

## 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			
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP  WHITE = REQUIRED ** = OPTIONAL  Check the appropriate Tier in the box below		<b>CONSULTANT:</b> Provide only checked items below in proposal	
<input type="checkbox"/> <b>TIER I</b> (\$50,000 - \$150,000)	<input type="checkbox"/> <b>TIER II</b> (\$150,000-\$1,000,000)	<input type="checkbox"/> <b>TIER III</b> (>\$1,000,000)	
<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"/>	<b>Location:</b> 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) ( <b>No Resumes</b> )	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP <b>not including key personnel resumes.</b> Resumes limited to 2 pages per key staff personnel.

**PROPOSAL AND BID SHEET EMAIL ADDRESS – [mdot-rfp-response@michigan.gov](mailto: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**

ENGINEERING SERVICES                       BUREAU OF TRANSPORTATION PLANNING                       OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS  
 NO     YES    DATED \_\_\_\_\_ THROUGH \_\_\_\_\_

<input type="checkbox"/> <b>Prequalified Services</b> – See the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> <b>Non-Prequalified Services</b> – 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. <b>Form 5100J is required with Proposal for firms not currently prequalified with MDOT</b>
---	---

**Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

**For all Qualifications Based Selections**, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected 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 Based Selection / 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.

**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) with the proposal, to the email address: [mdot-rfp-response@michigan.gov](mailto: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](mailto: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  
DESIGN SERVICES**

**CONTROL SECTION(S):** 63041

**JOB NUMBER(S):** 85540C

**PROJECT LOCATION:**

M-59 from Elizabeth Lake Road to west of US-24 (Telegraph Road) in Waterford Township. The project length is 1.49 miles.

**PROJECT DESCRIPTION:**

Work involved in the design of this project consists of design services for the Maintenance of Traffic Plans, Transportation Management Plan, Crash Analysis, Traffic Studies/Capacity Analysis and Traffic Signal Design for the reconstruction of M-59 in Oakland County.

Design plans will be developed as a shelf job.

**ANTICIPATED SERVICE START DATE:** February 2014

**ANTICIPATED SERVICE COMPLETION DATE:** February 2016

**PRIMARY PREQUALIFICATION CLASSIFICATION(S):**

Maintaining Traffic Plans and Provisions

**SECONDARY PREQUALIFICATION CLASSIFICATION(S):**

Safety Studies  
Traffic Capacity Analysis and Geometric Studies  
Traffic Signal Design  
Utility Coordination

**DBE PARTICIPATION REQUIREMENT:** 5%

**MDOT PROJECT ENGINEER MANAGER:**

Ishrat Jahan  
Region Design Engineer  
MDOT Metro Region  
18101 West Nine Mile Road  
Southfield, MI 48075  
248-483-5151  
248-483-5148 Fax  
[jahani@michigan.gov](mailto:jahani@michigan.gov)

**CONSTRUCTION COST:**

A. The estimated cost of construction is:

<b>CONSTRUCTION TOTAL</b>	<b>\$11,000,000</b>
---------------------------	---------------------

B. The estimated cost of real estate is: \$10,000

The above construction total is the amount of funding programmed for this project. The Consultant is expected to design the project within the programmed amount.

**If at any time the estimated cost of construction varies by more than 5% of the current programmed amount, then the Consultant will be required to submit a letter to the MDOT Project Manager justifying the changes in the construction cost estimate.**

**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, Published MDOT Design Advisories, Drainage Manual, Roadside Design Guide, A Policy on Geometric Design of Highways and Streets, Michigan Manual of Uniform Traffic Control Devices, etc.).

The Consultant is required to use the current MDOT01 workspace version of Bentley MicroStation for CADD applications and Bentley GEOPAK for road design. Consultant shall comply with all MDOT CADD standards and file naming conventions.

**CONSULTANT RESPONSIBILITIES:**

Complete the design 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.

Meet with the MDOT Project Manager to review project, location of data sources and contact persons, and review relevant MDOT operations. The Consultant shall 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 plan completion date. Attention shall be given to critical target dates that may require a large lead time, such as geotechnical requirements, ROW submittal dates, Railroad coordination requirements, utility conflict resolution, local agency meetings, etc.

