

Priced Proposal Review and Negotiation <i>(continued)</i>	Overtime exceeds 20% of the authorized hours. If yes, then approval required (Page 3). Overtime will be paid in accordance with MDOT's Overtime Reimbursement Guidelines	Yes No
	Prime consultant is performing a minimum of 40% of total project work (by dollar amount).	Yes No
	Each first tier subconsultant has not subcontracted more than 50% of their assigned project work (by dollar amount).	Yes No
	All proposed direct costs are required for this project and reflect the actual costs anticipated throughout the life of the project, without markup.	Yes No
	Direct expenses that exceed \$2,500/unit of measure must have further breakdown included.	Yes No
	Travel expenses do not exceed the maximum limits designated within the current (including MDOT approved rates for mileage, vehicles, other equipment charges). Department of Technology, Management & Budget, Vehicle and Travel Services Schedule of Travel Rates for Classified and Unclassified Employees.	Yes No
Funding	Full funding is available to cover total contract costs from contract execution through expiration, as shown in MDOT Phase Initiator (PI).	Yes No
Contract Request Package	The following documents have been included in the contract request package provided to CSD: <ul style="list-style-type: none"> • Form 5105 - CSD Contract Request • MDOT Approved/Advertised Scope of Services • Project Specific or Amendatory Scope of Services (if applicable) • PM Validated/Refined Estimate of Hours and Costs • Form 5102 - Document of Changes to the MDOT Scope of Services Required for all new contracts and all amendments, with the exception of time extensions only • Form 5100K - Second Tier As-Needed Selection Form (if applicable) • Consultant Priced Proposal 	Yes No N/A
MDOT/ACEC Partnership Agreement	MDOT and ACEC created a Partnership Charter Agreement which establishes guidelines to assist MDOT and Consultants in successful contracting. 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. You may find the Charter Partnership Agreement at http://www.Michigan.gov/mdot , under "Doing Business".	

By acknowledging below, you validate that you have compared the proposed hours with the validated/refined estimate and found them reasonable.

PROJECT MANAGER'S ACKNOWLEDGMENT (Please use dynamic stamp)	DATE
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**PROJECT MANAGER JUSTIFICATION AND
REGION ENGINEER/DEPARTMENT ADMINISTRATOR APPROVAL**
This page must be completed for all contracts that require Region Engineer/Administrator approval.

Additional Services (Justification)

1. What are the additional services needed?

(Example: The additional services will provide for construction services, including: construction inspection, density and concrete inspection and testing.)

2. Why are these additional services needed at this time and are not included in the original Scope of Services?

(Example: The construction will be going beyond the original completion date due to slowed construction this past spring by weather and existing conditions. These conditions could not be avoided or planned for.)

**3. Are any additional prequalification classifications required that were not included in the original scope of services/RFP?
Please identify and explain what classification is needed.**

Is the Original Contract 100% State Funded?

Yes No

Is the proposed Amendment 100% State Funded?

Yes No

Time Extension (only) (Justification)

1. Why is the time extension needed? (Example: Additional time is needed to complete the Construction Services. The project was delayed due to inclement weather conditions and the additional time is needed to maintain the needed oversight.)

Retroactive

1. is this amendment retroactive? Yes No

2. What caused the consultant to work outside the terms of the contract?

Additional Approvals (Justification)

1. Why are the priced proposal total costs greater than 10% of PM's Validated/Refined Estimate?

2. Why are the priced proposal total hours greater than 10% of PM's Validated/Refined Estimate of hours?

3. Why does overtime exceed 20%?

4. Please provide an explanation to any of the applicable scenarios below. The Validated/Refined Estimate was prepared prior to the Scope Expectations/Scope Verification meeting.

No Expectations/Scope Verification Meeting was held with the Consultant.	The priced proposal was received prior to the PM signing the validated/refined estimate.
No validated/refined estimate was prepared.	Validated/Refined estimate was not digitally signed.
The Estimating Tool was required, but not used.	The Validated/Refined estimate was signed prior to the Expectations/Scope Verification Meeting.

REGION ENGINEER OR BUREAU DIRECTOR OR DIVISION/OFFICE ADMINISTRATOR APPROVAL
(Please use dynamic stamp)

DATE