

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

	REQUISITION NUMBER	DUE DATE
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)

DESCRIPTION

MDOT PROJECT MANAGER: Check all items to be included in RFP			CONSULTANT: Provide only checked items below in proposal
WHITE = REQUIRED GRAY SHADING = OPTIONAL			
Check the appropriate Tier in the box below			
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input type="checkbox"/> TIER II (\$100,000-\$250,000)	<input type="checkbox"/> TIER III (>\$250,000)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
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 p=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)	14 pages (MDOT forms not counted)	Total maximum pages for RFP <b>not including key personnel resumes.</b> Resumes limited to 2 pages per key staff personnel.

**PROPOSAL AND BID SHEET EMAIL ADDRESS** – [mdot-rfp-response@michigan.gov](mailto:mdot-rfp-response@michigan.gov)

### 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 five (5) 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.)**

**REQUEST FOR PROPOSAL**

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

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest (Consultant/Vendor Selection Guidelines for Services Contracts" and "Guideline for Completing a Low Bid Sheet(S)\*, if a low bid is involved as part of the selection process. **Reference 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 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.

**Qualification 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. The vendor that has met established qualification threshold and 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**

Bid Sheet(s) must be submitted in accordance with the "Guidelines for Completing a Low Bid Sheet(s)\* (available on MDOT's website). Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the email address: [mdot-rfp-response@michigan.gov](mailto:mdot-rfp-response@michigan.gov). Failure to comply with this procedure may result in your bid being rejected from consideration.

**NOTIFICATION  
MANDATORY ELECTRONIC SUBMITTAL**

**Proposals submitted for this project must be submitted electronically.**

**The following are changes to the Proposal Submittal Requirements:**

- Eliminated the Following Requirements:
  - Safety Program
  - Communication Plan
  - Past Performance as *a separate section*
  - Separate section for DBE Statement of goals. Include information in Qualification of Team section
  
- Implemented the Following Changes:
  - All proposals require an Organization Chart
  - Resumes must be a maximum of two pages
  - Only Key (lead) staff resumes may be submitted
  - Tier III proposal reduced from 19 to 14 pages
  - Forms 5100D, 5100I, and 5100G combined – 5100D
  - Forms 5100B and 5100H combined – 5100B
  - RFP's will be posted on a weekly basis -- on Mondays

**The following are Requirements for Electronic Submittals:**

- Proposals must be prepared using the most current guidelines
- The proposal must be bookmarked to clearly identify the proposal sections (See Below)
- For any section not required per the RFP, the bookmark must be edited to include “N/A” after the bookmark title.  
**Example:** Understanding of Service – N/A
- Proposals must be assembled and saved as a single PDF file
- PDF file must be 5 megabytes or smaller
- PDF file must be submitted via e-mail to [MDOT-RFP-Response@michigan.gov](mailto:MDOT-RFP-Response@michigan.gov)
- MDOT's requisition number and company name must be included in the subject line of the e-mail. The PDF shall be named using the following format:
  - Requisition#XXX\_Company Name.PDF
- MDOT will not accept multiple submittals
- Proposals must be *received* by MDOT on or before the due date and time specified in each RFP

**If the submittals do not comply with the requirements, they may be determined unresponsive.**

The Consultant's will receive an e-mail reply/notification from MDOT when the proposal is received. Please retain a copy of this e-mail as proof that the proposal was received on time. **Consultants are responsible for ensuring the MDOT receives the proposal on time.**

**Required Bookmarking Format:**

- I. Request for Proposal Cover Sheet Form 5100D
  - A. Consultant Data and Signature Sheet, Form 5100J (if applicable)
- II. Understanding of Service
  - A. Innovations
- III. Qualifications of Team
  - A. Structure of Project Team
    - 1. Role of Firms
    - 2. Role of Key Personnel
  - B. Organization Chart
  - C. Location
- IV. Quality Assurance / Quality Control Plan
- V. Resumes of Key Staff
- VI. Pricing Documents/Bid Sheet (if applicable)

**2/14/12**

# Michigan Department of Transportation

## SCOPE OF SERVICE FOR DESIGN SERVICES Revised as of 6.26.12 Primary Prequalification Revision

**CONTROL SECTION(S):** 25092, 74022

**JOB NUMBER(S):** 113003, 113505, 113459

### **PROJECT LOCATION:**

The project limits are at three locations in Genesee and Sanilac Counties.

