

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

	REQUISITION NUMBER	DUE DATE	
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	
DESCRIPTION			
MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED GRAY SHADING = OPTIONAL Check the appropriate Tier in the box below		CONSULTANT: Provide only checked items below in proposal	
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input type="checkbox"/> TIER II (\$100,000-\$250,000)	<input type="checkbox"/> TIER III (>\$250,000)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site p=inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	<input type="checkbox"/>	Presentation
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) (No Resumes)	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes. Resumes limited to 2 pages per key staff personnel.

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

GENERAL INFORMATION

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

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

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet

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

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

REQUEST FOR PROPOSAL

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

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

RFP SPECIFIC INFORMATION

BUREAU OF HIGHWAYS BUREAU OF TRANSPORTATION PLANNING OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO YES DATED _____ THROUGH _____

Prequalified Services – See page ____ of the attached Scope of Services for required Prequalification Classifications.

Non-Prequalified Services – If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. **Form 5100J is required with Proposal for firms not currently prequalified with MDOT**

Qualifications Based Selection – Use Consultant/Vendor Selection Guidelines

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

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

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

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

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

BID SHEET INSTRUCTIONS

Bid Sheet(s) must be submitted in accordance with the "Guidelines for Completing a Low Bid Sheet(s)* (available on MDOT's website). Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) separate from 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.

**NOTIFICATION
MANDATORY ELECTRONIC SUBMITTAL**

Proposals submitted for this project must be submitted electronically.

The following are changes to the Proposal Submittal Requirements:

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

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

The following are Requirements for Electronic Submittals:

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

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

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

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

Required Bookmarking Format:

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

2/14/12

**NOTIFICATION
E-VERIFY REQUIREMENTS**

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

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

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

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

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

9/13/12

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
AS NEEDED DESIGN SERVICES
Subsurface Utility Engineering (SUE)**

CONTROL SECTION: Various

JOB NUMBER: Various

PROJECT LOCATION: Various

PROJECT DESCRIPTION:

The Consultant will be expected to provide experienced personnel for **Subsurface Utility Engineering (SUE)** services on an as needed basis for MDOT Design Survey projects.

This scope is for “as needed” services, based on the intermittent needs of the MDOT Lansing Design Survey Unit. It must be noted that this is not a guarantee of Consultant authorizations for **Subsurface Utility Engineering (SUE)** work.

Consultant firms selected for this As Needed SUE Services Contract will be paired with a pre-qualified Survey Consultant that has been selected to provide Survey Services for a specific project.

Prequalification for all categories listed below is necessary for consideration for this RFP. If your firm is not prequalified in a category then a firm that is shall be submitted as a team member / sub vendor. In this scenario, a letter on each firm’s letterhead shall be submitted as part of the proposal package.

ANTICIPATED START DATE: January 1, 2016

ANTICIPATED END DATE: December 31, 2017

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Subsurface Utility Engineering (SUE)

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

None

Consultants may submit a proposal as a team to incorporate all pre-qualification Classifications.

DBE REQUIREMENT:

This Scope of Services has a **0 %** DBE qualification.

MDOT AS NEEDED UTILITY COORDINATION / DESIGN SURVEY PROJECT MANAGERS:

<p>Karl F. Brandys, P.S. Michigan Department of Transportation Van Wagoner Building 425 W. Ottawa Street, B220 <i>Delivery</i> P.O. Box 30050 <i>Mail</i> Lansing, MI 48909 517-373-0020 brandysk1@michigan.gov</p>	<p>Thomas D. Bogren, P.S. Michigan Department of Transportation Van Wagoner Building 425 W. Ottawa Street, B220 <i>Delivery</i> P.O. Box 30050 <i>Mail</i> Lansing, MI 48909 517-335-1914 bogrent@michigan.gov</p>
<p>Michael C. Barger, P.S. Michigan Department of Transportation Van Wagoner Building 425 W. Ottawa Street, B220 <i>Delivery</i> P.O. Box 30050 <i>Mail</i> Lansing, MI 48909 517-241-3431 bargerm@michigan.gov</p>	

NUMBER OF CONSULTANTS & ESTIMATED CONTRACT COSTS

Up to four (4) Consultants will be chosen for “as needed” contracts for TWO YEARS beginning January 2016. The number of projects assigned to each Consultant will be determined by future workloads.

