Michigan Department
Of Transportation
5100B (03/10)

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

Exhibit B

MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)
Oladayo Akinyemi	111775C & 111776C	63171 & 82193

DESCRIPTION
Design of five pump stations in Oakland and Wayne Counties

MDOT PROJECT MANAGER: Check all items to be included in RFP

WHITE = REQUIRED
GRAY SHADING = OPTIONAL

Check the appropriate Tier in the box below

CONSULTANT: Provide only checked items below in proposal

☐ **TIER 1 ($25,000-$99,999)**	☐ **TIER II ($100,000-$250,000)**	☑ **TIER III (>$250,000)**	
☐	☐	☑	Understanding of Service
☐	☐	☑	*Innovations*
☐	☐	☐	*Safety Program*
N/A	☐	☑	Organizational Chart
☐	☐	☑	Qualifications of Team
☐	☐	☑	Past Performance
Not required As part of Official RFP	Not required As part of Official RFP	☑	Quality Assurance/Quality Control
☐	☐	☑	**Location:** The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	☐	Presentation
N/A	N/A	☐	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) **(No Resumes)**	7 pages (MDOT Forms not counted)	19 pages (MDOT Forms not counted)	Total maximum pages for RFP **not including key personnel resumes**

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for 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 _____

☑ **Prequalified Services** – See page 2 of the attached Scope of Services for required Prequalification Classifications.

☐ **Non-Prequalified Services** - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, 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. (**Form 5100J Required with Proposal**)

☑ **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	PROPOSAL/BID DUE DATE	TIME DUE
5	12/17/10	12:00 PM

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

Oladayo Akinyemi, PE
Project Manager
18101 W. Nine Mile Road
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: 63171 & 82193

JOB NUMBER: 111775C & 111776C

PROJECT LOCATION:

The project is for rehabilitation of 5 existing pump stations at the following locations:

JN 111775C: D01 of 63171, M-39 at Cornell, city of Southfield, Oakland County
JN 111776C: D04 of 82193, M-39 at McNichols, city of Detroit, Wayne County
D05 of 82193, M-39 at 7 Mile, city of Detroit, Wayne County
D06 of 82193, M-39 at Pembroke, city of Detroit, Wayne County
D07 of 82193, M-39 at 8 Mile, city of Detroit, Wayne County

PROJECT DESCRIPTION:
Work involved in the design of these projects consists of development of final plans and specifications for each individual job number for rehabilitation of the pump stations including but not limited to the following:

A. Replace existing mixed flow pump motors with submersible style pumps.
B. Service, replace, or upgrade electrical control equipment to accommodate generators.
C. Rehabilitate the structural components of existing pumps houses.
D. Evaluate in-flow and out-flow of the pump stations. Ensure the capacities of replacement pumps are adequate.
E. Replace trash racks, ladders, doors and railings.
F. Replace existing hatches as necessary.
G. Modify structure to meet confined space / hazardous area requirements
H. Additional heating and/or ventilation requirements.
I. Install remote monitoring system.

ANTICIPATED SERVICE START DATE: January 1, 2011

ANTICIPATED SERVICE COMPLETION DATE: March 1, 2012

PRIMARY PREQUALIFICATION CLASSIFICATION(S):
Pump Station Design

SECONDARY PREQUALIFICATION CLASSIFICATION(S):
*Asbestos Investigation
*Geotechnical Engineering Services
Maintaining Traffic Plans & Provisions
Road Design Surveys
Utility Coordination

*** These services are precautionary and may not necessarily be utilized.**

DBE REQUIREMENT: 5%

MDOT PROJECT ENGINEER MANAGER:

Oladayo Akinyemi, P.E.
Metro Region Office
18101 W. Nine Mile Road
Southfield, Michigan 48075
Phone: (248) 483-5121
Fax: (248) 569-0621
akinyemio@michigan.gov

ESTIMATED CONSTRUCTION COST:

JN 111775: $900,000
JN 111776: $4,000,000

The above construction total is the amount of funding programmed for these projects. The Consultant is expected to design the projects 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:

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

The Consultant must adhere to all applicable OSHA and MIOSHA safety standards, including the appropriate traffic signs for the activities and conditions for this job and adherence to the Personal Protective Equipment (PPE) standards.

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.

A. Perform design surveys.

B. Prepare required plans, typical cross-sections, details, and specifications required for design and construction.

C. Compute and verify all plan quantities.

D. Prepare staging plans and special provisions for maintaining traffic during construction.

E. Provide solutions to any unique problems that may arise during the design of this project.

F. The Consultant may be required to provide Design Services during the construction phase of this project. If Construction Assistance is required, then a separate authorization for those services will be issued.

G. Maintain a Design Project Record which includes a history of significant events (changes, comments, etc.) which influenced the development of the plans, dates of submittals and receipt of information.

