

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
 WHITE = REQUIRED
 ** = OPTIONAL

CONSULTANT: Provide only checked items below in proposal
 When applicable, Best Value scoring criteria is listed separately in the RFP.

Check the appropriate Tier in the box below

TIER I (\$50,000 - \$150,000)	TIER II (\$150,000-\$1,000,000)	TIER III (>\$1,000,000)	
N/A			Understanding of Service **
			<i>Innovations</i>
			Organizational Chart
			Qualifications of Team
N/A	N/A		Quality Assurance/Quality Control **
			Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A		Presentation **
N/A	N/A		Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) Resumes will only be accepted for Best Value Selections	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes. Resumes limited to 2 pages per key staff personnel.

PROPOSAL AND BID SHEET E-MAIL ADDRESS – mdot-rfp-response@michigan.gov

GENERAL INFORMATION

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

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

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet

5100J – Consultant Data and Signature Sheet (Required for all firms performing non-prequalified services on this project.)

(These forms are not included in the proposal maximum page count.)

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.”

RFP SPECIFIC INFORMATION

ENGINEERING SERVICES	BUREAU OF TRANSPORTATION PLANNING	OTHER
THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS		
NO	YES	DATED _____ THROUGH _____
Prequalified Services – See the attached Scope of Services for required Prequalification Classifications.		Non-Prequalified Services – If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, is on file with MDOT’s Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. Form 5100J is required with proposal for all firms performing non-prequalified services on this project.

Qualification Based Selection - Use Consultant/Vendor Selection Guidelines.

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

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

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

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

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

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

BID SHEET INSTRUCTIONS

Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) with the proposal, to the email address: mdot-rfp-response@michigan.gov. Failure to comply with this procedure may result in your bid being rejected from consideration.

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.

Proposals must be submitted for this project electronically. Proposal Submittal Requirements Can Be Found At the Following Link
http://www.michigan.gov/documents/MDOT_Consultant-Vendor_Selection_Guidelines-0106_145222_7.pdf?20150707153457

In PART IV – INSTRUCTION FOR SUBMITTING PROPOSALS

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
October 26, 2016**

CONTROL SECTION(S): Various

JOB NUMBER(S): Various

PROJECT LOCATION:

The scope of work includes various roadway segments within Allegan, Ottawa, Muskegon, Oceana, and Mason counties.

PROJECT DESCRIPTION:

As-Needed design services may include but is not limited to the following work:

- Preparing Capitol Preventive Maintenance (CPM) project designs (typically log format)
- Miscellaneous design assistance on portions of projects being designed by MDOT
- Bridge approach slab design and detailing
- Signal loop replacement, or signal staging design
- Sidewalk ADA upgrades, with or without ROW impacts
- Design and/or ROW surveys, as required for specific design assignments

ANTICIPATED SERVICE START DATE: December 2016

ANTICIPATED SERVICE COMPLETION DATE: December 2018

This selection is for a two year period.

DBE PARTICIPATION REQUIREMENT: N/A

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Design-Roadway: Intermediate

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Design – Traffic: Pavement Markings

Design – Traffic: Work Zone Maintenance of Traffic

Design - Traffic: Work Zone Mobility & Safety

Design – Traffic: Signal

Design – Traffic: Capacity & Geometric Analysis

Design – Traffic: Safety Studies

Surveying, Road Design

Surveying: Right of Way (*precautionary*)

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

1) UTILITY COORDINATION

x MDOT shall be responsible for project Utility Coordination

MDOT PROJECT ENGINEER MANAGER:

Matt Block
Muskegon TSC office
2225 Olthoff Dr
Muskegon, MI 49444
Ph: 231-777-7281
Fax: 231-777-3621
Email: blockm@michigan.gov

CONSTRUCTION COST:

A. The estimated cost of construction is:

1.	Mainline Pavement	\$
2.	Geometric Improvement	\$
3.	Environmental	\$
4.	Drainage	\$
5.	Safety	\$
6.	Non-Motorized	\$
7.	Maintaining Traffic	\$
8.	Miscellaneous Bridge Cost	\$
9.	Detours and Maintaining Traffic	\$
10.	Permanent Pavement Markings/Signs/Signals	\$
11.	Miscellaneous	\$ _____
	CONSTRUCTION TOTAL	\$

