proposals. The GEC shall furnish all materials, equipment, supplies, and incidentals necessary to perform the services (other than those to be furnished by MDOT). The services shall be performed to the satisfaction of MDOT, consistent with applicable professional standards.

Work shall conform to the applicable current State and federal practices, guidelines, policies, and standards. The GEC will notify the Project Manager, in writing, prior to any personnel changes from those specified in the GEC's original approved proposal.

All materials submitted in response to this RFP become the property of MDOT; proposals and supporting materials will not be returned to the GEC. MDOT reserves the right to reject any and all proposals.

**CONFIDENTIAL INFORMATION:**

GEC reports and conclusions are confidential information of the State of Michigan and will not be disclosed by the GEC, in whole or in part, to any unauthorized person without the prior written consent of the Project Manager. Confidential information shall not include information (a) already lawfully known to or independently developed by the GEC, (b) disclosed in published materials, (c) generally known to the public, (d) lawfully obtained from any third party, or (e) required to be disclosed by law.

In addition to work products described in this RFP, all reports prepared by the GEC, including all graphics and texts, as instruments of service, and all data collected as part of this project or furnished by MDOT, together with all computer generated disks, tapes, summaries, and charts derived there from, are all the property of MDOT. All materials will be delivered in an electronic format that is useful to all parties.

## **DELIVERABLES:**

A. The GEC shall continually update, as necessary, the following documents:

1. Project Management Plan
2. Project Quality Management Plan
3. Risk Management Plan
4. Contract Management Plan
5. Operator Quality Management Plan
6. Financial Plan
7. Safety and Security Management Plan
8. Testing and Commissioning Plan
9. Maintenance Plan
10. Maintenance Contractor Quality Management Plan
11. Performance Standards
12. Safety and Security Certification Plan
13. Operating Plan
14. Business Plan
15. Cab Car & Coach Refurbishment Plan
16. Coach Restroom Plan
17. Fire Safety Analysis: Part 1, Part 2 & Update
18. Passenger Car Inspection, Testing & Maintenance Plan
19. ADA Compliance Plan
20. Station Design Criteria
21. Major Issues Assessment

B. The GEC will produce the following documents:

1. Conceptual designs of needed improvements for support of the environmental assessment.
2. Design criteria and conceptual designs needed to develop proposed commuter rail services. These include rail infrastructure such as layover tracks and passing sidings, stations such as Ypsilanti and the airport connector, and signaling.

Unless otherwise noted, the GEC documents shall consist of the following submittals: a 5%-level (conceptual), a 50%-level (preliminary), a 100%-level (pre-final), and a 100%-level (final).

C. Documented coordination of various commuter rail service related studies pertaining to track infrastructure, signaling, stations, ridership, and environmental issues.

## **PROJECT MANAGEMENT:**

This project will require close interaction and good communication between the GEC and MDOT. If there are any major deviations from the original scope of this assignment, those changes must be demented and jointly approved by the GEC and MDOT. Project management documentation and meetings will be held will MDOT leadership to assure the on-time creation of the deliverables.

The GEC shall provide all necessary project management services, including progress reports, developing and maintaining a project schedule, and providing invoices in a timely manner.

## **REPORTS & MEETINGS:**

Progress reports, meeting notes, and deliverables shall be submitted to the Project Manager on or before the dates agreed upon between the GEC and MDOT in an electronic format. There will be periodic, regularly scheduled meetings between the GEC and MDOT to assure the on-time creation of the deliverables. These meetings will provide for the review of the deliverables and to communicate progress, existing or anticipated issues, ideas, and expectations.

