Michigan Department
Of Transportation
5100B (11/12)

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

REQUISITION NUMBER	DUE DATE	TIME DUE
1203	5/13/2013	noon EST

MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)
Bruce Kadzban	Various	Various

DESCRIPTION
Design Assistance to Local Agency Programs - Bridges

MDOT PROJECT MANAGER: Check all items to be included in RFP

WHITE = REQUIRED
GRAY SHADING = OPTIONAL

Check the appropriate Tier in the box below

CONSULTANT: Provide only checked items below in proposal

☐ **TIER 1 ($25,000-$99,999)**	☑ **TIER II ($100,000-$250,000)**	☐ **TIER III (>$250,000)**	
☐	☑	☐	Understanding of Service
☐	☐	☐	*Innovations*
☐	☑	☐	Organizational Chart
☐	☑	☐	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	☐	Quality Assurance/Quality Control
☐	☑	☐	**Location:** The percentage of work performed in Michigan will be used for all selections unless the project is for on-site 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	☐	Presentation
N/A	N/A	☐	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) **(No Resumes)**	7 pages (MDOT Forms not counted)	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 1____ of the attached Scope of Services for required Prequalification Classifications.

☐ **Non-Prequalified Services** – If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. **Form 5100J 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)

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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
AS NEEDED DESIGN SERVICES
Bridge Design Assistance to Local Agency Programs

CONTROL SECTION: Various

JOB NUMBER: Various

PROJECT LOCATION:

The project is located statewide with various project types.

PROJECT DESCRIPTION:

This project consists of coordinating the review of the project documents developed either by or on behalf of local municipal agencies, for federal and state aid construction projects.

The consultant will assist MDOT Local Agency Program (LAP) staff in delivering the Local Agency Program by performing various duties related to ensuring the federal/state eligibility of projects and pay items. The work will include reviewing plans, specifications and estimates for conformance with the program application (permits, utilities, real estate parcels, wetlands, non-participating items, etc.), and current design guides including, but not limited to, the "Michigan Department of Transportation Local Agency Guidelines for Geometrics (3R)", "A Policy on Geometric Design of Highways and Streets (AASHTO) 2004", "Hot Mix Asphalt or Concrete Design", the MDOT Standard Specifications for Construction, and other Michigan and Federal guidelines pertaining to eligibility for funding for local federal aid projects.

ANTICIPATED SERVICE START DATE: August 1, 2013

ANTICIPATED SERVICE COMPLETION DATE: September 30, 2015

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Short & Medium Span Bridges

SECONDARY PREQUALIFICATION CLASSIFICATION(S)

None

GENERAL INFORMATION:

MDOT will select up to two consultants for this scope of service. Use of sub-consultants will not be required on this project.

CONSULTANT BASIC KNOWLEDGE REQUIREMENTS:

The consultant will be expected to understand and have the ability to instruct the local agencies and their consultants in the following:

- Proper and full completion of the applicable MDOT programming application forms.
- The proper way to coordinate plans, special provisions, and pay item codes.
- The proper use of Frequently Used Special Provisions (FUSP's). Determination on when a pay item specific special provision needs to be generated ("7000" numbers, or mandatory special provisions required for MDOT standard pay items).
- Content and order of documents to be included in a project proposal package.
- Use of design exceptions when appropriate, and proper preparation of all required design exceptions.
- The proper use of proprietary pay items. Refer to the "Sole Source Justification Process" document, posted on the LAP website at www.michigan.gov/mdotlap. The selected source must be determined to be in the public's best interest. The MDOT LAP Project Manager (or designated staff) must also approve the justification.
- The proper use of contractor prequalification lists for local let projects.
- Be familiar with the MDOT e-proposal process, including the documents required for final submittal, as well as LAP information that is available to local agencies on the MDOT website.

The consultant will be expected to be familiar with the typical plan development process (typical cross-sections, grades, curve radii, superelevation, guardrail usage, standard plans, special details, specifications required for design and construction, etc.).

The consultant should have knowledge of typical methods of preparing staging plans and special provisions for maintaining traffic during construction (including preparing temporary traffic signal plans and special provisions).

The consultant should be familiar with signing requirements for projects on local roads, according to the current version of the Michigan Manual of Uniform Traffic Control Devices.

