

## 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**

**NOTIFICATION  
E-VERIFY REQUIREMENTS**

E-Verify is an Internet based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of that employee to work in the United States. There is no charge to employers to use E-Verify. The E-Verify system is operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration. E-Verify is available in Spanish.

The State of Michigan is requiring, under Public Act 200 of 2012, Section 381, that as a condition of each contract or subcontract for construction, maintenance, or engineering services that the pre-qualified contractor or subcontractor agree to use the E-Verify system to verify that all persons hired during the contract term by the contractor or subcontractor are legally present and authorized to work in the United States.

Information on registration for and use of the E-Verify program can be obtained via the Internet at the DHS Web site: <http://www.dhs.gov/E-Verify>.

The documentation supporting the usage of the E-Verify system must be maintained by each consultant and be made available to MDOT upon request.

It is the responsibility of the prime consultant to include the E-Verify requirement documented in this NOTIFICATION in all tiers of subcontracts.

9/13/12

# Michigan Department of Transportation

## SCOPE OF SERVICE FOR DESIGN SERVICES

**CONTROL SECTION:** 58151&58152

**JOB NUMBER:** 110616C

**PROJECT LOCATION:**

The project is located on I-75 from Dixie Highway to I-275. The project length is 5.6 miles.

**PROJECT DESCRIPTION:**

Work involved in the design of the project consists of: Reconstruct I-75, earthwork, raise grade of I-75, concrete median barrier, drainage, culvert replacements, geometric upgrades, signing, guardrail, reconstruct ramps at Dixie Highway & Nadeau interchanges & Ramps A & B at I-275 interchange, lead and evaluate stakeholder engagement activities, evaluate and compile results of stakeholder engagement and develop an aesthetic design document that can be used for the entire I-75 corridor in Monroe County.

**Miscellaneous (Design Work to be Done by OTHERS)**

Replacement of existing bridges:

- (B01 of 58152) – I-75 over Sandy Creek (bridge replacement)
- (R01 of 58152) – I-75 over GTW & CR Railroad (deck replacement/widening)
- (R02 of 58152) – I-75 over GTW & CN & NS Railroad (deck replacement/widening)
- (S01 of 58152) – I-75 over Sandy Creek (bridge replacement)
- (B02 of 58152-1) – I-75NB over Stony Creek (bridge replacement)
- (B02 of 58152-2) – I-75SB over Stony Creek (bridge replacement)

Bridges will be designed by MDOT Lansing Bridge Design unit

MDOT will provide GPS coordinates of wetland boundaries for the Consultant to add to their plans.

MDOT will provide the survey. It will be performed by a consultant under a separate as needed survey authorization. The survey Pre-qualification is included for minor pick-up.(Attachment A)

**Miscellaneous**

**The I-75 Scoping package is available for review on the MDOT FTP site under <ftp://ftpmdot.state.mi.us/JN110616I-75Scope/>**

**ANTICIPATED SERVICE START DATE:** 6/1/13

**ANTICIPATED SERVICE COMPLETION DATE:** 2/5/2015

**PRIMARY PREQUALIFICATION CLASSIFICATION(S):**

Complex Urban Freeway Design

**SECONDARY PREQUALIFICATION CLASSIFICATION(S):**

Maintaining Traffic Plans and Provisions  
Pavement Marking Plans  
Permanent Freeway Traffic Signing Plans  
Permanent Non-Freeway Traffic Signing Plans(precautionary)  
Traffic Signal Design  
Road Design Surveys(precautionary)  
Hydraulic Surveys(precautionary)  
Structure Surveys(precautionary)  
Hydraulics  
Safety Studies  
Municipal Utilities  
Geotechnical Engineering Services  
Landscape Architecture  
Wetland Assessment(precautionary)  
Traffic Capacity Analysis and Geometric Studies  
Freeway Lighting  
ITS(precautionary)

**DBE REQUIREMENT:** 10%

**MDOT PROJECT ENGINEER MANAGER:**

Lynne Kirby, BTSC Cost & Scheduling Engineer  
Brighton TSC  
10321 E Grand River, Suite 500  
Brighton, MI 48116  
810-225-2627  
810-227-7929  
[kirbyl@michigan.gov](mailto:kirbyl@michigan.gov)

**CONSTRUCTION COST:**

- A. The estimated cost of road construction (JN 110616) is: \$ 65,000,000
- B. The estimated cost of bridge construction (JN 113109) is: \$11,600,000
- C. The estimated cost of bridge construction (JN 115834) is: \$5,400,000

The above construction total is the amount of funding programmed for this project. The Consultant is expected to design the project within the programmed amount.

**If at any time the estimated cost of construction varies by more than 5% of the current programmed amount, then the Consultant will be required to submit a letter to the MDOT Project Manager justifying the changes in the construction cost estimate.**

### **REQUIRED MDOT GUIDELINES AND STANDARDS:**

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards (i.e., Road Design Manual, Standard Plans, Drainage Manual, Roadside Design Guide, A Policy on Geometric Design of Highways and Streets, Michigan Manual of Uniform Traffic Control Devices, etc.).

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

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

### **CONSULTANT RESPONSIBILITIES:**

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

- A. Prepare required plans, typical cross-sections, details, and specifications required for design and construction.
- B. Compute and verify all plan quantities.
- C. Prepare staging plans and special provisions for maintaining traffic during construction. (including traffic signal staging) The staging plans shall include any required temporary pavement construction and removal plans required for the project.
- D. Traffic signal modernizations & traffic signal staging (Attachment B)
- E. Prepare pavement marking plans and special provisions
- F. Prepare permanent signing plans and special provisions for freeway signs.
- G. Prepare Right-Of-Way plans as required to locate, verify and purchase real estate and/or obtain construction access permits for this project.
- H. Perform a Crash Analysis for the 3R/4R Safety Review for the entire limits of the project. This shall include the last three (3) years of reliable data for the analysis period. . The CONSULTANT will be furnished three (3) years of data. The Final Report will be in letter format addressed to the Project Manager.
- I. Perform detailed crash analyses for each Design Exception submitted. This crash analysis will be included as an attachment to the Design Exception.
- J. Prepare a Traffic Management Plan (TMP) (Attachment C)
- K. Perform lighting plans (as needed)

- L. Perform water main & sanitary design (as needed)
- M. Perform culvert replacements
- N. Perform soil borings (Attachment D)
- O. Prepare an Aesthetic Design Guide for the I-75 Corridor (Attachment E)
- P. Complete a drainage study for the project
- Q. Complete a CPM Network for the construction of the entire project.

