

## 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			CONSULTANT: Provide only checked items below in proposal
WHITE = REQUIRED ** = OPTIONAL  Check the appropriate Tier in the box below			
<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"/>	
<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 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)	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 for all firms performing non-prequalified services on this project.)

**(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) **AA**

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## 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, 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 all firms performing non-prequalified services on this project.</b>
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**Qualification 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.

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**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.

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**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.

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**Low Bid** (no qualifications review required – no proposal required.)

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## BID SHEET INSTRUCTIONS

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.

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## 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.

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**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  
AS NEEDED SPECIALTY SERVICES  
Local Agency Programs**

**CONTROL SECTION:** Various

**JOB NUMBER:** Various

**PROJECT LOCATION:**

The project is located statewide with various project types.

**PROJECT DESCRIPTION:**

This project consists of coordinating the review of the project documents developed either by or on behalf of local municipal agencies, for federal and state aid construction projects.

The consultant will assist MDOT Local Agency Program (LAP) staff in delivering the Local Agency Program by performing various duties related to ensuring the federal/state eligibility of projects and pay items. The work will include reviewing plans, specifications and estimates for conformance with the program application (permits, utilities, real estate parcels, wetlands, non-participating items, etc.), and current design guides including, but not limited to, the “Michigan Department of Transportation Local Agency Guidelines for Geometrics (3R)”, “A Policy on Geometric Design of Highways and Streets (AASHTO) 2004”, “Hot Mix Asphalt or Concrete Design”, the MDOT Standard Specifications for Construction, and other Michigan and Federal guidelines pertaining to eligibility for funding for local federal aid projects.

**ANTICIPATED SERVICE START DATE:**

October 1, 2015

**ANTICIPATED SERVICE COMPLETION DATE:**

September 30, 2017

This selection is for a 2 year period.

**PRIMARY PREQUALIFICATION CLASSIFICATION(S):**

Short & Medium Span Bridges

**SECONDARY PREQUALIFICATION CLASSIFICATION(S)**

None

## **GENERAL INFORMATION:**

MDOT will select up to 2 consultants for this scope of service. MDOT will not allow the selected consultant(s) to use sub-consultants on this project.

## **CONSULTANT REQUIREMENTS:**

The consultant will be expected to understand and have the ability to instruct the local agencies and their consultants in the following:

- Proper and full completion of the applicable MDOT programming application forms.
- The proper way to coordinate plans, special provisions, and pay item codes.
- The proper use of Frequently Used Special Provisions (FUSP's). Determination on when a pay item specific special provision needs to be generated ("7000" numbers, or mandatory special provisions required for MDOT standard pay items).
- Content and order of documents to be included in a project proposal package.
- Use of design exceptions when appropriate, and proper preparation of all required design exceptions.
- The proper use of proprietary pay items. Refer to the "Sole Source Justification Process" document, posted on the LAP website at [www.michigan.gov/mdotlap](http://www.michigan.gov/mdotlap). The selected source must be determined to be in the public's best interest. The MDOT LAP Project Manager (or designated staff) must also approve the justification.
- The proper use of contractor prequalification lists for local let projects.
- Be familiar with the MDOT e-proposal process, including the documents required for final submittal, as well as LAP information that is available to local agencies on the MDOT website.
- Be generally familiar with the MDOT construction program requirements, including inspection, testing, certification, and documentation.

The consultant will be expected to be familiar with the typical plan development process (typical cross-sections, grades, curve radii, superelevation, guardrail usage, standard plans, special details, specifications required for design and construction, etc.).

The consultant should have knowledge of typical methods of preparing staging plans and special provisions for maintaining traffic during construction (including preparing temporary traffic signal plans and special provisions).

The consultant should be familiar with signing requirements for projects on local roads, according to the current version of the Michigan Manual of Uniform Traffic Control Devices.

**DBE REQUIREMENTS:** not applicable

**MDOT LAP PROJECT ENGINEER MANAGER:**

Bruce Kadzban – Rural/Enhancement Programs Engineer  
Michigan Department of Transportation  
Van Wagoner Building  
425 West Ottawa Street  
Lansing, MI 48909  
Phone Number (517) 335-2229  
Fax Number (517) 335-3234  
E-mail [kadzbanb@michigan.gov](mailto:kadzbanb@michigan.gov)

**PROJECT BUDGET:**

The total dollar value of assigned projects will stay within the programmed amount. MDOT may increase or decrease the programmed amount as necessary, including the possibility of not assigning any projects to consultants.

If at any time the consultant expects that the estimated cost of an assigned project will exceed the authorized amount, then the consultant will be required to submit a letter to the MDOT LAP Project Engineer Manager requesting a change in the authorized amount, justifying the changes in the cost estimate, and receive approval from MDOT for the additional hours and costs, prior to performing the extra work.

