

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

	REQUISITION NUMBER	DUE DATE	TIME DUE
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	
DESCRIPTION			
MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED ** = OPTIONAL Check the appropriate Tier in the box below		CONSULTANT: Provide only checked items below in proposal	
<input type="checkbox"/> TIER I (\$50,000 - \$150,000)	<input type="checkbox"/> TIER II (\$150,000-\$1,000,000)	<input type="checkbox"/> TIER III (>\$1,000,000)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service **
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control **
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site p=inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	<input type="checkbox"/>	Presentation **
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) (No Resumes)	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes. Resumes limited to 2 pages per key staff personnel.

PROPOSAL AND BID SHEET EMAIL ADDRESS – mdot-rfp-response@michigan.gov

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least five (5) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

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

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet

5100J – Consultant Data and Signature Sheet (Required only for firms not currently prequalified with MDOT)

(These forms are not included in the proposal maximum page count.)

REQUEST FOR PROPOSAL

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

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

RFP SPECIFIC INFORMATION

ENGINEERING SERVICES BUREAU OF TRANSPORTATION PLANNING OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS
 NO YES DATED _____ THROUGH _____

<input type="checkbox"/> Prequalified Services – See the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> 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 is required with Proposal for firms not currently prequalified with MDOT
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Qualifications Based Selection – Use Consultant/Vendor Selection Guidelines

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

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

Qualification Based Selection / Low Bid – Use Consultant/Vendor Selection Guidelines. See Bid Sheet instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted. The vendor that has met established qualification threshold and with the lowest bid will be selected.

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

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

BID SHEET INSTRUCTIONS

Bid Sheet(s) must be submitted in accordance with the “Guidelines for Completing a Low Bid Sheet(s)* (available on MDOT’s website). Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) with the proposal, to the email address: mdot-rfp-response@michigan.gov. Failure to comply with this procedure may result in your bid being rejected from consideration.

PARTNERSHIP CHARTER AGREEMENT

MDOT and ACEC created a Partnership Charter Agreement which establishes guidelines to assist MDOT and Consultants in successful partnering. Both the Consultant and MDOT Project Manager are reminded to review the [ACEC-MDOT Partnership Charter Agreement](#) and are asked to follow all communications, issues resolution and other procedures and guidance’s contained therein.

**NOTIFICATION
MANDATORY ELECTRONIC SUBMITTAL**

Proposals submitted for this project must be submitted electronically.

The following are changes to the Proposal Submittal Requirements:

- Eliminated the Following Requirements:
 - Safety Program
 - Communication Plan
 - Past Performance as *a separate section*
 - Separate section for DBE Statement of goals. Include information in Qualification of Team section

- Implemented the Following Changes:
 - All proposals require an Organization Chart
 - Resumes must be a maximum of two pages
 - Only Key (lead) staff resumes may be submitted
 - Tier III proposal reduced from 19 to 14 pages
 - Forms 5100D, 5100I, and 5100G combined – 5100D
 - Forms 5100B and 5100H combined – 5100B
 - RFP's will be posted on a weekly basis -- on Mondays

The following are Requirements for Electronic Submittals:

- Proposals must be prepared using the most current guidelines
- The proposal must be bookmarked to clearly identify the proposal sections (See Below)
- For any section not required per the RFP, the bookmark must be edited to include “N/A” after the bookmark title.
Example: Understanding of Service – N/A
- Proposals must be assembled and saved as a single PDF file
- PDF file must be 5 megabytes or smaller
- PDF file must be submitted via e-mail to MDOT-RFP-Response@michigan.gov
- MDOT's requisition number and company name must be included in the subject line of the e-mail. The PDF shall be named using the following format:
 - Requisition#XXX_Company Name.PDF
- MDOT will not accept multiple submittals
- Proposals must be *received* by MDOT on or before the due date and time specified in each RFP

If the submittals do not comply with the requirements, they may be determined unresponsive.

