Michigan Department of Transportation 5100B (07/07)

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

Exhibit B

MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)
Matt Radulski	105741	84912

DESCRIPTION IF NO JN/CS

Design of Environmental Sensor Stations (ESS) for various locations within the MDOT North Region

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 I ($25,000-$99,999)**	☐ **TIER II ($100,000-$250,000)**	☒ **TIER III (>$250,000)**	
☐	☐	☒	Understanding of Service
☐	☐	☒	*Innovations*
☐	☐	☐	*Safety Program*
N/A	☐	☒	Organization Chart
☐	☐	☒	Qualifications of Team
☐	☐	☒	Past Performance
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 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)	19 pages (MDOT forms not counted)	Total maximum pages for RFP **not including key personnel resumes**

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 Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced 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 Required with Proposal**)

☑ **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 RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning **(see address list, page 2)**. The priced proposal must be submitted in a sealed envelope, clearly marked **"PRICE PROPOSAL."** The vendor's name and return address MUST be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

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.

☑ **Qualifications 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 and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor 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

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked **"SEALED BID."** The vendor's name and return address MUST be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER	PROPOSAL/BID DUE DATE	TIME DUE
4	4/15/10	4:00 PM

PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☑ MDOT Project Manager ☐ MDOT Other

Matt Radulski, P.E.
Grayling Transportation Service Center
1680 Hartwick Pines Road
Grayling, MI 49738

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

	Lansing Regular Mail	OR	Lansing Overnight Mail
☑	Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
☐	Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

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 four (4) 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
5100G – Certification of Availability of Key Personnel
5100I – Conflict of Interest Statement
5100J - Consultant Data and Signature Sheet (Required only for Non-Prequalified Work)

(These forms are not included in the proposal maximum page count.)

Notification
ARRA MONTHLY EMPLOYMENT REPORTS
Note: This Notification is only applicable for those projects/contracts funded with ARRA funds. If you have questions, please contact MDOT Contract Services Division at (517) 335-0071.

The American Recovery and Reinvestment Act of 2009 (ARRA), requires states receiving stimulus funds for highway projects to provide monthly reports to the Federal Highway Administration (FHWA) regarding the number of employees of the prime contractors, all-tier subcontractors and consultants on ARRA funded projects.

The cost for complying with this Notification must be borne by the prime contractor, and all-tiers of subcontractors and consultants, as part of their overhead and is deemed to be included in the payments made under this contract.

Within 10 days after the end of each month in which work is performed on this contract, all prime contractors and consultants must provide the Engineer a monthly report on MERS at https://sso.state.mi.us/ providing employment information on each ARRA project, which will include, for work performed in that preceding month:

- The total number of employees who performed work on this contract.
- The total number of hours worked by employees who performed work on this contract.
- The total wages of employees who performed work on this contract.

Prime Consultants are responsible for reporting on all subconsultants' employment information in MERS, as the sub consultants will not have access to do so.

In addition, the prime contractor must provide a total payment amount made to any subcontractor who is a certified DBE in that preceding month.

This Notification shall be included as a part of each subcontract executed by the prime contractor, and all-tiers of subcontractors and consultants.

If necessary to conform to guidance provided by FHWA concerning the ARRA reporting requirements, the prime contractor, and all-tiers of subcontractors and consultants will revise their reporting as directed by the Engineer.

Failure to comply with the reporting requirements under ARRA would jeopardize the Department's continued receipt of ARRA funding.

Accordingly, if a contractor or any-tier of subcontractor or consultant fails to comply with this Notification, the Department may withhold contract payments until compliance is achieved. If the Department is compelled to incur costs because of such a breach, the amount of those costs may be deducted from payments otherwise to be made under this contract. Additional sanctions may include reduction or elimination of prequalification ratings and removal of bidding privileges.

NOTIFICATION
REQUIRED CONTRACT PROVISIONS TO IMPLEMENT AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) SECTIONS 902 AND 1515

Note: This notification is only applicable for those projects/contracts funded with ARRA funds. If you have questions, please contact MDOT Contract Services Division at (517) 335-0071.

In accordance with requirements under section 902 of the American Recovery and Reinvestment Act of 2009 (ARRA), the following language is made a part of this contract and is to be made a part of all tier subcontracts or consultant contracts:

The U.S. Comptroller General and his representatives have the authority:

(1) To examine any records of the contractor or any of its subcontractors, or any State or local agency administering such contract, that directly pertain to, and involve transactions relating to, the contract or subcontract; and

(2) To interview any officer or employee of the contractor or any of its subcontractors, or of any State or local government agency administering the contract, regarding such transactions.

