

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

	REQUISITION NUMBER	DUE DATE	TIME DUE
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	
DESCRIPTION			
MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED 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 _____

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

For all Qualifications Based Selections, the 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.

PARTNERSHIP CHARTER AGREEMENT

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

**NOTIFICATION
MANDATORY ELECTRONIC SUBMITTAL**

Proposals submitted for this project must be submitted electronically.

The following are changes to the Proposal Submittal Requirements:

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

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

The following are Requirements for Electronic Submittals:

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

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

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

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

Required Bookmarking Format:

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

2/14/12

**NOTIFICATION
E-VERIFY REQUIREMENTS**

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

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

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

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

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

9/13/12

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
AS-NEEDED TRAFFIC ~~OPERATIONAL STUDY AND SAFETY~~
SERVICES
Traffic Signal Operations
REVISED 5/10/2013**

CONTROL SECTION(S): Various

JOB NUMBER(S): Various

PROJECT LOCATION: Statewide

PROJECT DESCRIPTION:

Perform traffic ~~signal~~ **operational studies for statewide projects over a two year period.** ~~operations analyses, optimization, and recommendations for individual traffic signals or corridors.~~ This scope is for “as needed” services, based on the intermittent needs of MDOT. Full time services will not be required on all projects at all times. It must be noted that this is not a guarantee that MDOT will use the Consultant’s services.

Up to four (4) consultants will be selected. Projects may include ~~traffic signal~~ **operations work** in support of road and bridge design and construction projects in addition to **stand alone projects in the areas of signal operations and capacity analysis and geometrics.** ~~signal optimization projects.~~

ANTICIPATED SERVICE START DATE: June 1, 2013

ANTICIPATED SERVICE COMPLETION DATE: June 1, 2015

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Complex Traffic Signal Operations
Traffic Capacity Analysis and Geometric Studies

SECONDARY PREQUALIFICATION CLASSIFICATION(S): N/A

DBE REQUIREMENT: N/A

MDOT PROJECT ENGINEER MANAGER:

Douglas Adelman, P.E.
Michigan Department of Transportation
Engineer Manager, Traffic Signal Operations
6333 Lansing Rd
Lansing, MI 48917

Email: adelmand@michigan.gov
Tel: (517) 636-5421
Cell: (517)-488-7413
Fax: (517) 636-5266

REQUIRED MDOT GUIDELINES AND STANDARDS:

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards including Michigan Timing Plan Preparation Guidelines, Michigan Signal Optimization Guidelines, MDOT Guideline for Vehicle Change Intervals, MDOT Traffic and Safety Notes, A Policy on Geometric Design of Highways and Streets, Michigan Manual of Uniform Traffic Control Devices, etc.).

Consultant is required to use **the version of Synchro, Simtraffic, VISSIM, Rodel, and Arcady currently being used by MDOT.** ~~version 8 of Synchro and Simtraffic.~~

GENERAL INFORMATION:

On an as needed basis, the Consultant shall furnish, to the satisfaction of the Department, all services, labor and equipment necessary to provide **traffic operational studies including complex traffic signal operations, traffic capacity analysis and geometrics studies.** Studies may include (but are not limited to) the following:

- **Analyses, optimization, and recommendations for individual traffic signals or corridors**
- **Capacity analyses and geometric recommendations for access management and improvements to intersections, interchanges, and freeways**

~~signal operations services for statewide projects involving traffic signals and traffic signal corridors over a two year period. **Up to four (4) consultants will be selected.** Projects may include signal operations work in support of road and bridge design or construction projects in addition to stand alone signal operations projects.~~

Requests for services will be distributed throughout the two years of the as needed contract. Each proposal shall identify a list of sub consultants to be used and the work they will perform.

The Consultant shall furnish all services and labor necessary to perform 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.

CONSULTANT RESPONSIBILITIES:

Complete the traffic ~~signal~~ operations work of this project including, but not limited to the following:

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 and perform field operations in accordance with the Department's Personal Protective Equipment (PPE) policy as stated in the MDOT Guidance Document #10118.