- A. Compute and verify all plan quantities.
- B. Prepare staging plans and special provisions for maintaining traffic during construction.

- C. Prepare traffic signal plans and special provisions.
- D. Provide solutions to any unique problems that may arise during the design of this project.
- E. The Consultant may be required to provide Design Services during the construction phase of this project. If Construction Assistance is required, then a separate authorization for those services will be issued.
- F. 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.
- G. The Consultant representative shall record and submit type-written 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. MDOT will provide and distribute official meeting minutes for the Plan Review Meeting.
- H. The Consultant will provide to MDOT at the scheduled submittal dates, electronic copies (in Adobe PDF format) of the required specifications and plan set materials for distribution by MDOT for all reviews for this project.
- I. Attend any project-related meetings as directed by the MDOT Project Manager.
- J. Attend information meetings (i.e., public hearings, open houses, etc.) with the public and public officials to assist in responding to concerns and questions. May require the preparation of displays such as maps, marked-up plans, etc.
- K. The MDOT Project Manager shall be the official MDOT contact person for the Consultant **and shall be made aware of all communications regarding this project.** The Consultant must either address or send a copy of all correspondence to the MDOT Project Manager. This includes all Subcontractor correspondence and verbal contact records.
- L. The Consultant shall contact the MDOT Project Manager whenever discoveries or design alternatives have the potential to require changes in the scope, limits, quantities, costs, or right-of-way of the project.

## **UTILITIES**

MDOT Metro Region Design unit will be responsible for obtaining and showing on the plans the location and names of all existing utilities within the limits of the project. In the course of resolving utility conflicts (applicable to signal design plans), the Consultant shall make modifications to the plans or design details and provide assistance as directed by the MDOT Utility Permits Engineer and/or Project Manager. The Consultant shall attend any utility meetings called to ensure that the concerns are addressed on the plans involving utilities. The Consultant shall assist in the review of utility permit requests to ensure compatibility with the project.

## **TRAFFIC CONTROL**

The Consultant shall be responsible for all traffic control required to perform the tasks as outlined in this Scope of Design Services.

## **MONTHLY PROGRESS REPORT**

On the first of each month, the Consultant Project Manager shall submit a monthly project progress report to the Project Manager.

## **MDOT RESPONSIBILITIES:**

Schedule and/or conduct the following:

1. Project related meetings
  2. Base Plan Review
  3. The Plan Review
  4. Omissions/Errors/Check
  5. Utility Meetings
  6. Final Transport item cost estimates
- 
- A. Furnish pertinent reference materials.
  - B. Furnish prints of an example of a similar project and old plans of the area, if available. Furnish the E.A.
  - C. Obtain all permits for the project as outlined in previous section.
  - D. Coordinate any necessary utility relocation.
  - E. Furnish FTP site for software download and instructions for the MDOT Stand Alone Proposal Estimator's Worksheet (SAPW).

## **DELIVERABLES:**

The Consultant shall deliver all computer files associated with the project in their native format (spreadsheets, CADD files, GEOPAK files, Roadway Designer Templates etc.) on DVD, CD or uploaded to ProjectWise, as directed by the MDOT Project Manager. All CADD/GEOPAK files shall be created and identified with standard MDOT file names. It is the Consultant's responsibility to obtain up to date MicroStation and GEOPAK seed/configuration files necessary to comply with MDOT's CADD standards which are published monthly to the MDOT website. Any CADD/GEOPAK files that do not conform to MDOT standards will be returned to the Consultant for correction at the Consultant's expense.

Proposal documents shall be submitted in their native format with standard naming conventions as well as combined into one Adobe PDF file in the sequence specified by MDOT. To provide text search capabilities the combined proposal shall be created by converting native electronic files to PDF. Scanning to PDF is discouraged except in instances where it is necessary to capture a legally signed document or a hard copy version of a document is all that exists.

Plan sheets shall be printed to an Adobe PDF set in 11" x 17" format. For final Plan Turn-In, a title sheet shall be printed, signed, sealed, and then scanned for inclusion with the Adobe PDF set. The original title sheet shall be sent to the MDOT Project Manager.

