

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

	REQUISITION NUMBER		DUE DATE <del>XXXXXXXXXX</del> <del>XXXXXXXXXX</del> <del>XXXXXXXXXX</del>
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	
DESCRIPTION			
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP  WHITE = REQUIRED GRAY SHADING = OPTIONAL  Check the appropriate Tier in the box below		<b>CONSULTANT:</b> Provide only checked items below in proposal	
<input type="checkbox"/> <b>TIER I</b> (\$25,000-\$99,999)	<input type="checkbox"/> <b>TIER II</b> (\$100,000-\$250,000)	<input type="checkbox"/> <b>TIER III</b> (>\$250,000)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Location:</b> The percentage of work performed in Michigan will be used for all selections unless the project is for on-site p=inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	<input type="checkbox"/>	Presentation
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) ( <b>No Resumes</b> )	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP <b>not including key personnel resumes.</b> Resumes limited to 2 pages per key staff personnel.

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

### GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least five (5) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

### MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

**5100D** – Request for Proposal Cover Sheet

**5100J** – Consultant Data and Signature Sheet (Required only for firms not currently prequalified with MDOT)

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

**REQUEST FOR PROPOSAL**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest (Consultant/Vendor Selection Guidelines for Services Contracts" and "Guideline for Completing a Low Bid Sheet(S)\*, if a low bid is involved as part of the selection process. **Reference Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

**RFP SPECIFIC INFORMATION**

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 \_\_\_\_ 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](mailto: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](mailto:MDOT-RFP-Response@michigan.gov)
- MDOT's requisition number and company name must be included in the subject line of the e-mail. The PDF shall be named using the following format:
  - Requisition#XXX\_Company Name.PDF
- MDOT will not accept multiple submittals
- Proposals must be *received* by MDOT on or before the due date and time specified in each RFP

**If the submittals do not comply with the requirements, they may be determined unresponsive.**

The Consultant's will receive an e-mail reply/notification from MDOT when the proposal is received. Please retain a copy of this e-mail as proof that the proposal was received on time. **Consultants are responsible for ensuring the MDOT receives the proposal on time.**

**\*\*Contact Contract Services Division immediately at 517-373-4680 if you do not get an auto response\*\***

**Required Bookmarking Format:**

- I. Request for Proposal Cover Sheet Form 5100D
  - A. Consultant Data and Signature Sheet, Form 5100J (if applicable)
- II. Understanding of Service
  - A. Innovations
- III. Qualifications of Team
  - A. Structure of Project Team
    - 1. Role of Firms
    - 2. Role of Key Personnel
  - B. Organization Chart
  - C. Location
- IV. Quality Assurance / Quality Control Plan
- V. Resumes of Key Staff
- VI. Pricing Documents/Bid Sheet (if applicable)

**2/14/12**

# Michigan Department of Transportation

## SCOPE OF SERVICE FOR DESIGN SERVICES

**CONTROL SECTION(S):** 70013, 70021

**JOB NUMBER(S):** 90076C

### **PROJECT LOCATION:**

The project is located from approximately 900 ft south of 8<sup>th</sup> St, northerly to the north end of the bridge over Lakewood Blvd in the city of Holland, and Holland Township, Ottawa County.

The project length is 1.184 miles.

### **PROJECT DESCRIPTION:**

Work involved in the design of the project consists of: Develop roadway plans for the reconstruction of this segment of road. Work includes, but is not limited to:

**Road:** Reconstruction of the existing pavement, replacement/installation of guardrail, ROW fence, drainage improvements, updating of geometric elements of the existing road and interchange ramps, coordination of Maintaining Traffic plans and construction staging plans with those included in the contract for the adjacent project to the north of this project's limits (CS 70013-JN 88876C & JN 90077C). The Consultant currently designing the adjacent project will be developing all Maintenance of Traffic and staging plans and provisions for this project.

A design survey will be required for this project.

The Consultant shall coordinate bridge approach plans with the MDOT designer for the following structures and work types:

-70021-S01, US-31 over I-196BL - REHAB, Deep Overlay & Barrier Replace

-70013-B01-1 & B01-2, US-31 over the Black Creek - REHAB, Deep Overlay

-70013-R01-1 & R01-2, US-31 over the CSX RR - CPM, Patching & Epoxy Overlay

-70013-S01, US-31 over Lakewood - CPM, Epoxy Overlay

There are no known ROW impacts, however if encountered, the Consultant will be responsible for identifying the need, and for preparing the appropriate materials.

