

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

	REQUISITION NUMBER	DUE DATE	TIME DUE
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	

DESCRIPTION

MDOT PROJECT MANAGER: Check all items to be included in RFP			CONSULTANT: Provide only checked items below in proposal
WHITE = REQUIRED ** = OPTIONAL			
Check the appropriate Tier in the box below			
<input type="checkbox"/> TIER I (\$50,000 - \$150,000)	<input type="checkbox"/> TIER II (\$150,000-\$1,000,000)	<input type="checkbox"/> TIER III (>\$1,000,000)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service **
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control **
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Location:</b> The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	<input type="checkbox"/>	Presentation **
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted)	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP <b>not including key personnel resumes.</b> Resumes limited to 2 pages per key staff personnel.

**PROPOSAL AND BID SHEET EMAIL ADDRESS – [mdot-rfp-response@michigan.gov](mailto:mdot-rfp-response@michigan.gov)**

### GENERAL INFORMATION

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

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

### MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

**5100D** – Request for Proposal Cover Sheet

**5100J** – Consultant Data and Signature Sheet (Required for all firms performing non-prequalified services on this project.)

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

# REQUEST FOR PROPOSAL

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

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest (Consultant/Vendor Selection Guidelines for Services Contracts) **AA**

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## RFP SPECIFIC INFORMATION

ENGINEERING SERVICES                       BUREAU OF TRANSPORTATION PLANNING                       OTHER

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

<input type="checkbox"/> <b>Prequalified Services</b> – See the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> <b>Non-Prequalified Services</b> – If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, is on file with MDOT’s Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. <b>Form 5100J is required with proposal for all firms performing non-prequalified services on this project.</b>
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**Qualification Based Selection** - Use Consultant/Vendor Selection Guidelines.

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

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

**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.)

## BID SHEET INSTRUCTIONS

Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) with the proposal, to the email address: [mdot-rfp-response@michigan.gov](mailto:mdot-rfp-response@michigan.gov). Failure to comply with this procedure may result in your bid being rejected from consideration.

## 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](mailto:MDOT-RFP-Response@michigan.gov)
- MDOT's requisition number and company name must be included in the subject line of the e-mail. The PDF shall be named using the following format:
  - Requisition#XXX\_Company Name.PDF
- MDOT will not accept multiple submittals
- Proposals must be *received* by MDOT on or before the due date and time specified in each RFP

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

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

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

**Required Bookmarking Format:**

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

**2/14/12**

**NOTIFICATION  
E-VERIFY REQUIREMENTS**

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

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

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

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

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

9/13/12

**Michigan Department of Transportation**

**SCOPE OF SERVICE  
FOR  
AS NEEDED CONSTRUCTION SERVICES  
REVISED 6/3/2015**

**CONTROL SECTION:** Various

**JOB NUMBER:** Various

**PROJECT LOCATION:** Statewide

**DESCRIPTION OF WORK:** This is an as needed assignment to update MDOT's records of bridge underclearance measurements consisting of the following steps:

1. Determine which bridges have had underclearance measurement changes due to construction activities over the prior year. This will be accomplished by reviewing MDOT's construction bid letting files and by direct contacts to the affected TSC offices. The major criteria for warranting measurement requirements include bridge replacements, deck widening and road construction under the bridge. MDOT may elect to perform this task in lieu of the contractor.
2. Perform underclearance measurements for the bridges identified in Task #1.
3. Assist MDOT with incorporating previously gathered underclearance measurement data for multiple under records into the MDOT bridge database.

The work associated with this project includes measuring minimum bridge underclearance using MDOT's high-speed bridge underclearance measurement system, **or an approved equivalent system, as provided by the consultant.**

~~This~~ **The MDOT bridge underclearance** system uses equipment developed and provided by MDOT, and determines the underclearance as the vehicle passes under the structure at highway speed. ~~The~~ **This** process requires the CONSULTANT to provide a minimum of two individuals during the measurement process. One person will operate the vehicle and one person will operate the equipment.

**If another bridge underclearance system is proposed for use, it must be able to conduct accurate measurements, within a tolerance of 1/2", and it must also present a cost savings to the Department in order to be eligible for consideration for approval of use. Also, if the proposed system is a traveling system, it must be able to travel at highway speeds. If a system is being proposed, the consultant must outline the details of this system in their proposal. Scoring for any proposed underclearance systems will be conducted in the 'Understanding of Service' section of the selection method.**

The engineer assistant is responsible for insuring underclearance measurements are taken and reported, in accordance with federal and state requirements.