The Consultant's will receive an e-mail reply/notification from MDOT when the proposal is received. Please retain a copy of this e-mail as proof that the proposal was received on time. **Consultants are responsible for ensuring the MDOT receives the proposal on time.**

****Contact Contract Services Division immediately at 517-373-4680 if you do not get an auto response****

Required Bookmarking Format:

- I. Request for Proposal Cover Sheet Form 5100D
 - A. Consultant Data and Signature Sheet, Form 5100J (if applicable)
- II. Understanding of Service
 - A. Innovations
- III. Qualifications of Team
 - A. Structure of Project Team
 - 1. Role of Firms
 - 2. Role of Key Personnel
 - B. Organization Chart
 - C. Location
- IV. Quality Assurance / Quality Control Plan
- V. Resumes of Key Staff
- VI. Pricing Documents/Bid Sheet (if applicable)

2/14/12

**NOTIFICATION
E-VERIFY REQUIREMENTS**

E-Verify is an Internet based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of that employee to work in the United States. There is no charge to employers to use E-Verify. The E-Verify system is operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration. E-Verify is available in Spanish.

The State of Michigan is requiring, under Public Act 200 of 2012, Section 381, that as a condition of each contract or subcontract for construction, maintenance, or engineering services that the pre-qualified contractor or subcontractor agree to use the E-Verify system to verify that all persons hired during the contract term by the contractor or subcontractor are legally present and authorized to work in the United States.

Information on registration for and use of the E-Verify program can be obtained via the Internet at the DHS Web site: <http://www.dhs.gov/E-Verify>.

The documentation supporting the usage of the E-Verify system must be maintained by each consultant and be made available to MDOT upon request.

It is the responsibility of the prime consultant to include the E-Verify requirement documented in this NOTIFICATION in all tiers of subcontracts.

9/13/12

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
AS-NEEDED CONSTRUCTION SERVICES**

Inspection and Testing

Revised as of 12.18.14

CONTROL SECTION(S): 50011

JOB NUMBER(S): 80920, etc.

PROJECT LOCATION: M-53 from the Red Run Drain to 18 Mile Road in the cities of Sterling Heights and Warren, Macomb County

DESCRIPTION OF WORK:

Work includes, but is not limited to, developing and managing a concrete Quality Assurance Plan, quality assurance sampling and testing, review of Contractor quality control submittals, delivering quality assurance strength test cylinders from the job site to the Metro Region Construction and Technology Laboratory, evaluation of rejection limit concrete, and performing all calculations necessary for final payment of concrete items. In addition, on an as-needed basis, provide additional testing services as requested by the MDOT Project Manager, including HMA, aggregate and density testing.

The schedule for this project shall be considered to be as much as seven (7) days per week and in excess of eight (8) hours per day. This project may require the coordination of multiple testing operations at one time. The consultant must demonstrate that it has the qualified individuals available to meet this schedule. **MDOT also reserves the right to modify the number of inspectors based on work load.** Full time inspection may not be required at all times. This scope is for “As Needed” services, based on the intermittent needs of MDOT. It must be noted that this is not a guarantee that MDOT will use all the hours and/or services of the Consultant.

ANTICIPATED START DATE: March 1, 2015

ANTICIPATED COMPLETION DATE: March 1, 2016

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Portland Cement Concrete Inspection and Testing

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Aggregate Testing

Density Inspection and Testing

Bituminous Pavement Inspection

Engineering Assistance

~~Technical Assistance~~

DBE REQUIREMENT: N/A

MDOT PROJECT MANAGER:

Alan Ostrowski

Asst. Construction Engineer

Oakland TSC

800 Vanguard Drive

Pontiac, MI 48341

Ph: 1-248-451-2419

E-mail: OstrowskiA@michigan.gov

GENERAL INFORMATION:

The Consultant shall furnish all services and labor necessary to conduct and complete the services described herein. The Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), and check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work.

The Services shall be performed to the satisfaction of the Department consistent with applicable professional standards.

The Consultant's principal contact with the Department shall be through the designated Project Manager (PM) or designee.

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

The Consultant agrees to demonstrate knowledge of, and performance in compliance with, the standard construction practices of the Department; the Project construction contract, proposal, and plans; the Standard Specifications for Construction and all applicable publications referenced within; the MDOT Construction Manual; the Materials Source Guide; the Materials Quality Assurance Procedures Manual; the Density Control Handbook; and any and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.

