

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

MDOT PROJECT MANAGER Michael C. Barger; Thomas W. Benson; Thomas D. Bogren			JOB NUMBER (JN) Various	CONTROL SECTION (CS) Various
DESCRIPTION IF NO JN/CS As Needed Survey Services State Wide				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input type="checkbox"/> TIER II (\$100,000-\$250,000)	<input checked="" 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"/>	<i>Safety Program</i>	
N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input checked="" type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.	
N/A	N/A	<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)	19 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes	

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 Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced 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 10/1/09 THROUGH 12/30/09

<input checked="" type="checkbox"/> Prequalified Services – See page <u>1</u> 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.
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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 RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (see address list, page 2). The priced proposal must be submitted in a sealed envelope, clearly marked "**PRICE PROPOSAL.**" The vendor's name and return address **MUST** be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

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.

Qualifications 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 and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor 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

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked "**SEALED BID.**" The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 4	PROPOSAL/BID DUE DATE 11/19/09	TIME DUE 3:00 pm
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PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

- MDOT Project Manager MDOT Other

Thomas W. Benson, PS
MDOT Design Survey Unit
425 W. Ottawa
Lansing, MI 48909

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail**OR****Lansing Overnight Mail**

- Secretary, Contract Services Div - B470
Michigan Department of Transportation
PO Box 30050
Lansing, MI 48909

Secretary, Contract Services Div - B470
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

- Contract Administrator/Selection Specialist
Bureau of Transportation Planning B470
Michigan Department of Transportation
PO Box 30050
Lansing, MI 48909

Contract Administrator/Selection Specialist
Bureau of Transportation Planning B470
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

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 four (4) 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
5100G – Certification of Availability of Key Personnel
5100I – Conflict of Interest Statement

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

Notification

ARRA MONTHLY EMPLOYMENT REPORTS

Note: This Notification is only applicable for those projects/contracts funded with ARRA funds. If you have questions, please contact MDOT Contract Services Division at (517) 335-0071.

The American Recovery and Reinvestment Act of 2009 (ARRA), requires states receiving stimulus funds for highway projects to provide monthly reports to the Federal Highway Administration (FHWA) regarding the number of employees of prime contractors, all-tier subcontractors and consultants on ARRA funded projects.

The cost for complying with this Notification must be borne by the prime contractor, and all-tiers of subcontractors and consultants, as part of their overhead and is deemed to be included in the payments made under this contract.

Within 10 days after the end of each month in which work is performed on this contract, all prime contractors, and all-tier subcontractors and consultants, must provide the Engineer a monthly report, in a format and on forms approved by the Engineer, which shall include, for work performed in that preceding month:

- The total number of employees who performed work on this contract
- The total number of hours worked by employees who performed work on this contract
- The total wages of employees who performed work on this contract

In addition, the prime contractor must provide a total payment amount made to any subcontractor who is a certified DBE in that preceding month.

This Notification shall be included as a part of each subcontract executed by the prime contractor, and all-tiers of subcontractors and consultants.

If necessary to conform to guidance provided by FHWA concerning the ARRA reporting requirements, the prime contractor, and all-tiers of subcontractors and consultants will revise their reporting as directed by the Engineer.

Failure to comply with the reporting requirements under ARRA would jeopardize the Department's continued receipt of ARRA funding.

Accordingly, if a contractor or any-tier of subcontractor or consultant fails to comply with this Notification, the Department may withhold contract payments until compliance is achieved. If the Department is compelled to incur costs because of such a breach, the amount of those costs may be deducted from payments otherwise to be made under this contract. Additional sanctions may include reduction or elimination of prequalification ratings and removal of bidding privileges.

NOTIFICATION
REQUIRED CONTRACT PROVISIONS TO IMPLEMENT AMERICAN
RECOVERY AND REINVESTMENT ACT (ARRA) SECTIONS 902 AND 1515

Note: This Notification is only applicable for those projects/contracts funded with ARRA funds. If you have questions, please contact MDOT Contract Services Division at (517) 335-0071.

