**CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR PROPOSAL**

<table>
<thead>
<tr>
<th>MDOT PROJECT MANAGER</th>
<th>REQUISITION NUMBER</th>
<th>DUE DATE</th>
<th>TIME DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andy Stamm</td>
<td>2918</td>
<td>11/25/19</td>
<td>noon est</td>
</tr>
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</table>

**JOB NUMBER (JN)**
- Various

**CONTROL SECTION (CS)**
- Various

**DESCRIPTION**
I-94 Lovers Ln to Sprinkle Rd, Road and multiple Bridge widening prework for maintenance of traffic

**MDOT PROJECT MANAGER:** Check all items to be included in.

<table>
<thead>
<tr>
<th>Tier 1 ($100,000 - $250,000)</th>
<th>Tier II ($250,000-$1,500,000)</th>
<th>Tier III (&gt; $1,500,000)</th>
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<tr>
<td>White = REQUIRED</td>
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<tr>
<td>** = OPTIONAL</td>
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</tr>
</tbody>
</table>

- Understanding of Service **
- Innovations
- Organizational Chart
- Qualifications of Team
- 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.

- Presentation **
- Technical Proposal (if Presentation is required)
- Total maximum pages for RFP not including key personnel resumes. Resumes limited to 2 pages per key staff personnel.

**PROPOSAL AND BID SHEET E-MAIL ADDRESS** – mdot-rfp-response@michigan.gov

The Consultants 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 that MDOT receives the proposal on time.

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

**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.)
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 developed and submitted in accordance with the latest Consultant/Vendor Selection Guidelines for Services Contracts.

RFP SPECIFIC INFORMATION

- [x] ENGINEERING SERVICES
- [ ] BUREAU OF TRANSPORTATION PLANNING
- [ ] OTHER

The service was posted on the anticipated quarterly requests for proposals dated 07/01/19 through 09/30/19.

- [x] 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.

- [x] 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 e-mail address: MDOT-RFP-Response@michigan.gov. Failure to comply with this procedure may result in your bid being rejected from consideration. MDOT reserves the right to reject any and all bids.

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 contained therein.
PROPOSAL REQUIREMENTS

Proposals must be submitted for this project electronically. Proposal submittal requirements are listed in **PART IV – INSTRUCTION FOR SUBMITTING PROPOSALS** at the following link [Selection Guidelines for Service Contracts](#).

FINANCIAL REQUIREMENTS FOR NON-PREQUALIFIED VENDORS

Financial Requirements for Non-Prequalified Consultants/Vendors

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](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.

DIGITAL SIGNATURE OF CONTRACTS

On **January 4, 2018**, Contract Services Division implemented the use of CoSign as the exclusive software for digitally signing all consultant contracts and consultant contract related documents. All other digital signing methods are no longer accepted.

Prior to using CoSign, all external partners must apply for a free digital signature user account by submitting a [MDOT Digital Signature Certificate Request Form](#).
MDOT INSURANCE UPDATED 3.9.17

At a minimum, the insurance types and limits identified below, may be required from the selected consultant, prior to contract award.

<table>
<thead>
<tr>
<th>Required Limits</th>
<th>Additional Requirements</th>
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<tbody>
<tr>
<td><strong>Commercial General Liability Insurance</strong></td>
<td>Consultants must have their policy endorsed to add “the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees, and agents” as additional insureds</td>
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<tr>
<td>Minimal Limits:</td>
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<tr>
<td>$1,000,000 Each Occurrence Limit</td>
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<tr>
<td>$1,000,000 Personal &amp; Advertising Injury Limit</td>
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<tr>
<td>$2,000,000 General Aggregate Limit</td>
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<tr>
<td>$2,000,000 Products/Completed Operations</td>
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<tr>
<td><strong>Automobile Liability Insurance</strong></td>
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<tr>
<td>Minimal Limits:</td>
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<tr>
<td>$1,000,000 Per Occurrence</td>
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<tr>
<td><strong>Workers’ Compensation Insurance</strong></td>
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<tr>
<td>Minimal Limits:</td>
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<tr>
<td>Coverage according to applicable laws governing work activities.</td>
<td>Waiver of subrogation, except where waiver is prohibited by law.</td>
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<tr>
<td><strong>Employers Liability Insurance</strong></td>
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<tr>
<td>Minimal Limits:</td>
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<tr>
<td>$500,000 Each Accident</td>
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<td>$500,000 Each Employee by Disease</td>
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<td>$500,000 Aggregate Disease</td>
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<tr>
<td><strong>Professional Liability (Errors and Omissions) Insurance</strong></td>
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<tr>
<td>Minimal Limits:</td>
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<tr>
<td>$1,000,000 Per Claim</td>
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The Insurer shall provide at least thirty (30) days written notice of cancellation. The Prime Consultant will be responsible to verify subconsultant(s) compliance with MDOT’s insurance requirements.
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: I-94 from East of Lovers Ln to West of Sprinkle Rd

DESCRIPTION OF WORK: Road and multiple Bridge widening prework for maintenance of traffic

The Consultant must provide, to the satisfaction of the Department, Construction Inspection and Testing Services as generally described herein: Project for construction work to be performed by the Construction Contractor until completion of work by the Construction Contractor and acceptance of the Project and Construction Engineering Services by the Department.

