

## 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				
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP.  WHITE = REQUIRED GRAY SHADING = OPTIONAL			<b>CONSULTANT:</b> Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
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"/>	<b>Location:</b> The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.	
N/A	N/A	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted) <b>(No Resumes)</b>	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP <b>not including key personnel resumes</b>	

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

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

## RFP SPECIFIC INFORMATION

BUREAU OF HIGHWAYS

BUREAU OF TRANSPORTATION PLANNING \*\*

OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO

YES

DATED \_\_\_\_\_

THROUGH \_\_\_\_\_

**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
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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.

<b>Lansing Regular Mail</b>	<b>OR</b>	<b>Lansing Overnight Mail</b>
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 Non-Prequalified Work)

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

# MICHIGAN DEPARTMENT OF TRANSPORTATION

## SCOPE OF SERVICE FOR DESIGN SERVICES

**CONTROL SECTION(S):** 39014

**JOB NUMBER(S):** 102995, 113576 & 102963

### **PROJECT DESCRIPTION:**

The Scope of Services outlined in this RFP is part of a series of coordinated projects intended to improve the I-94BL (Stadium Dr.) / US-131 bridge and interchange / Drake Rd. intersection area. The Consultant will be responsible for the following projects:

1. **102995** – I-94BL (Stadium Dr.) at US-131 – *Interchange design and associated tasks only*
2. **113576** – Carpool Parking Lot
3. **TBD** – Drake Rd. Non-motorized Path – *Dependent on Approval of Enhancement Grant*
4. **102963** – I-94 BL (Stadium Dr.) over US-131 – *Bridge Removal and Replacement (ATTACHMENT A)*

### **CONSULTANT RESPONSIBILITIES:**

- Design of I-94BL (east of 11<sup>th</sup> St. to 450' west of Drake Rd.)
- Design of Single-Point Urban Interchange (SPUI)
- Design of SPUI traffic signals
- Traffic signal operations for corridor (11<sup>th</sup> St. / SPUI / Drake Rd.)
- Pavement markings (east of 11<sup>th</sup> St. to 450' west of Drake Rd.)
- Permanent signing (east of 11<sup>th</sup> St. to 450' west of Drake Rd.)
- Design of SPUI MSE walls – aesthetics to match I-94 corridor
- Design of retaining wall on Drake (Modular Block or SP&L)
- Hydraulic analysis for interchange including Stadium Drive discharge
- Drainage design for I-94BL (east of 11<sup>th</sup> St. to 450' west of Drake Rd.)
- Coordination with Western Michigan University on storm water design for CMI grant
- Design of non-motorized path on I-94BL (east of 11<sup>th</sup> St. to 450' west of Drake Rd.)
- Design of sidewalk on I-94BL (east of 11<sup>th</sup> St. to 450' west of Drake Rd.)
- Design of new carpool parking lot at I-94BL / 11<sup>th</sup> St.
- Design of non-motorized path on Drake – includes boardwalk in wetland area (if enhancement grant is approved)
- The selected consultant will be responsible for submitting the final letting package, including any plans and proposal materials provided by other consultants and/or MDOT. The selected consultant will be required to package all plan sheets and proposal material into a single submittal.

The Consultant will be required to coordinate with the following projects:

1. JN: 102995 - I-94BL (Stadium Dr.) – 450' West of Drake Rd. to 1500' east of Seneca Lane
2. JN: 102963 – I-94 BL (Stadium Dr.) over US-131 - S03 of 39014
3. JN: 113262 – I-94 BL (Stadium Dr.) / Drake Rd. Intersection

**Ali Mahdavi will be the bridge project manager on this job for JN 102963. However, all communications including bridge designs, invoicing and design submittals will go through the project manager, Munawar Azam.**

**GENERAL INFORMATION:**

**Previously Contracted Consultant Responsibilities**

- Design of I-94BL (450' west of Drake Rd. to 1500' east of Seneca Lane)
- Vertical geometry of I-94 BL (east of 11<sup>th</sup> St to 1500' east of Seneca Lane). I-94BL will include a 1.5' to 2.0' grade raise over US-131 to accommodate under clearance requirements.
- Design of dual-left turn lanes at I-94BL / Drake Rd. intersection
- Design of new traffic signal at I-94BL / Drake Rd. intersection
- Pavement markings (450' west of Drake Rd. to 1500' east of Seneca Lane)
- Permanent signing (450' west of Drake Rd. to 1500' east of Seneca Lane)
- Maintenance of Traffic for entire project (I-94 BL/Drake Road/11<sup>th</sup> Street/US-131/SPUI Ramps)
- Drainage design for Drake Rd. and I-94BL (450' west of Drake Rd. to POE)

