

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

PROPOSAL AND BID SHEET EMAIL ADDRESS – 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 _____

Prequalified Services – See 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. **Form 5100J is required with Proposal for firms not currently prequalified with MDOT**

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. 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
- 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: 63174

JOB NUMBER: 120194

PROJECT LOCATION: The project is located from north of M-102 in Hazel Park to south of M-59/South Boulevard in Auburn Hills. It is approximately 18 miles in length.

PROJECT DESCRIPTION: This scope of service is for the analysis of air quality and noise within the project limits for the I-75 Oakland County Planning and Environmental study that was completed in 2006 with an approved Record of Decision (ROD). As a part of the impending environmental re-evaluation of the project, MDOT is required to update the previous air and noise analyses. However since approval, there have been significant changes in policy, including new Environmental Protection Agency (EPA) regulations for mobile source air toxics, particulate matter and emission factors, a software change from MOBILE6 to MOVES, the inclusion of more modeling of adjacent land uses and receptor requirement changes as well as the Federal Highway Administration's (FHWA) revision of the highway noise analysis regulations and guidance that took effect July 11, 2011.

Air Analysis

Air quality impacts associated with operation of proposed alternatives will be documented and summarized. An Air Quality Technical Report will be prepared and describe methodology, approach, and assumptions used. The analysis will conform to the procedures outlined in 40 CFR 51 and 93, 23 CFR 771, the Clean Air Act (amended in 1990), National Environmental Policy Act (NEPA), FHWA, Michigan Department of Transportation (MDOT) and EPA regulations and guidelines.

The analysis will be conducted to determine and compare potential impacts of the No-Build and Build Alternatives on regional and local air quality. The analysis will be based on link by link VMT and speed, using the current version of EPA's MOVES emissions model (MOVES2010b). Current traffic data will be provided. Vehicular emissions will be computed using MOVES2010b.

Existing ambient air quality monitoring information nearest to the study area will be collected from appropriate agencies and summarized. The study area's attainment status under the Clean Air Act will also be summarized. Currently, the area is classified as a maintenance area for ozone and carbon monoxide and a non-attainment area for particulate matter less than 2.5 microns in diameter (PM_{2.5}) and the project is in the MPO's 2040 Regional Transportation Plan (RTP) and will be in the 2014-2017 Transportation Improvement Program (TIP). The analysis will follow EPA's December 2010 guidance "*Transportation Conformity Guidance for Quantitative Hot-spot Analyses in PM_{2.5} and PM₁₀ Nonattainment and Maintenance Areas.*"

A screening level analysis will be conducted to determine which intersections will require a refined microscale carbon monoxide (CO) analysis. The analysis will be based on design year Level of Service (LOS), vehicular delay, and overall volume comparisons between the No-Build

and Build Alternatives. The analysis will be conducted for up to 70 intersections. It is expected that a refined CO analyses will be conducted for the three worst LOS sites.

A CO microscale air quality analysis will be conducted at the selected modeling sites following EPA's "*Final Conformity Rule*" and EPA's "*Guideline for Modeling Carbon Monoxide from Roadway Intersections*". The CAL3QHC Version 2 dispersion model will be used to predict carbon monoxide levels at each analysis site. CO concentrations for the existing condition, future No-Build and future Build Alternative will be developed. Future CO concentrations will be predicted for project completion and design year. At each receptor site, maximum one-hour and eight-hour carbon monoxide concentrations will be calculated. The one-hour CO levels will be predicted for the AM and PM peak periods. It should be noted that FHWA's technical advisory states that eight-hour calculations are not required if one hour CO level is calculated at 9ppm or less. Background levels for the study area will be obtained and used. Worst-case meteorological conditions, including wind speed, stability class and ambient temperature will be selected for the CAL3QHC Version 2 microscale carbon monoxide analysis. If the project is determined to be of air quality concern, a microscale PM_{2.5} hotspot analysis will be performed, per the guidance using MOVES2010b and CAL3QHC Version 2.

The results of the analysis for the existing condition, future No-Build and future Build Alternatives will be compared to the National Ambient Air Quality Standards (NAAQS) and to each other to determine impacts, and if it is in conformance to guidelines.