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

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

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

REQUIRED MDOT GUIDELINES AND STANDARDS:

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

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

MDOT RESPONSIBILITIES:

- A. Schedule and/or conduct the following:
 - 1. Project related meetings
 - 2. Base Plan Review
 - 3. The Plan Review
 - 4. Omissions/Errors/Check
 - 5. 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 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. Perform design surveys, as required by specific assignment.
- B. Prepare required plans, typical cross-sections, details, and specifications required for design and construction.
- C. Compute and verify all plan quantities.
- D. Prepare staging plans and special provisions for maintaining traffic during construction.
- E. Provide solutions to any unique problems that may arise during the design of this project.
- F. The Consultant may be required to provide Design Services during the construction phase of this project. If Construction Assistance is required, then a separate authorization for those services will be issued.
- G. Maintain a Design Project Record in ProjectWise, which includes a history of significant events (changes, comments, etc.) which influenced the development of the plans, dates of submittals and receipt of information.
- H. 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).
- I. The Consultant shall prepare and submit in ProjectWise (in PDF format) a CPM network for the construction of this project if required.
- J. The Consultant representative shall record the minutes and submit in ProjectWise (in PDF format), for all project related meetings to the MDOT Project Manager within two weeks of the meeting. The Consultant shall also distribute the minutes to all meeting attendees. MDOT will provide and distribute official meeting minutes for The Plan Review Meeting.
- K. The Consultant will provide to MDOT, by entering into MDOT ProjectWise at the scheduled submittal dates, electronic documents (in PDF format) of the

required specifications and plan set materials for distribution by MDOT for all reviews for this project.

- L. Prepare and submit electronically (native format or PDF) into MDOT ProjectWise, any information, calculations, hydraulic studies, or drawings required by MDOT for acquiring any permit (ie. NPDES, DEQ, etc), approvals (i.e. county drain commission) and related mitigation. MDOT will submit permit requests.
- M. Attend any project-related meetings as directed by the MDOT Project Manager.
- N. Attend information meetings (i.e., public hearings, open houses, etc.) with the public and public officials to assist in responding to concerns and questions. May require the preparation of displays such as maps, marked-up plans, etc.
- O. The MDOT Project Manager shall be the official MDOT contact person for the Consultant **and shall be made aware of all communications regarding this project**. The Consultant must either address or send a copy of all correspondence to the MDOT Project Manager. This includes all Subcontractor correspondence and verbal contact records.
- P. The Consultant shall contact the MDOT Project Manager whenever discoveries or design alternatives have the potential to require changes in the scope, limits, quantities, costs, or right-of-way of the project.
- Q. The Consultant shall be responsible for obtaining and showing on the plans the location and names of all existing utilities within the limits of the project. In the course of resolving utility conflicts, the Consultant shall make modifications to the plans or design details and provide assistance as directed by the MDOT Utility Coordinator and/or Project Manager. The Consultant shall attend any utility meetings called to ensure that the concerns are addressed on the plans involving utilities. The Consultant shall assist in the review of utility permit requests to ensure compatibility with the project.
- R. The Consultant shall be responsible for all traffic control required to perform the tasks as outlined in this Scope of Design Services.
- S. The Consultant shall be responsible for obtaining up to date access permits and pertinent information for tasks in MDOT Right of Way (ROW). This information can be obtained through Joe Rios, Utilities/Permits Section, Development Services Division at (517) 241-2103.
- T. On the first of each month, the Consultant Project Manager shall submit in ProjectWise a monthly project progress report to the Project Manager.

DELIVERABLES:

The Consultant shall enter in MDOT ProjectWise, in the appropriate folders all electronic files associated with the project in their native format (spreadsheets, CADD files, GEOPAK files, Roadway Designer Templates etc.) as directed by the MDOT Project Manager. All CADD/GEOPAK files shall be created and identified with standard MDOT file names. It is the Consultant's responsibility to obtain up to date MicroStation and GEOPAK seed/configuration files necessary to comply with MDOT's CADD standards which are published monthly to the MDOT website. Any CADD/GEOPAK files that do not conform to MDOT standards will be returned to the Consultant for correction at the Consultant's expense.

