

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

MDOT PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION				
MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal	
Check the appropriate Tier in the box below				
TIER I (\$25,000-\$99,999)	TIER II (\$100,000-\$250,000)	TIER III (>\$250,000)		
			Understanding of Service	
			<i>Innovations</i>	
			<i>Safety Program</i>	
N/A			Organizational Chart	
			Qualifications of Team	
			Past Performance	
Not required As part of Official RFP	Not required As part of Official RFP		Quality Assurance/Quality Control	
			Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.	
N/A	N/A		Presentation	
N/A	N/A		Technical Proposal (if Presentation is required)	
3 pages (MDOT Forms not counted) (No Resumes)	7 pages (MDOT Forms not counted)	19 pages (MDOT Forms not counted)	Total maximum pages for RFP not including key personnel resumes	

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

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

RFP SPECIFIC INFORMATION

BUREAU OF HIGHWAYS

BUREAU OF TRANSPORTATION PLANNING **

OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO

YES

DATED _____

THROUGH _____

Prequalified Services – See page ___ of the attached Scope of Services for required Prequalification Classifications.

Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. **(Form 5100J Required with Proposal)**

Qualifications Based Selection – Use Consultant/Vendor Selection Guidelines

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

****For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning **(see address list, page 2)**. The priced proposal must be submitted in a sealed envelope, clearly marked **"PRICE PROPOSAL."** The vendor's name and return address **MUST** be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

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

Qualifications Review / Low Bid - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

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

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

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked **"SEALED BID."** The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER

PROPOSAL/BID DUE DATE

TIME DUE

PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

MDOT Project Manager

MDOT Other

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail**OR****Lansing Overnight Mail**Secretary, Contract Services Div - B470
Michigan Department of Transportation
PO Box 30050
Lansing, MI 48909Secretary, Contract Services Div - B470
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933Contract Administrator/Selection Specialist
Bureau of Transportation Planning B470
Michigan Department of Transportation
PO Box 30050
Lansing, MI 48909Contract Administrator/Selection Specialist
Bureau of Transportation Planning B470
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933**GENERAL INFORMATION**

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

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

The following two American Recovery and Reinvestment Act of 2009 (ARRA) notifications, **ARRA MONTHLY EMPLOYMENT REPORTS** and **REQUIRED CONTRACT PROVISIONS TO IMPLEMENT AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) SECTIONS 902 AND 1515**, are attached to this Request For Proposal for your understanding. These two notifications are only applicable for those projects/contracts funded with ARRA funds and will be included in contract Exhibits.

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION**5100D** – Request for Proposal Cover Sheet**5100G** – Certification of Availability of Key Personnel**5100I** – Conflict of Interest Statement**5100J** - Consultant Data and Signature Sheet (Required only for Non-Prequalified Work)**(These forms are not included in the proposal maximum page count.)**

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
SPECIALTY SERVICES**
Rest Area Solar Photovoltaic Energy Installation

CONTROL SECTION: N/A

JOB NUMBER: N/A

PROJECT LOCATION: The MDOT Rest Areas at the following locations:

I-75 SB near St. Ignace, Mackinac County, Michigan

I-94 EB near Chelsea, Washtenaw County, Michigan

M-28 near Seney, Schoolcraft County, Michigan

PROJECT DESCRIPTION:

As described in more detail below, the Michigan Department of Transportation (MDOT) will accept proposals to develop and install a grid connected solar photovoltaic energy system at each of the above rest area facilities for the purpose of reducing energy costs and to demonstrate the feasibility and benefit of solar energy generation in rest areas.

The Consultant will provide system engineering and design to include the photovoltaic solar array, solar module mounting racks, all materials, equipment and labor required to construct and fully commission the system, as well as the installation of a security fence to enclose the photovoltaic system.

The Consultant must provide a system design, all materials, and all labor required to construct and commission the system. Installed system includes all necessary electrical connections and conduits to the building as well as interconnection to the applicable utility. The photovoltaic system must have a rated generation capacity of 10 kW.

The photovoltaic solar system shall have a rated generation capacity of 10 kW. The photovoltaic solar system for these installations must be ground-mounted, at a pre-selected location at the project site. As the photovoltaic solar system will be visible to the public, it must include a security fence for protection of the photovoltaic equipment.