**MDOT RESPONSIBILITIES (GENERAL):**

1. Make decisions or provide input for the following items:
  - a. Make project assignments
  - b. Verify that the project is programmed with a job number, and that the actual project location, work limits, and work type agree with the project as it is programmed. Obtain and update the programmed project information as necessary.
  - c. Notify the local agency that the project is assigned to a Consultant. Give the local agency the Consultant's contact information and inform the local agency that the Consultant will be contacting them to schedule the GI meeting
  - d. Resolve political issues
  - e. Review and approve design exception requests.
  - f. Review the program application, including local agency certifications regarding environmental, budget, and right of way certifications, as required.
  - g. Resolve issues related to inadequate funding
  - h. Upload and check final cost estimates in Trns·port.
  - i. Request fund obligation

- j. Prepare, distribute, coordinate, and execute the cost sharing agreement between MDOT and the local agency.
  - k. Prepare the draft bid proposal documents, using electronic files of the plans, special provisions, construction cost estimate, and the various checklists submitted by the consultant
  - l. Forward a copy of the draft bid proposal package, along with appropriate review comments, to the Consultant for response or revision.
  - m. Prepare the final bid proposal package and forward it on to other MDOT units for advertising and letting.
  - n. Determine the letting date for the project, based on dates that the electronic files, permits, and right of way certifications are delivered to the LAP staff engineer, and approved by MDOT.
  - o. Determine the advertisement period for each project.
  - p. Receive bidder inquiries or requests for additional information. Work with the local agency and Consultant to coordinate the response to such inquiries.
2. Furnish prints of specific examples of a similar project or portions of a project, if available.
  3. Provide information to the consultants regarding current MDOT and FHWA policies and requirements for acceptable delivery of projects, for federal funding.
  4. Initialize authorizations for applicable force account work for preliminary engineering, construction engineering, or testing, as required
  5. Coordinate responses to public concerns, including but not limited to additional meetings or communications with the local agency, interested stake holders, and other agencies.

**CONSULTANT RESPONSIBILITIES:**

1. Meet with the MDOT LAP Project Manager (or designated staff) to review projects, location of data sources and contact persons, and relevant MDOT operations. Review and clarify project issues, data needs and availability, and the sequence of events and meetings that are essential to complete the design by the project plan completion date. Attention shall be given to critical target dates that may require a long lead time, such as geotechnical requirements, right of way submittal dates, railroad coordination requirements, utility conflict resolution, local agency meetings, etc.
2. Maintain a project record which includes a history of significant events (changes, meetings, documentation of communications, comments, etc.) which influenced the development of the plans, dates of submittals and receipt of information.
3. Review preliminary plans, specifications, and estimates for the grade inspection (GI) meeting. Review the program applications to ensure compliance with plans. Contact the local agency and request missing items and ask for the additional information before holding the GI.

4. Contact the local agency and its consultant, if any, and make the necessary arrangements to schedule the GI meeting. Notify the MDOT LAP Project Manager (or designated staff) and the construction engineer of the appropriate MDOT TSC office of the GI meeting. Verify that the local MDOT TSC construction engineer received a copy of the GI plans, special provisions, estimate, and program application. While scheduling the grade inspection meeting, contact and invite the TSC construction engineer to either attend the meeting, or to arrange to receive the TSC review comments before the meeting.
5. Attend and conduct the GI meeting, and visit the site. The meeting and site visit may require more than one day. The number of Consultant participants should be limited to one person unless new staff is being trained. The Consultant must receive written permission from MDOT prior to the GI meeting if it intends to have more than one person attend the GI for which the Consultant will be requesting reimbursement from the project. Resolve major outstanding issues or conflicting comments with the MDOT Project Manager (or designated staff). Upon resolution of a conflict, the Consultant must document, in a letter to the MDOT Project Manager (or designated staff), the solution to the conflict and the engineering judgment used by the Consultant in reaching this decision.
6. Prepare a summary of the grade inspection meeting as well as a list of attendees, and forward the electronic file (current version of Microsoft Word or Adobe file) of the grade inspection meeting, and forward the file to the MDOT LAP Project Manager (or designated staff) within three business days following the meeting.
7. Notify the LAP staff engineer as soon as possible of any issues associated with public involvement or concern. MDOT shall be responsible for coordinating all responses to public concerns, including but not limited to additional meetings or communications with the local agency, interested stake holders, and other agencies.
8. Obtain from the local agency all proposed design exception requests, HMA mix design information, the final program application, and electronic files of the final plans, special provisions, coordination clauses, progress schedule, and construction cost estimate, all of which are revised according to the GI comments, and review these documents for conformance to MDOT requirements. Review the right of way Attachment A submitted by the local agency for the project, and obtain a correct and completed Attachment A from the local agency, if necessary. Obtain a correct and complete right of way Attachment B from the local agency, if one is required.
9. Forward the HMA mix design, along with the appropriate statement from the local agency for the case when it prefers to use an alternate mix design, to the LAP staff engineer as soon as possible.
10. Forward design exception requests to the LAP staff engineer as soon as possible, with the consultant's recommendation to either approve or deny the request.
11. Forward the revised Attachment A and B to the LAP staff engineer as soon as possible, with an explanation of the reasons that the Attachments needed revisions.