H. If excavation is required, submit the excavation locations which may contain contamination. Project Manager then can proceed in requesting a Preliminary Project Assessment (PPA).

I. The Consultant shall be required to prepare and submit a CPM network for the construction of this project.

J. 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.

K. 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.

L. Prepare and submit electronically (native format or Adobe PDF) any information, calculations, hydraulic studies, or drawings required by MDOT for acquiring any permit (ie. NPDES, DEQ, etc), approvals (i.e. county drain commission) and related mitigation. MDOT will submit permit requests.

M. Attend any project-related meetings as directed by the MDOT Project Manager.

N. Attend information meetings (i.e., public hearings, open houses, etc.) with the public and public officials to assist in responding to concerns and questions. May require the preparation of displays such as maps, marked-up plans, etc.

O. The 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.

P. 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.

Q. 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.

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.

TRAFFIC CONTROL

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

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).

MONTHLY PROGRESS REPORT

On the first of each month, the Consultant Project Manager shall submit a monthly project progress report to the Project Manager.

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).

J. Structure plan(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.

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

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)

Yes	No	P/PMS Task Number and Description	Date To Be Completed By (mm/dd/yyyy)
		EPE Scoping Analysis	
☐	☒	2120 Prepare Traffic Analysis Report	/ /
☐	☒	2130 Prepare Project Justification	/ /
☐	☒	*213M Concurrence by Regulatory Agencies with the Purpose and Need*	/ /
☐	☒	2140 Develop and Review Illustrative Alternatives	/ /
☐	☒	2155 Request/Perform Safety Analysis	/ /
☐	☒	2160 Prepare and Review EIS Scoping Document	/ /
☐	☒	*211M Public Information Meeting*	/ /
		EPE Draft Analysis	
☐	☒	2310 Conduct Technical SEE Studies	/ /
☐	☒	2321 Prepare for Aerial Photography	/ /
☐	☒	2322 Finish/Print Aerial Photography	/ /
☐	☒	2330 Collect EPE Geotechnical Data	/ /
☐	☒	2340 Develop and Review Practical Alternatives	/ /
☐	☒	*233M Aerial Photography Flight*	/ /
☐	☒	*234M Concurrence by Regulatory Agencies with the Alternatives for Study*	/ /
☐	☒	2360 Prepare and Review EA or DEIS	/ /
☐	☒	*231M Draft Submission to FHWA*	/ /
☐	☒	2380 Circulate EA or DEIS	/ /
☐	☒	*232M Public Hearing*	/ /

Study (Early Preliminary Engineering)

Yes	No	P/PMS Task Number and Description	Date To Be Completed By (mm/dd/yyyy)
		EPE Final Analysis	
☐	☒	2510 Determine and Review Recommended Alternative	/ /
☐	☒	*250M Concurrence by Regulatory Agencies with Recommended Alternative*	/ /
☐	☒	2525 Prepare and Review Engineering Report	/ /
☐	☒	2530 Prepare and Review Request for FONSI or FEIS	/ /
☐	☒	*252M Final Submission to FHWA*	/ /
☐	☒	2550 Obtain FONSI or ROD	/ /
		Contamination Investigation	
☐	☒	2810 Project Area Contamination Survey (PCS)	/ /
☐	☒	2820 Preliminary Site Investigation (PSI) for Contamination	/ /

Preliminary Engineering

		Design Scope Verification and Base Plans Preparation	
☒	☐	3130 Verify Design Scope of Work and Cost	01/15/2011
☐	☒	3310 Prepare Aerial Topographic Mapping	/ /
☐	☒	3320 Conduct Photogrammetric Control Survey	/ /
☐	☒	3321 Set Aerial Photo Targets	/ /
☒	☐	3330 Conduct Design Survey	/ /
☐	☒	3340 Conduct Structure Survey	/ /
☐	☒	3350 Conduct Hydraulics Survey	/ /
☒	☐	3360 Prepare Base Plans	/ /
☒	☐	*311M Utility Notification*	/ /
☐	☒	3361 Review and Submit Preliminary ROW Plans	/ /
☐	☒	*331M Preliminary ROW Plans Distributed*	/ /
☐	☒	3370 Prepare Structure Study	/ /
☐	☒	3375 Conduct Value Engineering Study	/ /
☒	☐	3380 Review Base Plans	/ /
☒	☐	*332M Base Plan Review (Pre-GI Inspection)*	04/15/2011
☒	☐	3390 Develop the Maintaining Traffic Concepts	/ /
		Preliminary Plans Preparation	
☒	☐	3510 Perform Roadway Geotechnical Investigation	05/2011/
☐	☒	3520 Conduct Hydraulic/Hydrologic and Scour Analysis	/ /
☒	☐	3522 Conduct Drainage Study, Storm Sewer Design, and use Structural Best Management Practices	/ /
☐	☒	3530 Conduct Structure Foundation Investigation	/ /

