

## 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**

.....

## 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"/> <b>Prequalified Services</b> – See the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> <b>Non-Prequalified Services</b> – 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. <b>Form 5100J is required with proposal for all firms performing non-prequalified services on this project.</b>
---	--

**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](mailto: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](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  
AS- NEEDED DESIGN SERVICES**

**CONTROL SECTION(S):** Various

**JOB NUMBER(S):** Various

**PROJECT LOCATION:**

The projects will be located on various routes in Wayne County.

**PROJECT DESCRIPTION:**

Work involved in the design of the project consists of the development of final log of project and details including, but not limited to the following:

- A. Site review to confirm the scope provided by MDOT on the Request for Action form
- B. Description of the location
- C. Details and drawings
- D. Pay items and quantities
- E. Description for maintaining traffic during construction
- F. Description for accessing the site

The consultant shall work under the direction of the MDOT Project Manager. Design services will be performed on various projects. Additional projects may be added throughout 2015, 2016 and 2017, as directed by the MDOT Project Manager. Design services may be needed full time or at various given times, **beginning December 30, 2015 and continuing through November 30, 2017.**

The consultant shall contact the MDOT Project Manager prior to beginning any as needed design services.

MDOT reserves the right to request services on other projects located in the Region / TSC area that are not listed above, under the conditions of this “as needed” scope of services.

Full time services will not be required on all projects at all times. This scope is for “as needed” services, based on the intermittent needs of MDOT. It must be noted that this is not a guarantee that MDOT will use the Consultant’s services.

**ANTICIPATED SERVICE START DATE:** December 30, 2015

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

**DBE PARTICIPATION REQUIREMENT:** N/A

**PRIMARY PREQUALIFICATION CLASSIFICATION(S):**

Design-Bridges

**SECONDARY PREQUALIFICATION CLASSIFICATION(S):**

Design-Bridges: Load Rating

Design-Bridges: Railroad

Design-Traffic: Pavement Markings

Design-Traffic: Work Zone Maintenance of Traffic

Design-Traffic: Work Zone Mobility & Safety

Surveying: Hydraulics

Surveying: Structure

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

1) UTILITY COORDINATION

The Consultant and MDOT shall share responsibilities for project Utility Coordination. See attached "Scope of Services for Utility Coordination".

**MDOT PROJECT ENGINEER MANAGER:**

Adam Penzenstadler, P.E.  
Michigan Department of Transportation  
Taylor Transportation Service Center  
6510 Telegraph Road  
Taylor, MI 48180  
Phone Number: 313-375-2400  
Fax Number: 313-295-0822  
E-mail: penzenstadlera@michigan.gov

## **CONSTRUCTION COST:**

A. The estimated cost of construction varies.

**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.

## **MISCELLANEOUS INFORMATION:**

MDOT will provide pick up survey to support the as needed design services. If survey data is required for the design of the project, the consultant shall provide the MDOT Project Manager with a detailed list of survey requirements. The consultant shall provide the MDOT Project Manager with a minimum of six weeks to process the survey request.

## **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 Transport 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. Furnish the E.A.
  
- D. Obtain all permits for the project as outlined in previous section.

- E. Coordinate any necessary utility relocation(s) - *Unless otherwise noted in the Scope of Service for Utility Coordination*
- F. Furnish FTP site for software download and instructions for the MDOT Stand Alone Proposal Estimator's Worksheet (SAPW).

**CONSULTANT RESPONSIBILITIES:**

Complete the as-needed 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. 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 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.

- G. If excavation is required, submit the excavation locations which may contain contamination. Project Manager then can proceed in requesting a Project Area Contamination Survey (PACS).
- H. The Consultant shall prepare and submit in ProjectWise (in PDF format) a CPM network for the construction of this project.
- I. 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.
- J. 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.
- K. 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.
- L. Attend any project-related meetings as directed by the MDOT Project Manager.
- M. 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.
- N. 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.
- O. 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.
- P. 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.