A mobile source air toxics (MSAT) analysis will be conducted following FHWA Interim Guidance (issued December, 2012) regarding MSAT analysis in NEPA documentation. MOVES2010b model will be run to estimate MSAT emission burdens.

A general summary will be prepared regarding the construction impact on air quality within the study area, as well as on greenhouse gases. A comprehensive air quality technical report detailing the existing condition, methodology, impact, conclusions and mitigation measures, if needed, will be submitted, in both hardcopy and electronic format. The model data inputs are to be provided electronically.

Noise Analysis

A new noise analysis will be completed in compliance with the requirements of the Michigan Department of Transportation (MDOT) Highway Noise Analysis and Abatement Handbook, effective July 13, 2011. Previous noise monitoring data will be reviewed. It is expected that 24 hour noise measurements will be needed to identify the worst case (loudest).

Noise monitoring data will be obtained through a series of short term 15 minute term noise measurements at a number of monitoring sites, (to be developed in consultation with MDOT) and identified as representative of a Common Noise Environment (CNE) per community which would be potentially affected by the build alternative. Noise measurements should be collected at the ROW line, unless unique site characteristics or undulating topography exists to warrant measurement outside the ROW, and during anytime of the day when free flowing traffic conditions exist. Measurements will be collected in conformance with the procedures outlined in FHWA's *Measurements of Highway Traffic Noise*. Travel speeds and traffic counts of all adjacent roadways will be collected simultaneously with each noise measurement. Noise monitoring will be conducted during midweek days (Tuesday, Wednesday and Thursday) under dry road surface conditions with wind speed of 12 mph or less. A calibrated noise meter conforming to ANSI Standard S1.4-1983 will be used. A field crew will note all physical characteristics, including distance to each nearby roadway, ground conditions and any unique topographic terrain features which may influence sound level drop-off rates and categorize all

properties as defined under the NAC, Activity Categories B, C, D and E. Noise monitoring sites will be recommended to MDOT that provide a good representation of study area and land uses. Noise measurements will be collected using the “A” weighted decibel scale noise descriptor referred as the equivalent noise level (L_{eq} (1 hour) dBA).

A visual survey (within 500 feet from the edge of pavement) will include all multifamily buildings, hotels, motels, outdoor recreation areas and any shared exterior areas of frequent human use associated with the land uses, including exterior balconies facing the freeway. A permit search for all undeveloped land parcels identified within 500 feet from the edge of pavement, and any parcels that have building permits on file will be noted, and considered in the analysis.

The FHWA Traffic Noise Model (TNM version 2.5) will be used for predicting existing noise levels. Appropriate site specific corrections will be used and applied to the model ensuring estimated noise levels reasonably agree with field collected measured levels. Validation will be completed in accordance with the procedures outlined in the MDOT Highway Noise Analysis and Abatement Handbook (dated July 13, 2011). The model will be used for predicting traffic noise levels at each of the monitored sites and all other identified noise sensitive sites as defined. Predictions will be determined for the existing traffic hour generating the worst case condition as derived by the modeling effort and posted speed limits. If the operating speed is found to be higher than the speed limit, the operating speed will be used. Predicted peak hour existing noise levels will be provided for inclusion in the final technical report and applicable to the no-build and build alternatives (future condition).

Analysis will be completed for undeveloped lands adjacent to the proposed build alternative. An assessment will be completed for undeveloped lands with a building permit issued, but not yet constructed and be completed to the level of detail that the permit documentation allows, while adhering to the same scrutiny as the existing and future condition analyses. For undeveloped vacant lands without a building permit, the identification of buffer zones where future land development should be avoided and noted. Predicted noise impacts will be identified and included in the technical report.

Based on results, an abatement analysis will be completed for the Build alternative and focus on identifying locations where noise barrier should be evaluated for cost and acoustic effectiveness as defined in the MDOT July 2011 abatement policy requirements for feasibility and reasonableness. Feasibility is abatement that can be built while addressing safety and constructability concerns and provides at least a design year traffic noise reduction of 5 dB(A) for 75% of impacted receivers. Reasonableness is determined with the construction cost (\$45 per square foot for single side face surface of barrier) divided by the number of benefitting units is equal to or not more than 3% above the allowable cost per benefitting unit of \$43,410, public comments generally in favor of abatement, and provides a design year of 10 dB (A) for one benefitting unit and 7 dB (A) reduction of 50% of benefitting receivers.