GENERAL PROJECT INFORMATION:

Selection of the as needed firm:

Once a project is identified for Consultant Subsurface Utility Engineering services, the assigned MDOT Project Manager will pick a Consultant based on location, dollar amount utilized on their contract and number of projects done on THIS contract at that time. **A Consultant may not work on any more than two (2) “as needed” jobs for any Region Surveyor or Survey Consultant Project Manager at any given time.**

What to expect from the MDOT Survey Project Manager:

- When your firm is identified, the assigned manager will make initial contact by phone or email to check on availability.
- If the Consultant is available, the assigned Project Manager will forward a completed **Attachment S, Request for Consultant Subsurface Utility Engineering Services** to the Consultant Professional Engineer. A sample is attached to this proposal.
- Every attempt will be made to submit Price Proposals to Contract Services as soon as possible
- The Survey Consultant contact information will be supplied for coordination purposes, if needed.

What is expected from the Consultant:

- Availability and any changes in the staff outlined in this proposal must be brought to MDOT's attention at the time of the initial phone call or within two (2) days. A new Form 5100G will be required to document any changes in key personnel. If the Consultant does not get pre-approval for this substitution, MDOT will not accept the hours worked as billable and the Consultant will be working at their risk.
- It is up to the Consultant to communicate with the MDOT Project Manager to answer any questions regarding the scope and paperwork needed for contracting. The Consultant may request a meeting with the assigned manager at any time.
- The Consultant will prepare a priced proposal and other essential contract paperwork.

Other noteworthy items:

- Costs for Traffic control required by the local MDOT TSC Traffic & Safety Engineer must be included in the priced proposal in order to be reimbursed as a direct cost. See below for more information regarding traffic control.
- Any changes from the signed Attachment S not covered in the price proposal can be documented in Form 5102.
- If a project duration is longer than six (6) weeks, a Monthly Progress Report is required to be submitted addressing the following items:
 - Work accomplished during the previous month
 - Anticipated work and goals for the coming month
 - Real problems which occurred during the month, and anticipated problems for the coming month
 - Any updates on the project schedule including explanations for any delays or changes in schedule, scope, or work plan
 - Any early reviews or submittals such as Preliminary CAD drawings.

MDOT reserves the right to grant final work authorization based on the Consultant's understanding of the specific SUE project tasks and personnel. If the Consultant is unable to fulfill a request, MDOT may utilize a different Consultant awarded under this As Needed Scope for Consultant SUE Services.

GENERAL REQUIREMENTS:

1. Project work must comply with **all Michigan law** relative to engineering and land surveying.

2. Project work must be done under the **direct supervision** of a Professional Engineer licensed to practice in the State of Michigan.
3. Work in Subsurface Utility Engineering (SUE) must be completed by a firm which is pre-qualified by MDOT.
4. Project work must meet all requirements of the American Society of Civil Engineers (ASCE) Standard 38-02 and the MDOT Design Surveys *Standards of Practice* and the MDOT QA/QC Checklist latest version. Please contact the Design Survey Unit to clarify any specific questions regarding these standards.
5. The Consultant is responsible for using the latest MDOT Feature Codes and files available on the MDOT File Transfer Protocol (FTP) site. The Power GEOPAK software used must be the latest acceptable version available.
6. The Consultant must obtain all necessary permits required to perform this work on any public and/or private property. This includes an up-to-date permit from the MDOT Utilities Coordination and Permits Section.
7. Prior to performing the work, the Consultant must contact all landowners upon whose lands they will enter. The contact may be personal, phone or letter, but must be documented. This notice must include the reasons for the work / survey on private land, the approximate time the work / survey is to take place, the extent of the work / survey including potential brush cutting, and an MDOT contact person (the MDOT Project Manager).
8. The Consultant must contact any and all Railroads prior to commencing field work / survey on railroad property. The cost for any permit, flaggers and/or training that is required by the Railroad will be considered as a direct cost, but only if included in the Consultant's proposal.
9. The Consultant must adhere to all applicable OSHA and MIOSHA safety standards, including the appropriate traffic signs for the activities and conditions for this job.
10. Consultants are responsible for a comprehensive and conscientious research of all utility records, including MDOT records, essential for the completion of this project.
11. Measurements, stationing, recorded data, and computations must be in **International Feet**.
12. Coordinate values must be based on the Michigan Coordinate System of 1983 (NAD83, 2011 or latest), appropriate Zone. All elevations must be based on the North American Vertical Datum of 1988 (NAVD88).

