

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

	REQUISITION NUMBER	DUE DATE	TIME DUE
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	
DESCRIPTION			
MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED ** = OPTIONAL Check the appropriate Tier in the box below		CONSULTANT: Provide only checked items below in proposal	
<input type="checkbox"/> TIER I (\$50,000 - \$150,000)	<input type="checkbox"/> TIER II (\$150,000-\$1,000,000)	<input type="checkbox"/> TIER III (>\$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"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site p=inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	<input type="checkbox"/>	Presentation **
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) (No Resumes)	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes. Resumes limited to 2 pages per key staff personnel.

PROPOSAL AND BID SHEET EMAIL ADDRESS – mdot-rfp-response@michigan.gov

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least five (5) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet

5100J – Consultant Data and Signature Sheet (Required only for firms not currently prequalified with MDOT)

(These forms are not included in the proposal maximum page count.)

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest (Consultant/Vendor Selection Guidelines for Services Contracts" and "Guideline for Completing a Low Bid Sheet(S)*, if a low bid is involved as part of the selection process. **Reference Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

ENGINEERING SERVICES BUREAU OF TRANSPORTATION PLANNING OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO YES DATED _____ THROUGH _____

Prequalified Services – See 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 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. Failure to comply with this procedure may result in your bid being rejected from consideration.

PARTNERSHIP CHARTER AGREEMENT

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

**NOTIFICATION
MANDATORY ELECTRONIC SUBMITTAL**

Proposals submitted for this project must be submitted electronically.

The following are changes to the Proposal Submittal Requirements:

- Eliminated the Following Requirements:
 - Safety Program
 - Communication Plan
 - Past Performance as *a separate section*
 - Separate section for DBE Statement of goals. Include information in Qualification of Team section

- Implemented the Following Changes:
 - All proposals require an Organization Chart
 - Resumes must be a maximum of two pages
 - Only Key (lead) staff resumes may be submitted
 - Tier III proposal reduced from 19 to 14 pages
 - Forms 5100D, 5100I, and 5100G combined – 5100D
 - Forms 5100B and 5100H combined – 5100B
 - RFP's will be posted on a weekly basis -- on Mondays

The following are Requirements for Electronic Submittals:

- Proposals must be prepared using the most current guidelines
- The proposal must be bookmarked to clearly identify the proposal sections (See Below)
- For any section not required per the RFP, the bookmark must be edited to include “N/A” after the bookmark title.
Example: Understanding of Service – N/A
- Proposals must be assembled and saved as a single PDF file
- PDF file must be 5 megabytes or smaller
- PDF file must be submitted via e-mail to MDOT-RFP-Response@michigan.gov
- MDOT's requisition number and company name must be included in the subject line of the e-mail. The PDF shall be named using the following format:
 - Requisition#XXX_Company Name.PDF
- MDOT will not accept multiple submittals
- Proposals must be *received* by MDOT on or before the due date and time specified in each RFP

If the submittals do not comply with the requirements, they may be determined unresponsive.

The Consultant's will receive an e-mail reply/notification from MDOT when the proposal is received. Please retain a copy of this e-mail as proof that the proposal was received on time. **Consultants are responsible for ensuring the MDOT receives the proposal on time.**

****Contact Contract Services Division immediately at 517-373-4680 if you do not get an auto response****

Required Bookmarking Format:

- I. Request for Proposal Cover Sheet Form 5100D
 - A. Consultant Data and Signature Sheet, Form 5100J (if applicable)
- II. Understanding of Service
 - A. Innovations
- III. Qualifications of Team
 - A. Structure of Project Team
 - 1. Role of Firms
 - 2. Role of Key Personnel
 - B. Organization Chart
 - C. Location
- IV. Quality Assurance / Quality Control Plan
- V. Resumes of Key Staff
- VI. Pricing Documents/Bid Sheet (if applicable)

2/14/12

**NOTIFICATION
E-VERIFY REQUIREMENTS**

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

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

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

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

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

9/13/12

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
DESIGN SERVICES**

CONTROL SECTION(S): 41132, 41133

JOB NUMBER(S): 117992C, 119012C & 119013C

PROJECT LOCATION:

The project is located along US-131 from 10 Mile Road northerly to the south junction of M-46 (17 Mile Road) in Algoma Township, Kent County.