The selected consultant staff will report directly to the MDOT Project Manager and work closely with the MDOT Oakland TSC Construction Team. This team will consist of a Construction Engineer, Assistant Construction Engineer and construction technician staff assigned to this project for its entirety and will be on site as necessary during construction. The Consultant staff will operate under the MDOT Construction Engineer and Assistant Construction Engineer. The MDOT point-of-contact for the Consultant Project Manager will be the MDOT Project Manager or designee. MDOT will retain control over all monetary extras and changes and the design revision process. All of the Consultant personnel shall meet with the MDOT team prior to construction of this project. This will familiarize everyone with one another and define/clarify roles and responsibilities.

An expectations meeting will be held prior to work starting. The Consultant shall contact the MDOT Project Manager prior to beginning any work on the project.

MDOT Field Office and Communications staff shall handle primary communication issues. It is expected that the consultant be available to MDOT at all times for issues that may need clarification for public releases. The inspectors shall submit time sheets on a weekly basis to the PM for review and approval.

CONSULTANT RESPONSIBILITIES:

The Consultant shall perform field operations in accordance with the Department's Personal Protective Equipment (PPE) Policy as stated in the MDOT Guidance Document #10118. A current copy of MDOT's PPE Policy is available on the Bulletin Board System. The Consultant shall perform field operations in accordance with MIOSHA regulations and accepted safety practices.

The Consultant will notify the MDOT Project Manager (PM) or designee, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to the review and approval of the MDOT Project Manager.

The consultant will be required to document and process all IDRs and other documents using FieldBook. MDOT staff may review the FieldBook at any time during regular business hours and create FieldManager items.

The Consultant shall contact the PM prior to beginning any work on this Project.

Provide full time experienced inspection and testing services as needed and perform inspection and testing services under the direction of the PM or designee. The inspector(s) assigned to this project will report and be directly responsible to the PM or designee who is in charge of the project's construction. Provide computer equipment necessary to run FieldBook.

Provide to the satisfaction of the Department, inspection and testing services required for Portland Cement Concrete construction, and on an as-needed basis inspection and testing services required for HMA, aggregate and density construction. Perform all reporting, measurement, computation, and documentation required by the Special Provision for Quality Control and Acceptance of Portland Cement Concrete (12SP-604B-04), Specifications, plans, proposal, the MDOT Construction Manual, the MDOT Materials Quality Assurance Procedures Manual and any and all other applicable references, guidelines, and procedures manuals required for the inspection and testing for construction of the aforementioned project, and as directed by the PM or designee.

All work will be performed in compliance with the contract documents and the standard practices of the Department. Sampling frequencies for inspection and testing will be as prescribed by the Special Provision for Quality Control and Acceptance of Portland Cement Concrete (12SP-604B-04), Specifications, proposal, MDOT Materials Quality Assurance Procedures Manual and/ or other applicable references, guidelines, and procedures manuals and instruction furnished by the Department or as directed by the Engineer, and no variation will be permitted except on written order of the Department.

Acceptance samples, tests, and reporting procedures will conform to the Special Provision for Quality Control and Acceptance of Portland Cement Concrete (12SP-604B-04), Specifications, proposal, MDOT Materials Quality Assurance Procedures Manual and any and all other applicable references, guidelines, and procedures manuals prescribed by the Department.

The Consultant will immediately bring to the attention of the PM or designee, the failure by the Contractor to comply with the Special Provision for Quality Control and Acceptance of Portland Cement Concrete (12SP-604B-04), a plan or specification requirement, any problem, trends toward borderline compliance, or any other occurrence which may require resolution by the Engineer.

The Consultant will accurately report, measure, compute, and document all quantities of items of work and all inspection and/ or testing work in accordance with the Special Provision for Quality Control and Acceptance of Portland Cement Concrete (12SP-604B-04), Specifications, plans, proposal, MDOT Materials Quality Assurance Procedures Manual and any and all other applicable references, guidelines, and procedures manuals prescribed by the Department.

The Consultant shall provide their own transportation to, from, and on the project site to perform the services outlined herein.