The Construction Services for inspection and testing are as follows: inspection, quality assurance testing and reporting, measurement, computation and associated documentation. The schedule for this project is estimated to be 6 days a week, 10 hours a day. The consultant must demonstrate that it has the qualified individuals available to meet this schedule. Weekend work is required, and some night work will be required.

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

The expectation is for one senior road technician and one senior bridge technician and one additional technician to provide inspection and testing for construction from May 1st, 2020 to November 15, 2020. A part time office technician is also being requested. Estimated at 5,100 hours.

ANTICIPATED START DATE: April 1, 2020

ANTICIPATED COMPLETION DATE: May 1, 2021

This selection is for a 13 month period.

PRIMARY PREQUALIFICATION CLASSIFICATION:
Construction Inspection: Bridges and Ancillary Structures
Construction Inspection: Roadway
SECONDARY PREQUALIFICATION CLASSIFICATION:  
Construction Services: Office Technician

DBE PARTICIPATION REQUIREMENT: N/A

ESTIMATED CONSTRUCTION COST: $5 Million

MDOT PROJECT MANAGER:

Andy Stamm  
Michigan Department of Transportation  
Southwest Region Office  
1501 E. Kilgore Road  
Kalamazoo, MI 49001  
(w) 269-337-3951

The Consultant must contact the Project Manager prior to beginning any work on this Project.

GENERAL INFORMATION:

A. The Consultant must furnish all services and labor necessary to conduct and complete the Inspection and Testing Services described herein. The Consultant must 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 must be performed to the satisfaction of the Department consistent with applicable professional standards.

B. The Consultant’s principal contact with the Department must be through the designated MDOT Project Manager.

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

D. 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 Work Zone Safety and Mobility Manual; and any and all other references, guidelines, and procedure manuals needed to carry out the work described herein in an appropriate manner.
E. The Consultant will notify the MDOT Project Manager, in writing, prior to any personnel changes from those specified in the Consultant’s original approved proposal. Any personnel substitutions are subject to the review and approval of the MDOT Project Manager.

F. The selected consultant staff will report directly to the MDOT Region Construction Engineer or their designee as determined by the Project Manager. The consultant staff will operate under the MDOT Region Construction Engineer or their designee as determined by the Project Manager and will be in charge of the day-to-day inspection and testing construction activities for the project. MDOT will retain control over all monetary extras and changes and the design revision process. All of the consultant personnel must meet with the MDOT Region Construction Engineer and their team prior to construction of this project.

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

H. Consultant staff may be asked to attend project meetings.

I. MDOT Region staff will 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. Key consultant personnel may be required to attend a partnering session with MDOT staff prior to construction.

K. The inspectors must submit time sheets on a weekly basis to the Project Manager for review and approval.

CONSULTANT RESPONSIBILITIES:

The Consultant must 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 MDOT website under the “Doing Business” link then under the “Vendor/Consultant Services” link. The PPE document link is under the Vendor/Consultant Contracts heading. The Consultant must perform field operations in accordance with MIOSHA regulations and accepted safety practices.

A. Provide, to the satisfaction of the Department, inspection and testing services required for road hot mix asphalt 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 MDOT Construction Manual, 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 Manager or their designee.
C. All work under the contract must be performed in compliance with the standard practices of the Department. Sampling frequencies for inspection and testing will be as prescribed by the Specifications, proposal, 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. Deviations must be approved by the Project Manager or their designee, and no variation will be permitted except on written order of the Department.

D. Acceptance samples, tests, and reporting procedures must conform to the Specifications, proposal, Materials Quality Assurance Procedures Manual and any and all other applicable references, guidelines, and procedures manuals prescribed by the Department.

E. The inspector(s) will immediately bring to the attention of the Project Manager or their designee, the 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 by the Engineer.

F. The inspector(s) will accurately report, measure, compute, and document all quantities of items of work and all inspection and/or testing work in accordance with the Specifications, plans, proposal, Materials Quality Assurance Procedures Manual and any and all other applicable references, guidelines, and procedures manuals prescribed by the Department.

G. The inspector(s) must provide their own transportation to, from, and on the project site to perform the services outlined herein.

H. The inspector(s) must provide lap top computers (or equivalent) with Field Manager and/or Field Book software and produce all daily inspection reports in this format. The inspector(s) must deliver all inspection reports to the Project Manager’s field office daily unless other arrangements are made.

I. The inspector(s) must provide a Troxler Density Gauge or Department approved equivalent 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) must be certified as a MDOT density technician.

J. The inspector(s) must provide a Roll-O-Meter, Acme or Pressure air entrainment gauge for concrete testing. This gauge should be calibrated to meet MDOT requirements.
K. In addition to providing the aforementioned density and concrete gauges, the inspectors must provide all measuring and testing equipment required for proper and accurate inspection.

