

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

	REQUISITION NUMBER	DUE DATE	TIME DUE
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.

PARTNERSHIP CHARTER AGREEMENT

MDOT and ACEC created a Partnership Charter Agreement which establishes guidelines to assist MDOT and Consultants in successful partnering. Both the Consultant and MDOT Project Manager are reminded to review the [ACEC-MDOT Partnership Charter Agreement](#) and are asked to follow all communications, issues resolution and other procedures and guidance's contained therein.

**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

**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**

Revised as of 3.5.13

PROJECT I

CONTROL SECTION(S): 41024

JOB NUMBER(S): 106793C & 118922

PROJECT LOCATION: (S06 of 41024) – I-96 under M-50/Alden Nash Ave., Kent County

PROJECT DESCRIPTION:

JN 106793C:

Road work that consists of adding a center left turn lane on M-50 over I-96 (S06 of 41024) and extending a deceleration lane on eastbound off ramp.

***JN 118922:**

S06 of 41024 – (I-96 under M-50) – Bridge Replacement. This Project will incorporate Accelerated Bridge Construction (ABC) techniques (lateral slide of superstructure and precast elements). The Project will use the Construction Manager General Contractor (CMGC) delivery method.

***Note:** MDOT will complete the contract plans and proposal (with possible help from Consultant for final plans). The Consultant will provide technical expertise and design for the lateral slide of superstructure, temporary substructures and use of precast substructure elements.

PROJECT II

CONTROL SECTION(S): 54013

JOB NUMBER(S): 118791

PROJECT LOCATION:

(S03 of 54013) – SB US-131 under 3 Mile Road, Mecosta County
(S04 of 54013) – NB US-131 under 3 Mile Road, Mecosta County

***PROJECT DESCRIPTION:**

S03 & S04 of 54013 – (SB & NB US-131 under 3 Mile Rd.) – Superstructure Replacement and widening, abutment repairs, concrete surface coating and approach replacement. This bridge will incorporate Accelerated Bridge Construction (ABC) techniques (lateral slide of superstructure). The Project will use the Construction Manager General Contractor (CMGC) delivery method. This portion of project will be constructed under JN 118289A.

***Note:** MDOT will complete the contract plans and proposal. The Consultant will provide technical expertise and design for the lateral slide of superstructure, temporary substructures.

PROJECTS I & II

ANTICIPATED SERVICE START DATE: May 2013

ANTICIPATED SERVICE COMPLETION DATE: February 2014

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

*Complex Bridges

Maintaining Traffic Plans and Provisions (*Project I only*)

*NOTE: The Consultant (Consultant PM and/or Lead designer/Team Member) must have previous project/design experience with a lateral bridge superstructure slide or a comparable project.

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Safety Studies (*Project I only*)

Traffic Capacity Analysis and Geometric Studies (*Project I only*)

Traffic Signal Design (*Project I only*)

DBE REQUIREMENT: 5%

DBE percentage is based on both Projects I & II combined hours.

MDOT PROJECT ENGINEER MANAGER:

Timothy E. Barry, P.E.
MDOT – Design Division
Van Wagoner Building
425 West Ottawa St.
P.O. Box 30050
Lansing, Michigan 48909
barryt@michigan.gov
Phone - (517) 335-7275
Fax - (517) 335-2731

CONSTRUCTION COST: PROJECT I
JN 106793A

Costs for JN 110784 are not included in the totals below.

A.	The estimated cost of construction is:	
	1. Mainline Pavement/Maintaining Traffic	\$1,020,000
	2. Geometric Improvement	\$
	3. Environmental	\$
	4. Drainage	\$
	5. Safety	\$
	6. Non-Motorized	\$
	7. Miscellaneous Bridge Cost	\$2,839,000
	8. Permanent Pavement Markings/Signs/Signals	\$
	9. Miscellaneous	\$
	CONSTRUCTION TOTAL	\$ 3,859,000
B.	The estimated cost of real estate is:	\$

CONSTRUCTION COST: PROJECT II

A.	The estimated cost of construction is:	
	<u>JN 118289A</u>	
	1. Mainline Pavement Maintaining Traffic	\$2,010,000
	2. Geometric Improvement	\$
	3. Environmental	\$
	4. Drainage	\$
	5. Safety	\$
	6. Non-Motorized	\$
	7. Miscellaneous Bridge Cost	\$1,683,000
	8. Permanent Pavement Markings/Signs/Signals	\$
	9. Miscellaneous	\$
	CONSTRUCTION TOTAL	\$ 3,693,000
B.	The estimated cost of real estate is:	\$

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 CADD applications and Bentley GEOPAK for road design. Consultant shall comply with all MDOT CADD standards and file naming conventions.

