

## 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"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service **
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control **
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Location:</b> The percentage of work performed in Michigan will be used for all selections unless the project is for on-site 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 <b>not including key personnel resumes.</b> Resumes limited to 2 pages per key staff personnel.

**PROPOSAL AND BID SHEET EMAIL ADDRESS – [mdot-rfp-response@michigan.gov](mailto:mdot-rfp-response@michigan.gov)**

### GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least five (5) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

### MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

**5100D** – Request for Proposal Cover Sheet

**5100J** – Consultant Data and Signature Sheet (Required 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**

**AAAA**  
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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 \_\_\_\_\_

**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, 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.**

**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.)

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## 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](mailto: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.

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**NOTIFICATION  
MANDATORY ELECTRONIC SUBMITTAL**

**Proposals submitted for this project must be submitted electronically.**

**The following are changes to the Proposal Submittal Requirements:**

- Eliminated the Following Requirements:
  - Safety Program
  - Communication Plan
  - Past Performance as *a separate section*
  - Separate section for DBE Statement of goals. Include information in Qualification of Team section
  
- Implemented the Following Changes:
  - All proposals require an Organization Chart
  - Resumes must be a maximum of two pages
  - Only Key (lead) staff resumes may be submitted
  - Tier III proposal reduced from 19 to 14 pages
  - Forms 5100D, 5100I, and 5100G combined – 5100D
  - Forms 5100B and 5100H combined – 5100B
  - RFP's will be posted on a weekly basis -- on Mondays

**The following are Requirements for Electronic Submittals:**

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

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

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

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

**Required Bookmarking Format:**

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

**2/14/12**

**NOTIFICATION  
E-VERIFY REQUIREMENTS**

E-Verify is an Internet based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of that employee to work in the United States. There is no charge to employers to use E-Verify. The E-Verify system is operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration. E-Verify is available in Spanish.

The State of Michigan is requiring, under Public Act 200 of 2012, Section 381, that as a condition of each contract or subcontract for construction, maintenance, or engineering services that the pre-qualified contractor or subcontractor agree to use the E-Verify system to verify that all persons hired during the contract term by the contractor or subcontractor are legally present and authorized to work in the United States.

Information on registration for and use of the E-Verify program can be obtained via the Internet at the DHS Web site: <http://www.dhs.gov/E-Verify>.

The documentation supporting the usage of the E-Verify system must be maintained by each consultant and be made available to MDOT upon request.

It is the responsibility of the prime consultant to include the E-Verify requirement documented in this NOTIFICATION in all tiers of subcontracts.

9/13/12

**Michigan Department of Transportation**

**SCOPE OF SERVICE  
FOR  
DESIGN SERVICES  
Revised 11/4/2015**

**CONTROL SECTION(S): 82191**

**JOB NUMBER(S): 126818D**

**PROJECT LOCATION:**

**B03 of 82191: I-75 over Goddard Road and Sexton and Kilfoil Drain**  
City of Allen Park, Wayne County, Michigan.

**PROJECT DESCRIPTION:**

Work involved in the design of the project consists of:

Preparation of the plans and specifications for the removal of northbound and southbound structures and replace the existing northbound and southbound structures with four new bridges; two over Goddard and two over the Sexton-Kilfoil Drain with embankment between the bridges over Goddard Road and the Sexton-Kilfoil Drain.

The reconstruction of mainline I-75 to transition from the revised elevations on the bridges to the existing elevations along I-75. This includes replacing the existing bridge approach pavement, pavement relief joints, concrete barrier, curb and gutter, and guardrail.

Maintaining traffic shall be coordinated with the I-75 over Rouge River project, Job Number 116287, 116291.

The preliminary and final load rating of each of the bridge superstructures is included in this project accounting for the proposed work. The load rating must be completed using the Load and Resistance Factor Rating (LRFR) method, and utilizing the AASHTOWare Bridge Rating software or another program approved by the MDOT Load Rating Engineer. The preliminary load rating will be completed and submitted with the Preliminary Structure Plans. The final load rating will be completed and submitted with the Final Structure Plans. The load rating deliverables must include a completed assumption form, summary form, program file and program output in PDF format.

A topographic survey is being completed by MDOT and will be provided to the selected Consultant. It is not anticipated that any additional survey will be required for this project.

A Project Area Contamination Survey (PACS) is being completed by MDOT. The results of the PACS will be provided to the selected Consultant.

