

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

	REQUISITION NUMBER	DUE DATE	
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	
DESCRIPTION			
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	
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input type="checkbox"/> TIER II (\$100,000-\$250,000)	<input type="checkbox"/> TIER III (>\$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"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site p=inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	<input type="checkbox"/>	Presentation
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) (No Resumes)	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes. Resumes limited to 2 pages per key staff personnel.

PROPOSAL AND BID SHEET EMAIL ADDRESS – mdot-rfp-response@michigan.gov

GENERAL INFORMATION

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

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

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet

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

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

REQUEST FOR PROPOSAL

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

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

RFP SPECIFIC INFORMATION

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. 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.

****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

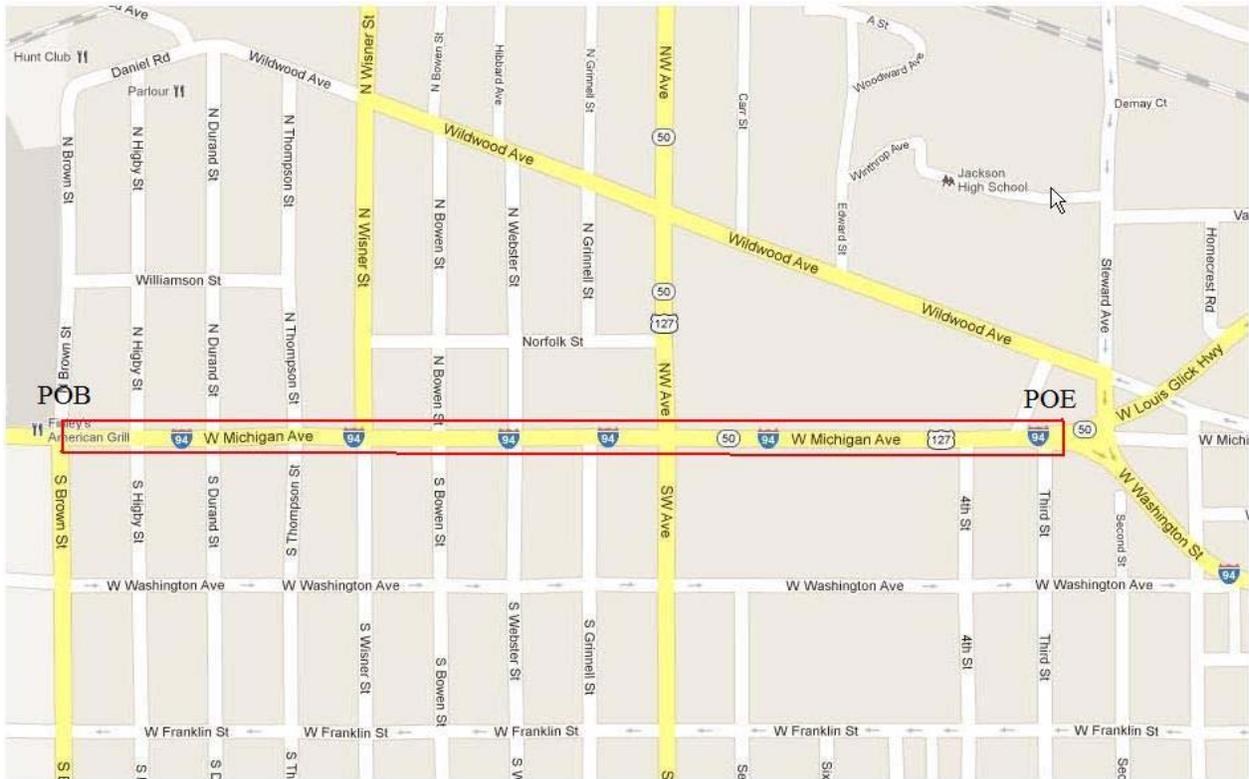
Michigan Department of Transportation

SCOPE OF SERVICE FOR DESIGN SERVICES

CONTROL SECTION(S): 38082 (38083)

JOB NUMBER(S): 113565C

PROJECT LOCATION:



The 0.814 mile project is located on I-94BL (Michigan Avenue) from Brown Street (POB STA 101+92.56, CSMP 2.391, PR 897207, PRMP 14.625) to Washington Street /Louis Glick Highway (POE STA 144+88.32, CSMP 0.358, PR 900903, PRMP 0.034) in the city of Jackson.