There is a possibility of wetland impacts to a county drain in the vicinity of the US-31/I-196BL interchange. If an environmental permit is required for these impacts, the Consultant will be required to prepare all materials, and complete the application.

The Consultant will be responsible for assisting MDOT in coordinating utility

relocation. This work will be related to providing plan information for review by utility companies, adjusting the design to accommodate utility needs, where required, and staking proposed roadway items for use in determining utility impacts.

**ANTICIPATED SERVICE START DATE:**

November 5, 2012

**ANTICIPATED SERVICE COMPLETION DATE:**

April 19, 2016

**PRIMARY PREQUALIFICATION CLASSIFICATION(S):**

Road and Street design

**SECONDARY PREQUALIFICATION CLASSIFICATION(S):**

Road Design Surveys  
Pavement Marking Plans  
Permanent Non-Freeway Traffic Signing Plans  
Traffic Signal Design  
Hydraulics (*precautionary*)

**DBE REQUIREMENT:** 5%

**MDOT PROJECT ENGINEER MANAGER:**

Matthew Block, P.E.  
Consultant Coordinator  
MDOT Muskegon TSC  
2225 Olthoff Dr.  
Muskegon, MI 49444  
(231) 777-7281  
(231) 777-3621  
[Blockm@michigan.gov](mailto:Blockm@michigan.gov)

**CONSTRUCTION COST:**

A. The estimated cost of construction is:

<b>1. Mainline Pavement</b>	<b>\$ 4,334,000</b>
<b>2. Geometric Improvement</b>	<b>\$ -</b>
<b>3. Environmental</b>	<b>\$ -</b>
<b>4. Drainage</b>	<b>\$ 186,000</b>
<b>5. Safety</b>	<b>\$ 161,000</b>
<b>6. Non Motorized</b>	<b>\$ -</b>
<b>7. Maintaining Traffic</b>	<b>\$ 334,000</b>
<b>8. Miscellaneous Bridge Cost</b>	<b>\$</b>
<b>9. Detours and Maintaining Traffic</b>	<b>\$ -</b>
<b>10. Permanent Pavement Markings/Signs/Signals</b>	<b>\$</b>
<b>11. Miscellaneous</b>	<b><u>\$ 692,000</u></b>

**CONSTRUCTION TOTAL**

**\$**

B.

The estimated cost of real estate is: \$

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:**

The Consultant will be required to coordinate the design of this project with that of an adjacent project at the northern limit, which is currently being designed (CS 70013-JN 88876C). The Consultant of JN 88876C will be developing the maintaining traffic/staging for both projects. The Consultant for this contract may be required to assist the current Consultant on this effort.

**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, including any hydraulic surveys, if required due to project impacts.
- B. Prepare required plans, typical cross-sections, details, and specifications required for design and construction.
- C. Compute and verify all plan quantities.
- D. Coordinate project design and staging plans and special provisions for maintaining traffic during construction with the Consultant designing an adjacent project (CS 70013-JN 88876).
- E. Provide solutions to any unique problems that may arise during the design of this project.
- F. 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.
- G. 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.
- H. The Consultant shall be required to prepare and submit a CPM network for the construction of this project.
- I. 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.
- J. 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.
- K. 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.

- L. 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. We anticipate 2-3 meetings of this nature.
- M. 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.
- N. 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**

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. Omissions/Errors Checks Meeting
  5. Quantity summary sheets and final item cost estimates.
  6. 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. Furnish the Scoping folder, and other project information.
- 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. An 11"X17" 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 (Note, the Consultant is responsible for furnishing plans in the most current format that is used by the Department):

- A. The title sheet. MDOT will provide a map of the area on a disk in our workstation format, if needed. 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 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.

