

## 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**

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## RFP SPECIFIC INFORMATION

ENGINEERING SERVICES                       BUREAU OF TRANSPORTATION PLANNING                       OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS  
 NO                       YES                      DATED \_\_\_\_\_ THROUGH \_\_\_\_\_

<input type="checkbox"/> <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>
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**Qualification Based Selection** - Use Consultant/Vendor Selection Guidelines.

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

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

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

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

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

**Low Bid** (no qualifications review required – no proposal required.)

## BID SHEET INSTRUCTIONS

Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) with the proposal, to the email address: [mdot-rfp-response@michigan.gov](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.

**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

**CONTROL SECTION(S): 25085**

**JOB NUMBER(S): 115799C, 116474C**

#### **PROJECT LOCATION:**

The project is located on I-69 from Ballenger Highway to Fenton Road in the City of Flint, Genesee County.

#### **PROJECT DESCRIPTION:**

Reconstruct I-69 mainline pavement and ramps (six total) at Hammerberg Road. Work also includes replacing freeway lighting and bridge work (the Hammerberg bridge and pedestrian bridge items will be MDOT designed). The project length is 1.56 miles.

The project deliverables will be on the timeline as detailed in the P/PMS Consultant task list corresponding to a March 2017 Bid Letting. Project information that has already been determined and the portion of design that has already taken place is provided on the MDOT ftp site (link below). The project will, however, require significant effort in the timeframe proposed. Future commitments along MDOT roadways in the greater Flint area in future years is contingent upon timely completion of this project.

Here is a list of project items and their current status:

- Geometrics
  - Horizontal Alignment has been determined and approved by MDOT Geometrics.
  - Proposed lanes and lane configurations have been determined through capacity analysis.
  - The Hammerberg Road interchange will remain as it currently is configured.
    - The proposal in the Value Engineering Study of revising the layout was vetted further and the current layout provides for current and future traffic volumes in a more optimal manner.
  - Superelevation
    - Hammerberg Bridge scope of work is a bridge deck replacement and widening (to be designed by MDOT, coordinated with Consultant).
- Maintaining Traffic
  - A TMP is in place and has been approved.
  - Maintaining traffic details have been discussed but not completely vetted.
    - Staging is to reconstruct WB I-69 first to allow for completion of median drainage.
    - The amount of widening for EB I-69 to maintain two-way traffic in each direction needs to be determined.

- Careful consideration is needed when constructing the EB roadway; staging to allow for I-75 traffic to I-69 EB to merge onto the newly constructed WB I-69 roadway.
    - To allow time for design, project staging will be to let the project in the spring and construct WB I-69 before a seasonal shutdown. The EB roadway is to be constructed in the following year.
- Utilities
  - Responses have been gathered.
  - Conflicts are not yet determined.
- Drainage
  - Consultant will perform all drainage design.
  - Several medium sized culverts are within the project area.
  - Carmen Creek (C01-25085)
    - Consultant will be required to provide design to modify the existing wingwalls (requiring the Design-Bridges Prequalification)
  - Special permission may be needed to use concrete pipe – CMP has shown susceptibility to corrosion due to acidic soil conditions.
- Pedestrian Bridge (P01-25085)
  - The pedestrian bridge located just east of the Hammerberg Road interchange is going to be removed (design through MDOT bridge).
  - In order to mitigate for removal of pedestrian bridge, sidewalk is to be added on Hammerberg Road. A public meeting was held giving the general location of the proposed path.
- I-69 over Hammerberg Road Bridges (JN 118918: S01-25085-3 and S01-25085-4)
  - The EB and WB bridges over Hammerberg Road work includes bridge widening and deck replacement (design through MDOT bridge).
- Freeway Lighting (JN 116474)
  - Replacement of Freeway Lighting
- Pavement
  - The Life Cycle Cost Analysis has been performed, and the difference between the cost of HMA and Concrete is within the limits to make this project an Alternate Pavement Bid project.
- Signals
  - The signal at the WB I-69 ramp terminal is proposed to be modernized.
  - Temporary signal design for construction.
- Signing
  - Overhead truss signing was replaced in 2013.
  - If not in conflict for maintenance of traffic purposes, effort should be made to have signs remain.
- Geotechnical
  - Required soils information will be done through MDOT.
  - Includes borings for proposed drainage and signing.
- Environmental
  - ROW impacts
    - Golf Course is a 4F property. Any required ROW will need to be determined as soon as possible to allow for environmental clearance time