- Q. The Consultant shall be responsible for all traffic control required to perform the tasks as outlined in this Scope of Design Services.
- R. 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.
- S. On the first of each month, the Consultant Project Manager shall submit in ProjectWise 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

*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</u>	<u>Aerial Photography Flight</u>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2360	Prepare and Review EA	/ /
<input type="checkbox"/>	<input type="checkbox"/>	<u>236M</u>	<u>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</u>	<u>Approval of Draft EIS by FHWA</u>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2380	Distribute EA	/ /
<input type="checkbox"/>	<input type="checkbox"/>	<u>238M</u>	<u>Public Hearing for EA</u>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2390	Distribute DEIS	/ /
<input type="checkbox"/>	<input type="checkbox"/>	<u>239M</u>	<u>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</u>	<u>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</u>	<u>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</u>	<u>Approval of FEIS by FHWA</u>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2550	Obtain ROD	/ /
<input type="checkbox"/>	<input type="checkbox"/>	<u>255M</u>	<u>ROD Issued by FHWA</u>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2570	ITS Concept of Operations	/ /
<b><u>CONTAMINATION INVESTIGATION</u></b>				
<input 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

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)	
YES	NO			
<b><u>DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION</u></b>				
<input type="checkbox"/>	<input type="checkbox"/>	3130	Verify Design Scope of Work and Cost	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3310	Prepare Aerial Topographic Mapping	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3320	Conduct Photogrammetric Control Survey	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3321	Set Aerial Photo Targets	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3325	Geotechnical Structure Site Characterization	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3330	Conduct Design Survey	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3340	Conduct Structure Survey	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3350	Conduct Hydraulics Survey	/ /
<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	3375	Conduct Value Engineering Study	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3380	Review Base Plans	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3385	Preliminary Load Rating	/ /
<input checked="" 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	3522	Conduct Drainage Study, Storm Sewer Design, and use Structural Best Management Practices	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3530	Geotechnical Foundation Engineering Report	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3535	Conduct Str. Review for Arch. & Aesthetic Improvements	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3540	Develop the Maintaining Traffic Plan	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3551	Prepare/Review Preliminary Traffic Signal Design Plan	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3552	Develop Preliminary Pavement Marking Plan	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3553	Develop Preliminary Non-Freeway Signing Plan	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3554	Develop Preliminary Freeway Signing Plan	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3555	Prepare/Review Preliminary Traffic Signal Operations	/ /
<input 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)

YES	NO	P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)
<b><u>UTILITIES</u></b>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3610 Compile Utility Information	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3615 Compile ITS Utility Information	/ /
<input 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 type="checkbox"/>	<input type="checkbox"/>	<i>360M Utility Conflict Resolution Plan Distribution</i>	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>361M Utility Meeting</i>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3670 Develop Municipal Utility Plans	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3672 Develop Special Drainage Structures Plans	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3675 Develop Electrical Plans	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3680 Preliminary ITS Communication Analysis	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3690 Power Design (Power Drop in Field)	/ /
<b><u>MITIGATION/PERMITS</u></b>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3710 Develop Required Mitigation	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3720 Assemble Environmental Permit Applications	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3730 Obtain Environmental Permit	/ /
<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 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"/>	<i>380M Plan Completion</i>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3850 Develop Structure Final Plans and Specifications	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3870 Hold Omissions/Errors Check (OEC) Meeting	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3875 Final Load Rating	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>387M Omissions/Errors Checks Meeting</i>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	<i>389M Plan Turn-In</i>	/ /
<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"/>	<u>413M Approved Marked Final ROW</u>	/	/
<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"/>	<u>442M ROW Certification</u>	/	/

## 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	/	/

## **PAYMENT SCHEDULE**

### **CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee: As-Needed**

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.

This scope is for “as needed” services. As such, the hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. Fixed fee on “as needed” projects is computed by taking the percent of actual labor hours invoiced to labor hours authorized, then applying that percentage to the total fixed fee authorized.

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 reserves the right to request services on other projects located in the Region/TSC area that are not listed above, under the conditions of this “as needed” scope of services.

Full time services may not be required on all projects at all times. This scope is for “as needed” services, based on the intermittent needs of MDOT. It must be noted that this is not a guarantee that MDOT will use the Consultant’s services.

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**  
**HYDRAULIC SURVEY**  
**(WITH CONSULTANT HYDRAULIC ANALYSIS)**

**C.S.:** varies  
**Job No.:** varies  
**Route:** varies  
**County:** Wayne

The Consultant shall perform a hydraulic survey, which provides geometric data on the stream channel upstream and downstream of the structure. **Two weeks** prior to starting the hydraulic survey, the Consultant surveyor shall schedule a site visit with an MDOT Hydraulic engineer by contacting the MDOT Hydraulics Unit Supervisor, Chris Potvin at 517-335-1919 or Assistant Hydraulics Unit Leader, Larry Wiggins at 517-373-1713.

The purpose of the site visit is to discuss details of the survey and to clarify the intent of the survey. Notes must be taken at the site visit and submitted promptly to the MDOT Project Manager, and MDOT Survey Coordinator or Region Surveyor.