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

Feasibility study report can be found here: <ftp://ftpmidot.state.mi.us/JN%20126818%20%20I-75%20over%20Goddard%20%26%20Sexton-Kilfoil/>

**ANTICIPATED SERVICE START DATE:** January 1, 2016

**ANTICIPATED SERVICE COMPLETION DATE:** April 30, 2017

**DBE PARTICIPATION REQUIREMENT:** 5%

**PRIMARY PREQUALIFICATION CLASSIFICATION(S):**

Design – Bridges: Complex

Design – Roadway : Complex

**SECONDARY PREQUALIFICATION CLASSIFICATION(S):**

Design – Bridges : Load Rating

Design – Geotechnical : Advanced

Design – Utilities : Roadway Lighting

Design – Traffic : Work Zone Maintenance of Traffic

Design – Traffic : Safety Studies

Design – Traffic : Capacity & Geometric Analysis

Design – Traffic : Signing - Freeway

Design – Traffic : Pavement Markings

Design – Hydraulics II (**precautionary**)

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

1) **UTILITY COORDINATION**

The Consultant shall be responsible for project Utility Coordination. See attached “Scope of Services for Utility Coordination”.

**MDOT PROJECT ENGINEER MANAGER:**

Andrew P. Zevchak, P.E.

MDOT – Design Division

Van Wagoner Building

425 W. Ottawa Street

P.O. Box 30050

Lansing, MI 48909

Phone: (517) 241-4175

E-Mail: Zevchaka@michigan.gov

**CONSTRUCTION COST:**

A. The estimated cost of construction is:

1.	Mainline Pavement	\$10,382,100
2.	Geometric Improvement	\$
3.	Environmental	\$
4.	Drainage	\$
5.	Safety	\$
6.	Non-Motorized	\$
7.	Maintaining Traffic	\$1,114,933
8.	Miscellaneous Bridge Cost	\$18,172,400
9.	Detours and Maintaining Traffic	\$
10.	Permanent Pavement Markings/Signs/Signals	\$
11.	Miscellaneous	\$ _____
	<b>CONSTRUCTION TOTAL</b>	<b>\$29,669,433</b>

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

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 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. Base Plan Review
  - 3. The Plan Review
  - 4. Omissions/Errors/Check
  - 5. Final Trnsport item cost estimates
- B. Furnish pertinent reference materials.
- C. Furnish prints of an example of a similar project and old plans of the area, if available.
- D. Obtain all permits for the project as outlined in the next section using Consultant supplied information.
- E. Coordinate any necessary utility relocation(s).
- F. Furnish FTP site for software download and instructions for the MDOT Stand Alone Proposal Estimator's Worksheet (SAPW).
- G. Furnish the topographic survey for the project
- H. Coordinate with affected railroads using Consultant supplied information.
- I. Furnish traffic data for I-75.
- J. Furnish a pavement design using Consultant supplied soil information.

### **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, 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. Use information provided in the Feasibility Study Report as guidance for the design.
- C. Compute and verify all plan quantities.
- D. Prepare staging plans and special provisions for maintaining traffic during construction. Coordinate with I-75 over Rouge River project, Job Number 116287, 116291.
- E. Provide solutions to any unique problems that may arise during the design of this project.
- F. 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.
- G. Maintain a Design Project Record in ProjectWise, which includes a history of significant events (changes, comments, etc.) which influenced the development of the plans, dates of submittals and receipt of information.
- H. Submit the excavation locations which may contain contamination. Project Manager then can proceed in requesting a Project Area Contamination Survey (PACS).
- I. The Consultant shall prepare and submit in ProjectWise (in PDF format) a CPM network for the construction of this project.
- J. The Consultant representative shall record the minutes and submit in ProjectWise (in PDF format), 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.
- K. The Consultant will provide to MDOT, by entering into MDOT ProjectWise at the scheduled submittal dates, electronic documents (in PDF format) of the required specifications and plan set materials for distribution by MDOT for all reviews for this project.
- L. Prepare and submit electronically (native format or PDF) into MDOT ProjectWise, 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.

- M. Attend any project-related meetings as directed by the MDOT Project Manager.
- N. 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.
- O. 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.
- P. 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.
- Q. 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.
- R. The Consultant shall be responsible for all traffic control required to perform the tasks as outlined in this Scope of Design Services.
- S. The Consultant shall be responsible for obtaining up to date access permits and pertinent information for tasks in MDOT Right of Way (ROW). This information can be obtained through Joe Rios, Utilities/Permits Section, Development Services Division at (517) 241-2103.
- T. On the first of each month, the Consultant Project Manager shall submit in ProjectWise a monthly project progress report to the Project Manager.
- U. Compare all controlling geometric elements within the project limits with current design criteria. Prepare design exceptions for all controlling elements that do not meet the current design criteria.
- V. Obtain roadway soil borings of sufficient depth and number to provide information to MDOT for the design of the pavement.

