

## CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER Mark Sweeney		JOB NUMBER (JN) 111472	CONTROL SECTION (CS) 55051
DESCRIPTION Design services consisting of but not limited to new ADA compliant sidewalks, crosswalks, sidewalk ramps in Clinton Township			
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP  WHITE = REQUIRED GRAY SHADING = OPTIONAL		<b>CONSULTANT:</b> Provide only checked items below in proposal	
Check the appropriate Tier in the box below			
<input type="checkbox"/> <b>TIER I</b> (\$25,000-\$99,999)	<input checked="" type="checkbox"/> <b>TIER II</b> (\$100,000-\$250,000)	<input type="checkbox"/> <b>TIER III</b> (>\$250,000)	
<input type="checkbox"/>	<input checked="" 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"/>	<i>Safety Program</i>
N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Past Performance
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 checked="" 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) <b>(No Resumes)</b>	7 pages (MDOT Forms not counted)	19 pages (MDOT Forms not counted)	<b>Total maximum pages for RFP not including key personnel resumes</b>

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 Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

## RFP SPECIFIC INFORMATION

BUREAU OF HIGHWAYS       BUREAU OF TRANSPORTATION PLANNING \*\*       OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO       YES      DATED \_\_\_\_\_ THROUGH \_\_\_\_\_

<input checked="" type="checkbox"/> <b>Prequalified Services</b> – See page 2 of 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, if overhead is not audited, 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 Required with Proposal)</b>
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**Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

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

**\*\*For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (see address list, page 2). The priced proposal must be submitted in a sealed envelope, clearly marked "**PRICE PROPOSAL.**" The vendor's name and return address **MUST** be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

**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.

**Qualifications Review / 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 and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

**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.) See Bid Sheet Instructions below for additional instructions.

## BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked "**SEALED BID.**" The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

**PROPOSAL SUBMITTAL INFORMATION**

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 5	PROPOSAL/BID DUE DATE 10/26/10	TIME DUE 12:00
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**PROPOSAL AND BID SHEET MAILING ADDRESSES**

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

- MDOT Project Manager  MDOT Other

Mark Sweeney  
Michigan Department of Transportation  
18101 W 9 Mile Rd  
Southfield, MI 48075

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

**Lansing Regular Mail****OR****Lansing Overnight Mail**

- Secretary, Contract Services Div - B470  
Michigan Department of Transportation  
PO Box 30050  
Lansing, MI 48909

Secretary, Contract Services Div - B470  
Michigan Department of Transportation  
425 W. Ottawa  
Lansing, MI 48933

- Contract Administrator/Selection Specialist  
Bureau of Transportation Planning B470  
Michigan Department of Transportation  
PO Box 30050  
Lansing, MI 48909

Contract Administrator/Selection Specialist  
Bureau of Transportation Planning B470  
Michigan Department of Transportation  
425 W. Ottawa  
Lansing, MI 48933

**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 four (4) 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

The following two American Recovery and Reinvestment Act of 2009 (ARRA) notifications, **ARRA MONTHLY EMPLOYMENT REPORTS** and **REQUIRED CONTRACT PROVISIONS TO IMPLEMENT AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) SECTIONS 902 AND 1515**, are attached to this Request For Proposal for your understanding. These two notifications are only applicable for those projects/contracts funded with ARRA funds and will be included in contract Exhibits.

**MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION**

- 5100D** – Request for Proposal Cover Sheet  
**5100G** – Certification of Availability of Key Personnel  
**5100I** – Conflict of Interest Statement  
**5100J** - Consultant Data and Signature Sheet (Required only for Non-Prequalified Work)

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

# Michigan Department of Transportation

## SCOPE OF SERVICE FOR DESIGN SERVICES

**CONTROL SECTION(S):** 55051

**JOB NUMBER(S):** 111472C

**PROJECT LOCATION:**

The project has three locations.

**Location 1:**

The first location is along M-3 (Gratiot Ave.) as well as Broadway St., from Ulrich St. to Wellington Crescent.

**Location 2:**

The second location is at the intersection of M-3 and Laurel St.

**Location 3:**

The third location is at the intersection of M-3 and Quinn Rd.

All three locations are in Clinton Township, Macomb County. The project length is approximately 2.8 miles.

**PROJECT DESCRIPTION:**

**Location 1:**

The construction of new ADA compliant sidewalks, sidewalk ramps, and crosswalks along both sides of north and south bound M-3 and Broadway St.

**Location 2:**

The construction of new ADA compliant sidewalks, sidewalk ramps, and a pedestrian crosswalk utilizing Pedestrian Hybrid Beacons. The crossing will be located roughly 150' south of the M-3 / Laurel St. intersection.

**Location 3:**

The construction of new ADA compliant sidewalks, sidewalk ramps, and a pedestrian crosswalk utilizing Pedestrian Hybrid Beacons. The crossing will be located just south of the M-3 / Quinn Rd. intersection.

This project consists of all work related to the design of this project, including but not limited to the following:

- A. Grading and earthwork.
- B. Constructing sidewalk geometrics per current MDOT standards (as applicable).
- C. Construct drainage detention / retention facilities (if required).
- D. Address drainage issues (as applicable).
- E. Adjust, replace and / or install signs (non freeway).
- F. Prepare and review a Transportation Management Plan (TMP)
- G. Prepare and review Preliminary Traffic Signal Design Plan
- H. Develop Preliminary Pavement Markings Plan
- I. Adjust and / or relocate Municipal Utilities, as is required.
- J. Utility Coordination (See Attachment G).
- K. Right-of-Way tasks (PROW, FROW, MFROW and others).
- L. Constructing side walk and non-motorized path to current ADA standards.
- M. Install current ADA sidewalk ramp terminals at all applicable locations.

**ANTICIPATED SERVICE START DATE:**

November 1, 2010

**ANTICIPATED SERVICE COMPLETION DATE:**

December 1, 2011

**PRIMARY PREQUALIFICATION CLASSIFICATION(S):**

Roads & Streets

**SECONDARY PREQUALIFICATION CLASSIFICATION(S):**

Maintaining Traffic Plans & Provisions  
Pavement Marking Plans  
Perm. Non-Freeway Traffic Signing Plans  
Traffic Signal Design  
Municipal Utilities  
Utility Coordination  
Right-of-Way Surveys  
Road Design Surveys

**DBE REQUIREMENT:** 7%

**MDOT PROJECT ENGINEER MANAGER:**

Mark A. Sweeney – Project Manager  
MDOT – Metro Region Office  
18101 West Nine Mile Road  
Southfield, Michigan 48075  
Phone: 248-483-5151  
Fax: 248-483-5148  
E-mail: [sweeneym@michigan.gov](mailto:sweeneym@michigan.gov)

**CONSTRUCTION COST:**

A. The estimated cost of construction is:

<b>6. Non Motorized</b>	<b>\$800,000</b>
<b>CONSTRUCTION TOTAL</b>	<b>\$800,000</b>

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

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

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

**REQUIRED MDOT GUIDELINES AND STANDARDS:**

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

NOTE: A process change mandated by federal audit of MDOT’s design process puts the Omissions and Errors Check Meeting after the Plan Completion. Please keep this in mind when preparing your schedule. See MDOT Road Design Manual, Chapter 14 – Procedures – Section 14.54 for corroboration. See “For Your Information” contacts at the end of this document for more info or questions.

Consultant is required to use MDOT’s current version of Bentley MicroStation for CADD applications and Bentley GEOPAK for road design. Consultant shall comply with all MDOT CADD standards and file naming conventions.

**CONSULTANT RESPONSIBILITIES:**

**A. DESIGN SCOPE OF WORK**

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.

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

1. Perform design surveys.

2. Prepare required plans, typical cross-sections, details, and specifications required for design and construction.
3. Compute and verify all plan quantities.
4. Prepare staging plans and special provisions for maintaining traffic during construction.
5. Prepare a transportation management plan (TMP) that will consist of (1) a temporary traffic control plan that addresses traffic safety and control through the work zone, (2) transportation operations strategies that will be used to mitigate work zone impacts, and (3) public information strategies to inform those affected by the work zone impacts and the changing conditions. The appropriate TMP provisions and pay items are to be included within the plans, specifications and project estimates. The TMP is to assign responsibility to those persons, both MDOT and the contractor, responsible to monitor the TMP and other safety and mobility aspects of the project.
6. Prepare pavement marking plans and special provisions.
7. Prepare permanent signing plans and special provisions for non-freeway sign upgrading.
8. Prepare traffic signal plans and special provisions.
9. Prepare landscaping / enhancement plans and special provisions.
10. Perform Utility Coordination for the project (See Attachment G).
11. Prepare Right-Of-Way and Marked Final Right-Of-Way plans, as required, to locate, verify and purchase real estate and/or obtain construction access permits for this project (See Attachment I).
12. Provide solutions to any unique problems that may arise during the design of this project.
13. 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.
14. Maintain a Design Project Record which includes a history of significant events (changes, comments, etc.) which influenced the development of the plans, dates of submittals and receipt of information.
15. If excavation is required, submit the excavation locations which may contain contamination. Project Manager then can proceed in requesting a Preliminary Project Assessment (PPA).

16. The Consultant shall be required to prepare and submit a CPM network for the construction of this project.
17. The Consultant representative shall record and submit type-written minutes for all project related meetings to the MDOT Project Manager within two weeks of the meeting. The Consultant shall also distribute the minutes to all meeting attendees. MDOT will provide and distribute official meeting minutes for the Plan Review Meeting.
18. The Consultant will provide to MDOT at the scheduled submittal dates, copies of the required specifications and plan set materials for distribution by MDOT for all reviews for this project with the exception of The Plan Review. The Consultant shall contact the project manager prior to the submittal dates for the exact number of copies that will be required for submittal. The following is an estimate of the number of copies that will be needed; 30 sets – Pre-OEC, 30 sets - OEC Review.
19. Prepare and submit electronically (native format or Adobe PDF) any information, calculations, hydraulic studies, or drawings required by MDOT for acquiring any permit (i.e. NPDES, MDNRE, etc), approvals (i.e. county drain commission) and related mitigation. MDOT will submit permit requests.
20. Attend any project-related meetings as directed by the MDOT Project Manager.
21. 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.
22. Schedule and facilitate public meetings.
23. Solicit public participation in each phase of the design.
24. Prepare Municipal Utility plans and special provisions (to include public water, storm and sanitary services). Street lighting also included.
25. The Consultant shall assist in the review of utility permit requests, incorporate the information in the design plans, and respond within 2 weeks from receipt of the permit.
26. 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.
27. 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.