Proposal documents shall be submitted, to MDOT ProjectWise, in the appropriate folders, in their native format with standard naming conventions as well as combined into one PDF file in the sequence specified by MDOT. To provide text search capabilities the combined proposal shall be created by converting native electronic files to PDF. Scanning to PDF is discouraged except in instances where it is necessary to capture a legally signed document or a hard copy version of a document is all that exists.

Plan sheets shall be submitted to MDOT ProjectWise in the appropriate folders in a set in PDF 11" x 17" format. For final Plan Turn-In, a title sheet shall be printed, signed, sealed, and then scanned for inclusion with the PDF set. The original title sheet shall be sent to the MDOT Project Manager.

Reference Information Documents (RID) shall be entered into MDOT ProjectWise in the appropriate folder with standard naming conventions and content at milestone submittals as defined by Chapter 4 of the Design Submittal Requirements. The RID files included will depend on the design survey deliverables and project template (See Chapter 2 of the Design Submittal Requirements). These files range from CADD, existing terrain, proposed cross sections, 3D models and files generated for Automated Machine Guidance (AMG) and automated inspection/stakeout activities.

Stand Alone Proposal Estimator's Worksheet (SAPW) shall be used to generate the txt and xml files necessary for import into the Trns*port bid letting software. The SAPW files shall be entered into MDOT ProjectWise in the appropriate folder.

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

All plans, special provisions, estimates, and other project related items shall meet all MDOT requirements and detailing practices (i.e., format, materials, symbols, patterns, and layout) or as otherwise directed by the Project Manager. All plans, specifications, and other project related items are subject to review and approval by MDOT.

PROJECT SCHEDULE:

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

MDOT
Preconstruction Tasks
Consultant Checklist
P/PMS Form Only

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

Version 13
Updated
03-02-2015

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
		CONSULTANT CONTRACT AUTHORIZATION/EXECUTION		(mm/dd/yyyy)
YES	NO			/ /
<u>INFORMATION GATHERING/STUDIES</u>				
<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</u></i>	<i><u>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	/ /
<u>EPE SCOPING ANALYSIS</u>				
<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</u></i>	<i><u>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"/>	<u>216M Public Information Meeting</u>	/	/

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			
<u>EPE DRAFT ANALYSIS</u>				
<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)	/	/
<u>EPE DRAFT ANALYSIS (cont'd)</u>				
<input type="checkbox"/>	<input type="checkbox"/>	2313 Endangered Species Survey	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2314 Wetland Assessment	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2315 Wetland Mitigation	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2316 Other Technical Reports	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2321 Prepare for Aerial Photography	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2322 Finish/Print Aerial Photography	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2330 Collect EPE Geotechnical Data	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2340 Develop and Review Practical Alternatives	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>233M Aerial Photography Flight</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2360 Prepare and Review EA	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>236M Approval of EA by FHWA</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2370 Prepare and Review Draft EIS	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>237M Approval of Draft EIS by FHWA</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2380 Distribute EA	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>238M Public Hearing for EA</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2390 Distribute DEIS	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>239M Public Hearing for DEIS</u>	/	/
<u>EPE FINAL ANALYSIS</u>				
<input type="checkbox"/>	<input type="checkbox"/>	2510 Determine and Review Recommended Alternative	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>250M Concurrence by Reg Agencies with Recom Alternatives</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2525 Prepare and Review Engineering Report	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2530 Prepare and Review Request for FONSI	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>252M Approval of FONSI by FHWA</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2540 Prepare and Review FEIS	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>254M Approval of FEIS by FHWA</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2550 Obtain ROD	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>255M ROD Issued by FHWA</u>	/	/

<input type="checkbox"/>	<input type="checkbox"/>	2570	ITS Concept of Operations	/	/
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CONTAMINATION INVESTIGATION

