

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			CONSULTANT: Provide only checked items below in proposal
WHITE = REQUIRED ** = OPTIONAL			
Check the appropriate Tier in the box below			
<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 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)	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 for all firms performing non-prequalified services on this project.)

(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) **AA**

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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, 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 all firms performing non-prequalified services on this project.
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Qualification 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.)

BID SHEET INSTRUCTIONS

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.

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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): 84913

JOB NUMBER(S): 126957C

PROJECT LOCATION:

The project encompasses various routes in Lake, Mason, Muskegon, Newaygo, Oceana, Osceola, and Ottawa Counties.

PROJECT DESCRIPTION:

Work involved in this scope of work will include services for preparing plans and proposal documents for CPM projects; services associated with preparing maintenance of traffic special provisions and staging plans, preparing safety analyses and Traffic Management Plans (TMP's) and services associated with scoping activities to assist in the annual Call for Projects process.

The Consultant may also be required to prepare bridge approach plans, pavement marking plans, signing plans, and develop traffic signal loop replacement plans for assigned projects, as required due to work type.

ADDITIONAL INFORMATION:

The MDOT would like to implement **a workforce development plan for JN 126957C**. The workforce development plan would require the Consultant to mentor a MDOT design engineer during the design of this project, including, but not limited to, preparing scoping estimates for potential future projects, performing field reviews for preparing estimates, and preparing MOT and mobility components. MDOT expects the hours associated with the workforce development to be minimal and cost neutral.

ANTICIPATED SERVICE START DATE:

May 22, 2015

ANTICIPATED SERVICE COMPLETION DATE:

August 1, 2016

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Roads & Streets

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Maintaining Traffic Plans & Provisions
Traffic Signal Design
Safety Studies
Traffic Capacity Analysis and Geometric Studies

Permanent Freeway Traffic Signing Plans
Pavement Marking Plans

DBE REQUIREMENT: 0%

MDOT PROJECT ENGINEER MANAGER:

Matthew Block, P.E. (Consultant Coordinator)
Muskegon TSC
2225 Olthoff Dr.
Muskegon, MI 49444
231-777-7281 - Phone
231-777-3621 - Fax
blockm@michigan.gov

CONSTRUCTION COST:

The Consultant will be provided the programmed construction costs for individual projects when services are requested. The Consultant will be expected to design the project within the programmed amount.

If at any time the estimated cost of construction varies from the current programmed amount, then the Consultant will be required to submit an e-mail or 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 MDOT Current Version of Bentley Microstation/GEOPAK or PowerGEOPAK (published at [Section 2.2.2](#) of the [Design Submittal Requirements](#)) with the current MDOT workspace (published at [Section 2.2.1](#) of the [Design Submittal Requirements](#)). 3D Models are required for all applicable projects. See [Chapter 2](#) of the [Design Submittal Requirements](#) for a complete listing of applicable projects. The 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. The Plan Review (If needed)
 - 3. Utility Meetings (If needed)
 - 4. Quantity summary sheets and final item cost estimates.
 - 5. Packaging of plans and proposal.
- B. Furnish Special Details and pertinent reference materials.
- C. Furnish prints of an example of a similar project and old plans of the area, if available.
- D. Obtain all permits for the project as outlined in previous section.
- E. Coordinate any necessary utility relocation.
- F. Furnish FTP site for software download and instructions for the MDOT Stand Alone Proposal Estimator's Worksheet (SAPW).

CONSULTANT RESPONSIBILITIES:

Complete the services related to this scope 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 each 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. Assist on an as-needed basis with the Call For projects. This work would consist of project scoping, including providing a detailed scoping checklist, estimate, .SAPW, supporting documentation, etc. Scoping details and checklists can be found in the MDOT Scoping Manual: http://www.michigan.gov/mdot/0,4616,7-151-9625_21540_36037-243045--,00.html