**JN 113003:** M-15 from Davison Rd. to the north village limit of Davison, Genesee County. The project length is 0.50 mile.

**JN 113505:** M-15 from north village limit of Davison to Potter Rd. in Davison Twp., Genesee County. The project length is 0.50 mile.

**JN 113459:** M-90 at Black River Road in the village of Croswell, Sanilac County. The project length is 0.18 mile.

### **PROJECT DESCRIPTION:**

Work involved in the design of the project consists of adding center left turn lanes.

**NOTE:** There will be two (2) distinct construction packages; the M-15 jobs (JNs 113003 & 113505) will be combined for construction and the M-90 job (JN 113459) will be a stand alone construction project. Use the following wording in the scope of services: “The Consultant will prepare two (2) construction packages. JN 113003 and JN 113505 will be combined for one construction package and JN 113459 will be a separate construction package.”

**ANTICIPATED SERVICE START DATE:** October 2012

**ANTICIPATED SERVICE COMPLETION DATE:** February 2014

### **PRIMARY PREQUALIFICATION CLASSIFICATION(S):**

~~Roads and Streets~~

~~Roadway Rehabilitation & Rural Freeways~~

**\*Roads and Streets**

**\*Note:** Roads and Streets is the only primary prequalification required.



**JN 113505**

The estimated cost of construction is:

<b>1.Mainline Pavement</b>	<b>\$ 294,200</b>
<b>2.Geometric Improvement</b>	<b>\$</b>
<b>3.Environmental</b>	<b>\$</b>
<b>4.Drainage</b>	<b>\$</b>
<b>5.Safety</b>	<b>\$</b>
<b>6.Non Motorized</b>	<b>\$</b>
<b>7.Maintaining Traffic</b>	<b>\$ 64,000</b>
<b>8.Miscellaneous Bridge Cost</b>	<b>\$</b>
<b>9.Detours and Maintaining Traffic</b>	<b>\$</b>
<b>10.Permanent Pavement Markings/Signs/Signals</b>	<b>\$ 6,440</b>
<b>11.Miscellaneous</b>	<b><u>\$ 151,500</u></b>
<b>CONSTRUCTION TOTAL</b>	<b>\$ 516,140</b>

**B.The estimated cost of real estate is: \$0**

**JN 113459**

<b>1.Mainline Pavement</b>	<b>\$ 297,785</b>
<b>2.Geometric Improvement</b>	<b>\$</b>
<b>3.Environmental</b>	<b>\$</b>
<b>4.Drainage</b>	<b>\$</b>
<b>5.Safety</b>	<b>\$</b>
<b>6.Non Motorized</b>	<b>\$</b>
<b>7.Maintaining Traffic</b>	<b>\$ 23,000</b>

<b>8.Miscellaneous Bridge Cost</b>	<b>\$</b>
<b>9.Detours and Maintaining Traffic</b>	<b>\$</b>
<b>10.Permanent Pavement Markings/Signs/Signals</b>	<b>\$ 3,757</b>
<b>11.Miscellaneous</b>	<b><u>\$ 56,944</u></b>
<b>CONSTRUCTION TOTAL</b>	<b><u>\$ 381,486</u></b>

**B.The estimated cost of real estate is: \$0**

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

**If at any time the estimated cost of construction varies by more than 5% of the current programmed amount, then the Consultant will be required to submit a letter to the MDOT Project Manager justifying the changes in the construction cost estimate.**

**REQUIRED MDOT GUIDELINES AND STANDARDS:**

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards (i.e., Road Design Manual, Standard Plans, Drainage Manual, Roadside Design Guide, A Policy on Geometric Design of Highways and Streets, Michigan Manual of Uniform Traffic Control Devices, etc.).

