Michigan Department
Of Transportation
5100B (03/12)

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

REQUISITION NUMBER	DUE DATE	TIME DUE
955	revised 7/23/12	noon

MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)
Jon Sytsma	110524 & 110581	39022

DESCRIPTION
Design services for I-94 and Sprinkle Road and I-94 and Cork Street structure replacement

MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED GRAY SHADING = OPTIONAL Check the appropriate Tier in the box below			**CONSULTANT:** Provide only checked items below in proposal
☐ **TIER 1 ($25,000-$99,999)**	☐ **TIER II ($100,000-$250,000)**	☑ **TIER III (>$250,000)**	
☐	☐	☑	Understanding of Service
☐	☐	☑	*Innovations*
☐	☐	☑	Organizational Chart
☐	☐	☑	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	☐	Quality Assurance/Quality Control
☐	☐	☑	**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	☐	Presentation
N/A	N/A	☐	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

☑ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☑ NO ☐ YES DATED_____ THROUGH _____

☑ **Prequalified Services** – See page 1____ of the attached Scope of Services for required Prequalification Classifications.

☐ **Non-Prequalified Services** – If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. **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 section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

For 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 Review / Low Bid** – Use Consultant/Vendor Selection Guidelines. See Bid Sheet instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted. The vendor that has met established qualification threshold and with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☐ **Best Value** – Use Consultant/Vendor Selection Guidelines, See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required – no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

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) separate from 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.

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.**

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

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Michigan Department of Transportation

SCOPE OF SERVICE
FOR
DESIGN SERVICES
Revised as of 7.9.12
Revised as of 7.11.12

CONTROL SECTION(S): 39022

JOB NUMBER(S): 110524, 110581

PROJECT LOCATION:

The project is located on I-94 from west of Sprinkle Road over I-94(S04-39022 JN 110524) to east of Cork Street over I-94 (S10 of 39022 JN 110581), on Sprinkle Road from Cork Street south to Midlink Drive, and on E. Cork Street from Cork Street Court east to Business One Drive in the City of Kalamazoo and in Comstock Township in Kalamazoo County. The project length is 0.60 miles on I-94, 0.72 miles on E. Cork Street, and 0.45 miles on Sprinkle Road.

PROJECT DESCRIPTION:

Work involved in the design of the project consists of replacement of the existing Sprinkle Road and I-94 interchange with a new interchange with dual roundabouts, removal and replacement of the Sprinkle Road bridge over I-94 (S04-39022), removal of the existing Cork Street (S10 of 39022) bridge over I-94, and realignment of E. Cork Street.

Possibly including a separate project for aesthetic improvements and/or preparing landscaping plans.

ANTICIPATED SERVICE START DATE: 08/06/2012

ANTICIPATED SERVICE COMPLETION DATE: 01/01/2015

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Complex Urban Freeway Design
Complex Bridges
Specialty Walls/Slopes
~~***Landscape Architecture (precautionary)**~~

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Road Design Surveys (* pickup survey)
Maintaining Traffic Plans and Provisions
Pavement Marking Plans

Permanent Freeway Traffic Signing Plans
Complex Traffic Signal Operations
Geotechnical Engineering Services
Municipal Utilities
Traffic Signal Design
***Landscape Architecture (precautionary)**

DBE REQUIREMENT: 7%

MDOT PROJECT ENGINEER MANAGER:

Jon Sytsma, P.E. Cost & Scheduling Engineer
Kalamazoo TSC
5372 South 9th Street
Kalamazoo, MI 49009
PH: 375-8710
sytsmaj@michigan.gov

MDOT PROJECT BRIDGE ENGINEER MANAGER:

Kenneth Tiffany, P.E. Lansing Bridge Consultant Coordinator
Van Wagoner Building
425 W. Ottawa
P.O. Box 30050
Lansing, MI 48909
517-373-2625
tiffanyk@michigan.gov

CONSTRUCTION COST:

