

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

MDOT PROJECT MANAGER Mohammed Alghurabi, P.E.	JOB NUMBER (JN) 802330	CONTROL SECTION (CS) 82194
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DESCRIPTION IF NO JN/CS

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

CONSULTANT: Provide only checked items below in proposal.

WHITE = REQUIRED
GRAY SHADING = OPTIONAL

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 checked="" type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Understanding of Service
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Innovations</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	Presentation
N/A	N/A	<input checked="" 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 _____ THROUGH _____

Prequalified Services – See page 2 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.

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 7 (Seven)	PROPOSAL/BID DUE DATE 8/27/09	TIME DUE 12:00 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

Mohammed Alghurabi, P.E.
425 W. Ottawa Street , P.O. Box 30050
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 DESIGN SERVICES**

**FOR
DETROIT RIVER INTERNATIONAL CROSSING (DRIC)
SCOPE 2 - AESTHETIC DESIGN GUIDE (ADG)
CITY OF DETROIT
WAYNE COUNTY, MICHIGAN**

CONTROL SECTION(S): 82194

JOB NUMBER(S): 802330

PROJECT LOCATION:

The project is located in the Delray Area of the City of Detroit, Wayne County, Michigan. The project is primarily between Lafayette Street, just north of I-75, and the Detroit River to the south, and West End Street and Clark Street (west and east limits). The river crossing is between Zug Island and historic Fort Wayne, approximately two miles downstream from the existing Ambassador Bridge (See Attachment A).

PROJECT DESCRIPTION:

The purpose of this project is to provide a new border crossing between Detroit, Michigan and Windsor, Ontario. The project will include a new bridge over the Detroit River with connection between I-75 in Detroit and Highway 401 in Windsor and a new U.S. border inspections plaza.

This Scope of Service consists of all work related to preparation of the Aesthetic Design Guide (ADG) for the DRIC Project. It will specify and sufficiently illustrate design intent, specific design features, and enough design detail to demonstrate to stakeholders that the commitments made to visual quality will be incorporated into the final design and construction phases of the project.

The Guide will be developed through a public engagement workshop series that will engage a Community Advisory Group (CAG) composed of key stakeholders representing the operators, the community, and the travelers using the facility. The aesthetic design treatments will be developed through the course of four (4) half-day workshops to be held in Detroit, Michigan with the CAG, MDOT, and consultant team members.

The development of the ADG is divided into two primary phases. The first phase will (1) define visual issues and impacts; (2) establish visual goals and priorities; and (3) develop a conceptual aesthetic vision for the plaza and its approaches to guide the development of specific design features and elements. The second phase will (1) generate design requirements for each feature and element; (2) develop alternative design concepts that meet these requirements and the aesthetic vision of the corridor; and (3) select and refine a preferred set of design elements to guide the future development of the final design plans, specifications, and estimates.

ANTICIPATED SERVICE START DATE: 10/01/2009

ANTICIPATED SERVICE COMPLETION DATE: 12/31/2010

PRIMARY PRE-QUALIFICATION CLASSIFICATION(S):

Landscape Architecture

SECONDARY PRE-QUALIFICATION CLASSIFICATION(S):

Complex Urban Freeway Design

Complex Bridges

Project Development Studies

DBE REQUIREMENT: 10%

MDOT PROJECT ENGINEER MANAGER:

Mohammed Alghurabi, P.E.

Project Manager

425 W. Ottawa Street

P.O. Box 30050

Lansing, MI 48909

Phone: (517) 373-7674

Fax: (517) 373-9255

E-mail: AlghurabiM@michigan.gov

Questions regarding this scope should be sent to Munawar Azam, the MDOT Deputy Project Manager, through E-mail at AzamM@michigan.gov and copied to Mohammed Alghurabi, the MDOT Project Manager. See Attachment C for design organization chart.

