Michigan Department
Of Transportation
5100B (05/13)

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

REQUISITION NUMBER	DUE DATE	TIME DUE
1659	1/5/2015	noon EST

MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)
Jason Pittman	124166C	46072

DESCRIPTION
Design Services for M-52(Church/Broad Street) Roundabout at Union Street in the city of Adrian, in Lenawee 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 July 1, 2014 THROUGH Sept 31, 2014

☑ **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

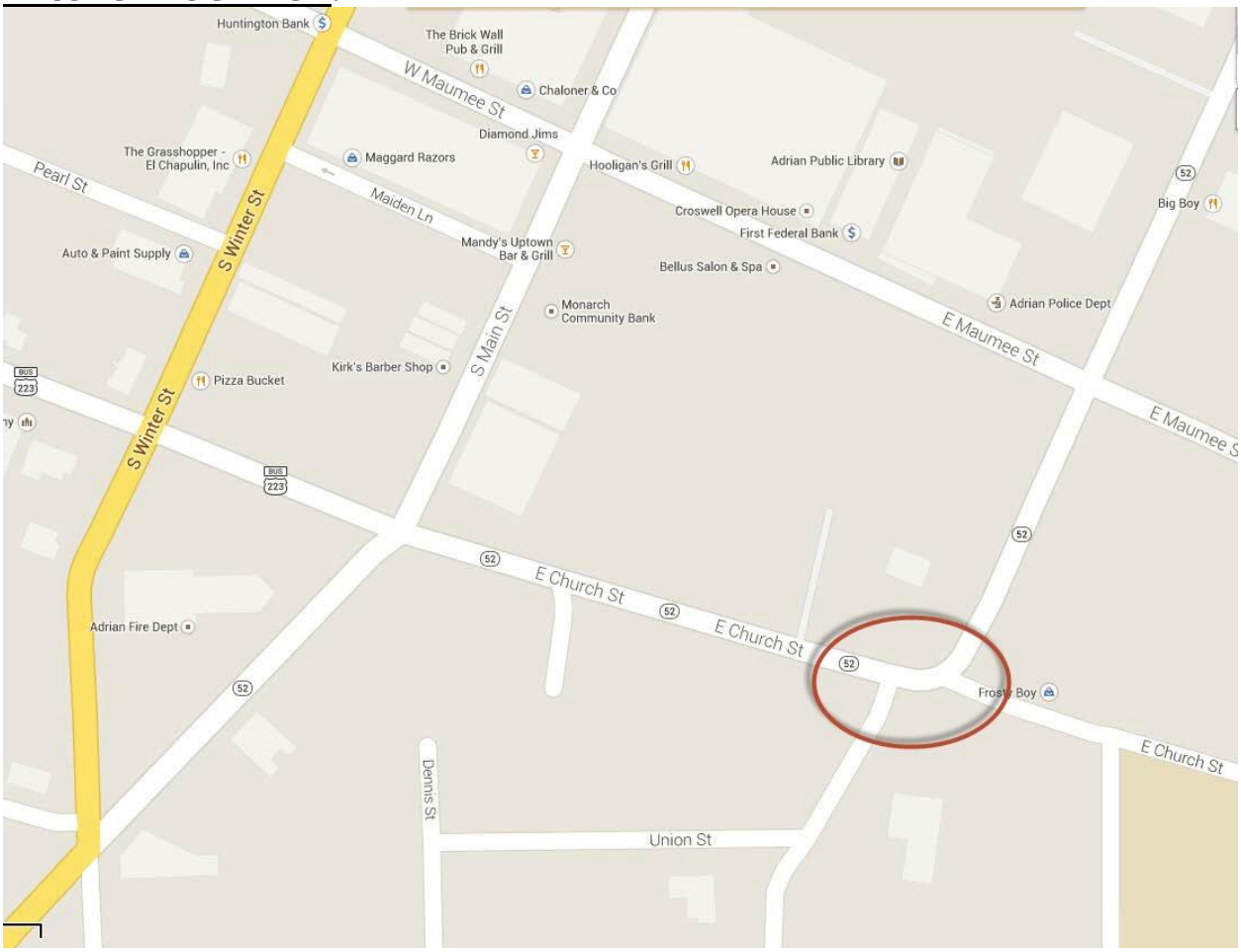
Michigan Department of Transportation

SCOPE OF SERVICE
FOR