PROJECT DESCRIPTION:

Work involved in the design of the project consists of the reconstruction of the existing 4 and 5 lane roadway including replacement of concrete curb and gutter, storm sewer, sanitary sewer, water main, sidewalk, driveway approaches, city owned street lighting, and traffic signal modernization.

The scope of work will be verified at a Scope Verification Meeting with MDOT personnel, the city of Jackson, and the selected Consultant following selection. This meeting will be scheduled in **November 2012** prior to Consultant submittal of the priced proposal to the MDOT Project Manager.

ANTICIPATED SERVICE START DATE: January 14, 2013

ANTICIPATED SERVICE COMPLETION DATE: February 27, 2015

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Roadway Rehabilitation & Rural Freeways

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Maintaining Traffic Plan & Provisions

Pavement Marking Plans

Permanent Non-Freeway Traffic Signing Plans

Traffic Signal Design

Safety Studies

Municipal Utilities

Hydraulics

Subsurface Utility Engineering

Geotechnical Engineering Services

Road Design Surveys (pick-up)

Freeway Lighting

DBE REQUIREMENT: 7%

MDOT PROJECT ENGINEER MANAGER:

Jason Pittman, P.E.

Cost & Scheduling Engineer

MDOT Jackson Transportation Service Center

2750 N. Elm Road

Jackson, Michigan 49201-6802

Phone: (517) 780-5277

Fax: (517) 780-5454

E-mail: pittmanj@michigan.gov

CONSTRUCTION COST:

- A. The estimated cost of construction is: \$5,429,000.00

- B. The estimated cost of real estate is: \$100,000.00

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.).

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

CONSULTANT RESPONSIBILITIES:

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

The Consultant must adhere to all applicable OSHA and MIOSHA safety standards, including the appropriate traffic signs for the activities and conditions for this job and perform field operations in accordance with the Department's Personal Protective Equipment (PPE) policy as stated in the MDOT Guidance Document #10118.

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

- A. Perform supplemental design survey as required. MDOT will provide a previously completed survey for consultant use.
- B. Prepare required plans, typical cross-sections, details, and specifications required for design and construction.
- C. Compute and verify all plan quantities.

- D. Prepare staging plans and special provisions for maintaining traffic during construction. The Consultant will be required to provide MDOT with maintaining traffic alternatives.
- 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. If excavation is required, submit the excavation locations which may contain contamination. Project Manager then can proceed in requesting a Preliminary Project Assessment (PPA).
- I. The Consultant shall be required to prepare and submit a CPM network for the construction of this project.
- J. 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.
- K. The Consultant will provide to MDOT at the scheduled submittal dates, electronic PDF copies of the required specifications and plan set materials for distribution by MDOT.
- L. 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.
- M. Attend any project-related meetings as directed by the MDOT Project Manager.
- N. Attend information meetings (i.e., public hearings, open houses, etc.) with the public and public officials to assist in responding to concerns and questions. The Consultant will be responsible for the preparation of displays such as maps, marked-up plans, sketches, etc. as required by the MDOT Project Manager.

- O. 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.
- P. 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.
- Q. 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 provide plan sheet information to the Jackson TSC Utility & Drainage Engineer for distribution to utility companies. The Consultant shall be responsible for 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 Jackson TSC Utility & Drainage Engineer and/or Project Manager. The Consultant shall attend any utility meetings called to ensure that the concerns are addressed on the plans involving utilities. The Consultant shall assist in the review of utility permit requests to ensure compatibility with the project.

