

## 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 \_\_\_\_\_

**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](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):** 52041

**JOB NUMBER(S):** 116621C

**PROJECT LOCATION:**

The project is located on US-41/M-28 at the 2<sup>nd</sup> Street intersection in the City of Ishpeming, Marquette County.

The project length is 0.50 miles.

**PROJECT DESCRIPTION:**

This project will be for the design of a modern roundabout at the above location. This design will call for the complete removal of the existing pavement and traffic signal and the replacement with a modern roundabout constructed with a hot mix asphalt surface. The design will also include necessary drainage modifications. Watermain and sanitary sewer will be relocated where it conflicts with the proposed construction. Maintenance of traffic, pavement marking, signing, approach lighting, and pedestrian signal plans will be required.

**ANTICIPATED SERVICE START DATE:**

April 14, 2014

**ANTICIPATED SERVICE COMPLETION DATE:**

December 4, 2015

**PRIMARY PREQUALIFICATION CLASSIFICATION(S):**

Roadway Rehabilitation & Rural Freeways

**SECONDARY PREQUALIFICATION CLASSIFICATION(S):**

Geotechnical Engineering Services

Hydraulics

Municipal Utilities

Maintaining Traffic Plans and Provisions

Pavement Marking Plans

Permanent Non-Freeway Traffic Signing Plans

Traffic Capacity Analysis and Geometric Studies

Traffic Signal Design

Complex Traffic Signal Operations

Freeway Lighting

**PREFERRED QUALIFICATIONS AND CRITERIA (FOR NON-CLASSIFIED SERVICES):**

**UTILITY COORDINATION**

- MDOT shall be responsible for project Utility Coordination
- The Consultant and MDOT shall share responsibilities for project Utility Coordination. See attached “Scope of Services for Utility Coordination”.
- The Consultant shall be responsible for project Utility Coordination. See attached “Scope of Services for Utility Coordination”.

**DBE PARTICIPATION REQUIREMENT:** N/A

**MDOT PROJECT ENGINEER MANAGER:**

Ken Filpus – Project Manager  
MDOT Superior Region – Ishpeming TSC  
100 South Westwood Drive  
Ishpeming, MI 49849  
Phone Number: (906) 485-6322 EXT 127  
Fax Number: (906) 485-4878  
E-mail: filpusk@michigan.gov

**CONSTRUCTION COST:**

A. The estimated cost of construction is:

<b>1.</b>	<b>Mainline Pavement</b>	<b>\$750,000</b>
<b>2.</b>	<b>Geometric Improvement</b>	<b>\$375,000</b>
<b>3.</b>	<b>Environmental</b>	<b>\$50,000</b>
<b>4.</b>	<b>Drainage</b>	<b>\$275,000</b>
<b>5.</b>	<b>Non Motorized</b>	<b>\$75,000</b>
<b>6.</b>	<b>Maintaining Traffic</b>	<b>\$125,000</b>
<b>7</b>	<b>Permanent Pavement Markings/Signs/Signals</b>	<b>\$150,000</b>
<b>8.</b>	<b>Miscellaneous</b>	<b><u>\$255,466</u></b>
	<b>CONSTRUCTION TOTAL</b>	<b>\$2,055,466</b>

B. The estimated cost of real estate is: \$40,000

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, Published MDOT Design Advisories, Drainage Manual, Roadside Design Guide, A Policy on Geometric Design of Highways and Streets, Michigan Manual of Uniform Traffic Control Devices, etc.).

The Consultant is required to use the current MDOT1 workspace 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, utility conflict resolution, local agency meetings, etc.

- A. Prepare required plans, typical cross-sections, details, and specifications required for design and construction.
- B. Perform soil borings and analysis for pavement design.
- C. Prepare a drainage study and related design.
- D. Compute and verify all plan quantities.

- E. Prepare staging plans and special provisions for maintaining traffic during construction.
- F. Perform the utility coordination for this project.
- G. Prepare municipal utilities plans for watermain and sanitary sewer that needs to be relocated for construction.
- H. The City of Ishpeming will be constructing a 3<sup>rd</sup> Street to 2<sup>nd</sup> Street connector road just south of the railroad. Incorporate the connector road plans from the City of Ishpeming with the roundabout plans.
- I. Design and prepare electrical plans for the placement of street lights at the roundabout.
- J. Design and prepare plans for pedestrian signals at the roundabout.
- K. Prepare plans with detail grades for the roundabout and the approach roads and other critical areas.
- L. Prepare Right-Of-Way plans, as required, to locate, verify and purchase real estate and/or obtain construction access permits for this project.
- M. Provide solutions to any unique problems that may arise during the design of this project.
- N. 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.
- 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 Survey (PACS).
- Q. The Consultant shall be required to prepare and submit a CPM network for the construction of this project. See Attachment B.

- R. 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.
- S. 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.
- 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.
- 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, etc.
- W. 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.
- 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.

## **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.

## **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, Development Services 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. See Attachment C.

## **MDOT RESPONSIBILITIES:**

Schedule and/or conduct the following:

1. Project related meetings
2. Base Plan Review
3. The Plan Review
4. Omissions/Errors/Check
5. Provide the road design topographical survey and right of way survey.
6. Final Transport item cost estimates
  - A. Furnish pertinent reference materials.
  - B. Furnish prints of an example of a similar project and old plans of the area, if available.
  - C. Obtain all permits for the project as outlined in previous section.

- D. 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, Roadway Designer Templates 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. It is the Consultant's responsibility to obtain up to date MicroStation and GEOPAK seed/configuration files necessary to comply with MDOT's CADD standards which are published monthly to the MDOT website. Any CADD/GEOPAK files that do not conform to MDOT standards will be returned to the Consultant for correction at the Consultant's expense.

