

## 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

**CONTROL SECTION(S):** 50061, 63103

**JOB NUMBER(S):** 116561C

**PROJECT LOCATION:**

The project is located along I-696 from West of Dequindre to Hoover in the Cities of Warren, Centerline, and Roseville in Macomb County. The project length is about 4.2 miles.

**PROJECT DESCRIPTION:**

Freeway lighting replacement.

**ANTICIPATED SERVICE START DATE:** January 2014

**ANTICIPATED SERVICE COMPLETION DATE:** February 2015

**PRIMARY PREQUALIFICATION CLASSIFICATION(S):**

Freeway Lighting

**SECONDARY PREQUALIFICATION CLASSIFICATION(S):**

Maintaining Traffic Plans and Provisions

Utility Coordination

**DBE REQUIREMENT:** 0%

**MDOT PROJECT ENGINEER MANAGER:**

Steve Minton  
Senior Project Manager  
Projects and Contracts  
26170 21 Mile Road  
Chesterfield, MI 48051  
Phone Number: (586) 421-3957  
Email: minton@michigan.gov

**CONSTRUCTION COST:** The estimated cost of construction is \$4,775,000.

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

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

**REQUIRED MDOT GUIDELINES AND STANDARDS:**

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

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

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

**CONSULTANT RESPONSIBILITIES:**

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

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

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

- A. Perform field reviews to verify and document existing conditions for the purposes of developing plans showing the existing lighting layout and the proposed lighting system plans. MDOT will provide base mapping of the existing interchange area in MicroStation format.

- B. Prepare required plans, details, specifications and cost estimate for design and construction. See Task 3675 description in the MDOT PPMS Task Manual for additional details and requirements of developing electrical plans.
- C. Compute and verify all plan quantities.
- D. Provide solutions to any unique problems that may arise during the design of this project.
- E. Coordinate, as needed, with the TSC Utility Engineer and the electric utility company on the electrical power feeds for the lighting system.
- F. Coordinate with MDOT to determine the desired level of illumination on the roadways.
- G. Develop and incorporate the maintaining traffic special provision, pay items, and quantities into the plan, specification, and estimate package.
- H. Incorporate the lighting foundation boring log provided by MDOT into the plans.
- I. The Consultant may be required to provide Design Services during the construction phase of this project. If Construction Assistance is required, then a separate authorization for those services will be issued.
- J. 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.
- K. The Consultant representative shall record and submit 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.
- L. The Consultant will provide to MDOT at the scheduled submittal dates, electronic copies (in Adobe pdf format) of the required specifications and plan set materials for distribution by MDOT for all reviews for this project.
- M. Prepare and submit electronically (native format or Adobe PDF) any information, calculations, hydraulic studies, or drawings required by MDOT for acquiring any permit (ie. NPDES, DEQ, etc), approvals (i.e. county drain commission) and related mitigation. MDOT will submit permit requests.

- N. Attend any project-related meetings as directed by the MDOT Project Manager.
- O. 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.
- P. 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.
- Q. 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.
- R. The Consultant shall contact the MDOT Project Manager whenever discoveries or design alternatives have the potential to require changes in the scope, limits, quantities, costs, or right-of-way of the project.

## **UTILITIES**

The Consultant shall be responsible for obtaining and showing on the plans the location and names of all existing utilities within the limits of the project. In the course of resolving utility conflicts, the Consultant shall make modifications to the plans or design details and provide assistance as directed by the MDOT Utility Permits Engineer and/or Project Manager. The Consultant shall attend any utility meetings called to ensure that the concerns are addressed on the plans involving utilities. The Consultant shall assist in the review of utility permit requests to ensure compatibility with the project. The Consultant will be responsible for miscellaneous staking of utilities.

## **TRAFFIC CONTROL**

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

## **MDOT PERMITS**

The Consultant shall be responsible for obtaining up to date access permits and pertinent information for tasks in MDOT Right of Way (ROW). This information can be obtained through the Macomb-St. Clair TSC.

## **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. The Omissions/Errors/Checks Meeting
  - 5. Quantity summary sheets and final item cost estimates.
  - 6. Packaging of plans and proposal.
- B. Furnish Special Details and pertinent reference materials.
- C. Furnish mapping (in MicroStation format) within the project limits.
- D. Furnish prints of an example of a similar project and old plans of the area.
- E. Obtain all permits for the project as outlined in previous section.
- F. Coordinate any necessary utility relocation.
- G. Furnish FTP site for software download and instructions for the MDOT Stand Alone Proposal Estimator's Worksheet (SAPW).

### **DELIVERABLES:**

The Consultant shall deliver all computer files associated with the project in their native format (spreadsheets, 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 in half size (11" x 17") formats. A half 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 lighting removal and construction sheets will require a scale of **1"=100' (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 in Microstation format to use in the title sheet. 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. Project Information Sheet.
- C. Note Sheet.
- D. Miscellaneous Quantities and Estimates Sheet.
- E. Standard Legend Sheet. (MDOT will provide)
- F. Electrical Notes and Legend Sheet.
- G. Wiring Diagram Sheets.
- H. Lighting and Foundation Detail Sheet(s).
- I. Light Standard and Base Detail Sheet(s).
- J. Handhole Details and other miscellaneous project specific detail sheet(s).
- K. Soil boring log sheets.