TRAFFIC CONTROL

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

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, Development Services at (517) 241-2103.

MONTHLY PROGRESS REPORT

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

MDOT RESPONSIBILITIES:

- A. Furnish project survey information.

- B. 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 final plans and proposal.
- C. Furnish Special Details and pertinent reference materials.
- D. Furnish electronic examples of a similar project and historic plans of the area, if available. Furnish the Environmental Assessment.
- E. Obtain all permits for the project as outlined in previous section.
- F. Coordinate any necessary utility relocation.
- G. 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, CAD files, GEOPAK files, etc.) on DVD, CD or uploaded to FTP site, as directed by the MDOT Project Manager. All CAD/GEOPAK files shall be created and identified with standard MDOT file names as shown in the MDOT Standard File Naming Convention. The electronic files will be published to contractors at the time of letting as Reference Information Documents (RID). The Consultant shall also provide electronic proposed cross sections and 3D modeling information for existing and proposed features.

It is the Consultant's responsibility to obtain the up to date MicroStation workspace as published monthly to comply with MDOT standards. Any CAD/GEOPAK files that do not conform to MDOT standards will be returned to the Consultant for correction at the Consultant's expense.

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

Plan files shall be submitted in their native DGN format with standard naming conventions and compiled into an Adobe PDF plan set. Plan sheets shall be plotted to Adobe PDF with full text search capabilities in 11" x 17" format. A title sheet shall be printed, stamped and signed then scanned for inclusion with the Adobe PDF set. The original title sheet shall be sent to the MDOT Project Manager.

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

The project construction, removal and profile sheets will require a ratio (scale) of **1:20 (English Units)**. The plan sheets shall include 5 stations per sheet.

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. The Consultant shall be responsible for any revisions to the title sheet. The title sheet and map shall meet MDOT format and layout guidelines.
- B. Alignment Sheet
- C. Drainage/Vicinity Sheet
- D. Note Sheet (produced in Word using MDOT template).
- E. Typical Cross-Sections.
- F. Project specific Special Details.
- G. Construction staging and traffic control plans.
- H. Detail grade sheets for critical areas (including sidewalk ramps and intersections).
- I. Pavement marking plan(s).
- J. Survey Information Sheet (produced in Word using MDOT template).
- I. Soil boring log sheet(s).
- K. Municipal Utility plan(s).
- L. Street Lighting Relocation 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	
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PRELIMINARY ENGINEERING - DESIGN

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY
YES	NO		(mm/dd/yyyy)
		<u>DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION</u>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3130 Verify Design Scope of Work and Cost	_/_/___
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3310 Prepare Aerial Topographic Mapping	_/_/___
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3320 Conduct Photogrammetric Control Survey	_/_/___
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3321 Set Aerial Photo Targets	_/_/___
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3330 Conduct Supplemental Design Survey	_/_/___
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3340 Conduct Structure Survey	_/_/___
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3350 Conduct Hydraulics Survey	_/_/___
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3360 Prepare Base Plans	05/13/2013
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>331M Utility Notification</i>	_/_/___
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3361 Review and Submit Preliminary ROW Plans	05/13/2013
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>331M Preliminary ROW Plans Distributed</i>	05/13/2013
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3370 Prepare Structure Study	_/_/___
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3375 Conduct Value Engineering Study	_/_/___
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3380 Review Base Plans	_/_/___
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>332M Base Plan Review (Pre-GI Inspection)</i>	TBD
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3390 Develop the Maintaining Traffic Concepts	05/13/2013
		<u>PRELIMINARY PLANS PREPARATION</u>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3510 Perform Roadway Geotechnical Investigation	07/19/2013
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3520 Conduct Hydraulic/Hydrologic and Scour Analysis	_/_/___
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3522 Conduct Drainage Study, Storm Sewer Design, and use Structural Best Management Practices	07/19/2013
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3530 Conduct Structure Foundation Investigation	_/_/___
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3535 Conduct Structure Review for Architectural and Aesthetic Improvements	_/_/___
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3540 Develop the Maintaining Traffic Plan	12/06/2013
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3551 Prepare/Review Preliminary Traffic Signal Design Plan	12/06/2013
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3552 Develop Preliminary Pavement Marking Plan	12/06/2013
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3553 Develop Preliminary Non-Freeway Signing Plan	12/06/2013
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3554 Develop Preliminary Freeway Signing Plan	_/_/___
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3555 Prepare/Review Preliminary Traffic Signal Operations	_/_/___
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3570 Prepare Preliminary Structure Plans	_/_/___
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3580 Develop Preliminary Plans	12/06/2013
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3581 Review and Submit Final ROW Plans	10/28/2013

