

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

MDOT PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION IF NO JN/CS				
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP.  WHITE = REQUIRED GRAY SHADING = OPTIONAL			<b>CONSULTANT:</b> 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)		
<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"/>	<i>Safety Program</i>	
N/A	<input type="checkbox"/>	<input type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input 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 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)	Total maximum pages for RFP <b>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 \_\_\_\_\_

**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
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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

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

<b>Lansing Regular Mail</b>	<b>OR</b>	<b>Lansing Overnight Mail</b>
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

**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  
TRAFFIC AND SAFETY SERVICES  
Road Safety Audits (RSA)**

**CONTROL SECTION:** 84900

**JOB NUMBER:** 109729

**PROJECT LOCATION:** Statewide

**PROJECT DESCRIPTION:**

The Consultant(s) will facilitate the RSAs (at least 12 anticipated) that are needed for the Call for Projects FY 2013. This will allow MDOT to get reviews of Safety Projects using RSAs for the Highway Safety Improvement Program (HSIP). The consultant's expertise in RSAs will enable MDOT to confirm that all the safety countermeasures will be considered.

A RSA is a formal safety evaluation of planned or existing roadways by an independent, multidisciplinary audit team. The team looks for potential safety hazards that may affect any type of road user and suggests measures to mitigate those safety issues. The audit team is composed of transportation professionals and individuals with special skills in safety, law enforcement, and emergency medical services from federal, state and local transportation personnel. The RSA team leader and team members will be conducting field reviews (both day and night) and preparing the audit report with cost estimate and cost effectiveness analysis. Procedures in performing an RSA are detailed in the FHWA RSA Procedure and Guidelines Manual 2008.

**Up to 3 consultants may be selected for this work.**

**ANTICIPATED SERVICE START DATE:** July 1, 2010

**ANTICIPATED SERVICE COMPLETION DATE:** July 1, 2011

**PRIMARY PREQUALIFICATION CLASSIFICATION**

Safety Studies

**SECONDARY PREQUALIFICATION CLASSIFICATION**

N/A

**DBE REQUIREMENT:** N/A

## **PROJECT MANAGER:**

Bob Rios, Staff Specialist  
Safety Programs Unit  
Traffic and Safety Division  
Michigan Department of Transportation  
Murray D. Van Wagoner Building  
P. O. Box 30050  
Lansing, Michigan 48909  
Phone: 517-335-1187  
Fax: 517-373-2330  
E-mail: [riosb@michigan.gov](mailto:riosb@michigan.gov)

## **GENERAL BACKGROUND:**

One of the principles of The Michigan Strategic Highway Safety Plan is to Integrate Safety engineering improvements across the entire roadway system by coordinating efforts with all state and local agencies that have a hand in addressing public safety issues. One of the ways by which the MDOT can greatly contribute to reducing the number of fatalities on our roadways is the collaborative effort by the different MDOT divisions, and one of the tools mentioned is the use of Road Safety Audits (RSA).

## **OBJECTIVES AND TASKS OF THE PROPOSED PROJECT:**

The objectives of this phase of the proposed project are as follows:

### **Task 1: Conduct Road Safety Audits (anticipated 7-12 RSA's per Call for Projects)**

#### **1.1 Identify Interdisciplinary RSA Team**

The successful Consultant will provide a team leader/facilitator from among the Consultant's qualified engineers to conduct the RSA and meet with the Department's RSA PM and Region RSA Project Manager (PM) for the project scope, goals, objectives, and expected audit report completion date. RSA project locations are statewide. Any known safety constraints or issues will be discussed by the Region PM during the meeting. The Department/Region PM and Consultant team leader/facilitator will determine the required disciplines and individuals for the RSA from the list of potential auditors and recruit an RSA team.

The successful Consultant's team leader/facilitator will coordinate the RSA schedule with the team members. The audit team members shall be independent of the project, owner and designers.

**Deliverables:** List of RSA Team Participants contacted (with their corresponding profession, agency, e-mail address and phone number, reason for acceptance or decline), invitation letter/memo or copy of e-mail sent to potential auditors, list of recruited RSA team members, and RSA schedule.