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

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

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

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

The project removal, construction, and profile sheets will require a scale of **1"=40' or as approved by the Project Manager.**

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

**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  
P/PMS Form Only

**MDOT PRECONSTRUCTION  
TASKS  
CONSULTANT CHECKLIST**

Version 11  
Updated  
08-26-2013

*For questions on specific tasks, refer to the P/PMS Task Manual located on the [MDOT Website](#).*

*For assistance in accessing this manual, please contact:*

***Dennis Kelley: (517) 373-4614***

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. Scheduling assistance may be accomplished with estimated completion dates. While not part of P/PMS, an Authorization Milestone and Post-Design Tasks have been included for your reference.

**STUDY (EARLY PRELIMINARY ENGINEERING)**

		<b>P/PMS TASK NUMBER AND DESCRIPTION</b>	<b>DATE TO BE COMPLETED BY</b>	
			<b>(mm/dd/yyyy)</b>	
		<b>CONSULTANT CONTRACT AUTHORIZATION/EXECUTION</b>	<b>04/14/2014</b>	
<b>YES</b>	<b>NO</b>			
<b><u>INFORMATION GATHERING/STUDIES</u></b>				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1115 Traffic Data Collection for Studies	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1120 Prepare Traffic Analysis Report for Studies	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1125 Traffic Capacity Analysis for Studies	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1155 Request/Perform Safety Analysis for Studies	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1300 Traffic Impact Study	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1350 Determine Need for Interstate Access Change Request	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1400 Feasibility Study	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1500 Corridor Study	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1555 Interstate Access Change Request	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i><u>155M FHWA Approval of Interstate Access Change Request</u></i>	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1600 Access Management Study Plan	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1700 Other Miscellaneous Studies	/	/
<b><u>EPE SCOPING ANALYSIS</u></b>				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2100 Scope Verification and Initiation of EPE Activities	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2115 Prepare Traffic Analysis Report for EPE/Design	/	/

<input type="checkbox"/>	<input checked="" type="checkbox"/>	2120	Traffic Data Collection for EPE/Design	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2125	Traffic Capacity Analysis for EPE/Design	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2130	Prepare Project Purpose and Need	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>213M</u>	<u>Concurrence by Regulatory Agencies with the Purpose and Need</u>	/	/
<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 for EPE/Design	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2160	Prepare and Review EIS Scoping Document	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>216M</u>	<u>Public Information Meeting</u>	/	/

## MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

### STUDY (EARLY PRELIMINARY ENGINEERING) (cont'd)

		P/PMS TASK NUMBER AND DESCRIPTION		DATE TO BE COMPLETED BY (mm/dd/yyyy)	
YES	NO				
<b><u>EPE DRAFT ANALYSIS</u></b>					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2310	Conduct Technical SEE Studies	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2311	Cultural Resources Survey	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2312	Recreational Survey – Section 4(f)/6(f)	/	/
<b><u>EPE DRAFT ANALYSIS (cont'd)</u></b>					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2313	Endangered Species Survey	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2314	Wetland Assessment	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2315	Wetland Mitigation	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2316	Other Technical Reports	/	/
<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"/>	<u>233M</u>	<u>Aerial Photography Flight</u>	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2360	Prepare and Review EA	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>236M</u>	<u>Approval of EA by FHWA</u>	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2370	Prepare and Review Draft EIS	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>237M</u>	<u>Approval of Draft EIS by FHWA</u>	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2380	Distribute EA	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>238M</u>	<u>Public Hearing for EA</u>	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2390	Distribute DEIS	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>239M</u>	<u>Public Hearing for DEIS</u>	/	/
<b><u>EPE FINAL ANALYSIS</u></b>					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2510	Determine and Review Recommended Alternative	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>250M</u>	<u>Concurrence by Reg Agencies with Recom Alternatives</u>	/	/

<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	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>252M</u>	<u>Approval of FONSI by FHWA</u>	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2540	Prepare and Review FEIS	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>254M</u>	<u>Approval of FEIS by FHWA</u>	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2550	Obtain ROD	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>255M</u>	<u>ROD Issued by FHWA</u>	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2570	ITS Concept of Operations	/	/

**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	/	/

**MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST**

**PRELIMINARY ENGINEERING - DESIGN**

		<b>P/PMS TASK NUMBER AND DESCRIPTION</b>		<b>DATE TO BE COMPLETED BY</b>
<b>YES</b>	<b>NO</b>			<b>(mm/dd/yyyy)</b>
<b><u>DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION</u></b>				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3130	Verify Design Scope of Work and Cost	04/14/2014
<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"/>	3325	Geotechnical Structure Site Characterization	/ /
<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	10/07/2014
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>311M</u>	<u>Utility Notification</u>	09/04/2014
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3361	Review and Submit Preliminary ROW Plans	10/07/2014
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>331M</u>	<u>Preliminary ROW Plans Distributed</u>	10/07/2014
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3365	Pre-Conceptual ITS Design and Meeting	/ /
<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	11/05/2014
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3385	Preliminary Load Rating	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>332M</u>	<u>Base Plan Review (Pre-GI Inspection)</u>	10/24/2014
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3390	Develop the Maintaining Traffic Concepts	10/07/2014