The project length is 7.513 miles.

PROJECT DESCRIPTION:

Work involved in the design of the project consists of: the construction of temporary median crossovers and shoulder widening (JN 119013), reconstruction of northbound (JN 117992) and southbound (JN 119012) US-131 between 10 Mile Road and the south junction of M-46 (17 Mile Road), including all ramps within the project limits.

ANTICIPATED SERVICE START DATE: 02/1/2014

ANTICIPATED SERVICE COMPLETION DATE: 02/1/2018

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Roadway Rehabilitation & Rural Freeways

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Maintaining Traffic Plans and Provisions, Pavement Marking Plans, Permanent Freeway Traffic Signing Plans, Safety Studies, Traffic Capacity Analysis and Geometric Studies, Geotechnical Engineering Services

DBE REQUIREMENT: 5%

MDOT PROJECT ENGINEER MANAGER:

Darrell Heuker, Consultant Coordinator
Grand Region/Grand Rapids TSC
2660 Leonard St. NE Grand Rapids MI 49525
616-464-1802
616-464-1189
heukerd@michigan.gov

CONSTRUCTION COST:

A. The estimated cost of construction is:

1.	Mainline Pavement	\$23,905,000
2.	Geometric Improvement	\$0
3.	Environmental	\$0
4.	Drainage	\$3,067,000
5.	Safety	\$660,000
6.	Non Motorized	\$0
7.	Maintaining Traffic	\$1,602,000
8.	Miscellaneous Bridge Cost	\$0
9.	Detours and Maintaining Traffic	\$0
10.	Permanent Pavement Markings/Signs/Signals	\$1,041,000
11.	Miscellaneous	<u>\$10,825,000</u>
	CONSTRUCTION TOTAL	\$41,100,000

B. The estimated cost of real estate is: \$0

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, MDOT Bridge Design Manual, MDOT Bridge Design Guides, 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.

GENERAL INFORMATION:

This contract is for the design of the job numbers listed above. JN 119013 is currently programmed for November, 2015 letting and 2016 construction. JN 117992 is currently programmed for February, 2017 letting and 2017 construction. JN 119012 is currently programmed for December, 2017 letting and 2018 construction.

MDOT will provide survey information for this project to the consultant. Survey data is anticipated to be available in June, 2014.

A Value Engineering study and a Life Cycle Cost Analysis will be required for this project.

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. Prepare required plans, typical cross-sections, details, and specifications required for design and construction. This project will be required to follow the Design Deliverable Enhancement Package (D.D.E.P.). Provide Reference Information Documents (RID) at final turn in.
- B. **Evaluate existing drainage facilities and global drainage conditions within the project area and propose resolutions for any inadequate drainage conditions.**
- C. Compute and verify all plan quantities.
- D. Provide solutions to any unique problems that may arise during the design of this project.
- E. Prepare staging plans and special provisions for Maintaining Traffic during construction. As part of the Maintaining Traffic, conduct a comprehensive mobility analysis and investigate alternative maintenance of traffic schemes. The Consultant will evaluate if the

threshold criteria contained in MDOT's Work Zone Safety and Mobility Policy are exceeded, mitigation measures shall be analyzed and recommended. The consultant shall prepare a Transportation Management Plan (TMP) per the Work Zone Safety and Mobility Manual which shall include a Temporary Traffic Control Plan, a Transportation Operations Plan and a Public Information Plan.

Develop a VSSIM model of the maintaining traffic schemes to evaluate the options and recommend the best MOT plan to maintain safety and mobility.

