Michigan Department
Of Transportation
5100B (05/13)

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

REQUISITION NUMBER	DUE DATE	TIME DUE
1651	12/15/2014	noon EST

MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)
Matt Block	118618C	70024

DESCRIPTION
Design plans for the reconstruction of I-196 EB and WB from 32nd Ave. to Kenawa Ave., in Ottawa County

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

☐ **TIER 1 ($50,000 - $150,000)**	☐ **TIER II ($150,000-$1,000,000)**	☑ **TIER III (>$1,000,000)**	
☐	☐	☑	Understanding of Service **
☐	☐	☑	*Innovations*
☐	☐	☑	Organizational Chart
☐	☐	☑	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	☑	Quality Assurance/Quality Control **
☐	☐	☑	**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	☐	Presentation **
N/A	N/A	☐	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 10/1/14 THROUGH 12/31/14

☑ **Prequalified Services** – See the attached Scope of Services for required Prequalification Classifications.

☐ **Non-Prequalified Services** – If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. **Form 5100J is required with Proposal for firms not currently prequalified with MDOT**

☑ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

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

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

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

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

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

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

BID SHEET INSTRUCTIONS

Bid Sheet(s) must be submitted in accordance with the "Guidelines for Completing a Low Bid Sheet(s)* (available on MDOT's website). Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) with the proposal, to the email address: mdot-rfp-response@michigan.gov. Failure to comply with this procedure may result in your bid being rejected from consideration.

PARTNERSHIP CHARTER AGREEMENT

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

NOTIFICATION
MANDATORY ELECTRONIC SUBMITTAL

Proposals submitted for this project must be submitted electronically.

The following are changes to the Proposal Submittal Requirements:

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

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

The following are Requirements for Electronic Submittals:

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

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

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

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

Required Bookmarking Format:

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

2/14/12

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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 SERVICE

CONTROL SECTION(S): 70024

JOB NUMBER(S): 118618C

PART 1 (I-196 WB)

PROJECT LOCATION:
The project is located on WB I-196, from west of 32nd Ave. to west of Kenowa Avenue in the City of Hudsonville, and Jamestown and Georgetown townships, Ottawa County. Includes I-196 WB over 32nd Avenue (70024-S10), I-196 WB over 22nd Avenue (70024-S12) & the large culverts (70024- C01, C03, C04, C06 & C07) under I-196 WB.

The project length is 4.77 miles.

PROJECT DESCRIPTION:
Work involved in the design of the project consists of:
Preparing plans and specifications for the reconstruction of I-196 WB from west of 32nd Avenue, easterly to west of Kenowa Avenue, in Ottawa County. Work will include replacement of all guardrail, reconstruction of the pavement, including the construction of a new subbase section, geometric improvements, and drainage improvements. In addition, all WB I-196 ramps at 32nd Avenue shall be reconstructed, and upgraded to the current geometric standards. The Consultant will also be responsible for developing plans for signing, pavement markings, and delination. All signals at the 32nd Avenue interchange will also require upgrading with this project.

Preparing plans and specifications for Capital Preventative Maintenance on I-196 WB over 32nd Avenue, 70024-S09 and I-196 WB over 22nd Avenue, 70024-S12. This work will include Deck Patching, Expansion Joint Replacement, Epoxy Overlay, Concrete Approach Replacement, Steel Fascia & Zone Painting, Steel Spot Painting, Slope Paving Repairs and Concrete Surface Coating. In addition, design for Repairs, Scour Countermeasures and Brush Cutting will be included for the ends of these CMP culvert structures 70024-C01, C03, C04, C06 & C07

PART 2 (I-196 EB)

PROJECT LOCATION:
The project is located on EB I-196, from west of 32nd Ave. to west of Kenowa Avenue in the City of Hudsonville, and Jamestown and Georgetown townships, Ottawa County. Includes I-196 EB over 32nd Avenue (70024-S09) & the large culverts (70024- C01, C03, C05 & C06) under I-196 EB.