**PRELIMINARY PLANS PREPARATION**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	3500	Develop Transportation Management Plan	07/08/2015
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3510	Perform Roadway Geotechnical Investigation	03/13/2015
<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	03/13/2015
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3530	Geotechnical Foundation Engineering Report	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3535	Conduct Str. Review for Arch. & Aesthetic Improvements	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3540	Develop the Maintaining Traffic Plan	03/13/2015
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3551	Prepare/Review Preliminary Traffic Signal Design Plan	03/13/2015
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3552	Develop Preliminary Pavement Marking Plan	03/13/2015
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3553	Develop Preliminary Non-Freeway Signing Plan	03/13/2015
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3554	Develop Preliminary Freeway Signing Plan	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3555	Prepare/Review Preliminary Traffic Signal Operations	03/13/2015
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3570	Prepare Preliminary Structure Plans	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3580	Develop Preliminary Plans	03/13/2015
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3581	Review and Submit Final ROW Plans	02/03/2015
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>351M</u>	<u>Final ROW Plans Distributed</u>	02/03/2015

## 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		
<b><u>PRELIMINARY PLANS PREPARATION (cont'd)</u></b>			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3585 Final ITS Concept Design and Meeting	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3590 Review Preliminary Plans (Hold Plan Review Meeting)	04/10/2015
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>352M</u> <u>THE Plan Review (Grade Inspection)</u>	04/10/2015
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3595 Conduct ITS Structure Foundation Investigation	/ /
<b><u>UTILITIES</u></b>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3610 Compile Utility Information	01/22/2015
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3615 Compile ITS Utility Information	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3650 Coordinate RR Involvement for Grade Separations	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3655 Coordinate RR Involvement for At-Grade Crossings	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3660 Resolve Utility Issues	03/25/2015
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>360M</u> <u>Utility Conflict Resolution Plan Distribution</u>	01/23/2015
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>361M</u> <u>Utility Meeting</u>	04/01/2015
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3670 Develop Municipal Utility Plans	06/15/2015
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3672 Develop Special Drainage Structures Plans	06/15/2015
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3675 Develop Electrical Plans	06/15/2015
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3680 Preliminary ITS Communication Analysis	/ /

<input type="checkbox"/>	<input checked="" type="checkbox"/>	3690	Power Design (Power Drop in Field)	/	/
<b><u>MITIGATION/PERMITS</u></b>					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3710	Develop Required Mitigation	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3720	Assemble Environmental Permit Applications	03/09/2015	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3730	Obtain Environmental Permit	06/15/2015	
<b><u>FINAL PLAN PREPARATION</u></b>					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3815	Geotechnical Structure Design Review	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3821	Prepare/Review Final Traffic Signal Design Plan	06/15/2015	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3822	Complete Permanent Pavement Marking Plan	06/15/2015	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3823	Complete Non-Freeway Signing Plan	06/15/2015	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3824	Complete Freeway Signing Plan	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3825	Prepare/Review Final Traffic Signal Operations	05/01/2015	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3830	Complete the Maintaining Traffic Plan	06/15/2015	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3840	Develop Final Plans and Specifications	06/15/2015	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>380M</u>	<u>Plan Completion</u>	07/08/2015	
<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	08/05/2015	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3875	Final Load Rating	/	/

# 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		
<b><u>FINAL PLAN PREPARATION (cont'd)</u></b>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>387M Omissions/Errors Checks Meeting</i>	07/27/2015
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>389M Plan Turn-In</i>	11/06/2015
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3880 CPM Quality Assurance Review	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3890 Final ITS Communication Analysis	/ /

## PRELIMINARY ENGINEERING – RIGHT OF WAY

<b><u>EARLY RIGHT OF WAY WORK</u></b>			
<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 Approved Marked Final ROW</i>	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4140 Prepare Property Legal Instruments	/ /
<b><u>ROW ACQUISITION</u></b>			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4411 Preliminary Interviews	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>441M 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	/ /
<b><u>ROW ACQUISITION (cont'd)</u></b>			
<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	/ /
<b><u>ROW RELOCATION</u></b>			
<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 ROW Certification</i>	/ /

# MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

## POST LETTING/AWARD TASKS (for reference only)

		P/PMS TASK NUMBER AND DESCRIPTION		DATE TO BE COMPLETED BY (mm/dd/yyyy)	
YES	NO				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4810	Complete Acquisition Process	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4820	Manage Excess Real Estate	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4830	Provide Post-Certification Relocation Assistance	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4910	Conduct ROW Monumentation	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5010	Construction Phase Engineering and Assistance	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5020	Prepare As-Built Drawings	/	/

### 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](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](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.

**ATTACHMENT A**

**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.

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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.

**ATTACHMENT B**  
**52041-116621C**  
**CONSTRUCTION CRITICAL PATH NETWORKS**

**I. INTRODUCTION**

The Vendor is required to submit a Construction Critical Path Network at various points in the design process. Refer to the following:

P/PMS TASK 3580 - DEVELOP PRELIMINARY PLANS

P/PMS TASK 3830 - COMPLETE THE CONSTRUCTION ZONE TRAFFIC CONTROL PLAN

P/PMS TASK 3840 - DEVELOP FINAL PLANS AND SPECIFICATIONS

Construction Critical Path Networks are often needed to develop the progress schedule for a project. They are required on any project designated to include an Incentive/Disincentive or Special Liquidated Damages clause. Construction Critical Path Networks are also recommended for projects with the following characteristics:

1. New construction.
2. Major reconstruction or rehabilitation on an existing roadway that will severely disrupt traffic.
3. Unique or experimental work.
4. More than one construction season.
5. Complex staging (multiple stages with traffic shifts).

As noted in MDOT's Construction and Technology Instructional Memorandum 1997-7, Progress Schedule Determinations/Critical Path Rates,

*preparation of a Critical Path is a requirement on all Vendor-designed projects, regardless of the project type or complexity*

The MDOT Resident Engineer assigned to the project should be consulted when developing Construction Critical Path Networks.

