

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

MDOT PROJECT MANAGER Steve Urda			JOB NUMBER (JN) various	CONTROL SECTION (CS) various
DESCRIPTION as needed Electrical Design Services				
MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal	
Check the appropriate Tier in the box below				
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input checked="" type="checkbox"/> TIER II (\$100,000-\$250,000)	<input type="checkbox"/> TIER III (>\$250,000)		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	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	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	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	

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"/> Prequalified Services – See page <u>1</u> of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> 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 4	PROPOSAL/BID DUE DATE 1/10/11	TIME DUE noon
--	----------------------------------	------------------

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

Steve Urda
325 West Ottawa
P.O. Box 30050
Lansing, MI 48909

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 AS NEEDED DESIGN SERVICES Electrical Design Service

CONTROL SECTION: Various

JOB NUMBER: Various

PROJECT LOCATION:

PROJECT DESCRIPTION:

ELECTRICAL DESIGN SERVICES:

To provide experienced personnel on an “as-needed basis” for design function of electrical work including but not limited to:

- Special Provision review
- review of plans, shop drawings and or calculations submitted by consultants relating to program delivery,
- In addition to these review functions, there is the potential for freeway lighting design.

BUILDING AND STRUCTURE DESIGN SERVICES:

To provide design function of electrical work including but not limited to:

- design assistance for the electrical components of rest areas/welcome centers, including HVAC systems pump station design, DLEG DOE renewable energy projects, weigh stations, and freeway surveillance systems.
- Electrical component of moveable bridges
- Facilitate utility coordination

ANTICIPATED SERVICE START DATE:

January 3, 2011

ANTICIPATED SERVICE COMPLETION DATE:

December 31, 2011

PRIMARY PREQUALIFICATION(S)

Freeway Lighting

SECONDARY PREQUALIFICATION(S)

Building and Structure Design

Pump Station Design
Utility Coordination

DBE REQUIREMENT:

none

MDOT PROJECT ENGINEER MANAGER:

Steve Urda
Design Division Municipal Utilities Unit
325 Wets Ottawa
P.O. Box 30050
Lansing, MI 48909
Phone Number 517-373-0745
Fax Number 517-335-2731
urdas@michigan.gov

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.).

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.

GENERAL INFORMATION:

This contract requires Consultant to fulfill assignments and functions of the Electrical Unit. Consultant is to represent MDOT in all required capacities including the review of design project documentation and the review of construction details. The consultant will serve as the MDOT technical resource. Assignments could include the preparation of Design Build contract documents.

It is anticipated that a large percentage of the work will be completed by the consultant on site in the Van Wagner Building, in Lansing, Michigan.

Consultants will be required to coordinate as necessary with other MDOT personnel including construction (including geotechnical section), operations, and maintenance.

Individual MDOT tasks to be assigned to the Consultant will be communicated by the MDOT Project Manager to the consultant using the request form shown in **Attachment A**.

MDOT reserves the right to request services on other projects that are not listed above,

under the conditions of this “as needed” scope of services.

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

CONSULTANT RESPONSIBILITIES:

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

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.

1. Contacting the owning agency of the existing lighting system and setup a meeting involving the consultant, Department, the owning agency, the utility company and other parties necessary to upgrade the lighting system.
2. Securing any agreements necessary between the Department and the agency that will own, operate and maintain the lighting system.
3. Conducting field survey if needed.
4. Contacting the utility company or companies for either a new electrical power feed point and/or relocation of the existing.
5. Contact the owner of the proposed lighting system in conjunction with the Department to determine the desired levels of illumination on the proposed roadway.
6. Providing a complete set of preliminary and final plans, including specifications, standard plans and cost estimates. Preliminary and final plans, shall include, but are not limited to the following:
 - A. Providing a lighting layout and the necessary calculations to assure that the desired illumination levels are provided.
 - B. Plans should include temporary lighting where required.
 - C. Where required, the consultant shall obtain any soil boring which may be required for the installation of light standard foundations.