DBE REQUIREMENTS: 0%

MDOT LAP PROJECT ENGINEER MANAGER:

Bruce Kadzban – Rural/Enhancement Programs Engineer
Michigan Department of Transportation
Van Wagoner Building
425 West Ottawa Street
Lansing, MI 48909
Phone Number (517) 335-2229
Fax Number (517) 335-3234
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PROJECT BUDGET:

The estimated budget for this work is $50,000 per year per consultant, or $100,000 per year total. Most project assignments are directly affected by availability of LAP staff engineers, as well as any influx of projects resulting from special funding programs available to local municipal agencies. The number of assignments is dependent on several factors including current funding programs, available resources, and staff workload. The total dollar value of assigned projects will stay within the programmed amount. MDOT may increase or decrease the programmed amount as necessary, including the possibility of not assigning any projects to consultants.

If at any time the consultant expects that the estimated cost of an assigned project will exceed the authorized amount, then the consultant will be required to submit a letter to the MDOT LAP Project Engineer Manager requesting a change in the authorized amount, justifying the changes in the cost estimate, and receive approval from MDOT for the additional hours and costs, prior to performing the extra work.

MDOT RESPONSIBILITIES (GENERAL):

1. Make decisions or provide input for the following items:
    a. Make project assignments
    b. Verify that the project is programmed with a job number, and that the actual project location, work limits, and work type agree with the project as it is programmed. Obtain and update the programmed project information as necessary.
    c. Notify the local agency that the project is assigned to a Consultant. Give the local agency the Consultant's contact information and inform the local agency that the Consultant will be contacting them to schedule the GI meeting
    d. Resolve political issues
    e. Review and approve design exception requests.
    f. Review the program application, including local agency certifications regarding environmental, budget, and right of way certifications, as required.
    g. Resolve issues related to inadequate funding
    h. Upload and check final cost estimates in Trns·port.
    i. Request fund obligation

j. Prepare, distribute, coordinate, and execute the cost sharing agreement between MDOT and the local agency.
k. Prepare the draft bid proposal documents, using electronic files of the plans, special provisions, construction cost estimate, and the various checklists submitted by the consultant
l. Forward a copy of the draft bid proposal package, along with appropriate review comments, to the Consultant for response or revision.
m. Prepare the final bid proposal package and forward it on to other MDOT units for advertising and letting.
n. Determine the letting date for the project, based on dates that the electronic files, permits, and right of way certifications are delivered to the LAP staff engineer, and approved by MDOT.
o. Determine the advertisement period for each project.
p. Receive bidder inquiries or requests for additional information. Work with the local agency and Consultant to coordinate the response to such inquiries.

2. Furnish prints of specific examples of a similar project or portions of a project, if available.

3. Provide information to the consultants regarding current MDOT and FHWA policies and requirements for acceptable delivery of projects, for federal funding.

4. Initialize authorizations for applicable force account work for preliminary engineering, construction engineering, or testing, as required

5. Coordinate responses to public concerns, including but not limited to additional meetings or communications with the local agency, interested stake holders, and other agencies.

CONSULTANT RESPONSIBILITIES:

1. Meet with the MDOT LAP Project Manager (or designated staff) to review projects, location of data sources and contact persons, and relevant MDOT operations. Review and clarify project issues, data needs and availability, and the sequence of events and 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 long lead time, such as geotechnical requirements, right of way submittal dates, railroad coordination requirements, utility conflict resolution, local agency meetings, etc.

2. Maintain a project record which includes a history of significant events (changes, meetings, documentation of communications, comments, etc.) which influenced the development of the plans, dates of submittals and receipt of information.

3. Review preliminary plans, specifications, and estimates for the grade inspection (GI) meeting. Review the program applications to ensure compliance with plans. Contact the local agency and request missing items and ask for the additional information before holding the GI.

4. Contact the local agency and its consultant, if any, and make the necessary arrangements to schedule the GI meeting. Also notify the construction engineer of the appropriate MDOT TSC office of the GI meeting. Verify that the local MDOT TSC construction engineer received a copy of the GI plans, special provisions, estimate, and program application. While scheduling the grade inspection meeting, contact and invite the TSC construction engineer to either attend the meeting, or to arrange to receive the TSC review comments before the meeting.