Coordination between the Consultant and the Previously Contracted Consultant will be required for preparation of a single Planset, and Proposal. The Previously Contracted Consultant will be responsible for preparation of the MOT concept and plans, but will be required to provide coordination between all entities. The selected consultant will be required to coordinate the Maintenance of Traffic concepts and plans extensively with the already contracted consultant

**ANTICIPATED SERVICE START DATE:** March 1, 2012

**ANTICIPATED SERVICE COMPLETION DATE:** December 31, 2013

**PREQUALIFICATION CLASSIFICATION(S):**

Complex Urban Freeway Design  
Complex Bridges

**SECONDARY PREQUALIFICATION CLASSIFICATION(S)**

Geotechnical Engineering Services  
Right of Way Surveys  
Pavement Marking Plans  
Permanent Freeway Traffic Signing Plans  
Maintaining Traffic Plans & Provisions  
Traffic Signal Design  
Complex Traffic Signal Operations  
Hydraulics  
Specialty Walls / Slopes  
Landscape Architecture

**DBE REQUIREMENT:** 6%

**MDOT PROJECT MANAGER:**

Munawar Azam  
Southwest Region Office  
1501 E. Kilgore Road  
Kalamazoo, MI 49001  
Phone: (269) 337-3920  
E-Mail: [AzamM@michigan.gov](mailto:AzamM@michigan.gov)

All inquiries about this Request for Proposal should be directed to the MDOT Project Manager.

**CONSULTANT RESPONSIBILITIES:**

Project includes, but not limited to the following tasks:

1. Meet with the MDOT Project Manager to review project, location of data sources and contact persons, and review relevant MDOT operations. The Consultant shall review and clarify project issues, data needs and availability, and the sequence of events and team meetings that are essential to complete the project by the completion date.
2. Maintain a Project Record which includes a history of significant events (changes, comments, etc.) which influenced the development of the plans, dates of submittals and receipt of information.
3. Provide project development schedule.

4. Provide recommendations for private/public utility relocations.
5. Provide solutions to any unique problems that may arise during the study and design of this project.
6. Attend any project related meetings and informational meetings (i.e., public hearings, open houses, etc.) with the general public and public officials to assist in answering any technical questions or concerns, or as directed by the MDOT Project Manager. Consultant will be required to provide displays and/or photo renderings.
7. The Consultant representative shall record and submit typed minutes for all project related meetings to the MDOT Project Manager within one (1) week of the meeting.
8. The Consultant will provide to MDOT at the scheduled submittal dates, copies of the required materials for distribution by MDOT for all reviews for this project. The Consultant shall contact the project manager prior to the submittal dates for the exact number of copies that will be required for submittal.
9. The MDOT Project Manager shall be the official MDOT contact person for this project and should be made aware of all communications regarding this project. The Consultant must address or send a copy of all correspondences to the MDOT Project Manager.
10. The Consultant will be required to attend a Pre-Price Proposal Meeting to discuss the project requirements, schedule, and survey requirements.
11. Maintain a 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.
12. Prepare required plans, typical cross-sections, details, and specifications required for design and construction.
13. Prepare Right-of-Way and Marked Final Right-of-Way plans as required, to locate, verify, and purchase real estate and/or obtain construction access permits for this project.
14. Prepare all materials and forms required for any necessary permits.
15. Compute and verify all plan quantities.
16. Assist MDOT with coordination of private/public utility relocations.

## **B. PPMS TASKS**

For questions on specific tasks, refer to the PPMS Task Manual located on the MDOT Bulletin Board System. For assistance in accessing this manual, please contact one of following:

Dennis Kelley  
Phone: (517) 373-4614  
E-Mail: [KelleyD2@michigan.gov](mailto:KelleyD2@michigan.gov)

## **C. MONTHLY PROGRESS REPORT**

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

## **D. TRAFFIC CONTROL**

The Consultant will be responsible for all traffic control required to perform the tasks outlined in the Scope of Work.

## **E. MDOT PERMITS**

The Consultant will be responsible for obtaining all up to date access permits and pertinent information for tasks in MDOT Right of Way. Any questions regarding MDOT permits should be directed to:

Dan Roberts – Utility & Permit Engineer  
Kalamazoo TSC  
5372 South 9th Street  
Kalamazoo, MI 49009  
Phone: (269) 375-8615  
E-Mail: [RobertsDan@michigan.gov](mailto:RobertsDan@michigan.gov)

## **F. 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 Project Manager. The Consultant shall attend any utility meetings called to ensure that the concerns on the plans involving utilities are addressed. The Consultant shall provide for the survey staking of various proposed facilities, and existing ROW so as to locate potential utility conflicts and aid in the completion of utility relocation plans for all municipal and private utility companies. The consultant shall verify any utility information (location, size, type, etc.) through researching historical as-built information for the project area.