At final Plan Turn-In, Reference Information Documents (RID) shall be delivered to MDOT with standard naming conventions and content. The RID files included will depend on the design survey and work type of the project. These files range from CADD, existing terrain, proposed cross sections, 3D models and files generated for Automated Machine Guidance (AMG) and automated inspection/stakeout activities.

Stand Alone Proposal Estimator's Worksheet (SAPW) shall be used to generate the txt and csv files necessary for import into the Trns\*port bid letting software. The SAPW files shall be transmitted electronically by the method specified by the MDOT Project Manager.

The project removal, construction, and profile sheets will require a scale of **1"=80' or as approved by the Project Manager.**

All plans, special provisions, estimates, and other project related items shall meet all MDOT requirements and detailing practices (i.e., format, materials, symbols, patterns, and layout) or as otherwise directed by the Project Manager. All plans, specifications, and other project related items are subject to review and approval by MDOT.

**PROJECT SCHEDULE:**

The Consultant shall use the following events to prepare the proposed implementation schedule as required in the Guidelines for the Preparation of Responses on Assigned Design Services Contracts. These dates shall be used in preparing the Consultant's Monthly Progress Reports.

Plan Completion – March, 2015

Letting – December, 2015 (Based on the availability of funding)

# MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

For questions on specific tasks, refer to the P/PMS Task Manual located on the [MDOT Website](#).  
For assistance in accessing this manual, please contact:  
**Dennis Kelley: (517) 373-4614**

Please indicate with a check in the box next to each task number whether you believe that task will require consultant involvement on the job. Milestones (a specific event at a point in time) are italicized and underlined. See the [P/PMS Task Manual](#) for more details. Scheduling assistance may be accomplished with estimated completion dates. While not part of P/PMS, an Authorization Milestone and Post-Design Tasks have been included for your reference.

## STUDY (EARLY PRELIMINARY ENGINEERING)

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY
		CONSULTANT CONTRACT AUTHORIZATION/EXECUTION	Feb 2014
YES	NO		
		<b><u>EPE SCOPING ANALYSIS</u></b>	
<input type="checkbox"/>	<input type="checkbox"/>	2100 Scope Verification and Initiation of EPE Activities	
<input type="checkbox"/>	<input type="checkbox"/>	2115 Prepare Traffic Analysis Report for EPE/Design	
<input type="checkbox"/>	<input type="checkbox"/>	2120 Traffic Data Collection for EPE/Design	
X	<input type="checkbox"/>	2125 Traffic Capacity Analysis for EPE/Design	
<input type="checkbox"/>	<input type="checkbox"/>	2130 Prepare Project Purpose and Need	
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>213M</u></i> <i>Concurrence by Regulatory Agencies with the Purpose and Need</i>	
<input type="checkbox"/>	<input type="checkbox"/>	2140 Develop and Review Illustrative Alternatives	
X	<input type="checkbox"/>	2155 Request/Perform Safety Analysis for EPE/Design	
<input type="checkbox"/>	<input type="checkbox"/>	2160 Prepare and Review EIS Scoping Document	
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>216M</u></i> <i>Public Information Meeting</i>	

## MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

### PRELIMINARY ENGINEERING - DESIGN

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY
			(mm/dd/yyyy)
YES	NO		
		<b><u>DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION</u></b>	
<input type="checkbox"/>	<input type="checkbox"/>	3130 Verify Design Scope of Work and Cost	
<input type="checkbox"/>	<input type="checkbox"/>	3310 Prepare Aerial Topographic Mapping	
<input type="checkbox"/>	<input type="checkbox"/>	3320 Conduct Photogrammetric Control Survey	
<input type="checkbox"/>	<input type="checkbox"/>	3321 Set Aerial Photo Targets	
<input type="checkbox"/>	<input type="checkbox"/>	3325 Geotechnical Structure Site Characterization	