A. The estimated cost of construction is:

1.	**Bridge Cost**	
	JN 110524	**$ 3,500,000**
	JN 110581	**$ 225,000**
	Road Cost	
	JN 110524	**$26,090,000**
	JN 110581	**$ 185,000**
	CONSTRUCTION TOTAL	**$ 30,000,000**

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

NOTE: A process change mandated by federal audit of MDOT's design process puts the Omissions and Errors Check Meeting after the Plan Completion. Please keep this in mind when preparing your schedule. See MDOT Road Design Manual, Chapter 14 – Procedures – Section 14.54 for corroboration. See "For Your Information" contacts at the end of this document for more info or questions.

Consultant is required to use MDOT's current 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.

GENERAL INFORMATION:

JN's 110524 and 110581 will be packaged together and let as one project. An additional unknown JN will likely be added in the future for CMAQ funding. Design of this project will require coordination with previously designed and not yet constructed MDOT projects on I-94 west of the project location (MDOT JN 105885 & 105886). Design will also require evaluation and possible integration of innovative materials and acceleration techniques for bridge construction with the goals of maximizing durability of the future structure as well as minimizing construction timelines. Design of project will be consistent with selected alternative from "Final Alternatives Document" located on the MDOT FTP site at the following location: ftp://ftpmdot.state.mi.us/JN%20110524/

Existing ground survey and legal alignment for the project are complete. Consultant will be expected to get pick up survey as needed as well as an additional amount of mapping on Old Cork Street from Midlink Drive to East Cork Street.

Consultant will be expected to perform geotechnical services for new road and bridge construction.

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. Perform design surveys.

B. Perform the structure and roadway pavement and soils investigations. **MDOT will formulate the pavement design for this project. Consultant will be required to furnish pavement quantities for use in LCCA to be performed by MDOT.** Perform the needed soils work, soil borings, soil analysis and geotechnical investigation that will be needed to develop the construction plans and quantities. An estimated total of 50 borings are allowed for the design of this project (38 road borings, 12 structure borings). Structure borings and geotechnical analysis shall be sufficient to perform the foundation design for S04 of 39022 and any associated specialty walls required for the road/bridge construction. For scope of work statement for structure geotechnical services see Appendix 5.03.03 A.1.f of MDOT Bridge Design Manual.

C. Prepare required plans, typical cross-sections, details, and specifications required for design and construction.

D. Compute and verify all plan quantities.

E. Prepare staging plans and special provisions for maintaining traffic during construction.

F. Provide solutions to any unique problems that may arise during the design of this project.

G. 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.

H. 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.

I. If excavation is required, submit the excavation locations which may contain contamination. Project Manager then can proceed in requesting a Preliminary Project Assessment (PPA).

J. The Consultant shall be required to prepare and submit a CPM network for the construction of this project.

K. 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.

L. The Consultant will provide to MDOT at the scheduled submittal dates, electronic copies of the required specifications and plan set materials for distribution by MDOT for all reviews for this project.

M. Prepare and submit electronically (native format or Adobe PDF) any information, calculations, hydraulic studies, or drawings required by MDOT for acquiring any permit (ie. NPDES, DEQ, etc), approvals (i.e. county drain commission) and related mitigation. MDOT will submit permit requests.

N. Attend any project-related meetings as directed by the MDOT Project Manager.

O. 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.

P. The Consultant shall assist in the review of utility permit requests, incorporate the information in the design plans, and respond within 2 weeks from receipt of the permit.

Q. 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.

R. 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

The Consultant shall 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, 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. The Consultant will be responsible for miscellaneous staking of utilities.

TRAFFIC CONTROL

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

MDOT PERMITS

The Consultant shall be responsible for obtaining up to date access permits and pertinent information for tasks in MDOT Right of Way (ROW). This information can be obtained through Joe Rios, Utilities/Permits Section, Real Estate Division at (517) 241-2103.