In the previous study over 20 locations were evaluated for abatement. It can be assumed that at a minimum the same number of barrier locations would be evaluated, if not more. Only receptors which achieve a minimum 5 dBA noise reduction will be considered as benefitting. To be considered feasible, 75% of all impacted receptors must achieve a noise reduction of 5 dBA or greater. Reasonableness cost is based on a maximum allowable cost per benefited receptor (CPBU) of \$43,410 (2013 dollars). Conclusions will be summarized and include physical features (length, height, maximum noise reduction achieved, total cost plus cost effectiveness). Illustrations, the location and the modeled receptor site will be a part of the technical report.

MDOT may also host a public meeting, specifically for those affected from the benefitting units. Graphics, presentation materials and staff representation may be required.

Of specific note is the Adams Woods condominium complex at I-75 and Adams Road in Bloomfield Township, located on the east side of the freeway, that will need to be carefully analyzed for possible noise abatement. If applicable, a parallel barrier analysis will be completed whenever proposed sites are located parallel to each other, and have a roadway width to barrier height ratio of 10 or less.

A general, qualitative assessment and summary will be prepared regarding roadway construction noise, and measures to reduce noise will be recommended and documented. A comprehensive noise technical report detailing the existing condition, future condition, methodology, impacts, results, cost and effectiveness calculations, mitigation measures and proposed noise barrier locations will be submitted in both hardcopy and electronic format. The model data inputs are also to be provided in electronic format.

ANTICIPATED SERVICE START DATE: 09/02/2013

ANTICIPATED SERVICE COMPLETION DATE: 09/02/2014

PRIMARY PREQUALIFICATION CLASSIFICATION:

Noise Assessment/Abatement

DBE REQUIREMENT: N/A

MDOT PROJECT MANAGER:

Sue Datta, AICP
Senior Project Manager
Metro Region Office
18101 West Nine Mile Road
Southfield, MI 48075
Phone: 248.483.5135
Fax: 248.569.7718
E-Mail: dattas@michigan.gov

CONSTRUCTION COST:

N/A

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.).

Consultant is required to use MDOT's current version of Bentley MicroStation for CADD applications and Bentley GEOPAK for road design as well as the most current workspace as published monthly. Consultant shall comply with all MDOT CADD standards and file naming conventions.

CONSULTANT RESPONSIBILITIES:

Complete the design of the scope of this project, specifically, conducting air and noise analysis per federal and state requirements, documenting results in draft and final form, including data from analysis runs and providing recommendations based on the analysis for the project limits. This will include but is not limited to the following will be required:

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 analysis by the completion date.

- A. Conduct air and noise analysis.
- B. Prepare required illustrations, evaluations, details, graphics, presentation materials, attendance at meetings and others as needed to assist with analysis and recommendation development.
- C. Provide solutions to any unique problems that may arise.
- D. Maintain a Project Record which includes a history of significant events (changes, comments, etc.) which influenced the development of the study, analysis, recommendations and receipt of information.
- E. 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. MDOT will provide and distribute official meeting minutes, as needed.
- F. The Consultant will provide to MDOT at scheduled dates, copies of draft and final documents summarizing the analysis and results. The Consultant shall contact the Project Manager prior to that submittal date for the exact number of hard copies needed. Electronic copies in Word format will also be required at the conclusion of the study.
- G. Prepare and submit electronically (native format or Adobe PDF) any information, reports, illustrations, associated analysis or drawings.
- H. Attend any project-related meetings as directed by the MDOT Project Manager.
- I. Attend any other meetings, as directed by MDOT, to assist in responding to concerns and/or questions, if needed. This may require assistance with preparation of graphics, maps, etc.
- J. The Consultant shall incorporate pertinent information from the analysis in the report as required.

- 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 have the potential to require changes in the scope.

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:

MDOT will provide written notice providing clear direction for the process to be adhered to and the final deliverables. Work is to be performed consistent with 23 CFR Part 450, and 49 CFR Part 613 (Statewide and Metropolitan Planning Rule), and other applicable state and Federal regulations. MDOT will also provide general direction for the development of recommendations and provide existing pertinent data and reports including updated, current traffic information.