Submit a draft TMP at the Plan Review and the final TMP 2 weeks prior to the OEC.

- F. Perform and Prepare roadway pavement and soils investigations. The Consultant will be responsible for compiling and preparing the investigation results into report format for the project pavement design and construction information to be developed. The Consultant will be responsible for obtaining any necessary permits to perform this work within MDOT ROW and abide by working hour restrictions and use proper signing per TSC traffic engineer. This includes providing all Traffic Control Devices and Flaggers when needed.

Perform one shoulder boring every mile on the inside shoulder in the widening areas on both bounds of US-131 to a depth of 5 feet.

Perform one shoulder coring every mile through the concrete on the outside shoulder of both bounds of US-131. Complete a 5 foot hand auger through the core hole at each location.

Perform one 5 foot boring every 200 feet along the centerline of the temporary crossovers.

At the boring and coring/hand auger locations, sample and test the subbase for Class II specification. Provide visual description and depth of gravel/soil including water/seepage, boring date, etc. Show all results on the boring logs. If cobbles, boulders or bedrock are encountered in the borings, make note on the boring logs. Provide digital photographs at each location.

Reference all borings by station and offset from the respective US-131 centerlines and by GPS coordinates. For GPS coordinates, use Horizontal Datum: Michigan State Plane Coordinates (NAD 1983).

Record all information on Microstation plan sheets.

Fill and patch all holes.

- G. The Consultant is notified that there is potential for contaminated soils on this project, and if encountered they shall be tested, handled and disposed of according to all local, state and federal laws.
- H. 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.
- I. Provide any pickup survey or field measurements to supplement the data provided by MDOT.
- J. Prepare Design Exception Requests if necessary for road and/or bridge issues (ie: superelevation transition rates, SSD, shoulder widths, under clearance, etc.) a list of possible design exceptions will be required at the Base Plan Review, with final drafts being submitted at the Plan Review Meeting.
- K. Analyze crash data and prepare a crash analysis for the project as a whole as well as for any Design Exceptions for the project specific items/locations and submit them for review by the MDOT GRTSC Traffic and Safety Engineer.
- L. Submit in-progress plans for the Plan Review to the Grand Rapids TSC office for QA review. These plans will be submitted two weeks prior to the scheduled submittal dates, one week for review and one week to allow for changes.
- M. Submit final OEC plans to the Region Office for a two week QA review with one week for corrections prior to the scheduling of the OEC. The consultant will be required to perform all changes required from the Region's QA review and then re-submit the package to the Project Manager for distribution to the final OEC attendees for their 2 week review prior to the OEC meeting. The Consultant shall incorporate this time into their design schedule.
- N. Prepare and submit electronically (native format or Adobe PDF) any information, calculations, or drawings required by MDOT for acquiring any R.O.W. (e.g. grading permits, easements, etc.). MDOT will submit permit requests.
- O. 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.
- P. If excavation is required, submit the excavation locations which may contain contamination. Project Manager then can proceed in requesting a Project Area Contamination Assessment (PACS).

- Q. Prepare and submit a CPM network for the construction of this project.
- R. 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.
- S. 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.
- T. 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.
- U. Attend any project-related meetings as directed by the MDOT Project Manager. Progress meetings may be scheduled on a weekly or bi-weekly basis.
- V. 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, power point presentations, etc.
- W. 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.
- X. 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.
- Y. 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.
- Z. The Consultant is notified that the project will be packaged separately to be let as individual projects, and hours should be scheduled to allow for the additional packaging.

UTILITIES

The Consultant shall be responsible for obtaining existing utility plans from MDOT and showing on the proposed design 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 and 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 and provide minutes and action item lists from those meetings. The Consultant shall assist in the review of utility permit requests to ensure compatibility with the project. The Consultant shall provide for the survey staking of various proposed facilities, and existing ROW so as to locate potential utility conflicts and aid in the completion of utility relocation plans for all municipal and private utility companies. The Consultant shall verify any utility information (location, size, type, etc.) through researching historical as-built information for the project area.