MDOT requires the precedence diagramming method. The Vendor will submit this network in MPX version 4.0.

## II. NETWORK DEVELOPMENT

The network will be defined using the following steps.

1. Activity definition.
2. Activity sequencing.
3. Duration estimation.
4. Schedule development.

### 1. ACTIVITY DEFINITION

The Vendor will define the specific activities in enough detail so that the proper objectives will be met. The Vendor must identify assumptions (those factors considered true, real or certain). Supporting detail for the activities should be documented and organized as needed to simplify the review of the activities by MDOT personnel.

The Construction Critical Path Network must start with the **Letting Date** as the first activity and terminate with the **End of Project** as the finish activity.

A sufficient number of activities will be required with sufficient detail so that the controlling construction operation(s) may be identified. Notation on each activity shall include a brief work description and activity time duration.

### 2. ACTIVITY SEQUENCING

Activity sequencing involves identifying and documenting interactivity dependencies. The Vendor must sequence activities accurately to support later development of a realistic and achievable construction schedule. Two types of dependencies should be considered. Mandatory dependencies are inherent in the nature of the work being done, such as construction sequencing. Discretionary dependencies are based on a knowledge of the work to be done. Constraints are used to show how the activities relate to each. The Vendor must include documentation supporting all discretionary dependencies used in the project. All activities must lead to another activity. Only Start to Start, Finish to Finish and Finish to Start relationships will be allowed. All logic shall show how the given activity is dependent on its preceding activities.

### 3. DURATION ESTIMATION

After the Vendor has sequenced the activities, the Vendor should determine the activity duration. Activity duration estimating involves assessing the number of work periods likely to be needed to accomplish each activity. Duration (working days): No activity will have a duration greater than 20 working days unless approved by the Engineer. Activities that will be allowed to exceed 20 working days include, but are not limited to, working drawing approvals or other activities not under the control of the Contractor. If requested by the Engineer, the Vendor shall explain the reasonableness of activity time durations. The approved MDOT production rates will be used in estimating activity duration. These are available in the Supplemental Information section

of this attachment. The Vendor must document and submit all assumptions made during the duration estimation to MDOT.

#### **4. SCHEDULE DEVELOPMENT**

The activity sequencing, duration estimations and the calendars are combined to create the construction schedule. During the development of the schedule the Vendor will verify:

1. The required schedule to build the project.
2. The constructability of the project.
3. If the maintaining traffic scheme will work.
4. If seasonal limitations will affect the construction.
5. Any other project specific considerations.

The MDOT Calendars will be used by the Vendor in developing the network. The calendars are based on a 4, 5 or 6 day work week. The MDOT Calendars are included in the Supplemental Information section of this attachment.

At this point there should be no negative float in the network. If there is, there is an error in the network and the error must be corrected before network submittal.

All summary tasks shall be removed prior to submittal to MDOT Project Manager

### **III. DELIVERABLES**

After this final step the design Vendor will submit the finished CPM schedule to MDOT

#### **1. Documents**

- A. 11" x 17" plot of the network. The critical path shall be clearly identified on the plot. A larger plot may be required for complex networks.
- B. Work Day / Completion Date Determination Worksheet.
- C. List of any other assumptions or controlling factors used in creating the network. For example, permit or maintaining traffic restrictions.

#### **2. Electronic Format**

This section sets the requirements for the electronic submittal of the Vendor's Construction Network. All networks shall be submitted on a 3.5 inch floppy disk (or via E-mail) using one of the following formats:

- A. **Standard Electronic Media Format:** This is a standard ASCII text file containing the data elements below, in the order specified. This file can be created using any text editor or word

processing application ( i.e., MS-Word, WordPerfect, Notepad, Write) but must be saved as an ASCII file.

The **first line** will provide a descriptive header describing the submittal and containing:

Control Section

Job Number

Route

Vendor name

Date of Submittal

The next line will be **blank**, followed by multiple data lines.

Each **data line** will contain one record pertaining to one task of the job. Separate data fields by a comma. Fields within each task line are as follows:

(Note that the term "task" is synonymous with "activity." Leave fields that are not required blank)

- (1) Task # (Job # followed by a hyphen followed by this task's unique 4 digit task number. This is the Preceding Event Activity Code)
- (2) Description of Task, Milestone or Hammock, blank if this record is a constraint
- (3) Calendar (see attached list)
- (4) Duration of task, blank for constraints
- (5) Task # of the next task (Succeeding Event) - leave blank if this record is not a constraint or hammock
- (6) Type of constraint (FS, SS, FF) - leave blank if this record is not a constraint.
- (7) Delay, if required
- (8) Original "Baseline" Start Date
- (9) Original "Baseline" Finish Date
- (10) Current (forecast) Start Date (early start)
- (11) Current (forecast) Finish Date (early finish)
- (12) Estimated completion date (if different from early start + current duration)
- (13) Late Start Date
- (14) Late Finish Date
- (15) Actual Start Date
- (16) Actual Finish Date

Example - each line contains the following:

Task # (preceding event), Description, Calendar, Duration, Next Task # (succeeding event), Constraint Type, Delay, Baseline Start, Baseline Finish, Early Start, Early Finish, Estimated Completion Date, Late Start, Late Finish, Actual Start, Actual Finish, Total Float.