- Schedule and conduct meetings.
- Furnish pertinent reference materials and share previous and current data, studies and analyses.
- Coordinate and facilitate internal reviews and resolve decision points throughout the project.

DELIVERABLES:

The Consultant shall deliver all computer files associated with the project in their native format (spreadsheets, CADD files, GEOPAK files, etc.) on DVD, CD or uploaded to an FTP site, as directed by the MDOT Project Manager. All CAD/GEOPAK files shall be created and identified with standard MDOT file names as shown in the MDOT Standard File Naming Convention that is attached to this document. The electronic files will be published to contractors at the time of letting as Reference Information Documents (RID).

It is the Consultant's responsibility to obtain the current MicroStation Workspace as published monthly to comply with MDOT's standards. Any CAD/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 capturing a legally signed document or when a hard copy version of a document is all that exists.

Plan files shall be submitted in their native dgn format with standard naming conventions and compiled into an Adobe PDF plan set. Plan sheets shall be plotted to Adobe PDF with full text

search and level on/off capabilities in 11" x 17" format. A title sheet shall be printed stamped and signed then scanned for inclusion with the Adobe PDF set. The original title sheet shall be filed by the consultant and stored for a minimum of seven years.

The 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.

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.

Six draft technical reports will be provided for MDOT review and comment. After inclusion of comments, six final versions will be required. A Word file of the technical reports, any appendices, illustrations, drawings, field notes, etc., including the submission of the supporting data output sheets will need to be included in the final deliverable package, in hard copy and electronic format.

PROJECT SCORING & BEST VALUE SELECTION:

This contract will be selected based on Best Value and the scoring criteria below. The point values will be used for the best value selection. The five scoring criteria are the understanding of service, qualifications of team, past performance, location and price. The scoring will total 100 points. The specific point values are as follows:

- 1. Understanding of Service – 30 Points**
Describe understanding of the service to be provided.
- 2. Qualifications of Team – 20 Points**
Describe proposed team and the roles of key personnel including resumes.
- 3. Past Performance – 20 Points**
Provide references and examples of similar work performed.
- 4. Price – 25 Points**
Completed bid sheet required.
- 5. Location – 5 Points**
Indicate percentage of work to be performed in Michigan.

PROJECT SCHEDULE:

The Consultant shall use the following events to prepare a schedule. The dates shall be used in preparing the Consultant's Monthly Progress.

MDOT
Preconstruction
Tasks
Consultant
Checklist
P/PMS Form
Only

**MDOT PRECONSTRUCTION TASKS
CONSULTANT CHECKLIST**

Version 6
Updated
05/18/2011

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.

		P/PMS TASK NUMBER AND DESCRIPTION
YES	NO	CONSULTANT CONTRACT AUTHORIZATION/EXECUTION
		<u>EPE SCOPING ANALYSIS</u>
	X	2100 Scope Verification and Initiation of EPE Activities
	X	210M Program & Project Review Board Concurrence
	X	2115 Traffic Data Collection
	X	2120 Prepare Traffic Analysis Report
	X	2125 Traffic Capacity Analysis
	X	2130 Prepare Project Justification
	X	213M Concurrence by Regulatory Agencies with the Purpose and Need
	X	2140 Develop and Review Illustrative Alternatives
	X	2155 Request/Perform Safety Analysis
	X	2160 Prepare and Review EIS Scoping Document
	X	211M Public Information Meeting
		<u>EPE DRAFT ANALYSIS</u>
	X	2310 Conduct Technical SEE Studies
	X	2311 Cultural Resources Survey
	X	2312 Recreational Survey – Section 4(f)/6(f)
	X	2313 Endangered Species Survey
	X	2314 Wetland Assessment
	X	2315 Wetland Mitigation
X		2316 Other Technical Reports
	X	2321 Prepare for Aerial Photography
	X	2322 Finish/Print Aerial Photography
	X	2330 Collect EPE Geotechnical Data
	X	2340 Develop and Review Practical Alternatives
	X	233M Aerial Photography Flight
	X	2360 Prepare and Review EA
	X	231M Approval of EA by FHWA
	X	2370 Prepare and Review Draft EIS
	X	237M Approval of Draft EIS by FHWA
	X	2380 Distribute EA
YES	NO	CONSULTANT CONTRACT AUTHORIZATION/EXECUTION
	X	232M Public Hearing for EA
	X	2390 Distribute DEIS
	X	239M Public Hearing for DEIS