***NOTE: Proposed equivalent equipment/system must be approved by the MDOT prior to usage.***

**PRIMARY PREQUALIFICATION CLASSIFICATION:**

Engineering Assistance

**SECONDARY PREQUALIFICATION CLASSIFICATION:**

None

**ANTICIPATED START DATE:** ~~July 1, 2015-~~ **August 2015**

**ANTICIPATED COMPLETION DATE:** July 31, 2017

**DBE REQUIREMENT:** N/A

**MDOT PROJECT MANAGER:**

Jamie Hunt  
Van Wagoner Building  
425 W. Ottawa St.  
Lansing, MI 48909  
517.335.1898  
E-mail: huntj10@michigan.gov

**CONSULTANT RESPONSIBILITIES:**

**Work Plan & Schedule**

The CONSULTANT needs to be aware that this work is dependent upon weather conditions. The CONSULTANT must develop a work plan detailing the process for obtaining the underclearance measurements for the structures listed. MDOT will provide any information needed about location of bridges, existing underclearance measurements, or other applicable bridge information in spreadsheet format.

The CONSULTANT is also required to develop a project schedule showing major tasks to complete the project. The project schedule must be submitted in the form of a Gantt chart showing meeting dates, report submissions, etc. as milestones.

In addition to the Project Schedule, the CONSULTANT will develop a field work schedule. The field work schedule will consist of a list showing the control sections and bridge numbers that are anticipated to be completed during a two-week period. This schedule will be updated during the project and submitted to the MDOT project manager for review and approval on a bi-weekly basis.

The CONSULTANT must be prepared to begin the project after receiving the Notice to Proceed (NTP) in order to meet the completion date. Field schedules are subject to change by MDOT when traffic disruption occurs.

The CONSULTANT must staff the project with the number of personnel necessary to complete the project in the allotted time.

### **Meeting Dates**

The CONSULTANT is required to attend a project initiation meeting, equipment installation and training (if applicable), and progress meetings. The anticipated period for these meetings is shown below; however, these may be adjusted as mutually agreed to by MDOT's project manager and the CONSULTANT.

Project Initiation Meeting: As soon as possible after the NTP is issued (before beginning any field work).

Equipment Installation and Training: Prior to field work, as applicable.

Progress Meetings: Every month, as decided by MDOT's project manager.

See Section MEETINGS for a description of the CONSULTANT's responsibilities.

### **Project Manager/Team Leader**

The project manager/team leader will be responsible to provide the progress reports every week, and be the primary contact with MDOT's project manager.

One manager level position will be allowed, and paid for, on this project.

### **Field Staff**

A team comprised of technical staff with experience using a laptop computer with a windows operating system, and in taking field measurements. Staff shall have good driving records.

### **Equipment**

1. The CONSULTANT will use MDOT's high speed bridge underclearance measurement equipment for this project, or an approved equivalent system, as provided by the consultant. The basic MDOT measurement equipment consists of software, cables, and a truck mounted laser. The CONSULTANT will be trained in the use and calibration of the equipment, if utilizing the MDOT supplied equipment.
2. If utilizing the MDOT supplied equipment, a laptop computer with software will be provided by MDOT to collect the underclearance data.

3. The CONSULTANT must provide all of the necessary personal safety equipment for each employee at the work site. All safety equipment must be in sound working order, meeting applicable inspections for safe operation.
4. The CONSULTANT shall send their field staff to attend a 1-day training session for the use and handling of the underclearance equipment, and how to interpret the data, **if applicable**. The training session will be completed after the installation of the equipment. The training session and equipment installation will be completed at MDOT's Construction and Technology Building, 8885 Ricks Road, Lansing, Michigan.
5. The CONSULTANT is responsible for any damaged or stolen MDOT equipment while in their possession. Upon completion of the project, **if utilizing the MDOT supplied equipment**, the CONSULTANT shall return the underclearance measurement device and laptop computer to MDOT in good condition. It is the responsibility of the CONSULTANT to have insurance for the equipment. The cost of the lasers and other parts are around \$11,000, and the cost of the laptop with software is \$3,300.
6. The CONSULTANT is responsible for furnishing the vehicle, which must have a two-inch trailer hitch to install the equipment. For adjustments and stability, several holes may need to be drilled into the vehicle for equipment mounting, **if applicable**. MDOT will not reimburse the CONSULTANT for any damage to the vehicle caused by the installation of the underclearance measuring devices.

**Note: This will involve drilling the holes in the vehicle.**

7. **If utilizing the MDOT supplied equipment**, the CONSULTANT shall perform daily calibration checks by driving the vehicle under two structures. The first structure shall be around 18.5 feet and the second structure around 12 feet. These two structures must be accurately measured so that the measurements can be entered into the calibration software. If the unit fails to calibrate and measurements cannot be taken, the unit must be returned to the Construction and Technology Support Area for repair.