The project length is 4.77 miles.

PROJECT DESCRIPTION:
Work involved in the design of the project consists of:
Preparing plans and specifications for the reconstruction of I-196 EB from west of 32nd Avenue, easterly to west of Kenowa Avenue, in Ottawa County. Work will include replacement of all guardrail, reconstruction of the pavement, including the construction of a new subbase section, geometric improvements, and drainage improvements. In addition, all EB I-196 ramps at 32nd Avenue shall be reconstructed, and upgraded to the current geometric standards. The Consultant will also be responsible for developing plans for signing, pavement markings, and delination.

Preparing plans and specifications for Capital Preventative Maintenance on I-196 EB over 32nd Avenue, 70024-S09. This work will include Deck Patching, Expansion Joint Replacement, Epoxy Overlay, Concrete Approach Replacement, Fascia Steel Partial Painting, Slope Paving Repairs and Concrete Surface Coating. In addition, design for Repairs, Scour Countermeasures and Brush Cutting will be included for the ends of these CMP culvert structures 70024-C01, C03, C05 & C06.

ANTICIPATED SERVICE START DATE:
2/19/2015

ANTICIPATED SERVICE COMPLETION DATE:
6/5/2019

DBE PARTICIPATION REQUIREMENT: 10%

PRIMARY PREQUALIFICATION CLASSIFICATION(S):
Rural Freeways and Roadway Rehabilitation

SECONDARY PREQUALIFICATION CLASSIFICATION(S):
Short & Medium Span Bridges
Maintaining Traffic Plans and Specifications
Road Design Surveys-*Pick up*
Hydraulic Surveys-*Pick up*
Hydraulics
Geotechnical Engineering Services *(Precautionary)*
Permanent Freeway Traffic Signing plans
Pavement Marking plans
Traffic Signal Design
Traffic Capacity Analysis and Geometric Studies

*Up to 2 consultants may be selected.

PARTS 1 & 2

CONSTRUCTION COST PART 1 (WB I-196):

A. The estimated cost of construction is:

1.	**Mainline Pavement**	**$ 7,751,000**
2.	**Geometric Improvement**	**$ -0-**
3.	**Environmental**	**$ 5,000**
4.	**Drainage**	**$ 810,000**
5.	**Safety**	**$ 201,000**
6.	**Non-Motorized**	**$ -0-**
7.	**Maintaining Traffic**	**$ -0-**
8.	**Miscellaneous Bridge & Large Culvert Cost**	**$ 623,000**
9.	**Detours and Maintaining Traffic**	**$ -0-**
10.	**Permanent Pavement Markings/Signs/Signals**	**$ 132,000**
11.	**Miscellaneous**	**$ 821,000**
	CONSTRUCTION PART 1 TOTAL	**$ 11,101,000**

CONSTRUCTION COST PART 2 (EB I-196):

A. The estimated cost of construction is:

1.	**Mainline Pavement**	**$ 7,751,000**
2.	**Geometric Improvement**	**$ -0-**
3.	**Environmental**	**$ 5,000**
4.	**Drainage**	**$ 810,000**
5.	**Safety**	**$ 201,000**
6.	**Non-Motorized**	**$ -0-**
7.	**Maintaining Traffic**	**$ 758,000**
8.	**Miscellaneous Bridge & Large Culver Cost**	**$ 416,000**
9.	**Detours and Maintaining Traffic**	**$ -0-**
10.	**Permanent Pavement Markings/Signs/Signals**	**$ 132,000**
11.	**Miscellaneous**	**$ 821,000**
	CONSTRUCTION PART 2 TOTAL	**$ 10,894,000**

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

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

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

REQUIRED MDOT GUIDELINES AND STANDARDS:

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards (i.e., Road Design Manual, Standard Plans, 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 most current MDOT 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.