GENERAL INFORMATION:

PROJECT I:

This project will be advertised and let under JN 106793A and 110784A.

S06 of 41024, the existing structure is a four span, Concrete Continuous T-Beam superstructure originally constructed in 1959, which consists of a total length of 227 feet long and 37.4 feet wide.

PROJECT II:

This project will be advertised and let under JN 118289A.

S03 of 54013, the existing structure is a one span, Side by Side Prestressed Concrete Box Beam superstructure originally constructed in 1979, which consists of a total length of 86 feet long and 59.7 feet wide.

S04 of 54013, the existing structure is a one span, Side by Side Prestressed Concrete Box Beam superstructure originally constructed in 1979, which consists of a total length of 86 feet long and 59.7 feet wide.

CONSULTANT RESPONSIBILITIES:

Provide technical expertise for this project including, but not limited to the following:

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.

The Consultant's scope of work will be verified at the Kickoff Meeting with MDOT personnel and the selected Vendor following the Vendor's selection. This meeting will be scheduled prior to Vendor's submittal of the price proposal to MDOT's Project Manager.

- A. Provide technical expertise and design for the lateral slide of superstructure, temporary substructures and use of precast substructure elements.
- B. Preparation of any special provisions required to supplement MDOT's Standard Specifications for Construction in regards to the lateral slide or precast elements.
- C. Potential preparation of final or portion of final plans. The amount of final design and plan preparation, if requested, will be determined based on the timeframes allowed as well as in-house capacity. This would be determined near The Plan Review Meeting date.
- D. Prepare staging plans and special provisions for maintaining traffic during construction. Additional analysis of cross-sections may be needed due to potential for ROW needs if temporary widening is required.
- E. The Consultant shall prepare a Traffic Management Plan, including a Temporary Traffic Control Plan (TTCP), Transportation Operations Plan (TOP) and a Public Information Plan (PIP). This will include estimating user delay costs, which may require specialized software (VISSIM, SYNCRO, etc).
- F. Provide temporary and permanent signal plans based upon the maintenance of traffic schemes and final design layout.
- G. Provide solutions to any unique problems that may arise during the design of this project, e.g. utility interference, staging for part width construction or that may affect the constructability of this project.
- H. Maintain a Design Project Record which includes a history of significant events (changes, comments, etc.) which influenced the development of the plans, dates of submittals and receipt of information. A file containing project related correspondence, design, and any information resulting from research shall be submitted to MDOT with final deliverables
- I. Prepare and submit electronically (native format or Adobe PDF) any information, calculations, hydraulic studies, or drawings required by MDOT for acquiring any permit (i.e. NPDES, DEQ, etc.), approvals (i.e. county drain commission) and related mitigation. MDOT will submit permit requests.
- J. Participation in meetings and field reviews at the site.
- K. Attend any project-related meetings as directed by the MDOT Project Manager.

- L. 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.
- M. 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.

All work shall conform to AASHTO specifications and MDOT specifications and MDOT design and detailing practices. All submittals to MDOT shall require quality assurance review. The Consultant shall maintain office records, submit monthly progress reports, and submit MDOT vouchers with their billings.

All submittals to MDOT shall be dated and identified by structure number, control section, job number including phase, MDOT contract number, route and location.

A file containing project related correspondence, design, and any information resulting from research shall be submitted to MDOT with final deliverables.

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:

Complete the Contract Plans and Proposal, with possible help from Consultant for final plans.

Schedule and/or conduct the following:

1. Project related meetings.
2. Scope Verification Meeting
3. Preliminary Plans
4. The Plan Review
5. Utility Meetings.
6. Final Plans
7. Omissions/Errors/Check Meeting
8. Quantity summary sheets (final transport costs) and final item cost estimates.
9. Packaging of plans and proposal.

