Michigan Department
Of Transportation
5100B (12/14)

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

REQUISITION NUMBER	DUE DATE	TIME DUE
1952	3/21/2016	noon est

MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)
Robert Green	Various	Various

DESCRIPTION
As-Needed inspection Services

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
☐ **TIER 1 ($50,000 - $150,000)**	☑ **TIER II ($150,000-$1,000,000)**	☐ **TIER III (>$1,000,000)**	
☐	☑	☐	Understanding of Service **
☐	☐	☐	*Innovations*
☐	☑	☐	Organizational Chart
☐	☑	☐	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	☐	Quality Assurance/Quality Control **
☐	☑	☐	**Location:** The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	☐	Presentation **
N/A	N/A	☐	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) Resumes will only be accepted for Best Value Selections	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 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."

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 _____

☑ **Prequalified Services** – See 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, 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 all firms performing non-prequalified services on this project.

☑ **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. 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)

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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
CONSTRUCTION SERVICES
AS NEEDED INSPECTION AND TESTING

CONTROL SECTION(S): Various

JOB NUMBER(S): Various

PROJECT LOCATION(S): Clinton, Eaton and Ingham Counties

WORK DESCRIPTION:

The Consultant shall provide experienced personnel on an "as needed" basis for inspection services related to road and bridge construction as described herein.

Work may include, but is not limited to, reporting, measurement, computation and documentation of quantities associated with installation of temporary measures to maintain traffic, roadway reconstruction, storm sewer and culvert installation, bridge rehabilitation, and bridge removal and replacement.

This Request for Proposal (RFP) is for "as needed" services, based on the intermittent needs of the project office for the items listed above. The Consultant shall establish and list a point of contact for this work. The Consultant's point of contact will be notified with the requests for staff. Notification for the inspectors will be given when they are needed with as much notice as possible. Every attempt will be made to submit requests and schedule at least one week prior to the need for personnel, however it is expected that any requests made will be executed within a forty-eight (48) hour period. It must be noted that this is not a guarantee and that the Michigan Department of Transportation (MDOT) may not use 100% of the Consultant's services.

The inspection and testing services will be set at **5,000 hours.** The Lansing TSC anticipates the need for a maximum of **3** full time inspectors with all necessary certifications to perform inspection and testing services described herein.

The services detailed above are anticipated to be needed primarily during daylight hours, Monday through Sunday, at an estimated eight (8) to fourteen (14) hours per day. Night work may also be required. At a minimum, work shift information will be provided when personnel are requested. It is anticipated that the need for inspection services will end June 17, 2017.

MDOT also reserves the right to modify the number of inspectors based on work load.

ANTICIPATED START DATE: April 15, 2016

ANTICIPATED COMPLETION DATE: June 17, 2017

This selection is for 14 months.

PRIMARY PREQUALIFICATION CLASSIFICATION(S):
Construction Inspection: Roadway
Construction Inspection: Bridge & Ancillary Structures

SECONDARY PREQUALIFICATION CLASSIFICATION(S):
Construction Inspection: HMA Pavement
Construction Testing: Concrete
Construction Testing: Density
Surveying: Construction Staking
Construction Inspection: Traffic and Safety
Construction Inspection: Bridge Painting

DBE REQUIREMENT: N/A

ESTIMATED CONSTRUCTION COST: $8,646,000

MDOT PROJECT ENGINEERING MANAGER:
Robert A. Green, P.E., Assistant Construction Engineer
MDOT – Lansing TSC
2700 Port Lansing Road
Lansing, Michigan 48906
Phone (517) 335-3717
Fax (517) 335-3752
greenr6@michigan.gov

The Consultant shall contact the MDOT Project Engineer Manager (PEM) prior beginning any work on this project.

GENERAL INFORMATION:

A. The Consultant shall furnish all services and labor necessary to conduct and complete the services described herein. The Consultant will also furnish 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 will be performed to the satisfaction of the Department consistent with applicable professional standards.

B. The Consultant's principal contact with the Department will be through the designated PEM or his/her designee.

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

D. The consultant firm shall supply vehicles for as-needed staff. Vehicles for inspection and testing at a minimum shall be equipped with flashing yellow warning lights mounted on top of the vehicle.

E. The Consultant provided personnel will report and be directly responsible to the Construction Engineer who is in responsible charge of the project construction. Project assignments, specific tasks and work hours will be given by the Lansing TSC Construction Engineer, Assistant Construction Engineer and/or the Senior Technicians. It is anticipated that the Consultant's technical personnel will work primarily with the Senior Technicians for day to day assignments to ensure adequate services are being provided.