TRAFFIC CONTROL

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

MDOT PERMITS

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

MONTHLY PROGRESS REPORT

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

MDOT RESPONSIBILITIES:

- A. Schedule and/or conduct the following:
 - 1. Project related meetings.
 - 2. Base Plan Review
 - 3. The Plan Review
 - 4. Omissions/Errors Check Meeting
 - 5. Utility Meetings.
 - 6. Final Transport item cost estimates

- B. Furnish Special Details and pertinent reference materials.

- C. Furnish prints of an example of a similar project and old plans of the area, if available.
- D. Obtain all permits for the project as outlined in previous section.
- E. Coordinate any necessary utility relocation.
- F. Furnish FTP site for software download and instructions for the MDOT Stand Alone Proposal Estimator's Worksheet (SAPW).

DELIVERABLES:

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

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

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

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

The project construction, removal and profile sheets will require a ratio (scale) of **1:80 (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 and signing plan(s).
- H. Witness and benchmark sheet(s).
- I. Soil boring log sheet(s).
- I. Special Details as necessary.

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)

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)		
YES	NO		JN 119013	JN 117992	JN 119012
		<u>EPE SCOPING ANALYSIS</u>			

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

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY mm/dd/yyyy			
YES	NO		JN 119013	JN 117992	JN 119012	
		<u>EPE DRAFT ANALYSIS</u>				
<input type="checkbox"/>	<input type="checkbox"/>	2310	Conduct Technical SEE Studies	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2321	Prepare for Aerial Photography	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2322	Finish/Print Aerial Photography	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2330	Collect EPE Geotechnical Data	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2340	Develop and Review Practical Alternatives	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i>233M</i>	<i>Aerial Photography Flight</i>	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2360	Prepare and Review EA or DEIS	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i>231M</i>	<i>Draft Submission to FHWA</i>	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2380	Circulate EA or DEIS	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i>232M</i>	<i>Public Hearing</i>	__/__/__	__/__/__	__/__/__
		<u>EPE FINAL ANALYSIS</u>				
<input type="checkbox"/>	<input type="checkbox"/>	2510	Determine and Review Recommended Alternative	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i>250M</i>	<i>Concurrence by Regulatory Agencies with Recommended Alternatives</i>	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2525	Prepare and Review Engineering Report	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2530	Prepare and Review Request for FONSI or FEIS	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i>252M</i>	<i>Final Submission to FHWA</i>	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2550	Obtain FONSI or ROD	__/__/__	__/__/__	__/__/__
		<u>CONTAMINATION INVESTIGATION</u>				
<input type="checkbox"/>	<input type="checkbox"/>	2810	Project Area Contamination Survey (PCS)	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2820	Preliminary Site Investigation (PSI) for Contamination	__/__/__	__/__/__	__/__/__

PRELIMINARY ENGINEERING - DESIGN

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)			
YES	NO		JN 119013	JN 117992	JN 119012	
		<u>DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION</u>				
<input type="checkbox"/>	<input type="checkbox"/>	3130	Verify Design Scope of Work and Cost	__/__/__	__/__/__	__/__/__