## G. DELIVERABLES

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

The Consultant shall deliver all computer files associated with the project in their native format (spreadsheets, Microstation files, GEOPAK files, etc.) on DVD, CD, or uploaded to ProjectWise, as directed by the MDOT Project Manager. It is the Consultant's responsibility to obtain up to date MicroStation and GEOPAK seed/configuration files necessary to comply with MDOT's drafting standards which are posted to the bulletin board system. 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 when a hard copy version of a document is all that exists. The use of digital signatures is encouraged when feasible.

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 bookmarks in half size (11" x 17") formats. A half 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.

The project construction, removal, and profile sheets will require a ratio (scale) of **1:40 or as directed by the Project Manager.**

All design for this project will be done in **English Units.**

## MDOT RESPONSIBILITIES:

### MEETINGS

The MDOT PM will schedule and/or conduct all project related meetings.

### DELIVERABLES

- Design Survey
- Special details and pertinent reference materials
- As-built plans of project area, as available
- Information on existing pavement structure, as available
- Pavement core information, as available
- Traffic analysis
- Safety analysis

## **PERMITS**

MDOT will be responsible for submitting all required permits.

## **COORDINATION**

MDOT will provide coordination assistance with the following:

1. Utility Company(s)
2. Project Stakeholders
3. FHWA
4. Other MDOT divisions

## **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, sub-consultant 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.

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

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY
YES	NO		(MM / DD / YYYY)

PRELIMINARY ENGINEERING - DESIGN			
<u>Design Scope Verification And Base Plan Preparation</u>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3130	Verify Design Scope of Work and Cost / /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3310	Prepare Aerial Topographic Mapping / /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3320	Conduct Photogrammetric Control Survey / /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3321	Set Aerial Photo Targets / /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3330	Conduct Design Survey / /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3340	Conduct Structure Survey / /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3350	Conduct Hydraulics Survey / /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3360	Prepare Base Plans / /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>331M</u>	<u>Utility Notification</u> / /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3361	Review and Submit Preliminary ROW Plans / /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>331M</u>	<u>Preliminary ROW Plans Distributed</u> / /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3370	Prepare Structure Study / /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3375	Conduct Value Engineering Study / /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3380	Review Base Plans / /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3385	Preliminary Load Rating / /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>332M</u>	<u>Base Plan Review (Pre-GI Inspection)</u> / /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3390	Develop the Maintaining Traffic Concepts / /
<u>Preliminary Plans Preparation</u>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3510	Perform Roadway Geotechnical Investigation / /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3520	Conduct Hydraulic/Hydrologic and Scour Analysis / /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3522	Conduct Drainage Study, Storm Sewer Design, and use Structural Best Management Practices / /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3530	Conduct Structure Foundation Investigation / /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3535	Conduct Structure Review for Architectural and Aesthetic Improvements / /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3540	Develop the Maintaining Traffic Plan / /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3551	Prepare/Review Preliminary Traffic Signal Design Plan / /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3552	Develop Preliminary Pavement Marking Plan / /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3553	Develop Preliminary Non-Freeway Signing Plan / /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3554	Develop Preliminary Freeway Signing Plan / /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3555	Prepare/Review Preliminary Traffic Signal Operations / /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3570	Prepare Preliminary Structure Plans / /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3580	Develop Preliminary Plans / /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3581	Review and Submit Final ROW Plans / /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>351M</u>	<u>Final ROW Plans Distributed</u> / /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3590	Review Preliminary Plans (Plan Review Meeting) / /

		<b>P/PMS TASK NUMBER AND DESCRIPTION</b>	<b>DATE TO BE COMPLETED BY</b>
<b>YES</b>	<b>NO</b>		<b>(MM / DD / YYYY)</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>352M THE Plan Review (Grade Inspection)</i>	/ /