ADDITIONAL INFORMATION:

In addition to the design, maintaining traffic plans and specifications are also required. It is assumed at this time that traffic will be maintained by use of temporary cross overs. The Consultant is required to develop the Maintenance of Traffic and staging plans for this project. If funding becomes available for the construction of the EB roadway (part 2), the Consultant will be required to combine the Maintenance of Traffic and staging plans, as well as combining the work into the current project on WB I-196.

All culverts and drainage ways shall be evaluated, and all required improvements are to be included with the design plans.

The design of the plans may require an alternate bid for the pavement selection. The Consultant shall account for this in the determination of hours, and in the overall project schedule.

The design survey, and a substantial portion of the hydraulic survey will be provided to the Consultant at the beginning of this service. Additional pick-up survey in both, the Road Design and the Hydraulic areas will be necessary. The Consultant is to include this additional pick-up work with in this service.

A substantial portion of the necessary soil borings will be provided to the Consultant at the beginning of this service. The Consultant will be responsible for obtaining any additional soils borings that are required for the design of this project

The Consultant will be responsible for assembling any environmental permit applications, as well as designing any mitigation that may be necessary as the result of project impacts.

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. Utility Coordination Meeting(s)
   6. 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. Furnish the design survey and the hydraulic survey

E. Furnish the roadway soil boring and pavement core information

F. Obtain all permits for the project as outlined in previous section.

G. Coordinate any necessary utility relocation(s)

H. Furnish FTP site for software download and instructions for the MDOT Stand Alone Proposal Estimator's Worksheet (SAPW).

CONSULTANT RESPONSIBILITIES:

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

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

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

A. Perform design surveys on a miscellaneous pick-up basis

B. Prepare required plans, typical cross-sections, details, and specifications required for design and construction.

C. Compute and verify all plan quantities.

D. Prepare staging plans and special provisions for maintaining traffic during construction.

E. Prepare a hydraulic/drainage study for the project, and include recommendations for culvert/drainage improvements.

F. Prepare documents for use in project meetings, including public meetings, and any meetings/presentations with other agencies (ie., Ottawa Co. Road Commission, local townships/cities, drain commission, etc.)

G. Develop all materials needed for performing a Life Cycle Cost Analysis (LCCA) for this project.

H. Provide solutions to any unique problems that may arise during the design of this project.

I. The Consultant may be required to provide Design Services during the construction phase of this project. If Construction Assistance is required, then a separate authorization for those services will be issued.

J. Maintain a Design Project Record which includes a history of significant events (changes, comments, etc.) which influenced the development of the plans, dates of submittals and receipt of information.

K. The Consultant for the WB roadway may be required to coordinate the design of drainage features, traffic staging, and final grades with the designer of the EB roadway, in the event that it is packaged with this contract for letting in the event that funding becomes available to do so.

L. 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).

M. The Consultant shall be required to prepare and submit a CPM network for the construction of this project.

N. 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.

O. 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.

P. 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.

Q. Attend any project-related meetings as directed by the MDOT Project Manager.

R. 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.

S. 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.

T. 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.

U. 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 Coordinator 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.

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

W. The Consultant shall be responsible for obtaining up to date access permits and pertinent information for tasks in MDOT Right of Way (ROW).

X. This information can be obtained through Joe Rios, Utilities/Permits Section, Development Services Division at (517) 241-2103.

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

1) UTILITY COORDINATION

MDOT shall be responsible for project Utility Coordination

MDOT PROJECT ENGINEER MANAGER:

Matthew Block, P.E.
Consultant Coordinator
MDOT - Muskegon TSC
2225 Olthoff Dr.
Muskegon, MI 49444
Ph. (231)-777-7281
Cell. (616)-262-1921
Fax. (231)-777-3621
Email: blockm@michigan.gov

DELIVERABLES-PARTS 1 & 2:

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 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)