## **GEC RESPONSIBILITIES:**

- A. Meet with the MDOT project manager and project team prior to beginning any major work element to review the relationship of work to the project objectives, clarify the nature of the work element, and review sources of relevant data. The GEC will give attention to critical target dates and required lead times.
- B. The MDOT project manager shall be the official MDOT contact person for the GEC. The GEC must furnish a copy of all correspondence to the MDOT Project Manager. This includes all sub-GEC correspondence and verbal contact records. The MDOT project manager shall be aware of all communications regarding the project.
- C. The GEC shall notify MDOT and obtain MDOT approval of all proposed sub-GECs and contracts for all work that will not be performed directly by the GEC.
- D. As work progresses, the GEC will present all deliverables in draft form as specified in the Deliverables Section for review by the MDOT project manager, project team, and other appropriate MDOT and SEMCOG staff.
- E. A minimum of 40% of all contracted work must be conducted by the prime GEC.

## **MDOT RESPONSIBILITIES:**

- A. The Project Manager will work closely with the GEC throughout the project.
- B. The Project Manager will make available to the GEC MDOT data relevant to the project and provide direction to the extent necessary to produce high quality deliverables.
- C. The Project Manager will process GEC-submitted invoices in a timely manner.

## **ANTICIPATED PROJECT SCHEDULE:**

<u>Target Date</u>	<u>Required Activity</u>
Late October, 2014	Proposals Due
Mid November, 2014	GEC Selected
Mid November, 2014	CSRT Decision
Mid December, 2014	Contract Executed
December 31, 2016	Contract Expiration (may be extended for 12 months)

## **PAYMENT SCHEDULE:**

Payments will be made monthly upon receipt of the GEC's billing statement and progress report.

## **GEC 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, subGEC costs, and applied fixed fee. The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

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 GEC for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the GEC. 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.

MDOT will reimburse the GEC 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.

## ATTACHMENT A

### PUBLICATIONS

Many of these documents are updated periodically during the multi-year process of preparing for and commencing commuter rail service in the Jackson/Ann Arbor-Detroit Corridor. The latest update is noted in this list of documents. These documents are available on a request basis.

1. *Station Design Criteria* dated April 5, 2010
2. *Station Signage Contract* dated April 26, 2010
3. *Business Plan* dated July 19, 2010
4. *Preliminary Collision Hazard Analysis* dated July 27, 2010
5. *Inspection Report Cab Car 790 & Coaches 708, 719, 733* dated October 13, 2010
6. *Procedures to Reinforce Collision Post Ring Weld Cracks* dated November 29, 2010
7. *Project Quality Management Plan* dated November 30, 2010
8. *Risk Management Plan* dated November 30, 2010
9. *Contract Management Plan* dated December 16, 2010
10. *Operator Quality Management Plan* dated December 16, 2010
11. *Financial Plan* dated December 16, 2010
12. *Safety and Security Management Plan* dated December 16, 2010
13. *Testing and Commissioning Plan* dated December 16, 2010
14. *Maintenance Plan* dated December 16, 2010
15. *Performance Standards* dated December 16, 2010
16. *Safety and Security Certification Plan* dated December 16, 2010
17. *Operating Plan* dated December 16, 2010
18. *Maintenance Contractor Quality Management Plan* dated December 16, 2010
19. *Project Management Plan* dated April 22, 2011
20. *GLC Gallery Car 796 Inspection Results and Recommendations* dated November 30, 2011
21. *Conversion of Gallery Coach to Cab Car* dated January 25, 2012
22. *Dynamic Test on GLC Railroad of First 12 MDOT-Leased Cars* dated May 29, 2012
23. *Equipment Familiarization & Mobilization Test (Corridor Test)* dated December 7, 2012
24. *Fire Safety Analysis: Part 1* dated December 28, 2012
25. *Fire Safety Analysis: Part 2* dated December 28, 2012
26. *Cab Car & Coach Refurbishment Plan* dated December 28, 2013
27. *Dynamic Test on GLC Railroad of MDOT-Leased Cars 13-18* dated January 14, 2013
28. *Major Issues Assessment* dated February 28, 2013
29. *Dynamic Test on GLC Railroad of MDOT-Leased Cars 19-23* dated April 16, 2013
30. *Passenger Car Inspection, Testing & Maintenance Plan* dated August 8, 2013
31. *ADA Compliance Plan* dated September 12, 2013
32. *Coach Restroom Plan* dated September 12, 2013