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 minor pick-up surveys as needed.(Attachment A)
- 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.
- 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, copies of the required specifications and plan set materials for distribution by MDOT for all reviews for this project with the exception of The Plan Review. The Consultant shall contact the project manager prior to the submittal dates for the exact number of copies that will be required for submittal. The following is an estimate of the number of copies that will be needed; 30 sets – Pre-OEC, 30 sets - OEC Review.
- 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. May require the preparation of displays such as maps, marked-up plans, etc.
- 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 be responsible for obtaining and showing on the plans the location and names of all existing utilities within the limits of the project. In the course of resolving utility conflicts, the Consultant shall make modifications to the plans or design details and provide assistance as directed by the MDOT Utility Permits Engineer and/or Project Manager. The Consultant shall attend any utility meetings called to ensure that the concerns are addressed on the plans involving utilities. The Consultant shall assist in the review of utility permit requests to ensure compatibility with the project. The Consultant will be responsible for miscellaneous staking of utilities.

## **TRAFFIC CONTROL**

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

## **MDOT PERMITS**

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

## **MONTHLY PROGRESS REPORT**

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

## **MDOT RESPONSIBILITIES:**

- A. Schedule and/or conduct the following:
  - 1. Project related meetings.
  - 2. The Plan Review
  - 3. Utility Meetings.
  - 4. Quantity summary sheets and final item cost estimates.
  - 5. Packaging of plans and proposal.
- B. Furnish Special Details and pertinent reference materials.
- C. Furnish prints of an example of a similar project and old plans of the area, if available.
- D. Obtain all permits for the project as outlined in previous section.
- E. Coordinate any necessary utility relocation.

- F. Furnish FTP site for software download and instructions for the MDOT Stand Alone Proposal Estimator's Worksheet (SAPW).

## **DELIVERABLES:**

The Consultant shall deliver all computer files associated with the project in their native format (spreadsheets, CADD files, GEOPAK files, etc.) on DVD, CD or uploaded to ProjectWise, as directed by the MDOT Project Manager. All CADD/GEOPAK files shall be created and identified with standard MDOT file names as shown in Appendix A of the Road Design Manual. It is the Consultant's responsibility to obtain up to date MicroStation and GEOPAK seed/configuration files necessary to comply with MDOT's CADD standards which are posted to the bulletin board system. When the use of GEOPAK road design software is necessary to develop plans all pay items shall be placed into the CADD file using GEOPAK's Design and Computation Manager so that Quantity Manager can be used to transfer pay item information to SAPW/Trns\*port. Any CADD/GEOPAK files that do not conform to MDOT standards will be returned to the Consultant for correction at the Consultant's expense.

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

Plan files shall be submitted in their native dgn format with standard naming conventions as well as plotted into a combined Adobe PDF file. Plan sheets shall be plotted to Adobe PDF with full text search and level on/off capabilities in half size (11" x 17") formats. A full size title sheet shall be plotted stamped and signed then scanned for inclusion with the Adobe PDF set. The original title sheet will be sent to the MDOT Project Manager.

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

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

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

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

- B. Note Sheet.
- C. Typical Cross-Sections.
- D. Project specific Special Details.
- E. Construction staging and traffic control plans.
- F. Detail grade sheets for critical areas.
- G. Pavement marking plan(s).
- H. Witness and benchmark sheet(s).
- I. Soil boring log sheet(s).

All plans, special provisions, estimates, and other project related items shall meet all MDOT requirements and detailing practices (i.e., format, materials, symbols, patterns, and layout) or as otherwise directed by the Project Manager. All plans, specifications, and other project related items are subject to review and approval by MDOT.

**PROJECT SCHEDULE:**

The Consultant shall use the following events to prepare the proposed implementation schedule as required in the Guidelines for the Preparation of Responses on Assigned Design Services Contracts. These dates shall be used in preparing the Consultant's Monthly Progress Reports.

## MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

Please indicate with a check in the box next to each task number whether you believe that task will require consultant involvement on the job. Milestones (a specific event at a point in time) are italicized and underlined. See the [P/PMS Task Manual](#) for more details.

### Study (Early Preliminary Engineering)

**Date To Be  
Completed By**  
(mm/dd/yyyy)

**P/PMS Task Number and Description**

**Yes      No**

**EPE Scoping Analysis**

<input type="checkbox"/>	<input checked="" type="checkbox"/>	2120 Prepare Traffic Analysis Report	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2130 Prepare Project Justification	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i><u>213M Concurrence by Regulatory Agencies with the Purpose and Need</u></i>	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2140 Develop and Review Illustrative Alternatives	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2155 Request/Perform Safety Analysis	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2160 Prepare and Review EIS Scoping Document	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i><u>211M Public Information Meeting</u></i>	/	/

**EPE Draft Analysis**

<input type="checkbox"/>	<input checked="" type="checkbox"/>	2310 Conduct Technical SEE Studies	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2321 Prepare for Aerial Photography	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2322 Finish/Print Aerial Photography	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2330 Collect EPE Geotechnical Data	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2340 Develop and Review Practical Alternatives	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i><u>233M Aerial Photography Flight</u></i>	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i><u>234M Concurrence by Regulatory Agencies with the Alternatives for Study</u></i>	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2360 Prepare and Review EA or DEIS	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i><u>231M Draft Submission to FHWA</u></i>	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2380 Circulate EA or DEIS	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i><u>232M Public Hearing</u></i>	/	/

## MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

### Study (Early Preliminary Engineering)

**Date To Be  
Completed By**  
(mm/dd/yyyy)

**P/PMS Task Number and Description**

Yes    No

**EPE Final Analysis**

<input type="checkbox"/>	<input checked="" type="checkbox"/>	2510 Determine and Review Recommended Alternative	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>250M Concurrency by Regulatory Agencies with Recommended Alternative</i>	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2525 Prepare and Review Engineering Report	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2530 Prepare and Review Request for FONSI or FEIS	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>252M Final Submission to FHWA</i>	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2550 Obtain FONSI or ROD	/	/

**Contamination Investigation**

<input type="checkbox"/>	<input checked="" type="checkbox"/>	2810 Project Area Contamination Survey (PCS)	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2820 Preliminary Site Investigation (PSI) for Contamination	/	/