<input type="checkbox"/>	<input type="checkbox"/>	3310 Prepare Aerial Topographic Mapping	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3320 Conduct Photogrammetric Control Survey	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3321 Set Aerial Photo Targets	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3330 Conduct Design Survey	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3340 Conduct Structure Survey	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3350 Conduct Hydraulics Survey	__/__/__	__/__/__	__/__/__
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3360 Prepare Base Plans	07/18/2014	05/08/2015	05/08/2015
<input type="checkbox"/>	<input type="checkbox"/>	<i>331M Utility Notification</i>	__/__/__	__/__/__	__/__/__
		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)		
YES	NO		JN 119013	JN 117992	JN 119012
<input type="checkbox"/>	<input type="checkbox"/>	3361 Review and Submit Preliminary ROW Plans	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i>331M Preliminary ROW Plans Distributed</i>	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3370 Prepare Structure Study	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3375 Conduct Value Engineering Study	__/__/__	__/__/__	__/__/__
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3380 Review Base Plans	08/15/2014	06/19/2015	06/19/2015
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>332M Base Plan Review (Pre-GI Inspection)</i>	08/1/2014	06/02/2015	06/02/2015
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3390 Develop the Maintaining Traffic Concepts	07/18/2014	05/08/2015	05/08/2015
		<u>PRELIMINARY PLANS PREPARATION</u>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3510 Perform Roadway Geotechnical Investigation	12/12/2014	12/08/2015	12/08/2015
<input type="checkbox"/>	<input 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	12/12/2014	12/08/2015	12/08/2015
<input type="checkbox"/>	<input type="checkbox"/>	3530 Conduct Structure Foundation Investigation	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3535 Conduct Structure Review for Architectural and Aesthetic Improvements	__/__/__	__/__/__	__/__/__
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3540 Develop the Maintaining Traffic Plan	12/12/2014	12/08/2015	12/08/2015
<input type="checkbox"/>	<input type="checkbox"/>	3551 Prepare/Review Preliminary Traffic Signal Design Plan	__/__/__	__/__/__	__/__/__
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3552 Develop Preliminary Pavement Marking Plan	12/12/2014	12/08/2015	12/08/2015
<input type="checkbox"/>	<input type="checkbox"/>	3553 Develop Preliminary Non-Freeway Signing Plan	__/__/__	__/__/__	__/__/__
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3554 Develop Preliminary Freeway Signing Plan	12/12/2014	12/08/2015	12/08/2015
<input type="checkbox"/>	<input type="checkbox"/>	3555 Prepare/Review Preliminary Traffic Signal Operations	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3570 Prepare Preliminary Structure Plans	__/__/__	__/__/__	__/__/__
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3580 Develop Preliminary Plans	12/12/2014	12/08/2015	12/08/2015
<input type="checkbox"/>	<input type="checkbox"/>	3581 Review and Submit Final ROW Plans	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i>351M Final ROW Plans Distributed</i>	__/__/__	__/__/__	__/__/__
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3590 Review Preliminary Plans (Hold Plan Review Meeting)	12/15/2014	12/09/2015	12/09/2015
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>352M THE Plan Review (Grade Inspection)</i>	01/02/2015	12/28/2015	12/28/2015

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING - DESIGN (cont'd)