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:

A. Schedule and/or conduct the following:
   1. Project related meetings.
   2. The Plan Review
   3. Utility Meetings.
   4. Quantity summary sheets and final item cost estimates.
   5. Packaging of plans and proposal.

B. Furnish Special Details and pertinent reference materials.

C. Furnish prints of an example of a similar project and old plans of the area, if available.

D. Obtain all permits for the project as outlined in previous section.

E. Coordinate any necessary utility relocation.

F. 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, 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 as shown in Appendix A of the Road Design Manual. 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 posted to the bulletin board system. When the use of GEOPAK road design software is necessary to develop plans all pay items shall be placed into the CADD file using GEOPAK's Design and Computation Manager so that Quantity Manager can be used to transfer pay item information to SAPW/Trns*port. 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 capturing a legally signed document or 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 as well as plotted into a combined Adobe PDF file. Plan sheets shall be plotted to Adobe PDF with full text search and level on/off capabilities in half size (11" x 17") formats. A full size title sheet shall be plotted stamped and signed then scanned for inclusion with the Adobe PDF set. The original title sheet will be sent to the MDOT Project Manager.

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 construction, removal and profile sheets will require a ratio (scale) of **1:40 (English Units).**

Other plan sheets that are required for this project shall be completed by the Consultant. These include, but are not limited to the following plan sheets:

A. The title sheet. MDOT will provide a map of the area on a disk in our workstation format. If the map is not available, MDOT will provide a map that could be used. The Consultant shall be responsible for any revisions to the title

sheet and the title sheet and map shall meet MDOT format and layout guidelines.

B. Note Sheet.

C. Typical Cross-Sections.

D. Project specific Special Details.

E. Construction staging and traffic control plans.

F. Detail grade sheets for critical areas.

G. Pavement marking plan(s).

H. Witness and benchmark sheet(s).

I. Soil boring log sheet(s).

J. Structure plan(s).

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.

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

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)

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

☐	☐	2380	Distribute EA	/	/
☐	☐	*232M*	*Public Hearing for EA*	/	/
☐	☐	2390	Distribute DEIS	/	/
☐	☐	*239M*	*Public Hearing for DEIS*	/	/

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

STUDY (EARLY PRELIMINARY ENGINEERING) (cont'd)

YES	NO	P/PMS TASK NUMBER AND DESCRIPTION		DATE TO BE COMPLETED BY (mm/dd/yyyy)	
		EPE FINAL ANALYSIS			
☐	☐	2510	Determine and Review Recommended Alternative	/	/
☐	☐	*250M*	*Concurrence by Regulatory Agencies with Recommended Alternatives*	/	/
☐	☐	2525	Prepare and Review Engineering Report	/	/
☐	☐	2530	Prepare and Review Request for FONSI	/	/
☐	☐	*252M*	*Approval of FONSI by FHWA*	/	/
☐	☐	2540	Prepare and Review FEIS	/	/
☐	☐	*254M*	*Approval of FEIS by FHWA*	/	/
☐	☐	2550	Obtain ROD	/	/
☐	☐	*255M*	*ROD Issued by FHWA*	/	/
☐	☐	2570	ITS Concept of Operations	/	/
		CONTAMINATION INVESTIGATION			
☐	☐	2810	Project Area Contamination Survey (PCS)	/	/
☐	☐	2820	Preliminary Site Investigation (PSI) for Contamination	/	/

PRELIMINARY ENGINEERING - DESIGN

		DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION			
☐	☐	3130	Verify Design Scope of Work and Cost	/	/
☐	☐	3310	Prepare Aerial Topographic Mapping	/	/
☐	☐	3320	Conduct Photogrammetric Control Survey	/	/
☐	☐	3321	Set Aerial Photo Targets	/	/
☐	☐	3330	Conduct Design Survey	/	/
☐	☐	3340	Conduct Structure Survey	/	/
☐	☐	3350	Conduct Hydraulics Survey	/	/
X	☐	3360	Prepare Base Plans	05/22/2013	
☐	☐	*311M*	*Utility Notification*	/	/
☐	☐	3361	Review and Submit Preliminary ROW Plans	/	/
X	☐	*331M*	*Preliminary ROW Plans Distributed*	05/22/2013	
☐	☐	3365	Pre-Conceptual ITS Design and Meeting	/	/

