

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

MDOT PROJECT MANAGER Rich Kathrens, P.E.			JOB NUMBER (JN) 107234	CONTROL SECTION (CS) 84900 (Various)
PROJECT DESCRIPTION Underwater Bridge Inspection - Statewide				
ESTIMATED COST PER JN			<b>CONSULTANT:</b> Provide only checked items below in proposal.	
ESTIMATED HOURS PER JN				
Check the appropriate Tier in the box below				
<input type="checkbox"/> <b>TIER I</b> (\$25,000-\$99,999)	<input checked="" type="checkbox"/> <b>TIER II</b> (\$100,000-\$250,000)	<input type="checkbox"/> <b>TIER III</b> (>\$250,000)	<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP.  WHITE = REQUIRED GRAY SHADING = OPTIONAL	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Past Performance	
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 checked="" 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) <b>(No Resumes)</b>	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	<b>Total maximum pages for RFP not including key personnel resumes</b>	

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 \_\_\_\_\_

<input checked="" type="checkbox"/> <b>Prequalified Services</b> – See page <u>1</u> of 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 Required with Proposal)</b>
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**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 4	PROPOSAL/BID DUE DATE 6/8/10	TIME DUE 3:00 pm
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**PROPOSAL AND BID SHEET MAILING ADDRESSES**

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

MDOT Project Manager  MDOT Other

Rich Kathrens, P.E.  
State Secondary Complex, MDOT  
8885 Ricks Rd.  
Lansing, MI 48879

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

**Lansing Regular Mail****OR****Lansing Overnight Mail**

Secretary, Contract Services Div - B470  
Michigan Department of Transportation  
PO Box 30050  
Lansing, MI 48909

Secretary, Contract Services Div - B470  
Michigan Department of Transportation  
425 W. Ottawa  
Lansing, MI 48933

Contract Administrator/Selection Specialist  
Bureau of Transportation Planning B470  
Michigan Department of Transportation  
PO Box 30050  
Lansing, MI 48909

Contract Administrator/Selection Specialist  
Bureau of Transportation Planning B470  
Michigan Department of Transportation  
425 W. Ottawa  
Lansing, MI 48933

**GENERAL INFORMATION**

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

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

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.)**

**Notification**  
**ARRA MONTHLY EMPLOYMENT REPORTS**  
**Note: This Notification is only applicable for those projects/contracts funded with ARRA funds. If you have questions, please contact MDOT Contract Services Division at (517) 335-0071.**

The American Recovery and Reinvestment Act of 2009 (ARRA), requires states receiving stimulus funds for highway projects to provide monthly reports to the Federal Highway Administration (FHWA) regarding the number of employees of the prime contractors, all-tier subcontractors and consultants on ARRA funded projects.

The cost for complying with this Notification must be borne by the prime contractor, and all-tiers of subcontractors and consultants, as part of their overhead and is deemed to be included in the payments made under this contract.

Within 10 days after the end of each month in which work is performed on this contract, all prime contractors and consultants must provide the Engineer a monthly report on MERS at <https://sso.state.mi.us/> providing employment information on each ARRA project, which will include, for work performed in that preceding month:

- The total number of employees who performed work on this contract.
- The total number of hours worked by employees who performed work on this contract.
- The total wages of employees who performed work on this contract.

*Prime Consultants are responsible for reporting on all subconsultants' employment information in MERS, as the sub consultants will not have access to do so.*

In addition, the prime contractor must provide a total payment amount made to any subcontractor who is a certified DBE in that preceding month.

This Notification shall be included as a part of each subcontract executed by the prime contractor, and all-tiers of subcontractors and consultants.

If necessary to conform to guidance provided by FHWA concerning the ARRA reporting requirements, the prime contractor, and all-tiers of subcontractors and consultants will revise their reporting as directed by the Engineer.