5. Attend and conduct the GI meeting, and visit the site. The meeting and site visit may require more than one day. The site visit may be conducted without the local agency present, if time does not permit. The number of Consultant participants should be limited to one person unless new staff is being trained. The Consultant must receive written permission from MDOT prior to the GI meeting if it intends to have more than one person attend the GI for which the Consultant will be requesting reimbursement from the project. Resolve major outstanding issues or conflicting comments with the MDOT Project Manager (or designated staff). Upon resolution of a conflict, the Consultant must document, in a letter to the MDOT Project Manager (or designated staff), the solution to the conflict and the engineering judgment used by the Consultant in reaching this decision.

6. Notify the LAP staff engineer as soon as possible of any issues associated with public involvement or concern. MDOT shall be responsible for coordinating all responses to public concerns, including but not limited to additional meetings or communications with the local agency, interested stake holders, and other agencies.

7. Obtain from the local agency all proposed design exception requests, the final program application, and electronic files of the final plans, special provisions, coordination clauses, progress schedule, and construction cost estimate, all of which are revised according to the GI comments, and review these documents for conformance to MDOT requirements. Review the right of way Attachment A submitted by the local agency for the project, and obtain a correct and completed Attachment A from the local agency, if necessary. Obtain a correct and complete right of way Attachment B from the local agency, if one is required.

8. Forward design exception requests to the LAP staff engineer as soon as possible, with the consultant's recommendation to either approve or deny the request.

9. Prepare the electronic checklists of applicable Frequently Used Special Provisions, Supplemental Specifications, and Notice to Bidders (FUSP / SS / NB).

10. Obtain from the local agency copies of all required permits, and the approval letter from the State Historic Preservation Office (SHPO).

11. Forward all permits, SHPO letter, correct and complete Attachments A and B, the final program application, and the final electronic files to the LAP staff engineer. The Consultant shall be responsible for no other tasks associated with reviewing and obtaining the correct and complete right of way Attachments A and B, or for forwarding those documents to MDOT Real Estate Office staff.

12. After receipt of the draft proposal package and any associated review comments from the LAP staff engineer, review the package, work with the local agency to resolve the comments, and forward the necessary revised documents to the LAP staff engineer. The LAP staff engineer will prepare and process the final proposal package for the MDOT letting.

13. Prepare and forward electronic files containing summaries of all project related meetings to the MDOT LAP Project Engineer Manager (or designated staff) within two weeks following the meeting. Distribute the summaries to all meeting attendees.

14. The MDOT LAP Project Engineer Manager (or designated staff) shall be the official MDOT contact person for the Consultant. The Consultant must either address or send a copy of all correspondence to the MDOT LAP Project Engineer Manager (or designated staff). The MDOT LAP Project Engineer Manager (or designated staff) shall be made aware of all unusual communications that might affect the project budget or schedule.

15. Contact the MDOT LAP Project Engineer Manager (or designated staff) whenever discoveries or design alternatives have the potential to require changes in the scope, limits, quantities, costs, or location of the project.

16. During the advertisement period, work with the local agency and LAP staff engineer to coordinate the response to bidders inquiries or requests for additional information received by the LAP staff engineer.

PROJECT SCHEDULE:

Each project assignment will be completed according to the schedule proposed by the local agency, in coordination with the current LAP Project Planning Guide, which is posted on the LAP website. The consultant should use these events to prepare its Monthly Progress Reports. Consultants selected shall be aware of the lead time required to make the scheduled letting according to the current LAP Project Planning Guide.

1. Date the project is assigned by MDOT LAP to the Consultant

2. Date that the Consultant is authorized to proceed

3. Review the grade inspection (GI) package and arrange the GI meeting

4. Submit the final documents to MDOT for final review

5. Letting Date

6. Final Deliverables to MDOT (Project Files and correspondence)

PAYMENT SCHEDULE:

Compensation for work completed in this Scope of Design Services shall be on an actual cost plus fixed fee basis. MDOT will negotiate a standard set of hours for each work type described in the attachments. Projects which do not fit the criteria for standard hours may be negotiated individually on a rare occasion.

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, and applied fixed fee.

All billings for services must be directed to the Department and follow the current guidelines, which are 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. MDOT shall receive the final billing within 60 days of the completion of services. Refer to the agreement for specific contract terms.

Direct expenses, if applicable, will not be paid in excess of those allowed by the Department for its own employees in accordance with the current State of Michigan Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the travel regulations. 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. Proposed 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 LAP Project Manager.