NOTE: A process change mandated by federal audit of MDOT’s design process puts the Omissions and Errors Check Meeting after the Plan Completion. Please keep this in mind when preparing your schedule. See MDOT Road Design Manual, Chapter 14 – Procedures – Section 14.54 for corroboration. See “For Your Information” contacts at the end of this document for more info or questions.

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

**GENERAL INFORMATION:**

JN’s 113003 and 113505 will be packaged and let together as one project. JN 113003 is a safety project and JN 113505 is a CMAQ project. It is anticipated that widening for JN 113003 will occur on the east side of M-15 only and then transition to widening on both sides of M-15 for JN 113505.

JN 113459 is a stand-alone safety project. It is anticipated that widening for JN 113459 will occur on both sides of M-90 and will not impact the structure to the east.

All three project will need survey and complete plans and proposals for construction.

Any existing information (i.e. as-builts, scoping information) will be placed on MDOT's FTP site at [ftp://ftpmidot.state.mi.us/113003, 113505, 113459/](ftp://ftpmidot.state.mi.us/113003,113505,113459/)

**CONSULTANT RESPONSIBILITIES:**

Complete the design of these projects 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. Prepare any known environmental permits, calculations, details and plan sheets required by the Region Resource staff for applications, on behalf of this project.
- F. Prepare any design exceptions needed for this project and submit to the MDOT Project Manager.
- G. Provide solutions to any unique problems that may arise during the design of this project.
- H. 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.

- I. 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.
- J. If excavation is required, submit the excavation locations which may contain contamination. Project Manager then can proceed in requesting a Preliminary Project Assessment (PPA).
- K. The Consultant shall be required to prepare and submit a CPM network for the construction of this project.
- L. 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.
- M. 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.
- N. 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.
- O. Attend any project-related meetings as directed by the MDOT Project Manager.
- P. 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.
- Q. 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.
- R. 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.

- S. 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 Evan Huizenga, Utilities/Permits, Davison TSC at (810) 653-7470.

## **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.
- B. Furnish Special Details and pertinent reference materials.
- C. Perform and furnish soil boring, pavement core information and pavement design.

- D. Furnish prints of an example of a similar project and old plans of the area, if available. Furnish the E.A.
- E. Obtain all permits for the project as outlined in previous section.
- F. Coordinate any necessary utility relocation. Receive and distribute the Utility's responses to the Consultant.
- G. 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 an FTP site, as directed by the MDOT Project Manager. All CAD/GEOPAK files shall be created and identified with standard MDOT file names as shown in the MDOT Standard File Naming Convention that is attached to this document. The electronic files will be published to contractors at the time of letting as Reference Information Documents (RID). This currently includes providing electronic proposed cross sections and in the future will require 3D modeling information for existing and proposed features.

It is the Consultant's responsibility to obtain the up to date MicroStation workspace as published monthly to comply with MDOT's standards. Any CAD/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.

Plan files shall be submitted in their native dgn format with standard naming conventions and compiled into an Adobe PDF plan set. Plan sheets shall be plotted to Adobe PDF with full text search capabilities in 11" x 17" format. A title sheet shall be printed stamped and signed then scanned for inclusion with the Adobe PDF set. The original title sheet shall be filed by the consultant and stored for a minimum of seven years.