The Consultant shall provide lap top computers (or equivalent) with FieldManager and/or FieldBook software and produce all daily inspection reports in this format. The inspector(s) shall deliver all inspection reports to the PM or designee field office daily unless other arrangements are made.

The Consultant shall provide a Troxler Density Gauge and comply with all requirements related to the use of this gauge established by the Nuclear Regulatory Commission and MDOT. This gauge should be calibrated to meet MDOT requirements. The inspector(s) shall be certified as a MDOT density technician.

The Consultant shall provide a Roll-O-Meter, Acme or Pres-sure air entrainment gauge for concrete testing. This gauge should be calibrated to meet MDOT requirements. In addition, the Consultant shall provide cylinder molds and all measuring and testing equipment required for proper and accurate testing services.

The Consultant shall provide all required reference materials including, but not limited to, MDOT Standard Specifications, Materials Quality Assurance Procedures Manual, Construction Manual, and any and all other necessary applicable references, guidelines and procedures manuals.

The Consultant shall be responsible for any errors that occur on the project due to an inspection and/or testing error. The Consultant will be responsible to compensate MDOT for the additional costs incurred due to an inspection and/or testing error on the project by one of their employees. At such time the error is discovered MDOT will meet with the Consultant to discuss options to rectify the error.

Keep daily diaries, sketches, logs, and records consistent with Department practice as may be needed to record the Contractor's progress. Notify the PM or designee of any anticipated or upon receipt of Contractor's requests for extensions of time.

Withdraw any personnel or halt any services no longer required, at the request of the Department, or within a reasonable time after the lack of need becomes apparent to the Consultant or the PM or designee. The consultant will not be reimbursed for the cost of personnel charged to a project that the PM or designee has determined was unnecessary.

TESTING AND REPORTING:

Material Quality Assurance Sampling and/or Testing and Density Control: Conduct quality assurance sampling and/or testing of materials in accordance with the Special Provision for Quality Control and Acceptance of Portland Cement Concrete (12SP-604B-04), MDOT's Materials Source Guide, Materials Quality Assurance Procedures Manual, Density Control Handbook and any or all other applicable referenced or included Contract Documents. Determine the acceptability of materials based on their respective specification requirements. Immediately inform the Project Manager of non-compliance work and trends toward borderline compliance. Contractor's work and materials not in compliance with the Contract Documents or as directed by MDOT will be rejected.

Cylinder Storage and Transport (reference ASTM C-31): Store cylinders on the job site immediately after casting in the Contractor supplied storage device meeting the following requirements: must be a moist condition, at an ambient temperature between 60 and 80 degrees, out of direct sunlight, on a level surface, in a secure container that only the quality assurance personnel has access to. The Contractor must supply a maximum/minimum thermometer for temperature monitoring and items for the quality assurance personnel to maintain the cylinders between 60 and 80 degrees. The cylinders cannot be transported from the job site storage to cure tank storage until 8 hours after initial set but must be transported to cure tank storage within 48 hours of casting. Cylinders must be transported in a moist condition, with adequate cushioning (proper diameter cylinder racks), at an ambient temperature between 60 and 80 degrees (with adequate insulation in cold weather), and a transport time not to exceed 4 hours. Upon removing the cylinder mold the cylinder must be placed in the cure tank within 1 hour.

Material Reports: Submit Material test reports, including but not limited, the Inspector's Report of Concrete Placed 1174A, Aggregate Inspection Reports 1900 & 1901, Bituminous QA reports, Concrete QA reports, and the "Moisture and Density Determination, Nuclear Method", Form 582B, etc. to the distribution list within one day of the testing. The efficiency of the consultant in getting the "Moisture and Density Determination, Nuclear Method", Form 582B, copy to the Lansing, Density Technology Unit, 8885 Ricks Road, Lansing, MI 48909 will be measured by that unit and reflected on the consultant's evaluation.

The consultant and any sub-consultants contracted by the Michigan Department of Transportation (MDOT) to perform density testing services that use equipment regulated by the Nuclear Regulatory Commission (NRC) shall:

- 1. Possess a valid license issued by the NRC, or recognized Agreement State, for ownership and use of sealed sources contained within portable nuclear density gauges.**
- 2. Provide the Radiation Safety Office (RSO) of MDOT with a copy of the aforementioned license.**
- 3. Comply with all rules and regulations set forth by Title 10 (Energy) and 49 (Transportation).**

Failure of any of the above will be found in noncompliance with the contract.