This scope is for “as needed” services. As such, the hours provided are only an estimate. The consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. The fixed fee allowed for this project will be 11.0%. Fixed fee on “as needed” projects is computed by taking the percent of actual labor hours invoiced to labor hours authorized, then applying that percentage to the total fixed fee authorized.

MONTHLY PROGRESS REPORT:

On the first of each month, the consultant shall submit a monthly project progress report to the MDOT LAP Project Engineer Manager. The monthly progress report shall follow the guidelines in Appendix A.

FORMAT OF SUBMITTED DOCUMENTS:

The local agency will perform oversight of the design of the project. The local agency will submit paper (hard) copies of the plans, special provisions, construction cost estimate, and program application to MDOT, as part of its grade inspection submittal.

Plan sheets, sized to print as 11" by 17", shall consist of plan sheets and profile sheets or a log description of the work. Other plan sheets that are required for this project shall be completed by the local agency. These may include, but are not limited to, the following plan sheets:

1. Title sheet.
2. Note Sheet.
3. Typical Cross-Sections.
4. Project Specific Special Details.
5. Construction staging and traffic control plans.
6. Detail grade sheets for major intersections, ramp gores and critical areas.
7. Paving details.
8. Culvert detail sheet(s).
9. Vicinity and drainage map sheet.
10. Witness and benchmark sheet(s).
11. Soil boring log sheet(s).

For the final submittal, the local agency's submittal shall include the following electronic files:

1. plan sheets, in a single file, in pdf format.
2. construction cost estimate, in the format of the current version of the Michigan Engineers Resource Library (MERL), available from the LAP website.
3. special provisions unique to the project, coordination clauses, progress clauses, and other such documents that will be included in the final bid proposal package, all in individual electronic files, formatted in the current version of Microsoft Word or Adobe Acrobat.

In addition, the local agency shall also forward hard copies of the final program application, permits, signed log title sheet, SHPO letter, and right of way attachments A and B, contained in the program application.

UTILITIES:

The local agency is 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

local agency shall make modifications to the plans or design details and provide assistance as directed by the LAP staff engineer.

TRAFFIC CONTROL, PROPERTY ACQUISITION, AND PERMITS:

The local agency shall be responsible for all traffic control required to perform the tasks as outlined in this Project Scope of Design Services. The local agency will develop its own Traffic Operating Plans as part of the tasks it completes to meet the Local Agency Work Zone Safety and Mobility requirements.

The local agency shall be responsible for obtaining up to date access permits and pertinent information for tasks associated with property acquisition. These specific tasks are detailed in MDOT Real Estate manual. All real property required to be obtained for the project will be reviewed by the MDOT Real Estate Support Area Local Agency Property Analyst prior to funds being obligated for the project. Fee acquisitions, consents to construct (formerly known as grading permits), temporary easements, and access agreements, are examples of property acquisition, for local agency purposes. The consultant shall review the right of way acquisition information provided in the program application, obtain corrected or revised Attachments A and B from the local agency as required, and forward these documents to the LAP staff engineer.

The consultant shall ensure that all required municipal, state, and federal permits are obtained by the local agency and forwarded to the LAP staff engineer as part of the consultant's final deliverable submittal, prior to fund obligation.

APPENDIX A
CS Various - JN Various
DESIGN ASSISTANCE TO LOCAL AGENCY PROGRAMS

MONTHLY PROGRESS REPORTS

Control Section 00000
Job Number 000000A
Structure Number S00
Date 00/00/00

MONTHLY PROGRESS REPORT

A. Work accomplished during the previous month.
(ie preliminary plan submittals, GI's, Final Plan submittals, etc.)

B. Anticipated work items for the upcoming month.
(ie preliminary plan submittals, GI's, Final Plan submittals, etc.)

C. Real or anticipated problems on the project.
(Public involvement, concern, or controversy, utility conflicts, plans submitted without enough detail for GI, final plans containing too many errors, cannot obtain necessary permits or other needed approvals to proceed, etc.)

D. Update of previously approved detailed project schedule including explanations for any delays or changes.
(It has been found by the consultants currently working on this work for MDOT that a table with all the pertinent dates can be developed and updated to serve this purpose)

E. Items needed from MDOT.
(Verification for funding, authorization to proceed, sample project information, etc.)

F. Copy of verbal contact records for the period on delayed projects (include control section, job number, structure number and date).