CONTRACT SERVICES DIVISION CONTRACT REQUEST

MDOT Project Manager's (PM): Complete all applicable portions of pages 1-4. Seek Region/Administrative Approvals, when applicable.

Provide Contract Reguest package to the CSD Contract Administrator assigned to your business area.

	Provid	e Contract F	Request	package to th	e CS	D Contract A	dministrator a	ssigned t	o your l	ousiness ar	rea.
CONTRACT/AMENDMENT NUMBER (8 digits for contract number)					REQUISITION NUMBER (Full number of selected vendor -1, -2, etc.)						
CSD CONTRACT ADMINISTRATOR (CA)					TOTAL AMOUNT OF REQUEST						
MDOT PROJECT MANAGER VENDOR NAME						REGION/TSC OR CENTRAL OFFICE/BUREAU/DIVISION					
						VENDO	VENDOR CONTACT PERSON VEN			NDOR CONTACT PHONE NUMBER	
VENDOR CONTACT E-MA	AIL										
PURPOSE OF CONTRAC	T/DESC	RIPTION AN	ND LOC	ATION, IF AP	PLIC	ABLE, OF SE	ERVICES (Us	e same d	escripti	on as adve	ertised)
PURPOSE OF ADDITIONA	AL SERV	ICES NEED	ED								
SERVICE START DATE		SERVICE (COMPLE	ETION DATE		CONSTRUCTION LETTING DATE			WORK TYPE (PE,CON,etc.)		
New Agreement Time Extension Additional Work Original Expiration Date Other New Expiration Date					Design Services During Construction (DSDC) (New selection not required) Original Design Contract/Authorization number Original CSRT/RE Approval Date Original Requisition Number						
FUNDING SOURCE State Restricted Trunkline Comprehensive Transp. Aeronautics Other Local Financial Analyst Verification Federal %			3		SELEC	SELECTION TYPE: BEST SOURCE BEST VALUE QBS LOW BID N/A					
		1 60	leral %					'			
MDOT Coding Grail spreads	sheet.					TOTAL	S FROM ABO	OVE			
CONTRACT PERIOD CO	OVERED TO:				С	S.S. 138 REQI COMMODITY XPIRATION	CODE	ΞR			
CONTRACT TYPE Standard (STD) Regular Amend/Revision Authorization Grant Master Agreement MOU/MOA Other	Standard (STD) Regular IDS Actual Cost Amend/Revision Lease Actual Cost Authorization Loan Grant Local Agency Master Agreement MOU/MOA Retroactive METHOD OF PA Actual Cost Actual Cost Lump Sum Lump Sum Local Agency Loaded Hour Other Total Fixed Fee		st (F st n ourly	ixed Fee) Milestone Unit Price N/A	APPROVALS AG Review Date OCA Review Date OCA Cost Prop. Date CSRT Date SAB Date COM Date DIR Date		ate Date	N/A N/A N/A N/A N/A N/A		
COMMENTS											
CONTRACT ADMINISTRA	ATOR (P	ease use dy	/namic s	stamp)						DATE	
FINANCIAL APPROVAL (F	Please us	e dynamic s	stamp)							DATE	

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Validated/	Date original preliminary MDOT PM Estimate was prepared. (not required for amendments)						
Refined Preliminary Estimate	Date Expectations/Scope Verification meeting was held with the Consultant. If an amendment request, please identify the date of the Expectation/Scope Verification meeting for the amended work. If no Expectations/Scope Verification meeting was held, additional approval is required (Page 4).						
	Date the validated/refined MDOT PM Estimate was digitally signed. If the validated/refined estimate was not prepared and/or digitally signed, additional approval is required (Page 4).						
	Date priced proposal was received by MDOT PM. If received prior to date the PM signed the validated/refined estimate, additional approval is required (Page 4).						
	If any of thee following actions took place on the sar	ne day, please identify the time each action occ	urred:				
	Scope Verification Meeting Validated/Refined Estimate was signed Price Proposal received by the MDOT PM	Time: Time: Time:					
Priced Proposal Review and	Prime consultant has provided a complete and ac priced proposal contains all the following forms, a		Yes No				
Negotiation	Form 0182 - DBE Consultant F Participation Information	Form 5101C - Derivation of Subconsultant Costs					
	Form 5101 - Priced Proposal Cover Sheet F	Form 5101D - Summary of Person Hours by Planisware Task					
F	Form 5108 - Certification of Overhead Rate F	Form 5101E - Proposed Person Hours by					
	Form 5101A - Summary of Total Project Costs by Job Number	Planisware Task					
	Form 5101B - Derivation of Prime Consultant Costs	Form 5101S - Subconsultant Priced Proposal Cover Sheet					
	All vendors have been assigned the appropriate basis of payment.						
	All required prequalification classifications have been identified and all consultants are prequalified in the assigned prequalification classifications, as applicable.						
	Work plan is present/appropriate and specifically covers all major items in the MDOT scope.						
	Key staff shown are the same as proposed in the selected vendor's response to the MDOT solicitation.						
	Hours and level of effort have been negotiated to ensure fair and reasonable costs. Negotiations must be documented. PM will retain this documentation; However, it is not required to be submitted to CSD.						
	Priced proposal total costs are greater than 10% of PM's validated/refined total estimated costs. If Yes, additional approval required (Page 4).						
	Priced proposal total hours are greater than 10% of PM's validated/refined total estimated hours. If Yes, additional approval required (Page 4).						

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Priced Proposal Review and Negotiation (continued)	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				
	Prime consultant is performing a minimum of 40% of total project work (by dollar amount).				
	Each first tier subconsultant has not subcontracted more than 50% of their assigned project work (by dollar amount).				
	All proposed direct costs are required for this project and reflect the actual costs anticipated throughout the life of the project, without markup.				
	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: • 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 MDOT and Consultants in successful contracting. Both the Consultant and MDOT Project Ma are reminded to review the ACEC - MDOT Partnership Charter Agreement and are asked to communications, issues resolution and other procedures and guidance's contained therein. If the Charter Partnership Agreement at http://www.Michigan.gov/mdot , under "Doing Busing Busing MDOT and ACEC created a Partnership Agreement at http://www.Michigan.gov/mdot , under "Doing Busing B	anager follow all ⁄ou may			

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
	·

PROJECT MANAGER JUSTIFICATION AND REGION ENGINEER/DEPARTMENT ADMINISTRATOR APPROVAL

This page must be completed for all contracts that require Region Engineer/Administrator approval.

Additional	Sarvicas	(Justification)	
Additional	Services	(Justilication)	

- 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?

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
- Nο
- 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.