	X	2510	Determine and Review Recommended Alternative
	X	250M	Concurrence by Regulatory Agencies with Recommended Alternatives
	X	2525	Prepare and Review Engineering Report
	X	2530	Prepare and Review Request for FONSI
	X	252M	Approval of FONSI by FHWA
	X	2540	Prepare and Review FEIS
	X	254M	Approval of FEIS by FHWA
	X	2550	Obtain ROD
	X	255M	ROD Issued by FHWA
	X	2570	ITS Concept of Operations
			<u>CONTAMINATION INVESTIGATION</u>
	X	2810	Project Area Contamination Survey (PCS)
	X	2820	Preliminary Site Investigation (PSI) for Contamination
			<u>DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION</u>
	X	3130	Verify Design Scope of Work and Cost
	X	3310	Prepare Aerial Topographic Mapping
	X	3320	Conduct Photogrammetric Control Survey
	X	3321	Set Aerial Photo Targets
	X	3330	Conduct Design Survey
	X	3340	Conduct Structure Survey
	x	3350	Conduct Hydraulics Survey
		3360	Prepare Base Plans
	x	311M	Utility Notification
	x	3361	Review and Submit Preliminary ROW Plans
	x	331M	Preliminary ROW Plans Distributed
	X	3365	Pre-Conceptual ITS Design and Meeting
	X	3370	Prepare Structure Study
	x	3375	Conduct Value Engineering Study
	x	3380	Review Base Plans
	x	332M	Base Plan Review (Pre-GI Inspection)
	x	3390	Develop the Maintaining Traffic Concepts
			<u>PRELIMINARY PLANS PREPARATION</u>
	x	3500	Develop TMP
	x	3510	Perform Roadway Geotechnical Investigation
	X	3520	Conduct Hydraulic/Hydrologic and Scour Analysis

YES	NO	CONSULTANT CONTRACT AUTHORIZATION/EXECUTION	
	x	3522	Conduct Drainage Study, Storm Sewer Design
	x	3530	Conduct Structure Foundation Investigation
	x	3535	Conduct Structure Review for Architectural and Aesthetic Improvements
		3540	Develop the Maintaining Traffic Plan
		3551	Prepare/Review Preliminary Traffic Signal Design Plan
		3552	Develop Preliminary Pavement Marking Plan
		3553	Develop Preliminary Non-Freeway Signing Plan
	x	3554	Develop Preliminary Freeway Signing Plan
		3555	Prepare/Review Preliminary Traffic Signal Operations
	x	3570	Prepare Preliminary Structure Plans
		3580	Develop Preliminary Plans
		3581	Review and Submit Final ROW Plans
	x	351M	Final ROW Plans Distributed
	x	3585	Final ITS Concept Design and Meeting
		3590	Review Preliminary Plans (Hold Plan Review Meeting)
	x	352M	THE Plan Review (Grade Inspection)
	x	3595	Conduct ITS Structure Foundation Investigation
			<u>UTILITIES</u>
		3610	Compile Utility Information
	x	3615	Compile ITS Utility Information
	x	3650	Coordinate RR Involvement for Grade Separations
	x	3655	Coordinate RR Involvement for At-Grade Crossings
	x	3660	Resolve Utility Issues
	x	360M	Utility Conflict Resolution Plan Distribution
	x	361M	Utility Meeting
	x	3670	Develop Municipal Utility Plans
	x	3672	Develop Special Drainage Structures Plans
	x	3675	Develop Electrical Plans
	x	3680	Preliminary ITS Communication Analysis
	x	3690	Power Design (Power Drop in Field)
			<u>MITIGATION/PERMITS</u>
	X	3710	Develop Required Mitigation
	x	3720	Assemble Environmental Permit Applications
	x	3730	Obtain Environmental Permit
			<u>FINAL PLAN PREPARATION</u>
	x	3821	Prepare/Review Final Traffic Signal Design Plan
	x	3822	Complete Permanent Pavement Marking Plan
	x	3823	Complete Non-Freeway Signing Plan