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.

Plan Completion: 7/1/14

Letting: 1/9/15

	<b>MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST</b>	
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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)**

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY
YES	NO		(mm/dd/yyyy)
		<b><u>EPE SCOPING ANALYSIS</u></b>	
<input type="checkbox"/>	<b>X</b>	2120 Prepare Traffic Analysis Report	_/_/____
<input type="checkbox"/>	<b>X</b>	2130 Prepare Project Justification	_/_/____
<input type="checkbox"/>	<b>X</b>	<i><u>213M Concurrence by Regulatory Agencies with the Purpose and Need</u></i>	_/_/____
<input type="checkbox"/>	<b>X</b>	2140 Develop and Review Illustrative Alternatives	_/_/____
<input type="checkbox"/>	<b>X</b>	2155 Request/Perform Safety Analysis	_/_/____
<input type="checkbox"/>	<b>X</b>	2160 Prepare and Review EIS Scoping Document	_/_/____
<input type="checkbox"/>	<b>X</b>	<i><u>211M Public Information Meeting</u></i>	_/_/____
		<b><u>EPE DRAFT ANALYSIS</u></b>	
<input type="checkbox"/>	<b>X</b>	2310 Conduct Technical SEE Studies	_/_/____
<input type="checkbox"/>	<b>X</b>	2321 Prepare for Aerial Photography	_/_/____
<input type="checkbox"/>	<b>X</b>	2322 Finish/Print Aerial Photography	_/_/____
<input type="checkbox"/>	<b>X</b>	2330 Collect EPE Geotechnical Data	_/_/____
<input type="checkbox"/>	<b>X</b>	2340 Develop and Review Practical Alternatives	_/_/____
<input type="checkbox"/>	<b>X</b>	<i><u>233M Aerial Photography Flight</u></i>	_/_/____
<input type="checkbox"/>	<b>X</b>	2360 Prepare and Review EA or DEIS	_/_/____
<input type="checkbox"/>	<b>X</b>	<i><u>231M Draft Submission to FHWA</u></i>	_/_/____
<input type="checkbox"/>	<b>X</b>	2380 Circulate EA or DEIS	_/_/____
<input type="checkbox"/>	<b>X</b>	<i><u>232M Public Hearing</u></i>	_/_/____
		<b><u>EPE FINAL ANALYSIS</u></b>	
<input type="checkbox"/>	<b>X</b>	2510 Determine and Review Recommended Alternative	_/_/____
<input type="checkbox"/>	<b>X</b>	<i><u>250M Concurrence by Regulatory Agencies with Recommended Alternatives</u></i>	_/_/____
<input type="checkbox"/>	<b>X</b>	2525 Prepare and Review Engineering Report	_/_/____
<input type="checkbox"/>	<b>X</b>	2530 Prepare and Review Request for FONSI or FEIS	_/_/____
<input type="checkbox"/>	<b>X</b>	<i><u>252M Final Submission to FHWA</u></i>	_/_/____
<input type="checkbox"/>	<b>X</b>	2550 Obtain FONSI or ROD	_/_/____
		<b><u>CONTAMINATION INVESTIGATION</u></b>	
<input type="checkbox"/>	<b>X</b>	2810 Project Area Contamination Survey (PCS)	_/_/____
<input type="checkbox"/>	<b>X</b>	2820 Preliminary Site Investigation (PSI) for Contamination	_/_/____

# MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

## PRELIMINARY ENGINEERING - DESIGN

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY
YES	NO		(mm/dd/yyyy)
		<b><u>DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION</u></b>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3130 Verify Design Scope of Work and Cost	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3310 Prepare Aerial Topographic Mapping	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3320 Conduct Photogrammetric Control Survey	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3321 Set Aerial Photo Targets	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3330 Conduct Design Survey	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3340 Conduct Structure Survey	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3350 Conduct Hydraulics Survey	_/_/_
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3360 Prepare Base Plans	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>331M 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 type="checkbox"/>	<input checked="" type="checkbox"/>	3380 Review Base Plans	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>332M Base Plan Review (Pre-GI Inspection)</i>	_/_/_
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3390 Develop the Maintaining Traffic Concepts	_/_/_
		<b><u>PRELIMINARY PLANS PREPARATION</u></b>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3500 Develop Transportation Management Plan	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3510 Perform Roadway Geotechnical Investigation	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3520 Conduct Hydraulic/Hydrologic and Scour Analysis	_/_/_
<input type="checkbox"/>	<input checked="" 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	_/_/_
<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 Prepare/Review Preliminary Traffic Signal Design 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"/>	3555 Prepare/Review Preliminary Traffic Signal Operations	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3570 Prepare Preliminary Structure Plans	_/_/_
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3580 Develop Preliminary Plans	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3581 Review and Submit Final ROW Plans	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>351M Final ROW Plans Distributed</i>	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3590 Review Preliminary Plans (Hold Plan Review Meeting)	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>352M THE Plan Review (Grade Inspection)</i>	_/_/_

## MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

### PRELIMINARY ENGINEERING - DESIGN (cont'd)

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

# MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

## PRELIMINARY ENGINEERING – RIGHT OF WAY

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

## **PPMS TASK 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**

## **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. The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

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.

