

## 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			
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP  WHITE = REQUIRED ** = 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> (\$50,000 - \$150,000)	<input type="checkbox"/> <b>TIER II</b> (\$150,000-\$1,000,000)	<input type="checkbox"/> <b>TIER III</b> (>\$1,000,000)	
<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**

ENGINEERING SERVICES                       BUREAU OF TRANSPORTATION PLANNING                       OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS  
 NO                                               YES                                              DATED \_\_\_\_\_ THROUGH \_\_\_\_\_

<input type="checkbox"/> <b>Prequalified Services</b> – See the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> <b>Non-Prequalified Services</b> – 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. <b>Form 5100J is required with Proposal for firms not currently prequalified with MDOT</b>
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**Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

**For all Qualifications Based Selections**, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected 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 Based Selection / 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.

**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) with 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.

**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](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 **Revised Scope 5/10/2013**

**CONTROL SECTION:** 82025 & 82112

**JOB NUMBER:** ~~111464C, 111465C & 113475C~~

### **PROJECT LOCATION:**

The project is for rehabilitation of ~~3~~ 1 existing pump stations at the following locations:

~~JN 111464C: D06 of 82025, I-94 at Cadieux, City of Detroit, Wayne County~~

~~JN 111465C: D07 of 82025, I-94 at Marseilles, City of Detroit, Wayne County~~

JN 113475C: D13 of 82112, M-10 at Kentucky, City of Detroit, Wayne County

### **PROJECT DESCRIPTION:**

Work involved in the design of these projects consists of development of final plans and specifications for ~~each individual job number~~ for rehabilitation of the pump stations including but not limited to the following:

- A. Replace existing pumps with submersible style pumps.
- B. Service, replace, or upgrade electrical control equipment to accommodate generators.
- C. Structural rehabilitation of existing pumps stations.
- D. Replacement of trash racks, ladders, doors and railings.
- E. Hatch replacement.
- F. Modify structure to meet confined space / hazardous area requirements
- G. Additional heating and/or ventilation requirements.
- H. Install remote monitoring system.

**ANTICIPATED SERVICE START DATE:** September 1, 2013

**ANTICIPATED SERVICE COMPLETION DATE:** June 30, 2017

**PRIMARY PREQUALIFICATION CLASSIFICATION(S):**

Pump Station Design

**SECONDARY PREQUALIFICATION CLASSIFICATION(S):**

Geotechnical Engineering Services  
Maintaining Traffic Plans & Provisions  
Road Design Surveys  
Utility Coordination

**DBE REQUIREMENT:** 0%

**MDOT PROJECT ENGINEER MANAGER:**

Carrie Warren, P.E.  
Detroit Operations and Service Center – Detroit TSC  
1060 W. Fort St.  
Detroit, Michigan 48226  
Phone: (313) 967-5218  
Fax: (313) 965-6340  
E-mail: [warrenc1@michigan.gov](mailto:warrenc1@michigan.gov)

**ESTIMATED CONSTRUCTION COST:**

JN 111464: ~~—\$900,000~~  
JN 111465: ~~—\$900,000~~  
JN 113475: \$900,000

The above construction total is the amount of funding programmed for these projects. The Consultant is expected to design the projects 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:

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 adherence to the Personal Protective Equipment (PPE) standards.

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

- A. Perform design surveys.
- 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 such services are required, then a separate authorization 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. Prepare and submit electronically (native format and Adobe PDF) any information, calculations, hydraulic studies, or drawings required by MDOT for acquiring any permit (ie. NPDES, DEQ, etc), approvals (i.e. county drain commission) and related mitigation. MDOT will submit permit requests.
- L. Attend any project-related meetings as directed by the MDOT Project Manager.
- M. 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.
- N. 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.
- O. 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.
- P. 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).

## **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. Furnish the E.A.
- 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).
- J. Structure plan(s).

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

**PROJECT SCHEDULE:**

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

## 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>311M Utility Notification</i>	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3361 Review and Submit Preliminary ROW Plans	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>331M Preliminary ROW Plans Distributed</i>	/	/
<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	/	/

**Preliminary Plans Preparation**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	3510 Perform Roadway Geotechnical Investigation	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3520 Conduct Hydraulic/Hydrologic and Scour Analysis	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3522 Conduct Drainage Study, Storm Sewer Design, and use Structural Best Management Practices	/	/
<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**

**Preliminary Plans Preparation (cont'd)**

<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	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3551	Develop Traffic Signal Operations Plan	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3552	Develop Preliminary Pavement Marking Plan	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3553	Develop Preliminary Non-Freeway Signing Plan	/	/
<input 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	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3581	Review and Submit Final ROW Plans	/	/
<input type="checkbox"/>	<input checked="" 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)	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>352M</i>	<i>THE Plan Review (Grade Inspection)</i>	/	/

**Utilities**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	3610	Compile Utility Information	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3660	Resolve Utility Issues	/	/
<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	3672	Develop Special Drainage Structures Plans	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3675	Develop Electrical Plans	/	/

**Mitigation/Permits**

<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			
<b><u>Final Plan Preparation</u></b>				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3821	Prepare/Review Traffic Signal Plan	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3822	Complete Permanent Pavement Marking Plan	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3823	Complete Non-Freeway Signing Plan	/ /
		/	/	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3824	Complete Freeway Signing Plan	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3830	Complete the Maintaining Traffic Plan	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3840	Develop Final Plans and Specifications	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>380M</i>	<i>Plan Completion</i>	05/06/2016
<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	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>387M</i>	<i>Omissions/Errors Checks Meeting</i>	06/03/2016
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>389M</i>	<i>Plan Turn-In</i>	07/08/2016
<input checked="" type="checkbox"/>	<input 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"/>	<i>413M</i>	<i>Approved Marked Final ROW</i>	/ /
<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"/>	<i>441M</i>	<i>Post-Decision Meeting</i>	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4412	Real Estate Services Assignment Proposal and Fee Estimate (Form 633s) for Appraisal Work Authorization	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4413	Appraisal Reports	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4420	Appraisal Review Reports	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4430	Acquire Right Of Way Parcels	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4510	Conduct Right Of Way Survey & Staking	/ /

**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"/>	<i>442M</i>	<i>ROW Certification</i>	/ /

## **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.

MDOT will pay overtime in accordance with MDOT's current Overtime Reimbursement Guidelines.

MDOT will reimburse the CONSULTANT for vehicle expenses and the costs of travel to and from project sites in accordance with MDOT's current Travel and Vehicle Expense Reimbursement Guidelines.

**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**

## **SURVEY SCOPE OF WORK**

If Survey Control remains in the field for Construction Staking, then a Design Survey Portfolio will be required to be submitted. Government corners subject to destruction by impending construction must have a recorded LCRC (Land Corner Recordation Certificate) with three valid witnesses submitted with a Design Survey portfolio. All monument boxes in the project area must be accounted for on the plans or log.

Please contact the MDOT Design Survey Consultant Manager or MDOT Region Surveyor for additional information.