Preliminary Engineering (cont'd)

Yes	No	P/PMS Task Number and Description		Date To Be Completed By (mm/dd/yyyy)
		Preliminary Plans Preparation (cont'd)		
☐	☒	3535	Conduct Structure Review for Architectural and Aesthetic Improvements	/ /
☒	☐	3540	Develop the Maintaining Traffic Plan	/ /
☐	☒	3551	Develop Traffic Signal Operations Plan	/ /
☐	☒	3552	Develop Preliminary Pavement Marking Plan	/ /
☐	☒	3553	Develop Preliminary Non-Freeway Signing Plan	/ /
☐	☒	3554	Develop Preliminary Freeway Signing Plan	/ /
☐	☒	3570	Prepare Preliminary Structure Plans	/ /
☒	☐	3580	Develop Preliminary Plans	/ /
☐	☒	3581	Review and Submit Final ROW Plans	/ /
☐	☒	*351M*	*Final ROW Plans Distributed*	/ /
☒	☐	3590	Review Preliminary Plans (Hold Plan Review Meeting)	/ /
☒	☐	*352M*	*THE Plan Review (Grade Inspection)*	7/15/2011
		Utilities		
☒	☐	3610	Compile Utility Information	/ /
☒	☐	3660	Resolve Utility Issues	/ /
☒	☐	*360M*	*Utility Conflict Resolution Plan Distribution*	/ /
☒	☐	*361M*	*Utility Meeting*	/ /
☐	☒	3670	Develop Municipal Utility Plans	/ /
☐	☒	3672	Develop Special Drainage Structures Plans	/ /
☒	☐	3675	Develop Electrical Plans	/ /
		Mitigation/Permits		
☐	☒	3710	Develop Required Mitigation	/ /
☐	☒	3720	Submit Environmental Permit Applications	/ /
☐	☒	3730	Obtain Environmental Permit	/ /

Preliminary Engineering (cont'd)

Yes	No	P/PMS Task Number and Description	Date To Be Completed By (mm/dd/yyyy)
		Final Plan Preparation	
☐	☒	3821 Prepare/Review Traffic Signal Plan	/ /
☐	☒	3822 Complete Permanent Pavement Marking Plan	/ /
☐	☒	3823 Complete Non-Freeway Signing Plan / /	
☐	☒	3824 Complete Freeway Signing Plan	/ /
☐	☒	3830 Complete the Maintaining Traffic Plan	/ /
☒	☐	3840 Develop Final Plans and Specifications	/ /
☒	☐	*380M Plan Completion*	09/15/2011
☐	☒	3850 Develop Structure Final Plans and Specifications	/ /
☒	☐	3870 Hold Omissions/Errors Check (OEC) Meeting	/ /
☒	☐	*387M Omissions/Errors Checks Meeting*	10/12/2011
☒	☐	*389M Plan Turn-In*	11/10/2011
☐	☒	3880 CPM Quality Assurance Review	/ /

Preliminary Engineering – Right Of Way

		Early Right Of Way Work	
☐	☒	4120 Obtain Preliminary Title Commitments	/ /
☐	☒	4130 Prepare Marked Final Right Of Way Plans	/ /
☐	☒	*413M Approved Marked Final ROW*	/ /
☐	☒	4140 Prepare Property Legal Instruments	/ /
		ROW Acquisition	
☐	☒	4411 Preliminary Interviews	/ /
☐	☒	*441M Post-Decision Meeting*	/ /
☐	☒	4412 Real Estate Services Assignment Proposal and Fee Estimate (Form 633s) for Appraisal Work Authorization	/ /
☐	☒	4413 Appraisal Reports	/ /
☐	☒	4420 Appraisal Review Reports	/ /
☐	☒	4430 Acquire Right Of Way Parcels	/ /
☐	☒	4510 Conduct Right Of Way Survey & Staking	/ /
		ROW Relocation	
☐	☒	4710 Relocation Assistance	/ /
☐	☒	4720 Prepare Improvement Removal Plan	/ /
☐	☒	*442M ROW Certification*	/ /

PAYMENT SCHEDULE

Compensation for this Scope of Services shall be on an **actual cost plus fixed fee** basis.

CONSULTANT PAYMENT:

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.

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

If Survey Control remains in the field for Construction Staking, then a Design Survey Portfolio will be required to be submitted. Government corners subject to destruction by impending construction must have a recorded LCRC (Land Corner Recordation Certificate) with three valid witnesses submitted with a Design Survey portfolio. All monument boxes in the project area must be accounted for on the plans or log.

Please contact the MDOT Design Survey Consultant Manager or MDOT Region Surveyor for additional information.