13. For a **Subsurface Utility Engineering Project**, all pertinent information / data meeting the requirements as detailed in Attachment S must be submitted to the requesting MDOT Project Manager via ProjectWise.
14. The Consultant representative shall record and submit typewritten minutes for all project related meetings to the MDOT Project Manager within two weeks of the meeting. The Consultant shall also distribute the minutes to all meeting attendees.
15. The MDOT Project Manager is the official contact for the Consultant. The Consultant must either address, or send a copy of all correspondence to the MDOT Project Manager. The MDOT Project Manager shall be made aware of all communications regarding this project. Any questions regarding this award or any subsequent project should be directed to one of the MDOT Project Managers listed above. If a situation occurs where the MDOT Project Manager and the Consultant do not agree and conflict exists, the Partnership Charter Agreement of 2013, created by ACEC and MDOT, must be used to solve the impasse. Copies of this agreement are available upon request.

At the completion of a survey, all field survey notes (legible copies will suffice), all electronic data, and all research records obtained for this project will be considered the property of MDOT and must be sent to: MDOT, Survey Support Unit, Consultant Project Manager, P.O. Box 30050, Lansing, MI 48909. Please use MDOT's Form 222 entitled "SURVEY NOTES: RECEIPT AND TRANSMITTAL" for all transmittals.

WORK RESTRICTIONS

The Consultant must notify the closest MDOT Transportation Service Center Traffic & Safety Engineer that has jurisdiction prior to submitting a priced proposal and prior to beginning work activities in the project area.

The MDOT TSC Traffic & Safety Engineer must be notified at least two weeks prior to shoulder or lane closures so advance notice can be posted on the Web site.

No work shall be performed or lane closures allowed during the Memorial Day, Independence Day, Thanksgiving, Christmas, New Year or Labor Day holiday periods. The holiday periods will be defined by the local Traffic and Safety Engineer which has jurisdiction over the project area.

All work on the road shall be conducted during daylight hours Monday through Friday only. Lane closures may only occur between the hours of 9:00 am and 3:00 pm. Weekend work and lane closure exceptions may be permitted, but only with the approval in advance from the MDOT Project Manager or Designate (the Traffic and Safety Engineer).

All traffic control devices shall conform to the current edition, as revised, of the *Michigan Manual of Uniform Traffic Control Devices* (MMUTCD). All warning signs for maintenance of traffic used on this project shall be fabricated with prismatic retro-reflective sheeting. Sign covers shall be placed over existing regulatory signs that are not applicable during SUE work.

The Consultant shall use MDOT standard “maintaining traffic” typicals for any and all closures. Typical MDOT traffic control diagrams are available on line at <http://mdotcf.state.mi.us/public/tands/plans.cfm>

The Consultant may also use MDOT Maintenance Work Zone Traffic Control Guidelines, found on line at http://www.michigan.gov/documents/zonecontrol_112912_7.pdf

The Consultant must have a vehicle with markings/logo that identifies the company within sight distance of SUE activity whenever they are working on or near the road.

Traffic control on city streets and county roads is under the jurisdiction of the local authorities where the project is located.

COORDINATION WITH OTHER CONTRACTS IN THE VICINITY

The Consultant shall coordinate his operations with contractors performing work on other projects within or adjacent to the Construction Influence Area (CIA).

MDOT maintenance crews and/or Contract Maintenance Agencies may perform maintenance work within or adjacent to the CIA. The Maintenance Division of MDOT and/or Contract Maintenance Agency will coordinate their operations with the MDOT Project Manager or Designate, MDOT TSC Traffic & Safety Engineer, to minimize the interference to the Consultant.

The Consultant must contact the MDOT TSC Traffic & Safety Engineer for information regarding project coordination.

No claim for extra compensation or adjustment in authorization costs will be allowed on account of delay or failure of others to complete their work unit as scheduled.