YES	NO	P/PMS TASK NUMBER AND DESCRIPTION		DATE TO BE COMPLETED BY (mm/dd/yyyy)
		CONSULTANT CONTRACT AUTHORIZATION/EXECUTION		/ /
		INFORMATION GATHERING/STUDIES		
☐	☐	1115	Traffic Data Collection for Studies	/ /
☐	☐	1120	Prepare Traffic Analysis Report for Studies	/ /
☐	☐	1125	Traffic Capacity Analysis for Studies	/ /
☐	☐	1155	Request/Perform Safety Analysis for Studies	/ /
☐	☐	1300	Traffic Impact Study	/ /
☐	☐	1350	Determine Need for Interstate Access Change Request	/ /
☐	☐	1400	Feasibility Study	/ /
☐	☐	1500	Corridor Study	/ /
☐	☐	1555	Interstate Access Change Request	/ /
☐	☐	*155M*	*FHWA Approval of Interstate Access Change Request*	/ /
☐	☐	1600	Access Management Study Plan	/ /
☐	☐	1700	Other Miscellaneous Studies	/ /
		EPE SCOPING ANALYSIS		
☐	☐	2100	Scope Verification and Initiation of EPE Activities	/ /
☐	☐	2115	Prepare Traffic Analysis Report for EPE/Design	/ /
☐	☐	2120	Traffic Data Collection for EPE/Design	/ /
☐	☐	2125	Traffic Capacity Analysis for EPE/Design	/ /
☐	☐	2130	Prepare Project Purpose and Need	/ /
☐	☐	*213M*	*Concurrence by Regulatory Agencies with the Purpose and Need*	/ /

☐	☐	2140	Develop and Review Illustrative Alternatives	/	/
☐	☐	2155	Request/Perform Safety Analysis for EPE/Design	/	/
☐	☐	2160	Prepare and Review EIS Scoping Document	/	/
☐	☐	*216M*	*Public Information Meeting*	/	/

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

STUDY (EARLY PRELIMINARY ENGINEERING) (cont'd)

YES	NO	P/PMS TASK NUMBER AND DESCRIPTION		DATE TO BE COMPLETED BY (mm/dd/yyyy)	
		EPE DRAFT ANALYSIS			
☐	☐	2310	Conduct Technical SEE Studies	/	/
☐	☐	2311	Cultural Resources Survey	/	/
☐	☐	2312	Recreational Survey – Section 4(f)/6(f)	/	/
		EPE DRAFT ANALYSIS (cont'd)			
☐	☐	2313	Endangered Species Survey	/	/
☐	☐	2314	Wetland Assessment	/	/
☐	☐	2315	Wetland Mitigation	/	/
☐	☐	2316	Other Technical Reports	/	/
☐	☐	2321	Prepare for Aerial Photography	/	/
☐	☐	2322	Finish/Print Aerial Photography	/	/
☐	☐	2330	Collect EPE Geotechnical Data	/	/
☐	☐	2340	Develop and Review Practical Alternatives	/	/
☐	☐	*233M*	*Aerial Photography Flight*	/	/
☐	☐	2360	Prepare and Review EA	/	/
☐	☐	*236M*	*Approval of EA by FHWA*	/	/
☐	☐	2370	Prepare and Review Draft EIS	/	/
☐	☐	*237M*	*Approval of Draft EIS by FHWA*	/	/
☐	☐	2380	Distribute EA	/	/
☐	☐	*238M*	*Public Hearing for EA*	/	/
☐	☐	2390	Distribute DEIS	/	/
☐	☐	*239M*	*Public Hearing for DEIS*	/	/
		EPE FINAL ANALYSIS			
☐	☐	2510	Determine and Review Recommended Alternative	/	/
☐	☐	*250M*	*Concurrence by Reg Agencies with Recom Alternatives*	/	/
☐	☐	2525	Prepare and Review Engineering Report	/	/
☐	☐	2530	Prepare and Review Request for FONSI	/	/
☐	☐	*252M*	*Approval of FONSI by FHWA*	/	/
☐	☐	2540	Prepare and Review FEIS	/	/
☐	☐	*254M*	*Approval of FEIS by FHWA*	/	/
☐	☐	2550	Obtain ROD	/	/
☐	☐	*255M*	*ROD Issued by FHWA*	/	/
☐	☐	2570	ITS Concept of Operations	/	/