- Agreement may be required from Flint schools to build sidewalk on school property to mitigate for pedestrian bridge removal.
  - Trees
    - Schedule may not allow winter cutting. Determine required tree removals early to see if separate tree removal contract (or removal through maintenance forces) is necessary.
    - Replacing fencing has tree impacts.
  - Permits
    - NPDES for earth disturbance.
    - Part 301 permit at other proposed culvert replacements.

Additional project information has been listed on the MDOT ftp site at:  
<ftp://ftpmdot.state.mi.us/JN%20115799%20%20I-69%20Ballenger%20to%20Fenton/>

**ANTICIPATED SERVICE START DATE: March 10, 2016**

**ANTICIPATED SERVICE COMPLETION DATE: April 16, 2017**

**DBE PARTICIPATION REQUIREMENT: 6%**

**PRIMARY PREQUALIFICATION CLASSIFICATION(S):**  
**Design – Roadway: Complex**

**SECONDARY PREQUALIFICATION CLASSIFICATION(S):**  
**Design – Hydraulics I**  
**Design – Traffic: Pavement Markings**  
**Design – Traffic: Signal**  
**Design – Traffic: Signal Operations**  
**Design – Traffic: Signing – Freeway**  
**Design – Traffic: Work Zone Maintenance of Traffic**  
**Design – Bridges**  
**Design – Utilities: Roadway Lighting**

**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:**

Erik Tamlyn  
Davison TSC Cost & Scheduling Engineer  
9495 E Potter Road  
Phone (989) 737-9128  
Fax Number (810) 653-1248  
[tamlyne@michigan.gov](mailto:tamlyne@michigan.gov)

**CONSTRUCTION COST:**

A. The estimated cost of construction is:

<b>1.</b>	<b>Mainline Pavement</b>	<b>\$7,100,000.00</b>
<b>2.</b>	<b>Drainage</b>	<b>\$1,050,000.00</b>
<b>3.</b>	<b>Safety</b>	<b>\$700,000.00</b>
<b>4.</b>	<b>Non-Motorized</b>	<b>\$250,000</b>
<b>5.</b>	<b>Maintaining Traffic</b>	<b>\$3,998,000.00</b>
<b>6.</b>	<b>Miscellaneous Bridge Cost</b>	<b>\$200,000.00</b>
<b>7.</b>	<b>Permanent Pavement Markings/Signs/Signals</b>	<b>\$200,000.00</b>
<b>8.</b>	<b>Miscellaneous</b>	<b>\$4,041,000.00</b>
	<b>CONSTRUCTION TOTAL</b>	<b>\$16,839,000.00</b>

B. The estimated cost of real estate is: \$100,000.00

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

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

## **REQUIRED MDOT GUIDELINES AND STANDARDS:**

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards (i.e., Road Design Manual, Standard Plans, Published MDOT Design Advisories, Drainage Manual, Roadside Design Guide, A Policy on Geometric Design of Highways and Streets, Michigan Manual of Uniform Traffic Control Devices, etc.).

The Consultant is required to use the MDOT Current Version of Bentley Microstation/GEOPAK or PowerGEOPAK (published at Section 2.2.2 of the Design Submittal Requirements) with the current MDOT workspace (published at Section 2.2.1 of the Design Submittal Requirements). 3D Models are required for all applicable projects. See Chapter 2 of the Design Submittal Requirements for a complete listing of applicable projects. The consultant shall comply with all MDOT CADD standards and file naming conventions.

## **MDOT RESPONSIBILITIES:**

- A. Schedule and/or conduct the following:
  - 1. Project related meetings
  - 2. The Plan Review
  - 3. Omissions/Errors/Check
  - 4. Utility Coordination Meeting(s)
  - 5. 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)
- F. Furnish FTP site for software download and instructions for the MDOT Stand Alone Proposal Estimator's Worksheet (SAPW).