### Preliminary Engineering

**Design Scope Verification and Base Plans Preparation**

<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 type="checkbox"/>	<input checked="" type="checkbox"/>	3330 Conduct 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	10/15/13	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>311M Utility Notification</i>	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3361 Review and Submit Preliminary ROW Plans	10/15/13	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>331M Preliminary ROW Plans Distributed</i>	10/15/13	
<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>	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3390 Develop the Maintaining Traffic Concepts	10/15/13	
<b><u>Preliminary Plans Preparation</u></b>				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3510 Perform Roadway Geotechnical Investigation	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3520 Conduct Hydraulic/Hydrologic and Scour Analysis	10/15/13	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3522 Conduct Drainage Study, Storm Sewer Design, and use Structural Best Management Practices	10/15/13	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3530 Conduct Structure Foundation Investigation	/	/

## MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

### Preliminary Engineering (cont'd)

**Date To Be  
Completed By**  
(mm/dd/yyyy)

**P/PMS Task Number and Description**

Yes	No			
<b><u>Preliminary Plans Preparation (cont'd)</u></b>				
<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	1/15/2014
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3551	Develop Traffic Signal Operations Plan	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3552	Develop Preliminary Pavement Marking Plan	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3553	Develop Preliminary Non-Freeway Signing Plan	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3554	Develop Preliminary Freeway Signing Plan	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3570	Prepare Preliminary Structure Plans	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3580	Develop Preliminary Plans	1/15/2014
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3581	Review and Submit Final ROW Plans	1/15/2014
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>351M</i>	<i>Final ROW Plans Distributed</i>	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3590	Review Preliminary Plans (Hold Plan Review Meeting)	2/15/2014
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>352M</i>	<i>THE Plan Review (Grade Inspection)</i>	/ /
<b><u>Utilities</u></b>				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3610	Compile Utility Information	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3660	Resolve Utility Issues	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>360M</i>	<i>Utility Conflict Resolution Plan Distribution</i>	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>361M</i>	<i>Utility Meeting</i>	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3670	Develop Municipal Utility Plans	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3672	Develop Special Drainage Structures Plans	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3675	Develop Electrical Plans	/ /
<b><u>Mitigation/Permits</u></b>				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3710	Develop Required Mitigation	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3720	Submit Environmental Permit Applications	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3730	Obtain Environmental Permit	/ /

## MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

### Preliminary Engineering (cont'd)

**Date To Be  
Completed By**  
(mm/dd/yyyy)

**P/PMS Task Number and Description**

**Yes    No**

**Final Plan Preparation**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	3821 Prepare/Review Traffic Signal Plan	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3822 Complete Permanent Pavement Marking Plan	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3823 Complete Non-Freeway Signing Plan		
		/	/	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3824 Complete Freeway Signing Plan	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3830 Complete the Maintaining Traffic Plan	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3840 Develop Final Plans and Specifications	5/1/15	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>380M Plan Completion</u>	5/1/15	
<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	6/1/15	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>387M Omissions/Errors Checks Meeting</u>	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>389M Plan Turn-In</u>	7/1/15	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3880 CPM Quality Assurance Review	/	/

### Preliminary Engineering – Right Of Way

**Early Right Of Way Work**

<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"/>	<u>413M Approved Marked Final ROW</u>	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4140 Prepare Property Legal Instruments	/	/

**ROW Acquisition**

<input type="checkbox"/>	<input checked="" type="checkbox"/>	4411 Preliminary Interviews	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>441M Post-Decision Meeting</u>	/	/
<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	/	/

**ROW Relocation**

<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"/>	<u>442M ROW Certification</u>	/	/

## **PAYMENT SCHEDULE**

Compensation for this Scope of Services shall be on an **actual cost plus fixed fee** basis.

## **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.

## **FOR YOUR INFORMATION**

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

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

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

**Tonya Nobach: (517) 335-1927**

## ATTACHMENT A

### SURVEY SCOPE OF WORK

Survey Limits: As needed for Design, Right of Way, and Construction. A description of the survey limits detailing length, width and cross roads must be included in the Survey Work Plan per the following details.

JOB NUMBER: 110616C CONTROL SECTION: 58151, 58152

ROUTE: I-75 from Dixie Highway to I-275

**TYPE OF SURVEY: GENERIC SCOPE FOR AS NEEDED PICK-UP SURVEY. MDOT WILL PROVIDE PROJECT SURVEY(ROAD, BRIDGE, HYDRAULIC) TO SELECTED CONSULTANT**

PROJECT DESCRIPTION: Roadway reconstruction,

**Research:** Tax address and deed descriptions are needed for all adjacent land owners.

**Control:** Establish intermediate control for topo pickup to satisfy the design requirements and for future staking of the ROW and the construction improvements.

**Alignment:** A Legal Alignment is required. An Alignment Microstation drawing will be generated to show the ROW lines, private parcel lines with house numbers and building / structure type contained.

**Property:** ROW lines need to be established. Documentation such as found Section Corners, Property irons, etc. shall be placed on the alignment drawing.

**Utilities & Drainage:** All surface manifestations and overhead lines, structure details for all catch basins, manholes, culverts, etc. Also contact local officials for information, plans, and any problem areas.

**Mapping:** Topographic mapping is required for the Road Design and ROW Survey.

- Cross streets to 300 feet from ROW to ROW.
- Topo of all features to include lane lines.
- Topo to extend 15 feet beyond the ROW lines.
- **Note: Scale will be 1" = 40'**
- **Contour Interval = 0.5'**

**NOTES:** The Selected Consultant shall discuss the scope of this survey with an MDOT Region Surveyor or an MDOT Lansing Design Surveyor before submitting a priced proposal.

The Selected Consultant surveyor must contact the Region or TSC Traffic and Safety Engineer for work restrictions in the project area prior to submitting a priced proposal.

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**.