L. The inspector(s) may be required to attend project related meetings as requested by the Project Manager or their designee.

M. The inspector(s) must provide all required reference materials including, but not limited to, MDOT Standard Specifications for Construction, Materials Quality Assurance Procedures Manual, Construction Manual, and any and all other necessary applicable references, guidelines and procedures manuals.

N. The Consultant is responsible for any errors that occur on the project due to an inspection and/or testing error by their staff. 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.

For Environmental Issues the Consultant Must:

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 MDEGLE personnel who may visit the site. Request that the MDEGLE personnel provide a copy of any inspection report that may be generated as a result of the visit to the Project Manager or designee.

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 Project Manager or designee for modification of the control measures shown on the plans as may be required to improve their effectiveness. Immediately report to the Project Manager or designee 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 Project Manager or designee.
**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 Project Manager or designee 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.

**Environmental Permits:** Have a thorough working knowledge of the construction requirements of all project specific environmental permits issued to MDOT by the MDEGLE 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 Project Manager or designee 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.

**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.

**Inspection Reports:** Complete inspection reports, including but not limited to, Inspector’s Daily Report (Fieldbook IDR) 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.

Keep daily diaries, sketches, logs, and records consistent with Department practice as may be needed to record the Contractor’s progress. Notify the Project Manager 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 Project Manager or designee. The consultant will not be reimbursed for the cost of personnel charged to a project that the Project Manager or designee has determined was unnecessary.
TESTING AND REPORTING

A. 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 Material Quality Assurance Procedures Manual, Density Testing and Inspection Manual 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. Reject Contractor’s work and materials not in compliance with the Contract Documents or as directed by MDOT. The Consultant may be held accountable for all quality assurance activities if indicated in writing by the MDOT project manager that the Consultant is accountable for them. The Consultant will be reimbursed for these activities if required by the MDOT Project Manager to perform them. If the Consultant is not directed in writing by the MDOT Project Manager to perform quality assurance activities on a project, the Consultant will not be held accountable for them and will not be reimbursed for them.

B. Material Certification: Make certain that acceptable test reports and/or material certifications from the supplier have been received, prior to the incorporation of materials in the work, for materials tested off the Project site.

C. Material Reports: Submit Material test reports, including but not limited to, 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) must:

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.

MEASUREMENT, COMPUTATION AND DOCUMENTATION OF QUANTITIES

A. 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 Field Manager 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](http://www.fieldmanager.com) to obtain software and information on training. The cost of this software cannot be charged as a direct expense on any project. Consultants must maintain the most current version of the software used by the Department to administer construction contracts.

B. Insufficient Tested Materials: Track insufficient tested materials and notify the Contractor on a bi-weekly basis.

REPORTING AND RECORD KEEPING

A. 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. Construction Item and Tested Material Records using FieldManager
   c. Monthly Report on Material Inspection
   d. Moisture and Density Determination Reports (Form 582B)
   e. Inspector’s Report of Concrete Placed (Form 1174A-M)
   f. NPDES Storm water Operator Reports (Form 1126)
   g. Labor Compliance, such as Contractor’s Certified Payroll Report (form 1955)
   h. Wage Rate Interviews (Forms 1156-T1 and 1156-T2)
   i. Weekly Statement of Working Days Charged
   j. Force Accounts
   k. Other records and/or reports as required for the individual Project by the Project Manager and/or as required by Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Source Guide, Materials Quality Assurance Procedures Manual, and any and all other applicable references, guidelines, and/or procedures manuals.
B. **Reports-Contractor Generated**: Review, process, and/or approve Construction Contractor submittal of records and reports required by the Department as applicable to the Project which may include, but not limited to:
   a. Working Drawings,
   b. Contractor’s claims for additional compensation and extension(s) of time, and
   c. Other reports and records as required for the individual Project by the Project Manager.

C. **Project Files**: Maintain project files in accordance with the most current version of the Special Provision for Construction Document Management.

**CLOSING ALL PROJECT DOCUMENTATION**

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

**MDOT RESPONSIBILITIES**:

A. The Project Manager will 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 Project Manager for the Services required herein unless such information is available to be downloaded on the MDOT web site.

B. The Department will furnish off-site inspections and tests of steel, cement, bituminous 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 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 is be responsible for the sampling and transportation of all the materials to be tested by Department personnel.

C. The Project Manager will 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.

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

E. The Project Manager or designee will arrange and conduct the Preconstruction meeting as well as prepare and distribute the meeting minutes.
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 will include 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% or less of the cost of direct labor and overhead.

This scope is for “as needed” services. As such, the hours provided are only an estimate.

When separate, individual contracts are subsequently authorized for stand-alone work as part of this selection, the Consultant will be entitled to the maximum fixed fee as negotiated during scope/fee negotiations for the stand-alone contract, after the work is completed to the satisfaction of MDOT.

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 where separate, individual contracts are not authorized for stand-alone work. Fixed fee on these 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 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.

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.