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)
Robert Leppala	100287C	33083

DESCRIPTION
Freeway interchange lighting replacement design

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

Clear Form

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 ___ 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
3	4/7/11	4:00 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

Robert Leppala
MDOT Lansing Transportation Service Center
3101 Technology Blvd, Suite H
Lansing, MI 48910

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.)

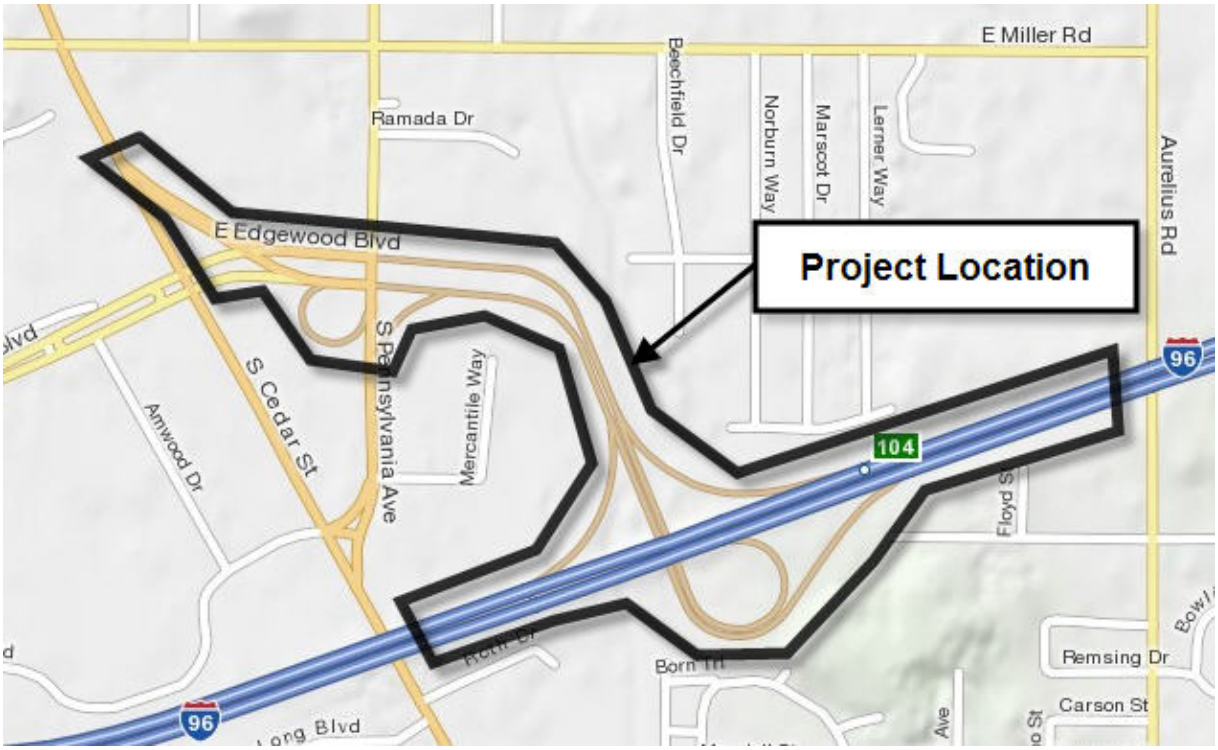
Michigan Department of Transportation

SCOPE OF SERVICE
FOR
DESIGN SERVICES
Revised 5100 H form

CONTROL SECTION(S): 33083

JOB NUMBER(S): 100287C

PROJECT LOCATION:
The project is located along I-96 at the I-96BL(Cedar Street) interchange in the City of Lansing, Ingham County.



PROJECT DESCRIPTION:
Work involved in the design of the project consists of: Preparation of plans, specifications and estimate for a stand alone freeway interchange lighting replacement project.

