

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

MDOT PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION IF NO JN/CS				
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				
TIER I (\$25,000-\$99,999)	TIER II (\$100,000-\$250,000)	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 type="checkbox"/>	<input type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input 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 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 _____

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 is required with Proposal for firms not currently prequalified with MDOT**

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
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PROPOSAL AND BID SHEET MAILING ADDRESSES

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

MDOT Project Manager

MDOT Other

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

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet

5100J – Consultant Data and Signature Sheet (Required only for firms not currently prequalified with MDOT)

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

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
DESIGN SERVICES**

CONTROL SECTION: 77111

JOB NUMBER: 113892

PROJECT LOCATION:

The project is located in the city of Port Huron, Michigan at the Blue Water Bridge Plaza.

PROJECT DESCRIPTION:

This project is to design the foundations and utilities required for the placement of six (6) new vehicle inspection booths. The new booths will be located on the existing Blue Water Bridge Plaza downstream from lanes 10, 11, 12 and 13 in a three (3) stacked and three (3) staggered configuration. This work involves the design of booth foundations, anti-crash protection including bollards and/or crash attenuators, design of steel canopy structures above each set of booths (stacked and staggered) and all power and communication lines for the structures. Canopy design will include the design of foundations with careful consideration for existing MSE wall ties. Booths are approximately 4'x8' with the specifications to be provided by others at time of award.

The consultant shall verify all necessary electrical power and communication requirements for each of the additional booths and determine current availability. The design of pathways from available electrical power and network communication sources to each of the six (6) booths is also required. Network and power requirements will include but are not limited to the following: security camera, computer equipment, HVAC, canopy lighting, radio equipment, and lane use notification systems. Specifications for the booths, power and all required communication equipment will be provided at time of award.

The design of this project includes, but is not limited to: develop final bid package based on 100% complete construction plans, detailed design of canopy supports and booth foundations, a cost estimate for construction, define known and anticipated utility issues specifically power and communication. Design must follow all United States Customs and Border Protection (CBP) design standards and requirements, to include the 2010 CBP U.S. Land Port of Entry Design Standard (LPOE DS) and CBP Internal Affairs Minimum Security Requirements, which will be provided at award.

This service also includes design services during construction to resolve design issues/questions and modifying the design to meet field conditions.

ANTICIPATED SERVICE START DATE: October 19, 2011

ANTICIPATED SERVICE COMPLETION DATE: Design Package by January 20, 2012
Contract Expires on September 30, 2012

PRIMARY PREQUALIFICATION CLASSIFICATIONS(S):

Building and Structure Design

SECONDARY PREQUALIFICATION CLASSIFICATIONS(S):

Utility Coordination
Road Design Surveys

DBE REQUIREMENT: 0%

MDOT PROJECT ENGINEER MANAGER:

Michael Szuch
Blue Water Bridge
1410 Elmwood
Port Huron, MI 48060
810-984-3131
szuchm@michigan.gov

CONSTRUCTION COST:

A. The estimated cost of construction is: \$1.9 million

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 is required to follow additional guidelines provided by the United States Department of Homeland Security Customs and Border Protection including the GSA Facility Standards PBS P-100 and the 2010 CBP LPOE DS.

GENERAL INFORMATION:

This is a secure and access controlled facility. Consultant personnel shall be free of criminal convictions and must be cleared in accordance with Custom and Border Protection procedures as requested.

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 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. The pavement markings will include only restriping existing markings after construction is completed

- F. Provide solutions to any unique problems that may arise during the design of this project.
- 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 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.
- J. 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.
- K. Prepare and submit electronically (native format or Adobe PDF) any information, calculations, hydraulic studies, or drawings required by MDOT for acquiring any permit (i.e. NPDES, DEQ, etc), approvals (i.e. county drain commission) and related mitigation. MDOT will submit permit requests.
- L. Attend any project-related meetings as directed by the MDOT Project Manager.
- M. 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.
- N. 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.
- O. The MDOT Project Manager shall be the official MDOT contact person for the Consultant **and shall be made aware of all communications regarding this project**. The Consultant must either

address or send a copy of all correspondence to the MDOT Project Manager. This includes all Subcontractor correspondence and verbal contact records.

- P. The Consultant shall contact the MDOT Project Manager whenever discoveries or design alternatives have the potential to require changes in the scope, limits, quantities, costs, or right-of-way of the project.

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. Quantity summary sheets and final item cost estimates.
 5. Packaging of plans and proposal.
 6. There will be no lane closures on this job, providing the traffic control will be MDOT's responsibility.
 7. MDOT will provide the soil conditions for the foundation designs

- 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. Furnish the E.A.
- D. Obtain all permits for the project as outlined in previous section.
- E. Coordinate any necessary utility relocation.
- F. 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.