## **B. OTHER RELATED RESPONSIBILITIES**

1. 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, ROW submittal dates, Railroad coordination requirements, utility conflict resolution, local agency meetings, etc.
2. Maintain a Design Project Record which includes a history of significant events (changes, comments, etc.) which influenced the development of the plans, dates of submittals and receipt of information.
3. **PPMS TASK 3130 – VERIFY DESIGN SCOPE OF WORK AND COST**  
See the P/PMS Task Manual for details.
4. **PPMS TASK 3330 - CONDUCT DESIGN SURVEY**  
Perform surveys as necessary to design this project (See the P/PMS Task Manual and Attachment A for details). The Consultant's survey shall be as complete and accurate as necessary to:
  1. Calculate and verify plan quantities to the Consultant's standards.
  2. Locate and lay out the future construction of this project.
  3. Perpetuate affected property controlling corners for monument preservation

As part of the design proposal, the Consultant shall present a detailed survey work plan for review, evaluation and acceptance by the MDOT Project Manager. A final survey report for review and approval by the MDOT Survey Unit is required. Acceptance of the survey by MDOT Design Survey does not in any way relieve the Consultant of responsibility and liability for the content of the survey.

5. **PPMS TASK 3360 - PREPARE BASE PLANS**  
See the P/PMS Task Manual for details.
6. **UTILITY NOTIFICATION**
7. **PPMS TASK 3361 – REVIEW AND SUBMIT PRELIMINARY RIGHT-OF-WAY PLANS**  
See the P/PMS Task Manual for details.

8. **PPMS TASK 3380 - REVIEW BASE PLANS (BY MDOT)**  
See the P/PMS Task Manual for details.
9. **BASE PLAN REVIEW**
10. **PPMS TASK 3390 - DEVELOP THE MAINTAINING TRAFFIC CONCEPTS**  
See the P/PMS Task Manual for details.
11. Perform storm sewer design calculations, including appropriate outlets and energy dissipation if necessary, as outlined in the MDOT Drainage Manual. Detention may be required. Detention pond design must meet, but is not limited to, local agency storm water regulations and Michigan Department of Natural Resources & Environment water quality permit requirements. Submit all design calculations, drainage maps, and proposed profiles to the MDOT Project Manager for review prior to the Plan Review.
12. The Consultant shall identify the locations of any water main and/or sanitary sewer on the project.
13. If water mains and/or sanitary sewers are present within the project limits, the Consultant shall evaluate the necessity for the relocation of water mains and sanitary sewers, in accordance with Design Division's Informational Memorandum #441B and #402R dated April 13, 1992. The Consultant shall submit a report to Steven J. Urda, Design Engineer – Municipal Utilities, Design Division for review and concurrence. A copy of the report shall be sent to the Project Manager. **If relocation is necessary and water main and/or sanitary sewer work is not part of the Scope of Work, contact the MDOT Project Manager immediately.**
14. **P/PMS TASK 3540 - DEVELOP MAINTAINING TRAFFIC PLAN**  
See the P/PMS Task Manual for details.
15. **P/PMS TASK 3551 - PERFORM/REVIEW PRELIMINARY TRAFFIC SIGNAL DESIGN PLAN**  
See the P/PMS Task Manual for details.
16. **P/PMS TASK 3552 - DEVELOP PRELIMINARY PERMANENT PAVEMENT MARKING PLAN**  
See the P/PMS Task Manual for details.
17. **P/PMS TASK 3553 - DEVELOP PRELIMINARY NON - FREEWAY SIGNING PLAN**  
See the P/PMS Task Manual for details.
18. **P/PMS TASK 3580 - DEVELOP PRELIMINARY PLANS**  
See the P/PMS Task Manual for details.

19. **P/PMS TASK 3581 – REVIEW AND SUBMIT FINAL RIGHT-OF-WAY PLANS**  
See the P/PMS Task Manual for details.
20. **P/PMS TASK 3590 - REVIEW PRELIMINARY PLANS (HOLD PLAN REVIEW MEETING) (BY MDOT)**  
See the P/PMS Task Manual for details.
21. **THE PLAN REVIEW**
22. **P/PMS TASK 3610 – COMPILE UTILITY INFORMATION**  
See the P/PMS Task Manual for details.
23. **P/PMS TASK 3660 – RESOLVE UTILITY ISSUES**  
See the P/PMS Task Manual for details.
24. **UTILITY CONFLICT RESOLUTION PLAN DISTRIBUTION**
25. **UTILITY MEETING**
26. **P/PMS TASK 3670 - DEVELOP MUNICIPAL UTILITY PLANS**  
See the P/PMS Task Manual for details.
27. **OBTAIN REQUIRED MUNICIPAL UTILITY PERMITS**  
See the P/PMS Task Manual for details.
28. **P/PMS TASK 3821 - PREPARE/REVIEW FINAL TRAFFIC SIGNAL DESIGN PLAN**  
See the P/PMS Task Manual for details.
29. **P/PMS TASK 3822 - COMPLETE PERMANENT PAVEMENT MARKING PLAN**  
See the P/PMS Task Manual for details.
30. **P/PMS TASK 3823 - COMPLETE NON-FREEWAY SIGNING PLAN**  
See the P/PMS Task Manual for details.
31. **P/PMS TASK 3830 - COMPLETE THE CONSTRUCTION ZONE TRAFFIC CONTROL PLAN**  
See the P/PMS Task Manual for details.
32. **P/PMS TASK 3840 - DEVELOP FINAL PLANS AND SPECIFICATIONS**  
See the P/PMS Task Manual for details.
33. **PLAN COMPLETION**

34. **P/PMS TASK 3870 - HOLD OMISSIONS/ERRORS CHECK (OEC) MEETING**  
See the P/PMS Task Manual for details. The interval for plotting cross-sections and developing the grade book shall be 50 feet. The intervals for critical areas shall be 25 feet.
35. **OMISSIONS/ERRORS CHECKS MEETING**
36. **PLAN TURN IN**
37. **PPMS TASK 4120 – OBTAIN PRELIMINARY TITLE COMMITMENTS**  
See the P/PMS Task Manual for details.
38. **PPMS TASK 4130 – PREPARE MARKED FINAL RIGHT OF WAY PLANS**  
See the P/PMS Task Manual for details.
39. **APPROVED MARKED FINAL ROW**
40. **PPMS TASK 4140 – PREPARE PROPERTY LEGAL INSTRUMENTS**  
See the P/PMS Task Manual for details.
41. **PPMS TASK 4510 - CONDUCT RIGHT OF WAY SURVEY & STAKING** See Survey Scope of Work **Attachment A** for details.
44. **UTILITY COORDINATION.** Perform the Utility Coordination for the project (See Attachment G).

**C. UTILITIES**

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

**D. TRAFFIC CONTROL**

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

**E. MDOT PERMITS**

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, Real Estate Division at (517) 241-2103.

**F. MONTHLY PROGRESS REPORT**

On the first of each month, the Consultant Project Manager shall submit a monthly project progress report to **Mark Sweeney**, the Project Manager. The monthly progress report shall follow the guidelines in Attachment K.

**MDOT RESPONSIBILITIES:**

- . Schedule and/or conduct the following:
  1. Project related meetings.
  2. The Plan Review
  3. Utility Meetings.
  4. Quantity summary sheets and final item cost estimates.
  5. Packaging of plans and proposal.
- . Furnish Special Details and pertinent reference materials.
- . Furnish prints of an example of a similar project and old plans of the area, if available. Furnish the E.A.
- . Obtain all permits for the project as outlined in previous section.
- . Coordinate any necessary utility relocation.
- . Furnish FTP site for software download and instructions for the MDOT Stand Alone Proposal Estimator's Worksheet (SAPW).

**DELIVERABLES:**

The Consultant shall deliver all computer files associated with the project in their native format (spreadsheets, CADD files, GEOPAK files, etc.) on DVD, CD or uploaded to ProjectWise, as directed by the MDOT Project Manager. All CADD/GEOPAK files shall be created and identified with standard MDOT file names as shown in Appendix A of the Road Design Manual. 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 posted to the bulletin board system. When the use of GEOPAK road design software is necessary to develop plans all pay items shall be placed into the CADD file using GEOPAK's Design and Computation Manager so that Quantity Manager can be used to transfer pay item information to SAPW/Trns\*port. 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 in their native format with standard naming conventions as well as combined into one Adobe 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 capturing a legally signed document or a hard copy version of a document is all that exists.

Plan files shall be submitted in their native dgn format with standard naming conventions as well as plotted into a combined Adobe PDF file. Plan sheets shall be plotted to Adobe PDF with full text search and level on/off capabilities in half size (11" x 17") formats. A full size title sheet shall be plotted stamped and signed then scanned for inclusion with the Adobe PDF set. The original title sheet will be sent to the MDOT Project Manager.

Stand Alone Proposal Estimator's Worksheet (SAPW) shall be used to generate the txt and csv files necessary for import into the Trns\*port bid letting software. The SAPW files shall be transmitted electronically by the method specified by the MDOT Project Manager.

The project construction, removal and profile sheets will require a ratio (scale) of **1:40 (English Units)**.

Other plan sheets that are required for this project shall be completed by the Consultant. These include, but are not limited to the following plan sheets:

- A. The title sheet. MDOT will provide a map of the area on a disk in our workstation format. If the map is not available, MDOT will provide a map that could be used. The Consultant shall be responsible for any revisions to the title sheet and the title sheet and map shall meet MDOT format and layout guidelines.
- B. Note Sheet.
- C. Typical Cross-Sections.
- D. Project specific Special Details.
- E. Construction staging and traffic control plans.
- F. Detail grade sheets for critical areas.
- G. Pavement marking plan(s).
- H. Witness and benchmark sheet(s).
- I. Soil boring log sheet(s).

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.

	<b>MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST</b>	
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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.