- D. Provide on the plans, all conduit runs, identify conductors in conduit, locate handholes, light standards, power feeds and control cabinet locations.
 - E. Provide a wiring diagram for the proposed lighting system and voltage drop calculations.
 - F. Prepare documents and specifications required for maintaining traffic.
 - G. Design all electrical components needed for the job, including photo control, lighting control cabinets and all other electrical equipment required to make a complete and operating lighting system.
 - H. Provide a complete set of specifications and cost estimate.
 - I. Compute and verify all plan quantities.
7. Coordinating periodic meetings between the owner of the lighting system, the Department and the consultant to assure that the design is satisfactory to the owner of the future lighting system.
 8. The review and approval of project special provisions and other design information supplied by consultants.
 9. The review and approval of shop drawings.
 10. Provide solutions to any unique problems that may arise during the design of this project.
 11. 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.
 12. 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.
 13. If excavation is required, submit the excavation locations which may contain contamination. Project Manager then can proceed in requesting a Preliminary Project Assessment (PPA).
 14. 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.

15. 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.
16. Attend any project-related meetings as directed by the MDOT Project Manager.
17. 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.
18. 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.
19. 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.
20. 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 AND MDOT PERMITS

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

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.

MONTHLY PROGRESS REPORT

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

MDOT RESPONSIBILITIES:

- A. 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.
- B. Furnish Special Details and pertinent reference materials.
- C. Furnish prints of an example of a similar project and old plans of the area, if available.
- D. Obtain all permits for the project as outlined in previous section.
- E. Coordinate any necessary utility relocation.
- F. MDOT will provide an office (when necessary) and appropriate computer equipment (software and hardware) on-site at the Design Division for Consultant personnel to use during time of Consultant Service.
- G. Manage the Freeway Lighting program template.

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 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.

PAYMENT SCHEDULE

Compensation for this Scope of Design 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.

This scope is for “as needed” services. As such, the hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. The fixed fee allowed for this project will be 11.0%. Fixed fee on “as needed” projects is computed by taking the percent of actual labor hours invoiced to labor hours authorized, then applying that percentage to the total fixed fee authorized.

	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)

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY
YES	NO		(mm/dd/yyyy)
		<u>EPE SCOPING ANALYSIS</u>	
<input type="checkbox"/>	<input type="checkbox"/>	2120 Prepare Traffic Analysis Report	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	2130 Prepare Project Justification	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>213M Concurrence by Regulatory Agencies with the Purpose and Need</u></i>	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	2140 Develop and Review Illustrative Alternatives	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	2155 Request/Perform Safety Analysis	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	2160 Prepare and Review EIS Scoping Document	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>211M Public Information Meeting</u></i>	_/_/____
		<u>EPE DRAFT ANALYSIS</u>	
<input type="checkbox"/>	<input type="checkbox"/>	2310 Conduct Technical SEE Studies	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	2321 Prepare for Aerial Photography	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	2322 Finish/Print Aerial Photography	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	2330 Collect EPE Geotechnical Data	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	2340 Develop and Review Practical Alternatives	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>233M Aerial Photography Flight</u></i>	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	2360 Prepare and Review EA or DEIS	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>231M Draft Submission to FHWA</u></i>	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	2380 Circulate EA or DEIS	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>232M Public Hearing</u></i>	_/_/____
		<u>EPE FINAL ANALYSIS</u>	

<input type="checkbox"/>	<input type="checkbox"/>	2510 Determine and Review Recommended Alternative	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i>250M Concurrence by Regulatory Agencies with Recommended Alternatives</i>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2525 Prepare and Review Engineering Report	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2530 Prepare and Review Request for FONSI or FEIS	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i>252M Final Submission to FHWA</i>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2550 Obtain FONSI or ROD	__/__/__
		<u>CONTAMINATION INVESTIGATION</u>	
<input type="checkbox"/>	<input type="checkbox"/>	2810 Project Area Contamination Survey (PCS)	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2820 Preliminary Site Investigation (PSI) for Contamination	__/__/__