- W. Obtain thirteen (13) soil borings total. One at each substructure unit of the 4 bridges.
- X. With concurrence from MDOT's Metro Region/Taylor TSC Traffic Engineer, provide traffic control required to obtain the soil borings.
- Y. Provide design services for the installation of lighting on the bridge and upgrading the electrical system as required. There are existing lights on the bridge. The proposed lighting should be consistent with the lighting that exists along I-75 approaching the bridges.
- ~~Z. Provide design services for the installation of ITS facilities on the I-75 over Goddard Road and the Sexton-Kilfoil Drain. The facilities on the bridge will be connected to other ITS facilities as part of a future MDOT project. This will include coordination with the Southeast Michigan Transportation Operation Center. There are no ITS facilities currently on the bridge.~~
- AA. Participate in a Value Engineering Study of the project. This will include, but is not limited to, providing project related information to MDOT for use by the Value Engineering Team and attending a minimum of two meetings.
- BB. Public information and/or stakeholder meetings will be required for this project. The Consultant will be responsible for the preparation of any presentations, animations and display boards required for these meetings.
- CC. Prepare any specifications and/or special provisions required to supplement MDOT's Standard Specifications for Construction.
- DD. As part of this project CFRP (Carbon Fiber Reinforced Polymer) may be utilized for post tensioning and prestressing materials. The proposed applications include, but are not limited to CFRP longitudinal prestressing and transverse post tensioning of structural concrete elements. Investigate and propose feasible CFRP applications that will improve the durability of the proposed infrastructure.
- EE. Assist MDOT with coordination with the railroads impacted by this project. This is anticipated to include sending plans electronically to the railroads for review if requested by MDOT and providing written answers to design questions received from the railroads.

**The plans shall be submitted to MDOT as follows:**

- A. A detailed structure study showing the conceptual design and corresponding cost estimates. The study shall describe the feasible innovations that were considered for this project. This shall be accompanied by a rough (square foot) estimate of cost.

- B. Preliminary Plans (Plan Review Meeting) shall be accompanied by an estimate of cost based on the quantities of major pay items shown on the plans.
- C. Pre-final plans (Pre-OEC plans) consisting of final plans that are approximately 90% complete and any special provisions and supplemental specifications that may be required.
- D. Final plans (OEC plans), Contract Quantities, updated cost estimate, and any special provisions and supplemental specification that may be required. Plan Review comments should be reflected in all sheets. Slab and Screed sheets and Bar Schedule sheets are not required.

The Consultant is not authorized to proceed with Preliminary Plans until receiving MDOT approval of the Structure Study. Additionally, the Consultant is not authorized to proceed with Final Plans until notified that FHWA has approved Preliminary Plans.

All work shall conform to AASHTO specifications, MDOT specifications, and MDOT design and detailing practices. All submittals to MDOT shall require quality assurance review and meet the attached quality assurance document. The Consultant shall maintain office records, submit monthly progress reports, and submit MDOT vouchers with their billings. The Consultant is advised that MDOT considers plans 5% complete upon approval of the study, 30% complete when the preliminary plans are distributed, and 100% complete when final plans are submitted for review.

All submittals to MDOT shall be dated and identified by structure number, control section, job number including phase, MDOT contract number, route and location.

A file containing project related correspondence, design, and any information resulting from research shall be submitted to MDOT with final deliverables.

#### **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 scheduled Plan Completion date for this project is **June 1, 2016**. 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.

The Consultant shall use the following events to prepare the proposed implementation schedule as required in the Guidelines for the Preparation of Responses on Assigned Design Services Contracts. These dates shall be used in preparing the Consultant's Monthly Progress Reports.

# MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

*For questions on specific tasks, refer to the P/PMS Task Manual located on the [MDOT Website](#).  
For assistance in accessing this manual, please contact:  
**Dennis Kelley: (517) 373-4614***

Please indicate with a check in the box next to each task number whether you believe that task will require consultant involvement on the job. Milestones (a specific event at a point in time) are italicized and underlined. See the [P/PMS Task Manual](#) for more details. Scheduling assistance may be accomplished with estimated completion dates. While not part of P/PMS, an Authorization Milestone and Post-Design Tasks have been included for your reference.

