

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 _____

<input type="checkbox"/> Prequalified Services – See the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> 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
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Qualifications Based Selection – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor’s job-order accounting system.

Qualification Based Selection / Low Bid – Use Consultant/Vendor Selection Guidelines. See Bid Sheet instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted. The vendor that has met established qualification threshold and with the lowest bid will be selected.

Best Value – Use Consultant/Vendor Selection Guidelines, See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

Low Bid (no qualifications review required – no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

Bid Sheet(s) must be submitted in accordance with the “Guidelines for Completing a Low Bid Sheet(s)* (available on MDOT’s website). Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) with the proposal, to the email address: mdot-rfp-response@michigan.gov. 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): 77111

JOB NUMBER(S): 123051C

PROJECT LOCATION:

B04-4 of 77111: First Blue Water Bridge (Michigan Half only), I-94 WB over the St. Clair River and CN Railroad, in the City of Port Huron, St. Clair County, Michigan.

PROJECT DESCRIPTION:

Work involved in the design of the project consists of:

- Performing nondestructive testing on 100 percent of the bridge deck on the Michigan half of the First Blue Water Bridge. The nondestructive testing should be either ground penetrating radar or infrared thermographic surveying, and must accurately identify and quantify deterioration in the concrete bridge deck below the existing HMA overlay. The testing must be done at posted speeds.
- Perform a visual inspection of the existing transverse and longitudinal joints in the bridge deck on the Michigan half of the First Blue Water Bridge. Use the information gathered from the visual inspections to recommend an appropriate fix for the joint.
- Preparation of plans and specifications for the rehabilitation of the existing concrete bridge deck on the Michigan half of the First Blue Water Bridge. This includes removal of the existing HMA overlay, deck patching, a shallow overlay of the bridge deck, replacement, repair or resealing of the existing joints, and repair or partial replacement of the brush block.
- Performing the mobility analysis along with the safety review and crash analysis as needed for the Work Zone Mobility tasks, up to and including the Transportation Management Plan. The working included in this project is to be coordinated with work being completed on the Canadian half of the First Blue Water Bridge. It is anticipated that traffic will be maintained on the Second Blue Water Bridge during construction of this project.

BACKGROUND INFORMATION:

The First Blue Water Bridge was constructed in 1938, and was rehabilitated in 1999. The main span of the bridge is a three-span cantilever steel through-truss structure, and is approximately 1525 feet long (Michigan plus Canadian side). The Michigan approach to the main span is approximately 2310 feet long, and consists of four multi-girder spans, twenty-one riveted steel girder spans and two steel deck truss spans with three adjoining tower spans. The existing bridge deck has an out-to-out fascia width of 37'-5" and a clear roadway width of 34'-11", and accommodates three 11'-0" lanes of westbound traffic.

The scope of work will be verified at a Scope Verification Meeting with MDOT personnel and the selected Consultant following the selection. This meeting will be scheduled prior to the Consultant's submittal of the Priced Proposal to the MDOT Project Manager.

ANTICIPATED SERVICE START DATE: April 2014

ANTICIPATED SERVICE COMPLETION DATE: March 2015

DBE PARTICIPATION REQUIREMENT: 0%

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Complex Bridges
Bridge Project Scoping

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Traffic Capacity Analysis and Geometric Studies
Maintaining Traffic Plans and Provisions
Pavement Marking Plans

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".

MDOT PROJECT ENGINEER MANAGER:

Kyle C. Kopper, P.E.
MDOT – Design Division
Van Wagoner Building
425 W. Ottawa Street
P.O. Box 30050
Lansing, MI 48909
Phone: (517) 241-4175
E-Mail: KopperK1@michigan.gov

CONSTRUCTION COST:

- A. The estimated cost of construction is: \$2,750,000

- 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, Bridge Design Manual, Bridge Design Guides, 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.

MISCELLANEOUS INFORMATION:

Existing information on the bridge is available for viewing at the MDOT Blue Water Bridge Offices in Port Huron. Information available for review includes:

- As-Built Plans.
- Past Inspection Reports.
- Results from approximately 60 deck cores that were recently extracted from the existing bridge deck.

For security reasons copies of the information will not be made available. Appointments to view the existing information can be made by contacting the Blue Water Bridge at (810) 984-3131.

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
 - 5. Final Trnsport item cost estimates
- B. Furnish 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(s).
- F. Furnish FTP site for software download and instructions for the MDOT Stand Alone Proposal Estimator's Worksheet (SAPW).

CONSULTANT RESPONSIBILITIES:

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.

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

- A. Perform nondestructive testing on 100 percent of the bridge deck on the Michigan half of the First Blue Water Bridge. The testing must be able to provide the following information:
 - 1. The thickness of the existing HMA overlay on the bridge deck.
 - 2. The location and size of areas of deterioration in the concrete underlying the HMA overlay.
 - 3. The depth of the deterioration in the concrete underlying the HMA overlay (i.e., will partial depth or full depth patching be required).
 - 4. The chloride content of the concrete underlying the HMA overlay.