SUE FIELD SURVEY

The purpose of a SUE field survey is to obtain underground utility line information beyond what is normally collected during a field survey through the use of appropriate surface geophysical methods to determine the existence and horizontal position of virtually all utilities within the project limits.

The Consultant will be made aware of the scope for each “as needed” project through the use of Attachment S for specific detail. For the preferred methods, refer to the Standards of Practice latest version or contact the MDOT Consultant Project Manager. Any discrepancy or contradiction will be resolved by applying the following list in order of priority:

1. Written instructions from the MDOT Project Manager
2. The scope of the project, or in this case, the Attachment S
3. MDOT Road Design Manual, latest version
4. MDOT Survey Standards of Practice, latest version
5. Accepted Engineering / Survey practice, documented in books from disinterested third parties or paper form from state or federal agencies

Once the SUE survey is complete, all survey control marking lathe / utility marking flags must be removed from the MDOT median and ROW to aid the maintenance crews and adjacent property owners. All benchmarks and control points and their witnesses must remain in place. This task most likely will fall on the Survey Consultant that was selected for the project.

DEFINITIONS:

SUE - A branch of engineering practice that involves managing certain risks associated with utility mapping at appropriate quality levels, utility coordination, utility relocation design and coordination, utility condition assessment, communication of utility data to concerned parties, utility relocation cost estimates, implementation of utility accommodation policies, and utility design. (ASCE Standard 38-02)

Utility Quality Level - A professional opinion of the quality and reliability of utility information. Such reliability is determined by the means and methods of the professional. Each of the four existing utility data quality levels is established by different methods of data collection and interpretation. (ASCE Standard 38-02)

ASCE Standard 38-02, "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data" has been used as a guideline for the development of this Scope of Services. Depending on the project, the Consultant may be asked to provide some or all the work identified in utility quality levels A through D.

UTILITY QUALITY LEVEL D - Information derived from existing records or oral recollections.

MDOT shall -

- Provide a preliminary list of utilities, with contact information, that may have facilities located within the project limits. This list may not be 100% accurate and/or complete.
- Provide assistance, if necessary, in contacting utilities to obtain facility records.

Consultant shall –

- Take appropriate steps to identify and obtain all known and unknown utility facilities As Built Records within the project limits. Some sources of information may include utility owners, visual site inspection, internet search, Public Service Commission, County Clerk's office, Miss Dig Design Ticket, etc.

UTILITY QUALITY LEVEL C - Information obtained by surveying and plotting visible above-ground utility features and by using professional judgment in correlating this information to utility quality level D information.

Consultant shall -

- Complete utility Quality Level D, as necessary, in order to complete utility Quality Level C.
- Obtain all necessary permission or permits from MDOT, county, municipality, or other entity, which allow the Consultant to work within the project limits.
- Survey visible above-ground utility facilities and correlate this information with existing utility records.

UTILITY QUALITY LEVEL B - Information obtained through the application of appropriate surface geophysical methods to determine the existence and approximate horizontal position of subsurface utilities. Utility Quality Level B data should be reproducible by surface geophysics at any point of their depiction. This underground information is surveyed to plus or minus one foot accuracy and reproduced onto plan documents.

MDOT / Survey Consultant shall –

- Provide survey control for the purposes of tying the designated utilities to the State Plane Coordinate System, and vertical system being North American Vertical Datum of 1988 (NAVD88).
- MDOT will also furnish existing highway plans showing topography, horizontal alignments, etc. and/or design mapping using current MDOT Workspace, if available.

Consultant shall –

- Complete utility Quality Levels C and D, as necessary, in order to complete utility quality level B.
- Provide materials, equipment and personnel necessary for traffic control as directed by the appropriate MDOT Transportation Service Center (TSC) and the MDOT Work Zone Mobility Policy. Consultant may be required to work off peak hours. Consultant shall not work on weekends, national holidays, state holidays, or days preceding said holidays without written permission from the TSC.
- Provide materials, equipment and personnel, including surveying capability, to designate, mark, and record, the horizontal location of all existing underground utilities and major laterals. Storm sewers are not to be designated unless specifically required by MDOT. Typically, horizontal designating of underground utilities shall be accurate to plus or minus one foot.
- Prepare CADD files containing horizontal utility depictions using the conventions indicated in the MDOT Road Design Manual.