**Failure to comply with the reporting requirements under ARRA would jeopardize the Department's continued receipt of ARRA funding.**

**Accordingly, if a contractor or any-tier of subcontractor or consultant fails to comply with this Notification, the Department may withhold contract payments until compliance is achieved. If the Department is compelled to incur costs because of such a breach, the amount of those costs may be deducted from payments otherwise to be made under this contract. Additional sanctions may include reduction or elimination of prequalification ratings and removal of bidding privileges.**

**NOTIFICATION  
REQUIRED CONTRACT PROVISIONS TO IMPLEMENT AMERICAN  
RECOVERY AND REINVESTMENT ACT (ARRA) SECTIONS 902 AND 1515**

**Note: This notification is only applicable for those projects/contracts funded with ARRA funds. If you have questions, please contact MDOT Contract Services Division at (517) 335-0071.**

In accordance with requirements under section 902 of the American Recovery and Reinvestment Act of 2009 (ARRA), the following language is made a part of this contract and is to be made a part of all tier subcontracts or consultant contracts:

The U.S. Comptroller General and his representatives have the authority:

- (1) To examine any records of the contractor or any of its subcontractors, or any State or local agency administering such contract, that directly pertain to, and involve transactions relating to, the contract or subcontract; and
- (2) To interview any officer or employee of the contractor or any of its subcontractors, or of any State or local government agency administering the contract, regarding such transactions.

The Comptroller General and his representatives have the authority and rights provided under Section 902 of the ARRA with respect to this contract. As provided in section 902, nothing in section 902 shall be interpreted to limit or restrict in any way any existing authority of the Comptroller General.

In accordance with the requirements of section 1515(a) of the ARRA any representatives of the Inspector General have the authority:

- (1) To examine any records of the contractor or grantee, any of its subcontractors or sub-grantees, or any State or local agency administering such contract, that pertain to, and involve transactions relating to the contract, subcontract, grant, or sub-grant; and
- (2) To interview any officer or employee of the contractor, grantee, sub-grantee or agency regarding such transactions.

Nothing set forth in section 1515 of the ARRA shall be interpreted to limit or restrict in any way any existing authority of an inspector general.

**Michigan Department of Transportation**

**SCOPE OF SERVICE  
FOR  
SPECIALTY SERVICES  
Underwater Bridge Inspection**

**CONTROL SECTION:** 84900 (Various)

**JOB NUMBER:** 107234

**PROJECT LOCATION:**

The bridges for this project are the Movable and Large Deck structures, which are located statewide. See "LOCATION MAP" for location of the structures, and the "DIVER INSPECTION WORK PACKAGE LIST" for specific bridge numbers.

**PROJECT DESCRIPTION:**

In accordance with the Federal Regulations, each bridge with submerged substructure elements that cannot be checked by wading must be inspected by a qualified diver at a frequency of 60 months or less. The work defined in this scope is limited to performing an underwater inspection of bridge substructure elements and preparing a report that details the inspection findings.

The work associated with this project is broken into two phases: Site inspection and data gathering, and the completion of the report writing and communication of the information to MDOT. Both phases must be complete for successful completion of the project.

**PRIMARY PREQUALIFICATION CLASSIFICATION:**

Underwater Bridge Inspection

**SECONDARY PREQUALIFICATION CLASSIFICATION:**

Bridge Safety Inspection

**ANTICIPATED START DATE:** August 3, 2010

**ANTICIPATED COMPLETION DATE:** November 12, 2010

**DBE REQUIREMENT:** N/A

**MDOT PROJECT MANAGER:**

Rich Kathrens, P.E.  
Secondary Complex  
8885 Ricks Road  
Lansing, MI 48909  
Office: (517) 322-5715  
Fax : (517) 322-5664  
E-Mail: [kathrensr@michigan.gov](mailto:kathrensr@michigan.gov)

Any questions regarding this Scope of Service please contact the MDOT Project Manager.

**DURATION & SCHEDULE**

By submittal of the priced proposal, the CONSULTANT is verifying that they can meet the schedule identified in this scope of work. The CONSULTANT is required to develop a project schedule for the inspection of the bridges shown on the attached WORK PACKAGE LIST. The Project Schedule must be submitted in the form of a Gantt Chart also showing the meeting dates as milestones.

Any changes to the schedule must be submitted to the MDOT PM for approval prior to the change. Failure to progress in alignment with the schedule will be considered as failing to meet the terms of the authorization and may result in the cancellation of the contract.

The CONSULTANT must be prepared to begin the field inspection work within one week after receiving the notice to proceed. Below are the estimated dates for this project:

The CONSULTANT is required to attend an initial pre-inspection meeting, and a project closeout meeting. The expected dates for these meetings are shown below; however, these may be adjusted as mutually agreed to by the MDOT PM and the CONSULTANT.