F. The Consultant agrees to demonstrate knowledge of, and perform work in accordance with, the standard construction practices of the Department; the project construction contract, proposal, and plans; the Standard Specifications for Construction and applicable publications referenced within; the Michigan Construction Manual; the Materials Source Guide; the Materials Quality Assurance Procedures Manual; and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.

G. The Consultant will notify the PEM, 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 PEM.

H. The inspectors shall submit time sheets on a weekly basis to the PEM for review and approval.

I. 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.

J. The Consultant and any Sub-Consultant contracted by the 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 Officer (RSO) of MDOT with a copy of the aforementioned license.
3. Comply with all rules and regulations set forth by titles 10 (Energy) and 49 (Transportation) of the Code of Federal Regulations.

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

CONSULTANT RESPONSIBILITIES;

A. 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.

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

C. Provide, to the satisfaction of the Department, inspection and testing services required for road bituminous construction, Portland cement concrete construction, aggregate construction, ditching and drainage, joint repair, and guardrail. Perform all reporting measurement, computation, and documentation required by the Specifications, plans, proposal, the Michigan Construction Manual, the MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals required for the inspection and testing for construction of the aforementioned projects, and as directed by the Project Engineer Manager.

D. The Consultant will furnish necessary inspection, and testing equipment needed to carry out the inspection and testing services. This includes, but is limited to furnishing **Troxler Density Gauges.**

E. The Consultant shall be familiar with the MDOT E-Construction Project process. **Project documentation for E-Construction projects shall be submitted in electronic format** and placed in the ProjectWise document management system. The Department will provide an E-Construction Acclimation Session for all parties associated with E-Construction Projects. The date, time, and location of this session will be scheduled at a later date by the PEM. The selected Consultant shall attend this session.

F. The Consultant will provide the inspector(s) lap top computers (or equivalent) with the most current FieldManager and/or FieldBook software, and the inspector(s) will produce all Inspector Daily Reports (IDRs) in this format. All IDRs on E-Construction Projects shall be submitted electronically in accordance with the MDOT E-Construction Process. For non-E-Construction Projects, the inspector(s) will deliver all inspection reports to the PEM's office daily, or as arranged.

G. 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 PEM. The Consultant will not be reimbursed for the cost of personnel charged to a project that the PEM has determined were unnecessary.

H. Regarding **Project Inspection**, the Consultant shall:

1. **Inspectors**: Perform as the Inspector for the project consistent with the Department's practice and in accordance with the Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Source Guide, and other applicable references, guidelines, and/or procedures manuals. The Inspector(s) will be assigned to this project with a sufficient number of technically qualified and experienced personnel to perform the Services required under the Agreement in a timely manner to avoid delay to the Construction Contractor.

2. **NPDES Inspection:** An MDEQ certified NPDES Construction Stormwater Operator will be assigned to inspect and document the project per the NPDES requirements. Any violation of the NPDES permit by the construction contractor must be immediately reported to the PEM, or his/her designee. All inspection personnel shall also have completed and passed the current Soil Erosion and Sedimentation Control training course offered by the MDEQ.

3. **Soil Erosion and Sedimentation Control (SESC):** Have a thorough working knowledge of the Department's SESC Manual and other contract documents regarding soil erosion and sedimentation control. Assign personnel that possess a current SESC training certificate and NPDES Construction Stormwater Operator certification to perform inspection on areas where soil erosion and sedimentation controls are needed. Ensure that a person in possession of a current SESC training certificate is onsite at all times during normal working hours and available to meet with MDEQ personnel who may visit the site. Request that the MDEQ personnel provide a copy of any inspection report that may be generated as a result of the visit to the PEM.

4. Perform inspection of the construction site to assure that specified soil erosion and sedimentation controls are installed correctly, performing as intended, and maintained daily. Provide recommendations to the PEM for modification of the control measures shown on the plans as may be required to improve their effectiveness. Immediately report to the PEM any deficiencies in the soil erosion and sedimentation control measures or non-compliance by the Contractor with the specifications governing soil erosion and sedimentation control. If corrective action is necessary, document the action and the required timeframe for completion. Follow up to document that the action is completed within the statutory and/or MDOT-specified timeframes. Report the Contractor's failure to complete the corrective actions within the required timeframe to the PEM.