DESIGN SERVICES

CONTROL SECTION(S): 46072

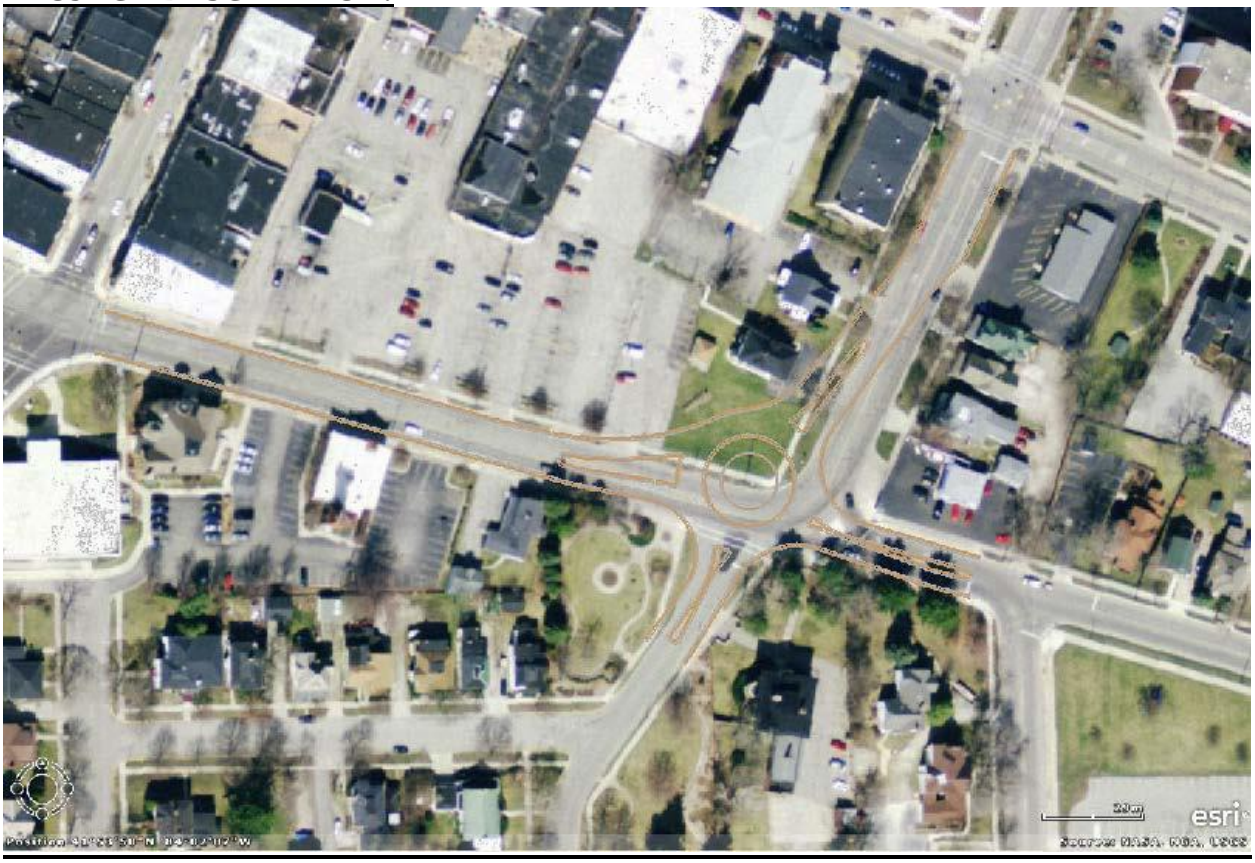
JOB NUMBER(S): 124166C

PROJECT LOCATION:



The 0.218 mile project is located on M-52 (E. Church Street) between S. Main Street and E. Maumee Street at the intersection of Union Street/Broad Street/Church Street in the City of Adrian, in Lenawee County.

PROJECT DESCRIPTION:



Work involved in the design of the project consists of the reconfiguration of the intersection with a roundabout intersection design including concrete curb and gutter, storm sewer modifications, water main modifications, lighting, sidewalk, and driveway approaches.