Provide project communications and coordination with the MDOT Project Manager, TSC and Region personnel, and local stakeholders throughout the project. ~~Meet with the MDOT Project Manager to review project, location of data sources and contact persons, and review relevant MDOT operations.~~ Discuss any unusual locations with the Project Manager for direction on how to proceed. Review and clarify project issues, data needs and availability, and the sequence of events and team meetings that are essential to complete the design by the project completion date. Pay special attention to critical path tasks that may impact project timeline including gathering data to meet existing project timelines for road, bridge, or signal projects.

- A. Schedule, attend, and provide meeting minutes for project related meetings as directed by the MDOT Project Manager which may include all of the following:
 - a. Project kick off meeting **including:** ~~to discuss the overall project schedule including data collection and to coordinate project activities and to determine signal operations objectives and issues~~
 - i. Review the project scope and objectives
 - ii. Initial site review of existing operational issues
 - iii. Existing data available, and proposed data collection
 - iv. Proposed project schedule including tasks and deadlines required to meet project completion date
 - v. Identify stakeholder contact persons
 - b. Site review meetings
 - c. Conduct bi-monthly project status meetings at MDOT facilities
 - d. ~~Meet with local MDOT personnel and permit applicants to discuss evaluation of proposed signal operations~~
 - e. Meetings with **MDOT personnel and other** stakeholders to **discuss evaluation of proposed operations and to** present results of analysis and recommendations

- B. Gather data which may include all of the following:
 - a. Obtain and review the current signal timing plans. Obtain and review the signal timing plans of the existing signals immediately upstream/adjacent to the project signals as required to evaluate continued progression along a given corridor.
 - b. Conduct a field review of project limits including signals on cross streets that are within 500 feet of any signal or corridor being evaluated
 - c. Conduct a field review of traffic and signal operations to observe newly installed timing permits and recommend adjustments as required
 - d. Document lane geometry, posted speed limits, intersection widths, travel distance between signalized locations, grades, lane widths, no turn on red signs, pedestrian facilities (heads and pushbuttons). A review of the ambient light at each location shall also be noted.
 - e. **Measure sight distance for left turning vehicles and for intersection approaches**
 - f. Perform traffic counts which may include all of the following:
 - i. Turning movement counts (including pedestrians) for the 2-hour A.M. peak period, 4-hour P.M. peak period, and 2-hour mid-day off-peak. Unless otherwise approved, all counts will be taken on Tuesday, Wednesday, or Thursday. No counts will be taken while schools are in

summer vacation or during major holiday periods. Exact periods will be determined during the project and approved by the MDOT project manager.

- ii. 24 hour machine counts for each intersection approach to determine peak periods and flash schedule. **Include 24 hour machine counts for all ramps when analyzing interchanges.**
- iii. **Counts and observations during special events or incident management**
- g. When analyzing four or more signals, collect actual corridor travel times before and after retiming implementation. Use an approved data processing software or PC Travel or GPS software for laptop or PDA). Use an approved data collection method or one of the following two options:
 - i. GPS receiver with a laptop (or PDA) coupled with GPS software
 - ii. Vehicle-mounted transmission sensor coupled with a TDC-8 (or newer) traffic count board
- h. Take a digital photograph of each intersection approach
- i. Gather crash data for a 250 ft radius around each signalized location
- j. Use trip generation methods to estimate traffic for proposed future operations