B. **Primavera Project Planner(P3) 2.0 Export Procedure:** Users who have Primavera Project Planner(P3) version 2.0 can automatically create a export file by following the export procedure below. **Users having an older version of Primavera may use the applications export feature only if they are able to include all the data elements listed in the version 2.0 format.**

1. Choose Tools, Project Utilities, **EXPORT**
2. Click **ADD**, then click **OK** to accept the next sequential ID number, or type a unique number to identify the specifications and click **OK**
3. Enter a description for the specification in the Title field
4. Specify data items to export

#### **Activities**

- Select **Contents of List**
- Use the Description column to specify which data items to export
- To add items, click the right mouse button in the Description column and choose from the list. Suggested Items include: **Activity ID, Activity Description, Actual Start, Actual Finish, Calendar ID, Early Start, Early Finish, Late Start, Late Finish, Original Duration.**
- Select **All Current, All Target, or All Target2**
- Set Description Length to 48

**OR**

#### **Constraints**

- Select **Successor relationships** - Choose this option to export Activity IDs and their corresponding successors only. Lags and relationship types will also be displayed in this output file.

5. Click **FORMAT** in Export Dialog Box
6. In the Output file section, enter a new name and path (ex. A:\actexp or A:\conexp). Do not include a file extension.
7. In the type field, click the minimize button and choose the [**.PRN**] - **ASCII** file format for the output file.
8. Select **CALENDAR** for Date Format
9. Set ASCII Output Field Separation to **1** and Blank column width to **0**
10. Click **RUN**
11. In the Output Options dialog box, click on **OK**

**NOTE: A COMPLETED FILE EXPORT WILL CONSIST OF 2 EXPORT FILES (ACTIVITIES & CONSTRAINTS)**

C. **Microsoft Project Export Procedure:** Users of Microsoft Project Version 4.0 and above can create a Microsoft Project Exchange (MPX) file by following the procedure below.

1. Choose File, Save As from the main menu
2. In the Save File as Type box Select **MPX 4.0**
3. On the drive box select a: or whichever drive is the 3.5" Floppy drive
4. Click on **OK**

This saves the file in MPX format.

D. **Primavera Sure Track:** Users of Sure Track Version 2.0 and above can create a Microsoft Project Exchange (MPX) file by following the procedure below.

1. Choose File, Save As from the main menu
2. In the filename box input a filename
3. In the Save File as Type box Select **MPX**
4. On the drive box select a: or whichever drive is the 3.5" Floppy drive
5. Click on **OK**

This saves the file in MPX format

E. **Scitor Project Scheduler 7 Export Procedure:** Users of Scitor Project Scheduler Version 7 and above can create a Microsoft Project Exchange (MPX) file by following the procedure below.

1. Choose File, Save As from the main menu
2. In filename box select a filename
3. In the Save File as Type box Select MPX
4. On the drive box select a: or whichever drive is the 3.5" Floppy drive
5. Click on **OK**

This saves the file in MPX format

F. **Export Files with Other Scheduling Applications:** Most scheduling packages have export functions similar to those described above. If the Vendor chooses to use packages with export capabilities, they shall include all items listed in the Standard Media Format in a text or ASCII type file.

#### IV. SUPPLEMENTAL INFORMATION

##### A. MDOT CRITICAL PATH-CONSTRUCTION TIME ESTIMATES

###### Drainage

###### Cross Culverts

Rural Highways	44 yd./day
Expressways	55 yd./day
Large Headwalls	5 days/unit
Slab or Box Culverts	5 days/pour
Plowed in Edge Drain (production type project)	4921 yd./day
Open Graded Underdrain (production type project)	1312 yd./day

###### Sewers

0m-5m(up to 60 in. (1500mm))	44 yd./day
0m-5m(over 60 in. (1500mm))	27 yd./day
5m-over(up to 60 in. (1500mm))	27 yd./day
5m-over(over 60 in. (1500mm))	22 yd./day
Jacked-in-place	14 yd./day
including excavation pit & set up	min. 5 days
Tunnels	
hand mining	9 yd./day
machine mining	22 yd./day
including excavation pit & set up	min. 5 days

###### Manholes

3 units/day

###### Catch Basin

4 units/day

###### Utilities

Water Main(up to 16 in. (400mm))	109 yd./day
Flushing, Testing & Chlorination	4 days
Water Main(20 in. (500mm) – 40 in. (1050mm))	27 yd./day
Flushing, Testing & Chlorination	5 days
Order & Deliver 24 in. (600 mm) HP Water Main	50 days/order
Gas Lines	109 yd./day

###### Earthwork and Grading

###### Embankment(CIP)

**Metro Exp**

1962 yd.<sup>3</sup>/day

**Rural**

6932 yd.<sup>3</sup>/day

Excavation and/or Embankment(Freeway)	1962 yd. <sup>3</sup> /day	12033 yd. <sup>3</sup> /day
Excavation and/or Embankment(Reconstruction)	981 yd. <sup>3</sup> /day	4970 yd. <sup>3</sup> /day
Embankment(Lightweight Fill)	392 yd. <sup>3</sup> /day	785 yd. <sup>3</sup> /day
Muck(Excavated Waste & Backfill)	1962 yd. <sup>3</sup> /day	
Excavation(Widening)	656 yd./day	
Grading(G & DS)	820 yd./day	
Subbase and Selected Subbase(up to 8 yd. (7.4m))	656 yd./day	
Subbase and Selected Subbase(8 yd. (7.4 m) & over)	492 yd./day	
Subgrade Undercut & Backfill	1962 yd. <sup>3</sup> /day	
Subbase & Open-Graded Drainage Course	492 yd./day	