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY
YES	NO		(mm/dd/yyyy)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>352M THE Plan Review (Grade Inspection)</i>	TBD
		<u>UTILITIES</u>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3610 Compile Utility Information	12/06/2013
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3650 Coordinate RR Involvement for Grade Separations	__/__/__
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3655 Coordinate RR Involvement for At-Grade Crossings	__/__/__
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3660 Resolve Utility Issues	__/__/__
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>360M Utility Conflict Resolution Plan Distribution</i>	__/__/__
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>361M Utility Meeting</i>	TBD
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3670 Develop Municipal Utility Plans	12/06/2013
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3672 Develop Special Drainage Structures Plans	__/__/__
X		3675 Develop Electrical Plans	12/06/2013
		<u>MITIGATION/PERMITS</u>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3710 Develop Required Mitigation	__/__/__
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3720 Submit Environmental Permit Applications	02/21/2014
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3730 Obtain Environmental Permit	__/__/__
		<u>FINAL PLAN PREPARATION</u>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3821 Prepare/Review Final Traffic Signal Design Plan	04/14/2014
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3822 Complete Permanent Pavement Marking Plan	04/14/2014
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3823 Complete Non-Freeway Signing Plan	04/14/2014
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3824 Complete Freeway Signing Plan	__/__/__
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3825 Prepare/Review Final Traffic Signal Operations	__/__/__
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3830 Complete the Maintaining Traffic Plan	04/14/2014
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3840 Develop Final Plans and Specifications	04/14/2014
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>380M Plan Completion</u>	04/14/2014
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3850 Develop Structure Final Plans and Specifications	__/__/__
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3870 Hold Omissions/Errors Check (OEC) Meeting	TBD
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>387M Omissions/Errors Checks Meeting</i>	TBD
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>389M Plan Turn-In</i>	TBD
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3880 CPM Quality Assurance Review	__/__/__

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING – RIGHT OF WAY

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY
YES	NO		(mm/dd/yyyy)
		<u>EARLY RIGHT OF WAY WORK</u>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4120 Obtain Preliminary Title Commitments	__/__/__
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4130 Prepare Marked Final Right Of Way Plans	__/__/__
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>413M Approved Marked Final ROW</i>	__/__/__
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4140 Prepare Property Legal Instruments	__/__/__
		<u>ROW ACQUISITION</u>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4411 Preliminary Interviews	__/__/__
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>441M Post-Decision Meeting</i>	__/__/__
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4412 Real Estate Services Assignment Proposal and Fee Estimate (Form 633s) for Appraisal Work Authorization	__/__/__
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4413 Appraisal Reports	__/__/__
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4420 Appraisal Review Reports	__/__/__
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4430 Acquire Right Of Way Parcels	__/__/__
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4510 Conduct Right Of Way Survey & Staking	__/__/__
		<u>ROW RELOCATION</u>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4710 Relocation Assistance	__/__/__
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4720 Prepare Improvement Removal Plan	__/__/__
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>442M ROW Certification</i>	__/__/__

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.