Priced Proposal Submission:	June 25, 2010
Anticipated NTP:	August 6, 2010
Pre-Inspection Meeting:	August 14, 2010
Project Closeout Meeting:	November 8, 2010

## **ADDITIONAL QUALIFICATION REQUIREMENTS:**

The Consultant must provide personnel with qualifications that meet or exceed the requirements below and comply with all applicable FHWA regulations. One individual may act in different capacities at different times. However, they must meet the qualifications of both jobs. This accommodation does not allow for a reduction in staff size at the site as described below.

Changes made to the Project Manager/Team Leader that occurs after the authorization must be submitted in writing for MDOT's project manager's approval. Failure to comply with this requirement may result in termination of the contract.

The Project Manager/ Team Leader will be responsible for writing the Inspection Report and will be the primary contact with MDOT's project manager.

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

### **Diver Inspection Team Composition**

- Each bridge will be inspected by a diving team composed of three (3) people in a combination of Diver(s) and Tender(s). For open water dives, the team will be composed of a diver and two (2) tenders, for penetration dives the team will be composed of two (2) divers and one (2) tenders. The Consultant PM may also serve as one of the team members if properly certified. The Consultant PM will act as Team leader while in the field.

### **Diver Qualifications**

- Certified by a national recognized authority, such as the Professional Association of Diving Instructors (PADI) or Association of Commercial Diving Educators (ACDE) in the type of diving equipment that will be used for the inspections. They must be in sound physical condition and have proof of a medical physical examination within the last twelve (12) months on file with the company.
- Three years of documented structural inspection experience with bridges and similar structures. This experience must be actual performance of the work and not supervision or ancillary activities.
- Be able to verbally communicate well and able to write and sketch the observations found during the inspection.
- Must be a Qualified Team Leader as defined by NBIS.

### **Diver Tender Qualifications**

- Two years of experience in assisting diver operations. This must be actual performance of the work and not supervision or ancillary activities.

## **DESCRIPTION OF THE WORK**

### **Bridge File review**

In this phase of the work the CONSULTANT will take several steps to review the documentation for each bridge and register on-line to be assigned the forms to complete.

- The Qualified Diver must register on-line with the MDOT Michigan Bridge Inspection System (MBIS) bridge data collection application, at the “New Consultant / Inspector Registration”. This person’s name will appear on all inspection documents.
- Review the bridge files, and become familiar with the documentation for each bridge at the C&T Office.
- Review previous underwater inspection reports, if available.

### **Site Inspection**

Briefly stated, the Diver Inspection Team will go to the bridge site, enter the water with underwater breathing equipment, and physically examine the condition of the structure under the water’s surface and just above it (Level I as defined in the Bridge Inspector’s Reference Manual). This inspection will be done according to NBIS and will include a topographical examination of the stream bed in and around the substructure elements and probing along the mud line for support. The Diver Inspection Team will record their observations in narrative form as well as with sketches and pictures as is appropriate.

Prior to commencing diving operations, the Diver Inspection Team will evaluate and make notes on the waterway such as bank erosion or evidence of waterway movement, debris buildup, and obstructions which may adversely affect the bridge. Any deficiencies visually observed on substructure elements above the water will be noted in the report.

Timber dolphin and fender systems on or near the bridge or in the waterway for the protection of the bridge will be inspected. The structural condition of the elements will be determined and they will be evaluated to determine if they meet the latest FHWA clearance requirements.

The elevation of the river bed relative to an established USGS datum must be measured for all structures over water. These measurements must be taken at the previous locations along the length of the bridge that is over the water and recorded on the “***Stream Cross Section Report***” form. This information must be compared to the previous data, if available, in the form of a graph. The form is set up to automatically graph the new data with the old for comparison. With the approval of the MDOT PM, the CONSULTANT may contact ***Christopher Potvin, P.E., Consultant PM-Manager of the MDOT Hydraulics Unit in Design*** for additional information.

**Problems, which could affect the continued safe operation of the bridge, must be brought to the attention of the MDOT PM before the Diver Inspection Team leaves the site.**

## **Reports**

The Diver Inspection Team will take the information and data obtained in the field and assemble it into a report for delivery to MDOT. The report will contain a written description of the conditions found at the site above and below water, contain a statement as to the condition of the substructure elements (ie good, fair, poor), identify all deleterious conditions and an estimate of the magnitude of each, and provide photographs and sketches of the substructure element and the effected areas. MDOT will provide existing plan and elevation drawings for each bridge to aid and utilize when producing each sketch.