- B. Prepare required plans, typical cross-sections, details, and specifications required for design and construction. It is anticipated the CPM projects will be in Log format.
- C. Compute and verify all plan quantities.
- D. Prepare special provisions and staging plans for maintaining traffic during construction.
- E. Prepare signal plans for signal loop replacement or modification to camera detection. Prepare signal plans that may be required for ADA pushbuttons as a result of necessary sidewalk ramp impacts/upgrades.
- F. Provide necessary details, including detail grade sheets for any impacted sidewalk ramps.
- G. Provide a safety analysis for assigned projects. This analysis will be submitted to the Muskegon TSC T&S Engineer for review and approval.
- H. As assigned, conduct a comprehensive mobility analysis and investigate alternative maintenance of traffic schemes. If the threshold criteria contained in MDOT's Work Zone Safety and Mobility Policy are exceeded, mitigation measure shall be analyzed and recommended. The Consultant shall prepare a Transportation management Plan per the The Work Zone Safety and Mobility Manual. This will include a Temporary Traffic Control Plans, a Transportation Operations Plan and a public Information Plan.
- I. Provide solutions to any unique problems that may arise during the design of this project.
- J. 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.
- K. 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.
- L. If excavation is required, submit the excavation locations which may contain contamination. Project Manager then can proceed in requesting a Preliminary Project Assessment (PPA).
- M. The Consultant may be required to prepare and submit a CPM network for the construction of the projects.

- 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, copies of the required specifications and plan set materials for distribution by MDOT for all reviews for this project with the exception of The Plan Review.
- P. Prepare and submit electronically (native format and Adobe PDF) any information, calculations, 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. The Consultant shall assist in the review of utility permit requests, incorporate the information in the design plans, and respond within 2 weeks from receipt of the permit.
- 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.

UTILITIES

The Consultant shall be responsible for obtaining and showing on the plans the location and names of all existing utilities within the limits of the project. In the course of resolving utility conflicts, the Consultant shall make modifications to the plans or design details and provide assistance as directed by the MDOT 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. The Consultant will be responsible for miscellaneous staking of utilities.

TRAFFIC CONTROL

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

MDOT PERMITS

The Consultant shall be responsible for obtaining a valid right of way construction permit for tasks in the MDOT right of way. Right of way construction permits can be obtained through the Michigan Business One Stop/Construction Permit Online System. <http://www.michigan.gov/business>

MONTHLY PROGRESS REPORT

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 enter in MDOT ProjectWise, in the appropriate folders all electronic files associated with the project in their native format (spreadsheets, CADD files, GEOPAK files, Roadway Designer Templates etc.) 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, to MDOT ProjectWise, in the appropriate folders, in their native format with standard naming conventions as well as combined into one 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 submitted to MDOT ProjectWise in the appropriate folders in a set in PDF 11" x 17" format. For final Plan Turn-In, a title sheet shall be printed, signed, sealed, and then scanned for inclusion with the PDF set. The original title sheet shall be sent to the MDOT Project Manager.

Reference Information Documents (RID) shall be entered into MDOT ProjectWise in the appropriate folder with standard naming conventions and content at milestone submittals as defined by Chapter 4 of the Design Submittal Requirements. The RID files included will depend on the design survey deliverables and project template (See Chapter 2 of the Design Submittal Requirements). 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 xml files necessary for import into the Trns*port bid letting software. The SAPW files shall be entered into MDOT ProjectWise in the appropriate folder.

The project removal, construction, and profile sheets will require a scale of **1"=80'** or as **approved by the Project Manager**. See Section 1.02.12 of the Road Design Manual for further direction.

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.