Prior to performing the survey, the Consultant must contact all landowners upon whose lands they will enter. The contact may be personal, phone or letter, but must be documented. This notice must include the reasons for the survey on private land, the approximate time the survey is to take place, the extent of the survey including potential brush cutting, and an MDOT contact person (the MDOT Project Manager or Consultant Survey Coordinator or Region Surveyor).

The Consultant must make every effort to minimize brush cutting on private property. The use of paint on private property is prohibited.

**Approximate cross section locations and survey limits are shown in Attachment AA.**

**Cross-sections shall be taken at the limits and intervals specified by the MDOT Hydraulic Engineer as described in Attachment BB. Cross section locations, orientation, point spacing, and distance into the floodplain will be finalized during the site meeting between the MDOT Hydraulic Engineer and Consultant Surveyor.** Channel cross-sections shall be taken normal to the direction of *flood* flow and tied to the project coordinate system so they can be accurately plotted. The sections shall be extended to the edge of the floodplain, to the elevation of the top of the road at the structure, or to a distance beyond the river bank agreed upon with the MDOT Hydraulics engineer at the site visit. Shots must be taken at approximately six foot intervals through the stream, and at significant break points. Any high water marks and date of occurrence (if available) shall be noted.

**Since the hydraulics analysis is to be performed by Consultant staff**, the Consultant shall meet the following requirements for hydraulics cross-sections:

1. Cross-sections shall be submitted electronically in a format acceptable to the MDOT Hydraulics Unit Supervisor.
2. The highpoints of all berms such as roads, railroads, or driveways that cross the stream must be included as a separate chain. Each highpoints chain must also have a description or comment that identifies the type of centerline, such as “railroad berm” or “farm drive.” Each individual shot in the highpoints chain should have its own identifying Feature Code or description, such as centerline, sidewalk or top of wall.
3. Each cross-section shall be submitted with the points in the chain running all left to right, looking downstream.
4. The cross-sections generally must extend a minimum of 100 feet into the floodplain from the stream top of bank.
5. For each cross-section, the vegetation break point (the “friction point” between the natural channel and the surrounding vegetation) shall be shot. It should have a comment or description of “break point.”
6. Subsequent vegetation break points, if applicable, shall be shot with a comment or description such as “friction point – grass to shrub,” or “friction point – shrub to trees” as appropriate.
7. The water surface elevations at each cross section shall be taken at the left edge of water and right edge of water looking downstream. The Consultant must note if any stream bed cross sections were dry, and water surface elevation shots were unavailable.

The project surveyor must ensure that all required information is legible and in a form which is easily accessible to the Hydraulics/Hydrology Unit. A HEC-RAS file is acceptable. Other formats must be discussed in advance with the Survey Project Manager or MDOT Hydraulics Unit Supervisor.

All elevations shall be referenced to the North American Vertical Datum of 1988 (NAVD88), unless a previously established project datum is required by the MDOT Hydraulics Engineer. If a project datum is used, the MDOT Hydraulics Engineer may require a reference to NAVD88, National Geodetic Vertical Datum of 1929 (NGVD29), or International Great Lakes Datum (IGLD). Two benchmarks must be established at the stream crossing, one on each side of the stream. All benchmarks must be accurately described. Benchmark leveling shall be a closed loop of at least third-order accuracy, which requires an error of closure between known benchmarks of not more than 0.06 feet times the square root of the distance in miles.

Note: It is not necessary to provide least squares analyses for horizontal and vertical control for a Hydraulic Survey upstream and downstream from the structure. Electronic evidence of horizontal and vertical closure is required. The surveyor must use professional judgment to determine

whether the closures are acceptable for use on a Hydraulic Survey. It is necessary to provide accurate elevations for underclearances, road profiles, weirs, and anything that controls flow. It is not necessary to provide extremely accurate closures for vertical and horizontal control used for hydraulic cross-sections.

It is not necessary to provide a witness list of horizontal control points set for hydraulics cross-sections.

A list containing at least two benchmarks, one on either side of the bridge, with descriptions, elevations and datum, must be provided. Since these benchmarks will be used for road/bridge design and construction, least squares analysis is required.

**THE PORTFOLIO FOR THE HYDRAULIC SURVEY MUST BE DELIVERED ELECTRONICALLY IN PROJECTWISE, in the Survey-Hydraulics Folder.** All field measurements, notes, sketches, and calculations must be included in the final transmission.