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

#### **GENERAL REQUIREMENTS:**

1. Surveys must comply with **all Michigan law** relative to land surveying.
2. Surveys must be done under the **direct supervision** of a Professional Surveyor licensed to practice in the State of Michigan, according to Public Act 299 of 1980.
3. Work in any of the following categories of survey: Road Design, Structure, Hydraulic, Right-of-Way, Photogrammetric Ground Control, and/or Geodetic Control must be completed by a survey firm which is pre-qualified by MDOT for that category.
4. Surveys must meet all requirements of the Michigan Department of Transportation (MDOT) Design Surveys *Standards of Practice* dated April 2011. Please contact the MDOT Design Survey office to clarify any specific questions regarding these standards.
5. Consultants must obtain all necessary permits required to perform this survey on any public and/or private property, including an up-to-date permit from the MDOT Utilities Coordination and Permits Section.
6. Prior to performing the survey, the Consultant must contact all landowners upon whose lands they will enter. The contact may be personal, phone or letter, but must be documented. This notice must include the reasons for the survey on private land, the approximate time the survey is to take place, the extent of the survey including potential brush cutting (which must be minimized), and an MDOT contact person (the MDOT Project Manager or designate).
7. The Consultant must contact any and all Railroads prior to commencing field survey on railroad property. The cost for any permit, flaggers and/or training that is required by the Railroad will be considered as a direct cost, but only if included in the Consultant's priced proposal.
8. 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.
9. Consultants are responsible for a comprehensive and conscientious research of all records, including MDOT records, essential for the completion of this project.



MDOT Project Manager shall be made aware of all communications regarding this project. Any survey related questions regarding this project should be directed to an MDOT Survey Consultant Project Manager or MDOT Region Surveyor.

At the completion of this survey for this project, legible copies of all field survey notes, all electronic data, and all research records obtained for this project will be considered the property of MDOT and **must be sent to** the MDOT, Design Division, Supervising Land Surveyor, P.O. Box 30050, Lansing, MI 48909. Please use MDOT's Form 222(5/01) entitled "SURVEY NOTES: RECEIPT AND TRANSMITTAL" for all transmittals. A copy of this transmittal form must also be sent to the MDOT Project Manager for Design.

**Acceptance of this survey by the MDOT Supervising Land Surveyor and/or the MDOT Project Manager does not relieve the Consultant of any liability for the content of the survey.**

### **WORK RESTRICTIONS**

The Selected Consultant, and the Selected Consultant only, is advised to discuss Traffic Control scenarios with the MDOT Traffic and Safety Engineer, Wendy Ramirez (810)225-2626, at the Brighton TSC prior to submitting a priced proposal.

No work shall be performed or lane closures allowed during the Memorial Day, July 4<sup>th</sup>, or Labor Day holiday periods, as defined by the MDOT Project Manager or representative specifically designated by the Project Manager (the Traffic & Safety Engineer at the MDOT TSC).

Work on weekends, if approved, shall be as directed by the MDOT Project Manager or Designate.

The Consultant must call the MDOT Region or TSC Traffic and Safety Engineer before beginning work to inform him or her of surveying activity in the area. The MDOT Region or TSC must be notified at least two weeks prior to lane closures so advance notice can be posted on the Web site.

Traffic shall be maintained by the Consultant throughout the project in accordance with Sections 812, 922, 103.05 and 103.06 of the *Standard Specifications for Construction*, 2003 edition, [www.mdot.state.mi.us/specbook/](http://www.mdot.state.mi.us/specbook/), and Supplemental Specification 03SS001(2) Errata to the 2003 Standard Specifications and all other supplemental specifications currently in effect against the Standard Specifications for Construction. All traffic control devices shall conform to the current edition, as revised, of the *Michigan Manual of Uniform Traffic Control Devices* (MMUTCD). All warning signs for maintenance of traffic used on this project shall be fabricated with prismatic retro-reflective sheeting, and shall be set up five feet above ground.

The Consultant shall use MDOT standard "maintaining traffic" typicals for any and all closures.

Typical MDOT traffic control diagrams are available on line at [www.mdot.state.mi.us/tands/plans.cfm](http://www.mdot.state.mi.us/tands/plans.cfm)

## **COORDINATION WITH OTHER CONTRACTS IN THE VICINITY**

The Consultant shall coordinate operations with contractors performing work on other projects within or adjacent to the Construction Influence Area (CIA).

MDOT maintenance crews and/or Contract Maintenance Agencies may perform maintenance work within or adjacent to the CIA. The Maintenance Division of MDOT and/or Contract Maintenance Agency will coordinate their operations with the MDOT Project Manager or Designate to minimize the interference to the Consultant.

The Consultant must contact the Development Engineer at the nearest MDOT TSC for information regarding project coordination.

The Consultant's attention is called to the requirements of cooperation with others as covered in Article 104.07 of the 2003 Standard Specifications for Construction. Other contracts or maintenance operations may occur during the life of the project.

No claim for extra compensation or adjustment in contract unit prices will be allowed on account of delay or failure of others to complete work unit scheduled.

## **POST SURVEY CLEAN-UP**

Once the survey is complete, all stakes must be removed from the MDOT median and ROW to aid the maintenance crews and adjacent property owners. All benchmarks and control points and their witnesses must remain in place.

## **FINAL REPORT: DELIVERABLES**

The final report for this project shall include:

1. In the first pocket of the portfolio, and first directory on the CD, labeled **ADMINISTRATIVE**, the following will appear:
  - a. MDOT's Form 222(5/01) entitled "SURVEY NOTES: RECEIPT AND TRANSMITTAL"
  - b. The project's Professional Surveyor's Report on company letterhead consisting of:
    - i) A comprehensive synopsis of the work performed on this project, signed **and sealed** by the project's Professional Surveyor.
    - ii) The source and methods used to establish the project horizontal and vertical control and alignment(s) for this project.
    - iii) A detailed explanation of anything discovered during the survey of this project that may create a problem for the designer or another surveyor.
  - c. CD or DVD with all documents scanned or converted into PDF files. Each page must be inserted in a master PDF file and bookmarked for easy retrieval. An example can be provided upon request.
  - d. MDOT QA/QC Portfolio Checklist (revised April 2011).
2. In the second pocket of the portfolio, and second directory on the CD, labeled **ALIGNMENT**, the following will appear:

- a. An annotated MicroStation drawing of the alignment(s), showing:
    - i) A statement defining the alignment(s) as **survey, as constructed, and/or legal**
    - ii) Stationing, source of stationing, and station equation to existing stationing
    - iii) Horizontal coordinates of P.I.'s, at a minimum
    - iv) Curve data
    - v) Alignment points found or set
    - vi) Control points
    - vii) Reference lines and angles of crossing (if appropriate)
    - viii) Government corners and ties to government lines
  - b. Witness list for the alignment points found or set, which shows coordinates, stationing and four witnesses for each alignment point. Witness lists must use only uppercase letters.
  - c. LCRC's for legal alignment points found or set.
3. In the third pocket of the portfolio, and third directory on the CD, labeled **CONTROL**, the following will appear:
- a. Documentation of horizontal and vertical datum sources.
  - b. OPUS documentation, long version..
  - c. Least squares adjustments for the horizontal and vertical control.
  - d. It is not necessary to submit electronic raw survey data in hardcopy form, or in the .PDF file.
  - e. Text files which contain the witness lists for the horizontal alignment ties, horizontal control points, benchmarks and government corners. All witness lists must note the datum(s), a combined scale factor for state plane grid-to-ground conversion, and an example thereof. Witness lists must use only uppercase letters.
  - f. An MDOT-formatted Microsoft Word file, SurveyInfoSheet.doc, showing the data in e. above, using only upper case letters.
4. In the fourth pocket of the portfolio, and fourth directory on the CD, labeled **PROPERTY**, the following will appear:
- a. Tax maps and descriptions with owner names, addresses and phone numbers, if Right of Way is to be acquired, or if riparian ownerships are required.
  - b. Maps, plats, and recorded surveys.
  - c. Documents such as plats, Act 132 Certificates and/or tax maps marked with point numbers as property ties, if Right of Way is to be acquired.
  - d. Legible **recorded** copies of all Land Corner Recordation Certificates (LCRC) filed for the government corners (PLSS corners and Property Controlling Corners) used for computations and/or in danger of obliteration by impending construction.
5. In the fifth pocket of the portfolio, and fifth directory on the CD, labeled **MAPPING**, the following will appear:
- a. Mapping file in MDOT MicroStation V8 format, and also converted to .PDF format. All point and line descriptions must use only upper case letters.
  - b. An archived CAiCE software file.
  - c. Geopak files produced from CAiCE.
  - d. All field survey notes and electronic mapping data used for the project. It is not necessary to submit electronic raw survey data in hardcopy form, or in the .PDF file.

- e. All supporting and supplemental information or data, such as drainage and utilities, electronically only if possible.
6. In the sixth pocket of the portfolio, and sixth directory on the CD, labeled **MISCELLANEOUS**, the following will appear:
- a. Any photographs taken for clarity of an area
  - b. Any newspaper clippings related to the project
  - c. Any information not covered in this scope that will be of benefit to the designer or another surveyor

**ATTACHMENT B  
TRAFFIC SIGNAL MODERNIZATION & STAGING**

**I-75 at Dixie Highway  
I-75 at Nadeau Rd**

Design of the above electronic traffic control device(s)

Design staging plans as required for the road or bridge plans.

The existing signal drawings (if available) and Layout Request Form for the above mentioned intersections will be provided to the consultant. The existing preliminary plans for the subject road or bridge project will be provided to the consultant.

**The design consultant will call in a design/survey MISS DIG for the site (a minimum of 72 working hours notice is required to obtain a design/survey MISS DIG). The utilities must be marked by MISS DIG prior to the field utility/design meeting.**

If it is determined during construction, the design is not constructible due to consultant design error; the signal design consultant will be responsible for correcting the design at no additional cost to MDOT. If the constructability is based on changes made by MDOT, the consultant will be compensated.

Copy of Final Approved Electronic files of all signal plans must be submitted to Traffic Signal Unit.

**General Requirements:**

Design and develop traffic signal contract plans, proposal package, engineering documents, and related work necessary for new installation or modernization of electronic traffic signal control devices to be accomplished by contract bid letting.

**Provide signal staging plans as required for the stages of road/bridge construction.**

**If steel strain poles are required, soil boring information must be included on the plans. If soil borings are not included in the consultant design scope, they will be provided to the consultant by MDOT.**

If it is determined during construction, the design is not constructible due to consultant design error; the signal design consultant will be responsible for correcting the design at no additional cost to MDOT. If the constructability is based on changes made by MDOT, the consultant will be compensated.

**CONSULTANT RESPONSIBILITIES:**

- 1) Proposed plan views must have a 1"=30' scale when plotted to 11"x17". **Full traffic signals must also include quadrant details at a 1"=10' scale showing all utilities and proposed facilities.**
  
- 2) **Utility Coordination:**

Although the Utility coordination for this project will be done by MDOT TSC staff through the road/bridge project, the consultant must share in the responsibility for utility coordination including:

  - a) Incorporate all the utility information received into the design plans (both existing and proposed plans)
  - b) Attend utility coordination meetings and on-site field meetings as required with the utility engineer and the affected utility companies in the area and make any necessary design and plan revisions.
  - c) Actively work with MDOT personnel and utility companies until utility conflicts are resolved
  - d) Stake proposed foundation locations in the field prior to any field utility coordination meeting
  
- 3) **Meetings:**
  - a) **Design kick off meeting:** Unless otherwise specified by the project manager, the consultant is responsible for arranging the signal design kick off meeting and for inviting the following stakeholders:
    - (1) All local agencies, TSC Traffic & Safety Engineer, TSC Development Engineer, TSC Delivery Engineer, TSC Utility Engineer MDOT Region Electrician, MDOT Region Maintenance Supervisor, MDOT Region Operations Engineer, MDOT Lansing Signals Design, MDOT Lansing Signals Operations, and MDOT Project Manager
  - b) **Radio Interconnect field survey (as required)**
    - i) Document results on the Signal Radio Survey Form #1516: [http://mdotwas1.mdot.state.mi.us/public/webforms/detail.cfm?ALLFORMS\\_FormNumber=1516](http://mdotwas1.mdot.state.mi.us/public/webforms/detail.cfm?ALLFORMS_FormNumber=1516)
  - c) The consultant should anticipate attending the following meetings as required and providing meeting minutes for matters pertaining to traffic signal design.
    - i) Plan review meeting at preliminary plan stage
    - ii) Utility coordination meeting (coordinate scheduling with utility engineer)
    - iii) Utility coordination field meetings as required (coordinate scheduling with utility engineer)
    - iv) OEC meeting
  
- 4) Perform strain pole foundation design as required. The MDOT has developed a strain pole foundation design table for box span signals. This table can be found on the Traffic and Safety website in the signals correspondence and guidelines area. A special foundation design may be necessary depending on site specific soil properties and proposed signal layout and geometry.