<b>PRELIMINARY ENGINEERING – DESIGN (Cont'd)</b>			
<b><u>Utilities</u></b>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3610 Compile Utility Information	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3650 Coordinate RR Involvement for Grade Separations	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3655 Coordinate RR Involvement for At-Grade Crossings	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3660 Resolve Utility Issues	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>360M Utility Conflict Resolution Plan Distribution</i>	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>361M Utility Meeting</i>	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3670 Develop Municipal Utility Plans	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3672 Develop Special Drainage Structures Plans	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3675 Develop Electrical Plans	/ /
<b><u>Mitigation/Permits</u></b>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3710 Develop Required Mitigation	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3720 Assemble Environmental Permit Applications	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3730 Obtain Environmental Permit	/ /
<b><u>Final Plan Preparation</u></b>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3821 Prepare/Review Final Traffic Signal Design Plan	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3822 Complete Permanent Pavement Marking Plan	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3823 Complete Non-Freeway Signing Plan	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3824 Complete Freeway Signing Plan	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3825 Prepare/Review Final Traffic Signal Operations	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3830 Complete the Maintaining Traffic Plan	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3840 Develop Final Plans and Specifications	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>380M Plan Completion</i>	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3850 Develop Structure Final Plans and Specifications	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3870 Hold Omissions/Errors Check (OEC) Meeting	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3875 Final Load Rating	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>387M Omissions/Errors Checks Meeting</i>	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>389M Plan Turn-In</i>	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3880 CPM Quality Assurance Review	/ /

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY
YES	NO		(MM / DD / YYYY)

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

**ATTACHMENT A**  
**SCOPE OF SERVICE**  
**FOR**  
**BRIDGE DESIGN SERVICES**

**CONTROL SECTION:** 39014

**JOB NUMBER:** 102963D

**PROJECT LOCATION:**

S03 of 39014: I-94 Business Loop (Stadium Drive) over US-131, 2.3 miles north of I-94, Oshtemo Township, Kalamazoo County, Michigan.

**PROJECT DESCRIPTION:**

This project consists of the following: Total bridge removal and replacement by part width construction to be combined and packaged with the SPUI interchange design, carpool parking lot and non-motorized path plans in the attached scope. Accelerated Bridge Construction (ABC) Technology with use of Prefabricated Bridge Element and Systems (PBES) for substructure units shall be considered.

The structure survey is complete for the bridge replacement and will be provided to the designer. In addition, the geotechnical investigation is complete for the bridge foundations and will also be provided to the designer. However, further information is needed in order to complete geotechnical design required for the design of the exit/entrance ramps to and from the bridge. This information should be provided by and coordinated with the MDOT Geotechnical Unit.

The existing four (4) span, Steel Multi-Stringer Composite structure was originally constructed in 1963 and designed for HS-20 loading; resurfaced in 1986; and patched with expansion joint replacements, beam end repairs, partial painting, and substructure repairs in 2005. The structure consists of a total length of 237' - 0", an out to out width of 85' - 5" and a clear roadway width of 82' - 0". The bridge is classified as an Urban Principal Arterial over Urban Freeway on the National Functional Classification Map.

**ESTIMATED PROJECT COST:**

Total estimated construction cost: \$6,293,000 (Bridge Only)

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., Bridge Design Manual and Guides, 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, AASHTO-LRFD Bridge Design Specification, 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 information or questions.

**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 scope, 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. If excavation is required, submit the excavation locations which may contain contamination. Project Manager then can proceed in requesting a Preliminary Project Assessment (PPA).
- B. The Consultant shall be required to prepare and submit a CPM network for the construction of this project.
- C. 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.

**The plans shall be submitted to MDOT as follows:**

- A. A study showing the conceptual design. This shall be accompanied by a rough (square foot) estimate of cost. Consider other alternatives, at the study phase, which may deviate from the “Project Description” to determine the most cost effective option. A design exception, if required, should be submitted to MDOT with the structure study.
- B. Preliminary Plans (Plan Review Meeting) shall be accompanied by an estimate of cost based on the quantities of major pay items shown on the plans.

- C. Pre-final plans (Pre-OEC plans) consisting of final plans that are approximately 90% complete and any special provisions and supplemental specifications that may be required.
- D. Final plans (OEC plans), Contract Quantities, updated cost estimate, and any special provisions and supplemental specification that may be required. Plan Review comments should be reflected in all sheets. Slab and Screed sheets and Bar Schedule sheets are not required.

The Consultant is not authorized to proceed with Preliminary Plans until receiving MDOT approval of the Study. Additionally, the Consultant is not authorized to proceed with Final Plans until notified that FHWA has approved Preliminary Plans.

All work shall conform to AASHTO specifications, MDOT specifications, and MDOT design and detailing practices. All submittals to MDOT shall require quality assurance review and meet the attached quality assurance document. The Consultant shall maintain office records, submit monthly progress reports, and submit MDOT vouchers with their billings. The Consultant is advised that MDOT considers plans 5% complete upon approval of the study, 30% complete when the preliminary plans are distributed, and 95% complete when final plans are submitted for review.

All submittals to MDOT shall be dated and identified by structure number, control section, job number including phase, MDOT contract number, route and location.

A file containing project related correspondence, design, and any information resulting from research shall be submitted to MDOT with final deliverables.