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

<input type="checkbox"/>	X	2100 Scope Verification and Initiation of EPE Activities	/ /
<input type="checkbox"/>	X	2115 Prepare Traffic Analysis Report for EPE/Design	/ /
<input type="checkbox"/>	X	2120 Traffic Data Collection for EPE/Design	/ /
<input type="checkbox"/>	X	2125 Traffic Capacity Analysis for EPE/Design	/ /
<input type="checkbox"/>	X	2130 Prepare Project Purpose and Need	/ /
<input type="checkbox"/>	X	213M Concurrence by Regulatory Agencies with the Purpose and Need	/ /
<input type="checkbox"/>	X	2140 Develop and Review Illustrative Alternatives	/ /
<input type="checkbox"/>	X	2155 Request/Perform Safety Analysis for EPE/Design	/ /
<input type="checkbox"/>	X	2160 Prepare and Review EIS Scoping Document	/ /
<input type="checkbox"/>	X	216M Public Information Meeting	/ /
MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST			
STUDY (EARLY PRELIMINARY ENGINEERING) (cont'd)			
		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY
YES	NO		(mm/dd/yyyy)
		EPE DRAFT ANALYSIS	
<input type="checkbox"/>	X	2310 Conduct Technical SEE Studies	/ /
<input type="checkbox"/>	X	2311 Cultural Resources Survey	/ /
<input type="checkbox"/>	X	2312 Recreational Survey – Section 4(f)/6(f)	/ /
		EPE DRAFT ANALYSIS (cont'd)	
<input type="checkbox"/>	X	2313 Endangered Species Survey	/ /
<input type="checkbox"/>	X	2314 Wetland Assessment	/ /
<input type="checkbox"/>	X	2315 Wetland Mitigation	/ /
<input type="checkbox"/>	X	2316 Other Technical Reports	/ /
<input type="checkbox"/>	X	2321 Prepare for Aerial Photography	/ /
<input type="checkbox"/>	X	2322 Finish/Print Aerial Photography	/ /
<input type="checkbox"/>	X	2330 Collect EPE Geotechnical Data	/ /
<input type="checkbox"/>	X	2340 Develop and Review Practical Alternatives	/ /
<input type="checkbox"/>	X	233M Aerial Photography Flight	/ /
<input type="checkbox"/>	X	2360 Prepare and Review EA	/ /
<input type="checkbox"/>	X	236M Approval of EA by FHWA	/ /
<input type="checkbox"/>	X	2370 Prepare and Review Draft EIS	/ /
<input type="checkbox"/>	X	237M Approval of Draft EIS by FHWA	/ /

<input type="checkbox"/>	X	2380 Distribute EA	/ /
<input type="checkbox"/>	X	238M Public Hearing for EA	/ /
<input type="checkbox"/>	X	2390 Distribute DEIS	/ /
<input type="checkbox"/>	X	239M Public Hearing for DEIS	/ /
		EPE FINAL ANALYSIS	
<input type="checkbox"/>	X	2510 Determine and Review Recommended Alternative	/ /
<input type="checkbox"/>	X	250M Concurrence by Reg Agencies with Recom Alternatives	/ /
<input type="checkbox"/>	X	2525 Prepare and Review Engineering Report	/ /
<input type="checkbox"/>	X	2530 Prepare and Review Request for FONSI	/ /
<input type="checkbox"/>	X	252M Approval of FONSI by FHWA	/ /
<input type="checkbox"/>	X	2540 Prepare and Review FEIS	/ /
<input type="checkbox"/>	X	254M Approval of FEIS by FHWA	/ /
<input type="checkbox"/>	X	2550 Obtain ROD	/ /
<input type="checkbox"/>	X	255M ROD Issued by FHWA	/ /
<input type="checkbox"/>	X	2570 ITS Concept of Operations	/ /
		CONTAMINATION INVESTIGATION	
<input type="checkbox"/>	X	2810 Project Area Contamination Survey (PCS)	/ /
<input type="checkbox"/>	X	2820 Preliminary Site Investigation (PSI) for Contamination	/ /
MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST			
PRELIMINARY ENGINEERING - DESIGN			
		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY
YES	NO		(mm/dd/yyyy)
		DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION	
<input type="checkbox"/>	X	3130 Verify Design Scope of Work and Cost	/ /
<input type="checkbox"/>	X	3310 Prepare Aerial Topographic Mapping	/ /
<input type="checkbox"/>	X	3320 Conduct Photogrammetric Control Survey	/ /
<input type="checkbox"/>	X	3321 Set Aerial Photo Targets	/ /
<input type="checkbox"/>	X	3325 Geotechnical Structure Site Characterization	/ /
<input type="checkbox"/>	X	3330 Conduct Design Survey	/ /
<input type="checkbox"/>	X	3340 Conduct Structure Survey	/ /
<input type="checkbox"/>	X	3350 Conduct Hydraulics Survey	/ /
<input type="checkbox"/>	X	3360 Prepare Base Plans	/ /