GENERAL INFORMATION:

Currently, the Michigan Department of Transportation (MDOT), through the U.S. DRIC project team, is advertising for preliminary engineering activities for the U. S. portion only. These activities include; applications for permits and approvals, preliminary design engineering work, and preliminary utility planning and relocation.

Consultants are advised that there will be a total of seven (7) concurrent contracts which will include either multiple sections or separate sections of the project. These Contracts consist of:

- Contract 1 - Consultant Coordinator
- Contract 2 - Aesthetic Design Guide
- Contract 3 - Freeway Design (I-75 Interchange only)
- Contract 4 - Bridge Design (S37 of 82194)
- Contract 5 - Bridge Design (S38 of 82194)
- Contract 6 - Bridge Design (S39 of 82194)
- Contract 7 - Bridge Design (S41 of 82194)

Located within or adjacent to the project limits are a new Detroit River International Crossing (DRIC) Plaza and four (4) bridges to be designed by others:

1. R01-3 of 82194 (Ramp to/from New Plaza over NS Rail Road)
2. R01-4 of 82194 (Ramp to/from New Plaza over NS Rail Road)
3. S10 of 82194 (Livernois Avenue over I-75)
4. S42 of 82192 (NB I-75 exit ramp over NB I-75 entrance ramp)

The consultant will be responsible for coordinating all work as specified in this Scope of Service with all other current and future DRIC contracts.

The Consultant will be responsible for the coordination work required to resolve design related continuity, project phasing, and construction staging issues.

The Consultant Coordinator will be responsible for the coordination and monitoring of all aspects of the total project. All contracted Consultants will be responsible to maintain a working and orderly relationship with the Consultant Coordinator and other contracted Consultant teams.

This project will be advertised for Four (4) weeks.

The DRIC project encompasses an international border crossing and protective security measures will be required. It is expected that the Consultant, Sub-Consultants, and all personnel performing the work, will be committed to fully comply with all provisions required. The selected Consultants will be informed of these requirements upon notification of selection.

Consultants are advised that due to possible public opposition, the commitment required for each Consultant to maintain objectivity, and the necessity to abstain from financial influence, the Consultant Coordinator and the Prime Consultants of all Contracts will not be allowed to participate or join each other's teams on these or with any future potential construction contractors or consultants, including but not limited to, a potential Concessionaire, the Detroit International Bridge Company (DIBC), and the City of Detroit.

Additionally, the Consultant and its Affiliates agree not to have any public or private interest, and shall not acquire directly or indirectly any such interest in connection with the project, that would conflict or appear to conflict in any manner with the performance of the services under this Contract. "Affiliate" means a corporate entity linked to the Consultant through common ownership. The Consultant and its Affiliates agree not to provide any services to a construction contractor or any entity that may have an adversarial interest in a project for which it has provided services to the Department. The Consultant and its Affiliates agree to disclose to the Department all other interests that the Consultant or Sub-Consultants have or contemplate having during each phase of the project. The phases of the project include, but are not limited to, planning, scoping, early preliminary engineering, design, and construction. In all situations, the Department will decide if a conflict of interest exists. If the Department concludes that a conflict of interest exists, it will inform the Consultant and its Affiliates. If the Consultant and its Affiliates choose to retain the interest constituting the conflict, the Department may terminate the Contract for cause in accordance with the provisions stated in this Contract.

MDOT is an equal opportunity employer and MDOT Disadvantaged Business Enterprise's (DBE's) are encouraged to apply.

Further details and project related reports, including the Record of Decision (ROD), Final Environmental Impact Statement (FEIS), and Engineering Report can be found at the following Web Link: <http://www.partnershipborderstudy.com>

CONSULTANT RESPONSIBILITIES:

All work shall be in accordance with the approved Final Environmental Impact Statement, Record of Decision, Engineering Report, Base Plans, and Structure Studies.

A. DESIGN TASKS AND DELIVERABLES

Specific MDOT P/PMS task numbers and service descriptions for which the Consultant shall be responsible:

1. 3370 Determine Required Mitigation (Aesthetic Design Guide)

The selected consultant will perform the following seven tasks in order to develop the Final Aesthetic Design Guide for this contract.