## **1.2 Prepare Relevant Data and Documents**

The successful Consultant's team leader/facilitator will coordinate with the Region's PM in obtaining the available relevant data and documents within the Department that are needed by the audit team members. They will include a brief statement of the project scope, road name, location, milepost limit, county, project title and number. The successful Consultant's team leader/facilitator must ensure that pertinent data and documents for the RSA are provided to team members at least one week before the audit-briefing meeting (unless a shorter time is allowed by the Department).

**Deliverables:** Compiled copy of relevant data and documents given to each team member.

## **1.3 Conduct RSA Briefing Meeting**

The successful Consultant's team leader/facilitator will schedule the briefing meeting, and notify the RSA team members, Department's PM, Region's PM. The successful Consultant's team leader/facilitator will acquire a meeting venue and ensure that all visual aids such as power point projector and white board (if needed) are available for the meeting. The successful Consultant's team leader/facilitator will preside over the meeting and ensure that the following goals are accomplished:

- a. Allow all team members to introduce themselves and give a brief description of their experience. The Department's RSA PM and Region PM may be present during the meeting to give clarification on intricate safety issues.
- b. Explain the RSA scope, objectives and goals of the selected project to the team.
- c. Identify team roles, responsibilities, evaluation and reporting procedures.
- d. Lead discussion with the team about the project with relevant data and documents including but not limited to crash data, traffic volume history, aerial photographs, design drawings, previous studies/reports, if available, and design criteria and known safety constraints or issues that were discussed by the Department's PM with the successful Consultant's team leader in Section 1.1 above.
- e. Discuss and set RSA completion schedule and report delivery date.

**Deliverables:** Meeting Minutes. Minutes must be brief and to the point.

## 1.4 Perform Field Reviews

After the briefing meeting, the successful Consultant's team leader/facilitator will lead the field review that will include both daytime and nighttime inspections. The field review may also include peak period and off-peak period observations, which will be determined by the team during the field review.

The successful Consultant's team leader/facilitator must ensure that the field review is conducted in a manner that is safe and maximizes time and effort. The successful Consultant's team leader/facilitator must provide field instruments such as safety vest and hats, tape recording machine, camera, flashlight and measuring instruments.

The team shall travel as a unit in a van stopping at different designated places to discuss the team observations and safety improvements. The Department is to supply a van. The team leader will designate a driver, note recorder and photographer from among the team members. Where appropriate, the RSA team will walk the audit site. The field review will include but is not limited to observations of road users' characteristics, surrounding land uses and traffic flow within and nearby the study area.

**Deliverables:** Photos, field review notes and team member sketches

## 1.5 Conduct Debriefing Meeting

At the end of the field review, the successful Consultant's team leader/facilitator will conduct a debriefing meeting to discuss and consolidate the team findings in order to formulate and prioritize the identified safety recommendations.

The team will decide by consensus, which recommendations are to be included in the report. The recommendations should be practical and should not significantly deviate from the project scope and cost. Any comments, observations and safety improvement recommendations that do not go forward will be put into a spreadsheet and recorded together with the reasons why the issues are not to be considered. Safety improvement recommendations that are carried forward will be included in the report.

The successful Consultant's team leader/facilitator will determine with the audit team whether or not to meet with the Department's RSA PM and Region PM for the preliminary review of the findings and recommendations of the audited roadway.

**Deliverables:** RSA team findings and prioritized safety improvement recommendations. The lists of comments, observations and recommendations that were not considered by the audit team in spreadsheet format shall also be submitted.

## **1.6 Prepare Draft RSA Findings Report**

The successful Consultant will write the draft audit report ensuring that all agreed upon comments and recommendations discussed during the debriefing meeting are included in the report.

The draft RSA report shall prioritize and categorize safety issues with recommended safety improvements. The successful Consultant must provide preliminary cost estimates and benefit/cost analyses (if applicable) for the recommended safety improvements. The successful Consultant's team leader/facilitator shall forward the draft RSA report to the team members for their review and comments prior to submission of draft report to the Department RSA PM and the Region PM.

## **1.7 Conduct Cost Analysis**

The successful Consultant will provide cost analysis needed to support the safety improvement recommendations by the RSA team. The analysis includes cost estimating and benefit to cost ratio (if applicable). From the costs analysis results, safety improvements (recommended by the RSA team) will be categorized as low, medium and high cost improvements.