C. Analyze data

- a. Perform Warrant Analyses on signals including all applicable warrants. Provide graphs for locations that do not meet warrants
- b. **Perform left turn phasing warrant analyses including all applicable criteria**
- c. **Evaluate existing sight distance for left turning vehicles and for intersection approaches**
- d. Optimize traffic signal operations to improve traffic flow and reduce delay at each intersection using Synchro **software (latest version used by MDOT)** (~~Version 8) software~~
 - i. Include recommended operational improvements in one of the Synchro models and assess the impacts
 - ii. Include cross street signals that are within 500 feet of any signal or corridor evaluation
 - iii. **Simulate the results using SimTraffic (latest version used by MDOT) software**
 - iv. **Submit software models and simulations for review. Revise and re-submit after obtaining comments from MDOT, the maintaining agency, and local stakeholders.**
- e. **Evaluate various operational improvements including, but not limited to the following: Simulate the results using SimTraffic (Version 8) software**
 - i. **New turn lanes/increased storage lengths** ~~Submit software models and simulations for review. Revise and re-submit after obtaining comments from MDOT, the maintaining agency, and local stakeholders.~~
 - ii. **New or redesign of weave/merge areas**
 - iii. **Ramp Metering**
 - iv. **Roundabouts**
 - v. **Passing relief lanes**
 - vi. **Acceleration/deceleration lanes**

- vii. Diamond Diverging Interchange
 - viii. Geometric realignments
 - f. Use VISSIM software (latest version used by MDOT) to model complex situations including when accurate queue lengths are critical ~~Evaluate most recent 3-year crash data to determine if there are any crash patterns. Report on crash patterns to the MDOT project manager for future analysis by MDOT.~~
 - g. Use Rodel and Arcady software when roundabouts are included in the analysis ~~Provide crash diagrams for the top 10% high crash locations along a corridor~~
 - h. Evaluate the use of traffic responsive or traffic adaptive control techniques for the project ~~Update existing Synchro and Simtraffic files with current data and optimize traffic signal operations~~
 - i. Provide benefit-cost and/or Time of Return estimates and alternatives analyses for various alternatives ~~Evaluate alternative detour routes and assess impact to signal operations~~
 - j. Analyze most recent 3-year crash data to determine if there are any crash patterns ~~Evaluate traffic signals and corridors for incident management scenarios~~
 - i. For crash analysis of intersections, review crashes within a 250 ft radius around each intersection to find all intersection related crashes
 - ii. For crash analysis of corridor segments, review all crashes along entire segment
 - k. Provide crash diagrams for the top 10% high crash locations along a corridor
 - l. Update existing Synchro and Simtraffic files with current data and optimize traffic signal operations when existing files are available
 - m. Analyze alternative detour routes (for construction and incident management) and assess impact to signal operations as required for State trunkline and any impacted local roads and local intersections.
 - n. Identify operational needs and improvements required to accommodate special events and incident management scenarios
- D. Provide recommendations
- a. Calculate vehicle and pedestrian clearance intervals at each location based on traffic signal timing standards provided by MDOT's Change Interval Guidelines.
 - b. Identify any potential improvements in the existing signal **operations**, equipment, lane assignment or roadway geometry that will **improve** ~~provide better~~ **operational**s and safety **characteristics**, ~~if corrected~~
 - c. **Identify potential improvements to alleviate specific crash patterns** ~~Recommend signal operations improvements required for proposed detours~~
 - d. **Recommend appropriate operations based on available sight distance including:**
 - i. Left turn phasing studies
 - ii. Flash schedules for traffic signals
 - iii. 2 or 4 way flashing signals
 - iv. Stop controlled intersections
 - e. **Recommend new temporary signals and propose operational improvements to existing signals to accommodate proposed detours**
 - f. **Evaluate alternatives and recommend operational improvements to accommodate special events and incident management scenarios**