The installation, operation, and maintenance documented in the proposal must comply with applicable building codes and laws, interface with existing building features and utilities, and must be physically and financially feasible.

Those submitting proposals must demonstrate:

- (i) experience and capacity to develop, and install a solar energy generation system;
- (ii) The ability to address design considerations for the proposed facility;
- (iii) The ability to implement a grid connected solar photovoltaic energy system that will reduce energy costs and demonstrate a benefit to MDOT and the State of Michigan.

Each proposal must be in the format and include all the elements addressed under “Work Specifications” of this RFP. Submission Requirements include a conceptual design and installation plan and all associated system costs for each rest area.

Total project cost (including design, procurement, installation, commissioning, maintenance and warranty) shall not exceed \$250,000:

Chelsea: \$110,000.00

Seney: \$70,000.00

St. Ignace: \$70,000.00

ANTICIPATED SERVICE START DATE: May 2, 2011

ANTICIPATED SERVICE COMPLETION DATE: March 31, 2012(excluding warranty)

ANTICIPATED INTERIM DATE: August 1, 2011

Solar photovoltaic energy system must be commissioned and fully functional.

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

N/A

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

N/A

DBE REQUIREMENT: N/A

MDOT PROJECT MANAGER:

Lynn Lynwood, LLA
Roadside Development Program
Michigan Department of Transportation
Murray D. Van Wagoner Transportation Building
P.O. Box 30050
Lansing, Michigan 48909
Phone: (517) 373-0026
Fax: (517) 335-2731
Email: lynwoodl@michigan.gov

PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The Michigan Department of Transportation is committed to exploring ways of reducing our overall facility energy costs to the greatest extent possible. Through issuance of this Request for Proposals (RFP) MDOT is seeking proposals to develop and implement solar photovoltaic energy projects at the above rest areas. The goals of this project are:

- A. Reduce energy costs.
- B. Improve the reliability of electricity and the delivery of energy services.
- C. Reduce the impacts of energy production and use on the environment.
- D. Provide a public demonstration of solar energy technology in support of the State of Michigan's policy to encourage renewable energy resource development.

SECTION I – GENERAL INFORMATION

Issuing Office

This Request for Proposal (RFP) is issued by the Michigan Department of Transportation (MDOT). Oversight and project management will be performed by the project manager. ARRA reporting for the project will be coordinated by the Project Manager through the Office of Operations Administrative Services, Facilities Administration and Operations.

Terminology

Project Engineer

The Department's authorized representative for the Rest Area Solar Energy System who will direct the consultant.

Solar Photovoltaic Energy System

For the purposes of this document, this is the generic term which would encompass all permits, equipment, monitoring system and installation for a grid connected solar photovoltaic energy system. The specifics of the desired system will be outlined later in this RFP.

Objective of the Proposal

To secure a qualified consultant that can develop, install, implement and maintain a grid connected solar photovoltaic energy system at three rest area locations. The selected consultant must be experienced in all areas needed to design and implement solar energy systems. The state is seeking the installation of a commercially available, proven technology as described herein.

Incurring Costs

MDOT is not liable for any cost incurred by the consultant prior to issuance of a contract, including costs for preparation of the proposal.

CONSULTANT RESPONSIBILITIES:

The selected consultant will be required to assume responsibility for all services required in this proposal. Primary responsibilities include, and are not limited to, the full development, design, procurement, installation, and implementation of a comprehensive grid connected solar energy system for three rest area locations identified above.

If any part of the work is subcontracted, the consultant must provide a complete description of the work to be subcontracted and descriptive information about the subcontractor's organization and capabilities to perform the work. The consultant is responsible for adherence of the subcontractor(s) to all provisions of the contract.

CONSULTANT QUALIFICATION REQUIREMENTS:

The proposing consultant must have experienced personnel and/or past performance of work similar in nature. The consultant must demonstrate, at a minimum, the ability to maintain sufficient staff resources to implement the services required of this project. A list of all key staff and their roles and experience shall be provided, as well as key staff for any subcontractor(s) being used by the consultant.