The 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"=XX'** (**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. Upon request MDOT will provide an electronic image of a map for use on the title sheet. The Consultant shall be responsible for any revisions to the title sheet. The title sheet and map shall meet MDOT format and layout guidelines.
- B. Note Sheet this is produced in Word using MDOT's template.
- 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. Survey Information Sheet produced in Word using MDOT's template.
- 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:**

Plan Completion:

OEC Meeting:

Consultant Plan Turn In:

Letting:

Final Deliverables

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  
P/PMS Form Only

## MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

Version 6

Updated  
05/18/2011

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	/ /
<b><u>EPE SCOPING ANALYSIS</u></b>			
<input type="checkbox"/>	<input type="checkbox"/>	2100 Scope Verification and Initiation of EPE Activities	/ /
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>210M Program &amp; Project Review Board Concurrence</u></i>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2115 Traffic Data Collection	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2120 Prepare Traffic Analysis Report	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2125 Traffic Capacity Analysis	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2130 Prepare Project Justification	/ /
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>213M Concurrence by Regulatory Agencies with the Purpose and Need</u></i>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2140 Develop and Review Illustrative Alternatives	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2155 Request/Perform Safety Analysis	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2160 Prepare and Review EIS Scoping Document	/ /
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>211M Public Information Meeting</u></i>	/ /
<b><u>EPE DRAFT ANALYSIS</u></b>			
<input type="checkbox"/>	<input type="checkbox"/>	2310 Conduct Technical SEE Studies	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2311 Cultural Resources Survey	/ /

<input type="checkbox"/>	<input type="checkbox"/>	2312	Recreational Survey – Section 4(f)/6(f)	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2313	Endangered Species Survey	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2314	Wetland Assessment	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2315	Wetland Mitigation	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2316	Other Technical Reports	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2321	Prepare for Aerial Photography	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2322	Finish/Print Aerial Photography	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2330	Collect EPE Geotechnical Data	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2340	Develop and Review Practical Alternatives	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>233M</u>	<u>Aerial Photography Flight</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2360	Prepare and Review EA	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>231M</u>	<u>Approval of EA by FHWA</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2370	Prepare and Review Draft EIS	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>237M</u>	<u>Approval of Draft EIS by FHWA</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2380	Distribute EA	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>232M</u>	<u>Public Hearing for EA</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2390	Distribute DEIS	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>239M</u>	<u>Public Hearing for DEIS</u>	/	/

**EPE FINAL ANALYSIS**

<input type="checkbox"/>	<input type="checkbox"/>	2510	Determine and Review Recommended Alternative	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>250M</u>	<u>Concurrence by Regulatory Agencies with Recommended Alternatives</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2525	Prepare and Review Engineering Report	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2530	Prepare and Review Request for FONSI	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>252M</u>	<u>Approval of FONSI by FHWA</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2540	Prepare and Review FEIS	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>254M</u>	<u>Approval of FEIS by FHWA</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2550	Obtain ROD	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>255M</u>	<u>ROD Issued by FHWA</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2570	ITS Concept of Operations	/	/

**CONTAMINATION INVESTIGATION**

<input type="checkbox"/>	<input type="checkbox"/>	2810	Project Area Contamination Survey (PCS)	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2820	Preliminary Site Investigation (PSI) for Contamination	/	/

**PRELIMINARY ENGINEERING - DESIGN**

**DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION**

<b>x</b>	<input type="checkbox"/>	3130	Verify Design Scope of Work and Cost	10/23/2012
<input type="checkbox"/>	<b>x</b>	3310	Prepare Aerial Topographic Mapping	/ /
<input type="checkbox"/>	<b>x</b>	3320	Conduct Photogrammetric Control Survey	/ /
<input type="checkbox"/>	<b>x</b>	3321	Set Aerial Photo Targets	/ /
<b>x</b>	<input type="checkbox"/>	3330	Conduct Design Survey	01/30/2013
<input type="checkbox"/>	<b>x</b>	3340	Conduct Structure Survey	/ /