UTILITY QUALITY LEVEL A - Precise horizontal and vertical location of utilities obtained by the actual exposure (or verification of previously exposed and surveyed utilities) and subsequent measurement of subsurface utilities, usually at a specific point. Minimally intrusive excavation equipment is used to reduce the potential for utility damage. Precise horizontal and vertical locations, as well as other utility attributes, are shown on plan documents. Accuracy is typically set to 0.05 decimal feet (approximately 5/8") vertical and to applicable horizontal survey and mapping accuracy as defined or expected by the MDOT Project Manager.

MDOT shall –

- Furnish preliminary highway plans showing areas requiring test holes.

Consultant shall –

- Complete utility Quality Levels B, C, and D, as necessary, in order to complete utility Quality Level A.
- Comply with State law requirements prior to performing excavation activities.
- Coordinate with the utilities as required.
- Excavate test holes in a manner such as vacuum excavation, hand digging, etc. that prevents damage to utility wrappings, coatings, or other protective coverings.
- Neatly cut and remove existing pavement, with cut area not to exceed 225 square inches, using a method enabling vertical and horizontal utility exploration.
- Be responsible for any damage to the utility during excavation.
- Backfill and compact test holes with approved material.
- Provide a permanent pavement restoration for test holes performed through the roadway pavement. If the test hole is performed in an area other than the roadway pavement, the area disturbed shall be restored to equal or better than the condition before excavation.

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.

**ATTACHMENT “S”
MDOT REQUEST FOR CONSULTANT SUBSURFACE UTILITY ENGINEERING
SERVICES**

Date:

Company Name
Att’n: Pat Pipefinder, PE
123 Fake Address Parkway
Oneofthetowns, MI 4*****

VIA: email

MDOT requests Consultant SUE staff and services for the following project Scope of Services for Consultant “As Needed” Subsurface Utility Engineering Services for the Lansing Utilities Coordination or Design Support Area Survey Units.

JOB NUMBER: *****

CONTROL SECTION: *****

ROUTE: *****

TYPE OF SERVICE: Subsurface Utility Engineering Level B

PROJECT DESCRIPTION: Complete Subsurface Utility Engineering mapping along State Route between Road 1 and Road 2, including ramps.

PROJECT SPECIFICS – Specific limits are to be defined, with the name and contact information of the Project Consultant Surveyor. Any other special instructions will be defined.

DELIVERABLES - The final deliverables shall be sealed by a licensed professional civil engineer registered in the State of Michigan. The Consultant is responsible for the accuracy of all information presented to MDOT. Deliverables will adhere to the MDOT SUE Checklist and Certification Statement and be submitted to the MDOT Project Manager via ProjectWise for approval.

- A Project Report detailing methods and other information that will benefit project design staff.
- Microstation drawings will be 2D, except for Level A, and all referenced material will be contained in the same folder location.
- CADD files containing horizontal utility depictions shall be in CADD format utilizing MDOT’s current accepted version of MicroStation GEOPAK and MDOT Workspace.
- For all test holes performed, the following information shall be in CADD format utilizing MDOT’s current accepted version of MicroStation GEOPAK and MDOT Workspace:
 - Elevation of top of utility tied to project vertical datum
 - Elevation of existing grade over utility at the test hole
 - Horizontal location referenced to project coordinate datum
 - Outside diameter of pipe or width of duct banks and configuration of non-encased multi-conduit systems

- Size, type and owner of utility facility
- Utility structure material composition and condition, when possible

Survey Control: This will be supplied by the prequalified Survey Consultant associated with the project if the SUE consultant is to assemble the SUE drawing.

PROJECT DUE DATE: ## WEEKS after final work authorization is issued. Multiple due dates may be necessary for various tasks.

Receipt of this request requires the Consultant to notify the undersigned regarding the availability of the Consultant's staff to work on this project and acceptance of the above terms and conditions in writing within two working days. A detailed cost proposal with a breakdown of personnel hours and tasks will be required and reviewed prior to obtaining an Authorization for Consultant to Proceed.

MDOT Project Manager name
Lansing Project Manager
Date: _____

Pat Pipefinder, PE
Company Name
Date: _____