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. Scheduling assistance may be accomplished with estimated completion dates. While not part of P/PMS, an Authorization Milestone and Post-Design Tasks have been included for your reference.

STUDY (EARLY PRELIMINARY ENGINEERING)

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)
YES	NO	CONSULTANT CONTRACT AUTHORIZATION/EXECUTION	/ /
<u>EPE SCOPING ANALYSIS</u>			
<input type="checkbox"/>	x	2100 Scope Verification and Initiation of EPE Activities	/ /
<input type="checkbox"/>	x	<i><u>210M Program & Project Review Board Concurrence</u></i>	/ /
<input type="checkbox"/>	x	2115 Traffic Data Collection	/ /
<input type="checkbox"/>	x	2120 Prepare Traffic Analysis Report	/ /
<input type="checkbox"/>	x	2125 Traffic Capacity Analysis	/ /
<input type="checkbox"/>	x	2130 Prepare Project Justification	/ /
<input type="checkbox"/>	x	<i><u>213M Concurrence by Regulatory Agencies with the Purpose and Need</u></i>	/ /
<input type="checkbox"/>	x	2140 Develop and Review Illustrative Alternatives	/ /
<input type="checkbox"/>	x	2155 Request/Perform Safety Analysis	/ /
<input type="checkbox"/>	x	2160 Prepare and Review EIS Scoping Document	/ /
<input type="checkbox"/>	x	<i><u>211M Public Information Meeting</u></i>	/ /
<u>EPE DRAFT ANALYSIS</u>			
<input type="checkbox"/>	x	2310 Conduct Technical SEE Studies	/ /
<input type="checkbox"/>	x	2311 Cultural Resources Survey	/ /
<input type="checkbox"/>	x	2312 Recreational Survey – Section 4(f)/6(f)	/ /
<input type="checkbox"/>	x	2313 Endangered Species Survey	/ /
<input type="checkbox"/>	x	2314 Wetland Assessment	/ /
<input type="checkbox"/>	x	2315 Wetland Mitigation	/ /
<input type="checkbox"/>	x	2316 Other Technical Reports	/ /
<input type="checkbox"/>	x	2321 Prepare for Aerial Photography	/ /
<input type="checkbox"/>	x	2322 Finish/Print Aerial Photography	/ /
<input type="checkbox"/>	x	2330 Collect EPE Geotechnical Data	/ /
<input type="checkbox"/>	x	2340 Develop and Review Practical Alternatives	/ /
<input type="checkbox"/>	x	<i><u>233M Aerial Photography Flight</u></i>	/ /
<input type="checkbox"/>	x	2360 Prepare and Review EA	/ /
<input type="checkbox"/>	x	<i><u>231M Approval of EA by FHWA</u></i>	/ /
<input type="checkbox"/>	x	2370 Prepare and Review Draft EIS	/ /
<input type="checkbox"/>	x	<i><u>237M Approval of Draft EIS by FHWA</u></i>	/ /

<input type="checkbox"/>	x	2380	Distribute EA	/	/
<input type="checkbox"/>	x	<u>232M</u>	<u>Public Hearing for EA</u>	/	/
<input type="checkbox"/>	x	2390	Distribute DEIS	/	/
<input type="checkbox"/>	x	<u>239M</u>	<u>Public Hearing for DEIS</u>	/	/

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

STUDY (EARLY PRELIMINARY ENGINEERING) (cont'd)

YES	NO	P/PMS TASK NUMBER AND DESCRIPTION		DATE TO BE COMPLETED BY	
				(mm/dd/yyyy)	
<u>EPE FINAL ANALYSIS</u>					
<input type="checkbox"/>	x	2510	Determine and Review Recommended Alternative	/	/
<input type="checkbox"/>	x	<u>250M</u>	<u>Concurrence by Regulatory Agencies with Recommended Alternatives</u>	/	/
<input type="checkbox"/>	x	2525	Prepare and Review Engineering Report	/	/
<input type="checkbox"/>	x	2530	Prepare and Review Request for FONSI	/	/
<input type="checkbox"/>	x	<u>252M</u>	<u>Approval of FONSI by FHWA</u>	/	/
<input type="checkbox"/>	x	2540	Prepare and Review FEIS	/	/
<input type="checkbox"/>	x	<u>254M</u>	<u>Approval of FEIS by FHWA</u>	/	/
<input type="checkbox"/>	x	2550	Obtain ROD	/	/
<input type="checkbox"/>	x	<u>255M</u>	<u>ROD Issued by FHWA</u>	/	/
<input type="checkbox"/>	x	2570	ITS Concept of Operations	/	/
<u>CONTAMINATION INVESTIGATION</u>					
<input type="checkbox"/>	x	2810	Project Area Contamination Survey (PCS)	/	/
<input type="checkbox"/>	x	2820	Preliminary Site Investigation (PSI) for Contamination	/	/