2. 3710.1 Project Management

Task related to project management including the managing of staff, schedule, budget, and deliverables; the organizing, conducting and documenting of weekly internal and monthly external coordination meetings; and the preparation, maintenance, and delivery of the project work plan.

Deliverables: Agendas for and minutes of coordination meetings; work plan development, and work plan execution with project team.

3. 3710.2 Establish Aesthetic Design Process

Coordinate and attend a kick-off meeting with MDOT staff to establish project responsibilities, specific communication channels, verify project goals, define ground rules, deliverables, schedule, and available aesthetic related construction budget. Perform field review of existing conditions in Delray area (Detroit) by the project team. Review and assist in establishment of the Community Advisory Group (CAG), along with establishing CAG purpose and schedule with MDOT.

Deliverables: Meeting Minutes, project photos, and identification of project goals and constraints related to the aesthetic elements of the project.

4. 3710.3 Research Project Context

Review of previous work provided by others to MDOT, including documentation of public meetings, environmental documentation, and preliminary design layouts. Determine program requirements and aesthetic needs and expectations by utilizing previous workshops, surveys, and work provided by others. Prepare materials for MDOT review and display at CAG workshop #1.

Deliverables: Maps and other exhibit materials documenting information gathered from previous studies. A technical memorandum documenting the research instrument used for surveying stakeholders, the results, and the conclusions drawn from the stakeholder survey.

5. 3710.4 CAG Workshops

Organize and conduct a maximum of four (4) CAG half-day Workshops in Detroit, Michigan. Each workshop will last a maximum of three (3) hours, and will include the CAG, and other members of the project team. The workshop location will be provided by MDOT and will include tables, chairs, adequate lighting, and access to electrical outlets necessary to conduct all workshop activities and presentations. Workshop agendas identifying the workshop goals and actions to be completed at the workshop will be provided at each of the three (3) workshops. Prior to each workshop the consultant staff will meet with MDOT staff to review the proposed meeting agenda, activities, and exhibits to be displayed at the workshops. Exhibits will present the design requirements and alternative designs developed by the consultant for review and comment by the CAG at the workshops.

Deliverables: Meeting agendas & minutes, flip charts, exhibits, comment cards, and presentation materials to illustrate the individual elements that compose the project corridor, retaining walls and its context.

6. 3710.5 Define Project Context

Analyze and synthesize previous work and CAG workshop #1 input. Identify project issues, key views, and critical areas related to community design and aesthetic values. Prepare materials for MDOT reviews and display at CAG workshop #2.

Deliverables: Maps and other documentation of analysis.

7. 3710.6 Aesthetic Concept Development

Develop the design concept that summarizes the needs communicated by the CAG and other project stakeholders. Review concept with CAG and adjust it based on their feedback. The concept will be described as a narrative and captured as a graphic illustration. Prepare materials for MDOT review and display at CAG workshop #3.

Deliverables: Illustrated and narrated description of the project's overarching aesthetic concept.

8. 3710.7 Develop Aesthetics of Design Elements

Identify and develop design requirements for particular elements and features of the project. Create up to two (2) alternative designs that fulfill the design requirements for review by stakeholders. Work with stakeholders to select preferred alternative for each element and feature. Prepare materials for MDOT review and display at CAG workshop #4. Present two (2) alternatives for review and concurrence during CAG workshop #4 and/or before Design Guide Preparation.

Deliverables: Preferred designs of selected design elements and features

9. 3710.8 Preliminary Aesthetic Design Guide Preparation

Assemble preferred elements into a Preliminary Aesthetic Design Guide for review by stakeholders and MDOT. Include introductory section on the process that was used to develop the guide, especially noting the inventory, analysis, and the public involvement process and how the values of stakeholders were integrated into the project. Prepare materials for MDOT review.

Deliverables: Five (5) printed color copies (11"x17" format) and fifteen (15) electronic copies (PDF files) of the Preliminary Aesthetic Design Guide on CD.