The Comptroller General and his representatives have the authority and rights provided under Section 902 of the ARRA with respect to this contract. As provided in section 902, nothing in section 902 shall be interpreted to limit or restrict in any way any existing authority of the Comptroller General.

In accordance with the requirements of section 1515(a) of the ARRA any representatives of the Inspector General have the authority:

(1) To examine any records of the contractor or grantee, any of its subcontractors or sub-grantees, or any State or local agency administering such contract, that pertain to, and involve transactions relating to the contract, subcontract, grant, or sub-grant; and

(2) To interview any officer or employee of the contractor, grantee, sub-grantee or agency regarding such transactions.

Nothing set forth in section 1515 of the ARRA shall be interpreted to limit or restrict in any way any existing authority of an inspector general.

Michigan Department of Transportation

SCOPE OF SERVICE
FOR
DESIGN SERVICES
Intelligent Transportation Systems

CONTROL SECTION: 84912

JOB NUMBER: 105741C

PROJECT LOCATION: Environmental Sensor Station (ESS) installations at various locations throughout the MDOT North Region

DESCRIPTION OF WORK: This scope is to provide design for an ITS project, develop a final bid package based on 100% complete plans, provide a cost estimate for construction, serve as the MDOT representative and system manager, through construction phase, if an authorization is written to the consultant to do so.

The consultant will be responsible to scope the project, refine locations of equipment, develop plans to 100% completion, define known or anticipated Right of Way needs, define known or anticipated environmental issues, provide necessary geotechnical information, define known or anticipated utility issues and define known or anticipated traffic concerns. This project consists of all work related to design of the project. The system shall include, but is not limited to, approximately 12 Environmental Sensor Stations (ESS) to be selected by MDOT.

PRIMARY PREQUALIFICATION CLASSIFICATION(S):
Intelligent Transportation Systems

SECONDARY PREQUALIFICATION CLASSIFICATION(S):
Maintaining Traffic Plans & Provisions
Geotechnical Engineering Services
Utility Coordination
Right of Way Surveys

ANTICIPATED START DATE: July 1, 2010

ANTICIPATED COMPLETION DATE: February 1, 2011

DBE REQUIREMENT: 0%

MDOT PROJECT MANAGER: Matt Radulski
North Region/Grayling TSC/Development
1680 Hartwick Pines Road
Grayling, MI 49738
Phone: 989-344-1802
Fax: 989-344-8403
radulskim@michigan.gov

The Consultant shall contact the Project Manager prior to beginning any work on the project.

The project manager shall be an engineer licensed in the State of Michigan with relevant experience it ITS systems engineering and design services. The project manager shall be an employee of the primary consulting firm responding to the RFP and not a sub-consultant.

REQUIRED MDOT GUIDELINES AND STANDARDS:

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards (i.e., Road Design Manual, Bridge 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, the Design Survey Manual, etc.).

ORAL PRESENTATIONS:

Responders who submit proposals may be required to make oral presentations of their proposals to MDOT. These presentations provide an opportunity for the consultants to clarify the proposals through mutual understanding. MDOT will schedule these presentations, if required.

GENERAL INFORMATION:

The consultant shall have substantial ITS conception, design background and experience. The consultant should be prepared to demonstrate their background and experience, as this will be a major part of the selection for this RFP.

The Consultant shall furnish all services and labor necessary to conduct and complete the services described herein. The Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department) and check and/or test the materials, equipment, supplies and incidentals as necessary in carrying out this work. The Services shall be performed to the satisfaction of the Department consistent with applicable professional standards.

The Consultant shall comply with all applicable Federal and State laws, rules, and regulations. The Consultant staff shall conduct themselves with professionalism in carrying out their duties.

The Consultant shall notify the Project Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the Project Manager.

At the request of the Department, the Consultant, during the progress of the Services, shall furnish information or data relating to the Services described herein that may be required by the
Department to enable it to carry out or to proceed with related phases of the Project not described herein, or which may be necessary to enable the Department to furnish information to the Consultant upon which to proceed with further Services.

CONSULTANT RESPONSIBILITIES:
Complete a design of this project including, but not limited to the following:

- Provide conceptual layouts for the ESS locations. This will include holding stakeholder meetings for the effected stakeholders to seek their input on device locations and system functionality.
- Perform required design and functional technical specification writing to install the Environmental Sensor Stations.
- Prepare required plans 100% complete which would include: typical cross-sections, details, functional requirements and specifications required for construction. MDOT shall provide any existing details and specifications applicable to the proposed work in electronic format.
- Compute and verify all plan quantities for the bid package.
- Prepare staging plans and special provisions for maintaining traffic during construction.
- Provide solutions to any unique problems that may arise during the design of this project.
- Develop component and acceptance tests and work with MDOT to perform all tests.
- Contact all utility companies thru mailings to determine possible conflicts and incorporate the results from their investigation into their proposal.
- Prepare and incorporate all documents for E-Proposal Submittal.