YES	NO	CONSULTANT CONTRACT AUTHORIZATION/EXECUTION
	x	3824 Complete Freeway Signing Plan
	x	3825 Prepare/Review Final Traffic Signal Operations
	x	3830 Complete the Maintaining Traffic Plan
	x	3840 Develop Final Plans and Specifications
		380M Plan Completion
	x	3850 Develop Structure Final Plans and Specifications
	x	3870 Hold Omissions/Errors Check (OEC) Meeting
	x	387M Omissions/Errors Checks Meeting
	x	389M Plan Turn-In
	x	3880 CPM Quality Assurance Review
	x	3890 Final ITS Communication Analysis
		<u>EARLY RIGHT OF WAY WORK</u>
	x	4120 Obtain Preliminary Title Commitments
	x	4130 Prepare Marked Final Right Of Way Plans
	x	413M Approved Marked Final ROW
	x	4140 Prepare Property Legal Instruments
		<u>ROW ACQUISITION</u>
	x	4411 Preliminary Interviews
	x	<i>441M Post-Decision Meeting</i>
	x	4412 Real Estate Services Assignment Proposal and Fee Estimate (Form 633s) for Appraisal Work Authorization
	x	4413 Appraisal Reports
	x	4420 Appraisal Review Reports
	x	4430 Acquire Right Of Way Parcels
	x	4510 Conduct Right Of Way Survey & Staking
		<u>ROW RELOCATION</u>
	X	4710 Relocation Assistance
	X	4720 Prepare Improvement Removal Plan
	X	442M ROW Certification
	X	4810 Complete Acquisition Process
	X	4820 Manage Excess Real Estate
	X	4830 Provide Post-Certification Relocation Assistance
	X	4910 Conduct ROW Monumentation
	X	5010 Construction Phase Engineering and Assistance
	X	5020 Prepare As-Built Drawings

FOR YOUR INFORMATION

For questions on specific tasks, refer to the P/PMS Task Manual located on the MDOT Bulletin Board System.

For assistance in accessing this manual, please contact one of following:

Dennis Kelley: (517) 373-4614

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.

For projects advertised May 1, 2013, or later, 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. 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.

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.

For projects advertised May 1, 2013, or later, 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. 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.

CONSULTANT BID SHEET

This bid sheet is required with the response to the Request for Proposal (RFP). All entries on this page must be handwritten in ink or computer generated. Compensation for this project shall be on a **Cost Plus Fixed Fee** basis.

Priced proposal costs will be required after selection, in accordance with MDOT's Priced Proposal Guidelines which can be found on the MDOT web page under [Vendor/Consultant Services](#). Payment to the Consultant for services rendered shall not exceed the total bid price.

Note: MDOT reserves the right to reject any or all bids.

PROJECT DESCRIPTION:

Conduct air and noise analysis per FHWA guidelines for the I-75 Oakland County Planning and Environmental Study

UNIT DESCRIPTION (Pay Items)	QUANTITY (Units)	UNIT PRICE	TOTAL
Review existing data	# (Units)	\$ _____	\$ _____
Agree on model parameters	# (Units)	\$ _____	\$ _____
Conduct visual survey	# (Units)	\$ _____	\$ _____
Develop and run models	# (Units)	\$ _____	\$ _____
Conduct analysis and comparison	# (Units)	\$ _____	\$ _____
Identify impacts & recommendations	# (Units)	\$ _____	\$ _____
Prepare summaries	# (Units)	\$ _____	\$ _____
Prepare draft reports	# (Units)	\$ _____	\$ _____
Incorporate comments	# (Units)	\$ _____	\$ _____
Prepare final reports	# (Units)	\$ _____	\$ _____
Create graphics, etc.,	# (Units)	\$ _____	\$ _____

TOTAL BID PRICE: \$ _____
(All Unit Prices for Project)

Legal Business Name:	
Consultants Authorized Legal Signer:	
Consultant Address:	
Date:	