DELIVERABLES:

The Consultant shall deliver all computer files associated with the project in their native format (spreadsheets, CADD files, GEOPAK files, Roadway Designer Templates etc.) on DVD, CD or uploaded to ProjectWise, as directed by the MDOT Project Manager. All

ADD/GEOPAK files shall be created and identified with standard MDOT file names. 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 published monthly to the MDOT website. 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 capture a legally signed document or a hard copy version of a document is all that exists.

Plan sheets shall be printed to an Adobe PDF set in 11" x 17" format. For final Plan Turn-In, a title sheet shall be printed, signed, sealed, and then scanned for inclusion with the Adobe PDF set. The original title sheet shall be sent to the MDOT Project Manager.

At final Plan Turn-In, Reference Information Documents (RID) shall be delivered to MDOT with standard naming conventions and content. The RID files included will depend on the design survey and work type of the project. These files range from CADD, existing terrain, proposed cross sections, 3D models and files generated for Automated Machine Guidance (AMG) and automated inspection/stakeout activities.

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 removal, construction, and profile sheets will require a scale of **1"=80' or as approved by the Project Manager.**

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.

Final deliverables shall be submitted in an electronic format. All design calculations and project correspondence shall be combined into an Adobe PDF file. Tabs should be included to manage each section of the deliverable file.

PROJECT SCHEDULE:

The scheduled plan completion date for Project I is: **October 4, 2013.** The scheduled plan completion date for Project II is: **September 6, 2013.**

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.

Preliminary Engineering

Date To Be Completed By

		<u>P/PMS Task Number and Description</u>	(mm/dd/yyyy)
Yes	No		
		<u>Design Scope Verification and Base Plans Preparation</u>	
	<input type="checkbox"/>	3130 Verify Design Scope of Work and Cost	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3310 Prepare Aerial Topographic Mapping	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3320 Conduct Photogrammetric Control Survey	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3321 Set Aerial Photo Targets	__/__/__
	<input type="checkbox"/>	3330 Conduct Design Survey	
	<input type="checkbox"/>	3340 Conduct Structure Survey	
		<u>P/PMS Task Number and Description</u>	(mm/dd/yyyy)
<input type="checkbox"/>	<input type="checkbox"/>	3350 Conduct Hydraulics Survey	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3360 Prepare Base Plans	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>311M Utility Notification</u></i>	__/__/__
	<input type="checkbox"/>	3361 Review and Submit Preliminary ROW Plans	__/__/__

Preliminary Engineering (cont'd)

Date To Be Completed By

<input type="checkbox"/>	<input type="checkbox"/>	<i><u>331M Preliminary ROW Plans Distributed</u></i>	__/__/__
	<input type="checkbox"/>	3370 Prepare Structure Study	
<input type="checkbox"/>	<input type="checkbox"/>	3375 Conduct Value Engineering Study	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3380 Review Base Plans	__/__/__
	<input type="checkbox"/>	3385 Preliminary Load Rating	
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>332M Base Plan Review (Pre-GI Inspection)</u></i>	03/15/2013
X	<input type="checkbox"/>	3390 Develop the Maintaining Traffic Concepts	
		<u>Preliminary Plans Preparation</u>	

<input type="checkbox"/>	<input type="checkbox"/>	3510 Perform Roadway Geotechnical Investigation	
<input type="checkbox"/>	<input type="checkbox"/>	3520 Conduct Hydraulic/Hydrologic and Scour Analysis	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3522 Conduct Drainage Study, Storm Sewer Design, and use Structural Best Management Practices	__/__/__
	<input type="checkbox"/>	3530 Conduct Structure Foundation Investigation	
<input type="checkbox"/>	<input type="checkbox"/>	3535 Conduct Structure Review for Architectural and Aesthetic Improvements	__/__/__
X	<input type="checkbox"/>	3540 Develop the Maintaining Traffic Plan Proj I	04/16/2013
X	<input type="checkbox"/>	3551 Prepare/Review Preliminary Traffic Signal Design Plan Proj I	04/16/2013
	<input type="checkbox"/>	3552 Develop Preliminary Pavement Marking Plan	
<input type="checkbox"/>	<input type="checkbox"/>	3553 Develop Preliminary Non-Freeway Signing Plan	__/__/__
	<input type="checkbox"/>	3554 Develop Preliminary Freeway Signing Plan	
<input type="checkbox"/>	<input type="checkbox"/>	3555 Prepare/Review Preliminary Traffic Signal Operations	__/__/__
X	<input type="checkbox"/>	3570 Prepare Preliminary Structure Plans	04/16/2013
<input type="checkbox"/>	<input type="checkbox"/>	3580 Develop Preliminary Plans	__/__/__
	<input type="checkbox"/>	3581 Review and Submit Final ROW Plans	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i>351M Final ROW Plans Distributed</i>	__/__/__
X	<input type="checkbox"/>	3590 Review Preliminary Plans (Hold Plan Review Meeting)	04/30/2013
X	<input type="checkbox"/>	<i>352M THE Plan Review (Grade Inspection)</i>	04/30/2013