		CONTAMINATION INVESTIGATION		
☐	☐	2810	Project Area Contamination Survey (PCS)	/ /
☐	☐	2820	Preliminary Site Investigation (PSI) for Contamination	/ /

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING - DESIGN

YES	NO	P/PMS TASK NUMBER AND DESCRIPTION		DATE TO BE COMPLETED BY (mm/dd/yyyy)
		DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION		
☐	☐	3130	Verify Design Scope of Work and Cost	/ /
☐	☐	3310	Prepare Aerial Topographic Mapping	/ /
☐	☐	3320	Conduct Photogrammetric Control Survey	/ /
☐	☐	3321	Set Aerial Photo Targets	/ /
☐	☐	3325	Geotechnical Structure Site Characterization	/ /
☐	☐	3330	Conduct Design Survey	/ /
☐	☐	3340	Conduct Structure Survey	/ /
☐	☐	3350	Conduct Hydraulics Survey	/ /
X	☐	3360	Prepare Base Plans	3/10/15
☐	☐	*311M*	*Utility Notification*	/ /
☐	☐	3361	Review and Submit Preliminary ROW Plans	/ /
☐	☐	*331M*	*Preliminary ROW Plans Distributed*	/ /
☐	☐	3365	Pre-Conceptual ITS Design and Meeting	/ /
☐	☐	3370	Prepare Structure Study	/ /
☐	☐	3375	Conduct Value Engineering Study	/ /
☐	☐	3380	Review Base Plans	/ /
☐	☐	3385	Preliminary Load Rating	/ /
☐	☐	*332M*	*Base Plan Review (Pre-GI Inspection)*	/ /
X	☐	3390	Develop the Maintaining Traffic Concepts	3/10/15
		PRELIMINARY PLANS PREPARATION		
X	☐	3500	Develop Transportation Management Plan	7/17/15
☐	☐	3510	Perform Roadway Geotechnical Investigation	/ /
☐	☐	3520	Conduct Hydraulic/Hydrologic and Scour Analysis	/ /
X	☐	3522	Conduct Drainage Study, Storm Sewer Design, and use Structural Best Management Practices	5/5/15
☐	☐	3530	Geotechnical Foundation Engineering Report	/ /
☐	☐	3535	Conduct Str. Review for Arch. & Aesthetic Improvements	/ /
X	☐	3540	Develop the Maintaining Traffic Plan	5/5/15
☐	☐	3551	Prepare/Review Preliminary Traffic Signal Design Plan	/ /
X	☐	3552	Develop Preliminary Pavement Marking Plan	5/5/15
☐	☐	3553	Develop Preliminary Non-Freeway Signing Plan	/ /
X	☐	3554	Develop Preliminary Freeway Signing Plan	5/5/15
☐	☐	3555	Prepare/Review Preliminary Traffic Signal Operations	/ /

☐	☐	3570	Prepare Preliminary Structure Plans	/ /
X	☐	3580	Develop Preliminary Plans	5/5/15
☐	☐	3581	Review and Submit Final ROW Plans	/ /
☐	☐	*351M*	*Final ROW Plans Distributed*	/ /

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING - DESIGN (cont'd)