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)		
YES	NO		JN 119013	JN 117992	JN 119012
		<u>UTILITIES</u>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3610 Compile Utility Information	12/12/2014	12/08/2015	12/08/2015
<input type="checkbox"/>	<input type="checkbox"/>	3650 Coordinate RR Involvement for Grade Separations	_/_/_	_/_/_	_/_/_
<input type="checkbox"/>	<input type="checkbox"/>	3655 Coordinate RR Involvement for At-Grade Crossings	_/_/_	_/_/_	_/_/_
<input type="checkbox"/>	<input type="checkbox"/>	3660 Resolve Utility Issues	_/_/_	_/_/_	_/_/_
<input type="checkbox"/>	<input type="checkbox"/>	<i>360M Utility Conflict Resolution Plan Distribution</i>	_/_/_	_/_/_	_/_/_
<input type="checkbox"/>	<input type="checkbox"/>	<i>361M Utility Meeting</i>	_/_/_	_/_/_	_/_/_
<input type="checkbox"/>	<input type="checkbox"/>	3670 Develop Municipal Utility Plans	_/_/_	_/_/_	_/_/_
<input type="checkbox"/>	<input type="checkbox"/>	3672 Develop Special Drainage Structures Plans	_/_/_	_/_/_	_/_/_
<input type="checkbox"/>	<input type="checkbox"/>	3675 Develop Electrical Plans	_/_/_	_/_/_	_/_/_
		<u>MITIGATION/PERMITS</u>			
<input type="checkbox"/>	<input type="checkbox"/>	3710 Develop Required Mitigation	_/_/_	_/_/_	_/_/_
<input type="checkbox"/>	<input type="checkbox"/>	3720 Assemble Environmental Permit Applications	_/_/_	_/_/_	_/_/_
<input type="checkbox"/>	<input type="checkbox"/>	3730 Obtain Environmental Permit	_/_/_	_/_/_	_/_/_
		<u>FINAL PLAN PREPARATION</u>			
<input type="checkbox"/>	<input type="checkbox"/>	3821 Prepare/Review Final Traffic Signal Design Plan	_/_/_	_/_/_	_/_/_
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3822 Complete Permanent Pavement Marking Plan	04/13/2015	05/04/2016	05/04/2016
<input type="checkbox"/>	<input type="checkbox"/>	3823 Complete Non-Freeway Signing Plan	_/_/_	_/_/_	_/_/_
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3824 Complete Freeway Signing Plan	04/13/2015	05/04/2016	05/04/2016
<input type="checkbox"/>	<input type="checkbox"/>	3825 Prepare/Review Final Traffic Signal Operations	_/_/_	_/_/_	_/_/_
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3830 Complete the Maintaining Traffic Plan	04/13/2015	05/04/2016	05/04/2016
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3840 Develop Final Plans and Specifications	04/13/2015	05/04/2016	05/04/2016
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>380M Plan Completion</i>	04/14/2015	05/05/2016	05/05/2016
<input type="checkbox"/>	<input type="checkbox"/>	3850 Develop Structure Final Plans and Specifications	_/_/_	_/_/_	_/_/_
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3870 Hold Omissions/Errors Check (OEC) Meeting	05/06/2015	06/06/2016	06/06/2016
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>387M Omissions/Errors Checks Meeting</i>	05/19/2015	06/22/2016	06/22/2016
<input type="checkbox"/>	<input type="checkbox"/>	<i>389M Plan Turn-In</i>	_/_/_	_/_/_	_/_/_
<input type="checkbox"/>	<input type="checkbox"/>	3880 CPM Quality Assurance Review	_/_/_	_/_/_	_/_/_

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING – RIGHT OF WAY

YES	NO	P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)		
			JN 119013	JN 117992	JN 119012
		<u>EARLY RIGHT OF WAY WORK</u>			
<input type="checkbox"/>	<input type="checkbox"/>	4120 Obtain Preliminary Title Commitments	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	4130 Prepare Marked Final Right Of Way Plans	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i>413M Approved Marked Final ROW</i>	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	4140 Prepare Property Legal Instruments	__/__/__	__/__/__	__/__/__
		<u>ROW ACQUISITION</u>			
<input type="checkbox"/>	<input type="checkbox"/>	4411 Preliminary Interviews	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i>441M Post-Decision Meeting</i>	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	4412 Real Estate Services Assignment Proposal and Fee Estimate (Form 633s) for Appraisal Work Authorization	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	4413 Appraisal Reports	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	4420 Appraisal Review Reports	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	4430 Acquire Right Of Way Parcels	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	4510 Conduct Right Of Way Survey & Staking	__/__/__	__/__/__	__/__/__
		<u>ROW RELOCATION</u>			
<input type="checkbox"/>	<input type="checkbox"/>	4710 Relocation Assistance	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	4720 Prepare Improvement Removal Plan	__/__/__	__/__/__	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i>442M ROW Certification</i>	__/__/__	__/__/__	__/__/__

FOR YOUR INFORMATION

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

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

Dennis Kelley: (517) 373-4614

Tonya Nobach: (517) 335-1927

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.

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. 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.

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. 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.