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

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	
☐	☐	2120 Prepare Traffic Analysis Report	__/__/____
☐	☐	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	__/__/____
☐	☐	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 or DEIS	__/__/____
☐	☐	*231M Draft Submission to FHWA*	__/__/____
☐	☐	2380 Circulate EA or DEIS	__/__/____
☐	☐	*232M Public Hearing*	__/__/____
		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 or FEIS	__/__/____
☐	☐	*252M Final Submission to FHWA*	__/__/____
☐	☐	2550 Obtain FONSI or ROD	__/__/____
☐	☐	2570 ITS Concept of Operations	__/__/____
		CONTAMINATION INVESTIGATION	
☐	☐	2810 Project Area Contamination Survey (PCS)	__/__/____

☐	☐	2820	Preliminary Site Investigation (PSI) for Contamination	__/__/____

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING - DESIGN

YES	NO	P/PMS TASK NUMBER AND DESCRIPTION		DATE TO BE COMPLETED BY (mm/dd/yyyy)
		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	__/__/____
☐	☐	*331M*	*Utility Notification*	__/__/____
X	☐	3361	Review and Submit Preliminary ROW Plans	__/__/____
☐	☐	*331M*	*Preliminary ROW Plans Distributed*	__/__/____
☐	☐	3365	Pre-Conceptual ITS Design and Meeting	__/__/____
☐	☐	3370	Prepare Structure Study	__/__/____
☐	☐	3375	Conduct Value Engineering Study	__/__/____
☐	☐	3380	Review Base Plans	__/__/____
☐	☐	*332M*	*Base Plan Review (Pre-GI Inspection)*	__/__/____
X	☐	3390	Develop the Maintaining Traffic Concepts	__/__/____
		PRELIMINARY PLANS PREPARATION		
X	☐	3510	Perform Roadway Geotechnical Investigation	__/__/____
☐	☐	3520	Conduct Hydraulic/Hydrologic and Scour Analysis	__/__/____
☐	☐	3522	Conduct Drainage Study, Storm Sewer Design, and use Structural Best Management Practices	__/__/____
X	☐	3530	Conduct Structure Foundation Investigation	__/__/____
☐	☐	3535	Conduct Structure Review for Architectural and Aesthetic Improvements	__/__/____
X	☐	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	__/__/____
☐	☐	3570	Prepare Preliminary Structure Plans	__/__/____
X	☐	3580	Develop Preliminary Plans	__/__/____
X	☐	3581	Review and Submit Final ROW Plans	__/__/____
☐	☐	*351M*	*Final ROW Plans Distributed*	__/__/____

X	☐	3585	Final ITS Concept Design and Meeting	__/__/____
X	☐	3590	Review Preliminary Plans (Hold Plan Review Meeting)	__/__/____
X	☐	*352M*	*THE Plan Review (Grade Inspection)*	__/__/____
☐	☐	3595	Conduct ITS Structure Foundation Investigation	__/__/____

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)
		UTILITIES		
X	☐	3610	Compile Utility Information	__/__/____
☐	☐	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*	__/__/____
☐	☐	3670	Develop Municipal Utility Plans	__/__/____
☐	☐	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)	__/__/____
		MITIGATION/PERMITS		
☐	☐	3710	Develop Required Mitigation	__/__/____
☐	☐	3720	Submit Environmental Permit Applications	__/__/____
☐	☐	3730	Obtain Environmental Permit	__/__/____
		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	__/__/____
X	☐	3830	Complete the Maintaining Traffic Plan	__/__/____
X	☐	3840	Develop Final Plans and Specifications	__/__/____
X	☐	*380M*	*Plan Completion*	__/__/____
☐	☐	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*	__/__/____
☐	☐	3880	CPM Quality Assurance Review	__/__/____
X	☐	3890	Final ITS Communication Analysis	__/__/____

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING – RIGHT OF WAY

YES	NO	P/PMS TASK NUMBER AND DESCRIPTION		DATE TO BE COMPLETED BY (mm/dd/yyyy)
		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*	__/__/____

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	__/__/____
X	☐	5010	Construction Phase Engineering and Assistance	__/__/____
☐	☐	5020	Prepare As-Built Drawings	__/__/____

OTHER P/PMS RELATED TASKS

- 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, Railroad coordination requirements, utility conflict resolution, local agency meetings, etc.

- 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.

- The consultant shall identify the locations of any existing water main and/or sanitary sewer on the project.