**STUDY (EARLY PRELIMINARY ENGINEERING)**

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)
YES	NO		
		<b><u>EPE SCOPING ANALYSIS</u></b>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2120 Prepare Traffic Analysis Report	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2130 Prepare Project Justification	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i><u>213M Concurrence by Regulatory Agencies with the Purpose and Need</u></i>	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2140 Develop and Review Illustrative Alternatives	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2155 Request/Perform Safety Analysis	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2160 Prepare and Review EIS Scoping Document	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i><u>211M Public Information Meeting</u></i>	_/_/____
		<b><u>EPE DRAFT ANALYSIS</u></b>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2310 Conduct Technical SEE Studies	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2321 Prepare for Aerial Photography	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2322 Finish/Print Aerial Photography	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2330 Collect EPE Geotechnical Data	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2340 Develop and Review Practical Alternatives	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i><u>233M Aerial Photography Flight</u></i>	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2360 Prepare and Review EA or DEIS	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i><u>231M Draft Submission to FHWA</u></i>	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2380 Circulate EA or DEIS	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i><u>232M Public Hearing</u></i>	_/_/____
		<b><u>EPE FINAL ANALYSIS</u></b>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2510 Determine and Review Recommended Alternative	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i><u>250M Concurrence by Regulatory Agencies with Recommended Alternatives</u></i>	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2525 Prepare and Review Engineering Report	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2530 Prepare and Review Request for FONSI or FEIS	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i><u>252M Final Submission to FHWA</u></i>	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2550 Obtain FONSI or ROD	_/_/____
		<b><u>CONTAMINATION INVESTIGATION</u></b>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2810 Project Area Contamination Survey (PCS)	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2820 Preliminary Site Investigation (PSI) for Contamination	_/_/____

# MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

## PRELIMINARY ENGINEERING - DESIGN

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)
YES	NO		
		<b><u>DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION</u></b>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3130 Verify Design Scope of Work and Cost	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3310 Prepare Aerial Topographic Mapping	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3320 Conduct Photogrammetric Control Survey	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3321 Set Aerial Photo Targets	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3330 Conduct Design Survey	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3340 Conduct Structure Survey	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3350 Conduct Hydraulics Survey	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3360 Prepare Base Plans	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>331M Utility Notification</i>	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3361 Review and Submit Preliminary ROW Plans	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>331M Preliminary ROW Plans Distributed</i>	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3370 Prepare Structure Study	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3375 Conduct Value Engineering Study	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3380 Review Base Plans	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>332M Base Plan Review (Pre-GI Inspection)</i>	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3390 Develop the Maintaining Traffic Concepts	_/_/____
		<b><u>PRELIMINARY PLANS PREPARATION</u></b>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3510 Perform Roadway Geotechnical Investigation	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3520 Conduct Hydraulic/Hydrologic and Scour Analysis	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3522 Conduct Drainage Study, Storm Sewer Design, and use Structural Best Management Practices	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3530 Conduct Structure Foundation Investigation	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3535 Conduct Structure Review for Architectural and 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 checked="" type="checkbox"/>	<input type="checkbox"/>	3553 Develop Preliminary Non-Freeway Signing Plan	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3554 Develop Preliminary Freeway Signing Plan	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3555 Prepare/Review Preliminary Traffic Signal Operations	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3570 Prepare Preliminary Structure Plans	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3580 Develop Preliminary Plans	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3581 Review and Submit Final ROW Plans	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>351M Final ROW Plans Distributed</i>	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3590 Review Preliminary Plans (Hold Plan Review Meeting)	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>352M THE Plan Review (Grade Inspection)</i>	_/_/____

# MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

## PRELIMINARY ENGINEERING - DESIGN (cont'd)

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)
YES	NO		
		<b>UTILITIES</b>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3610 Compile Utility Information	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3650 Coordinate RR Involvement for Grade Separations	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3655 Coordinate RR Involvement for At-Grade Crossings	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3660 Resolve Utility Issues	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>360M Utility Conflict Resolution Plan Distribution</i>	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>361M Utility Meeting</i>	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3670 Develop Municipal Utility Plans	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3672 Develop Special Drainage Structures Plans	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3675 Develop Electrical Plans	_/_/____
		<b>MITIGATION/PERMITS</b>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3710 Develop Required Mitigation	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3720 Assemble Environmental Permit Applications	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3730 Obtain Environmental Permit	_/_/____
		<b>FINAL PLAN PREPARATION</b>	
<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 checked="" type="checkbox"/>	<input type="checkbox"/>	3823 Complete Non-Freeway Signing Plan	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3824 Complete Freeway Signing Plan	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3825 Prepare/Review Final Traffic Signal Operations	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3830 Complete the Maintaining Traffic Plan	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3840 Develop Final Plans and Specifications	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>380M Plan Completion</i>	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3850 Develop Structure Final Plans and Specifications	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3870 Hold Omissions/Errors Check (OEC) Meeting	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>387M Omissions/Errors Checks Meeting</i>	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>389M Plan Turn-In</i>	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3880 CPM Quality Assurance Review	_/_/____

# 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 checked="" type="checkbox"/>	<input type="checkbox"/>	4120 Obtain Preliminary Title Commitments	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4130 Prepare Marked Final Right Of Way Plans	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>413M Approved Marked Final ROW</i>	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4140 Prepare Property Legal Instruments	_/_/____
		<b><u>ROW ACQUISITION</u></b>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4411 Preliminary Interviews	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>441M Post-Decision Meeting</i>	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4412 Real Estate Services Assignment Proposal and Fee Estimate (Form 633s) for Appraisal Work Authorization	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4413 Appraisal Reports	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4420 Appraisal Review Reports	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4430 Acquire Right Of Way Parcels	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4510 Conduct Right Of Way Survey & Staking	_/_/____
		<b><u>ROW RELOCATION</u></b>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4710 Relocation Assistance	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4720 Prepare Improvement Removal Plan	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>442M ROW Certification</i>	_/_/____

**FOR YOUR INFORMATION**

For questions on specific tasks, refer to the P/PMS Task Manual located on the MDOT Bulletin Board System.

For assistance in accessing this manual, please contact one of following:

**Dennis Kelley: (517) 373-4614**

**Tonya Nobach: (517) 335-1927**

**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.

All billings for services must be directed to the Department and follow the current guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's website. This document contains instructions and forms that must be followed and used for billing. 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 use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager.

The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

## **ATTACHMENT A**

## SURVEY SCOPE OF WORK

As of 9/3/08

Survey Limits: As needed for Design, Right of Way, and Construction. A description of survey limits detailing length, width and cross roads must be included in the Survey Work Plan.

**NOTES:** The Selected Consultant shall discuss the scope of this survey with an MDOT Region Surveyor or an MDOT Lansing Design Surveyor before submitting a priced proposal.

The Selected Consultant surveyor must contact the Region or TSC Traffic and Safety Engineer for work restrictions in the project area prior to submitting a priced proposal.

A **detailed Survey Work Plan must** be included in the project proposal. A **spreadsheet estimate** of hours by specific survey task such as traversing, leveling, mapping, etc. **must** be included in the **priced proposal**.

It is the responsibility of the Professional Surveyor 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.

### **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. Work in any of the following categories of survey: Road Design, Structure, Hydraulic, Right-of-Way, and/or Ground Control (Photogrammetric) must be completed by a survey firm which is pre-qualified by MDOT for that category.
4. Surveys must meet all requirements of the Michigan Department of Transportation (MDOT) Design Surveys *Standards of Practice* dated March 2008, the MDOT Design Survey Manual on-line, and the MDOT RTK guidelines. Please contact the Design Survey office to clarify any specific questions regarding these standards.
5. 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.



the MDOT Form 222(5/01) entitled “SURVEY NOTES: RECEIPT AND TRANSMITTAL”; the limits of the survey and original survey scope as determined by the Consultant Surveyor and Design Engineer; a complete synopsis of the survey **that shall include, but not be limited to** horizontal and vertical control datums used, methodology, a complete discussion of government corners recovered, perpetuated or otherwise used as part of the survey, problems encountered, and a statement from the Consultant surveyor supervising the project certifying compliance with Michigan Department of Transportation (MDOT) Design Surveys *Standards of Practice* dated March 2008; as well as documentation of all project specific meetings and/or conversations with MDOT Survey personnel.

Also included in the Administrative section shall be a copy of the **Survey Project Portfolio QA/QC Check-off list**, available on the MDOT Design Survey File Transfer Protocol (FTP) site at <ftp://ftp.michtrans.net/>. The consultant Username is “survcons.” The consultant Password is “\$urvcon\$.” This document shall be signed and certified by the Professional Surveyor responsible for the project QA/QC. It is highly recommended that the consultant become familiar with this document prior to preparing the proposal and again prior to assembling the final portfolio. **Failure to use and include this document shall result in the immediate return of the project portfolio for completion.**

- b. The **Alignment** section will contain a MicroStation drawing of the alignment; coordinates and stationing of alignment points set or found; curve data with P.I. coordinates; a designation of alignment type such as as-constructed (best fit), legal, or survey; an explanation of how the alignment was determined; and all supporting documentation.
- c. The **Control** section must contain the data collected and copies of all research documents used to establish the **horizontal and vertical** reference systems for the project, and must include a thorough written explanation describing how the systems were established. This section should also contain control traverse and GPS raw data (electronic only), least squares analysis for both traverse and benchmarks, and a list of control point coordinates and witnesses. A complete benchmark list with datum, description, station and offset, and elevation shall also be included. This information must be submitted in hardcopy as well as ASCII and MicroStation electronic file format on Compact Discs (CD’s). Also, a sketch of the control traverse, showing any ties (government corners, property, alignment, etc.) shall be included in this section. It is recommended that the project’s survey control be submitted for review as soon as it is available.
- d. The **Property** section contains all information that is utilized regarding the real property affected by the project, and all necessary property ties. This may include copies of all recorded Land Corner Recordation Certificates for the government corners used or reestablished, recorded plats, recorded certified surveys, tax maps, tax descriptions, and adjacent/riparian owners.

- d. The **Mapping** section contains all survey notes, research documents, and collected data used to produce the maps necessary for this project. All topographic plots, as well as utilities and drainage information, are to be placed in this section. Raw data in electronic form only, but not on the .PDF file.
  - e. The **Miscellaneous** section contains any information not included in the previous sections. The project Surveyor's Report should specify any items included in this section.
15. **All data**, whether electronic or paper, **must be recorded on non-rewritable Compact Discs (CD's) or DVD's**. All paper files, including MicroStation files, must be scanned and/or converted to Adobe Acrobat .PDF format. It is not necessary to include raw survey data files in the Adobe file. CD's must be organized in the same manner as the portfolio, such as by Administrative section, Control section, etc. A Table of Contents in Adobe Acrobat format is required that has all .PDF pages of the CD bookmarked/linked so each place in the .PDF archive can be accessed with a single click of the computer mouse. Specified format files such as ASCII text, CAiCE and MicroStation must have separate access in native format outside of the .PDF file. CD's must be labeled with the control section, job number, data type and file names.
  16. It is not necessary to label each individual paper page in the portfolio.
  17. Each category of survey must be packaged separately (i.e., Structure surveys separate from Road surveys and Hydraulic surveys). CD's must be labeled with the Control Section, Job Number, data type and file names.
  18. The Consultant representative shall record and submit typewritten minutes for all project related meetings to the MDOT Project Manager within two weeks of the meeting. The Consultant shall also distribute the minutes to all meeting attendees.
  19. The MDOT Project Manager is the official contact for the Consultant. The 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 a Survey Consultant Project Manager or MDOT Region Surveyor.