In accordance with requirements under section 902 of the American Recovery and Reinvestment Act of 2009 (ARRA), the following language is made a part of this contract and is to be made a part of all tier subcontracts or consultant contracts:

The U.S. Comptroller General and his representatives have the authority:

- (1) to examine any records of the contractor or any of its subcontractors, or any State or local agency administering such contract, that directly pertain to, and involve transactions relating to, the contract or subcontract; and
- (2) to interview any officer or employee of the contractor or any of its subcontractors, or of any State or local government agency administering the contract, regarding such transactions.

The Comptroller General and his representatives have the authority and rights provided under Section 902 of the ARRA with respect to this contract. As provided in section 902, nothing in section 902 shall be interpreted to limit or restrict in any way any existing authority of the Comptroller General.

In accordance with the requirements of section 1515(a) of the ARRA any representatives of the Inspector General have the authority:

- (1) to examine any records of the contractor or grantee, any of its subcontractors or subgrantees, or any State or local agency administering such contract, that pertain to, and involve transactions relating to the contract, subcontract, grant, or subgrant; and
- (2) to interview any officer or employee of the contractor, grantee, subgrantee or agency regarding such transactions.

Nothing set forth in section 1515 of the ARRA shall be interpreted to limit or restrict in any way any existing authority of an inspector general.

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
“AS NEEDED” DESIGN SERVICES
Design Surveys**

CONTROL SECTION: Various

JOB NUMBER: Various

PROJECT LOCATION: Various

PROJECT DESCRIPTION:

The Consultant will be expected to provide experienced personnel for Design Survey services on an as needed basis for MDOT design projects. Such tasks would include but may not be limited to work in the following areas of survey: Road Design Survey, Hydraulics Survey, Structure Survey, and ROW Survey. Full time services will not be required on all projects at all times.

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 authorized work.

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

~~Photogrammetric Control Surveys, PPMS Task 3320~~

Road Design Surveys, PPMS Task 3330

~~Structure Surveys, PPMS Task 3340~~

~~Hydraulic Surveys, PPMS Task 3350~~

~~Right-of-Way Surveys, PPMS Task 4510~~

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

~~Photogrammetric Control Surveys, PPMS Task 3320~~

Structure Surveys, PPMS Task 3340

~~Hydraulic Surveys, PPMS Task 3350~~

~~Right-of-Way Surveys, PPMS Task 4510~~

DBE REQUIREMENT:

This Scope of Services has a **0 %** DBE qualification. It is the intent that any authorized work will be based upon this ‘as-needed’ scope and will be under \$100,000, each instance.

MDOT PROJECT SURVEY MANAGERS:

Thomas W. Benson, P.S.
Michigan Department of Transportation
Van Wagoner Building
425 W. Ottawa Street, B220
P.O. Box 30050
Lansing, MI 48909
517-373-0020
bensont2@michigan.gov

Thomas D. Bogren, P.S.
Michigan Department of Transportation
Van Wagoner Building
425 W. Ottawa Street, B220
P.O. Box 30050
Lansing, MI 48909
517-335-1914
bogrent@michigan.gov

Michael C. Barger, P.S.
Michigan Department of Transportation
Van Wagoner Building
425 W. Ottawa Street, B220
P.O. Box 30050
Lansing, MI 48909
517-241-3431
bargerm@michigan.gov

NUMBER OF CONSULTANTS & ESTIMATED CONTRACT COSTS

Up to twenty (20) consultants will be chosen for “as-needed” contracts up to \$500,000 each. The number of projects assigned to each consultant will be determined by future workloads.

GENERAL PROJECT INFORMATION:

The MDOT Lansing Design Survey Project Manager / Consultant Coordinator will contact the Consultant for specific services through a **Request for Consultant Survey Staff Letter, Attachment C** of this Scope of Services, stating the MDOT Job Number and Control Section, route, survey services needed, the project description, and a timeframe in which the work shall be required for completion. The Consultant will then review this request and inform MDOT of their availability and willingness to work on this project, as well as the names of the Consultant’s personnel chosen to work on the project, within two days of receiving the Request for Consultant Survey Staff letter. A priced proposal will also be submitted to MDOT prior to the Consultant beginning work.