A Michigan Registered Professional Engineer working for the consultant will review the underwater inspection for compliance with the NBIS and CFR 650 for the thoroughness of the inspection. The report will be sealed and signed by the consultant attesting to this review.

The consultant report will contain a number of standard observations and measurements as follows:

1. Date and time of inspection.
2. Bridge Number
3. Location and name of waterway
4. Water Temperature
5. Current Water
6. Depth Turbidity
7. Type of material on the stream bed
8. Presence and condition of rip-rap or scour countermeasures
9. Extent of marine growth on substructure elements
10. Consultant PM's Name
11. Diver Inspector's Name
12. Tenders Name
13. Type of diving equipment used.

Two (2) draft copies of each report will be provided to the MDOT Project Manager. All the individual bridge reports will be bound and included in one (1) three ring binder. One of these will be marked up by MDOT with comments and returned to the consultant for review. A progress meeting will be held with the MDOT representatives and the consultant to review and discuss comments. The consultant will then incorporate revisions into the final reports. MDOT reserves the right to request additional drafts for review if, in the opinion of MDOT's Project Manager, the changes required are extensive. The contract will be unsatisfactory if the consultant fails to make changes to the reports as required by MDOT's Project Manager.

The consultant will submit two bound copies of the final report for each bridge. The final report will also contain one Compact Disk (CD) with electronic copies of the final report and photographs.

Streambed profile measurements will be included with each report and on the standardized forms provided on the MDOT Bridge Operations website.

The consultant will be required to recommend updated NBIS ratings for the Substructure Elements (Item 60), Channel and Channel Protection (Item 61), and Pier Protection (Item 111), and Scour Critical Bridges (Item 113). *The rating for Item 113 will be based on the “observed” scour condition; scour calculations are **not** part of this contract.*

The Consultant will also be required to use the Michigan Bridge Inspection System to complete the underwater inspection form, SI&A item 92B, and include a copy of this report in the final report. This portion of the deliverables will be coordinated with the MDOT PM and completed at the time of the inspections.

The consultant deliverables will include two written recommendations to remediate a scour critical rating of 5 or below.

## **MEETINGS**

The Diving Inspector and the Engineer must attend a pre-inspection meeting and a project closeout meeting. Both meetings will be held at MDOT’s Construction & Technology Office at a time mutually agreed to. The expected dates for these meetings are shown below, however they may be adjusted as mutually agreed to by both MDOT PM and the CONSULTANT.

- **Pre-inspection Meeting**  
The purpose of the Pre-inspection meeting is to cover the operational aspects of the inspection process with the MDOT PM, deliver and review the inspection schedule, exchange telephone numbers, reinforce safety issues, and verify MDOT Right of Way permit. This meeting will establish procedures for communicating with MDOT if a situation is encountered that needs immediate MDOT attention, and answer any questions that the inspector or engineer may have.
  
- **Project Closeout Meeting**  
The purpose of the Project Closeout meeting is to submit the Inspection Reports and review them with the MDOT PM. The MDOT PM will also provide feedback to the CONSULTANT on the overall performance of the contract.

## **EQUIPMENT**

The consultant will be responsible for providing all equipment necessary to complete the project in an efficient and safe manner. The consultant will be responsible for selecting the type of dive equipment (SCUBA, surface-supplied air, or mixed gas) that will best be suited for the work at a given site and is required to have all of the typical forms of commercial diving equipment available for the project. The boat or marine vessel used for the project must have room to accommodate MDOT staff as necessary.

The consultant must provide all of the necessary inspection tools for completion of the inspection. Typical items such as cameras, hammers, lights, message boards, and scrapers can be expected.

The consultant must provide all of the necessary personal safety equipment for each employee at the work site.

All equipment must be in sound working order, meeting applicable inspections for safe operation. Lost time due to equipment failures will not be paid for.