Utilities

<input type="checkbox"/>	<input type="checkbox"/>	3610 Compile Utility Information	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3660 Resolve Utility Issues	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i>360M Utility Conflict Resolution Plan Distribution</i>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i>361M Utility Meeting</i>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3670 Develop Municipal Utility Plans	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3672 Develop Special Drainage Structures Plans	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3675 Develop Electrical Plans	__/__/__

Mitigation/Permits

<input type="checkbox"/>	<input type="checkbox"/>	3710 Develop Required Mitigation	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3720 Submit Environmental Permit Applications	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3730 Obtain Environmental Permit	__/__/__

P/PMS Task Number and Description

(mm/dd/yyyy)

Final Plan Preparation

X	<input type="checkbox"/>	3821 Prepare/Review Final Traffic Signal Design Plan Proj I	09/16/2013
	<input type="checkbox"/>	3822 Complete Permanent Pavement Marking Plan	
	<input type="checkbox"/>	3823 Complete Non-Freeway Signing Plan	__/__/__
	<input type="checkbox"/>	3824 Complete Freeway Signing Plan	
<input type="checkbox"/>	<input type="checkbox"/>	3825 Prepare/Review Final Traffic Signal Operations	__/__/__
X	<input type="checkbox"/>	3830 Complete the Maintaining Traffic Plan Proj I	09/16/2013
<input type="checkbox"/>	<input type="checkbox"/>	3840 Develop Final Plans and Specifications	__/__/__
X	<input type="checkbox"/>	<i>380M Plan Completion</i>	09/16/2013

X	<input type="checkbox"/>	3850	Develop Structure Final Plans and Specifications	09/16/2013
X	<input type="checkbox"/>	3870	Hold Omissions/Errors Check (OEC) Meeting	09/26/2013
	<input type="checkbox"/>	3875	Final Load Rating	
X	<input type="checkbox"/>	<u>387M</u>	<u>Omissions/Errors Checks Meeting</u>	9/26/2013
X	<input type="checkbox"/>	<u>389M</u>	<u>Plan Turn-In</u>	11/16/2013
<input type="checkbox"/>	<input type="checkbox"/>	3880	CPM Quality Assurance Review	__/__/__

Preliminary Engineering – Right Of Way

Date To Be Completed By

		<u>P/PMS Task Number and Description</u>	(mm/dd/yyyy)
Yes	No		
<u>Early Right Of Way Work</u>			
<input type="checkbox"/>	<input type="checkbox"/>	4120 Obtain Preliminary Title Commitments	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	4130 Prepare Marked Final Right Of Way Plans	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<u>413M</u> <u>Approved Marked Final ROW</u>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	4140 Prepare Property Legal Instruments	__/__/__
<u>ROW Acquisition</u>			
<input type="checkbox"/>	<input type="checkbox"/>	4411 Preliminary Interviews	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<u>441M</u> <u>Post-Decision Meeting</u>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	4412 Real Estate Services Assignment Proposal and Fee Estimate (Form 633s) for Appraisal Work Authorization	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	4413 Appraisal Reports	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	4420 Appraisal Review Reports	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	4430 Acquire Right Of Way Parcels	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	4510 Conduct Right Of Way Survey & Staking	__/__/__
<u>ROW Relocation</u>			
<input type="checkbox"/>	<input type="checkbox"/>	4710 Relocation Assistance	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	4720 Prepare Improvement Removal Plan	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<u>442M</u> <u>ROW Certification</u>	__/__/__

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.

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