ANTICIPATED SERVICE START DATE: 06/08/2011

ANTICIPATED SERVICE COMPLETION DATE: 03/30/2012

PRIMARY PREQUALIFICATION CLASSIFICATION(S):
Freeway Lighting

SECONDARY PREQUALIFICATION CLASSIFICATION(S):
N/A

DBE REQUIREMENT: N/A

MDOT PROJECT ENGINEER MANAGER:

Name:	Robert Leppala
Address:	Michigan Department of Transportation Lansing Transportation Service Center 3101 Technology Drive, Suite H Lansing, Michigan 48910
Phone Number:	(517) 324-2273
Fax Number:	(517) 324-0294
E-mail:	leppalar@michigan.gov

CONSTRUCTION COST: The estimated cost of construction is $600,000

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:

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

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

Meet with the MDOT Project Manager to review project, location of data sources and contact persons, and review relevant MDOT operations. The Consultant shall review and clarify project issues, data needs and availability, and the sequence of events and team meetings that are essential to complete the design by the project plan completion date. Attention shall be given to critical target dates that may require a large lead time, such as geotechnical requirements, ROW submittal dates, Railroad coordination requirements, utility conflict resolution, local agency meetings, etc.

A. Perform field reviews to verify and document existing conditions for the purposes of developing plans showing the existing lighting layout and the proposed lighting system plans. MDOT will provide base mapping of the existing interchange area in MicroStation format.

B. Prepare required plans, details, specifications and cost estimate for design and construction. See Task 3675 description in the MDOT PPMS Task Manual for additional details and requirements of developing electrical plans.

C. Compute and verify all plan quantities.

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

E. Coordinate, as needed, with the TSC Utility Engineer and the electric utility company on the electrical power feeds for the lighting system.

F. Coordinate with MDOT to determine the desired level of illumination on the roadways.

G. Incorporate the maintaining traffic special provision, pay items, and quantities (provided by MDOT) into the plan, specification, and estimate package.

H. Incorporate the tower lighting foundation boring log sheets (provided by MDOT) into the plans.

I. 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.

J. 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.

K. The Consultant representative shall record and submit 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.

L. The Consultant will provide to MDOT at the scheduled submittal dates, electronic copies (in Adobe pdf format) of the required specifications and plan set materials for distribution by MDOT for all reviews for this project.

M. 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.

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

O. 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.

P. 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.

Q. 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.

R. 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). 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.

MDOT RESPONSIBILITIES:

A. Schedule and/or conduct the following:
   1. Project related meetings.
   2. The Plan Review
   3. Utility Meetings.
   4. The Omissions/Errors/Checks Meeting
   5. Quantity summary sheets and final item cost estimates.
   6. Packaging of plans and proposal.

B. Furnish Special Details and pertinent reference materials.

C. Furnish base mapping (in MicroStation format) of the existing interchange area.

D. Furnish prints of an example of a similar project and old plans of the area.

E. Obtain all required tower lighting foundation borings, provide foundation recommendations, and furnish soil boring log sheets.

F. Obtain all permits for the project as outlined in previous section.

G. Coordinate any necessary utility relocation.

H. Furnish FTP site for software download and instructions for the MDOT Stand Alone Proposal Estimator's Worksheet (SAPW).

B. Furnish the special provision for maintaining traffic during construction and all applicable maintaining traffic pay items and quantity estimates.

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 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 lighting removal and construction sheets will require a scale of **1"=100' (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. Project Information Sheet

C. Note Sheet.

D. Miscellaneous Quantities and Estimates Sheet.

E. Standard Legend Sheet. (MDOT will provide)

F. Electrical Notes and Legend Sheet.

G. Wiring Diagram Sheets.

H. Tower Lighting and Foundation Detail Sheet(s).

I. Light Standard and Base Detail Sheet(s).

J. Handhole Details and other miscellaneous project specific detail sheet(s).

K. Soil boring log sheets (MDOT will provide).

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

PROJECT SCHEDULE:

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

	MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST	

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)
		EPE SCOPING ANALYSIS	
☐	X	2120 Prepare Traffic Analysis Report	__/__/____
☐	X	2130 Prepare Project Justification	__/__/____
☐	X	*213M Concurrence by Regulatory Agencies with the Purpose and Need*	__/__/____
☐	X	2140 Develop and Review Illustrative Alternatives	__/__/____
☐	X	2155 Request/Perform Safety Analysis	__/__/____
☐	X	2160 Prepare and Review EIS Scoping Document	__/__/____
☐	X	*211M Public Information Meeting*	__/__/____
		EPE DRAFT ANALYSIS	
☐	X	2310 Conduct Technical SEE Studies	__/__/____
☐	X	2321 Prepare for Aerial Photography	__/__/____
☐	X	2322 Finish/Print Aerial Photography	__/__/____
☐	X	2330 Collect EPE Geotechnical Data	__/__/____
☐	X	2340 Develop and Review Practical Alternatives	__/__/____
☐	X	*233M Aerial Photography Flight*	__/__/____
☐	X	2360 Prepare and Review EA or DEIS	__/__/____
☐	X	*231M Draft Submission to FHWA*	__/__/____
☐	X	2380 Circulate EA or DEIS	__/__/____
☐	X	*232M Public Hearing*	__/__/____
		EPE FINAL ANALYSIS	
☐	X	2510 Determine and Review Recommended Alternative	__/__/____
☐	X	*250M Concurrence by Regulatory Agencies with Recommended Alternatives*	__/__/____
☐	X	2525 Prepare and Review Engineering Report	__/__/____
☐	X	2530 Prepare and Review Request for FONSI or FEIS	__/__/____
☐	X	*252M Final Submission to FHWA*	__/__/____
☐	X	2550 Obtain FONSI or ROD	__/__/____
		CONTAMINATION INVESTIGATION	
☐	X	2810 Project Area Contamination Survey (PCS)	__/__/____
☐	X	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)
		DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION	
☐	X	3130 Verify Design Scope of Work and Cost	__/__/____
☐	X	3310 Prepare Aerial Topographic Mapping	__/__/____
☐	X	3320 Conduct Photogrammetric Control Survey	__/__/____
☐	X	3321 Set Aerial Photo Targets	__/__/____
☐	X	3330 Conduct Design Survey	__/__/____
☐	X	3340 Conduct Structure Survey	__/__/____
☐	X	3350 Conduct Hydraulics Survey	__/__/____
X	☐	3360 Prepare Base Plans	07/08/2011
☐	X	*331M Utility Notification*	__/__/____
☐	X	3361 Review and Submit Preliminary ROW Plans	__/__/____
☐	X	*331M Preliminary ROW Plans Distributed*	__/__/____
☐	X	3370 Prepare Structure Study	__/__/____
☐	X	3375 Conduct Value Engineering Study	__/__/____
☐	X	3380 Review Base Plans	__/__/____
☐	X	*332M Base Plan Review (Pre-GI Inspection)*	__/__/____
☐	X	3390 Develop the Maintaining Traffic Concepts	__/__/____
		PRELIMINARY PLANS PREPARATION	
☐	X	3510 Perform Roadway Geotechnical Investigation	__/__/____
☐	X	3520 Conduct Hydraulic/Hydrologic and Scour Analysis	__/__/____
☐	X	3522 Conduct Drainage Study, Storm Sewer Design, and use Structural Best Management Practices	__/__/____
☐	X	3530 Conduct Structure Foundation Investigation	__/__/____
☐	X	3535 Conduct Structure Review for Architectural and Aesthetic Improvements	__/__/____
☐	X	3540 Develop the Maintaining Traffic Plan	__/__/____
☐	X	3551 Prepare/Review Preliminary Traffic Signal Design Plan	__/__/____
☐	X	3552 Develop Preliminary Pavement Marking Plan	__/__/____
☐	X	3553 Develop Preliminary Non-Freeway Signing Plan	__/__/____
☐	X	3554 Develop Preliminary Freeway Signing Plan	__/__/____
☐	X	3555 Prepare/Review Preliminary Traffic Signal Operations	__/__/____
☐	X	3570 Prepare Preliminary Structure Plans	__/__/____
☐	X	3580 Develop Preliminary Plans	__/__/____
☐	X	3581 Review and Submit Final ROW Plans	__/__/____
☐	X	*351M Final ROW Plans Distributed*	__/__/____
X	☐	3590 Review Preliminary Plans (Hold Plan Review Meeting)	10/24/2011
X	☐	*352M THE Plan Review (Grade Inspection)*	10/10/2011