### Surfacing

Concrete Pavement (8 ft. (7.3m)) Including Forming & Curing	492 yd./day min. 7 days	1312
Bituminous Pavement (8 ft. (7.3m))	yd./day/course	
Concrete Ramps(5.6 yd. (4.9m)) Including Forming & Curing	328 yd./day min. 7 days	
Curb(1 side)	820 yd./day	
Concrete Shoulder-Median	1435 yd. <sup>2</sup> /day	
Bituminous Shoulders(1 side per course)	820 yd./day	
Sidewalk	215 yd. <sup>2</sup> /day	
Sidewalk(Patching)	78 yd. <sup>2</sup> /day	

### Structures

Sheeting(Shallow)	33 yd./day	
General Excavation at Bridge Site	981 yd. <sup>3</sup> /day	
Excavation for Substructure(Footings)	1 unit/day	
Piles(12m)	15 piles/day	
Substructure(Piers & Abutments)	5 days/unit	

### Order and Delivery of Beams

Plate Girders	100-120 days/order
Rolled Beams	90-120 days/order

Concrete Beams	50 days/order
Erection of Structural Steel	3 days/span
Bridge Decks	
Form & Place Reinforcement(66 yd. (60m) Structure)	15 days
Pour Deck Slab(1 1/5 days/pour)	2 days/span
Cure	14 days
2 Course Bridge Decks	
Add 9 days for Second Course Latex	
Add 12 days for Second Course Low Slump	
Sidewalks and Railings	
Sidewalks and Parapets	5 days/span
Slip Formed Barriers	2 days/span
Clean Up	10 days
Pedestrian Fencing	
Shop Plan Approval & Fabrication	1-2 months
Erection	1 week/bridge
Rip Rap Placement	
Bucket Dumped	504 yd. <sup>3</sup> /day
Bucket Dumped and Hand Finished	171 - 684 yd. <sup>3</sup> /day
<b>Retaining Walls</b>	1 Panel/day min. 10 days
<b>Railroad Structures</b>	
Grade Temporary Runaround	981 yd. <sup>3</sup> /day
Ballast, Ties & Track	55 yd./day
Place Deck Plates	5 days/span
Waterproof, Shotcrete & Mastic	5 days/span
<b>Railroad Crossing Reconstruction</b> (depends on whether concrete base is involved)	10-15 work days
<b>Temporary Railroad Structures</b>	
Order & Deliver Steel	55 days/order
Erect Steel	1 day/span
Ties and Track	3 days/span
<b>Pumphouse</b>	
Structure	30 days/structure

Order & Deliver Electrical & Mechanical Equipment	90 days
Install Electrical & Mechanical Equipment	30 days

**Miscellaneous**

Removing Old Pavement	66 yd./day
Removing Old Pavement for Recycling(8 yd. (7.3m))	492 yd./day
Crushing Old Concrete for 6A or OGDC	1488 tons/day
Removing Trees(Urban)	15 units/day
Removing Trees(Rural)	30 units/day
Removing Concrete Pavement	538 yd. <sup>2</sup> /day
Removing Sidewalk	299 yd. <sup>2</sup> /day
Removing Curb & Gutter	492 yd./day
Removing Bituminous Surface	1914 yd. <sup>2</sup> /day
Conditioning Aggregate	984 yd./day
Bituminous Base Stabilizing	2990 yd. <sup>2</sup> /day
Ditching	656 yd./day
Trenching for Shoulders	820 yd./day
Station Grading	667 yd./day
Clearing	9568 yd. <sup>2</sup> /day
Restoration(Topsoil, Seeding, Fertilizer & Mulch)	1973 yd. <sup>2</sup> /day
Sodding	2512 yd. <sup>2</sup> /day
Seeding	47840 yd. <sup>2</sup> /day
Guard Rail	252 yd./day
Fence(Woven Wire)	394 yd./day
Fence(Chain Link)	164 yd./day
Clean Up	656 yd./day

Concrete Median Barrier	328 yd./day
Cure	min. 7 days
Reroute Traffic(Add 4 days if 1st item)	1 day/move
Concrete Glare Screen	492 yd./day
Light Foundations	6 units/day
Order & Delivery	6-8 week/order
Remove Railing & Replace with Barrier(1 or 2 decks at a time)	4 days/side
Longitudinal Joint Repair	1750 yd./day

Crack Sealing	5249 yd./day
Joint and Crack Sealing	547 yd./day
Repairing Pavement Joints - Detail 7 or 8	219 yd./day
Seal Coat	6999 lane yd./day
Diamond Grinding/Profile Texturing Concrete	3947 yd. <sup>2</sup> /day
Rest Area Building	
Order Material	3 months
Construct Building	9 months
Tower Lights	
Order and Deliver Towers	100 days
Weigh-In-Motion	
Order and Deliver Materials	1 month-6weeks
O & D with Installation	3 months
Raised Pavment Markers	300 each/day
Attenuators	2 each/day
Shoulder Corrugations, Ground or Cut	5 - 6 mi./side/day
Aggregate Base	3468 yd. <sup>2</sup> /day
Aggregate Shoulders	458 yd. <sup>3</sup> /day
Freeway Signing - 3# Post Type	50 signs/day
<b>Concrete Joint Repair</b> (High Production- Projects with > 1000 patches)	
Average(2 yd. (1.8m))	50 patches/day
Large(>2 yd. (1.8m))	598 yd. <sup>2</sup> /day
<b>Bridge Painting</b>	108 yd. <sup>2</sup> /day
<b>Pin and Hanger Replacement</b>	3 beams/day
Order Pin & Hanger	60 days
<b>Bridge Repair</b>	
Scarifying(Including Clean up)	11960 yd. <sup>2</sup> /day
Joint Removal(Including Clean up)	4 yd./day
Forming & Placement	3.8 yd./day
Hydro-Demolishing	328 yd./day
Barrier Removal	16 yd./day
Placement	49 yd./day
Hand Chipping (Other than Deck)	0.31 yd. <sup>3</sup> /person/day
Shoulder Corrugations, Ground or Cut	5 - 6 mi./side/day