## STUDY (EARLY PRELIMINARY ENGINEERING)

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)
		CONSULTANT CONTRACT AUTHORIZATION/EXECUTION	/ /
YES	NO		
<b><u>INFORMATION GATHERING/STUDIES</u></b>			
<input type="checkbox"/>	<input type="checkbox"/>	1115 Traffic Data Collection for Studies	/ /
<input type="checkbox"/>	<input type="checkbox"/>	1120 Prepare Traffic Analysis Report for Studies	/ /
<input type="checkbox"/>	<input type="checkbox"/>	1125 Traffic Capacity Analysis for Studies	/ /
<input type="checkbox"/>	<input type="checkbox"/>	1155 Request/Perform Safety Analysis for Studies	/ /
<input type="checkbox"/>	<input type="checkbox"/>	1300 Traffic Impact Study	/ /
<input type="checkbox"/>	<input type="checkbox"/>	1350 Determine Need for Interstate Access Change Request	/ /
<input type="checkbox"/>	<input type="checkbox"/>	1400 Feasibility Study	/ /
<input type="checkbox"/>	<input type="checkbox"/>	1500 Corridor Study	/ /
<input type="checkbox"/>	<input type="checkbox"/>	1555 Interstate Access Change Request	/ /
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>155M FHWA Approval of Interstate Access Change Request</u></i>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	1600 Access Management Study Plan	/ /
<input type="checkbox"/>	<input type="checkbox"/>	1700 Other Miscellaneous Studies	/ /
<b><u>EPE SCOPING ANALYSIS</u></b>			
<input type="checkbox"/>	<input type="checkbox"/>	2100 Scope Verification and Initiation of EPE Activities	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2115 Prepare Traffic Analysis Report for EPE/Design	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2120 Traffic Data Collection for EPE/Design	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2125 Traffic Capacity Analysis for EPE/Design	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2130 Prepare Project Purpose and Need	/ /
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>213M Concurrence by Regulatory Agencies with the Purpose and Need</u></i>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2140 Develop and Review Illustrative Alternatives	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2155 Request/Perform Safety Analysis for EPE/Design	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2160 Prepare and Review EIS Scoping Document	/ /
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>216M Public Information Meeting</u></i>	/ /

# MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

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

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

### **CONTAMINATION INVESTIGATION**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	2810	Project Area Contamination Survey (PCS)	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2820	Preliminary Site Investigation (PSI) for Contamination	/	/

## MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

### PRELIMINARY ENGINEERING - DESIGN

		<b>P/PMS TASK NUMBER AND DESCRIPTION</b>		
<b>YES</b>	<b>NO</b>		<b>DATE TO BE COMPLETED BY</b> (mm/dd/yyyy)	
<b><u>DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION</u></b>				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3130	Verify Design Scope of Work and Cost	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3310	Prepare Aerial Topographic Mapping	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3320	Conduct Photogrammetric Control Survey	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3321	Set Aerial Photo Targets	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3325	Geotechnical Structure Site Characterization	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3330	Conduct Design Survey	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3340	Conduct Structure Survey	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3350	Conduct Hydraulics Survey	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3360	Prepare Base Plans	/ /
<input type="checkbox"/>	<input type="checkbox"/>	<u>311M</u>	<u>Utility Notification</u>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3365	Pre-Conceptual ITS Design and Meeting	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3370	Prepare Structure Study	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3375	Conduct Value Engineering Study	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3380	Review Base Plans	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3385	Preliminary Load Rating	/ /
<input type="checkbox"/>	<input type="checkbox"/>	<u>332M</u>	<u>Base Plan Review (Pre-GI Inspection)</u>	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3390	Develop the Maintaining Traffic Concepts	/ /
<b><u>PRELIMINARY PLANS PREPARATION</u></b>				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3500	Develop Transportation Management Plan	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3510	Perform Roadway Geotechnical Investigation	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3520	Conduct Hydraulic/Hydrologic and Scour Analysis	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3522	Conduct Drainage Study, Storm Sewer Design, and use Structural Best Management Practices	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3530	Geotechnical Foundation Engineering Report	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3535	Conduct Str. Review for Arch. & Aesthetic Improvements	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3540	Develop the Maintaining Traffic Plan	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3551	Prepare/Review Preliminary Traffic Signal Design Plan	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3552	Develop Preliminary Pavement Marking Plan	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3553	Develop Preliminary Non-Freeway Signing Plan	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3554	Develop Preliminary Freeway Signing Plan	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3555	Prepare/Review Preliminary Traffic Signal Operations	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3570	Prepare Preliminary Structure Plans	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3580	Develop Preliminary Plans	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3585	Final ITS Concept Design and Meeting	/ /