ANTICIPATED SERVICE START DATE: April 3, 2015

ANTICIPATED SERVICE COMPLETION DATE: March 31, 2017

DBE PARTICIPATION REQUIREMENT: 0%

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

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Maintaining Traffic Plan & Provisions
Pavement Marking Plans
Permanent Non-Freeway Traffic Signing Plans
Hydraulics
Subsurface Utility Engineering
Geotechnical Engineering Services
Municipal Utilities
Traffic Capacity Analysis & Geometric Studies
Freeway Lighting

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

1) UTILITY COORDINATION
   MDOT shall be responsible for project Utility Coordination

MDOT PROJECT ENGINEER MANAGER:

Jason Pittman, P.E.
Cost & Scheduling Engineer
MDOT Jackson Transportation Service Center
2750 N. Elm Road
Jackson, Michigan 49201
Phone: (517) 403-1858
Fax: (517) 780-5454
E-mail: pittmanj@michigan.gov

CONSTRUCTION COST:

The estimated cost of construction is: $1, 316,000.00

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.

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) - ***Unless otherwise noted in the Scope of Service for Utility Coordination***
   6. Final Trnsport item cost estimates

B. Furnish design survey portfolio.

C. Furnish pertinent reference materials.

D. Furnish prints of an example of a similar project and old plans of the area, if available. Furnish the E.A.

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

F. Coordinate any necessary utility relocation(s) - ***Unless otherwise noted in the Scope of Service for Utility Coordination***

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

B. Compute and verify all plan quantities.

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

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

E. 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.

F. 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.

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

H. 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.

I. 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.

J. 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.

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

L. 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.

M. 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.

N. 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.

O. 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. Subsurface Utility Engineering (SUE) shall be completed as required in **Attachment A**.

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

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

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

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

T. **The Consultant shall provide a capacity analysis for the roundabout prior to concept design. Rodel software shall be used to analyze capacity and determine roundabout geometry. Refer to the most current MDOT Roundabout Guidance Document.**

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 07-2013

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)

		P/PMS TASK NUMBER AND DESCRIPTION		DATE TO BE COMPLETED BY (mm/dd/yyyy)
			CONSULTANT CONTRACT AUTHORIZATION/EXECUTION	**04/03/2015**

PRELIMINARY ENGINEERING - DESIGN

YES	NO			
		DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION		
x		3130	Verify Design Scope of Work and Cost	/TBD/
☐	x	3310	Prepare Aerial Topographic Mapping	/ /
☐	x	3320	Conduct Photogrammetric Control Survey	/ /
☐	x	3321	Set Aerial Photo Targets	/ /
☐	x	3325	Geotechnical Structure Site Characterization	/ /
☐	x	3330	Conduct Design Survey	/ /
☐	x	3340	Conduct Structure Survey	/ /
☐	x	3350	Conduct Hydraulics Survey	/ /
x	☐	3360	Prepare Base Plans	**05/25/2015**
☐	x	*311M*	*Utility Notification*	/ /
☐	x	3361	Review and Submit Preliminary ROW Plans	/ /
☐	x	*331M*	*Preliminary ROW Plans Distributed*	/ /
☐	x	3365	Pre-Conceptual ITS Design and Meeting	/ /
☐	x	3370	Prepare Structure Study	/ /

☐	x	3375	Conduct Value Engineering Study	/	/
x	☐	3380	Review Base Plans	/	/
☐	x	3385	Preliminary Load Rating	/	/
☐	x	*332M*	*Base Plan Review (Pre-GI Inspection)*	/	/
x	☐	3390	Develop the Maintaining Traffic Concepts	/	/
		PRELIMINARY PLANS PREPARATION			
x	☐	3500	Develop Transportation Management Plan	/	/
x	☐	3510	Perform Roadway Geotechnical Investigation	/	/
☐	x	3520	Conduct Hydraulic/Hydrologic and Scour Analysis	/	/
x	☐	3522	Conduct Drainage Study, Storm Sewer Design, and use Structural Best Management Practices	/	/
☐	x	3530	Geotechnical Foundation Engineering Report	/	/
☐	x	3535	Conduct Str. Review for Arch. & Aesthetic Improvements	/	/
x	☐	3540	Develop the Maintaining Traffic Plan	/	/
☐	x	3551	Prepare/Review Preliminary Traffic Signal Design Plan	/	/
x	☐	3552	Develop Preliminary Pavement Marking Plan	/	/
x	☐	3553	Develop Preliminary Non-Freeway Signing Plan	/	/
☐	x	3554	Develop Preliminary Freeway Signing Plan	/	/
☐	x	3555	Prepare/Review Preliminary Traffic Signal Operations	/	/
☐	x	3570	Prepare Preliminary Structure Plans	/	/
x	☐	3580	Develop Preliminary Plans	**10/19/2015**	
☐	x	3581	Review and Submit Final ROW Plans	/	/
☐	x	*351M*	*Final ROW Plans Distributed*	/	/
		PRELIMINARY PLANS PREPARATION (cont'd)			
☐	x	3585	Final ITS Concept Design and Meeting	/	/
x	☐	3590	Review Preliminary Plans (Hold Plan Review Meeting)	**12/10/2015**	
x	☐	*352M*	*THE Plan Review (Grade Inspection)*	**/TBD/**	
☐	x	3595	Conduct ITS Structure Foundation Investigation	/	/
		UTILITIES			
	x	3610	Compile Utility Information	/	/
☐	x	3615	Compile ITS Utility Information	/	/
☐	x	3650	Coordinate RR Involvement for Grade Separations	/	/
☐	x	3655	Coordinate RR Involvement for At-Grade Crossings	/	/
x	☐	3660	Resolve Utility Issues	**04/11/2016**	
☐	x	*360M*	*Utility Conflict Resolution Plan Distribution*	/	/
x	☐	*361M*	*Utility Meeting*	**/TBD/**	
x	☐	3670	Develop Municipal Utility Plans	**04/11/2016**	
☐	x	3672	Develop Special Drainage Structures Plans	/	/
x	☐	3675	Develop Electrical Plans	**04/11/2016**	
☐	x	3680	Preliminary ITS Communication Analysis	/	/
☐	x	3690	Power Design (Power Drop in Field)	/	/