12. Prepare the electronic checklists of applicable Frequently Used Special Provisions, Supplemental Specifications, and Notice to Bidders (FUSP / SS / NB).
13. Obtain from the local agency copies of all required permits, and the approval letter from the State Historic Preservation Office (SHPO).
14. Prepare a preliminary proposal file, in pdf format, incorporating all of the local agency's final electronic files, and forward this preliminary file to the LAP staff engineer. Individual files that should be incorporated into this preliminary file include the progress schedule, applicable coordination clauses, unique special provisions, permits, MDOT Standard Plans and Special Details, Maintaining Traffic typicals, and other files as appropriate and necessary. Create appropriate bookmarks using current MDOT templates. Forward the SHPO letter as well as electronic files of correct and complete Attachments A and B and the final program application, and the final preliminary proposal file to the LAP staff engineer. The Consultant shall be responsible for no other tasks associated with reviewing and obtaining the correct and complete right of way Attachments A and B, or for forwarding those documents to MDOT Real Estate Office staff.
15. After receipt of the draft proposal package and any associated review comments from the LAP staff engineer, review the package, work with the local agency to resolve the comments, and forward the necessary revised documents to the LAP staff engineer. The LAP staff engineer will prepare and process the final proposal package for the MDOT letting.
16. Prepare and forward electronic files containing summaries of all project related meetings to the MDOT LAP Project Engineer Manager (or designated staff) within two weeks following the meeting. Distribute the summaries to all meeting attendees.
17. The MDOT LAP Project Engineer Manager (or designated staff) shall be the official MDOT contact person for the Consultant. The Consultant must either address or send a copy of all correspondence to the MDOT LAP Project Engineer Manager (or designated staff). The MDOT LAP Project Engineer Manager (or designated staff) shall be made aware of all unusual communications that might affect the project budget or schedule.
18. Contact the MDOT LAP Project Engineer Manager (or designated staff) whenever discoveries or design alternatives have the potential to require changes in the scope, limits, quantities, costs, or location of the project.
19. During the advertisement period, work with the local agency and LAP staff engineer to coordinate the response to bidders inquiries or requests for additional information received by the LAP staff engineer.

## **PROJECT SCHEDULE:**

Each project assignment will be completed according to the schedule proposed by the local agency, in coordination with the current LAP Project Planning Guide, which is posted on the LAP website. The consultant should use these events to prepare its Monthly Progress Reports. Consultants selected shall be aware of the lead time required to make the scheduled letting according to the current LAP Project Planning Guide.

1. Date the project is assigned by MDOT LAP to the Consultant
2. Date that the Consultant is authorized to proceed
  
3. Review the grade inspection (GI) package and arrange the GI meeting
  
4. Submit the final documents to MDOT for final review
  
5. Letting Date
  
6. Final Deliverables to MDOT (Project Files and correspondence)

## **MONTHLY PROGRESS REPORT:**

On the first of each month, the consultant shall submit a monthly project progress report to the MDOT LAP Project Engineer Manager. The monthly progress report shall follow the guidelines in Appendix A.

## **FORMAT OF SUBMITTED DOCUMENTS:**

The local agency will perform oversight of the design of the project. The local agency will submit paper (hard) copies of the plans, special provisions, construction cost estimate, and program application to MDOT, as part of its grade inspection submittal.

Plan sheets, sized to print as 11" by 17", shall consist of plan sheets and profile sheets or a log description of the work. Other plan sheets that are required for this project shall be completed by the local agency. These may include, but are not limited to, the following plan sheets:

1. Title sheet.
2. Note Sheet.
3. Typical Cross-Sections.
4. Project Specific Special Details.
5. Construction staging and traffic control plans.
6. Detail grade sheets for major intersections, ramp gores and critical areas.
7. Paving details.
8. Culvert detail sheet(s).
9. Vicinity and drainage map sheet.
10. Witness and benchmark sheet(s).
11. Soil boring log sheet(s).

For the final submittal, the local agency's submittal shall include the following electronic files:

1. plan sheets, in a single file, in pdf format.
2. construction cost estimate, in the format of the current version of the Michigan Engineers Resource Library (MERL), available from the LAP website.
3. special provisions unique to the project, coordination clauses, progress clauses, and other such documents that will be included in the final bid proposal package, all in individual electronic files, formatted in the current version of Microsoft Word or Adobe Acrobat.