## ATTACHMENT B

**C.S.:** Varies  
**Job No.:** Varies  
**Route:** Varies  
**County:** Wayne

### FINAL REPORT: DELIVERABLES FOR HYDRAULIC SURVEY

1. The **riparian owners and addresses** in the four quadrants of the structure and stream, clearly shown. It may be necessary to draw the stream on an Equalization map.
2. **First water access** of all buildings within the survey limits. These shots should use Feature Code **FF** in MicroStation. A description should be included noting exactly what element was shot, such as basement window, walkout basement, or first floor.
3. All **pertinent structure data** including water surface elevations, flow lines, invert or footing elevations, opening widths, length, pier thickness and underclearance elevations, both upstream and downstream, **at the stream structure**. Include an elevation view sketch of both sides of the structure showing this information. Note structure width across the road.
4. All **pertinent structure data** including water surface elevations, flow lines, invert or footing elevations, opening widths, length, and underclearance elevations, both upstream and downstream, at **any other structures** encountered within the reach of the survey. Include an elevation view sketch of both sides of all such structures showing this information. Note structure width (measured parallel to stream) across the roadway or railroad.
5. Water surface elevations at each section must be provided, with the date taken. The water surface elevations at each cross section shall be taken at the left edge of water and right edge of water. **All water surface elevations should be taken on the same day if possible.** If not, note the date taken and any event which may affect the evaluation.
6. A **profile of the highpoints of all berms** such as roads, railroads, or driveways that cross the stream must be included as separate chains, with a Feature Code of "HIPTC" and labeled as "HIPTC3, HIPTC1", etc. These HIPTC chains need not be in numerical sequence, but each HIPTC chain must have a description of 10, 20, 30, etc., in sequence, starting with 10 at the downstream end. Each HIPTC chain must also have a description that identifies the type of berm, such as "railroad berm" or "farm drive." The HIPTC chains are to have descriptions of 10, 20, 30, etc., sequenced separately from the HYDRO chains. Each individual shot in the HIPTC chain should have its own identifying Feature Code and alpha prefix such as CL, SW, or WALLT. Profile shots must be taken at the approximate reference lines of the structure, with an appropriate Feature Code and a description of "approximate reference line."
7. One **road profile** for a minimum of 600 feet along the **highpoints of the state trunkline**,

as determined by the MDOT Hydraulics Engineer with a description or “**M-xx centerline**.” The chain Feature Code must be HIPTC, with a description of “10”, or as sequenced in #6 above if there are berms downstream in the survey area. Each individual shot in the HIPTC chain should have its own identifying Feature Code, such as CL, SW or WALLT. Shots must be taken at the approximate reference lines of a structure, with an appropriate Feature Code and/or point name, such as DECK or SW, and a description of “approx reference line.” In the case of a culvert, a road profile shot must be taken at the highpoint at the approximate center of the culvert, with a description of “centerline culvert” that is shown on the Hydraulics MicroStation file.

8. A **point list in ASCII format** must be provided, containing columns for point number, North (or Y), East (or X), elevation, Feature Code, and description. The shots for each cross section must be grouped together in the same order that they are in the chain, and the cross section designation noted.
9. A MicroStation V8 drawing in dgn format, saved to PDF format, showing the relationship of the cross sections to the structure and the road, and noting the distance between cross sections. The stream footprint must be shown, as well as any first floor locations and elevations. A MicroStation V8 drawing, saved to PDF format, of the area at the stream crossing, showing a basic map of the bridge including abutments, the road(s), and cross section shots at the upstream and downstream faces of the structure (elevations in small text).
10. A MicroStation V8 drawing, **saved to PDF format**, of the area at the stream crossing, showing a basic map of the bridge including abutments, the road(s), and cross section shots at the upstream and downstream faces of the structure (elevations in small text).
11. **Benchmark list** with descriptions, elevations, and datum; and least squares analysis for benchmarks at the structure.
12. Two hydraulics cross sections, one at the upstream and one at the downstream face of the structure excluding roadway embankment.
13. **Upstream** of the structure, **hydraulic cross-sections must be defined by the MDOT Hydraulics Unit.**
14. **Downstream** of the structure, **hydraulic cross-sections must be defined by the MDOT Hydraulics Unit.**

**ATTACHMENT C**

**SCOPE OF SERVICE**  
**FOR**  
**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.

Consultant shall -

- Maintain a Utility Conflict Matrix\* spreadsheet and deliver as the bi-weekly status report.
- Provide project information, 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.
- Attend and assist 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.
- Attend and assist 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.
  - Evaluate reimbursable utility relocations.

- Evaluate utility relocation plans for compatibility with the proposed project.
- Ensure utility relocation schedules do not impact the project schedule.
- Assist with the “Utilities Status Report” (MDOT Form 2286) and “Notice to Bidders - Utility Coordination” documents.

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

\* 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.