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 and **must be sent to** the MDOT, Design Support Area, Supervising Land Surveyor, P.O. Box 30050, Lansing, MI 48909. Please use MDOT's Form 222(5/01) entitled "SURVEY NOTES: RECEIPT AND TRANSMITTAL" for all transmittals. A copy of this transmittal form must also be sent to the MDOT Project Manager for Design.

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

survey.

## **WORK RESTRICTIONS**

The Selected Consultant, and the Selected Consultant only, is advised to discuss Traffic Control scenarios with the MDOT Traffic and Safety Engineer at the closest MDOT TSC prior to submitting a priced proposal.

No work shall be performed or lane closures allowed during the Memorial Day, July 4<sup>th</sup>, or Labor Day holiday periods, as defined by the MDOT Project Manager or representative specifically designated by the Project Manager (the Traffic & Safety Engineer at the MDOT TSC).

Work on weekends, if approved, shall be as directed by the MDOT Project Manager or Designate.

The Consultant must call the MDOT Region or TSC Traffic and Safety Engineer before beginning work to inform him or her of surveying activity in the area. The MDOT Region or TSC must be notified at least two weeks prior to lane closures so advance notice can be posted on the Web site.

Traffic shall be maintained by the Consultant throughout the project in accordance with Sections 812, 922, 103.05 and 103.06 of the *Standard Specifications for Construction*, 2003 edition, [www.mdot.state.mi.us/specbook/](http://www.mdot.state.mi.us/specbook/), and Supplemental Specification 03SS001(2) Errata to the 2003 Standard Specifications and all other supplemental specifications currently in effect against the Standard Specifications for Construction. All traffic control devices shall conform to the current edition, as revised, of the *Michigan Manual of Uniform Traffic Control Devices* (MMUTCD). All warning signs for maintenance of traffic used on this project shall be fabricated with prismatic retro-reflective sheeting, and shall be set up five feet above ground.

The Consultant shall use MDOT standard “maintaining traffic” typicals for any and all closures.

Typical MDOT traffic control diagrams are available on line at [www.mdot.state.mi.us/tands/plans.cfm](http://www.mdot.state.mi.us/tands/plans.cfm)

## **COORDINATION WITH OTHER CONTRACTS IN THE VICINITY**

The 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 Consultant.

The Consultant must contact the Development Engineer at the nearest MDOT TSC for

information regarding project coordination.

The Consultant's attention is called to the requirements of cooperation with others as covered in Article 104.07 of the 2003 Standard Specifications for Construction. Other contracts or maintenance operations may occur during the life of the project.

No claim for extra compensation or adjustment in contract unit prices will be allowed on account of delay or failure of others to complete work unit scheduled.

## **FIELD SURVEY**

The purpose of the field survey is to obtain all information and data required by the project design engineer, to leave control in the field for future construction staking, and to provide a sufficient history of the area to enable the MDOT Design Survey Unit to perform dependable surveys in the future. The Consultant surveyor must discuss the scope of this survey with the project design engineer before initiating any work on this project. Notes of this meeting and a detailed Survey Work Plan with an estimate of hours broken down by specific survey task must be submitted to the MDOT Project Manager and Survey Consultant Project Manager within two weeks of this meeting.

## **CONTROL**

A three dimensional control system must be established throughout the project area. This control shall be based on the Michigan State Plane Coordinate System NAD1983 (CORS) horizontal datum and NAVD 1988 vertical datum. All subsequent control must be based on the established control. Any traverse/control points or bench marks established must adhere to the Michigan Department of Transportation (MDOT) Design Surveys *Standards of Practice* dated March 2008 and be listed in the Control pocket of the portfolio. Contact the MDOT Survey Consultant Coordinator or Region Surveyor for existing control in the area.

OPUS positioning may be used as a check, and for determining Primary Control as defined in the MDOT Standards of Practice for Design Survey March 2008. For any and all OPUS solutions, a RINEX format file with a minimum of two hours of GPS data must be included, as well as the OPUS solution (extended version) from NGS. All OPUS solutions must be verified within 0.20 foot, either by a separate OPUS solution from an independent occupation, or by a least squares adjustment based on NGS/CORS positions.

If GPS-derived elevations are used, the Surveyor's Report and the Witness List and Witness Sheet for the project must clearly state that the vertical datum is "NAVD 1988 GPS-derived from Geoid XX." Geoid03 is the recommended Geoid at this time September 2008.

A mapping control point that is a rebar in the ground should not be considered a benchmark. The elevation of a rebar that is a control point should be verified or re-established prior to use as a benchmark.

A Witness list sheet for this project must be provided that has a formula for grid to ground

conversion, with a statement that a mapping control point that is a rebar in the ground should not be considered a benchmark, and its elevation should be verified or re-established prior to use.

**All Witness lists, for horizontal control, benchmarks, government corners, and alignment points, must use all capital letters exclusively.**

The Consultant must provide a **MicroStation file** that contains the benchmark list and horizontal control point list, government corner list, and alignment point list. The type of alignment must be described. This file must also provide a formula for a grid to ground conversion. This file must be named **JNxxxxwit.dgn** and formatted as an MDOT plan sheet. An example MicroStation file will be provided on the MDOT Design Survey ftp site. **Upper case letters must be used exclusively**, as they are easier to read on half size plan sheet.

#### PROPERTY/GOVERNMENT CORNERS

Any PLSS corners within the project limits must be recovered or established and tied to the project coordinate system. Any PLSS corners necessary for legal alignment determination and/or property ties for Right of Way issues must be recovered or established and tied to the project coordinate system.

All PLSS corners must be recorded in accordance with PA 74 of 1970, as amended, and all applicable administrative rules. A copy of each **recorded** Land Corner Recordation Certificate must be submitted to the MDOT Design Survey Office as part of the final report. All PLSS corners located in hard surface roads must be protected by a monument box, regardless of impending construction. The Consultant shall provide to the Survey Consultant Project Manager a list of any affected Government or Property Controlling Corners in the detailed work plan for discussion or approval.

The Consultant surveyor must contact the County Remonumentation Representative prior to beginning work on the project to inform him of proposed corner perpetuation activities, and to obtain information pertinent to PLSS corners and/or property controlling corners affected by project construction.

All **monument boxes** through the project area must be accounted for by the Consultant surveyor, shown on the project mapping, and have a recorded LCRC submitted in the survey portfolio.

#### ALIGNMENT

Since most existing alignment points locate and define the boundary between the public Right of Way and private ownership, legal alignment points are considered Property Controlling Corners and must be recovered and recorded in accordance with PA 74 of 1970, as amended, and all applicable administrative rules. A copy of each recorded Land Corner Recordation Certificate must be submitted in the Property Section of the final portfolio.

The Consultant must clearly define in the Work Plan what type of alignment(s) is proposed,

Legal, Survey or As Constructed, how the stationing will be established, and whether or not the alignment(s) will be staked in the field.

An **alignment sheet** must be prepared and submitted that shows the alignment(s) with stationing and coordinates, and the source of stationing, curve data, and the alignment definition. All alignments must be **annotated** as in the following examples: As Constructed alignment for CS 45011 as surveyed in 2006, or Legal Alignment of 1952 for CS 38016 as surveyed in 2008. Showing government corners with distances along government lines to the alignment are also appropriate for this CADD drawing. MDOT MicroStation format is required. Some tangents may be graphically shortened to “shrink” the drawing to fit paper size.

The Consultant must provide an **alignment control point list with witnesses** for all alignment points found or set. This list must include datum, point designations, descriptions, coordinates, combined Scale Factor, and witnesses. This list may be appended to the witness list for horizontal and vertical control points. Witness lists must use only uppercase letters.

All **monument boxes** through the project area must be accounted for by the Consultant surveyor, shown on the project mapping, and have a recorded LCRC submitted with the survey portfolio.

## MAPPING

The Consultant must submit a **CAiCE software file, named MDOTjob#.zip**, utilizing CAiCE’s built-in archive feature, of all survey mapping points and data files for the mapping area. If a Digital Terrain Model is needed for the project, it must be created in CAiCE and named EXRD. **The CAiCE software used must be Version 10.6 or newer.**

The Consultant is responsible for using the latest MDOT CAiCE Feature Codes, files and Plans Production tugboat (macro), available on the MDOT Design Survey File Transfer Protocol (FTP) site at **ftp://ftp.michtrans.net/**. The consultant Username is “survcons.” The consultant Password is “\$urvcon\$.” The tugboat can also be used to convert CAiCE files into Geopak and MicroStation formats.

The Consultant must provide an electronic **MicroStation Intergraph Version 8 format file** of the mapping area. This file must be named MDOTjob#pl.dgn, for example **79023Cpl.dgn**, and must be submitted **in a sub-directory outside of the CAiCE archive file** named “MicroStation.” The MicroStation file will be a 2-D file of the planimetric features including contours. This file must be sized appropriately, utilize the seed file **seedrd\_c.dgn** with working units of 1000, 1, and be compiled in standard MDOT format. The Consultant is responsible for using the latest MDOT Resource files, color table, and cell files, available on the MDOT File Library site under CAD\_V8. Go to <http://mdotwas1.mdot.state.mi.us/public/bbs/>

For a comprehensive list of MicroStation level designations, contents and line attributes, refer to the “MDOT V8 Level Feature Code List\_08.pdf” table located on the MDOT Design Survey File Transfer Protocol web site. This table replaces the former Attachments AA, C & D. Also in the ftp site, the Consultant should refer to the V8GROUP&ALPHA LIST\_08.pdf file for Data

## Collection Codes.

The Consultant must submit **files created from CAiCE that are formatted for design in Geopak** software. This can be accomplished by using the MDOT Plans Production CAiCE Tugboat (macro), which is available on the MDOT Design Survey File Transfer Protocol (FTP) site. The Consultant must submit a 3D MicroStation Triangle file and the same Triangle file in Geopak DAT format. **This DAT file is generated through the new (August 2008) MDOT tugboat.** The Consultant must also submit a Survey Chain (TIN Boundary) around the edited Triangle file with the name and Feature "CLIP." A Job#.XML file must be included for each separate alignment. Each alignment must be computed separately, and uniquely named to include the JN and a description, such as 79585\_AsC\_Wbd.XML. These files must be submitted electronically **in a subdirectory outside of the CAiCE archive file** named "Geopak."