Final Measure and Summarize: Calculate the Overall Lot Pay Factor (OLPF) and make final Quality Initiative determinations as required by the Special Provision for Quality Control and Acceptance of Portland Cement Concrete (12SP-604B-04). Final field measure and prepare final summaries for applicable items of work.

MEASUREMENT, COMPUTATION AND DOCUMENTATION OF QUANTITIES:

Documentation: Measure and compute quantities, and provide appropriate documentation of all materials incorporated in the work as required by the Special Provision for Quality Control and Acceptance of Portland Cement Concrete (12SP-604B-04), and maintain an item record account using FieldManager software.

The Consultant must obtain and be able to use the FieldManager Suite of Software for this project. Contact Info Tech, Inc. at (352) 381-4400 or fax (352) 381-4444 or (www.fieldmanager.com) to obtain software and information on training. Since this software will be used on all MDOT projects in the future, the cost of this software cannot be charged as a direct expense for this project.

Consultants must keep their version of the FieldManager Suite of software current with the version being used by MDOT.

REPORTING AND RECORD KEEPING:

Consultant Reports: Prepare such periodic, intermediate and final reports and records as may be required by the Department and as are applicable to the Project, which may include, but are not limited to:

- a. **Inspector's Daily Reports,**
- b. **Moisture and Density Determination Reports (Form 582BM)**
- c. **Inspector's Report of Concrete Placed (Form 1174A-M)**
- d. **Other records and/or reports as required for the individual Project by the Project Manager and/or as required by the Special Provision for Quality Control and Acceptance of Portland Cement Concrete (12SP-604B-04), Specifications, Plans, Proposal, the MDOT Construction Manual, the Materials Quality Assurance Procedures Manual and any and all other applicable references, guidelines, and/or procedures manuals.**

MDOT RESPONSIBILITIES:

The PM or designee shall furnish to the Consultant all Project-specific construction contracts, proposals, plans, plan revisions, written instructions, and other information and/or data as deemed necessary by the PM or designee for the Services required herein. Unless such information is available to be downloaded on the MDOT web site.

The Department shall furnish off-site inspections and tests of cement, bituminous mixture designs, sewer and drainage pipe, traffic signs, and any other materials customarily tested in the Department laboratories with its own forces or by statewide contracts except concrete aggregates, aggregates, and concrete cylinders. The customary testing is described in the Materials Quality Assurance Procedures Manual with exceptions noted within the Specifications, Plans, and Proposal. The Consultant shall be responsible for the sampling and transportation of all the materials to be tested by Department personnel.

The PM or designee shall provide general monitoring and quality auditing inspection of the Project to assure that the Project has been completed in reasonable conformance with the plans

and specifications for Project Acceptance and to determine that the work performed to date by the Consultant for Services rendered is reasonable and appropriate before approving the Consultant's requests for progress payments.

The Department shall provide the bituminous plant inspection required for Quality Assurance and will submit the QA reports to the Consultant Project Engineer for analysis and action. The Consultant shall still be responsible for all on-site bituminous inspection required, including, but not limited to, locating the required Quality Assurance cores, and coordinating with the contractor regarding this sampling.

The Department shall perform all concrete quality assurance cylinder strength testing at the MDOT Metro Region Construction and Technology Laboratory.

The Project Engineer/Manager will arrange and conduct the Preconstruction meeting as well as prepare and distribute the meeting minutes.

Final curing and strength testing of the concrete cylinders will be the responsibility of the MDOT Metro Region Construction and Technology Laboratory located at 35414 Mound Road, Sterling Heights, MI 48310.

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

Compensation for this project shall be on an **actual cost plus fixed fee** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor rates, applied overhead, other direct costs, subconsultant costs, and applied fixed fee. The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

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

All billings for services must be directed to the Department and follow the current guidelines. Payment may be delayed or decreased if the instructions are not followed.

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

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

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

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

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

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