- 5) Perform design service including the design and preparation of base plans, preliminary plans, OEC plans, final plans, and a complete “E proposal” package
- 6) In the performance of design service, govern all project design and plan work by the applicable codes, standards, and practices of the Michigan Department of Transportation, hereinafter referred to as the department, and the current *Michigan Manual of Uniform Traffic Control Devices*.
- 7) All documents prepared by the Consultant, including, drawings, estimates, specifications, field notes, investigation studies, etc., are the property of the department.
- 8) Refer to Suggested Traffic Signal Design Procedure: MDOT website.
- 9) Plans are to be designed using the **current version of the MDOT Standard Specifications**.
- 10) Perform any design/coordination tasks with any railroad company involved within the project limits, including (but not limited to):
  - a) Determine railroad contact person(s)
  - b) Complete any applications required by the railroad company to perform the proposed traffic signal work.
  - c) Include related notes and special provisions as required in the proposal.
- 11) Any existing or proposed pedestrian pushbuttons and ramps must be accessible per ADA guidelines and MDOT design practices including:
  - a) **Show proposed grades on ADA ramp designs**
  - b) Pushbutton must be within 24” from edge of sidewalk
  - c) The pushbutton must be located in the middle of a 4’ pushbutton landing (maximum slope of 2%).
  - d) ADA ramps are required at every crosswalk controlled by a pedestrian signal head.
  - e) Sidewalk is required to connect ADA ramps on a quadrant.
- 12) Perform sidewalk and ramp design if not included in scope of road project on an as-needed basis to comply with MDOT design practices and ADA requirements. For all stop and go traffic signals, all ADA ramps will be replaced unless the existing ramps are compliant with MDOT design practices and ADA guidelines. For flashing signals, pedestrian ramps will not be replaced unless they are disturbed.

### **Task 1: Base Plan Preparation**

- 1) Design and develop contract base plans necessary for new installation or modernization of electronic traffic signal control devices to be accomplished by contract bid letting. Base plans include (but are not limited to):
  - a) **ADA ramp and pushbutton design (proposed slopes, ramp types, and landing locations, but not final elevations)**
  - b) **Radio interconnects (if the scope requires Radio Interconnect Design): Show location of antennas, masters, repeaters, and remotes per the completed radio survey.**

- c) Existing road rights-of-way (ROW)
  - d) Field measured/surveyed road and lane geometry and posted speed limits
  - e) Field measured/surveyed locations of any visible utilities
  - f) Proposed types and **dimensioned** locations of poles and controller
  - g) Proposed traffic and pedestrian signal head types and locations
  - h) Proposed pushbuttons, traffic loops, and antennas
  - i) Proposed traffic signal removal (if required) and installation plan(s)
  - j) Proposed phasing (as required)
  - k) POCH diagram for proposed attachments to wood poles (not required for steel pole attachments)
- 2) Where applicable, the intersection and ADA ramp survey will be used to develop base plans
- 3) If existing or proposed pole locations appear to be outside existing right-of-way, contact the project manager immediately.

**Task 1: Deliverables (Base Plans):**

1. All traffic signal plan and interconnect sheets (no details required) in the following formats:
  - a. One 11x17 pdf file Distributed as follows:
    - i. **All local agencies**
    - ii. **Project Manager**
    - iii. Traffic Signals Unit
    - iv. TSC Delivery Engineer
    - v. TSC Traffic & Safety Engineer
    - vi. TSC Utilities Engineer
    - vii. Region Soils Engineer
    - viii. Region Traffic & Safety Engineer
    - ix. **Lansing Signal Shop**
    - x. Utility company supplying power

**Task 2: Preliminary (75%) Plan Preparation**

1. Design and develop preliminary (75%) contract plans necessary for new installation or modernization of electronic traffic control devices to be accomplished by contract bid letting. Preliminary (75%) plans include (in addition to base plan information):
  - (a) Location and types of utilities as provided by the utility companies and resulting from utility coordination meeting(s) as required.
  - (b) Separate Interconnect plan sheet (if the scope requires “Radio Interconnect Design”)
  - (c) List of Materials and Quantities
  - (d) Wiring diagram
  - (e) ADA ramp and pushbutton design (including existing and proposed elevations)
  - (f) Point of Contact Height (POCH) diagram(s)
  - (g) Appropriate note blocks for contact persons, etc.
  - (h) Proper file names, levels, and text sizes
  - (i) Any additional right-of-way required for existing and proposed traffic signal appurtenances

- (j) Soil boring information including depths, soil description, water level, and depth of foundation (if required)
- 2. Attend plan review meeting at the local TSC.

### **Task 2: Deliverables Preliminary (75%) Plans**

- 1) A summary spreadsheet listing utility conflicts by location and quadrant including the following:
  - a) Specify utility conflicts as overhead or underground
  - b) Specify utility and owner (if unknown label as such)
  - c) Specify locations and utilities for which inadequate information was received
- 2) All traffic signal plan and interconnect sheets including details.
- 3) All required signal related special provisions, notices to bidders, and specifications in E-Proposal format.
- 4) Preliminary pedestrian detour plans (if required) must be included as 8 ½"x11" sheets within the maintaining traffic special provision or in the plans as 11"x17" sheets.
- 5) Format of Task 3 Deliverables
  - a) One electronic 11x17 pdf file (filename: Job#PLANHALF.pdf)
  - b) One electronic proposal pdf file (filename: Job#PROPOSAL.pdf)
- 6) Distribute Task 3 Deliverables as follows:
  - i) **All local agencies**
  - ii) **Project Manager**
  - iii) Traffic Signals Unit
  - iv) TSC Delivery Engineer
  - v) TSC Traffic & Safety Engineer
  - vi) TSC Utilities Engineer
  - vii) Region Soils Engineer
  - viii) Region Traffic & Safety Engineer
  - ix) Lansing Signal Shop
  - x) Utility company supplying power

### **Task 3: OEC Plans and Proposal Preparation**

- 1) Incorporate the department's comments on the plans and prepare complete detailed construction OEC plans, supplemental specifications, special provisions, measurement and payment items, estimates of quantities, span calculations, and engineer's estimates of cost for all necessary construction and related work included in this project.
- 2) During preparation of the OEC plans, make such alterations, corrections, and revisions to said plans and supporting materials as are deemed necessary and desirable by the department to insure conformance of plans to good design and standard practices and to have said plans and other material in proper form for receiving bids.
- 3) Pedestrian detour plans must be included as 8 ½"x11" sheets within the maintaining traffic special provision or in the plans as 11"x17" sheets.
- 4) Attend and provide electronic plans for the OEC meeting.