**Deliverables:** Cost analysis results and list of safety improvement recommendations by priority and category.

## **1.8 Present Draft RSA Findings Report to Department**

Following the completion of the Draft RSA Report, the successful Consultant's team leader (team members may be present) will present the RSA findings to the Department's RSA PM and Region PM.

**Deliverables:** Draft RSA Findings Report including all pertinent documents.

## **1.9 Final RSA Findings Report Submission to Department**

After all comments that came from the presentation of the draft RSA report to the Department's RSA PM and Region PM are duly addressed and incorporated into the report, the successful Consultant's team leader will submit the final report to the Department's PM and Region PM in accordance with the schedule agreed upon between the Department and Consultant. The report including all pertinent documents must be wet stamped by the successful Consultant's team leader (Professional Engineer).

**Deliverables:** Final RSA Report including all pertinent documents.

## 1.10 Post RSA

The successful Consultant's Team Leader, the Department's RSA PM and Region PM will convene after the RSA is completed to assess the quality of the RSA and evaluate the contribution of the individual auditors.

### **Task 2: Develop a database for Safety Audits Lesson Learned (SALL)**

The purpose of the SALL is to generate a database of information derived from audit observations and safety improvement recommendations. It will contain recommended measures for every identified safety issue and will also include the safety recommendations that were implemented in projects and those that were not.

The SALL shall serve as an active database for the compendium of road safety engineering knowledge and practices. It will provide valuable input to transportation engineering to enhance safety.

- 2.1 The successful Consultant shall designate a "coordinator" among the successful Consultant's qualified engineers to meet with the Department's RSA PM and Region PM for the scope of work, goals, objectives, and schedules.
- 2.2 The successful Consultant shall compile all the RSA reports completed (7 - 12 RSA reports). The reports shall be sorted by counties, route names, demography, safety recommendations, and project manager responses to the audit reports, report data, and other information essential for SALL. The successful Consultant shall verify those safety recommendations specified in the RSA reports that were carried out in the project by either checking the final contract drawings and/or checking the actual field site.
- 2.3 The successful Consultant shall develop a database and/or a spreadsheet. The database shall be given to the Department's PM. The successful Consultant shall continue to update the database with pertinent data as it is developed during the duration of this agreement.

**Deliverables:** The successful Consultant shall provide copies of the database (hard copy and in portable electronic format).

### **CONSULTANT RESPONSIBILITIES:**

A. The MDOT Traffic Staff Specialist MDOT RSA PM will be the first point of contact when determining need for Consultant personnel to aid MDOT in providing services for state jurisdictional work.

B. Consultant shall furnish all services and labor necessary to conduct and complete the RSA's, described herein.

C. The Consultant shall also furnish all materials, equipment, supplies, and incidental necessary to perform the Services (other than those designated in writing to be furnished by the Department) consistent in supplying this work. The services shall be performed to the satisfaction of the Department consistent with applicable professional standards.

D. The Consultant's principal contact with the Department shall be the MDOT Traffic Staff Specialist.

E. The Services described herein are financed with public funds. The Consultant shall comply with all Federal and State laws, rules, and regulations.

F. The Consultant shall notify the Project Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the project Engineer Manager.

G. The Consultant shall provide the necessary personnel to adequately perform the requirements of this Agreement, and that his/her employees will possess the experience, knowledge, and character to qualify them for the particular duties each is to perform.

H. The Consultant shall provide a written Monthly Progress Report to MDOT RSA project manager detailing hourly charges and appropriate MDOT job number that Consultant personnel has conducted during time period.

I. The Consultant will make contact with the RSA Project Manager every two weeks to report progress and schedule report by phone, e-mail, or meeting.

### **MDOT RESPONSIBILITIES:**

MDOT will provide five years of crash data, UD-10's, as built plans, drawings, aerials, a van for field review, RSA team members, timing permit, and any relevant information needed for the RSA.

## **PAYMENT SCHEDULE:**

Compensation for this Scope of Design Services shall be on an actual cost plus fixed fee basis.

## **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.