<input type="checkbox"/>	x	3350	Conduct Hydraulics Survey	/	/
x	<input type="checkbox"/>	3360	Prepare Base Plans	01/30/2013	
	<input type="checkbox"/>	<u>311M</u>	<u>Utility Notification</u>	/	/
x	<input type="checkbox"/>	3361	Review and Submit Preliminary ROW Plans	10/23/2012	
x	<input type="checkbox"/>	<u>331M</u>	<u>Preliminary ROW Plans Distributed</u>	10/23/2012	
<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	/	/
<input type="checkbox"/>	x	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	01/30/2013	

### **PRELIMINARY PLANS PREPARATION**

<input type="checkbox"/>	x	3510	Perform Roadway Geotechnical Investigation	/	/
<input type="checkbox"/>	x	3520	Conduct Hydraulic/Hydrologic and Scour Analysis	/	/
x	<input type="checkbox"/>	3522	Conduct Drainage Study, Storm Sewer Design, and use Structural Best Management Practices	04/25/2013	
<input type="checkbox"/>	x	3530	Conduct Structure Foundation Investigation	/	/
<input type="checkbox"/>	x	3535	Conduct Structure Review for Architectural and Aesthetic Improvements	/	/
x	<input type="checkbox"/>	3540	Develop the Maintaining Traffic Plan	04/25/2013	
x	<input type="checkbox"/>	3551	Prepare/Review Preliminary Traffic Signal Design Plan	01/30/2013	
x	<input type="checkbox"/>	3552	Develop Preliminary Pavement Marking Plan	04/25/2013	
x	<input type="checkbox"/>	3553	Develop Preliminary Non-Freeway Signing Plan	04/25/2013	
<input type="checkbox"/>	x	3554	Develop Preliminary Freeway Signing Plan	/	/
<input type="checkbox"/>	x	3555	Prepare/Review Preliminary Traffic Signal Operations	/	/
<input type="checkbox"/>	x	3570	Prepare Preliminary Structure Plans	/	/
x	<input type="checkbox"/>	3580	Develop Preliminary Plans	04/25/2013	
x	<input type="checkbox"/>	3581	Review and Submit Final ROW Plans	03/26/2013	
x	<input type="checkbox"/>	<u>351M</u>	<u>Final ROW Plans Distributed</u>	02/06/2013	
<input type="checkbox"/>	x	3585	Final ITS Concept Design and Meeting	/	/
<input type="checkbox"/>	x	3590	Review Preliminary Plans (Hold Plan Review Meeting)	/	/
x	<input type="checkbox"/>	<u>352M</u>	<u>THE Plan Review (Grade Inspection)</u>	05/24/2013	
<input type="checkbox"/>	x	3595	Conduct ITS Structure Foundation Investigation	/	/

### **UTILITIES**

x	<input type="checkbox"/>	3610	Compile Utility Information	01/30/2013	
<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	06/24/2013	
<input type="checkbox"/>	<input type="checkbox"/>	<u>360M</u>	<u>Utility Conflict Resolution Plan Distribution</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>361M</u>	<u>Utility Meeting</u>	/	/
<input type="checkbox"/>	x	3670	Develop Municipal Utility Plans	/	/
<input type="checkbox"/>	x	3672	Develop Special Drainage Structures Plans	/	/
<input type="checkbox"/>	x	3675	Develop Electrical Plans	/	/

<input type="checkbox"/>	<input checked="" type="checkbox"/>	3680	Preliminary ITS Communication Analysis	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3690	Power Design (Power Drop in Field)	/	/

**MITIGATION/PERMITS**

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

**FINAL PLAN PREPARATION**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	3821	Prepare/Review Final Traffic Signal Design Plan	06/24/2013
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3822	Complete Permanent Pavement Marking Plan	06/24/2013
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3823	Complete Non-Freeway Signing Plan	06/24/2013
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3824	Complete Freeway Signing Plan	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3825	Prepare/Review Final Traffic Signal Operations	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3830	Complete the Maintaining Traffic Plan	06/24/2013
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3840	Develop Final Plans and Specifications	06/24/2013
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>380M</i>	<i>Plan Completion</i>	07/10/2013
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3850	Develop Structure Final Plans and Specifications	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3870	Hold Omissions/Errors Check (OEC) Meeting	07/24/2013
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>387M</i>	<i>Omissions/Errors Checks Meeting</i>	07/31/2013
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>389M</i>	<i>Plan Turn-In</i>	11/08/2013
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3880	CPM Quality Assurance Review	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3890	Final ITS Communication Analysis	/ /