- If waterman and/or sanitary sewers are present within the project limits, the Consultant shall evaluate vertical elevations and design the depth of any proposed fiber optic facilities so as not to be in conflict with the existing utility.

- This project should have no significant mobility impacts. The Consultant shall develop guidelines for Maintenance of Traffic that do not include any lane closures and shall minimize the duration of shoulder closures.

- 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. The Consultant will not be compensated for performing work due to errors or omissions.

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

- The Consultant shall be required to prepare and submit a CPM network for review and use for preparing the progress schedule for the project.

- The Consultant representative shall record and submit type-written minutes for all project related meetings to the MDOT Project Manager within two days 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.

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

- 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.

- 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.

- The Consultant shall determine all potential utility conflicts with the proposed facility placement. The Consultant shall also define solutions to the various utility conflicts and have them reviewed by MDOT before they are designed and placed on the construction plans.

- The Consultant is also responsible for determining the availability of electric service to the proposed facilities at the locations described previously. Any potential problems with utility electric service shall be brought to MDOT's attention as soon as they are known.

- 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.

BI-WEEKLY PROGRESS REPORT:

The Consultant shall submit bi-weekly project progress reports to the MDOT Project Manager (or designee)." The reports shall include work accomplished during the previous 2 weeks; anticipated work items for the upcoming 2 weeks; real or anticipated problems on the project; update of previously approved detailed project schedule, including explanations for any delays or changes; items needed from MDOT; copy of Verbal Contact Records for the period.

MDOT RESPONSIBILITIES (GENERAL):

A. Schedule and/or conduct the following:
    1. Project related meetings
    2. The Plan Review
    3. Utility Meetings
    4. Stakeholder engagement meetings

5. Final item cost estimates, as necessary

B. Make decisions or provide input for the following items:
   1. Resolve political issues
   2. Resolve issues related to funding
   3. Review of Final packaging of the Proposal after the Consultant's review of the final package.
   4. Determine which letting date will be used for the project
   5. Coordinate with local contractor's association (MITA)

C. Furnish existing plans

D. Provide environmental clearance.

E. Coordinate any necessary utility relocations.

F. Safety Reviews for any required design exceptions.

G. Review and approve all external communications.

H. Review and approve all budget, schedule, and design aspects.

DELIVERABLES:

The Consultant shall provide full size (cut size 24" x 36") and half size (cut size 11" x 18") plans in English units.

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

- Title Sheet
- Note Sheet
- Typical Cross-Sections
- Plan Sheets
- Project specific Special Details
- Construction staging and traffic control plans
- Electronic files for each to be provided.

TRAFFIC CONTROL AND MDOT PERMITS

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

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 Pam Sebenick, Utilities/Permits Section, Real Estate Division at (517) 373-7680.

UTILITIES

The Consultant shall be responsible for obtaining from MDOT 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 shall provide for the staking of various proposed facilities so as to locate potential utility conflicts and aid in the completion of utility relocation plans for and private utility companies.

SCHEDULE:

Achievement of the project milestones will require a concentrated effort by both the consultant and MDOT. Timely communications, receipt of information, and development and approval of deliverables will be critical to the success of the assigned deliverables.

The schedule will be determined on a task by task basis as set forth in each task.

The start date for the consultant services will be immediately upon notice to proceed (NTP). The duration of the services will be at the discretion of MDOT project manager.

The Consultant shall provide at the kick off meeting a detailed schedule of target dates for each step of the design.

PROJECT MANAGEMENT:

This project will require close interaction and good communication between the consultant and MDOT.

If there are any major deviations from the original scope of this assignment, these changes must be documented and jointly approved by the consultant and MDOT.

The selected consultant shall provide all necessary project management services, including monthly and quarterly progress reports, developing and maintaining a project schedule, and providing invoices in a timely manner.

Consultants should provide a description of their management team for this project and list all key personnel responsible for the deliveries of this RFP.

STATUS REPORTS/ MEETINGS:

There will be periodic, regular meetings between MDOT representatives and the selected consultant to review work product, and to communicate progress, issues, ideas, and expectations.

The selected consultant shall provide copies of all project reports, correspondence, meeting announcements, and meeting minutes which shall be delivered by email to the MDOT Manager. The consultant shall provide the minutes of all meetings attended. These shall be distributed by email to the MDOT Project Manager.

PROJECT DOCUMENTATION:

All documentation and reports shall be delivered in the current version of Microsoft Word or Adobe Acrobat (whichever applies) being used by MDOT. All documentation delivered shall be clear, concise, complete, and in compliance with standards required by the MDOT Project Manager. All CADD files shall be delivered in the current version of MicroStation being used by MDOT.

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.