### **UNDERCLEARANCE BRIDGE MEASUREMENTS**

The CONSULTANT may elect to suggest activities in the proposal that will improve the process or to save costs.

The basic tasks involved with obtaining the underclearance measurements are as follows:

1. The CONSULTANT shall plan the route, and correctly identify the bridge structure numbers. If needed, the CONSULTANT should physically examine the bridge structures to confirm identification.

2. The underclearance data for each structure will be collected along each pavement marking. The numbers of lanes under the structure, plus one, is the total number of passes required to obtain the measurements (i.e. two lanes under will require three passes). ~~See Attachment A for an example of underclearance data processing and reporting.~~
3. The CONSULTANT shall process the data to determine the bridge underclearance. This process involves reviewing each pass for each structure using the underclearance software. The person in charge of the data collection should also perform the data analysis. The data processing should occur as soon as possible to reduce the number of errors, i.e. at the end of each day or the beginning of the following day. The CONSULTANT shall complete Form 1190, Structure Clearance Measurements, for each bridge, and sign and date it.
4. The CONSULTANT shall generate a spreadsheet that clearly identifies the findings and underclearance measurements. A sample spreadsheet will be provided during the training process. The CONSULTANT will be responsible to verify the data with existing structure sheets or previous underclearance measurements to verify it is reasonable. If the data is not reasonably correct, the CONSULTANT must recheck or re-measure the underclearance measurement for the same bridge.
5. **If utilizing the MDOT supplied equipment**, underclearance measurements **should not be taken** in the rain and the laser accuracy is only guaranteed to 32°F. Measurement **shall not be taken** below this point.
6. The CONSULTANT will provide a log of existing clearance measurements displayed on the bridge and indicate if an underclearance sign is missing.  
**Note: Bridges having underclearance greater than 16 feet and 2 inches do not require signs**
7. The CONSULTANT shall submit a quality control plan to MDOT describing the method used for measurements to ensure the correct underclearance is measured and recorded for each bridge.
8. The CONSULTANT shall provide general monitoring and quality auditing inspection to assure the work performed to date is correct and in conformance with the scope of work before submitting progress payments.
9. The CONSULTANT must submit an electronic copy of the data to MDOT's project manager after the task is completed.
10. The final deliverable will be the minimum underclearance report. All unit measurements in the report must be presented in English units.

## **TRAFFIC CONTROL**

Due to the technology of the measuring equipment, MDOT does not anticipate the need for traffic control. However, the consultant may propose traffic control options to MDOT for review and approval.

Permits for the traffic control and working in MDOT's right-of-way must be obtained from the appropriate MDOT Transportation Service Center (TSC), or region, prior to the start of work. Allow ample time for permit issuance. The CONSULTANT will be responsible for obtaining all permits and notifying the region engineer in writing (with a copy to the MDOT project manager) of the time and location of the work.

## **MEETINGS**

A mandatory project initiation meeting will be held with the CONSULTANT **before** the start of the site fieldwork. The project manager will be required to attend the meeting, which will be held at MDOT's Construction and Technology Building, 8885 Ricks Road, Lansing, Michigan, 48909, or at a location mutually agreed to.

The intention of this meeting is to exchange information regarding the general procedures for communication, to review the schedule, to discuss emergency procedures and communication, and to discuss any open questions that remain. The meeting will be attended by MDOT region and statewide staff.

Progress meetings will be held as needed.

The CONSULTANT will keep notes of these meetings and provide minutes to MDOT's project manager within one week after the meeting.

## **SAFETY**

The services described herein are financed with public funds. The vendor shall comply with applicable federal and state laws, rules and regulations. The vendor shall perform field operations in accordance with MIOSHA regulations and accepted safety practices.

It is not the responsibility of MDOT to verify the CONSULTANT's safety practices; however, MDOT's project manager has the authority to have any individual found working unsafely removed from the MDOT right-of-way. If the CONSULTANT is found to be working unsafely, MDOT's project manager can stop all operations and terminate the contract.

It is the responsibility of the CONSULTANT for the safety of their workers, and MDOT is not liable in failure to comply with MIOSHA regulations and MDOT required safety standards.

## **EXISTING RECORDS AND DATA**

Information and equipment furnished to the CONSULTANT will not be released or distributed to any outside agency without written permission from MDOT's project manager.

**Release of information:** The CONSULTANT may not release any information about the structures 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.

**MDOT RESPONSIBILITIES:**

MDOT will provide any information needed about location of bridges, existing underclearance measurements, or other applicable bridge information in spreadsheet format.