## 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.

## FINAL REPORT: DELIVERABLES

The final report for this project shall include:

0. In the first pocket of the portfolio, labeled **ADMINISTRATIVE**, the following will appear:
  - . MDOT's Form 222(5/01) entitled "SURVEY NOTES: RECEIPT AND TRANSMITTAL"
  - . The project's Professional Surveyor's Report on company letterhead consisting of:
    - ) A comprehensive synopsis of the work performed on this project, signed **and sealed** by the project's Professional Surveyor.
    - ) The source and methods used to establish the project horizontal and vertical control and alignment(s) for this project.
    - ) A detailed explanation of anything discovered during the survey of this project that may create a problem for the designer or another surveyor.
  - . CD or DVD with all documents scanned or converted into PDF files. Each page must be inserted in a master PDF file and bookmarked for easy retrieval. An example can be provided upon request.
  - . MDOT QA/QC Portfolio Checklist (revised March 2008).
0. In the second pocket of the portfolio, labeled **ALIGNMENT**, the following will appear:
  - . An annotated MicroStation drawing of the alignment(s), showing:
    - ) A statement defining the alignment(s) as **legal, as constructed, or survey**
    - ) Stationing, source of stationing, and station equation to existing stationing
    - ) Horizontal coordinates of P.I.'s, at a minimum
    - ) Curve data
    - ) Alignment points found or set
    - ) Control points

- ) Reference lines and angles of crossing (if appropriate)
  - ) Government corners and ties to government lines
  - . Witness list for the alignment points found or set, which shows coordinates, stationing and four witnesses for each alignment point. Witness lists must use only uppercase letters.
  - . LCRC's for alignment points found.
0. In the third pocket of the portfolio, labeled **CONTROL**, the following will appear:
- . Documentation of horizontal and vertical datum sources.
  - . OPUS documentation.
  - . Least squares adjustments for the horizontal and vertical control.
  - . It is not necessary to submit electronic raw survey data in hardcopy form, or in the .PDF file.
  - . Text files, hardcopy and on CD, which contain the witness lists for the horizontal alignment ties, horizontal control points, benchmarks and government corners. All witness lists must note the datum(s), a combined scale factor for state plane grid-to-ground conversion, and an example thereof. Witness lists must use only uppercase letters.
  - . A MicroStation V8 file showing the data in d. above, using only upper case letters.
0. In the fourth pocket of the portfolio, labeled **PROPERTY**, the following will appear:
- . Tax maps and descriptions with owner names, addresses and phone numbers, if Right of Way is to be acquired, or if riparian ownerships are required.
  - . Maps, plats, and recorded surveys.
  - . Documents such as plats, Act 132 Certificates and/or tax maps marked with point numbers as property ties, if Right of Way is to be acquired.
  - . Legible **recorded** copies of all Land Corner Recordation Certificates (LCRC) filed for the government corners (PLSS corners and Property Controlling Corners) used for computations and/or in danger of obliteration by impending construction.
0. In the fifth pocket of the portfolio, labeled **MAPPING**, the following will appear:
- . Mapping file in MicroStation V8 format, and also converted to .PDF format. Hardcopy signed and sealed. All point and line descriptions must use only upper case letters.
  - . An archived CAiCE software file.
  - . Geopak files produced from CAiCE.
  - . All field survey notes and electronic mapping data used for the project. It is not necessary to submit electronic raw survey data in hardcopy form, or in the .PDF file.
  - . All supporting and supplemental information or data, such as drainage and utilities, electronically only if possible.
0. In the sixth pocket of the portfolio, labeled **MISCELLANEOUS**, the following will appear:
- . Any photographs taken for clarity of an area
  - . Any newspaper clippings related to the project
  - . Any information not covered in this scope that will be of benefit to the designer or another surveyor

### **General Notes**

- a. It is the responsibility of the Consultant to insure that all electronic files submitted to MDOT conform to the required format and that all documents are legible.
- a. The Consultant must organize and label the various sections of the portfolio as required by the Standards of Practice for MDOT Design Surveys dated March 2008.
- b. All research documents are required to be scanned and placed on the CD.
- b. It is desirable to limit paper and to include as much electronic data as possible on Compact Disc or DVD, including scanned items, to facilitate future electronic storage and transmission of survey data. **Duplicate CD's must be included in the portfolio, with one set labeled "Region Surveyor".**

**DELETED ATTACHMENTS  
B,C,D,E,F**

## **ATTACHMENT G**

### **SCOPE OF WORK FOR UTILITY COORDINATION**

For the purpose of this scope “utility coordination” means the Consultant shall participate in all stages of the Department’s utility coordination process. It is the intent of this scope that the Consultant selected as a result of this solicitation employs qualified, competent, and experienced personnel to provide the services set forth herein.

The Consultant selected shall be capable of providing the following services pertaining to utility coordination work, including, but not limited to:

1. Identification of existing/proposed utility owners and their facilities.
2. Resolution of conflicts between utility facilities and proposed construction.
3. Documentation of utility company activities.
4. Evaluation and certification of utility relocation schedules for compatibility to the Department’s project schedule.

### **GENERAL REQUIREMENTS**

The Consultant is responsible for taking the necessary steps to insure appropriate utility coordination for the project. The Consultant is expected to participate in all stages of the MDOT utility coordination process, including but not limited to the following: scope meetings, design meetings, pre-advertisement meetings, pre-construction meetings, field inspections, utility permit reviews, plan reviews, and construction phase services. In addition, the Consultant shall provide the following services:

1. Schedule and conduct utility meetings, as necessary, to resolve conflicts between utility facilities and proposed construction. Moderate and record meeting minutes, distribute to all in attendance plus the appropriate MDOT Region/TSC Utilities/Permits Engineer and the MDOT Project Manager. The meetings, as a minimum will identify conflicts, discuss possible design modifications, develop utility relocation schemes, review the schedule of MDOT construction activities, and develop a coordinated utility activity schedule. Include resolution of all utility conflicts and utility coordination needs in the proposed project schedule.
2. Provide bi-weekly status reports to the appropriate MDOT Region/TSC Utilities/Permits Engineer, MDOT Project Manager and the MDOT Lansing Utilities-Permits office and any other appropriate personnel as directed by the MDOT Project Manager. The report, at a minimum, should display the control section, project number, project location and description, report date, status of each utility and date information is expected back or when action is to be taken. Develop and maintain a status report (i.e. spreadsheet, log, etc.) regarding the project’s utility status. Depending on the project, these status reports may be reduced to monthly, at the request of the Project Manager.

3. Conduct or participate in meetings convened for the purpose of utility betterments (i.e. new water main and communication facilities, etc.). Develop corridor schemes and utility construction schedules.
4. Provide technical assistance to MDOT's Design Division and design consultants regarding utility relocations and project impacts. Assure that all proposed utility relocation work, either private or municipal force account work, is compatible with the proposed project and meets MDOT and other applicable standards.
5. Review utility relocation plans for compatibility with the proposed MDOT project. Confirm that all necessary utility relocation permits are submitted to the appropriate MDOT Region/TSC Utilities/Permits Engineer for issuance. Follow-up with utility companies to ensure that their utility relocations are progressing and will not adversely affect the project's schedule.
6. Prepare a Notice to Bidders Utility Coordination Clause. This needs to be submitted to the appropriate MDOT Region/TSC Utilities/Permits Engineer by a deadline to be determined by the Project Manager.
7. The Consultant may be required to provide Design Services during the construction phase of this project, including utility alignment staking and inspection. If Construction Assistance is required, then a separate authorization for those services will be issued.

#### **PLAN DISTRIBUTION AND UTILITY INFORMATION PROCUREMENT**

The Consultant will be required to distribute plans on an as-needed basis to the utility companies. At a minimum the following distributions shall take place:

1. The Consultant shall verify that base plans have been sent to utility companies within the project area. This will consist of an informational letter and two sets of preliminary plans (some companies may require four sets), describing the scope of the project. Initial contact should be made with all utility companies that may have facilities in the project area. Four to six weeks should be allowed for utility companies to respond back with one set of marked plans showing their facilities, copies of their "As Built" plans, or written confirmation that they have no facilities in the project area. This information will then be forwarded to the Design Project Manager.
2. Collect and compile utility company responses from each utility company. Follow up with non-responsive utility companies to ensure a response is received. Establish design contacts and if different, construction contacts for the project. Review the plan note sheets and verify with the utility company that the utility company names, addresses, contacts and phone numbers are accurate.
3. Distribute Department plans at approximately 50 percent completion. These plans should have the utility locations plotted and provide sufficient detail for utility companies and the utility coordinator to determine conflicts (i.e. storm sewer design). The Department's

0. Copies of any correspondence sent to any utility company should be sent to the appropriate MDOT Region/TSC Utilities/Permits Engineer, MDOT Project Manager and the MDOT Lansing Utilities-Permits Office and any other appropriate personnel unless otherwise directed.

## **PERMIT REVIEWS**

Review utility relocation plans and new permit applications for compatibility with the proposed MDOT project. Confirm that all necessary utility relocation permits are submitted to the appropriate MDOT Region/TSC Utilities/Permits Engineer for issuance. To ensure that utility relocations are progressing and will not adversely affect the project's schedule, follow up with the appropriate utility companies.

## **REIMBURSABLE UTILITY RELOCATIONS**

Ensure that eligible reimbursable utility relocations, under Federal-Aid Policy Guide 23 CFR 645A and 645B and MDOT Utility Accommodation Policy are identified. Confirm that the utility companies submit the necessary information (i.e. permit applications, property rights, estimates, etc.) as to meet the aforementioned guidelines to the appropriate MDOT Region/TSC Utilities/Permits Engineer for processing and authorization.

## **DESIGN ANALYSIS AND RECOMMENDATIONS**

When the Consultant has obtained all necessary utility information, the Consultant shall determine to what extent the proposed roadway and/or bridge improvements will impact the existing utilities. The Consultant shall prepare a report outlining avoidance alternates, required adjustments, relocations, and cost estimates to perform those relocations.