X	☐	3370	Prepare Structure Study	05/22/2013
☐	☐	3375	Conduct Value Engineering Study	/ /
☐	☐	3380	Review Base Plans	/ /
X	☐	*332M*	*Base Plan Review (Pre-GI Inspection)*	05/22/2013
X	☐	3390	Develop the Maintaining Traffic Concepts	/ /

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING - DESIGN (cont'd)

YES	NO	P/PMS TASK NUMBER AND DESCRIPTION		DATE TO BE COMPLETED BY (mm/dd/yyyy)
		PRELIMINARY PLANS PREPARATION		
X	☐	3510	Perform Roadway Geotechnical Investigation	/ /
☐	☐	3520	Conduct Hydraulic/Hydrologic and Scour Analysis	/ /
X	☐	3522	Conduct Drainage Study, Storm Sewer Design, and use Structural Best Management Practices	/ /
X	☐	3530	Conduct Structure Foundation Investigation	11/12/2013
X	☐	3535	Conduct Structure Review for Architectural and Aesthetic Improvements	01/03/2013
☐	☐	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	/ /
☐	☐	3554	Develop Preliminary Freeway Signing Plan	/ /
☐	☐	3555	Prepare/Review Preliminary Traffic Signal Operations	/ /
X	☐	3570	Prepare Preliminary Structure Plans	11/12/2013
☐	☐	3580	Develop Preliminary Plans	/ /
☐	☐	3581	Review and Submit Final ROW Plans	/ /
X	☐	*351M*	*Final ROW Plans Distributed*	/ /
☐	☐	3585	Final ITS Concept Design and Meeting	/ /
☐	☐	3590	Review Preliminary Plans (Hold Plan Review Meeting)	/ /
X	☐	*352M*	*THE Plan Review (Grade Inspection)*	12/12/2013
☐	☐	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	/ /

☐	☐	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	/	/

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING - DESIGN (cont'd)

YES	NO	P/PMS TASK NUMBER AND DESCRIPTION		DATE TO BE COMPLETED BY (mm/dd/yyyy)	
		FINAL PLAN PREPARATION			
☐	☐	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	/	/
☐	☐	3830	Complete the Maintaining Traffic Plan	/	/
☐	☐	3840	Develop Final Plans and Specifications	/	/
X	☐	*380M*	*Plan Completion*	06/06/2014	
X	☐	3850	Develop Structure Final Plans and Specifications	05/20/2014	
X	☐	3870	Hold Omissions/Errors Check (OEC) Meeting	06/26/2014	
X	☐	*387M*	*Omissions/Errors Checks Meeting*	06/26/2014	
X	☐	*389M*	*Plan Turn-In*	10/08/2014	
☐	☐	3880	CPM Quality Assurance Review	/	/
☐	☐	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	/	/
☐	☐	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)

YES	NO	P/PMS TASK NUMBER AND DESCRIPTION		DATE TO BE COMPLETED BY (mm/dd/yyyy)	
☐	☐	4810	Complete Acquisition Process	/	/
☐	☐	4820	Manage Excess Real Estate	/	/
☐	☐	4830	Provide Post-Certification Relocation Assistance	/	/
☐	☐	4910	Conduct ROW Monumentation	/	/
☐	☐	5010	Construction Phase Engineering and Assistance	/	/
☐	☐	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

PAYMENT SCHEDULE

Choose only one of the following six payment option examples below, modify it to your specific project needs, as necessary, and include it in the Request for Proposal (RFP). All other options should be deleted from your RFP.

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.

All billings for services must be directed to the Department and follow the current guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's website. This document contains instructions and forms that must be followed and used for billing. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

Direct expenses, if applicable, will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person

per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager.