- B. A map of the bridge deck on the Michigan half of the First Blue Water Bridge showing detected areas of deterioration in the concrete underlying the HMA overlay will be required. Electronic CAD files will also be required.
- C. Visually inspect all of the existing transverse and longitudinal joints in the bridge deck on the Michigan half of the First Blue Water Bridge. Recommend an appropriate fix for each joint. Options should include, but are not limited to, replacement, repairing and resealing.
- D. With concurrence from the MDOT Blue Water Bridge Manager, provide any traffic control required to complete the nondestructive testing of the existing bridge deck and the visual inspection of the bridge deck joints.
- E. Identify feasible rehabilitation alternatives for the existing bridge deck based on the results of the nondestructive testing. Each alternative should include advantages and disadvantages, construction cost estimate and life cycle cost analysis.
- F. As part of the maintenance of 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. If so, mitigating measures shall be analyzed and recommended.
- G. Prepare a Transportation Management Plan (TMP) per the Work Zone Safety and Mobility Manual.
- H. Assist MDOT in the coordination of this project with a planned rehabilitation project on the Canadian half of the First Blue Water Bridge. This may include, but is not limited to attending coordination meetings and writing a Coordination Clause to be included in the project Proposal.
- I. Prepare required plans, typical cross-sections, details, and specifications required for design and construction.
- J. Compute and verify all plan quantities.
- K. Prepare staging plans and special provisions for maintaining traffic during construction.
- L. Provide solutions to any unique problems that may arise during the design of this project.
- M. 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.

- N. 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.
- O. 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).
- P. The Consultant shall be required to prepare and submit a CPM network for the construction of this project.
- Q. 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.
- R. 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.
- S. 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.
- T. Attend any project-related meetings as directed by the MDOT Project Manager.
- U. 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.
- V. 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.
- W. 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.
- X. 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 Project Manager.

- Y. The Consultant shall be responsible for all traffic control required to perform the tasks as outlined in this Scope of Design Services.
- Z. 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.
- AA. On the first of each month, the Consultant Project Manager shall submit a monthly project progress report to the Project Manager.

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"=80' 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

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.

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING - DESIGN

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)	
YES	NO			
<u>DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION</u>				
<input checked="" 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"/>	3325	Geotechnical Structure Site Characterization	/ /
<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 type="checkbox"/>	<input type="checkbox"/>	3360	Prepare Base Plans	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i><u>311M</u></i>	<i>Utility Notification</i>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3361	Review and Submit Preliminary ROW Plans	/ /
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>331M</u></i>	<i>Preliminary ROW Plans Distributed</i>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3365	Pre-Conceptual ITS Design and Meeting	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3370	Prepare Structure Study	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3375	Conduct Value Engineering Study	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3380	Review Base Plans	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3385	Preliminary Load Rating	/ /
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>332M</u></i>	<i>Base Plan Review (Pre-GI Inspection)</i>	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3390	Develop the Maintaining Traffic Concepts	/ /
<u>PRELIMINARY PLANS PREPARATION</u>				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3500	Develop Transportation Management Plan	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3510	Perform Roadway Geotechnical Investigation	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3520	Conduct Hydraulic/Hydrologic and Scour Analysis	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3522	Conduct Drainage Study, Storm Sewer Design, and use	/ /

Structural Best Management Practices

<input type="checkbox"/>	<input type="checkbox"/>	3530	Geotechnical Foundation Engineering Report	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3535	Conduct Str. Review for Arch. & Aesthetic Improvements	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3540	Develop the Maintaining Traffic Plan	/	/
<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	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3553	Develop Preliminary Non-Freeway Signing Plan	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3554	Develop Preliminary Freeway Signing Plan	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3555	Prepare/Review Preliminary Traffic Signal Operations	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3570	Prepare Preliminary Structure Plans	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3580	Develop Preliminary Plans	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3581	Review and Submit Final ROW Plans	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>351M</u>	<u>Final ROW Plans Distributed</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3585	Final ITS Concept Design and Meeting	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3590	Review Preliminary Plans (Hold Plan Review Meeting)	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>352M</u>	<u>THE Plan Review (Grade Inspection)</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3595	Conduct ITS Structure Foundation Investigation	/	/

UTILITIES

<input checked="" type="checkbox"/>	<input type="checkbox"/>	3610	Compile Utility Information	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3615	Compile ITS Utility Information	/	/
<input checked="" 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"/>	<u>360M</u>	<u>Utility Conflict Resolution Plan Distribution</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>361M</u>	<u>Utility Meeting</u>	/	/
<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	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3680	Preliminary ITS Communication Analysis	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3690	Power Design (Power Drop in Field)	/	/

MITIGATION/PERMITS

<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	/	/

FINAL PLAN PREPARATION

<input type="checkbox"/>	<input type="checkbox"/>	3815	Geotechnical Structure Design Review	/	/
<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	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3823	Complete Non-Freeway Signing Plan	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3824	Complete Freeway Signing Plan	/	/
<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	/	/

<input checked="" type="checkbox"/>	<input type="checkbox"/>	3840	Develop Final Plans and Specifications	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>380M</u>	<u>Plan Completion</u>	/	/
<input checked="" 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	/	/
<input type="checkbox"/>	<input 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	
YES	NO			(mm/dd/yyyy)	
<u>FINAL PLAN PREPARATION (cont'd)</u>					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>387M</u>	<u>Omissions/Errors Checks Meeting</u>	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>389M</u>	<u>Plan Turn-In</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3880	CPM Quality Assurance Review	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3890	Final ITS Communication Analysis	/	/

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

POST LETTING/AWARD TASKS (for reference only)

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