### **Task 3: Deliverables (OEC Plans and Proposal):**

1. Deliver to the department electronic OEC plans, proposal and supporting documents compatible with **current E- Proposal** requirements (Refer to MDOT website: E-Proposal Training for MDOT Consultants Document).

#### **Task 4: Final Plan and Proposal Preparation**

- 1) Make any final changes necessary to the plans and proposal and supporting documents

#### **Task 4: Deliverables (Final Plans):**

1. Upon completion of design services for this project and final approval thereof by the department, deliver to the department final plans, proposal and supporting documents compatible with current E- Proposal requirements (Refer to MDOT website: E-Proposal Training for MDOT Consultants Document). All CAD files must be "Intergraph Microstation Version 8 file format" and all PDF files must be Adobe Acrobat version 8.

#### **Format of Task 4 Deliverables (Final Plans):**

- a) One (1) 11"x17" paper copy of the title sheet (**if required**) with original stamps and signatures including a map of the area with work locations identified, a list of locations, and other items as determined by Traffic Signal Unit
- b) Final Approved Electronic files of all signal plans must be submitted to Traffic Signal Unit.
- c) Electronic (pdf) 11"x17" plan file (filename: Job#PLANHALF.pdf)
- d) Electronic (pdf) proposal file (filename: Job#PROPOSAL.pdf)
- e) Electronic (pdf) files of all required supporting documents
- f) Construction cost estimate (excel format)
- g) One copy of all design computations as required for use by the department.
- h) Upon request by the department, make available thereto all notes utilized in preparation of the plans, supplemental specifications, and cost estimates
- i) A "txt" or "csv" file compatible with Transport system detailing the materials used
- j) Checklist of "typical" signal details to be used
- k) All required checklists of MDOT Special Provisions extracted per E-Proposal format

#### **Distribute Task 4 Deliverables as follows:**

- i) Project Manager:
  - (1) One (1) 11"x17" paper copy of the title sheet (if required) \
  - (2) All electronic files to be delivered on a compact disk (CD) and sent via email
- ii) Lansing Traffic Signals Unit
  - (1) All electronic files to be delivered on a compact disk (CD) and sent via email

#### **MDOT RESPONSIBILITIES:**

Utilities:

MDOT staff will:

- Distribute plans to all the utility companies in the area
- Receive and pass on all utility information
- Assist in scheduling and conducting utility coordination meeting(s)
- Coordinate any necessary utility relocation

**Department Review:**

The department will review and comment on the base plan, the preliminary (75%) plan, and the OEC plan submittals. Additional plan review may be required dependent on completeness and accuracy of the plans submitted.

**Information services to be provided by the MDOT are:**

- Road/bridge plans as appropriate
  - Control section numbers
  - Job numbers
  - Contact information for TSC/Region/C&T personnel
  - Appropriate Traffic and Safety Notes
  - Available signal design plans and/or layout drawings for each location
  - Available signal phasing or operational information for each location
  - A Proposal file will be made available to be used as a template
  - Items available on MDOT's website - [www.michigan.gov/mdot](http://www.michigan.gov/mdot)  
(Select: Doing Business with MDOT, Traffic & Safety Services, Typical/Details/Guides)
1. Signal Details
    - a. MDOT Typical Signal Construction Detail Sheets
    - b. MDOT Typical Signal Information Note Sheet
    - c. MDOT Typical Signal Legend Sheet
  2. Traffic Consultant Files
    - a. Cell libraries
    - b. Microstation information
    - c. CAD instructions for consultants
    - d. MDOT sample layouts
    - e. MDOT Suggested Traffic Signal Design Procedure
    - f. MDOT Requirements for Preliminary Geotechnical Investigations for Signal Foundations
    - g. Method of Measurement and Basis of Payment for Signal Contracts
    - h. Signal Span Calculation Program (non-disclosure statement required)
  3. Traffic Guidelines
    - Traffic Signal Head Placement DiagramsSignal special provisions are now available on the Design IRS menu.

**Reference Documents and Standards to be Used:**

- *National Manual of Uniform Traffic Control Devices*

- *Michigan Manual of Uniform Traffic Control Devices (MMUTCD)*
- *Michigan Vehicle Code*
- Local and national electrical codes
- MDOT Standards, Specifications, and Construction Details
- MDOT Pay Item Code Book

**PROJECT COORDINATION:**

Coordinate design service with the project manager and with MDOT Traffic Signal Unit, Douglas Adelman (517-373-2363)

**PROJECT SCHEDULE:**

Prepare and submit to the department a Gantt Chart schedule for each task including department review. The work shall be completed commencing from the date of work authorization to the Consultant.

**PAYMENT SCHEDULE**

Compensation for this Scope of Services shall be on an actual cost plus fixed fee basis.

**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.

## **ATTACHMENT C**

### **DEVELOP MAINTAINING TRAFFIC CONCEPT INCLUDING REQUIRED INFORMATION FOR MOBILITY AND SAFETY REVIEW.**

#### **1. SCOPE**

This procedure covers the development of a concept to maintain and control traffic during construction.

#### **2. WORK STEPS**

- A. Review the type of construction task(s) included in the project.
- B. Contact the MDOT Project Manager and request a meeting with the Brighton TSC Traffic & Safety Engineer (allow a minimum of two (2) weeks for a meeting date to be determined). Review the traffic data and the project site to determine project specific construction zone traffic requirements. Requirements shall be consistent with the constraints identified at the meeting with the Brighton TSC Traffic & Safety Engineer. Any necessary or recommended exceptions shall be clearly identified and justification provided.
- C. Using the given project specific constraints, develop alternatives for preliminary maintaining traffic concepts.
- D. Submit preliminary alternatives to the MDOT Project Manager for review and recommendations on which concepts to proceed with further analysis.
- E. For each selected concept:
  - Evaluate the mobility impacts using the procedures outlined in the MDOT Work Zone Safety and Mobility Manual.
  - Determine whether or not the concept is significant per the MDOT Work Zone Safety and Mobility Manual.
  - Prepare a preliminary cost estimate for traffic control.
- F. The Concepts will be submitted to the Region Mobility Team for review & approval or for follow-up
- G. For the selected alternative, create a preliminary Transportation Management Plan (TMP) including a Temporary Traffic Control Plan (TTCP), Transportation Operations Plan (TOP), and Public Information Plan (PIP) as outlined in the MDOT Work Zone Safety and Mobility Manual. Items that shall be included in the preliminary TMP at a minimum are:
  1. Constraints as identified by the Brighton TSC Traffic and Safety Engineer.