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

For "as needed" services only add (in bold):
The hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. Fixed fee on "as needed" projects is computed by taking the percent of actual labor hours billed to labor hours authorized, then applying that percentage to the total fixed fee authorized.

For "as needed" services you may add (in bold), if applicable.
MDOT reserves the right to request services on other projects located in the Region/TSC area that are not listed above, under the conditions of this "as needed" scope of services.

Full time services may not be required on all projects at all times. This scope is for "as needed" services, based on the intermittent needs of MDOT. It must be noted that this is not a guarantee that MDOT will use the Consultant's services.

CONSULTANT PAYMENT – Loaded Hourly Rate:

Compensation for this project shall be on a **loaded hourly rate** basis**.** This basis of payment typically includes an estimate of labor hours by classification or employee, and a "loaded" rate which includes an hourly labor rate, applied overhead, and fixed fee by classification or employee. In addition, other direct costs and subconsultant costs may be proposed and authorized, if necessary.

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.

CONSULTANT PAYMENT – Unit Price:

Compensation for this project shall be on a **unit price** basis. This basis of payment typically includes a maximum quantity of units and a maximum reimbursable cost per unit.

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.

CONSULTANT PAYMENT – Lump Sum:

Compensation for this project shall be on a **lump sum** basis. One lump sum payment will be made once the deliverable is received and approved by the MDOT Project Manager. The MDOT Project Manager may authorize partial payment if the project is delayed due to circumstances beyond the consultant's control.

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. Refer to your contract for your specific contract terms.

CONSULTANT PAYMENT - Milestone:

Compensation for this project shall be on a **milestone** basis. Compensation shall be divided into payments for the completion of a portion of the services (deliverables). An example would be:

Design Survey	**20%**
Base Plans	**25%**
Preliminary Plans	**25%**
Final Plans	**20%**
Final Deliverable Package	**10%**
Total Service	**100%**

The MDOT Project Manager may authorize payment if a milestone is delayed due to circumstances beyond the Consultant's control.

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.

CONSULTANT PAYMENT - Actual Cost:

Compensation for this project shall be on an **actual cost** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor rates, applied overhead, other direct costs, and subconsultant costs. This basis of payment is typically used for non-profits or universities.

All billings for services must be directed to the Department and follow the current guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's website. This document contains instructions and forms that must be followed and used for billing. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your

specific contract terms.

Direct expenses, if applicable, will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager.

ATTACHMENT A
SURVEY SCOPE

A. SURVEY PREQUALIFICATIONS: Road Design Surveys,

B. MAPPING LIMITS: As determined during design

C. NOTES:

1. The Consultant shall discuss the scope of this survey with the MDOT Project Manager / Region Surveyor before submitting a Price Proposal:

   - MDOT Project Manager: Jon Sytsma
     (269) 375-870
     systsmaj@michigan.gov

   - MDOT Region Surveyor: Erik J. Schnepp, PS
     (269) 337-3922
     SchneppE@michigan.gov

2. The Consultant surveyor must contact the Region Traffic & Safety Engineer for work restrictions and traffic control in the project area prior to submitting a proposal.

3. The survey for this project has already been completed in 2011 by a consultant. The survey is currently in the 01 workspace using the latest GeoPak files in May of 2012. It is estimated the consultant will have approximately 300 hours of pick up survey.

4. It is the responsibility of the Professional Surveyor to safeguard all corners of the United States Public Land Survey System, published Geodetic Control and any other Property Controlling corners that may be in danger of being destroyed by the proposed construction project.

D. GENERAL REQUIREMENTS

1. Surveys must comply with **all Michigan law** relative to land surveying.

2. Surveys must be done under the **direct supervision** of a Professional Surveyor licensed to practice in the State of Michigan.

3. Work in any of the following categories of survey: Road Design, Bridge, Hydraulic, Right-of-Way, Ground Control (Photogrammetric), and/or Geodetic control, must be completed by a survey firm which is pre-qualified by MDOT.