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)
		UTILITIES	
☐	X	3610 Compile Utility Information	__/__/____
☐	X	3650 Coordinate RR Involvement for Grade Separations	__/__/____
☐	X	3655 Coordinate RR Involvement for At-Grade Crossings	__/__/____
☐	X	3660 Resolve Utility Issues	__/__/____
☐	X	*360M Utility Conflict Resolution Plan Distribution*	__/__/____
☐	X	*361M Utility Meeting*	__/__/____
☐	X	3670 Develop Municipal Utility Plans	__/__/____
☐	X	3672 Develop Special Drainage Structures Plans	__/__/____
X	☐	3675 Develop Electrical Plans-Preliminary Plan Review Submittal	09/09/2011
		-Final Plan/OEC Submittal	12/02/2011
		MITIGATION/PERMITS	
☐	X	3710 Develop Required Mitigation	__/__/____
☐	X	3720 Assemble Environmental Permit Applications	__/__/____
☐	X	3730 Obtain Environmental Permit	__/__/____
		FINAL PLAN PREPARATION	
☐	X	3821 Prepare/Review Final Traffic Signal Design Plan	__/__/____
☐	X	3822 Complete Permanent Pavement Marking Plan	__/__/____
☐	X	3823 Complete Non-Freeway Signing Plan	__/__/____
☐	X	3824 Complete Freeway Signing Plan	__/__/____
☐	X	3825 Prepare/Review Final Traffic Signal Operations	__/__/____
☐	X	3830 Complete the Maintaining Traffic Plan	__/__/____
☐	X	3840 Develop Final Plans and Specifications	__/__/____
X	☐	*380M Plan Completion*	11/22/2011
☐	X	3850 Develop Structure Final Plans and Specifications	__/__/____
X	☐	3870 Omissions/Errors Check (OEC) Review	12/28/2011
X	☐	*387M Omissions/Errors Checks Meeting*	12/13/2011
X	☐	*389M Plan Turn-In*	12/29/2011
☐	X	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
YES	**NO**		(mm/dd/yyyy)
		EARLY RIGHT OF WAY WORK	
☐	**X**	4120 Obtain Preliminary Title Commitments	__/__/____
☐	**X**	4130 Prepare Marked Final Right Of Way Plans	__/__/____
☐	**X**	*413M Approved Marked Final ROW*	__/__/____
☐	**X**	4140 Prepare Property Legal Instruments	__/__/____
		ROW ACQUISITION	
☐	**X**	4411 Preliminary Interviews	__/__/____
☐	**X**	*441M Post-Decision Meeting*	__/__/____
☐	**X**	4412 Real Estate Services Assignment Proposal and Fee Estimate (Form 633s) for Appraisal Work Authorization	__/__/____
☐	**X**	4413 Appraisal Reports	__/__/____
☐	**X**	4420 Appraisal Review Reports	__/__/____
☐	**X**	4430 Acquire Right Of Way Parcels	__/__/____
☐	**X**	4510 Conduct Right Of Way Survey & Staking	__/__/____
		ROW RELOCATION	
☐	**X**	4710 Relocation Assistance	__/__/____
☐	**X**	4720 Prepare Improvement Removal Plan	__/__/____
☐	**X**	*442M ROW Certification*	__/__/____

PPMS TASK 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

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.