## **STAKING, PERMIT INSPECTION AND CONSTRUCTION PHASE SERVICES**

The Consultant may be requested to provide any needed alignment staking for utility relocations. Staking shall be consistent with the project's survey control. The Consultant will be responsible for the accuracy, per applicable survey standards, when performing survey work. The Consultant performing any surveys must be on the Department's pre-approved surveyors list.

The Consultant may be asked to oversee and inspect utility relocations. Reports of this activity and the Department's Permit Inspection Report (Form #2213) will need to be sent to the appropriate Region/TSC Utilities/Permits Engineer.

Construction phase services may be requested. This may include attending the preconstruction meeting and presenting the utility coordination work. It also may involve working with the Department's Resident Engineer and utility company to resolve utility conflicts discovered during

construction. If Construction Assistance is required, then a separate authorization for those services will be issued.

## **CERTIFICATION**

This certification will include all necessary copies of correspondence and will be signed by a duly authorized representative of the firm. After certification, the project files will be forwarded to the appropriate MDOT Region/TSC Utilities/Permits Engineer. The Consultant will certify to the MDOT Region/TSC Utilities/Permits Engineer the following:

0. All utility work has been completed or that all arrangements have been made for it to be undertaken and completed as required for proper coordination with the projects construction schedule.
0. Plans were sent to all utility agencies, responses were received, and no utility relocation is required.

## **MDOT RESPONSIBILITIES**

0. The MDOT Region/TSC Utilities/Permits Engineer or appropriate representative will notify the Consultant when to proceed with work by issuance of a work authorization. Work authorizations shall identify the project's location, scope, and required "due dates" to complete the utility coordination.
0. Provide a preliminary list of utility companies within the project limits. This list may not be 100% accurate and/or complete. The Consultant is responsible to identify all known and unknown utility facilities within the project limits.
0. Provide the Consultant with any appropriate Department form letters.

The Department shall have the authority to suspend the work, in full or in part, for such period or periods as may be deemed necessary due to conditions that are considered unfavorable work performance, or for the failure on the part of the Consultant to comply with any or all provisions of the contract. Such suspension shall be ordered in writing, giving in detail the reasons for the suspension.

**DELETED ATTACHMENT  
H**

## **ATTACHMENT I**

### **REAL ESTATE TASKS**

These task descriptions should be used to complete this project only and are located on the MDOT Bulletin Board System under the D\_CONSLT Library.

Consultants are encouraged to review and provide comment on the task descriptions.

## ATTACHMENT J

### CONSTRUCTION CRITICAL PATH NETWORKS

#### I. INTRODUCTION

The Consultant is required to submit a Construction Critical Path Network at various points in the design process. Refer to the following:

P/PMS TASK 3580 - DEVELOP PRELIMINARY PLANS

P/PMS TASK 3830 - COMPLETE THE CONSTRUCTION ZONE TRAFFIC CONTROL PLAN

P/PMS TASK 3840 - DEVELOP FINAL PLANS AND SPECIFICATIONS

Construction Critical Path Networks are often needed to develop the progress schedule for a project. They are required on any project designated to include an Incentive/Disincentive or Special Liquidated Damages clause. Construction Critical Path Networks are also recommended for projects with the following characteristics:

1. New construction.
2. Major reconstruction or rehabilitation on an existing roadway that will severely disrupt traffic.
3. Unique or experimental work.
4. More than one construction season.
5. Complex staging (multiple stages with traffic shifts).

As noted in MDOT's Construction and Technology Instructional Memorandum 1997-7, Progress Schedule Determinations/Critical Path Rates,

*preparation of a Critical Path is a requirement on all Consultant-designed projects, regardless of the project type or complexity*

The MDOT Resident Engineer assigned to the project should be consulted when developing Construction Critical Path Networks.

MDOT requires the precedence diagramming method. The Consultant will submit this network in MPX version 4.0.

## II. NETWORK DEVELOPMENT

The network will be defined using the following steps.

1. Activity definition.
2. Activity sequencing.
3. Duration estimation.
4. Schedule development.

### 1. ACTIVITY DEFINITION

The Consultant will define the specific activities in enough detail so that the proper objectives will be met. The Consultant must identify assumptions (those factors considered true, real or certain). Supporting detail for the activities should be documented and organized as needed to simplify the review of the activities by MDOT personnel.

The Construction Critical Path Network must start with the **Letting Date** as the first activity and terminate with the **End of Project** as the finish activity.

A sufficient number of activities will be required with sufficient detail so that the controlling construction operation(s) may be identified. Notation on each activity shall include a brief work description and activity time duration.

### 2. ACTIVITY SEQUENCING

Activity sequencing involves identifying and documenting interactivity dependencies. The Consultant must sequence activities accurately to support later development of a realistic and achievable construction schedule. Two types of dependencies should be considered. Mandatory dependencies are inherent in the nature of the work being done, such as construction sequencing. Discretionary dependencies are based on a knowledge of the work to be done. Constraints are used to show how the activities relate to each. The Consultant must include documentation supporting all discretionary dependencies used in the project. All activities must lead to another activity. Only Start to Start, Finish to Finish and Finish to Start relationships will be allowed. All logic shall show how the given activity is dependent on its preceding activities.

### 3. DURATION ESTIMATION

After the Consultant has sequenced the activities, the Consultant should determine the activity duration. Activity duration estimating involves assessing the number of work periods likely to be needed to accomplish each activity. Duration (working days): No activity will have duration greater than 20 working days unless approved by the Engineer. Activities that will be allowed to exceed 20 working days include, but are not limited to, working drawing approvals or other activities not under the control of the Contractor. If requested by the Engineer, the Consultant shall explain the reasonableness of activity time durations. The approved MDOT production rates will be used in

estimating activity duration. These are available in the Supplemental Information section of this attachment. The Consultant must document and submit all assumptions made during the duration estimation to MDOT.

#### **4. SCHEDULE DEVELOPMENT**

The activity sequencing, duration estimations and the calendars are combined to create the construction schedule. During the development of the schedule the Consultant will verify:

1. The required schedule to build the project.
2. The constructability of the project.
3. If the maintaining traffic scheme will work.
4. If seasonal limitations will affect the construction.
5. Any other project specific considerations.

The MDOT Calendars will be used by the Consultant in developing the network. The calendars are based on a 4, 5 or 6 day work week. The MDOT Calendars are included in the Supplemental Information section of this attachment.

At this point there should be no negative float in the network. If there is, there is an error in the network and the error must be corrected before network submittal.

All summary tasks shall be removed prior to submittal to MDOT Project Manager

### **III. DELIVERABLES**

After this final step the design Consultant will submit the finished CPM schedule to MDOT

#### **1. Documents**

- A. 11" x 17" PDF plot of the network. The critical path shall be clearly identified on the plot. A larger plot may be required for complex networks.
- B. Work Day / Completion Date Determination Worksheet.
- C. List of any other assumptions or controlling factors used in creating the network. For example, permit or maintaining traffic restrictions.

#### **2. Electronic Format**

This section sets the requirements for the electronic submittal of the Consultant's Construction Network. All networks shall be submitted on a 3.5 inch floppy disk (or via E-mail) using one of the following formats:

- A. **Standard Electronic Media Format:** This is a standard ASCII text file containing the data elements below, in the order specified. This file can be created using any text editor or word processing application ( i.e., MS-Word, WordPerfect, Notepad, Write) but must be saved as an ASCII file.

The **first line** will provide a descriptive header describing the submittal and containing:

Control Section  
Job Number  
Route  
Consultant name  
Date of Submittal

The next line will be **blank**, followed by multiple data lines.

Each **data line** will contain one record pertaining to one task of the job. Separate data fields by a comma. Fields within each task line are as follows:

(Note that the term "task" is synonymous with "activity." Leave fields that are not required blank)

- (1) Task # (Job # followed by a hyphen followed by this task's unique 4 digit task number. This is the Preceding Event Activity Code)
- (2) Description of Task, Milestone or Hammock, blank if this record is a constraint
- (3) Calendar (see attached list)
- (4) Duration of task, blank for constraints
- (5) Task # of the next task (Succeeding Event) - leave blank if this record is not a constraint or hammock
- (6) Type of constraint (FS, SS, FF) - leave blank if this record is not a constraint.
- (7) Delay, if required
- (8) Original "Baseline" Start Date
- (9) Original "Baseline" Finish Date
- (10) Current (forecast) Start Date (early start)
- (11) Current (forecast) Finish Date (early finish)
- (12) Estimated completion date (if different from early start + current duration)
- (13) Late Start Date
- (14) Late Finish Date
- (15) Actual Start Date
- (16) Actual Finish Date

Example - each line contains the following:

Task # (preceding event), Description, Calendar, Duration, Next Task # (succeeding event), Constraint Type, Delay, Baseline Start, Baseline Finish, Early Start, Early Finish, Estimated Completion Date, Late Start, Late Finish, Actual Start, Actual Finish, Total Float.

- B. **Primavera Project Planner(P3) 2.0 Export Procedure:** Users who have Primavera Project Planner(P3) version 2.0 can automatically create an export file by following the export procedure below. **Users having an older version of Primavera may use the applications export feature only if they are able to include all the data elements listed in the version 2.0 format.**

1. Choose Tools, Project Utilities, **EXPORT**
2. Click **ADD**, then click **OK** to accept the next sequential ID number, or type a unique number to identify the specifications and click **OK**
3. Enter a description for the specification in the Title field
4. Specify data items to export

#### **Activities**

- Select **Contents of List**

- Use the Description column to specify which data items to export

- To add items, click the right mouse button in the Description column and choose from the list. Suggested Items include: **Activity ID, Activity Description, Actual Start, Actual Finish, Calendar ID, Early Start, Early Finish, Late Start, Late Finish, Original Duration.**

- Select **All Current, All Target, or All Target2**

- Set Description Length to 48

**OR**

#### **Constraints**

- Select **Successor relationships** - Choose this option to export Activity IDs and their corresponding successors only. Lags and relationship types will also be displayed in this output file.