<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				
<u>DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION</u>					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3130	Verify Design Scope of Work and Cost	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3310	Prepare Aerial Topographic Mapping	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3320	Conduct Photogrammetric Control Survey	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3321	Set Aerial Photo Targets	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3325	Geotechnical Structure Site Characterization	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3330	Conduct Design Survey	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3340	Conduct Structure Survey	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3350	Conduct Hydraulics Survey	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3360	Prepare Base Plans	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<i>311M</i>	<i>Utility Notification</i>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3365	Pre-Conceptual ITS Design and Meeting	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3370	Prepare Structure Study	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3375	Conduct Value Engineering Study	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3380	Review Base Plans	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3385	Preliminary Load Rating	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<i>332M</i>	<i>Base Plan Review (Pre-GI Inspection)</i>	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3390	Develop the Maintaining Traffic Concepts	/	/
<u>PRELIMINARY PLANS PREPARATION</u>					
<input checked="" 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	/	/
<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 checked="" type="checkbox"/>	<input type="checkbox"/>	3551	Prepare/Review Preliminary Traffic Signal Design Plan	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3552	Develop Preliminary Pavement Marking Plan	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3553	Develop Preliminary Non-Freeway Signing Plan	/	/
<input 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 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)
<u>UTILITIES</u>			
<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"/>	<u>360M</u> <u>Utility Conflict Resolution Plan Distribution</u>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	<u>361M</u> <u>Utility Meeting</u>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3670 Develop Municipal Utility Plans	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3672 Develop Special Drainage Structures Plans	/ /
<input 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)	/ /
<u>MITIGATION/PERMITS</u>			
<input 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	/ /
<u>FINAL PLAN PREPARATION</u>			
<input type="checkbox"/>	<input type="checkbox"/>	3815 Geotechnical Structure Design Review	/ /
<input checked="" 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 checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<u>380M</u> <u>Plan Completion</u>	/ /
<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 type="checkbox"/>	<input type="checkbox"/>	<u>387M Omissions/Errors Checks Meeting</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>389M Plan Turn-In</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3880 CPM Quality Assurance Review	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3890 Final ITS Communication Analysis	/	/

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING – RIGHT OF WAY

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)	
YES	NO			
<u>EARLY RIGHT OF WAY WORK</u>				
<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>	/	/
<u>ROW APPRAISAL</u>				
<input type="checkbox"/>	<input type="checkbox"/>	4350 Real Estate Appraisals (combines 4411, 4412, 4413, 4420)	/	/
<u>ROW ACQUISITION</u>				
<input type="checkbox"/>	<input type="checkbox"/>	4450 Real Estate Acquisitions (combines 4430, 4710, 4720)	/	/
<input checked="" 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	/	/

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.

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 billed to labor hours authorized, then applying that percentage to the total fixed fee authorized.

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. MDOT’s travel and vehicle expense reimbursement policies are intended primarily for construction engineering work. Reimbursement for travel to

and from project sites and for vehicle expenses for all other types of work will be approved on a case by case basis.

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

ATTACHMENT A

**SCOPE OF SERVICE
FOR
DESIGN SURVEYS**

Version: June 2016

TYPE OF SURVEY:

x	Surveying: Road Design (3330)
	Surveying: Structure (3340)
	Surveying: Hydraulics (3350)
x	Surveying: Right of Way (4510)

(Work in any of the above Survey Services Categories must be completed by a survey firm which is pre-qualified by MDOT for that category.)

GENERAL REQUIREMENTS:

1. Surveys must comply with **all Michigan law** relative to land surveying.
2. Surveys must be done under the **direct supervision** of a Professional Surveyor licensed to practice in the State of Michigan.
3. The selected Survey Consultant must discuss the scope of this survey with an MDOT Survey Consultant Project Manager or an MDOT Region Surveyor before submitting a priced proposal.
4. The selected Survey Consultant must contact the Region or TSC Traffic and Safety Engineer for work restrictions and traffic control requirements. Costs for traffic control must be included in the priced proposal in order to be reimbursed as a direct cost.
5. A **detailed Survey Work Plan must** be included with the Priced Proposal. A **spreadsheet estimate** of hours by specific survey task such as horizontal control, leveling, mapping, alignment determination, etc., **must** be included in the **Priced Proposal**.
6. It is the responsibility of the Survey Consultant to safeguard all corners of the United States Public Land Survey System, published Geodetic Control and any other Property Controlling corners that may be in danger of being destroyed by the proposed construction project.
7. Surveys must meet all requirements of the *MDOT Design Surveys Standards of Practice* (link: http://mdotwiki.state.mi.us/design/index.php/Chapter_1_-_Survey_Manual_Introduction). Please contact the MDOT Design Survey Support Unit to clarify any specific questions regarding these standards.
8. Survey Consultants must obtain all necessary permits required to perform this survey on

any public and/or private property, including an up-to-date permit from the MDOT Utilities Coordination and Permits Section.