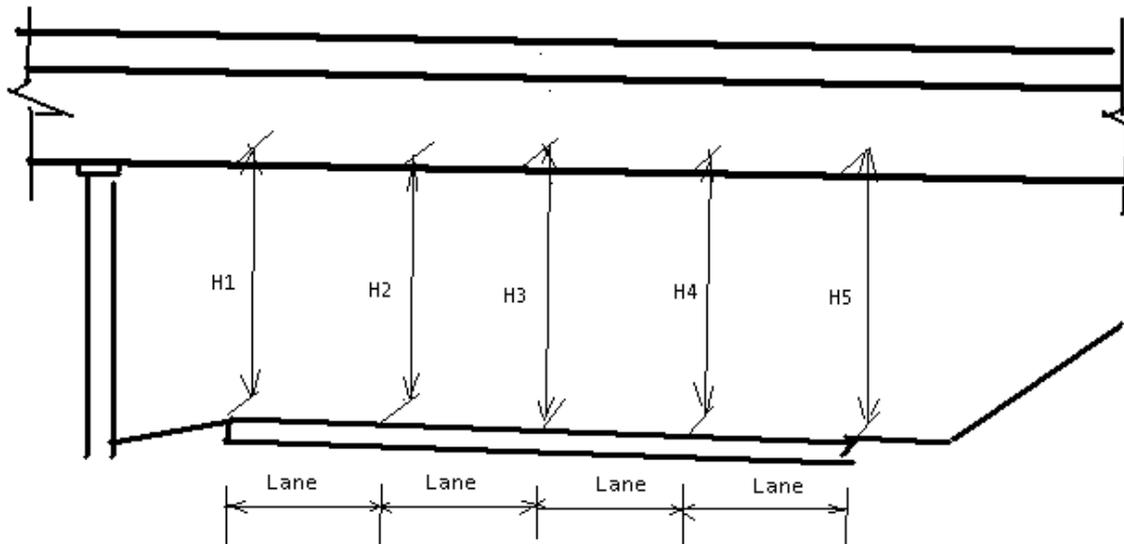
MDOT personnel will mount the equipment to the CONSULTANT’S vehicle, **if utilizing the MDOT supplied equipment.**

MDOT will also provide contact information for technical support, **if utilizing the MDOT supplied equipment.**

MDOT will furnish the CONSULTANT access to any available pertinent information related to the structures being measured.

**UNDERCLEARANCE DATA PROCESSING AND REPORTING**

The CONSULTANT shall make and record N+1 passes under each structure opening, where N represents the number of lanes under the structure opening. The minimum underclearance over each lane line shall be measured and recorded as shown below.



The example shows four lanes but for N lanes measurements H1, H2, H3,...H(N+1) shall be recorded.

**Definitions:**

**Right Opening:** When two roadways are present under a structure, the NB or EB roadway is in the

right opening. If only one roadway is present under a structure, the right opening data columns are filled and the left opening data columns are null.

**Left Opening:** When two roadways are present under a structure, the SB or WB roadway is in the left opening. If only one roadway is present under a structure, the right opening data columns are filled and the left opening data columns are null.

**Minimum Vertical Clearance, Right:** The minimum of the measured clearances over the right opening. In the example above, it is the minimum value of (H1, H2, H3, H4, and H5).

**Minimum Vertical Clearance, Left:** The minimum of the measured clearances over the right opening. In the example above, it is the minimum value of (H1, H2, H3, H4, and H5). If there is no left opening, then zero is recorded for this item.

**Minimum Clearance Under Bridge:** The minimum non-zero value of the right and left minimum vertical clearances.

**Best 10' Clearance, Right Opening:** The maximum of the lane clearances under the right opening. In the example above, first each minimum lane clearance needs to be computed, then the maximum of these lane clearances is recorded as the best 10' clearance. In other words, best 10' clearance = MAX ( MIN (H1,H2), MIN (H2,H3), MIN (H3,H4), MIN (H4,H5))

**Best 10' Clearance, Left Opening:** The maximum of the lane clearances under the left opening. In the example above, first each minimum lane clearance needs to be computed, then the maximum of these lane clearances is recorded as the best 10' clearance. In other words, best 10' clearance = MAX ( MIN (H1,H2), MIN (H2,H3), MIN (H3,H4), MIN (H4,H5)) If there is no left opening, then zero is recorded for this item.

**Best 10' Clearance Under Bridge:** The maximum of the best 10' clearances for the left and right openings.

## Reporting Results

Results will be reported on a spreadsheet having the following columns:

Structure Number  
MDOT ID (e.g. 82024-S19)  
Min Clearance, Left (Zero if no left opening)  
Min Clearance, Right  
Min Clearance Under Bridge  
Best 10' Clearance, Left (Zero if no left opening)  
Best 10' Clearance, Right  
Best 10' Clearance Under Bridge  
Existing Sign Underclearance

Measurements to be reported in feet with 2 decimal accuracy (e.g. 15.47')

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

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

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

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

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

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

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

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

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

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