5. Click **FORMAT** in Export Dialog Box
6. In the Output file section, enter a new name and path (ex. A:\actexp or A:\conexp). Do not include a file extension.
7. In the type field, click the minimize button and choose the **[.PRN]** - **ASCII** file format for the output file.
8. Select **CALENDAR** for Date Format
9. Set ASCII Output Field Separation to **1** and Blank column width to **0**
10. Click **RUN**
11. In the Output Options dialog box, click on **OK**

**NOTE: A COMPLETED FILE EXPORT WILL CONSIST OF 2 EXPORT FILES (ACTIVITIES & CONSTRAINTS)**

- C. **Microsoft Project Export Procedure:** Users of Microsoft Project Version 4.0 and above can create a Microsoft Project Exchange (MPX) file by following the procedure below.
1. Choose File, Save As from the main menu
  2. In the Save File as Type box Select **MPX 4.0**
  3. On the drive box select a: or whichever drive is the 3.5" Floppy drive
  4. Click on **OK**
- This saves the file in MPX format.
- D. **Primavera Sure Track:** Users of Sure Track Version 2.0 and above can create a Microsoft Project Exchange (MPX) file by following the procedure below.
1. Choose File, Save As from the main menu
  2. In the filename box input a filename
  3. In the Save File as Type box Select **MPX**
  4. On the drive box select a: or whichever drive is the 3.5" Floppy drive
  5. Click on **OK**
- This saves the file in MPX format
- E. **Scitor Project Scheduler 7 Export Procedure:** Users of Scitor Project Scheduler Version 7 and above can create a Microsoft Project Exchange (MPX) file by following the procedure below.
1. Choose File, Save As from the main menu
  2. In filename box select a filename
  3. In the Save File as Type box Select MPX
  4. On the drive box select a: or whichever drive is the 3.5" Floppy drive
  5. Click on **OK**
- This saves the file in MPX format
- F. **Export Files with Other Scheduling Applications:** Most scheduling packages have export functions similar to those described above. If the Consultant chooses to use packages with export capabilities, they shall include all items listed in the Standard Media Format in a text or ASCII type file.

#### IV. SUPPLEMENTAL INFORMATION

##### A. MDOT CRITICAL PATH-CONSTRUCTION TIME ESTIMATES

###### Drainage

###### Cross Culverts

Rural Highways	44 yd./day
Expressways	55 yd./day
Large Headwalls	5 days/unit
Slab or Box Culverts	5 days/pour
Plowed in Edge Drain (production type project)	4921 yd./day
Open Graded Underdrain (production type project)	1312 yd./day

###### Sewers

0m-5m(up to 60 in. (1500mm))	44 yd./day
0m-5m(over 60 in. (1500mm))	27 yd./day
5m-over(up to 60 in. (1500mm))	27 yd./day
5m-over(over 60 in. (1500mm))	22 yd./day
Jacked-in-place including excavation pit & set up	14 yd./day min. 5 days
Tunnels	
hand mining	9 yd./day
machine mining	22 yd./day
including excavation pit & set up	min. 5 days

###### Manholes

3 units/day

###### Catch Basin

4 units/day

###### Utilities

Water Main(up to 16 in. (400mm))	109 yd./day
Flushing, Testing & Chlorination	4 days
Water Main(20 in. (500mm) – 40 in. (1050mm))	27 yd./day
Flushing, Testing & Chlorination	5 days
Order & Deliver 24 in. (600 mm) HP Water Main	50 days/order
Gas Lines	109 yd./day

###### Earthwork and Grading

	<b>Metro Exp</b>	<b>Rural</b>
Embankment(CIP)	1962 yd. <sup>3</sup> /day	6932 yd. <sup>3</sup> /day
Excavation and/or Embankment(Freeway)	1962 yd. <sup>3</sup> /day	12033 yd. <sup>3</sup> /day

Excavation and/or Embankment(Reconstruction)	981 yd. <sup>3</sup> /day	4970 yd. <sup>3</sup> /day
Embankment(Lightweight Fill)	392 yd. <sup>3</sup> /day	785 yd. <sup>3</sup> /day
Muck(Excavated Waste & Backfill)	1962 yd. <sup>3</sup> /day	
Excavation(Widening)	656 yd./day	
Grading(G & DS)	820 yd./day	
Subbase and Selected Subbase(up to 8 yd. (7.4m))	656 yd./day	
Subbase and Selected Subbase(8 yd. (7.4 m) & over)	492 yd./day	
Subgrade Undercut & Backfill	1962 yd. <sup>3</sup> /day	
Subbase & Open-Graded Drainage Course	492 yd./day	

### Surfacing

Concrete Pavement (8 ft. (7.3m))	492 yd./day	
Including Forming & Curing	min. 7 days	
	1312	
Bituminous Pavement (8 ft. (7.3m))	yd./day/course	
Concrete Ramps(5.6 yd. (4.9m))	328 yd./day	
Including Forming & Curing	min. 7 days	
Curb(1 side)	820 yd./day	
Concrete Shoulder-Median	1435 yd. <sup>2</sup> /day	
Bituminous Shoulders(1 side per course)	820 yd./day	
Sidewalk	215 yd. <sup>2</sup> /day	
Sidewalk(Patching)	78 yd. <sup>2</sup> /day	

### Structures

Sheeting(Shallow)	33 yd./day	
General Excavation at Bridge Site	981 yd. <sup>3</sup> /day	
Excavation for Substructure(Footings)	1 unit/day	
Piles(12m)	15 piles/day	
Substructure(Piers & Abutments)	5 days/unit	

### Order and Delivery of Beams

Plate Girders	100-120 days/order
Rolled Beams	90-120 days/order
Concrete Beams	50 days/order

Erection of Structural Steel	3 days/span
Bridge Decks	
Form & Place Reinforcement(66 yd. (60m) Structure)	15 days
Pour Deck Slab(1 1/5 days/pour)	2 days/span
Cure	14 days
2 Course Bridge Decks	
Add 9 days for Second Course Latex	
Add 12 days for Second Course Low Slump	
Sidewalks and Railings	
Sidewalks and Parapets	5 days/span
Slip Formed Barriers	2 days/span
Clean Up	10 days
Pedestrian Fencing	
Shop Plan Approval & Fabrication	1-2 months
Erection	1 week/bridge
Rip Rap Placement	
Bucket Dumped	504 yd. <sup>3</sup> /day
Bucket Dumped and Hand Finished	171 - 684 yd. <sup>3</sup> /day
<b>Retaining Walls</b>	1 Panel/day min. 10 days
<b>Railroad Structures</b>	
Grade Temporary Runaround	981 yd. <sup>3</sup> /day
Ballast, Ties & Track	55 yd./day
Place Deck Plates	5 days/span
Waterproof, Shotcrete & Mastic	5 days/span
<b>Railroad Crossing Reconstruction</b>	10-15 work days
(depends on whether concrete base is involved)	
<b>Temporary Railroad Structures</b>	
Order & Deliver Steel	55 days/order
Erect Steel	1 day/span
Ties and Track	3 days/span
<b>Pumphouse</b>	
Structure	30 days/structure

Order & Deliver Electrical & Mechanical Equipment	90 days
Install Electrical & Mechanical Equipment	30 days

**Miscellaneous**

Removing Old Pavement	66 yd./day
Removing Old Pavement for Recycling(8 yd. (7.3m))	492 yd./day
Crushing Old Concrete for 6A or OGDC	1485 tons/day
Removing Trees(Urban)	15 units/day
Removing Trees(Rural)	30 units/day
Removing Concrete Pavement	538 yd. <sup>2</sup> /day
Removing Sidewalk	299 yd. <sup>2</sup> /day
Removing Curb & Gutter	492 yd./day
Removing Bituminous Surface	1914 yd. <sup>2</sup> /day
Conditioning Aggregate	984 yd./day
Bituminous Base Stabilizing	2990 yd. <sup>2</sup> /day
Ditching	656 yd./day
Trenching for Shoulders	820 yd./day
Station Grading	667 yd./day
Clearing	9568 yd. <sup>2</sup> /day
Restoration(Topsoil, Seeding, Fertilizer & Mulch)	1973 yd. <sup>2</sup> /day
Sodding	2512 yd. <sup>2</sup> /day
Seeding	47840 yd. <sup>2</sup> /day
Guard Rail	252 yd./day
Fence(Woven Wire)	394 yd./day
Fence(Chain Link)	164 yd./day
Clean Up	656 yd./day

Concrete Median Barrier	328 yd./day
Cure	min. 7 days
Reroute Traffic(Add 4 days if 1st item)	1 day/move
Concrete Glare Screen	492 yd./day
Light Foundations	6 units/day
Order & Delivery	6-8 week/order
Remove Railing & Replace with Barrier(1 or 2 decks at a time)	4 days/side
Longitudinal Joint Repair	1750 yd./day
Crack Sealing	5249 yd./day

Joint and Crack Sealing	547 yd./day
Repairing Pavement Joints - Detail 7 or 8	219 yd./day
Seal Coat	6999 lane yd./day
Diamond Grinding/Profile Texturing Concrete	3947 yd. <sup>2</sup> /day
Rest Area Building	
Order Material	3 months
Construct Building	9 months
Tower Lights	
Order and Deliver Towers	100 days
Weigh-In-Motion	
Order and Deliver Materials	1 month- 6weeks
O & D with Installation	3 months
Raised Pavement Markers	300 each/day
Attenuators	2 each/day
Shoulder Corrugations, Ground or Cut	5 - 6 mi./side/day
Aggregate Base	3468 yd. <sup>2</sup> /day
Aggregate Shoulders	458 yd. <sup>3</sup> /day
Freeway Signing - 3# Post Type	50 signs/day
<b>Concrete Joint Repair</b> (High Production- Projects with > 1000 patches)	
Average(2 yd. (1.8m))	50 patches/day
Large(>2 yd. (1.8m))	598 yd. <sup>2</sup> /day
<b>Bridge Painting</b>	108 yd. <sup>2</sup> /day
<b>Pin and Hanger Replacement</b>	3 beams/day
Order Pin & Hanger	60 days
<b>Bridge Repair</b>	
Scarifying(Including Clean up)	11960 yd. <sup>2</sup> /day
Joint Removal(Including Clean up)	4 yd./day
Forming & Placement	3.8 yd./day
Hydro-Demolishing	328 yd./day
Barrier Removal	16 yd./day
Placement	49 yd./day
Hand Chipping (Other than Deck)	0.31 yd. <sup>3</sup> /person/day