Every attempt will be made to submit requests at least one week prior to the need for personnel. If the Consultant accepts the MDOT work assignment a meeting will be set up between MDOT and the Consultant to review the information in the Request for Consultant Survey Staff Letter and the Consultant's proposal and personnel.

The Consultant will need to get approval of the MDOT Lansing Design Survey Project Manager prior to using personnel not included in this proposal. An amended Form 5100G will need to be submitted along with a resume and a reason for the switch to assure MDOT a comparable substitute is being utilized. 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.

The MDOT reserves the right to grant final work authorization based on the Consultant's understanding of the specific survey 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 Survey Services. There will be up to a total of twenty (20) Consultant awards under this As Needed Scope for Consultant Survey Services.

This scope is based upon "as needed" services for a period of 1 year from date of initial Authorization. Each of the selected firms may receive an Authorization rotationally on a per project basis. The consultant may work on an "as needed" basis for up to a total of \$500,000 provided the consultant has performed adequately on the previous project. **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, unless allowed in writing by the MDOT Lansing Design Survey Project Manager.**

MONTHLY PROGRESS REPORT

On the first day of each month, the Consultant shall submit a monthly project progress report to the MDOT Project Manager. The monthly progress report shall address the following items:

1. Work accomplished during the previous month.
2. Anticipated work and goals for the coming month.
3. Real problems which occurred during the month, and anticipated problems for the coming month.
4. Any updates on the project schedule including explanations for any delays or changes in schedule, scope, or work plan.
5. Any early reviews or submittals such as adjustments, computations, or alignment.

GENERAL REQUIREMENTS:

1. Surveys must comply with **all Michigan law** relative to land surveying.
2. Surveys must be done under the **direct supervision** of a Professional Surveyor licensed to practice in the State of Michigan.
3. Work in any of the following categories: Photogrammetric Control Surveys, Road Design Surveys, Structure Surveys, Hydraulic Surveys, and/or Right-of-Way Surveys must be completed by a firm which is pre-qualified by MDOT.
4. Surveys must meet all requirements of the Michigan Department of Transportation (MDOT) Design Surveys *Standards of Practice* and the MDOT QA/QC Checklist dated March, 2009. Please contact the Design Survey office to clarify any specific questions regarding these standards.
5. The Consultant is responsible for using the latest MDOT CAiCE Feature Codes, files and tugboat (macro), available on the MDOT File Transfer Protocol (FTP) site. **The CAiCE software used must be Version 10.6 or newer. The Consultant must also use MicroStation Version 8.**
6. Consultants must obtain all necessary permits required to perform this survey 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 survey, 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 survey on private land, the approximate time the survey is to take place, the extent of the 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 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 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 (Cors 96, Geoid 09), Appropriate Zone. All elevations must be based on the North American Vertical Datum of 1988 (NAVD88).
13. For a **Photo Control Survey, Road Design Survey, Hydraulic Survey, Structure Survey, or Right of Way Survey one complete portfolio and 3 CDs or DVD's** must be submitted to the Design Survey Unit in 10" by 12" divided portfolios with flap covers. For a **Structure Survey, two complete portfolios and a total of 3 CD's or DVD's** must be submitted. As many portfolios should be used as needed to contain all of the required documents and Compact Discs.
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 Design Survey Consultant Coordinators / Project Managers listed on page 1 or 2 of this document.

At the completion of this 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, Design Division, Consultant Coordinator / Survey Project Manager, P.O. Box 30050, Lansing, MI 48909. Please use MDOT's Form 222 entitled "SURVEY NOTES: RECEIPT AND TRANSMITTAL" for all transmittals.

NOTE: It is recommended that the project's horizontal and vertical control adjustments be submitted for review as soon as it is available.

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, 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 9:00 am and 3:00 pm. Weekend work may be permitted, but only with the approval in advance from the MDOT Project Manager or Designate.