## **CONSULTANT RESPONSIBILITIES:**

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

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

Meet with the MDOT Project Manager to review project, location of data sources and contact persons, and review relevant MDOT operations. The Consultant shall review and clarify project issues, data needs and availability, and the sequence of events and team meetings that are essential to complete the design by the project plan completion date. Attention shall be given to critical target dates that may require a large lead time, such as geotechnical requirements, 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	03/07/2016
YES	NO		
<b><u>PRELIMINARY PLANS PREPARATION</u></b>			
<input type="checkbox"/>	<input type="checkbox"/>	3500 Develop Transportation Management Plan	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3510 Perform Roadway Geotechnical Investigation	/ /
<input 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	04/29/2016
<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	04/29/2016
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3551 Prepare/Review Preliminary Traffic Signal Design Plan	04/29/2016
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3552 Develop Preliminary Pavement Marking Plan	04/29/2016
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3553 Develop Preliminary Non-Freeway Signing Plan	04/29/2016
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3554 Develop Preliminary Freeway Signing Plan	04/29/2016
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3555 Prepare/Review Preliminary Traffic Signal Operations	04/29/2016
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3570 Prepare Preliminary Structure Plans	04/29/2016
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3580 Develop Preliminary Plans	04/29/2016
<input type="checkbox"/>	<input type="checkbox"/>	3585 Final ITS Concept Design and Meeting	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3590 Review The Plans	05/20/2016
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>352M THE Plan Review Meeting</u>	05/20/2016
<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>			
x	<input type="checkbox"/>	3610 Compile Utility Information	06/03/2016
<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	/ /
x	<input type="checkbox"/>	3660 Resolve Utility Issues	08/07/2016
x	<input type="checkbox"/>	<u>360M Utility Conflict Resolution Plan Distribution</u>	06/17/2016
x	<input type="checkbox"/>	<u>361M Utility Meeting</u>	06/24/2016
x	<input type="checkbox"/>	3670 Develop Municipal Utility Plans	06/24/2016
<input type="checkbox"/>	<input type="checkbox"/>	3672 Develop Special Drainage Structures Plans	/ /
x	<input type="checkbox"/>	3675 Develop Electrical Plans	06/24/2016
<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>			
x	<input type="checkbox"/>	3710 Develop Required Mitigation	07/17/2016
x	<input type="checkbox"/>	3720 Assemble Environmental Permit Applications	07/17/2016
x	<input type="checkbox"/>	3730 Obtain Environmental Permit	10/01/2016
<b><u>FINAL PLAN PREPARATION</u></b>			
<input type="checkbox"/>	<input type="checkbox"/>	3815 Geotechnical Structure Design Review	/ /
x	<input type="checkbox"/>	3821 Prepare/Review Final Traffic Signal Design Plan	07/17/2016
x	<input type="checkbox"/>	3822 Complete Permanent Pavement Marking Plan	07/17/2016
x	<input type="checkbox"/>	3823 Complete Non-Freeway Signing Plan	07/17/2016
x	<input type="checkbox"/>	3824 Complete Freeway Signing Plan	07/17/2016
x	<input type="checkbox"/>	3825 Prepare/Review Final Traffic Signal Operations	08/07/2016
x	<input type="checkbox"/>	3830 Complete the Maintaining Traffic Plan	08/07/2016
x	<input type="checkbox"/>	3840 Develop Final Plans and Specifications	10/01/2016
x	<input type="checkbox"/>	<u>380M Plan Completion</u>	10/01/2016
<input type="checkbox"/>	<input type="checkbox"/>	3850 Develop Structure Final Plans and Specifications	/ /
x	<input type="checkbox"/>	3870 Hold Omissions/Errors Check (OEC) Meeting	10/29/2016
<input type="checkbox"/>	<input type="checkbox"/>	3875 Final Load Rating	/ /
x	<input type="checkbox"/>	<u>387M Omissions/Errors Checks Meeting</u>	10/29/2016

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>389M Plan Turn-In</u>	01/08/2017
<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:**

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.
- 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.
- 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.
- 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.