Shoulder Corrugations, Ground or Cut	5 - 6 mi./side/day
Casting Latex Overlay	273 yd./day
Curing Overlay	
Regular	4 days
High Early	1 day
Thrie Beam Retrofit	33 yd./day
Beam End Repairs	
Welded Repairs	.75 days/repair
Bolted Repairs	.50 days/repair
Bolted Stiffeners (Pair)	.25 days/repair
Grind Beam Ends	.25 days/repair
Welded Stiffeners (Pair)	.25 days/repair
H-Pedestal Repairs:	
Welded Repair	.50 days/each
Replacement	1 day/each
Deck Removal	281 yd. <sup>2</sup> /day

### **Surfacing-Bituminous**

Metro-Primary(<(19800 tons (18000mtons))	
Paving	594 tons/day
Joints	164 yd./day
Cold Milling	4066 yd. <sup>2</sup> /day
Aggregate Shoulders	990 tons/day
Metro Primary(>(19800 tons (18000mtons))	
Paving	594 tons/day
Joints	219 yd./day
Cold Milling	8970 yd. <sup>2</sup> /day
Metro Interstate(>(19800 tons (18000mtons))	
Paving	1210 tons/day
Joints	394 yd./day
Aggregate Shoulders	990 tons/day
Urban Primary(<(19800 tons (18000mtons))	
Paving	704 tons/day
Joints	109 yd./day
Cold Milling	2033 yd. <sup>2</sup> /day
Rubblizing	2033 yd. <sup>2</sup> /day
Aggregate Shoulders	495 tons/day
Urban Primary(>(19800 tons (18000mtons))	
Paving	1100 tons/day

Joints	131 yd./day
Cold Milling	2033 yd. <sup>2</sup> /day
Aggregate Shoulders	550 tons/day
Urban Interstate(>(19800 tons (18000mtons))	
Paving	1320 tons/day
Joints	241 yd./day
Cold Milling	2033 yd. <sup>2</sup> /day
Rubbleizing	6937 yd. <sup>2</sup> /day
Aggregate Shoulders	704 tons/day
Rural Primary(<(19800 tons (18000mtons))	
Paving	704 tons/day
Joints	131 yd./day
Cold Milling	649 tons/day
Crush & Shape	11960 yd. <sup>2</sup> /day
Aggregate Shoulders	704 tons/day
Rural Primary(>(19800 tons (18000mtons))	
Paving	1210 tons/day
Joints	164 yd./day
Cold Milling	880 tons/day
Crush & Shape	11960 yd. <sup>2</sup> /day
Rural Interstate(>(19800 tons (18000mtons))	
Paving	1329 tons/day
Joints	214 yd./day



**C. MDOT CALENDARS**

The following are the MDOT 4, 5 and 6 day calendars:

<b>CALENDAR</b>	<b>DESCRIPTION</b>	<b>START</b>	<b>FINISH</b>
1	Std - Apr 16 - Nov 15 - 4 day	APR 16	NOV 15
2	LP - Bit Stab - 4 day	MAY 15	OCT 15
3	UP - Bit Stab - 4 day	JUN 01	OCT 01
4	LP S of M-46 - Bit Pave - 4 day	MAY 05	NOV 15
5	LP N of M-46 - Bit Pave - 4 day	MAY 15	NOV 01
6	UP - Bit Pave - 4 day	JUN 01	OCT 15
7	LP - Bit Seal Coat - 4 day	JUN 01	SEP 15
8	UP - Bit Seal Coat - 4 day	JUN 15	SEP 01
9	Tree Planting - Deciduous - 4 day	MAR 01 OCT 01	MAY 15 NOV 15
10	Tree Planting - Evergreen - 4 day	MAR 01	JUN 01
11	South LP - Restoration - 4 day	MAY 01	OCT 10
12	North LP - Restoration - 4 day	MAY 01	OCT 01
13	UP - Restoration - 4 day	MAY 01	SEP 20
14	Full Year - Winter Work - 4 day	JAN 01	DEC 31
21	Std - Apr 16 - Nov 15 - 5 day	APR 16	NOV 15
22	LP - Bit Stab - 5 day	MAY 15	OCT 15
23	UP - Bit Stab - 5 day	JUN 01	OCT 01
24	LP S of M-46 - Bit Pave - 5 day	MAY 05	NOV 15
25	LP N of M-46 - Bit Pave - 5 day	MAY 15	NOV 01
26	UP - Bit Pave - 5 day	JUN 01	OCT 15
27	LP - Bit Seal Coat - 5 day	JUN 01	SEP 15
28	UP - Bit Seal Coat - 5 day	JUN 15	SEP 01
29	Tree Planting - Deciduous - 5 day	MAR 01 OCT 01	MAY 01 NOV 15
30	Tree Planting - Evergreen - 5 day	MAR 01	JUN 01
31	South LP - Restoration - 5 day	MAY 01	OCT 10

32	North LP - Restoration - 5 day	MAY 01	OCT 01
33	UP - Restoration - 5 day	MAY 01	SEP 20
34	Full Year - Winter Work - 5 day	JAN 01	DEC 31
35	Full Year - Expedited - 6 day	JAN 01	DEC 31

## ATTACHMENT K

### MONTHLY PROGRESS REPORTS

The first two pages of this attachment are the necessary layout of the Monthly progress reports and the last three pages are a completed example.

**Control Section 00000**  
**Job Number 00000C**  
**Structure Number S02**  
**Date 00/00/00**

### MONTHLY PROGRESS REPORT

- A. Work accomplished during the previous month.
- B. Anticipated work items for the upcoming month.
- C. Real or anticipated problems on the project.
- D. Update of previously approved detailed project schedule (attached), including explanations for any delays or changes.
- E. Items needed from MDOT.
- F. Copy of Verbal Contact Records for the period (attached).

**Structure Number - Control Section - Job Number**  
**Route, Location Description**  
Design Schedule as of 00/00/00

**LIST TASKS, SUBMITTALS, APPROVALS AND MEETINGS AS OUTLINED IN SCOPE OF DESIGN SERVICES AS NEEDED. THIS LIST IS JUST AN EXAMPLE.**

Original Authorized Start Date	Original Authorized Finish Date	(Anticipated) or Actual Start Dates	(Anticipated) or Actual Finish Dates	Task	Task Description
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	*	Initial project meeting.
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	3330	Conduct Design Survey
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	3360	Prepare Base Plans
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>		Submit Base Plans
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	3580	Develop Preliminary Plans
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	3390	Develop Construction Zone Traffic Control Concepts
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	3540	Develop Construction Zone Traffic Control Plan
00/00/00	(00/00/00)	00/00/00	<b>00/00/00</b>	3550	Develop Preliminary Traffic Operations Plan
00/00/00	(00/00/00)	00/00/00	<b>00/00/00</b>	3351	Review & Submit of Preliminary Right-Of-Way Plans
00/00/00	(00/00/00)	00/00/00	<b>00/00/00</b>		Submittal of The Plan Review Package
00/00/00	(00/00/00)	00/00/00	<b>00/00/00</b>		Completion of the Plan Review Meeting
00/00/00	(00/00/00)	00/00/00	<b>00/00/00</b>	3840	Develop Final Plans and Specifications
00/00/00	(00/00/00)	00/00/00	<b>00/00/00</b>		Submittal of final plans/proposal package to MDOT for final review.
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	3870	Omissions/Errors Check (OEC) Meeting
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>		Consultant's Plan Completion: Final Construction Plan/Proposal package with recommendations incorporated to MDOT (two weeks after OEC Meeting)
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>		Final Deliverables to MDOT

# *SAMPLE*

**Control Section** 12345  
**Job Number** 11111C  
**Structure Number** S02  
**Date** 00/00/00

## **MONTHLY PROGRESS REPORT**

- A. Work accomplished during the previous month.
1. During the last month we completed the Final Right of Way plans and submitted them to PM on 00/00/00.
- B. Anticipated work items for the upcoming month.
1. Submit the Preliminary Plans and related material on 00/00/00.
  2. Attend the meeting regarding the Ameritech lines on the bridge, scheduled for 00/00/00.
- C. Real or anticipated problems on the project.
1. We foresee no problems at this time.
- D. Update of previously approved detailed project schedule (attached), including explanations for any delays or changes.
1. The design is falling behind schedule because we had problems resolving the geometries of the ramps in relation to the bridge. The Preliminary Plan submittal will be the only task affected by this delay because we will make up the lost time prior to submitting the Final Plans and Specifications.
- E. Items needed from MDOT.
1. Prior to final Plan submittal we will need the latest Special provision and Supplemental Specification checklist.
- F. Copy of Verbal Contact Records for the period (attached).
1. Discussed bridge and ramp geometries with engineer of MDOT Traffic and Safety Division on 00-00-00.

**SN: S02 - CS: 12345 - JN: 11111C**  
**M-111, from There Village Limits to north of That Road**  
Design Schedule as of 00/00/00

Original Authorized Start Date	Original Authorized Finish Date	(Anticipated) or <b>Actual</b> Start Dates	(Anticipated) or <b>Actual</b> Finish Dates	Task	Task Description
01/12/95	01/12/95	<b>01/12/95</b>	<b>01/12/95*</b>		Initial project meeting.
01/29/95	01/29/95	<b>01/30/95</b>	<b>01/30/95</b> 3330		Conduct Design Survey.
02/17/95	04/10/95	<b>02/17/95</b>	<b>04/20/95</b> 3360		Prepare Base Plans.
02/29/95	02/29/95	<b>02/29/95</b>	<b>02/29/95</b> 3390		Develop the Construction Zone Traffic Control Concepts
03/12/95	03/13/95	<b>03/12/95</b>	(03/30/95)	3540	Develop Construction Zone Traffic Control Plan
03/20/95	03/19/95	<b>03/25/95</b>	(03/30/95)	3551	Develop/Review Preliminary Traffic Signal Plan
07/01/95	07/01/95	(07/01/95)	(07/01/95)	3590	The Plan Review Meeting
07/11/95	08/11/95	(07/11/95)	(08/11/95)	3821	Complete/Review Traffic Signal Plan
09/15/95	09/15/95	(09/15/95)	(09/15/95)	3830	Complete Construction Zone Traffic Control Plan.
09/16/95	09/16/95	(09/16/95)	(09/16/95)	3840	Develop Final Plans and Specifications
09/25/95	09/23/95	(09/25/95)	(09/25/95)	3870	Omissions/Errors Check (OEC) Meeting

## VERBAL CONTACT RECORD

**Control Section 12345**  
**Job Number 11111C**  
**Structure Number S02**  
**Date 00/00/00**

Joe Engineer talked to Tom Myers and decided to use a 0.05'/ft super on ramp A leading into the bridge.