YES	NO	P/PMS TASK NUMBER AND DESCRIPTION		DATE TO BE COMPLETED BY (mm/dd/yyyy)
		MITIGATION/PERMITS		
☐	x	3710	Develop Required Mitigation	/ /
☐	x	3720	Assemble Environmental Permit Applications	/ /
☐	x	3730	Obtain Environmental Permit	/ /
		FINAL PLAN PREPARATION		
☐	x	3815	Geotechnical Structure Design Review	/ /
☐	x	3821	Prepare/Review Final Traffic Signal Design Plan	/ /
x	☐	3822	Complete Permanent Pavement Marking Plan	**04/11/2016**
x	☐	3823	Complete Non-Freeway Signing Plan	**04/11/2016**
☐	x	3824	Complete Freeway Signing Plan	/ /
☐	x	3825	Prepare/Review Final Traffic Signal Operations	/ /
x	☐	3830	Complete the Maintaining Traffic Plan	**04/11/2016**
x	☐	3840	Develop Final Plans and Specifications	**04/11/2016**
x	☐	*380M*	*Plan Completion*	**04/11/2016**
☐	x	3850	Develop Structure Final Plans and Specifications	/ /
x	☐	3870	Hold Omissions/Errors Check (OEC) Meeting	**/TBD/**
☐	x	3875	Final Load Rating	/ /
		FINAL PLAN PREPARATION (cont'd)		
x	☐	*387M*	*Omissions/Errors Checks Meeting*	**/TBD/**
x	☐	*389M*	*Plan Turn-In*	**/TBD/**
				/ /

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. 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.

ATTACHMENT A

SCOPE OF SERVICE
FOR
SUBSURFACE UTILITY ENGINEERING (SUE)

DEFINITIONS:

SUE - A branch of engineering practice that involves managing certain risks associated with utility mapping at appropriate quality levels, utility coordination, utility relocation design and coordination, utility condition assessment, communication of utility data to concerned parties, utility relocation cost estimates, implementation of utility accommodation policies, and utility design. (ASCE Standard 38-02)

Utility Quality Level - A professional opinion of the quality and reliability of utility information. Such reliability is determined by the means and methods of the professional. Each of the four existing utility data quality levels is established by different methods of data collection and interpretation. (ASCE Standard 38-02)

ASCE Standard 38-02, "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data" has been used as a guideline for the development of this Scope of Services. Depending on the project, the Consultant may be asked to provide some or all the work identified in utility quality levels A through D.

UTILITY QUALITY LEVEL D - Information derived from existing records or oral recollections.

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 including Consultant, MDOT and utilities prior to Consultant beginning SUE services.

Consultant shall –

- Take appropriate steps to identify all known and unknown utility facilities within the project limits. Some sources of information may include utility owners, visual site inspection, internet search, Public Service Commission, County Clerk's office, Miss Dig Design Ticket, etc.

- Solicit utility information as outlined in Chapter 14 of the MDOT Road Design Manual, section 14.16 (Request for Utility Information), if not already completed by MDOT.
- Attend and participate in kick-off meeting with MDOT and utilities. Consultant is expected to provide an explanation of SUE services and what each participant's role is in the SUE process.