2. Method for maintaining traffic. Typical and non-typical areas shall be addressed. All areas where the pavement widths are narrower than typical shall be clearly noted and the recommendations for maintaining traffic shall address these areas.
3. Exceptions to constraints as identified by the Brighton TSC Traffic and Safety Engineer. Justification shall be required for any exceptions.
4. Need for detour, staging and/or flagging operation.
5. Need for temporary widenings and/or shoulder upgrading.
6. Time constraints and laneage requirements (number and width).
7. Method for maintaining traffic at cross streets.
8. Local considerations (school buses, emergency vehicles, large traffic generators, etc.).
9. Need for temporary traffic signals (a minimum of two signal heads in view at all times).
10. Construction zone speed limits.
11. Special events (parades, festivals, etc.).
12. Recommendations for expedited construction.
13. Statement regarding the cost of maintaining traffic as a percentage of the total project cost.

H. Submit the final preliminary TMP

**ATTACHMENT D**  
**SCOPE OF SERVICE**  
**FOR**  
**GEOTECHNICAL SERVICES**  
Coring and Testing Services

**DESCRIPTION OF WORK:**

Perform P/PMS Task 3510. For culvert extensions perform one soil boring at each extension. For culvert replacements perform one soil boring every 100 lineal ft of culvert. Borings should extend to a minimum of 20 ft below the invert elevation of the proposed culvert, unless bedrock is encountered before 20 ft below the invert elevation of the proposed culvert. Rock coring may be required if bedrock is encountered within 10 ft of the proposed invert elevation of the culvert. Contact the Ryan Snook at the Geotechnical Services Section (517-322-5748) to confirm if rock coring is needed prior to performing any rock coring.

Soil borings for the traffic signal modernization locations listed in Attachment B will be required. Borings shall be obtained at each quadrant for the box span design and to a depth of 25 feet. SPT testing is required for all signal foundation borings.

**PRIMARY PREQUALIFICATION CLASSIFICATION: Geotechnical Engineering Services**

**CONSULTANT RESPONSIBILITIES:**

- A. The Consultant is responsible for contacting MISS DIG. The consultant is also responsible for location of other utilities not on the MISS DIG system.
- B. The consultant is responsible for traffic control during all operations. The Project Manager will supply the consultant with appropriate traffic control typicals to use for each specific project. In most cases the typicals will be drawn from the "MDOT Maintenance Work Zone Traffic Control Guidelines" available on the MDOT website.
- C. The Consultant shall perform field operations in accordance with the Department's Personal Protective Equipment (PPE) Policy as stated in the MDOT Guidance Document #10118. A current copy of MDOT's PPE Policy is available on the Bulletin Board System. The Consultant shall perform field operations in accordance with MIOSHA regulations and accepted safety practices.
- D. The Consultant is responsible for filling the auger holes with bituminous patching material or fast set concrete prior to leaving the specific location.
- E. The consultant is responsible for preparing all core and boring reports. The core/soil boring report shall consist of plan sheet(s) in Microstation and pdf formats graphically listing all cores/borings. Core/boring locations shall include lateral and longitudinal offsets referencing lanes and cross streets. In addition, the consultant will provide GPS

coordinates in latitude/longitude format for all cores/borings locations.

### **MDOT RESPONSIBILITIES**

- A.** The Project Manager will provide the consultant with the appropriate traffic control scheme to use for each project. Traffic control may be changed during the work in response to unforeseen conditions, or as dictated by emergency or other events. MDOT will review traffic control measures being used at random times during performance of the contract.

## **ATTACHMENT E CORRIDOR AESTHETIC DESIGN GUIDE**

### **PROJECT DESCRIPTION:**

Work involved with the task includes: the facilitation of the Context Sensitive Solutions (CSS) process for the reconstruction of I-75. Provide expertise in conducting, leading and evaluating stakeholder engagement activities. Evaluate and compile results of stakeholder engagement to include in an aesthetic design document. The document will encompass the entire I-75 corridor in Monroe County that can be used in the 2015 project as well as future projects along the corridor.

The Aesthetic Design documents will be developed through a series of public meetings to engage key stakeholders, the community and interested travelers using the facility. The development of the Aesthetic Design documents and materials will be a collaborative effort between the consultant and the department. The consultant will 1) organize and facilitate all stakeholder meetings; 2) define visual issues and impacts; 3) utilize stakeholder input to establish aesthetic priorities and to develop a broad aesthetic vision and/or themes for the project. 4) select and refine the preferred design elements to guide the development of final plans and specifications.

### **CONSULTANT RESPONSIBILITIES:**

- Lead the CSS Process for the project following MDOT's Guidelines for Stakeholder Engagement  
[http://www.michigan.gov/documents/mdot/MDOT\\_Guidelines\\_For\\_Stakeholder\\_Engagement\\_264850\\_7.pdf](http://www.michigan.gov/documents/mdot/MDOT_Guidelines_For_Stakeholder_Engagement_264850_7.pdf)
- Research project context to establish visual issues and impacts.
  - Establish preliminary visual goals and priorities prior to first stakeholder meeting. Provide suggested visual themes to establish a starting point for community input and discussion.
- Organize and conduct a maximum of four (4) two hour stakeholder engagement meetings.
  - Meet with MDOT staff to review meeting agenda, format, activities, and exhibits to be provided at the meeting prior to each meeting for review and approval.
  - Develop exhibits which sufficiently illustrate the overall project concept and present visual themes and priorities related to community design and aesthetic values for review and comment.
  - Outline a framework for public input into the aesthetic design decision-making process
- Document public input and summarize results in a logical fashion
  - Provide a summary of results for stakeholder engagement activities.
  - Prepare an illustrated and narrated description of the project's overarching aesthetic concept to use in conceptual design development and element refinement.

- Prepare and submit any information received by the Consultant during community engagement efforts.
- Assemble the preferred themes and elements into a preliminary aesthetic design document that incorporates the community vision from the information gathered during stakeholder engagement activities.
  - Organize and prioritize aesthetic elements and features for further refinement for inclusion into the design of the project.