For projects advertised May 1, 2013, or later, MDOT will reimburse the CONSULTANT for vehicle expenses and the costs of travel to and from project sites in accordance with MDOT's Travel and Vehicle Expense Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at [http://www.michigan.gov/documents/mdot/Final\\_Travel\\_Guidelines\\_05-01-13\\_420289\\_7.pdf?20130509082418](http://www.michigan.gov/documents/mdot/Final_Travel_Guidelines_05-01-13_420289_7.pdf?20130509082418). MDOT's travel and vehicle expense reimbursement policies are intended primarily for construction engineering work. Reimbursement for travel to and from project sites and for vehicle expenses for all other types of work will be approved on a case by case basis.

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.

For projects advertised May 1, 2013, or later, MDOT will pay overtime in accordance with MDOT's Overtime Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at [http://www.michigan.gov/documents/mdot/Final\\_Overtime\\_Guidelines\\_05-01-13\\_420286\\_7.pdf?20130509081848](http://www.michigan.gov/documents/mdot/Final_Overtime_Guidelines_05-01-13_420286_7.pdf?20130509081848). MDOT's overtime reimbursement policies are intended primarily for construction engineering work. Overtime reimbursement for all other types of work will be approved on a case by case basis.

## **SCOPE OF SERVICE FOR UTILITY COORDINATION**

The Consultant is directly responsible for all aspects of the project's utility coordination. The Consultant is expected to provide technical assistance to MDOT, utilities and other stakeholders regarding utility identification, project utility coordination and utility conflict resolution.

A utility is defined as any privately, publicly, municipal or cooperatively owned line, facility, or system for producing, transmitting, or distributing communication, cable television, power, electricity, light, heat, gas, oil, crude products, water, steam, waste, or any other similar commodity, including any fire or police signal system or street lighting system.

MDOT shall -

- Provide a preliminary list of utilities, with contact information, that may have facilities located within the project limits. This list may not be 100% accurate and/or complete.
- Provide assistance, if necessary, in contacting utilities to obtain facility records.
- Provide Consultant with utility responses and facility records if utility information solicitation has been performed.
- Organize and host a kick-off meeting with Consultant and MDOT prior to Consultant beginning utility coordination services.

Consultant shall -

- Maintain a Utility Conflict Matrix\* spreadsheet and deliver as the bi-weekly status report.
- Distribute form letters, plans, etc. as outlined in 14.16 (Request for Utility Information) and 14.26 (Distribution of Preliminary Plans to Utilities and Utility Coordination Meeting) of the MDOT Road Design Manual.
  - Identify existing/proposed utility owners and facilities.
  - Collect and compile utility responses.
  - Follow up with non-responsive utilities.
- Schedule and conduct utility meetings for the resolution of conflicts between utility facilities and proposed construction.
  - Identify conflicts, discuss possible design modifications, develop utility relocation schemes, discuss reimbursable relocations, and discuss project scope and schedule.
  - Identify the utility's design and construction contacts and ensure the plan's note sheet utility contact information is accurate.
  - Record meeting minutes and distribute to all attendees.
- Schedule and conduct field meetings with individual utilities to resolve conflicts.
- Schedule and conduct in meetings convened for the purpose of utility betterments.
- Ensure municipal utility relocations, betterments and reimbursements follow Chapter 9 of the MDOT Road Design Manual.
- Identify eligible reimbursable utility relocations, for public/private utilities, as outlined in

23 Code of Federal Regulations (CFR) Part 645 Subparts A and B – Utilities and ensure 23 CFR Part 635.410 - Buy America Requirements are met.

- Collect documentation to evaluate reimbursable utility relocations.
- Evaluate utility relocation plans for compatibility with the proposed project.
- Ensure utility relocation schedules do not impact the project schedule.
- Confirm utility relocation permit applications are submitted to the TSC.
- Prepare the “Utilities Status Report” (MDOT Form 2286) and “Notice to Bidders - Utility Coordination” documents.
- Track and monitor utility relocation progress.

Deliverables (Provided to the TSC Utility Coordinator and Project Manager):

- Courtesy copies of all correspondence with the utilities
- Utility Conflict Matrix
- Utility coordination meeting minutes
- Reimbursable utility relocation documentation
- Utilities Status Report and Notice to Bidders - Utility Coordination

\* The Utility Conflict Matrix (UCM) is located on the <http://www.trb.org/Main/Blurbs/166731.aspx> website under Training materials > Prototype 1 – Stand-alone UCM. The UCM was developed as part of the Transportation Research Board’s (TRB) second Strategic Highway Research Program (SHRP 2) Report S2-R15B-RW-1: Identification of Utility Conflicts and Solutions which provides concepts and procedures to identify and resolve utility conflicts. Tools described in the report include utility conflict matrices that enable users to organize, track, and manage conflicts that frequently arise.