YES	NO	P/PMS TASK NUMBER AND DESCRIPTION		DATE TO BE COMPLETED BY (mm/dd/yyyy)
		PRELIMINARY PLANS PREPARATION (cont'd)		
☐	☐	3585	Final ITS Concept Design and Meeting	/ /
X	☐	3590	Review Preliminary Plans (Hold Plan Review Meeting)	5/27/15
X	☐	*352M*	*THE Plan Review (Grade Inspection)*	5/27/15
☐	☐	3595	Conduct ITS Structure Foundation Investigation	/ /
		UTILITIES		
X	☐	3610	Compile Utility Information	6/30/15
☐	☐	3615	Compile ITS Utility Information	/ /
☐	☐	3650	Coordinate RR Involvement for Grade Separations	/ /
☐	☐	3655	Coordinate RR Involvement for At-Grade Crossings	/ /
☐	☐	3660	Resolve Utility Issues	/ /
☐	☐	*360M*	*Utility Conflict Resolution Plan Distribution*	/ /
☐	☐	*361M*	*Utility Meeting*	/ /
☐	☐	3670	Develop Municipal Utility Plans	/ /
☐	☐	3672	Develop Special Drainage Structures Plans	/ /
☐	☐	3675	Develop Electrical Plans	/ /
☐	☐	3680	Preliminary ITS Communication Analysis	/ /
☐	☐	3690	Power Design (Power Drop in Field)	/ /
		MITIGATION/PERMITS		
X	☐	3710	Develop Required Mitigation	3/31/15
X	☐	3720	Assemble Environmental Permit Applications	3/31/15
☐	☐	3730	Obtain Environmental Permit	/ /
		FINAL PLAN PREPARATION		
☐	☐	3815	Geotechnical Structure Design Review	/ /
☐	☐	3821	Prepare/Review Final Traffic Signal Design Plan	/ /
X	☐	3822	Complete Permanent Pavement Marking Plan	7/1/15
☐	☐	3823	Complete Non-Freeway Signing Plan	/ /
X	☐	3824	Complete Freeway Signing Plan	7/1/15
☐	☐	3825	Prepare/Review Final Traffic Signal Operations	/ /
X	☐	3830	Complete the Maintaining Traffic Plan	7/1/15
X	☐	3840	Develop Final Plans and Specifications	7/1/15
☐	☐	*380M*	*Plan Completion*	/ /

☐	☐	3850	Develop Structure Final Plans and Specifications	/ /
X	☐	3870	Hold Omissions/Errors Check (OEC) Meeting	7/31/15
☐	☐	3875	Final Load Rating	/ /

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING - DESIGN (cont'd)

YES	NO	P/PMS TASK NUMBER AND DESCRIPTION		DATE TO BE COMPLETED BY (mm/dd/yyyy)
		FINAL PLAN PREPARATION (cont'd)		
X	☐	*387M*	*Omissions/Errors Checks Meeting*	7/31/15
☐	☐	*389M*	*Plan Turn-In*	/ /
☐	☐	3880	CPM Quality Assurance Review	/ /
☐	☐	3890	Final ITS Communication Analysis	/ /

PRELIMINARY ENGINEERING – RIGHT OF WAY

		EARLY RIGHT OF WAY WORK		
☐	☐	4120	Obtain Preliminary Title Commitments	/ /
☐	☐	4130	Prepare Marked Final Right Of Way Plans	/ /
☐	☐	*413M*	*Approved Marked Final ROW*	/ /
☐	☐	4140	Prepare Property Legal Instruments	/ /
		ROW ACQUISITION		
☐	☐	4411	Preliminary Interviews	/ /
☐	☐	*441M*	*Post-Decision Meeting*	/ /
☐	☐	4412	Real Estate Services Assignment Proposal and Fee Estimate (Form 633s) for Appraisal Work Authorization	/ /
☐	☐	4413	Appraisal Reports	/ /
☐	☐			
☐	☐	**ROW ACQUISITION (cont'd)**		
☐	☐	4420	Appraisal Review Reports	/ /
☐	☐	4430	Acquire Right Of Way Parcels	/ /
☐	☐	4510	Conduct Right Of Way Survey & Staking	/ /
☐	☐			
☐	☐	**ROW RELOCATION**		
☐	☐	4710	Relocation Assistance	/ /
☐	☐	4720	Prepare Improvement Removal Plan	/ /
☐	☐	*442M*	*ROW Certification*	/ /

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

POST LETTING/AWARD TASKS (for reference only)

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