9. Prior to performing the survey, the Survey Consultant must contact all landowners upon whose lands they will enter in accordance with the *MDOT Design Surveys Standards of Practice*. A template letter can be found here:
http://mdotwiki.state.mi.us/design/index.php/File:EXAMPLE_Right_of_Entry.pdf
10. The Survey Consultant must contact any and all Railroads prior to commencing field survey on railroad property. The cost for any permit, flaggers and/or training that is required by the Railroad will be considered as a direct cost, but only if included in the Survey Consultant's priced proposal.
11. The Survey Consultant must adhere to all applicable OSHA and MIOSHA safety standards, including the appropriate traffic signs for the activities and conditions for this job.
12. The MDOT Project Manager is the official contact for the Survey Consultant. The Survey Consultant must send a copy of all project correspondence to the MDOT Project Manager. The MDOT Project Manager shall be made aware of all communications regarding this project. Any survey related questions regarding this project should be directed to an MDOT Survey Consultant Project Manager or MDOT Region Surveyor.
The MDOT Project Manager must be copied on any and all correspondence.

SURVEY PROJECT LIMITS:

If specific survey limits are not included, then the Survey Consultant must develop the survey limits based on the needs of the design team. A description of survey limits detailing length, width and cross roads must be included in the Survey Work Plan.

RESEARCH:

Survey Consultants are responsible for a comprehensive and conscientious research of all records, including MDOT records, essential for the completion of this project. The MDOT Design Survey Support Unit is available to assist in researching MDOT records.

CONTROL:

If not specified in this scope, Primary and Intermediate Horizontal Control Points and Benchmarks established for this project must meet the requirements specified in Chapter 3 of the *MDOT Design Surveys Standards of Practice*.

The Horizontal and Vertical datums and coordinate system must be clearly stated in the Survey Work Plan and subsequent submittals. For acceptable datums and coordinate systems refer to Chapter 3 of the *MDOT Design Surveys Standards of Practice*.

ALIGNMENT & ROW:

If not defined in this scope, the use of either a Legal or Non-legal Alignment and ROW must be determined from the needs of the design team. If it is determined that MDOT will need to acquire additional ROW with partial takes, then the **Legal** Alignment and ROW must be determined. If it is determined that there will be partial takes, the Survey Consultant may need to prepare a Certified Survey, refer to *Chapter 4 Section 6: Certified Surveys for Real Estate Acquisition* for requirements.

MAPPING:

Mapping shall include the objects and features as needed to meet the requirements of the proposed design. The Survey Consultant's Work plan shall clearly identify mapping items that will be included in the project.

The following should be considered when determining the mapping needs for the project:

- Roadway improvements, curbs, sidewalks, signs, guardrail, light poles
- Intersection signalization equipment
- Building structures and improvements on property adjacent to project
- Drainage appurtenances including ditches, culverts, structures
- Surface manifestations of utilities and connectivity
- Terrain surface mapping
- Trees and brush classification
- Bridge structure elements, measurements, elevations, and underclearance dimensions
- Hydraulics Survey of watercourses
- Use of Static Terrestrial Laser Scanning(STLS)
- Use of Mobile Terrestrial LiDAR Survey(MTL)
- Use of Photogrammetric Mapping

TRAFFIC & SAFETY:

The Selected Survey Consultant, and the Selected Survey Consultant only, is advised to discuss Traffic Control scenarios with the local MDOT TSC Traffic and Safety Engineer **NAME** at **PHONE** or **EMAIL** prior to submitting a priced proposal. Traffic Control costs not included in the priced proposal will not be paid by MDOT.

The Survey Consultant must submit an advanced notice 5-21 days prior to beginning any work activity through the MDOT Construction Permit System (CPS) (http://www.michigan.gov/mdot/0,4616,7-151-9625_72410---,00.html).

The Survey Consultant must adhere to all work restrictions and traffic control requirements detailed in the MDOT Advanced Notice Permit.