The consultant must maintain liability insurance coverage for protection of the consultant and MDOT and its state partners, against loss or damage to any and all equipment/systems in the facility and from claims for damage to public or private property and any and all claims for injuries to persons which may arise out of or result from the equipment and/or the installation, removal, use, operation, malfunction, and/or maintenance of the equipment or systems. Documentation of the required insurance coverage and limits of liability for the facility, systems, and services shall be provided to MDOT as described in Section II of this RFP.

The consultant must procure, install, and maintain the equipment/systems of this project to meet all federal, state, and/or manufacturer requirements, and must meet all ADA requirements. The consultant may perform work at its own offsite facility or onsite at the rest areas. If maintenance requires removal of equipment and/or system components from the rest areas, then the consultant must complete the maintenance activities within 24 hours of notice or replace the equipment/system components so that the overall system is again fully functional. All work performed at the rest area must have prior approval by MDOT.

Non Performance Penalty

Failure to comply with the contract document shall be grounds for breach of contract and will result in contract termination upon 30 days of written notice.

SELECTION CRITERIA

A team of MDOT staff and representatives will be used to evaluate responses to the RFP based upon the following factors as presented in the consultant's proposal. Oral interviews may be requested during the selection process. These are listed in order of importance and a scoring factor has been provided for each category, with a total of 100 points possible.

Understanding of the Project Needs (10 pts.)

- Describe understanding of the project needs, innovation and/or product to be proposed.
- Ability to demonstrate a viable plan for the development, installation and maintenance of a solar photovoltaic energy system.
- Provide a schedule outlining the proposed work and milestone dates
- Provide a quality assurance plan

Project Cost (30 pts)

- Total cost to develop, procure, and install a functioning solar array system.

Energy Generated (20 pts.)

- Estimated amount of energy that will be generated from this system on a yearly basis at this location (provide calculations).

Past Performance/Experience in Providing Grid-connected Solar Photovoltaic Energy System (10 pts.)

- Records of past performance including such things as quality of work, ability to meet deadlines/schedules, and ability to develop and deliver a quality product.
- List a minimum of three (3) references including names, addresses, phone numbers, fax numbers, and email addresses.

Key Staff (10 pts.)

- Capability and qualification of key individuals including previous work on similar projects, technical expertise, education and training.
- Describe roles for key personnel and sub-consultants

System Maintenance and Service Life (5 pts.)

- Annual operating and maintenance needs and costs.
- Long term (10+ years) maintenance needs and costs
- Estimated service life assuming properly maintained

System Warranty (5 pts.)

- Minimum 10 years for entire system
- Service/Installation Warranty – 10 Years

- Points will be awarded based on length of warranty provided on equipment and labor.
 - Solar Panels
 - Inverters
 - Racking

Demonstration, Education, and Information Plan (5 pts.)

- Plan to reach, inform, and educate the public and media
- Plan/design for on-site display
- Plan/design for MDOT/public monitoring/viewing web-site dashboard

Location (5 pts.)

- A consultant with a business presence in Michigan. The consultant is required to provide the location of where the work will be performed.

MDOT’S RESERVED RIGHTS

MDOT will award the contract to the most responsive consultant subject to final agreement on the scope of service and contract provisions.

MDOT may conduct an evaluation to ensure that the successful consultant has adequate facilities and staff to provide the proposed service. MDOT may also perform a compliance review regarding safety, installation, operations, and maintenance capabilities.

MDOT will also have final approval of the plans and specifications

All Renewable Energy Certificates (REC's) generated by this system will be retained solely by the Michigan Department of Transportation for its use.

WORK SPECIFICATIONS

Tasks to be performed by the Consultant issued under this RFP include, but are not limited to:

- A. The Consultant shall be responsible for obtaining all required permits and variances. No exemptions for permits have been confirmed or should be assumed.
- B. Module mounts. Design and installation of the mounts for the photovoltaic system.
- C. Construction of the mounts: The mounts shall be engineered and designed to withstand all forces exerted upon it based on the rated output and design specifications of the photovoltaic solar module manufacturer.
- D. The Consultant will provide all wiring, and electrical connections to the building as well as all applicable equipment, disconnects and protective devices necessary to commission the system. In addition, the Consultant is required to work with the appropriate utility company to execute interconnection and net metering agreements for the exchange with the utility company of excess power generated on site. The Consultant is responsible for conduit and pulling of all wiring and appropriate connections.