**PRELIMINARY ENGINEERING – RIGHT OF WAY**

**EARLY RIGHT OF WAY WORK**

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

**ROW ACQUISITION**

<input type="checkbox"/>	<input type="checkbox"/>	4411	Preliminary Interviews	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<i>441M</i>	<i>Post-Decision Meeting</i>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4412	Real Estate Services Assignment Proposal and Fee Estimate (Form 633s) for Appraisal Work Authorization	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4413	Appraisal Reports	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4420	Appraisal Review Reports	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4430	Acquire Right Of Way Parcels	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4510	Conduct Right Of Way Survey & Staking	/	/

**ROW RELOCATION**

<input type="checkbox"/>	<input type="checkbox"/>	4710	Relocation Assistance	/	/
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<input type="checkbox"/>	<input type="checkbox"/>	4720 Prepare Improvement Removal Plan	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>442M ROW Certification</u>	/	/

**POST LETTING/AWARD TASKS (for reference only)**

		<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 type="checkbox"/>	4810 Complete Acquisition Process	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4820 Manage Excess Real Estate	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4830 Provide Post-Certification Relocation Assistance	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4910 Conduct ROW Monumentation	/	/
<input type="checkbox"/>	<input type="checkbox"/>	5010 Construction Phase Engineering and Assistance	/	/
<input type="checkbox"/>	<input type="checkbox"/>	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.

## ATTACHMENT A

March 2012

### SURVEY SCOPE OF WORK

Survey Limits: As needed for the Design, Right of Way and Construction. A description of the survey limits detailing length, width, and cross roads must be included in the Survey Work Plan.

**NOTES:** The Selected Consultant must discuss the scope of this survey with the MDOT Region Surveyor before submitting a priced proposal.

The Selected Consultant surveyor must contact the closest MDOT Transportation Service Center Traffic and Safety Engineer that has jurisdiction prior to submitting a priced proposal.

A **detailed Survey Work Plan must** be included in the project proposal. A spreadsheet estimate of man hours for specific survey tasks **must** be included in the **priced proposal**.

It is the responsibility of the Professional Surveyor to safeguard all corners of the United States Public Land Survey System, published Geodetic Control and any other Property Controlling corners that may be in danger of being destroyed by the proposed construction project.

#### **GENERAL REQUIREMENTS:**

1. Surveys must comply with **all Michigan laws** relative to land surveying and must be done under the **direct supervision** of a Professional Surveyor license to practice in the State of Michigan.
2. Work in any of the following categories: Road Design Surveys, Structure Surveys, Hydraulic Surveys, and/or Right-of-way Surveys must be completed by a firm which is pre-qualified by MDOT.
3. Surveys must meet all requirements of the current versions of the Michigan Department of Transportation (MDOT) Design Surveys *Standards of Practice*, MDOT Survey QA/QC Checklist, The MDOT Design Survey Manual on-line, and MDOT RTK guidelines.
4. Consultants must obtain all necessary permits required to perform this survey on any public and/or private property. **The Consultant shall be responsible for obtaining an up-to-date access permits** and pertinent information from the MDOT Utilities Coordination and Permits Section for any tasks involving work with the MDOT Right of Way (ROW).
5. Prior to performing any ground survey work, the Consultant must contact all landowners upon whose land they will enter. The contact may be personal, phone, or letter, but must be documented. This notice must include the reasons for the survey upon private land, the approximate time the survey is to take place, the extent of the

survey including potential brush cutting (which must be minimized), and a MDOT contact person (the MDOT Project Manager).