- |                          |                          |             |   |
|--------------------------|--------------------------|-------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 3330        | Conduct Design Survey                       |
| <input type="checkbox"/> | <input type="checkbox"/> | 3340        | Conduct Structure Survey                    |
| <input type="checkbox"/> | <input type="checkbox"/> | 3350        | Conduct Hydraulics Survey                   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3360        | Prepare Base Plans                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>311M</u> | <u>Utility Notification</u>                 |
| <input type="checkbox"/> | <input type="checkbox"/> | 3361        | Review and Submit Preliminary ROW Plans     |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>331M</u> | <u>Preliminary ROW Plans Distributed</u>    |
| <input type="checkbox"/> | <input type="checkbox"/> | 3365        | Pre-Conceptual ITS Design and Meeting       |
| <input type="checkbox"/> | <input type="checkbox"/> | 3370        | Prepare Structure Study                     |
| <input type="checkbox"/> | <input type="checkbox"/> | 3375        | Conduct Value Engineering Study             |
| <input type="checkbox"/> | <input type="checkbox"/> | 3380        | Review Base Plans                           |
| <input type="checkbox"/> | <input type="checkbox"/> | 3385        | Preliminary Load Rating                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>332M</u> | <u>Base Plan Review (Pre-GI Inspection)</u> |
| X                        | <input type="checkbox"/> | 3390        | Develop the Maintaining Traffic Concepts    |

**PRELIMINARY PLANS PREPARATION**

- |                          |                          |             |  |
|--------------------------|--------------------------|-------------|--|
| X                        | <input type="checkbox"/> | 3500        | Develop Transportation Management Plan   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3510        | Perform Roadway Geotechnical Investigation   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3520        | Conduct Hydraulic/Hydrologic and Scour Analysis  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3522        | Conduct Drainage Study, Storm Sewer Design, and use Structural Best Management Practices |
| <input type="checkbox"/> | <input type="checkbox"/> | 3530        | Geotechnical Foundation Engineering Report   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3535        | Conduct Str. Review for Arch. & Aesthetic Improvements                                   |
| X                        | <input type="checkbox"/> | 3540        | Develop the Maintaining Traffic Plan   |
| X                        | <input type="checkbox"/> | 3551        | Prepare/Review Preliminary Traffic Signal Design Plan                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | 3552        | Develop Preliminary Pavement Marking Plan  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3553        | Develop Preliminary Non-Freeway Signing Plan   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3554        | Develop Preliminary Freeway Signing Plan   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3555        | Prepare/Review Preliminary Traffic Signal Operations                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | 3570        | Prepare Preliminary Structure Plans  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3580        | Develop Preliminary Plans  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3581        | Review and Submit Final ROW Plans  |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>351M</u> | <u>Final ROW Plans Distributed</u>   |

**MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST**

**PRELIMINARY ENGINEERING - DESIGN (cont'd)**

		<b>P/PMS TASK NUMBER AND DESCRIPTION</b>	<b>DATE TO BE COMPLETED BY</b>
<b>YES</b>	<b>NO</b>		<b>(mm/dd/yyyy)</b>
		<b><u>PRELIMINARY PLANS PREPARATION (cont'd)</u></b>	
<input type="checkbox"/>	<input type="checkbox"/>	3585 Final ITS Concept Design and Meeting	
<input type="checkbox"/>	<input type="checkbox"/>	3590 Review Preliminary Plans (Hold Plan Review Meeting)	
<input type="checkbox"/>	<input type="checkbox"/>	<u>352M</u> <u>THE Plan Review (Grade Inspection)</u>	
<input type="checkbox"/>	<input type="checkbox"/>	3595 Conduct ITS Structure Foundation Investigation	

**UTILITIES**

- 3610 Compile Utility Information
- 3615 Compile ITS Utility Information
- 3650 Coordinate RR Involvement for Grade Separations
- 3655 Coordinate RR Involvement for At-Grade Crossings
- X  3660 Resolve Utility Issues
- 360M Utility Conflict Resolution Plan Distribution
- 361M Utility Meeting
- 3670 Develop Municipal Utility Plans
- 3672 Develop Special Drainage Structures Plans
- 3675 Develop Electrical Plans
- 3680 Preliminary ITS Communication Analysis
- 3690 Power Design (Power Drop in Field)