- E. The Consultant must include a calculation of the photovoltaic system payback. MDOT reserves the right to accept or reject and re-calculate the averaged payback without regard to its impact on the net averaged payback. All necessary measurements, calculations, and meetings to verify to MDOT the successful completion of all savings shall be included in the pricing.
- F. MDOT anticipates that the Construction Phase of the Contract will take no more than one month. The Consultant's installation and commissioning time requirement for the system is as follows:
 - Permitting 1 Week
 - Racking Installation 1 Week
 - Panels and Wiring 1 Week
 - Completion and Testing 1 Week
- G. Consultant will assume responsibility for the maintenance and repair of the photovoltaic system and equipment for the term of the contract. Consultant responsiveness to this requirement should include point of contact for emergency and non-emergency repairs and a minimum and maximum response time.

DELIVERABLES

Consultant must provide Deliverables/Services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:

The selected consultant will provide photovoltaic solar modules, necessary equipment, and installation services for a photovoltaic solar system of 10 kW at the following rest areas:

- The MDOT Rest Area, on I-75 SB near St. Ignace, Mackinac County, Michigan.
- The MDOT Rest Area, on I-94 EB near Chelsea, Washtenaw County, Michigan.
- The MDOT Rest Area, on M-28 near Seney, Schoolcraft County, Michigan.

In relationship to each section below, the Consultant must deliver:

A. Photovoltaic Solar System

1. Supply a photovoltaic solar system with an electricity generation capacity of 10 kilowatts. New, not refurbished.
2. Supply the number of units (modules), make, model, nameplate size, power rating, voltage and current capacity of the hardware as applicable.
3. Supply inverter specifications, location and efficiency.
4. Supply copies of manufacturer's data sheets for the proposed hardware.
5. Supply component level pricing for each distinct product in the proposal, along with a total amount for the supply of this section.
6. Supply module mounts for the installation of a ground-mounted photovoltaic system. Though module mounting is desired to be 45°, bidder may recommend optimum angle for maximum power output.
7. Supply an outline of the recommended service maintenance schedules for the equipment, along with details and prices of replacement parts, consumables and

other costs associated with operating the equipment throughout the life cycle of the system.

B. Interconnection Equipment

1. Supply equipment sufficient to interconnect the photovoltaic system with the electrical system in the building and to provide the interface with the local electric company.
2. All equipment should meet all applicable utility, local government, state and national standards for electrical equipment safety, fire prevention, and the like. The Bidder must provide data sheets indicating the codes and standards met by the equipment. IEEE 1547 standards.
3. The Photovoltaic Solar System will be interconnected to the existing nearby electric infrastructure and comply with the Michigan Public Service Commission (MPSC) Electric Interconnection Standards R460.601-R460.656 as well as DELEG, all applicable local code requirements, and be installed by a licensed electrician.
4. Supply the make, model, nameplate size, power rating, voltage and current capacity of the hardware as applicable.
5. Supply copies of manufacturer's data sheets for the proposed hardware.
6. Supply an outline of the recommended service and/or maintenance schedules for the equipment, along with details and prices of replacement parts, consumables and other costs associated with operating the equipment throughout the lifecycle of the equipment.
7. Supply a plan, with costs, for system support and maintenance for a period of one year after the system is commissioned.

C. Remote Energy Use Monitoring System.

1. Remote monitoring of the system is required. The system must have an IP address to be accessible via the internet. It is anticipated that there will be two end users of this data: (1) MDOT and (2) the general public/media.
2. The data acquisition system will read from a revenue grade (ANSI C.12) meter. Total input/output will be monitored, along with current status of all measurable components (individual solar panel outputs, inverter status, temperatures, etc). All data will be stored in a database for tracking and archiving purposes.

D. Other

1. Supply a plan, with costs, to install security fence, including all labor and materials, to restrict access to the photovoltaic system to reduce access by unauthorized personnel.