The Survey Consultant must have a vehicle with markings/logo that identifies the company within sight distance of survey activity and must have a 360 degree flashing strobe light on the top of the vehicle whenever they are working on or near the road.

Traffic control on city streets and county roads is under the jurisdiction of the local authorities

where the project is located.

COORDINATION WITH OTHER CONTRACTS IN THE VICINITY:

The Survey Consultant shall coordinate operations with contractors performing work on other projects within or adjacent to the Construction Influence Area (CIA).

MDOT maintenance crews and/or Contract Maintenance Agencies may perform maintenance work within or adjacent to the CIA. The Maintenance Division of MDOT and/or Contract Maintenance Agency will coordinate their operations with the MDOT Project Manager or Designate to minimize the interference to the Survey Consultant.

The Survey Consultant must contact the Operations Engineer at the local MDOT TSC for information regarding project coordination.

Other contracts or maintenance operations may occur during the life of the project. Contractors and other consultants involved with construction projects have similar requirements of cooperation and coordination of work as part of their projects as referenced in Article 104.08 of the *2012 Standard Specifications for Construction* (<http://mdotcf.state.mi.us/public/specbook/2012/>). Survey Consultants shall conduct their work with similar coordination efforts. The Survey Consultant will not be allowed claims for extra compensation or extensions of deadlines due to delays or failures of others to complete scheduled work.

POST SURVEY CLEAN-UP:

Once the survey is complete, all stakes must be removed from the MDOT median and ROW to aid the maintenance crews and adjacent property owners. All benchmarks and control points and their witnesses must remain in place.

DELIVERABLES:

The **MDOT Survey QA/QC Checklist** details the files that are to be submitted to MDOT (link: http://mdotwiki.state.mi.us/design/index.php/File:MDOT_Survey_Project_Checklist_2016.xlsm) . This document shall be signed and certified by the Professional Surveyor responsible for the project QA/QC. **Failure to use and include this document may result in the immediate return of the project portfolio for completion.**

Files submitted to MDOT may vary by project type and scope, the following files **must always** be submitted to MDOT unless explicitly omitted in writing by the following MDOT personnel: MDOT Region Surveyor, MDOT Survey Consultant Manager or MDOT Supervising Land Surveyor:

- Survey Portfolio PDF (XXXXXXX_Survey_20YY-MM-DD.pdf)
- Survey Information Sheet (S-XXXXXXX_Survey_Info_Sheet_20YY-MM-DD.doc)
- Alignment and ROW CAD file (S-XXXXXXX_Align_ROW_20YY-MM-DD.dgn)
- 3D project map (S-XXXXXXX_Survey_3D_20YY-MM-DD.dgn)
- When Mobile Terrestrial LiDAR (MTL) or Static Terrestrial Laser Scanning (STLS)

techniques are used, three (3) copies of the entire point cloud must be delivered to the MDOT Survey Support Unit on media with appropriate storage capacity to contain all the data on one device.

- When Photogrammetric Mapping techniques are used, three (3) copies of the raw digital imagery, ortho-imagery and photogrammetrically extracted points cloud data must be delivered to the MDOT Survey Support Unit on media with appropriate storage capacity to contain all the data on one device.

All submitted files must be scanned and/or converted to one PDF format file. A Table of Contents in PDF format is required that has all PDF files bookmarked/linked so each place in the PDF archive can be accessed with a single click. Items required to be included in the Survey Portfolio PDF can be found in the QA/QC Checklist. Specified format files such as Microsoft Word and MicroStation GEOPAK must have separate access in native format outside of the PDF file.

At the completion of this survey for this project, legible copies of all field survey notes, all electronic data, and all research records obtained for this project will be considered the property of MDOT. Please include MDOT's Form 222(5/01) entitled "SURVEY NOTES: RECEIPT AND TRANSMITTAL" for all transmittals. A copy of this transmittal form must be sent to the MDOT Project Manager for Design and the MDOT Supervising Land Surveyor.

Electronic submittal only. Survey deliverables must be submitted using ProjectWise. For file naming conventions and upload locations, refer to Chapter 10 of the *MDOT Design Surveys Standards of Practice*.

Acceptance of this survey by the MDOT Project Manager and/or the MDOT Supervising Land Surveyor does not relieve the Survey Consultant of any liability for the content of the survey.