Casting Latex Overlay	273 yd./day
Curing Overlay	
Regular	4 days
High Early	1 day
Thrie Beam Retrofit	33 yd./day
Beam End Repairs	
Welded Repairs	.75 days/repair
Bolted Repairs	.50 days/repair
Bolted Stiffeners (Pair)	.25 days/repair
Grind Beam Ends	.25 days/repair
Welded Stiffeners (Pair)	.25 days/repair
H-Pedestal Repairs:	
Welded Repair	.50 days/each
Replacement	1 day/each
Deck Removal	281 yd. <sup>2</sup> /day

### **Surfacing-Bituminous**

Metro-Primary(<(19800 tons (18000mtons))	
Paving	594 tons/day
Joints	164 yd./day
Cold Milling	4066 yd. <sup>2</sup> /day
Aggregate Shoulders	990 tons/day
Metro Primary(>(19800 tons (18000mtons))	
Paving	594 tons/day
Joints	219 yd./day
Cold Milling	8970 yd. <sup>2</sup> /day
Metro Interstate(>(19800 tons (18000mtons))	
Paving	1210 tons/day
Joints	394 yd./day
Aggregate Shoulders	990 tons/day
Urban Primary(<(19800 tons (18000mtons))	
Paving	704 tons/day
Joints	109 yd./day
Cold Milling	2033 yd. <sup>2</sup> /day
Rubbilizing	2033 yd. <sup>2</sup> /day
Aggregate Shoulders	495 tons/day
Urban Primary(>(19800 tons (18000mtons))	
Paving	1100 tons/day
Joints	131 yd./day

Cold Milling	2033 yd. <sup>2</sup> /day
Aggregate Shoulders	550 tons/day
Urban Interstate(>(19800 tons (18000mtons))	
Paving	1320 tons/day
Joints	241 yd./day
Cold Milling	2033 yd. <sup>2</sup> /day
Rubbleizing	6937 yd. <sup>2</sup> /day
Aggregate Shoulders	704 tons/day
Rural Primary(<(19800 tons (18000mtons))	
Paving	704 tons/day
Joints	131 yd./day
Cold Milling	649 tons/day
Crush & Shape	11960 yd. <sup>2</sup> /day
Aggregate Shoulders	704 tons/day
Rural Primary(>(19800 tons (18000mtons))	
Paving	1210 tons/day
Joints	164 yd./day
Cold Milling	880 tons/day
Crush & Shape	11960 yd. <sup>2</sup> /day
Rural Interstate(>(19800 tons (18000mtons))	
Paving	1411 tons/day
Joints	240 yd./day



### C. MDOT CALENDARS

The following are the MDOT 4, 5 and 6 day calendars:

CALENDAR	DESCRIPTION	START	FINISH
1	Std - Apr 16 - Nov 15 - 4 day	APR 16	NOV 15
2	LP - Bit Stab - 4 day	MAY 15	OCT 15
3	UP - Bit Stab - 4 day	JUN 01	OCT 01
4	LP S of M-46 - Bit Pave - 4 day	MAY 05	NOV 15
5	LP N of M-46 - Bit Pave - 4 day	MAY 15	NOV 01
6	UP - Bit Pave - 4 day	JUN 01	OCT 15
7	LP - Bit Seal Coat - 4 day	JUN 01	SEP 15
8	UP - Bit Seal Coat - 4 day	JUN 15	SEP 01
9	Tree Planting - Deciduous - 4 day OCT 01                      NOV 15	MAR 01	MAY 15
10	Tree Planting - Evergreen - 4 day	MAR 01	JUN 01
11	South LP - Restoration - 4 day	MAY 01	OCT 10
12	North LP - Restoration - 4 day	MAY 01	OCT 01
13	UP - Restoration - 4 day	MAY 01	SEP 20
14	Full Year - Winter Work - 4 day	JAN 01	DEC 31
21	Std - Apr 16 - Nov 15 - 5 day	APR 16	NOV 15
22	LP - Bit Stab - 5 day	MAY 15	OCT 15
23	UP - Bit Stab - 5 day	JUN 01	OCT 01
24	LP S of M-46 - Bit Pave - 5 day	MAY 05	NOV 15
25	LP N of M-46 - Bit Pave - 5 day	MAY 15	NOV 01
26	UP - Bit Pave - 5 day	JUN 01	OCT 15
27	LP - Bit Seal Coat - 5 day	JUN 01	SEP 15
28	UP - Bit Seal Coat - 5 day	JUN 15	SEP 01
29	Tree Planting - Deciduous - 5 day OCT 01                      NOV 15	MAR 01	MAY 01
30	Tree Planting - Evergreen - 5 day	MAR 01	JUN 01
31	South LP - Restoration - 5 day	MAY 01	OCT 10

32 North LP - Restoration - 5 day	MAY 01	OCT 01
33 UP - Restoration - 5 day	MAY 01	SEP 20
34 Full Year – Winter Work - 5 day	JAN 01	DEC 31
35 Full Year - Expedited - 6 day	JAN 01	DEC 31

**ATTACHMENT C**  
**52041-116621C**  
**MONTHLY PROGRESS REPORTS**

The first two pages of this attachment are the necessary layout of the Monthly progress reports and the last three pages are a completed example.