PROPOSAL REQUIREMENTS

The following items must be included in the proposal:

Scope of Work

Description of Service

- Detailed description of rest area solar photovoltaic energy system to be provided. Address all areas cited in the Work Specifications section of this RFP.
- Plan of action for initiating service at each of the selected rest areas. Address all areas cited in the Work Specifications section of this RFP.
- Plan for providing required reports and the types of reports that will be provided. Address all areas cited in the Work Specifications section of this RFP.
- Provide technical details, plans, and specifications for installation of solar photovoltaic energy system. This should include, but not be limited to, recommended size and placement of solar arrays, all equipment and related items specific to the rest area.
- Provide criteria used to demonstrate the system will be able to withstand the environmental extremes of Michigan's summer and winter climate (temperature, snow, wind, ice, etc).
- Describe the installation schedule and methods to be used to make sure all necessary installations are performed in a timely, quality, and efficient manner with no disruption to facility users.
- Provide training session to MDOT and its maintaining agencies once the project is complete. This training will also include creating or providing any necessary instruction manuals and documentation.
- Provide system support and maintenance for a period of one year after the system is commissioned, at no additional cost to MDOT.

Qualifications

Experience with Solar Photovoltaic Energy System

- Description of consultant's prior experience with installation, maintenance, and reporting on solar photovoltaic energy systems. Provide samples of prior installation locations and reports.
- Identify key personnel authorized to install and maintain system in accordance with contract.
- Identify persons assigned by the Contractor to perform the design and installations including prior experience and qualifications.

- Provide names and qualifications of staff assigned to the provisions of the service and maintaining equipment/systems. Include resumes for each of the staff identified, and note the day to day activities that each staff will perform in the implementation and maintenance of the system until final acceptance.
- Identify primary contacts and where this work will be located and staffed for this project.

Contractor Personnel Qualifications

All persons assigned by Contractor to the performance of Services

Insurance

- Commercial General Liability with the following minimum coverage: \$2,000,000 General Aggregate Limit other than Products/Completed Operations \$2,000,000 Products/Completed Operations Aggregate Limit; \$1,000,000 Personal & Advertising Injury Limit \$1,000,000 Each Occurrence Limit. The Consultant must list the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees and agents as ADDITIONAL INSUREDS on the Commercial General Liability certificate. The Consultant also agrees to provide evidence that insurance policies contain a waiver of subrogation by the insurance company.
- If a motor vehicle is used to provide services or products under this Contract, the Consultant must have vehicle liability insurance on any auto including owned, hired and non-owned vehicles used in Consultant's business for bodily injury and property damage as required by law. The Consultant must list the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees and agents as ADDITIONAL INSUREDS on the vehicle liability certificate. The Consultant also agrees to provide evidence that insurance policies contain a waiver of subrogation by the insurance company.
- Workers' compensation coverage must be provided in accordance with applicable laws governing the employees and employers work activities in the state of the Consultant's domicile. If the applicable coverage is provided by a self-insurer, proof must be provided of approved self-insured authority by the jurisdiction of domicile. For employees working outside of the state of qualification, Consultant must provide appropriate certificates of insurance proving mandated coverage levels for the jurisdictions where the employees' activities occur. Any certificates of insurance received must also provide a list of states where the coverage is applicable. The Consultant also agrees to provide evidence that insurance policies contain a waiver of subrogation by the insurance company. This provision shall not be applicable where prohibited or limited by the laws of the jurisdiction in which the work is to be performed.
- Employers liability insurance

Other

- Overall System/Consultant performance may be conducted by MDOT to evaluate the feasibility and benefit of adding solar photovoltaic energy technologies to rest areas in the future.
- Additional information to be considered pertinent but not specifically requested in the RFP.

Project Reporting Plan

Project Reporting Plan:

Provide an example of all reports that will be prepared to provide to the state. Include at a minimum the reporting elements cited previously in this RFP.

Report will include:

- A. Summary of project implementation plan including changes/modifications
- B. Comparison of electrical use after system implementation.
- C. Comparison of electrical cost after system implementation.
- D. Environmental offset/emissions avoidance.
- E. Estimated ROI.
- F. Accomplishments and problems encountered; noteworthy recommendations.
- G. Coordination with other agencies and organizations to complete the project.

VENDOR PAYMENT:

Compensation for this project shall be on a **milestone** basis. Compensation shall be divided into payments for the completion of a portion of the services (deliverables).

The MDOT Project Manager may authorize payment if a milestone is delayed due to circumstances beyond the Consultant's control.

All billings for services must be directed to the Department and follow the current guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's website. This document contains instructions and forms that must be followed and used for billing. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for Services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.