**MITIGATION/PERMITS**

- 3710 Develop Required Mitigation
- 3720 Assemble Environmental Permit Applications
- 3730 Obtain Environmental Permit

**FINAL PLAN PREPARATION**

- 3815 Geotechnical Structure Design Review
- X  3821 Prepare/Review Final Traffic Signal Design Plan
- 3822 Complete Permanent Pavement Marking Plan
- 3823 Complete Non-Freeway Signing Plan
- 3824 Complete Freeway Signing Plan
- 3825 Prepare/Review Final Traffic Signal Operations
- X  3830 Complete the Maintaining Traffic Plan
- 3840 Develop Final Plans and Specifications
- 380M Plan Completion
- 3850 Develop Structure Final Plans and Specifications
- 3870 Hold Omissions/Errors Check (OEC) Meeting
- 3875 Final Load Rating

**MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST**

**PRELIMINARY ENGINEERING - DESIGN (cont'd)**

		<b>P/PMS TASK NUMBER AND DESCRIPTION</b>	<b>DATE TO BE COMPLETED BY</b> (mm/dd/yyyy)
<b>YES</b>	<b>NO</b>		
		<b><u>FINAL PLAN PREPARATION (cont'd)</u></b>	
<input type="checkbox"/>	<input type="checkbox"/>	<u>387M Omissions/Errors Checks Meeting</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<u>389M Plan Turn-In</u>	
<input type="checkbox"/>	<input type="checkbox"/>	3880 CPM Quality Assurance Review	
<input type="checkbox"/>	<input type="checkbox"/>	3890 Final ITS Communication Analysis	

## PRELIMINARY ENGINEERING – RIGHT OF WAY

### EARLY RIGHT OF WAY WORK

- 4120 Obtain Preliminary Title Commitments
- 4130 Prepare Marked Final Right Of Way Plans
- 413M Approved Marked Final ROW
- 4140 Prepare Property Legal Instruments

### ROW ACQUISITION

- 4411 Preliminary Interviews
- 441M Post-Decision Meeting
- 4412 Real Estate Services Assignment Proposal and Fee Estimate (Form 633s) for Appraisal Work Authorization
- 4413 Appraisal Reports

### ROW ACQUISITION (cont'd)

- 4420 Appraisal Review Reports
- 4430 Acquire Right Of Way Parcels
- 4510 Conduct Right Of Way Survey & Staking

### ROW RELOCATION

- 4710 Relocation Assistance
- 4720 Prepare Improvement Removal Plan
- 442M ROW Certification

# MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

## POST LETTING/AWARD TASKS (for reference only)

		P/PMS TASK NUMBER AND DESCRIPTION		DATE TO BE COMPLETED BY (mm/dd/yyyy)
YES	NO			
<input type="checkbox"/>	<input type="checkbox"/>	4810	Complete Acquisition Process	
<input type="checkbox"/>	<input type="checkbox"/>	4820	Manage Excess Real Estate	
<input type="checkbox"/>	<input type="checkbox"/>	4830	Provide Post-Certification Relocation Assistance	
<input type="checkbox"/>	<input type="checkbox"/>	4910	Conduct ROW Monumentation	
<input type="checkbox"/>	<input type="checkbox"/>	5010	Construction Phase Engineering and Assistance	
<input type="checkbox"/>	<input type="checkbox"/>	5020	Prepare As-Built Drawings	

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

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.

MDOT will reimburse the consultant for vehicle expenses and the costs of travel to and from project sites in accordance with MDOT's Travel and Vehicle Expense Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at [http://www.michigan.gov/documents/mdot/Final\\_Travel\\_Guidelines\\_05-01-13\\_420289\\_7.pdf?20130509082418](http://www.michigan.gov/documents/mdot/Final_Travel_Guidelines_05-01-13_420289_7.pdf?20130509082418). MDOT's travel and vehicle expense reimbursement policies are intended primarily for construction engineering work. Reimbursement for travel to and from project sites and for vehicle expenses for all other types of work will be approved on a case by case basis.