### **SAFETY**

MDOT requires safe working operations. The consultant and its employees must be trained in all the applicable state and federal regulations as well as industry practices for the work being performed. It is not the responsibility of MDOT or the MDOT PM to regulate the consultant's safety practices, however, the MDOT PM has the authority to have any individual who is found working unsafely removed from MDOT right of way. If the consultant is found to be working unsafely, the MDOT PM can stop all operations and terminate the contract.

**The structures included in this contract are over navigable waters as defined by the United States Coast Guard.** The CONSULTANT will be responsible for coordination with United States Coast Guard for diving operations located in designated Navigable Waters. The normal periods of operation for the movable structures are defined in the current edition of the United States Coast Pilot 6. During the diving operation contact between the Bridge Operator and the Dive Team Leader will be maintained.

Some, but not all, of the regulations that can be expected to apply are the latest revisions of:

- Michigan Occupational Safety and Health Administration regulations (MIOSHA) Part 79 & Part 504, Diving Operations
- Occupational Safety and Health Administration regulations (OSHA) Subpart N, Commercial Diving Standards.
- Marine Occupational Safety and Health Standards (USCG Regulations), 46 CFR 197.200-197.488 plus Appendix A, Subchapter V.
- Consensus Standards for Commercial Diving Operations, Association of Diving Contractors, latest edition (ADC Standards)

### **EXISTING RECORDS AND DATA**

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

Information furnished to the consultant is not to be released or distributed to any outside agency without written permission from MDOT's Project Manager.

### **CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee:**

Compensation for this project shall be on an **actual cost plus fixed fee** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor rates, applied overhead, other direct costs, subconsultant costs, and applied fixed fee.

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

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

Direct expenses, if applicable, will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager.