Traffic shall be maintained by the Consultant throughout the project in accordance with Sections 812, 922, 103.05 and 103.06 of the *Standard Specifications for Construction*, 2003 edition, www.mdot.state.mi.us/specbook/, and Supplemental Specification 03SS001(2) Errata to the 2003 Standard Specifications and all other supplemental specifications currently in effect against the Standard Specifications for Construction.

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 Survey 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 www.mdot.state.mi.us/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

All temporary signs shall be mounted at a 5 foot minimum bottom height in un-curbed areas and 7 foot minimum bottom height in curbed or pedestrian areas. All temporary signs shall be constructed with legends and symbols flush to the sign’s face and not extending beyond the sign borders or edge.

Distances shown between construction warning, regulatory, and guide signs shown on the maintaining traffic typicals are approximate and may require field adjustments, as directed by the MDOT Project Manager or Designate.

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

Traffic control on city streets is under the jurisdiction of the city 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 to minimize the interference to the Consultant.

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

The Consultant's attention is called to the requirements of cooperation with others as covered in Article 104.07 of the 2003 Standard Specifications for Construction. Other contracts or maintenance operations may occur during the life of the project.

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.

FIELD SURVEY

The purpose of a field survey is to obtain information and/or data required by / for the project design engineer, to leave horizontal and vertical control in the field for future construction staking, and to provide a sufficient history of the area to enable the MDOT Design Survey Unit to perform dependable surveys in the future.

The Consultant will be made aware of the scope for each "as needed" project through the use of Attachment C for specific detail. For the preferred methods, refer to the Standards of Practice dated March, 2009 or contact the Survey Consultant Project Manager. Any discrepancy or contradiction will be resolved by applying the following list in order of priority:

1. Written instructions from the Survey Consultant Project Manager or Region Surveyor
2. The scope of the project, or in this case, the Attachment C
3. MDOT Survey Standards of Practice, dated March, 2009
4. MDOT Design Survey Manual
5. Accepted Survey practice, documented in books from disinterested third parties or paper form from state or federal agencies

CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee:

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.

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.

**ATTACHMENT “C”
MDOT REQUEST FOR CONSULTANT SURVEY STAFF**

Date:

Company Name
Attn: Pat Tripod, PS
123 Fake Address Parkway
Oneofthetowns, MI 4****

VIA: email

MDOT requests consultant survey staff and services for the following project under the contract number and authorization number 20xx-xxxx (x), Scope of Services for Consultants “As Needed” Design Survey Services for Lansing Design Support Area Survey Unit.

JOB NUMBER: *****

CONTROL SECTION: *****

ROUTE: *****

TYPE OF SURVEY: Design Survey Tasks 3320, 3330, 3340, 3350, 4510

PROJECT DESCRIPTION: Complete topographic mapping along route between Road 1 and Road 2, including ramps.

Research: See attached.

Control: Two primary control monuments are to be located intervisible and in the project area as defined in the Mapping section of this document. At least four benchmarks are to be left in the field: one in each cardinal direction of the bridge located within the project area.

Alignment: None.

Property: None. Right of Way to be determined by visual inspection only: fence location or pacing from centerline.

Mapping: Topographic mapping is required for replacement of structure and redesign of ramps.

- Limits along US-23 are from Station 1171+00 to 1206+00 from ROW to ROW (fence to fence). The North abutment of the structure over the Huron River with detail for reference only. Abutments for Geddes Road Bridge must be properly depicted. All ramps and gore areas are included.
- Limits along Geddes Road begins 700 feet West of the Westerly ramp and ends 300 feet East of the intersection of Geddes Road and Dixboro Road from ROW to ROW. Limits also include 300 feet North and South of the Geddes Road intersection along Dixboro Road.

PROJECT DELIVERABLES:

The March 2009 Standards of Practice and the March 2009 MDOT QA/QC Checklist will be utilized as the **guidelines** for the project submittal.

PROJECT DUE DATE: ## WEEKS after final work authorization is issued.

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 man hours and tasks will be required and reviewed prior to obtaining a final work authorization.

Design Survey CC/PM name
Lansing Survey Project Manager

Pat Tripod, PS
Company Name
Date: _____

FAX: 517-241-4631