- g. Provide recommendation including alternatives assessment using specified analysis methods including, but not limited to:
 - i. Time of Return “TOR”
 - ii. Benefit- Cost
 - iii. Measures of Effectiveness (MOE)
 - h. Review studies and proposed plans and provide traffic signal operations recommendations and comments for projects including:
 - i. The traffic operations work of other consultants ~~Traffic Impact studies~~
 - ii. Proposed construction ~~via permit~~
 - iii. Alternatives proposed during preliminary design stage
 - i. Update various traffic signal operations related guidelines including but not limited to:
 - i. Michigan Timing Plan Preparation Guidelines
 - ii. Michigan Signal Optimization Guidelines
 - iii. MDOT Guideline for Vehicle Change Intervals and spreadsheet
 - iv. MDOT Guideline for Walk/Don’t Walk Intervals
 - v. MDOT Traffic and Safety Notes
 - vi. MDOT guidelines for traffic signals near Highway-Railroad grade crossings
- E. Prepare reports
- a. Provide a final report documenting:
 - i. Roadway geometry
 - ii. Lane assignments
 - iii. Speed limits
 - iv. Equipment/roadway deficiencies and recommended improvements
 - v. Traffic count data
 - vi. Final timing permits including flash schedule
 - vii. Clearance interval calculations
 - viii. Collision diagrams
 - ix. Crash analysis & recommendations
 - x. Summary of measures of effectiveness and benefit-cost analysis
 - xi. Minutes of all meetings
 - b. Prepare a brief summary of comments or the recommendations and benefits associated with the project
 - c. Prepare a summary of options investigated and the recommended alternative
 - d. Prepare detailed estimate of design and construction costs for the selected recommendation
 - e. Prepare updated guidance documents and spreadsheets
- F. Prepare signal timing permits
- a. Provide timing permits for the A.M. peak, P.M. peak and noon-peak periods (including flash schedule)
 - b. Depending on the specific corridor, additional timing permits may be required for special events, incident detour, holiday weekend, or seasonal timings
 - c. Submit “red-lined” signal-timing plans for each location in accordance with

- MDOT's format. Revise and re-submit after obtaining comments from MDOT, the maintaining agency, and local stakeholders.
- d. If any operational improvements are recommended, provide a timing permit which incorporates them
 - e. Provide traffic signal timing permits as required for various stages of construction
 - f. Provide final timing permits after any adjustments are made during a field review of traffic and signal operations
 - g. Provide MDOT timing permits to any applicable local agency for corridor retiming so they can adjust their own timing permits for those effected signals. The local agency must be given enough time to allow them to coordinate timing implementation with MDOT.

PROJECT DELIVERABLES:

Provide electronic files of ~~(Synchro, and Simtraffic, Vissim, Rodel, and Arcady (latest versions used by MDOT) version 8)~~ of ~~for~~ existing and optimized conditions for review purposes and for final documentation.

Provide the final report in pdf format (2 CD copies)

Provide an electronic copy of all project documentation including but not limited to:

- All traffic count data in MDOT's template Excel spreadsheet
- All warrant analyses in MDOT's template Excel spreadsheet
- Measures of Effectiveness, **Benefit-Cost, TOR analysis** and ~~cost/benefit analysis~~ in MDOT's template Excel spreadsheet. ~~For locations where~~ **If** there are 3 or fewer signals along a corridor, utilize the equivalent output from SimTraffic or **VISSIM** to generate existing and optimized measures of effectiveness.
- Change and clearance intervals in MDOT's template Excel spreadsheet
- **All left turn phasing warrant analyses in MDOT's template Excel spreadsheet**

MDOT RESPONSIBILITIES:

Furnish to the Consultant the following:

- The most recent 3-year traffic crash summaries from MDOT ~~in a 250-ft radius around each signalized location.~~
- Existing timing plans and signal drawings for each intersection
- Current template spreadsheets
- Any relevant results of previous optimization projects
- Provide comments on proposed timing permits, computer models, and reports.

PAYMENT SCHEDULE:

~~Compensation for this Scope of Services shall be on an **actual cost plus fixed fee** basis.~~

CONSULTANT PAYMENT:

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.

All billings for services must be directed to the Department and follow the current guidelines.

The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's website. This document contains instructions and forms that must be followed and used for billing. 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 use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager.

MDOT will pay overtime in accordance with MDOT's current Overtime Reimbursement Guidelines.

MDOT will reimburse the CONSULTANT for vehicle expenses and the costs of travel to and from project sites in accordance with MDOT's current Travel and Vehicle Expense Reimbursement Guidelines.

The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

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.