<input checked="" type="checkbox"/>	<input type="checkbox"/>	3590	Review The Plans	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>352M</u>	<u>THE Plan Review Meeting</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3595	Conduct ITS Structure Foundation Investigation	/	/

## MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

### PRELIMINARY ENGINEERING - DESIGN (cont'd)

		P/PMS TASK NUMBER AND DESCRIPTION		DATE TO BE COMPLETED BY (mm/dd/yyyy)	
YES	NO				
<b><u>UTILITIES</u></b>					
<input type="checkbox"/>	<input type="checkbox"/>	3610	Compile Utility Information	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3615	Compile ITS Utility Information	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3650	Coordinate RR Involvement for Grade Separations	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3655	Coordinate RR Involvement for At-Grade Crossings	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3660	Resolve Utility Issues	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>360M</u>	<u>Utility Conflict Resolution Plan Distribution</u>	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>361M</u>	<u>Utility Meeting</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3670	Develop Municipal Utility Plans	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3672	Develop Special Drainage Structures Plans	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3675	Develop Electrical Plans	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3680	Preliminary ITS Communication Analysis	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3690	Power Design (Power Drop in Field)	/	/
<b><u>MITIGATION/PERMITS</u></b>					
<input type="checkbox"/>	<input type="checkbox"/>	3710	Develop Required Mitigation	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3720	Assemble Environmental Permit Applications	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3730	Obtain Environmental Permit	/	/
<b><u>FINAL PLAN PREPARATION</u></b>					
<input type="checkbox"/>	<input type="checkbox"/>	3815	Geotechnical Structure Design Review	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3821	Prepare/Review Final Traffic Signal Design Plan	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3822	Complete Permanent Pavement Marking Plan	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3823	Complete Non-Freeway Signing Plan	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3824	Complete Freeway Signing Plan	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3825	Prepare/Review Final Traffic Signal Operations	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3830	Complete the Maintaining Traffic Plan	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3840	Develop Final Plans and Specifications	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>380M</u>	<u>Plan Completion</u>	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3850	Develop Structure Final Plans and Specifications	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3870	Hold Omissions/Errors Check (OEC) Meeting	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3875	Final Load Rating	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>387M</u>	<u>Omissions/Errors Checks Meeting</u>	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>389M</u>	<u>Plan Turn-In</u>	/	/

<input type="checkbox"/>	<input type="checkbox"/>	3880	CPM Quality Assurance Review	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3890	Final ITS Communication Analysis	/	/

## MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

### PRELIMINARY ENGINEERING – RIGHT OF WAY

		P/PMS TASK NUMBER AND DESCRIPTION		DATE TO BE COMPLETED BY (mm/dd/yyyy)	
YES	NO				
<b><u>EARLY RIGHT OF WAY WORK</u></b>					
<input type="checkbox"/>	<input type="checkbox"/>	4100	Real Estate Pre-Technical Work (combines 411M, 4120)	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4150	Real Estate Technical Work (combines 4130, 4140)	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<i>413M</i>	<i>Approved Marked Final ROW</i>	/	/
<b><u>ROW APPRAISAL</u></b>					
<input type="checkbox"/>	<input type="checkbox"/>	4350	Real Estate Appraisals (combines 4411, 4412, 4413, 4420)	/	/
<b><u>ROW ACQUISITION</u></b>					
<input type="checkbox"/>	<input type="checkbox"/>	4450	Real Estate Acquisitions (combines 4430, 4710, 4720)	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4510	Conduct Right Of Way Survey & Staking	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<i>442M</i>	<i>ROW Certification</i>	/	/

## MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

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

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

### **CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee:**

Compensation for this project shall be on an **actual cost plus fixed fee** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor rates, applied overhead, other direct costs, subconsultant costs, and applied fixed fee. The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

All billings for services must be directed to the Department and follow the current guidelines. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

Direct expenses, if applicable, will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

MDOT will reimburse the consultant for **vehicle expenses and the costs of travel** to and from project sites in accordance with MDOT's Travel and Vehicle Expense Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at [http://www.michigan.gov/documents/mdot/Final\\_Travel\\_Guidelines\\_05-01-13\\_420289\\_7.pdf?20130509082418](http://www.michigan.gov/documents/mdot/Final_Travel_Guidelines_05-01-13_420289_7.pdf?20130509082418). MDOT's travel and vehicle expense reimbursement policies are intended primarily for construction engineering work. Reimbursement for travel to and from project sites and for vehicle expenses for all other types of work will be approved on a case by case basis.