PRELIMINARY ENGINEERING - DESIGN

<u>DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION</u>					
<input type="checkbox"/>	x	3130	Verify Design Scope of Work and Cost	/	/
<input type="checkbox"/>	x	3310	Prepare Aerial Topographic Mapping	/	/
<input type="checkbox"/>	x	3320	Conduct Photogrammetric Control Survey	/	/
<input type="checkbox"/>	x	3321	Set Aerial Photo Targets	/	/
<input type="checkbox"/>	x	3330	Conduct Design Survey	/	/
<input type="checkbox"/>	x	3340	Conduct Structure Survey	/	/
<input type="checkbox"/>	x	3350	Conduct Hydraulics Survey	/	/
x	<input type="checkbox"/>	3360	Prepare Base Plans	/	/
<input type="checkbox"/>	x	<u>311M</u>	<u>Utility Notification</u>	/	/
<input type="checkbox"/>	x	3361	Review and Submit Preliminary ROW Plans	/	/
<input type="checkbox"/>	x	<u>331M</u>	<u>Preliminary ROW Plans Distributed</u>	/	/
<input type="checkbox"/>	x	3365	Pre-Conceptual ITS Design and Meeting	/	/

<input type="checkbox"/>	x	3370	Prepare Structure Study	/	/
<input type="checkbox"/>	x	3375	Conduct Value Engineering Study	/	/
x	<input type="checkbox"/>	3380	Review Base Plans	/	/
x	<input type="checkbox"/>	<u>332M</u>	<u>Base Plan Review (Pre-GI Inspection)</u>	/	/
x	<input type="checkbox"/>	3390	Develop the Maintaining Traffic Concepts	/	/

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING - DESIGN (cont'd)

		P/PMS TASK NUMBER AND DESCRIPTION		DATE TO BE COMPLETED BY (mm/dd/yyyy)	
YES	NO				
<u>PRELIMINARY PLANS PREPARATION</u>					
<input type="checkbox"/>	x	3510	Perform Roadway Geotechnical Investigation	/	/
<input type="checkbox"/>	x	3520	Conduct Hydraulic/Hydrologic and Scour Analysis	/	/
<input type="checkbox"/>	x	3522	Conduct Drainage Study, Storm Sewer Design, and use Structural Best Management Practices	/	/
x	<input type="checkbox"/>	3530	Conduct Structure Foundation Investigation	/	/
<input type="checkbox"/>	x	3535	Conduct Structure Review for Architectural and Aesthetic Improvements	/	/
	x	3540	Develop the Maintaining Traffic Plan	/	/
<input type="checkbox"/>	x	3551	Prepare/Review Preliminary Traffic Signal Design Plan	/	/
	x	3552	Develop Preliminary Pavement Marking Plan	/	/
<input type="checkbox"/>	x	3553	Develop Preliminary Non-Freeway Signing Plan	/	/
<input type="checkbox"/>	x	3554	Develop Preliminary Freeway Signing Plan	/	/
<input type="checkbox"/>	x	3555	Prepare/Review Preliminary Traffic Signal Operations	/	/
x	<input type="checkbox"/>	3570	Prepare Preliminary Structure Plans	/	/
x	<input type="checkbox"/>	3580	Develop Preliminary Plans	/	/
<input type="checkbox"/>	x	3581	Review and Submit Final ROW Plans	/	/
<input type="checkbox"/>	x	<u>351M</u>	<u>Final ROW Plans Distributed</u>	/	/
<input type="checkbox"/>	x	3585	Final ITS Concept Design and Meeting	/	/
x	<input type="checkbox"/>	3590	Review Preliminary Plans (Hold Plan Review Meeting)	/	/
x	<input type="checkbox"/>	<u>352M</u>	<u>THE Plan Review (Grade Inspection)</u>	/	/
<input type="checkbox"/>	x	3595	Conduct ITS Structure Foundation Investigation	/	/
<u>UTILITIES</u>					
x	<input type="checkbox"/>	3610	Compile Utility Information	/	/
<input type="checkbox"/>	x	3615	Compile ITS Utility Information	/	/
<input type="checkbox"/>	x	3650	Coordinate RR Involvement for Grade Separations	/	/
<input type="checkbox"/>	x	3655	Coordinate RR Involvement for At-Grade Crossings	/	/

x	<input type="checkbox"/>	3660	Resolve Utility Issues	/	/
x	<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"/>	x	3670	Develop Municipal Utility Plans	/	/
<input type="checkbox"/>	x	3672	Develop Special Drainage Structures Plans	/	/
x	<input type="checkbox"/>	3675	Develop Electrical Plans	/	/
<input type="checkbox"/>	x	3680	Preliminary ITS Communication Analysis	/	/
x	<input type="checkbox"/>	3690	Power Design (Power Drop in Field)	/	/