**Control Section 00000**  
**Job Number 00000C**  
**Structure Number S00**  
**Date 00/00/00**

**MONTHLY PROGRESS REPORT**

- A. Work accomplished during the previous month.
- B. Anticipated work items for the upcoming month.
- C. Real or anticipated problems on the project.
- D. Update of previously approved detailed project schedule (attached), including explanations for any delays or changes.
- E. Items needed from MDOT.
- F. Copy of Verbal Contact Records for the period (attached).

**Structure Number – Control Section – Job Number**  
**Route, Location Description**  
Design Schedule as of 00/00/00

**LIST TASKS, SUBMITTALS, APPROVALS AND MEETINGS AS OUTLINED IN SCOPE OF DESIGN SERVICES AS NEEDED. THIS LIST IS JUST AN EXAMPLE.**

Original Authorized Start Date	Original Authorized Finish Date	(Anticipated) or <b>Actual</b> Start Dates	(Anticipated) or <b>Actual</b> Finish Dates	Task	Task Description
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	??	Initial project meeting.
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	3330	Conduct Design Survey
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	3360	Prepare Base Plans
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>		Submit Base Plans
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	3580	Develop Preliminary Plans
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	3390	Develop Construction Zone Traffic Control Concepts
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	3540	Develop Construction Zone Traffic Control Plan
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	3550	Develop Preliminary Traffic Plan
	Operations				
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	3351	Review & Submit of Preliminary Right-Of-Way Plans
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>		Submittal of The Plan Review
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>		Completion of The Plan Review Meeting
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	3840	Develop Final Plans and Specs
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>		Submittal of final plans/proposal package to MDOT for final review
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	3870	Omissions/Errors Check (OEC) Meeting
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>		Vendor's Plan Completion: Final Construction Plan/Proposal Package with recommendations Incorporated to MDOT (two weeks After OEC Meeting)

00/00/00

**00/00/00**

00/00/00

**00/00/00**

Final Deliverables to MDOT

**MONTHLY PROGRESS REPORT**

- A. Work accomplished during the previous month.
  - 1. During the last month we completed the Final Right of Way plans and submitted them to Thomas Nelson, Jr. on 05/01/99.
  
- B. Anticipated work items for the upcoming month.
  - 1. Submit the Preliminary Plans and related material on 03/11/99.
  - 2. Attend the meeting regarding the Ameritech lines on the bridge, scheduled for 03/12/99.
  
- C. Real or anticipated problems on the project.
  - 1. We foresee no problems at this time.
  
- D. Update of previously approved detailed project schedule (attached), including explanations for any delays or changes.
  - 1. The design is falling behind schedule because we had problems resolving the geometries of the ramps in relation to the bridge. The Preliminary Plan submittal will be the only task affected by this delay because we will make up the lost time prior to submitting the Final Plans and Specifications.
  
- E. Items needed from MDOT.
  - 1. Prior to final Plan submittal we will need the latest Special provision and Supplemental Specification checklist.
  
- F. Copy of Verbal Contact Records for the period (attached).
  - 1. Discussed bridge and ramp geometries with Tom Myers of M\$DOT Traffic and Safety Division on 07-24-95.

**SN: S02 - CS: 12345 - JN: 1111C**  
**M-111, from There Village Limits to north of That Road**  
 Design Schedule as of 07/31/95

Original Authorized Start Date	Original Authorized Finish Date	(Anticipated) or <b>Actual</b> Start Dates	(Anticipated) or <b>Actual</b> Finish Dates	Task	Task Description
01/12/95	01/12/95	<b>01/12/95</b>	<b>01/12/95</b>	??	Initial project meeting.
01/29/95	01/29/95	<b>01/30/95</b>	<b>01/30/95</b>	3330	Conduct Design Survey.
02/17/95	04/10/95	<b>02/17/95</b>	<b>04/20/95</b>	3360	Prepare Base Plans.
02/29/95	02/29/95	<b>02/29/95</b>	<b>02/29/95</b>	3390	Develop the Construction Zone Traffic Control Concepts
03/12/95	03/13/95	<b>03/12/95</b>	(03/30/95)	3540	Develop Construction Zone Traffic Control Plan
03/20/95	03/19/95	<b>03/25/95</b>	(03/30/95)	3551	Develop/Review Preliminary Traffic Signal Plan
07/01/95	07/01/95	(07/01/95)	(07/01/95)	3590	The Plan Review Meeting
07/11/95	08/11/95	(07/11/95)	(08/11/95)	3821	Complete/Review Traffic Signal Plan
09/15/95	09/15/95	(09/15/95)	(09/15/95)	3830	Complete Construction Zone Traffic Control Plan.
09/16/95	09/16/95	(09/16/95)	(09/16/95)	3840	Develop Final Plans and Specifications
09/25/95	09/23/95	(09/25/95)	(09/25/95)	3870	Omissions/Errors Check (OEC) Meeting

## **VERBAL CONTACT RECORD**

**Control Section** 12345  
**Job Number** 11111C  
**Structure Number** S02  
**Date** 07/31/95

Joe Engineer talked to Tom Myers and decided to use a 0.05'/ft super on ramp A leading into the bridge.

**ATTACHMENT D**  
**CS 52041 JN 116621C**  
**Right of Way Survey**

The Right of Way Survey for the US-41/M-28/2nd Street Intersection in the City of Ishpeming, Marquette County, prepared by MDOT will be made available in electronic form upon request. The design survey to be done by MDOT has not yet been completed for the project.

Please contact:

Ken Filpus  
Ishpeming TSC, Transportation Engineer  
(906) 485-6322 ext 127  
filpusk@michigan.gov