4. Surveys must meet all requirements of the Michigan Department of Transportation (MDOT) Design Surveys *Standards of Practice* dated January 2012. Please contact the Design Survey office to clarify any specific questions regarding these standards.

5. The Consultant is responsible for using the latest MDOT CAiCE/GeoPak Feature Codes, files and tugboat (macro), available on the MDOT File Transfer Protocol (FTP) site. The CAiCE software used must be Version 10.2 or newer. The Consultant must also use MicroStation Version 8 with Direct Acquisition or newer.

6. Consultants must obtain all necessary permits required to perform this survey on any public and/or private property. This includes an up-to-date permit from the MDOT Utilities Coordination and Permits Section

7. Prior to performing the survey, the Consultant must contact all landowners upon whose lands they will enter. The contact may be personal, phone or letter, but must be documented. This notice must include the reasons for the survey on private land, the approximate time the survey is to take place, the extent of the survey including potential brush cutting, and an MDOT contact person (the MDOT Project Manager).

8. The Consultant must contact any and all Railroads prior to commencing field survey on railroad property. The cost for any permit, flaggers and/or training that is required by the Railroad will be considered as a direct cost, but only if included in the Consultant's proposal.

9. 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.

10. Consultants are responsible for a comprehensive and conscientious research of all records, including MDOT records, essential for the completion of this project.

11. Measurements, stationing, recorded data, and computations must be in International Feet.

12. Coordinate values must be based on the Michigan Coordinate System of 1983 (MCS 83), Appropriate Zone. All elevations must be based on the North American Vertical Datum of 1988 (NAVD88).

13. Specific requirements concerning the Control, Alignment, property, mapping, misc., of each survey portfolio is determined during design.

14. Current MDOT QA/QC CERTIFICATION CHECK LIST dated Jan. 2012 will be used. This can be obtained on the MDOT FTP site.

15. Current MDOT symbology must be used exclusively as shown on the MDOT FTP site.

    The FTP site for consultants is:
    ftp://ftp.michtrans.net
    username: survcons
    password: $urvcon$

16. All data, whether electronic or paper, must be recorded on non-rewritable Compact Discs (CD's). All paper files, including MicroStation files, must be scanned and/or converted to

Adobe Acrobat (.pdf) format. CD's must be organized in the same manner as the portfolio, such as by Administrative section, Control section, etc. A Table of Contents in Adobe Acrobat format is required that has all .pdf pages of the CD bookmarked/linked so each place in the . pdf archive can be accessed with a single click of the computer mouse. Specified format files such as ASCII text, CAiCE and MicroStation must have separate access.

17. CD's must be labeled with the route, location, control section, job number, Consultant name, and data type.

18. Each category of survey must be packaged separately (i.e., Structure survey separate from Road survey). All sheets in a portfolio must be marked with the control section, job number, portfolio section name, and page number.

19. The Consultant representative shall record and submit typewritten minutes for all project related survey meetings to the MDOT Project Manager within two weeks of the meeting. The Consultant shall also distribute the minutes to all meeting attendees.

20. The MDOT Project Manager is the official contact for the Consultant. The Consultant must either address, or send a copy of all correspondence to the MDOT Project Manager. The MDOT Project Manager shall be made aware of all communications regarding this project. Any questions regarding this award or any subsequent project should be directed to the Region Surveyor.

21. All field survey notes, all electronic data, and all research records obtained for this project will be considered the property of MDOT and must be sent to:

    MDOT Design Division
    Erik J. Schnepp, PS
    1501 E. Kilgore,
    Kalamazoo, MI. 49001

    Please use MDOT's Form 222(3/99) entitled "SURVEY NOTES: RECEIPT AND TRANSMITTAL" for all transmittals. A copy of this transmittal form must also be sent to the MDOT Project Manager for Design.