5. **Storm Water Management:** Have a thorough working knowledge of the Department's Storm Water Management Plan. Perform inspection of the construction site to ensure that the Contractor's operation is following pollution prevention and good housekeeping best management practices conforming to the Department's Storm Water Management Plan. Notify the PEM immediately of the occurrence of, or potential for, release of polluting material to the ground, groundwater, surface water, or storm water drainage system including open ditches, culverts, and enclosed storm sewers.

6. **Environmental Permits:** Have a thorough working knowledge of the construction requirements of all project specific environmental permits issued to the MDOT by the MDEQ Land & Water Management Division, US Corp of Engineers, or other permitting agency. Inspect project areas covered by these permits and assure that the Contractor complies with the permit requirements. Report to the PEM any potential for or occurrence of violation of these permits. Fully document all site conditions and actions taken regarding potential or actual violations of the permit requirements.

7. **Other Environmental Issues:** Have a thorough working knowledge of the Department's specifications regarding bridge painting, diamond grinding, hydrodemolition, and hazardous materials. Ensure that the Contractor complies with these specifications, and maintain proper documentation.

8. **NPDES/SESC Inspection Reports:** Complete inspection reports, including but not limited to, Inspector's Daily Report (Form 1122) and NPDES/SESC Inspection Report (Form 1126), as necessary to fully document all site conditions and any corrective action required and completed related to environmental issues. Provide digital photos as necessary to document conditions and all corrective actions.

9. **Traffic Control:** The Consultant will furnish inspectors qualified to assure compliance with the temporary traffic control requirements. Inspectors will be familiar with Departmental policies and Part 6 of the Michigan Manual for Uniform Traffic Control Devices (MMUTCD).

10. **Coordination**: Provide appropriate coordination, contact, and cooperation with affected local, state, and/or federal agencies; other Consultants and other Contractors; the general public; utilities and railroad companies; and local police, fire, and emergency services which may be affected by the project and which are deemed to be the responsibility of the Consultant and/or the Department.

11. **Phones:** The inspectors will be equipped with cellular phones. The phones cannot be charged as a direct expense to the project. Camera phones are requested but not required.

12. **Contract Compliance:** The Consultant will immediately bring to the attention of the PEM, or his/her designee, any failure by the Contractor to comply with a plan or specification requirement, any problem, trends toward borderline compliance, or any other occurrence which may require resolution.

13. **Staking:** Perform staking in accordance with Departmental standards, including, but not limited to, any staking to be performed by the MDOT Engineer as indicated in section 104.09 in the Standard Specifications for Construction, to ensure accuracy and compliance with the contract documents. This includes preliminary project staking and construction verification staking. Notify the PEM, or his/her designee, of any plan errors, discrepancies or omissions identified by the Contractor and/or Consultant.

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

15. **Changes/Extras/Adjustments**: Notify the PEM, and/or his/her designee, immediately of any unanticipated project conditions and any changes, extras, or adjustments to the contract.

16. **Contentious Issues:** Notify the PEM, and/or his/her designee, of any problems, issues, discrepancies, or other items brought to the attention of the Consultant by the Contractor.

17. **Final Measure and Summarize:** Final field measure applicable items of work. Prepare final summaries for applicable items of work.

18. **Consultant Deliverables**: Collect, properly label or identify, and deliver to the Department in electronic format any original diaries, logs, notebooks, accounts, records, reports, as-constructed plans, other documents, and project files prepared by the Consultant in the performance of the Agreement, upon completion or termination of the Agreement. Return, upon completion or termination of the Agreement, Specifications, Manuals, guides, written instructions, construction contracts and plans, unused forms, and any other documents and materials furnished by the Department. The Consultant may be responsible for replacing lost documents or materials at a fair and reasonable price.

I. Regarding **Quality Assurance Testing and Reporting**, the Consultant shall:

1. **Material Quality Assurance Sampling and/or Testing and Density Control**: Conduct quality assurance sampling and/or testing of materials including but not limited to, portland cement concrete, bituminous mixtures, aggregates, and density testing and reporting in accordance with 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 PEM of non-compliance work and trends toward borderline compliance. Reject Contractor's work and materials not in compliance with the Contract Documents or as directed by MDOT**. The Prime Consultant may be held accountable for all quality assurance activities if indicated in writing by the PEM that the Prime Consultant is accountable for them. The Prime Consultant will be reimbursed for these activities if required by the PEM to perform them. If the Prime Consultant is not directed in writing by the PEM to perform quality assurance activities on a project, the Prime Consultant will not be held accountable for them and will not be reimbursed for them.**

2. **Material Certification:** Coordinate with the MDOT office staff to make certain that acceptable test reports and material certifications from the supplier

have been received, prior to the incorporation of materials in the work, for materials tested off the project site.