<input type="checkbox"/>	X	311M Utility Notification	/ /
<input type="checkbox"/>	X	3361 Review and Submit Preliminary ROW Plans	/ /
<input type="checkbox"/>	X	331M Preliminary ROW Plans Distributed	/ /
<input type="checkbox"/>	X	3365 Pre-Conceptual ITS Design and Meeting	/ /
<input type="checkbox"/>	X	3370 Prepare Structure Study	/ /
<input type="checkbox"/>	X	3375 Conduct Value Engineering Study	/ /
<input type="checkbox"/>	X	3380 Review Base Plans	/ /
<input type="checkbox"/>	X	3385 Preliminary Load Rating	/ /
<input type="checkbox"/>	X	332M Base Plan Review (Pre-GI Inspection)	/ /
X	<input type="checkbox"/>	3390 Develop the Maintaining Traffic Concepts	9/21/2015
		PRELIMINARY PLANS PREPARATION	
X	<input type="checkbox"/>	3500 Develop Transportation Management Plan	9/21/2015
<input type="checkbox"/>	X	3510 Perform Roadway Geotechnical Investigation	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3520 Conduct Hydraulic/Hydrologic and Scour Analysis	/ /
<input type="checkbox"/>	x	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	/ /
X	<input type="checkbox"/>	3540 Develop the Maintaining Traffic Plan	
X	<input type="checkbox"/>	3551 Prepare/Review Preliminary Traffic Signal Design Plan	
X	<input type="checkbox"/>	3552 Develop Preliminary Pavement Marking Plan	
<input type="checkbox"/>	x	3553 Develop Preliminary Non-Freeway Signing Plan	/ /
<input type="checkbox"/>	x	3554 Develop Preliminary Freeway Signing Plan	/ /
<input type="checkbox"/>	x	3555 Prepare/Review Preliminary Traffic Signal Operations	
<input type="checkbox"/>	x	3570 Prepare Preliminary Structure Plans	/ /
<input type="checkbox"/>	x	3580 Develop Preliminary Plans	
<input type="checkbox"/>	X	3581 Review and Submit Final ROW Plans	/ /
<input type="checkbox"/>	X	351M Final ROW Plans Distributed	/ /
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)

		PRELIMINARY PLANS PREPARATION (cont'd)	
<input type="checkbox"/>	X	3585 Final ITS Concept Design and Meeting	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3590 Review Preliminary Plans (Hold Plan Review Meeting)	
<input type="checkbox"/>	<input type="checkbox"/>	352M THE Plan Review (Grade Inspection)	
<input type="checkbox"/>	X	3595 Conduct ITS Structure Foundation Investigation	/ /
		UTILITIES	
<input type="checkbox"/>	X	3610 Compile Utility Information	/ /
<input type="checkbox"/>	X	3615 Compile ITS Utility Information	/ /
<input type="checkbox"/>	X	3650 Coordinate RR Involvement for Grade Separations	/ /
<input type="checkbox"/>	X	3655 Coordinate RR Involvement for At-Grade Crossings	/ /
<input type="checkbox"/>	X	3660 Resolve Utility Issues	/ /
<input type="checkbox"/>	X	360M Utility Conflict Resolution Plan Distribution	/ /
X	<input type="checkbox"/>	361M Utility Meeting	
<input type="checkbox"/>	X	3670 Develop Municipal Utility Plans	/ /
<input type="checkbox"/>	X	3672 Develop Special Drainage Structures Plans	/ /
<input type="checkbox"/>	X	3675 Develop Electrical Plans	/ /
<input type="checkbox"/>	X	3680 Preliminary ITS Communication Analysis	/ /
<input type="checkbox"/>	X	3690 Power Design (Power Drop in Field)	/ /
		MITIGATION/PERMITS	
<input type="checkbox"/>	X	3710 Develop Required Mitigation	/ /
<input type="checkbox"/>	X	3720 Assemble Environmental Permit Applications	/ /
<input type="checkbox"/>	X	3730 Obtain Environmental Permit	/ /
		FINAL PLAN PREPARATION	
<input type="checkbox"/>	X	3815 Geotechnical Structure Design Review	/ /
X	<input type="checkbox"/>	3821 Prepare/Review Final Traffic Signal Design Plan	10/9/2015
X	<input type="checkbox"/>	3822 Complete Permanent Pavement Marking Plan	10/9/2015
<input type="checkbox"/>	X	3823 Complete Non-Freeway Signing Plan	/ /
<input type="checkbox"/>	X	3824 Complete Freeway Signing Plan	/ /
X	<input type="checkbox"/>	3825 Prepare/Review Final Traffic Signal Operations	10/9/2015
X	<input type="checkbox"/>	3830 Complete the Maintaining Traffic Plan	10/9/2015
X	<input type="checkbox"/>	3840 Develop Final Plans and Specifications	10/9/2015
<input type="checkbox"/>	X	380M Plan Completion	10/9/2015
<input type="checkbox"/>	X	3850 Develop Structure Final Plans and Specifications	/ /