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING - DESIGN

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

<input type="checkbox"/>	<input type="checkbox"/>	3540	Develop the Maintaining Traffic Plan	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3551	Prepare/Review Preliminary Traffic Signal Design Plan	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3552	Develop Preliminary Pavement Marking Plan	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3553	Develop Preliminary Non-Freeway Signing Plan	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3554	Develop Preliminary Freeway Signing Plan	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3555	Prepare/Review Preliminary Traffic Signal Operations	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3570	Prepare Preliminary Structure Plans	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3580	Develop Preliminary Plans	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3581	Review and Submit Final ROW Plans	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i>351M</i>	<i>Final ROW Plans Distributed</i>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3590	Review Preliminary Plans (Hold Plan Review Meeting)	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i>352M</i>	<i>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
YES	NO			(mm/dd/yyyy)
		<u>UTILITIES</u>		
<input type="checkbox"/>	<input type="checkbox"/>	3610	Compile Utility Information	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3650	Coordinate RR Involvement for Grade Separations	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3655	Coordinate RR Involvement for At-Grade Crossings	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3660	Resolve Utility Issues	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i>360M</i>	<i>Utility Conflict Resolution Plan Distribution</i>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i>361M</i>	<i>Utility Meeting</i>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3670	Develop Municipal Utility Plans	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3672	Develop Special Drainage Structures Plans	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3675	Develop Electrical Plans	__/__/__
		<u>MITIGATION/PERMITS</u>		
<input type="checkbox"/>	<input type="checkbox"/>	3710	Develop Required Mitigation	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3720	Assemble Environmental Permit Applications	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3730	Obtain Environmental Permit	__/__/__
		<u>FINAL PLAN PREPARATION</u>		
<input type="checkbox"/>	<input type="checkbox"/>	3821	Prepare/Review Final Traffic Signal Design Plan	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3822	Complete Permanent Pavement Marking Plan	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3823	Complete Non-Freeway Signing Plan	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3824	Complete Freeway Signing Plan	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3825	Prepare/Review Final Traffic Signal Operations	__/__/__

<input type="checkbox"/>	<input type="checkbox"/>	3830 Complete the Maintaining Traffic Plan	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3840 Develop Final Plans and Specifications	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<u>380M Plan Completion</u>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3850 Develop Structure Final Plans and Specifications	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3870 Hold Omissions/Errors Check (OEC) Meeting	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<u>387M Omissions/Errors Checks Meeting</u>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<u>389M Plan Turn-In</u>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3880 CPM Quality Assurance Review	__/__/__

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING – RIGHT OF WAY

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)
YES	NO		
		<u>EARLY RIGHT OF WAY WORK</u>	
<input type="checkbox"/>	<input type="checkbox"/>	4120 Obtain Preliminary Title Commitments	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	4130 Prepare Marked Final Right Of Way Plans	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	<i>413M Approved Marked Final ROW</i>	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	4140 Prepare Property Legal Instruments	_/_/____
		<u>ROW ACQUISITION</u>	
<input type="checkbox"/>	<input type="checkbox"/>	4411 Preliminary Interviews	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	<i>441M Post-Decision Meeting</i>	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	4412 Real Estate Services Assignment Proposal and Fee Estimate (Form 633s) for Appraisal Work Authorization	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	4413 Appraisal Reports	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	4420 Appraisal Review Reports	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	4430 Acquire Right Of Way Parcels	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	4510 Conduct Right Of Way Survey & Staking	_/_/____
		<u>ROW RELOCATION</u>	
<input type="checkbox"/>	<input type="checkbox"/>	4710 Relocation Assistance	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	4720 Prepare Improvement Removal Plan	_/_/____
<input type="checkbox"/>	<input 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

ATTACHMENT A
MDOT REQUEST FOR Electrical Consultant STAFF

Date:

consultant
Attn: VIA: e-Mail
address
city, state, zip

MDOT requests electrical consultant staff and services for the following project under the contract number **xxxx-xxx(xx)**, Scope of Services for As Needed Design Services – Electrical Design Service for MDOT Design Division.