3. **Materials Reports:** Submit materials test reports in electronic format (including, but not limited to Moisture and Density 582B and 582BM, Inspector's Report of Concrete Placed 1174A and 1174R-S, HMA QA reports, and Concrete QA reports, etc.) according to the distribution list on a daily basis, within one work day following the testing.

4. **Sampling and Testing Personnel:** For aggregate, concrete, density, and HMA sampling and testing, utilize only personnel certified according to current Department requirements. Personnel will be certified on all projects (not just NHS projects). **All inspectors will be certified as a Concrete Technician Michigan Level I through a program certified by Michigan Concrete Association Board of Examiners or the Michigan Concrete Paving Association.** Any inspector involved in sampling or testing of Hot Mix Asphalt must be a Michigan Qualified HMA QC/QA Technician. Any inspector performing sampling of aggregates must be a current Level I Michigan Certified Aggregate Technician. Any person performing density testing or handling of nuclear density testing equipment must have complete the Michigan Density Technology Certification Program and successfully completed radiation safety training.

5. **Density Gauge:** The inspector(s) 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 the MDOT. This gauge should be calibrated to meet MDOT requirements. The inspector(s) shall be certified as a MDOT density technician.

J. Regarding **Measurement, Computation, Documentation, and Record-keeping**, the Consultant shall:

1. **Documentation:** Measure and compute quantities, and provide appropriate documentation of all materials incorporated in the work and items of work completed, and maintain an item record account using FieldManager. The consultant must obtain and be able to use the FieldManager Suite of Software for this project. Contact Info Tech 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 the MDOT.

2. Assist in maintaining As-Constructed Plans throughout the project, showing any field changes, final utility locations, substantial quantity changes, etc. Verify the As-Constructed Plan information that is required to be provided by the Contractor.

3. Assist with finaling all project documentation.

4. **Reports-Consultant Generated:** 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. Work Orders, (Form 1137)
    c. Moisture and Density Determination Reports (Form 0582B)
    d. Inspector's Report of Concrete Placed (Form 1174R-S)
    e. NPDES Stormwater Operator Reports, (Form 1126)
    f. Commercially Useful Function (CUF) Project Site Review (Form 4109)
    g. Labor Compliance, such as Wage Rate Interviews (Form 1156)
    h. Weekly Statement of Working Days Charged (Form 1116), if applicable
    i. Final Quantity Sheets
    j. Force Accounts
    k. Contractor Evaluation (Form 1182), and
    l. Other records and/or reports as required for the project by the PEM and/or as required by Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Source Guide, and other applicable references, guidelines, and/or procedures manuals.

5. **Project Review/Certification:** If requested, participate in and resolve items determined to be insufficient during the Department's review(s) of project records prior to submittal of the Final Estimate.

MDOT RESPONSIBILITIES:

A. The PEM will furnish to the Consultant project specific construction contracts, proposals, plans, plan revisions, written instructions, and other information and/or data as deemed necessary by the PEM for the Services required herein.

B. The Department will furnish concrete cylinder breaks, off-site aggregate testing, off-site inspections and tests of steel, cement, HMA mixture designs, sewer and drainage pipe, structural steel, prestressed girders and beams, traffic signs, and any other materials customarily tested in the Department laboratories with its own forces or by statewide contracts. The customary testing is described in the Materials Quality Assurance Manual with exceptions noted within the Specifications, Plans, and Proposal. The Consultant will be responsible for the sampling and transportation of all the materials to be tested by Department personnel.

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

D. The Department will perform soil borings and subsurface investigation as necessary throughout the contract.

E. Perform as the Project Engineer for the project consistent with the Department's practice and in accordance with the Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Source Guide, and other applicable references, guidelines, and/or procedures manuals.

F. The Department shall provide the office technician staff thru this contract to maintain the project files in accordance with MDOT procedures. The Consultant inspector will coordinate with the Department's staff to submit the required documentation, as indicated elsewhere in this Scope of Services.

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.

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 billed to labor hours authorized, then applying that percentage to the total fixed fee authorized.

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.