E. WORK RESTRICTIONS

The Consultant must call the MDOT Region or TSC Traffic & Safety Engineer before submitting the Priced Proposal to inform him/her of surveying activity in the area. The Consultant must discuss a Traffic Control and Safety plan with the Traffic & Safety Engineer prior to submitting a proposal. A copy of the Traffic Control and Safety plan must be submitted with the Price Proposal and used as a basis of bid for traffic control devices by at least three sources.

Traffic shall be maintained by the Consultant throughout the project to the satisfaction of the Traffic

& Safety Engineer at all times. Any deviation from the Traffic Control and Safety plan without the Traffic and Safety Engineer approval can result in project delays.

The Consultant must call the MDOT Region or TSC Traffic & Safety Engineer before beginning work to inform him or her of surveying activity in the area. The selected consultant will also contact the TSC Traffice and Safety Engineer prior to the price proposal to obtain safety restrictions. The MDOT Region or TSC must be notified at least two weeks prior to lane closures so advance notice can be posted on the Web site.

F. FIELD SURVEY

The purpose of the field survey is to obtain all information and data required by the project design engineer, to leave control in the field for future construction staking, and to provide a sufficient history of the area to enable the MDOT Design Survey Unit to perform dependable surveys in the future.

G. HORIZONTAL CONTROL

A three dimensional coordinate system must be established based on the North American Datum of 1983, NAD83 (CORS96), Michigan State Plane Grid Coordinates- South Zone (2113) in international feet units for this project. Any additional control set will follow current MDOT standards. There is existing control for the project. This control will be given to the consultant.

Any additional horizontal project control for this project will be classified as intermediate project control according to the MDOT Standards of Practice dated April 1, 1998.

VERTICAL CONTROL

The vertical component of this project must be based upon the North America Vertical Datum of 1988 (NAVD 88). There is existing vertical control for this project. This information will be given to the selected consultant. Any new vertical control must meet current MDOT standards.

H. ALIGNMENTS

Prior to any alignment determination it will be discussed with the MDOT project manager or region surveyor to determine the type of alignment. Any alignment will meet current MDOT standards.

I. GOVERNMENT CORNERS

Any government corner used to establish the legal alignment / legal ROW lines must meet the MDOT's Design Survey Standards.

Any government corners/alignment points within the mapping limits will be located/witnessed following MDOT design survey standards.

J. MAPPING

a. As determined by design.

K. DRAINAGE / SEWER

The following information is required for all surface and subsurface drainage and sewer structures:

1. The station and offset, type, condition, location, size and invert elevation of each drainage structure and culvert. End treatments must be noted for each culvert. This information must be printed on 8.5" x 11" sheets and submitted on a CD in ASCII format or spreadsheet format.

2. The station and offset, type, condition, location, size and invert elevation of the pipes of each sanitary manhole. This information must be printed on 8.5" x 11" sheets and submitted on a CD in ASCII format or spreadsheet format.

3. The location and connectivity of all catch basins, manholes, and culverts must be shown on the topographic map (PL.dgn). It may be necessary to prepare a separate plot to clearly show the surface drainage systems. Underground storm systems must be mapped to show the connectivity of the structures. Underground sewer lines must be mapped to show connectivity. This will be added to the CADD file and submitted on a separate topographic plot made specifically for this purpose.

4. Photographs must be submitted for each culvert, labeled by station and offset. Digital photographs are required.

L. DTM

The Consultant must submit a Geopak Data Acquisition software file, A properly edited Digital Terrain Model (DTM), named EXRD and created in D.A, must be included for the mapping area. The Consultant is responsible for using the latest D.A. Feature Codes, files and tugboat, available on the MDOT File Transfer Protocol (FTP) site.

The Consultant must also submit files created from that are formatted for design in Geopak software.

M. FINAL REPORT

One complete portfolio and three complete sets of CD's or DVD's must be assembled and delivered in the format outlined in the *Standards of Practice* dated Jan. 2012. A copy of the MDOT Checklist dated Jan. 2012 must be included in the final report.