<i>Anticipated authorization:</i>	11/13/12
Base Plan submittal:	02/22/13 (in-progress review)
<b>Survey deliverables:</b>	<b>02/22/13</b>
Plan Review submittal:	04/19/13
<b>Plan Review meeting:</b>	<b>05/16/13</b>
Pre-OEC QA submittal:	09/18/13
OEC Submittal:	10/09/13
<b>OEC meeting:</b>	<b>10/24/13</b>
Final plan submittal:	12/04/13
Final deliverables:	04/10/16

# 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.

		P/PMS TASK NUMBER AND DESCRIPTION		DATE TO BE COMPLETED BY	
YES	NO	CONSULTANT CONTRACT AUTHORIZATION/EXECUTION		(mm/dd/yyyy)	
				8/19/2012	
<b>PRELIMINARY ENGINEERING - DESIGN</b>					
<b><u>DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION</u></b>					
<b>a</b>	<input type="checkbox"/>	3130	Verify Design Scope of Work and Cost	/	/
<input type="checkbox"/>	<b>a</b>	3310	Prepare Aerial Topographic Mapping	/	/
<input type="checkbox"/>	<b>a</b>	3320	Conduct Photogrammetric Control Survey	/	/
<input type="checkbox"/>	<b>a</b>	3321	Set Aerial Photo Targets	/	/
<input type="checkbox"/>	<b>a</b>	3330	Conduct Design Survey	/	/
<input type="checkbox"/>	<b>a</b>	3340	Conduct Structure Survey	/	/
<b>a</b>	<input type="checkbox"/>	3350	Conduct Hydraulics Survey	/	/
<b>a</b>	<input type="checkbox"/>	3360	Prepare Base Plans	/	/
<b>a</b>	<input type="checkbox"/>	<i><u>311M</u></i>	<i>Utility Notification</i>	/	/
<input type="checkbox"/>	<b>a</b>	3361	Review and Submit Preliminary ROW Plans	/	/
<input type="checkbox"/>	<b>a</b>	<i><u>331M</u></i>	<i>Preliminary ROW Plans Distributed</i>	/	/
<input type="checkbox"/>	<b>a</b>	3365	Pre-Conceptual ITS Design and Meeting	/	/
<input type="checkbox"/>	<b>a</b>	3370	Prepare Structure Study	/	/
<b>a</b>	<input type="checkbox"/>	3375	Conduct Value Engineering Study	/	/
<b>a</b>	<input type="checkbox"/>	3380	Review Base Plans	/	/
<b>a</b>	<input type="checkbox"/>	<i><u>332M</u></i>	<i>Base Plan Review (Pre-GI Inspection)</i>	/	/
<input type="checkbox"/>	<b>a</b>	3390	Develop the Maintaining Traffic Concepts	/	/

## MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

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

		<b>P/PMS TASK NUMBER AND DESCRIPTION</b>	<b>DATE TO BE COMPLETED BY</b> (mm/dd/yyyy)	
<b>YES</b>	<b>NO</b>			
<b><u>PRELIMINARY PLANS PREPARATION</u></b>				
<input type="checkbox"/>	<b>a</b>	3510 Perform Roadway Geotechnical Investigation	/	/
<b>a</b>	<input type="checkbox"/>	3520 Conduct Hydraulic/Hydrologic and Scour Analysis	/	/
<input type="checkbox"/>	<b>a</b>	3522 Conduct Drainage Study, Storm Sewer Design, and use Structural Best Management Practices	/	/
<input type="checkbox"/>	<b>a</b>	3530 Conduct Structure Foundation Investigation	/	/
<input type="checkbox"/>	<b>a</b>	3535 Conduct Structure Review for Architectural and Aesthetic Improvements	/	/
<input type="checkbox"/>	<b>a</b>	3540 Develop the Maintaining Traffic Plan	/	/
<b>a</b>	<input type="checkbox"/>	3551 Prepare/Review Preliminary Traffic Signal Design Plan	/	/
<b>a</b>	<input type="checkbox"/>	3552 Develop Preliminary Pavement Marking Plan	/	/
<b>a</b>	<input type="checkbox"/>	3553 Develop Preliminary Non-Freeway Signing Plan	/	/
<input type="checkbox"/>	<b>a</b>	3554 Develop Preliminary Freeway Signing Plan	/	/
<b>a</b>	<input type="checkbox"/>	3555 Prepare/Review Preliminary Traffic Signal Operations	/	/
<input type="checkbox"/>	<b>a</b>	3570 Prepare Preliminary Structure Plans	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3580 Develop Preliminary Plans	/	/
<input type="checkbox"/>	<b>a</b>	3581 Review and Submit Final ROW Plans	/	/
<input type="checkbox"/>	<b>a</b>	<u>351M Final ROW Plans Distributed</u>	/	/
<input type="checkbox"/>	<b>a</b>	3585 Final ITS Concept Design and Meeting	/	/
<b>a</b>	<input type="checkbox"/>	3590 Review Preliminary Plans (Hold Plan Review Meeting)	/	/
<b>a</b>	<input type="checkbox"/>	<u>352M THE Plan Review (Grade Inspection)</u>	/	/
<input type="checkbox"/>	<b>a</b>	3595 Conduct ITS Structure Foundation Investigation	/	/
<b><u>UTILITIES</u></b>				
<b>a</b>	<input type="checkbox"/>	3610 Compile Utility Information	/	/
<input type="checkbox"/>	<b>a</b>	3615 Compile ITS Utility Information	/	/
<input type="checkbox"/>	<b>a</b>	3650 Coordinate RR Involvement for Grade Separations	/	/
<input type="checkbox"/>	<b>a</b>	3655 Coordinate RR Involvement for At-Grade Crossings	/	/
<input type="checkbox"/>	<b>a</b>	3660 Resolve Utility Issues	/	/
<b>a</b>	<input type="checkbox"/>	<u>360M Utility Conflict Resolution Plan Distribution</u>	/	/
<b>a</b>	<input type="checkbox"/>	<u>361M Utility Meeting</u>	/	/
<input type="checkbox"/>	<b>a</b>	3670 Develop Municipal Utility Plans	/	/
<input type="checkbox"/>	<b>a</b>	3672 Develop Special Drainage Structures Plans	/	/
<input type="checkbox"/>	<b>a</b>	3675 Develop Electrical Plans	/	/
<input type="checkbox"/>	<b>a</b>	3680 Preliminary ITS Communication Analysis	/	/
<input type="checkbox"/>	<b>a</b>	3690 Power Design (Power Drop in Field)	/	/
<b><u>MITIGATION/PERMITS</u></b>				
<b>a</b>	<input type="checkbox"/>	3710 Develop Required Mitigation	/	/
<b>a</b>	<input type="checkbox"/>	3720 Assemble Environmental Permit Applications	/	/
<b>a</b>	<input type="checkbox"/>	3730 Obtain Environmental Permit	/	/

# MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

## PRELIMINARY ENGINEERING - DESIGN (cont'd)

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)
YES	NO		
<b><u>FINAL PLAN PREPARATION</u></b>			
<b>a</b>	<input type="checkbox"/>	3821 Prepare/Review Final Traffic Signal Design Plan	/ /
<b>a</b>	<input type="checkbox"/>	3822 Complete Permanent Pavement Marking Plan	/ /
<b>a</b>	<input type="checkbox"/>	3823 Complete Non-Freeway Signing Plan	/ /
<input type="checkbox"/>	<b>a</b>	3824 Complete Freeway Signing Plan	/ /
<b>a</b>	<input type="checkbox"/>	3825 Prepare/Review Final Traffic Signal Operations	/ /
<b>a</b>	<input type="checkbox"/>	3830 Complete the Maintaining Traffic Plan	/ /
<b>a</b>	<input type="checkbox"/>	3840 Develop Final Plans and Specifications	/ /
<b>a</b>	<input type="checkbox"/>	<u>380M Plan Completion</u>	/ /
<input type="checkbox"/>	<b>a</b>	3850 Develop Structure Final Plans and Specifications	/ /
<b>a</b>	<input type="checkbox"/>	3870 Hold Omissions/Errors Check (OEC) Meeting	/ /
<b>a</b>	<input type="checkbox"/>	<u>387M Omissions/Errors Checks Meeting</u>	/ /
<input type="checkbox"/>	<b>a</b>	<u>389M Plan Turn-In</u>	/ /
<input type="checkbox"/>	<b>a</b>	3880 CPM Quality Assurance Review	/ /
<input type="checkbox"/>	<b>a</b>	3890 Final ITS Communication Analysis	/ /

### **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

**Dennis Kelley: (517) 373-4614**

### **CONSULTANT PAYMENT:**

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.