MDOT will pay overtime in accordance with MDOT's Overtime Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at [http://www.michigan.gov/documents/mdot/Final\\_Overtime\\_Guidelines\\_05-01-13\\_420286\\_7.pdf?20130509081848](http://www.michigan.gov/documents/mdot/Final_Overtime_Guidelines_05-01-13_420286_7.pdf?20130509081848). MDOT's overtime reimbursement policies are intended primarily for construction engineering work. Overtime reimbursement for all other types of work will be approved on a case by case basis.

**ATTACHMENT D**

**SCOPE OF SERVICE**  
**FOR**  
**UTILITY COORDINATION (APPLICABLE TO SIGNAL DESIGN PLANS ONLY)**

The Consultant is responsible for utility coordination for signal design plans only. The Consultant is expected to provide technical assistance to MDOT, utilities and other stakeholders regarding utility identification, project utility coordination and utility conflict resolution for signal design plans.

A utility is defined as any privately, publicly, municipal or cooperatively owned line, facility, or system for producing, transmitting, or distributing communication, cable television, power, electricity, light, heat, gas, oil, crude products, water, steam, waste, or any other similar commodity, including any fire or police signal system or street lighting system.

MDOT shall -

- Provide a preliminary list of utilities, with contact information, that may have facilities located within the project limits. This list may not be 100% accurate and/or complete.
- Provide assistance, if necessary, in contacting utilities to obtain facility records.
- Provide Consultant with utility responses and facility records if utility information solicitation has been performed.
- Organize and host a kick-off meeting with Consultant and MDOT prior to Consultant beginning utility coordination services.
- Distribute form letters, plans, etc. as outlined in 14.16 (Request for Utility Information) and 14.26 (Distribution of Preliminary Plans to Utilities and Utility Coordination Meeting) of the MDOT Road Design Manual.
  - Identify existing/proposed utility owners and facilities.
  - Collect and compile utility responses.
  - Follow up with non-responsive utilities.

Consultant shall -

- Maintain a Utility Conflict Matrix\* spreadsheet (for signal design plans only) and deliver as the bi-weekly status report.
- Schedule and conduct utility meetings for the resolution of conflicts between utility facilities and proposed construction (applicable to signal design plans only).
  - Identify conflicts, discuss possible design modifications, develop utility relocation schemes, discuss reimbursable relocations, and discuss project scope and schedule.
  - Identify the utility's design and construction contacts and ensure the plan's note sheet utility contact information is accurate.
  - Record meeting minutes and distribute to all attendees.
- Schedule and conduct field meetings with individual utilities to resolve conflicts.

- Schedule and conduct in meetings convened for the purpose of utility betterments.
- Ensure municipal utility relocations, betterments and reimbursements follow Chapter 9 of the MDOT Road Design Manual.
- Identify eligible reimbursable utility relocations, for public/private utilities, as outlined in 23 Code of Federal Regulations (CFR) Part 645 Subparts A and B – Utilities and ensure 23 CFR Part 635.410 - Buy America Requirements are met.
  - Collect documentation to evaluate reimbursable utility relocations.
- Evaluate utility relocation plans for compatibility with the proposed project.
- Ensure utility relocation schedules do not impact the project schedule.
- Confirm utility relocation permit applications are submitted to the TSC.
- Prepare the “Utilities Status Report” (MDOT Form 2286) and “Notice to Bidders - Utility Coordination” documents.
- Track and monitor utility relocation progress.

Deliverables (Provided to the TSC Utility Coordinator and Project Manager):

- Courtesy copies of all correspondence with the utilities
- Utility Conflict Matrix
- Utility coordination meeting minutes
- Reimbursable utility relocation documentation
- Utilities Status Report and Notice to Bidders - Utility Coordination

\* The Utility Conflict Matrix (UCM) is located on the <http://www.trb.org/Main/Blurbs/166731.aspx> website under Training materials > Prototype 1 – Stand-alone UCM. The UCM was developed as part of the Transportation Research Board’s (TRB) second Strategic Highway Research Program (SHRP 2) Report S2-R15B-RW-1: Identification of Utility Conflicts and Solutions which provides concepts and procedures to identify and resolve utility conflicts. Tools described in the report include utility conflict matrices that enable users to organize, track, and manage conflicts that frequently arise.