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

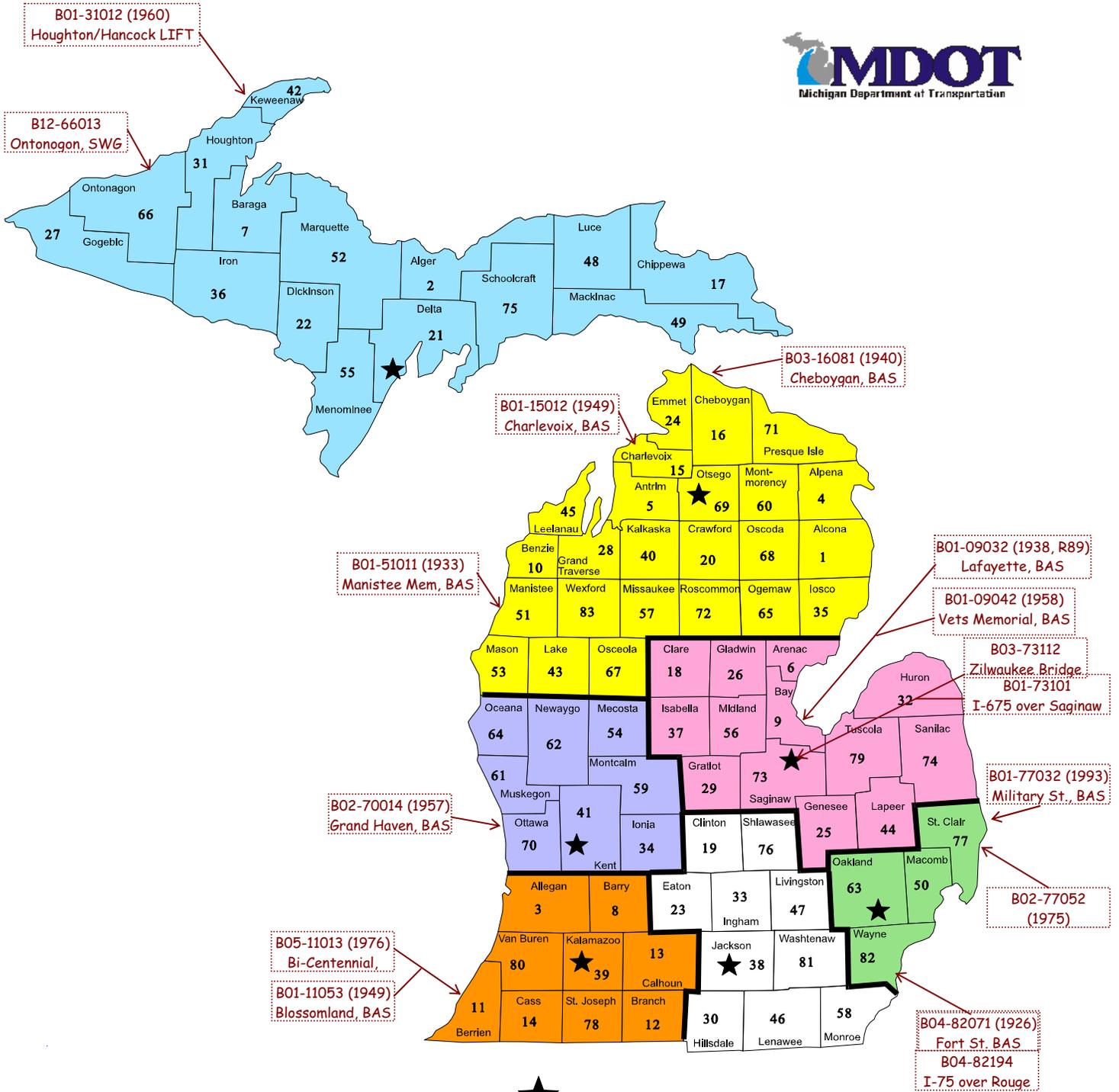
### **GENERAL**

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

**References and Guidelines:** The consultant is expected to be familiar with the following reference material:

- AASHTO Publications:
  - Manual for Condition Evaluation of Bridges
  - Movable Bridge Inspection, Evaluation, and Maintenance Manual
  
- Federal Highway Administration (FHWA) Publications:
  - National Bridge Inspection Standards (NBIS)
  - Underwater Bridge Inspections of Bridges
  - Evaluating Scour at Bridge
  
- Manual on Uniform Traffic Control Devices for Streets and Highways

- Bridge Inspectors Reference Manual (BIRM)



## LOCATION MAP

## DIVER INSPECTION WORK PACKAGE LIST

	<b>BRIDGE NUMBER</b>	<b>LOCATION</b>	<b>STRUCT. TYPE</b>	<b>PREVIOUS INSP. DATE</b>	<b>COMMENTS</b>
<b>1</b>	B01-09032	M-13 & M-84 over E Channel SAGINAW R. (Layfayette)	Bascule	Aug. 2005	
<b>2</b>	B01-09042	M-25 over SAGINAW RIVER (Vets Memorial)	Bascule	Aug. 2005	
<b>3</b>	B05-11013	I-94 BL over ST. JOSEPH RIVER (Bi-Centennial)	Bascule	Aug. 2005	
<b>4</b>	B01-11053	M-63 over ST. JOSEPH RIVER (Blossomland)	Bascule	Aug. 2005	
<b>5</b>	B01-15012	ISLAND LAKE OUTLET over US-31 (Charlevoix)	Bascule	Aug. 2005	
<b>6</b>	B03-16081	CHEBOYGAN RIVER over US-23 (Cheboygan)	Bascule	Aug. 2005	
<b>7</b>	B01-31012	PORTAGE LAKE over US-41 (Houghton/Hancock)	Lift	Oct. 2005	
<b>8</b>	B01-51011	MANISTEE RIVER over US-31 (Manistee Memorial)	Bascule	Aug. 2005	
<b>9</b>	B02-70014	US-31 over GRAND RIVER (Grand Haven)	Bascule	Aug. 2005	
<b>10</b>	B01-77032	I-94 BL over BLACK RIVER (Military St.)	Bascule	Aug. 2005	
<b>11</b>	B02-77052	M-29 over PINE RIVER (St. Clair)	Bascule	Aug. 2005	
<b>12</b>	B04-82071	OLD US-25 (FORT STREET) over ROUGE RIVER (Fort Street)	Bascule	Oct. 2005	
<b>13</b>	B03-73112-1	I-75 NB over SAGINAW RIVER	Seg., Conc.	--	
<b>14</b>	B03-73112-2	I-75 SB over SAGINAW RIVER	Seg, Conc.	--	
<b>15</b>	B01-73101	I-675 over SAGINAW RIVER	Steel - Cont.	Sept. 2005	
<b>16</b>	B01-82194	I-75 over ROUGE RIVER	Steel	Oct. 2005	
<b>17</b>	B12-66013	ONTONAGON RIVER over M-64	Conc.	Built 2005	
<b>18</b>					