UTILITY QUALITY LEVEL C - Information obtained by surveying and plotting visible above-ground utility features and by using professional judgment in correlating this information to utility quality level D information.

Consultant shall -

- Complete utility quality level D, as necessary, in order to complete utility quality level C.
- Obtain all necessary permission or permits from MDOT, county, municipality, or other entity, which allow the Consultant to work within the project limits.
- Survey visible above-ground utility facilities and correlate this information with existing utility records.

UTILITY QUALITY LEVEL B - Information obtained through the application of appropriate surface geophysical methods to determine the existence and approximate horizontal position of subsurface utilities. Utility quality level B data should be reproducible by surface geophysics at any point of their depiction. This underground information is surveyed to plus or minus one foot accuracy and reproduced onto plan documents.

MDOT shall –

- Provide survey control for the purposes of tying the designated utilities to the State Plane Coordinate System, and vertical system being North American Vertical Datum of 1988 (NAVD88).
- MDOT will also furnish existing highway plans showing topography, horizontal alignments, etc. and/or design mapping using current MDOT Workspace, if available.

Consultant shall –

- Complete utility quality levels C and D, as necessary, in order to complete utility quality level B.
- Provide materials, equipment and personnel necessary for traffic control as directed by the appropriate MDOT Transportation Service Center (TSC) and the MDOT Workzone Mobility Policy. Consultant may be required to work off peak hours. Consultant shall not work on weekends, national holidays, state holidays, or days proceeding said holidays without written permission from the TSC.
- Provide materials, equipment and personnel, including surveying capability, to designate, mark, and record, the horizontal location of all existing underground utilities and major laterals. Storm sewers are not to be designated unless specifically required by MDOT. Typically, horizontal designating of underground utilities shall be accurate to plus or minus one foot.

- Prepare CADD files containing horizontal utility depictions using the conventions indicated in the MDOT Road Design Manual.

UTILITY QUALITY LEVEL A - Precise horizontal and vertical location of utilities obtained by the actual exposure (or verification of previously exposed and surveyed utilities) and subsequent measurement of subsurface utilities, usually at a specific point. Minimally intrusive excavation equipment is used to reduce the potential for utility damage. Precise horizontal and vertical locations, as well as other utility attributes, are shown on plan documents. Accuracy is typically set to 0.05 decimal feet (approximately 5/8") vertical and to applicable horizontal survey and mapping accuracy as defined or expected by the Project Manager.

MDOT shall –

- Furnish preliminary highway plans showing areas requiring test holes.

Consultant shall –

- Complete utility quality levels B, C, and D, as necessary, in order to complete utility quality level A.
- Comply with State law requirements prior to performing excavation activities.
- Coordinate with the utilities as required.
- Excavate test holes in a manner such as vacuum excavation, hand digging, etc. that prevents damage to utility wrappings, coatings, or other protective coverings.
- Neatly cut and remove existing pavement, with cut area not to exceed 225 square inches, using a method enabling vertical and horizontal utility exploration.
- Be responsible for any damage to the utility during excavation.
- Backfill and compact test holes with approved material.
- Provide a permanent pavement restoration for test holes performed through the roadway pavement. If the test hole is performed in an area other than the roadway pavement, the area disturbed shall be restored to equal or better than the condition before excavation.
- Tie all vertical elevations to a minimum of two checked benchmarks. The accuracy of these benchmark checks shall be in accordance with surveying practices that ensure vertical surveying of underground utilities is accurate to 0.05 decimal feet.

DELIVERABLES - The final deliverables shall be sealed by a licensed professional civil engineer registered in the State of Michigan. The Consultant is responsible for the accuracy of all information presented to MDOT. Deliverables shall be sent to the MDOT Project Manager.

- CADD files containing horizontal utility depictions shall be submitted to MDOT on CD/DVD in CADD format utilizing MDOT's current version of MicroStation and MDOT Workspace.
- For all test holes performed, the following information shall be submitted to MDOT on CD/DVD in CADD format utilizing MDOT's current version of MicroStation and MDOT Workspace:

- Elevation of top of utility tied to project vertical datum
- Elevation of existing grade over utility at the test hole
- Horizontal location referenced to project coordinate datum
- Outside diameter of pipe or width of duct banks and configuration of non-encased multi-conduit systems
- Size, type and owner of utility facility
- Utility structure material composition and condition, when possible