In addition, the local agency shall also forward hard copies of the final program application, permits, signed log title sheet, SHPO letter, and right of way attachments A and B, contained in the program application.

### **UTILITIES:**

The local agency is responsible for obtaining and showing on the plans the location and names of all existing utilities within the limits of the project. In the course of resolving utility conflicts, the local agency shall make modifications to the plans or design details and provide assistance as directed by the LAP staff engineer.

### **TRAFFIC CONTROL, PROPERTY ACQUISITION, AND PERMITS:**

The local agency shall be responsible for all traffic control required to perform the tasks as outlined in this Project Scope of Design Services. The local agency will develop its own Traffic Operating Plans as part of the tasks it completes to meet the Local Agency Work Zone Safety and Mobility requirements.

The local agency shall be responsible for obtaining up to date access permits and pertinent information for tasks associated with property acquisition. These specific tasks are detailed in MDOT Real Estate manual. All real property required to be obtained for the project will be reviewed by the MDOT Real Estate Support Area Local Agency Property Analyst prior to funds being obligated for the project. Fee acquisitions, consents to construct (formerly known as grading permits), temporary easements, and access agreements, are examples of property acquisition, for local agency purposes. The consultant shall review the right of way acquisition information provided in the program application, obtain corrected or revised Attachments A and B from the local agency as required, and forward these documents to the LAP staff engineer.

The consultant shall ensure that all required municipal, state, and federal permits are obtained by the local agency and forwarded to the LAP staff engineer as part of the consultant's final deliverable submittal, prior to fund obligation.

## **CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee: As-Needed**

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. The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

This scope is for “as needed” services. As such, the hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. Fixed fee on “as needed” projects is computed by taking the percent of actual labor hours invoiced to labor hours authorized, then applying that percentage to the total fixed fee authorized.

All billings for services must be directed to the Department and follow the current guidelines. 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.

MDOT reserves the right to request services on other projects located in the Region/TSC area that are not listed above, under the conditions of this “as needed” scope of services.

Full time services may not be required on all projects at all times. This scope is for “as needed” services, based on the intermittent needs of MDOT. It must be noted that this is not a guarantee that MDOT will use the Consultant’s services.

MDOT will reimburse the consultant for vehicle expenses and the costs of travel to and from project sites in accordance with MDOT’s Travel and Vehicle Expense Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at [http://www.michigan.gov/documents/mdot/Final\\_Travel\\_Guidelines\\_05-01-13\\_420289\\_7.pdf?20130509082418](http://www.michigan.gov/documents/mdot/Final_Travel_Guidelines_05-01-13_420289_7.pdf?20130509082418). MDOT’s travel and vehicle expense reimbursement policies are intended primarily for construction engineering work. Reimbursement for travel to and from project sites and for vehicle expenses for all other types of work will be approved on a case by case basis.

MDOT will pay overtime in accordance with MDOT's Overtime Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at [http://www.michigan.gov/documents/mdot/Final\\_Overtime\\_Guidelines\\_05-01-13\\_420286\\_7.pdf?20130509081848](http://www.michigan.gov/documents/mdot/Final_Overtime_Guidelines_05-01-13_420286_7.pdf?20130509081848). MDOT's overtime reimbursement policies are intended primarily for construction engineering work. Overtime reimbursement for all other types of work will be approved on a case by case basis.

**APPENDIX A**  
**CS Various - JN Various**  
**DESIGN ASSISTANCE TO LOCAL AGENCY PROGRAMS**

**MONTHLY PROGRESS REPORTS**

**Control Section 00000**  
**Job Number 000000A**  
**Structure Number S00**  
**Date 00/00/00**

**MONTHLY PROGRESS REPORT**

- A. Work accomplished during the previous month.  
(ie preliminary plan submittals, GI's, Final Plan submittals, etc.)
- B. Anticipated work items for the upcoming month.  
(ie preliminary plan submittals, GI's, Final Plan submittals, etc.)
- C. Real or anticipated problems on the project.  
(Public involvement, concern, or controversy, utility conflicts, plans submitted without enough detail for GI, final plans containing too many errors, cannot obtain necessary permits or other needed approvals to proceed, etc.)
- D. Update of previously approved detailed project schedule including explanations for any delays or changes.  
(It has been found by the consultants currently working on this work for MDOT that a table with all the pertinent dates can be developed and updated to serve this purpose)
- E. Items needed from MDOT.  
(Verification for funding, authorization to proceed, sample project information, etc.)
- F. Copy of verbal contact records for the period on delayed projects (include control section, job number, structure number and date).