10. 3710.9 Final Aesthetic Design Guide Preparation

Adjust the content and format of the Aesthetic Design Guide based on stakeholder and MDOT review comments. Submit final guide copies to MDOT for distribution to key stakeholders.

Deliverables: Five (5) printed color copies (11"x17" format) and twenty five (25) electronic copies (PDF files) of the Final Aesthetic Design Guide on CD.

B. OTHER RELATED RESPONSIBILITIES

1. Prepare design guide plan as part of the continuing CSS for the bridge-plaza-interchange to define a thematic look and feel for the corridors and bridge structures.
2. Provide a framework for decision-making throughout the design phase.
3. Incorporate and assimilate the visions and values of the community into more refined aesthetic concepts from information gathered during previous DRIC stakeholder engagement activities and public outreach.

4. Prepare and submit any information received by the Consultant during outreach efforts.
5. Prepare and submit a schedule for tasks associated with development of Aesthetic Design Guide.
6. Maintain a Design Project Record which includes a history of significant events (changes, comments, etc.) which influenced the development of the plans, dates of submittals and receipt of information.
7. Attend any project related design meetings and informational meetings (i.e., public hearings, open houses, etc.) with the general public and public officials to assist in answering any questions or concerns, or as directed by the MDOT Project Manager. Prepare any meeting materials required such as maps, plans, or visual displays.
8. The MDOT Project Manager shall be the official MDOT contact person for this project and should be made aware of all communications regarding this project and whenever significant discoveries or design alternatives have the potential to require changes in the scope, limits of construction, construction cost, or Right-of-Way needs. The Consultant must address or send a copy of all correspondences to the **MDOT Project Manager and MDOT Deputy Project Manager**.

C. CONSULTANT COORDINATION

The Consultant Coordinator will be responsible for all coordination between the Design Consultants to ensure efficiency and compatibility in design and to assist in Consultant communication efforts. Additionally, the Consultant Coordinator will provide coordination to the Aesthetic Design Guide Consultant with Freeway and Bridge Consultants on answering technical questions.

The Consultant Coordinator will be responsible for scheduling a monthly design/coordination meeting involving all Design Consultants and MDOT Project Manager. This will ensure that designs are progressing concurrently and to help address coordination issues.

The Consultant Coordinator will be responsible for developing a central database/common network for storage of all project files. Access will be granted to all Design Consultant firms and MDOT project personnel.

D. MONTHLY PROGRESS REPORT

On the first of each month, the Consultant shall submit a monthly project progress report to the Consultant Coordinator and the MDOT Deputy Project Manager (See Attachment B).

E. SECURITY

Special security measures and clearances will be required on this project. Details of security requirements will be addressed with the selected consultant.

MDOT RESPONSIBILITIES:

MDOT shall provide the following:

- A. CSS workshop comment cards referencing aesthetic recommendations.
- B. Photographs taken by project stakeholders and MDOT and CSS workshop survey results based on stakeholder “voting” of potential aesthetic treatments.
- C. Project meeting minutes where references to project context and aesthetic treatments were discussed, as well as references to any aesthetic commitments by MDOT and/or the project stakeholders.
- D. Electronic copy of all CSS workshop exhibits.

REQUIRED MDOT GUIDELINES AND STANDARDS:

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards (i.e., Road Design Manual, Standard Plans, Drainage Manual, Roadside Design Guide, A Policy on Geometric Design of Highways and Streets, Michigan Manual of Uniform Traffic Control Devices, etc.).

FOR YOUR INFORMATION

For questions on specific tasks, refer to the PPMS Task Manual located on the MDOT Bulletin Board System. For assistance in accessing this manual, please contact one of following:

Dennis Kelley
Phone: (517) 373-4614
E-Mail: KelleyD2@michigan.gov

Tonya Nobach
Phone: (517) 335-1927
E-Mail: NobachT@michigan.gov

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, sub-consultant 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.