MDOT will pay **overtime** in accordance with MDOT's Overtime Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at [http://www.michigan.gov/documents/mdot/Final\\_Overtime\\_Guidelines\\_05-01-13\\_420286\\_7.pdf?20130509081848](http://www.michigan.gov/documents/mdot/Final_Overtime_Guidelines_05-01-13_420286_7.pdf?20130509081848). MDOT's overtime reimbursement policies are intended primarily for construction engineering work. Overtime reimbursement for all other types of work will be approved on a case by case basis.

**ATTACHMENT A**

**SCOPE OF SERVICE**  
**FOR**  
**UTILITY COORDINATION**

The Consultant is directly responsible for all aspects of the project's utility coordination. The Consultant is expected to provide technical assistance to MDOT, utilities and other stakeholders regarding utility identification, project utility coordination and utility conflict resolution.

A utility is defined as any privately, publicly, municipal or cooperatively owned line, facility, or system for producing, transmitting, or distributing communication, cable television, power, electricity, light, heat, gas, oil, crude products, water, steam, waste, or any other similar commodity, including any fire or police signal system or street lighting system.

MDOT shall -

- Provide a preliminary list of utilities, with contact information, that may have facilities located within the project limits. This list may not be 100% accurate and/or complete.
- Provide assistance, if necessary, in contacting utilities to obtain facility records.
- Provide Consultant with utility responses and facility records if utility information solicitation has been performed.
- Organize and host a kick-off meeting with Consultant and MDOT prior to Consultant beginning utility coordination services.

Consultant shall -

- Maintain a Utility Conflict Matrix\* spreadsheet and deliver as the bi-weekly status report.
- Distribute form letters, plans, etc. as outlined in 14.16 (Request for Utility Information) and 14.26 (Distribution of Preliminary Plans to Utilities and Utility Coordination Meeting) of the MDOT Road Design Manual.
  - Identify existing/proposed utility owners and facilities.
  - Collect and compile utility responses.
  - Follow up with non-responsive utilities.
- Schedule and conduct utility meetings for the resolution of conflicts between utility facilities and proposed construction.
  - Identify conflicts, discuss possible design modifications, develop utility relocation schemes, discuss reimbursable relocations, and discuss project scope and schedule.
  - Identify the utility's design and construction contacts and ensure the plan's note sheet utility contact information is accurate.
  - Record meeting minutes and distribute to all attendees.
- Schedule and conduct field meetings with individual utilities to resolve conflicts.
- Schedule and conduct meetings convened for the purpose of utility betterments.

- Ensure municipal utility relocations, betterments and reimbursements follow Chapter 9 of the MDOT Road Design Manual.
- Identify eligible reimbursable utility relocations, for public/private utilities, as outlined in 23 Code of Federal Regulations (CFR) Part 645 Subparts A and B – Utilities and ensure 23 CFR Part 635.410 - Buy America Requirements are met.
  - Collect documentation to evaluate reimbursable utility relocations.
- Evaluate utility relocation plans for compatibility with the proposed project.
- Ensure utility relocation schedules do not impact the project schedule.
- Confirm utility relocation permit applications are submitted to the TSC.
- Prepare the “Utilities Status Report” (MDOT Form 2286) and “Notice to Bidders - Utility Coordination” documents.
- Track and monitor utility relocation progress.

Deliverables (Provided to the TSC Utility Coordinator and Project Manager):

- Courtesy copies of all correspondence with the utilities
- Utility Conflict Matrix
- Utility coordination meeting minutes
- Reimbursable utility relocation documentation
- Utilities Status Report and Notice to Bidders - Utility Coordination

\* The Utility Conflict Matrix (UCM) is located on the <http://www.trb.org/Main/Blurbs/166731.aspx> website under Training materials > Prototype 1 – Stand-alone UCM. The UCM was developed as part of the Transportation Research Board’s (TRB) second Strategic Highway Research Program (SHRP 2) Report S2-R15B-RW-1: Identification of Utility Conflicts and Solutions which provides concepts and procedures to identify and resolve utility conflicts. Tools described in the report include utility conflict matrices that enable users to organize, track, and manage conflicts that frequently arise.