JOB NUMBER: xxxxxC CONTROL SECTION: xxxxx

ROUTE:

WORK TASK:

TASK DESCRIPTION:

The attached Scope of Work provides specific details and project deliverables.

Receipt of this request requires the Consultant to notify the undersigned regarding the availability of the Consultant's staff to work on this project and acceptance of the above terms and conditions in writing within two working days. A detailed cost proposal with a breakdown of man hours and tasks will be required and reviewed prior to obtaining a final work authorization.

Steve Urda, P.E
Design Division
Date: _____

Consultant Project Manager

ATTACHMENT B

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 S00
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	00/00/00	00/00/00	00/00/00	??	Initial project meeting.
00/00/00	00/00/00	00/00/00	00/00/00	3330	Conduct Design Survey
00/00/00	00/00/00	00/00/00	00/00/00	3360	Prepare Base Plans
00/00/00	00/00/00	00/00/00	00/00/00		Submit Base Plans
00/00/00	00/00/00	00/00/00	00/00/00	3580	Develop Preliminary Plans
00/00/00	00/00/00	00/00/00	00/00/00	3390	Develop Construction Zone Traffic Control Concepts
00/00/00	00/00/00	00/00/00	00/00/00	3540	Develop Construction Zone Traffic Control Plan
00/00/00	(00/00/00)	00/00/00	00/00/00	3550	Develop Preliminary Traffic Operations Plan
00/00/00	(00/00/00)	00/00/00	00/00/00	3351	Review & Submit of Preliminary Right-Of-Way Plans
00/00/00	(00/00/00)	00/00/00	00/00/00		Submittal of The Plan Review Package
00/00/00	(00/00/00)	00/00/00	00/00/00		Completion of the Plan Review Meeting
00/00/00	(00/00/00)	00/00/00	00/00/00	3840	Develop Final Plans and Specifications
00/00/00	(00/00/00)	00/00/00	00/00/00		Submittal of final plans/proposal package to MDOT for final review.
00/00/00	00/00/00	00/00/00	00/00/00	3870	Omissions/Errors Check (OEC) Meeting
00/00/00	00/00/00	00/00/00	00/00/00		Consultant's Plan Completion: Final Construction Plan/Proposal package with recommendations incorporated to MDOT (two weeks after OEC Meeting)
00/00/00	00/00/00	00/00/00	00/00/00		Final Deliverables to MDOT

SAMPLE

Control Section 12345

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 Thomas Nelson, Jr. on 05/01/99.

- B. Anticipated work items for the upcoming month.
 - 1. Submit the Preliminary Plans and related material on 03/11/99.
 - 2. Attend the meeting regarding the Ameritech lines on the bridge, scheduled for 03/12/99.

- 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 Tom Myers of MDOT Traffic and Safety Division on 07-24-95.

SN: S02 - CS: 12345 - JN: 11111C
M-111, from There Village Limits to north of That Road
 Design Schedule as of 07/31/95

Original Authorized Start Date	Original Authorized Finish Date	(Anticipated) or Actual Start Dates	(Anticipated) or Actual Finish Dates	Task	Task Description
01/12/95	01/12/95	01/12/95	01/12/95??		Initial project meeting.
01/29/95	01/29/95	01/30/95	01/30/95 3330		Conduct Design Survey.
02/17/95	04/10/95	02/17/95	04/20/95 3360		Prepare Base Plans.
02/29/95	02/29/95	02/29/95	02/29/95 3390		Develop the Construction Zone Traffic Control Concepts
03/12/95	03/13/95	03/12/95	(03/30/95)	3540	Develop Construction Zone Traffic Control Plan
03/20/95	03/19/95	03/25/95	(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 07/31/95

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