MITIGATION/PERMITS

<input type="checkbox"/>	x	3710	Develop Required Mitigation	/	/
<input type="checkbox"/>	x	3720	Assemble Environmental Permit Applications	/	/
<input type="checkbox"/>	x	3730	Obtain Environmental Permit	/	/

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>FINAL PLAN PREPARATION</u>					
<input type="checkbox"/>	x	3821	Prepare/Review Final Traffic Signal Design Plan	/	/
	x	3822	Complete Permanent Pavement Marking Plan	/	/
<input type="checkbox"/>	x	3823	Complete Non-Freeway Signing Plan	/	/
<input type="checkbox"/>	x	3824	Complete Freeway Signing Plan	/	/
<input type="checkbox"/>	x	3825	Prepare/Review Final Traffic Signal Operations	/	/
	x	3830	Complete the Maintaining Traffic Plan	/	/
x	<input type="checkbox"/>	3840	Develop Final Plans and Specifications	/	/
x	<input type="checkbox"/>	<i>380M</i>	<i>Plan Completion</i>	01/20/2012	
<input type="checkbox"/>	<input type="checkbox"/>	3850	Develop Structure Final Plans and Specifications	/	/
x	<input type="checkbox"/>	3870	Hold Omissions/Errors Check (OEC) Meeting	/	/
x	<input type="checkbox"/>	<i>387M</i>	<i>Omissions/Errors Checks Meeting</i>	/	/
x	<input type="checkbox"/>	<i>389M</i>	<i>Plan Turn-In</i>	02/17/2012	
<input type="checkbox"/>	x	3880	CPM Quality Assurance Review	/	/
<input type="checkbox"/>	x	3890	Final ITS Communication Analysis	/	/

PRELIMINARY ENGINEERING – RIGHT OF WAY

EARLY RIGHT OF WAY WORK

<input type="checkbox"/>	x	4120	Obtain Preliminary Title Commitments	/	/
<input type="checkbox"/>	x	4130	Prepare Marked Final Right Of Way Plans	/	/
<input type="checkbox"/>	x	<i>413M</i>	<i>Approved Marked Final ROW</i>	/	/
<input type="checkbox"/>	x	4140	Prepare Property Legal Instruments	/	/

<u>ROW ACQUISITION</u>				
<input type="checkbox"/>	x	4411	Preliminary Interviews	/ /
<input type="checkbox"/>	x	<i>441M</i>	<i>Post-Decision Meeting</i>	/ /
<input type="checkbox"/>	x	4412	Real Estate Services Assignment Proposal and Fee Estimate (Form 633s) for Appraisal Work Authorization	/ /
<input type="checkbox"/>	x	4413	Appraisal Reports	/ /
<input type="checkbox"/>	x	4420	Appraisal Review Reports	/ /
<input type="checkbox"/>	x	4430	Acquire Right Of Way Parcels	/ /
<input type="checkbox"/>	x	4510	Conduct Right Of Way Survey & Staking	/ /
<u>ROW RELOCATION</u>				
<input type="checkbox"/>	x	4710	Relocation Assistance	/ /
<input type="checkbox"/>	x	4720	Prepare Improvement Removal Plan	/ /
<input type="checkbox"/>	x	<i>442M</i>	<i>ROW Certification</i>	/ /

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

POST LETTING/AWARD TASKS (for reference only)

		P/PMS TASK NUMBER AND DESCRIPTION		DATE TO BE COMPLETED BY (mm/dd/yyyy)
YES	NO			
<input type="checkbox"/>	x	4810	Complete Acquisition Process	/ /
<input type="checkbox"/>	x	4820	Manage Excess Real Estate	/ /
<input type="checkbox"/>	x	4830	Provide Post-Certification Relocation Assistance	/ /
<input type="checkbox"/>	x	4910	Conduct ROW Monumentation	/ /
<input type="checkbox"/>	x	5010	Construction Phase Engineering and Assistance	/ /
<input type="checkbox"/>	x	5020	Prepare As-Built Drawings	/ /

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

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.