**Michigan Department of Transportation**

**SCOPE OF SERVICE  
FOR  
DESIGN SURVEY**

JOB NUMBER: 90076C

CONTROL SECTION: 70013, 70021

ROUTE: US-31

TYPE OF SURVEY: Road Design Survey Task 3330

LOCATION: On US-31 from approximately 900 feet south of 8<sup>th</sup> St, northerly to the north end of the bridge over Lakewood Blvd in the city of Holland, and Holland Township, Ottawa County. The project length is 1.184 miles.

DESCRIPTION OF WORK: Design Survey for the design of this project, as described above.

There are no known ROW impacts, however if encountered, the Consultant will be responsible for identifying the need, and for preparing the appropriate materials.

A hydraulic survey has been completed for the drain crossing I-196BL in the vicinity of the interchange of US-31 and I-196BL. In the event that additional survey is needed for the completion of environmental permits, the Consultant will be responsible for obtaining the additional survey information.

The Consultant will be responsible for assisting MDOT in coordinating utility relocation. This work will be related to providing plan information for review by utility companies, adjusting the design to accommodate utility needs, where required, and staking proposed roadway items for use in determining utility impacts.

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

A detailed Survey Work Plan must be included in the project proposal. A spreadsheet estimate of hours by specific survey task such as traversing, leveling, mapping, etc. must be included in the priced proposal.

Coordinate values shall be based upon the Michigan State Plane coordinate system NAD83 (NSRS2012). All elevations must be based upon the North American Vertical Datum of 1988 (NAVD88). The datum's and methods to be used must be clearly stated in the Survey Work

Plan.

**ANTICIPATED SURVEY START DATE:**

**November 13, 2012**

**ANTICIPATED SURVEY COMPLETION DATE:**

**February 22, 2013. The complete design survey portfolio, with all required components, is due to the MDOT Grand Region Surveyor at the time of Base Plan submittal, with the exception of any additional misc. project pick-up survey information that may result from the design process.**

**Research:** MDOT may provide as-built road plans, existing control information and the adjacent project to the north of this project's survey limits (CS 70013-JN 88876C & JN 90077C) as requested by the consultant.

**Control:** Existing control within the project limits is minimal. Elevations must be tied to a minimum of two known NAVD88 marks (AA3855 70201, NG0013 D 25 and AA3854 70200). Additional points will need to be set and must meet all requirements of the Michigan Department of Transportation most current (MDOT) Design Surveys *Standards of Practice*. All control shall be approved by the MDOT Grand Region Surveyor prior to use in developing base plans.

**Alignment:** All as-constructed alignment and/or legal alignment are required. Existing as-built road plans may be provided to aid in the development of the alignment. Some government corners may need to be located to aid in the development of the as-constructed/legal alignment.

**Property:** The Consultant is required to prepare the Protect and Preserve documentation in accordance with the *Standard Specifications for Construction*, latest edition, for all government corners (PLSS corners and Property Controlling Corners), Geodetic Control Points, property irons, and alignment points found or set, used for computations and/or in danger of obliteration by impending construction. An example can be provided upon request. Any type of monuments recovered within the limits of the survey, it shall be located, described and witnessed for protection and preservation.

**Mapping:** Full topographic mapping from Right of Way to Right of Way. Refer to exhibit A for survey limits. Cross-sections are required to be taken at 50'-100' intervals or closer where significant changes in terrain and/or drainage exist. Locate all permanent signs, guardrails, cross-overs, bridge piers and trees within the project limits. Locate all existing surface manifestations of utilities including culvert pipe sizes, types and inlet/outlet elevations. Under-clearances for three structures along the fascia beam at the edge of pavement and centerline depicted on detailed sketch.

Requested map scale is 1"=100'.

Any features that the surveyor feels are critical to design should be described in the survey report and/or photographed and labeled.

**Traffic & Safety:** It is the Consultant's responsibility to contact the appropriate TSC Traffic & Safety Engineer to discuss traffic control and any safety issues that may arise. All costs for traffic control must be included in the price proposal. The Consultant's attention is called to the requirements of cooperation with others as covered in Article 104.07 of the 2012 Standard Specifications for Construction.

**PROJECT DELIVERABLES:**

Surveyor's Report, PowerGeopak files and PDF portfolio with other necessary files on a project CD. The CD and two copies must be delivered to:

MDOT - Grand Region Design Surveys  
1420 Front Avenue, NW  
Grand Rapids, Michigan 49504