X	<input type="checkbox"/>	3870 Hold Omissions/Errors Check (OEC) Meeting	/ /
<input type="checkbox"/>	X	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)
		FINAL PLAN PREPARATION (cont'd)	
<input type="checkbox"/>	X	387M Omissions/Errors Checks Meeting	/ /
<input type="checkbox"/>	X	389M Plan Turn-In	/ /
<input type="checkbox"/>	X	3880 CPM Quality Assurance Review	/ /
<input type="checkbox"/>	X	3890 Final ITS Communication Analysis	/ /
PRELIMINARY ENGINEERING – RIGHT OF WAY			
		EARLY RIGHT OF WAY WORK	
<input type="checkbox"/>	X	4120 Obtain Preliminary Title Commitments	/ /
<input type="checkbox"/>	X	4130 Prepare Marked Final Right Of Way Plans	/ /
<input type="checkbox"/>	X	413M Approved Marked Final ROW	/ /
<input type="checkbox"/>	X	4140 Prepare Property Legal Instruments	/ /
		ROW ACQUISITION	
<input type="checkbox"/>	X	4411 Preliminary Interviews	/ /
<input type="checkbox"/>	X	441M Post-Decision Meeting	/ /
<input type="checkbox"/>	X	4412 Real Estate Services Assignment Proposal and Fee	/ /
		Estimate (Form 633s) for Appraisal Work Authorization	
<input type="checkbox"/>	X	4413 Appraisal Reports	/ /
<input type="checkbox"/>	X		
<input type="checkbox"/>	X	ROW ACQUISITION (cont'd)	
<input type="checkbox"/>	X	4420 Appraisal Review Reports	/ /
<input type="checkbox"/>	X	4430 Acquire Right Of Way Parcels	/ /
<input type="checkbox"/>	X	4510 Conduct Right Of Way Survey & Staking	/ /
<input type="checkbox"/>	X		
<input type="checkbox"/>	X	ROW RELOCATION	
<input type="checkbox"/>	X	4710 Relocation Assistance	/ /
<input type="checkbox"/>	X	4720 Prepare Improvement Removal Plan	/ /

<input type="checkbox"/>	X	442M ROW Certification	/ /
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"/>	X	4810 Complete Acquisition Process	/ /
<input type="checkbox"/>	X	4820 Manage Excess Real Estate	/ /
<input type="checkbox"/>	X	4830 Provide Post-Certification Relocation Assistance	/ /
<input type="checkbox"/>	X	4910 Conduct ROW Monumentation	/ /
<input type="checkbox"/>	X	5010 Construction Phase Engineering and Assistance	/ /
<input type="checkbox"/>	X	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. 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.