6. The Consultant must contact any and all Railroads prior to commencing field survey on railroad property. This cost for any permit, flaggers, and/or training that is required by the Railroad will be considered as a direct cost, but only if included in the Consultant's priced proposal.
7. The Consultant must adhere to all applicable OSHA and MIOSHA safety standards, including appropriate traffic signs for the activities and conditions for this project.
8. Consultants are responsible for a comprehensive and conscientious research for all records, including MDOT records, essential for the completion of this project.
9. Measurements, stationing, recorded data and computations must be in International Feet.
10. Coordinate values must be based on the Michigan Coordinate System of 1983 (CORS96, GEOID09), appropriate zone. All elevations must be based on the North American Vertical Datum of 1988 (NAVD88) if control is available within four miles. Use of other datums must be approved by the MDOT Region Surveyor.
11. For the Road Design Survey/ROW Survey, the Consultant shall provide two "Electronic only" Portfolios containing the deliverables listed in this scope for **EACH** project location. The current MDOT *Standards of Practice* for Design Surveys and the current MDOT QA/QC Certification Checklist shall be utilized in preparing the deliverables.
12. To be included in the Administrative section shall be a copy of the MDOT QA/QC Certification Checklist. This document shall be signed and certified by the Professional Surveyor responsible for the project QA/QC. Failure to use and include this document may result in the immediate return of the project portfolio for completion.
13. The MDOT Project Manager is the official contact for the consultant. The Consultant must send a copy of all project correspondence to the MDOT Project manager. The MDOT Project manager shall be made aware of all communications regarding this project. Any survey related questions regarding this project should be directed to the MDOT Region Surveyor.

At the completion of this survey, all field survey notes in .PDF format, all electronic data, and all research records obtained for this project will be considered the property of MDOT and must be sent to MDOT Bay Region Surveyor, 55 East Morley Drive, Saginaw, MI 48601. Please use MDOT's form 222 (5/01) entitled "SURVEY NOTES: RECEIPT AND TRANSMITTAL" for all transmittals.

Acceptance of the survey by the MDOT Project Manager and/or MDOT Region Surveyor does not in any way relieve the Consultant of any responsibility and liability for the content of the survey.

## **TRAFFIC CONTROL/WORK RESTRICTIONS**

The Selected Consultant shall be responsible for all traffic control required to perform the tasks

as outlined in this Scope of Services.

The Selected Consultant must notify the TSC Traffic and Safety Engineer having jurisdiction prior to submitting a price proposal and prior to beginning surveying activity in the area, to obtain any potential work restrictions and to discuss Traffic Control scenarios for the project.

The TSC Traffic & Safety Engineer must be notified at least two weeks prior to shoulder or lane closures so advance notice, and related traffic issues, can be posted on the MDOT Road Construction Web Site.

No work shall be performed or lane closures allowed during holiday periods, as defined by the local Traffic and Safety Engineer who has jurisdiction over the project area. Week-end work and lane closure exceptions may be permitted but only with the approval in advance from TSC Traffic & Safety Engineer.

Traffic must be maintained by the Consultant throughout the project in accordance with the appropriate sections of the current *Standard Specifications for Construction*, and other supplemental specifications currently in effect.

All traffic control devices shall conform to the current revision, as revised, of the *Michigan Manual of Uniform Traffic Control Devices* (MMUTCD). All warning signs for maintenance of traffic used on this project shall be fabricated with prismatic retro-reflective sheeting. Sign covers shall be placed over existing regulatory signs that are not applicable during survey work.

The consultant must have a vehicle with markings/logo that identifies the company within sight distance of the survey activity whenever they are working on or near the road.

Traffic control on city streets is under the jurisdiction of the city where the project is located.

## **COORDINATION WITH OTHER CONTRACTS IN THE VICINITY**

The Consultant shall coordinate their operations with contractors performing work on other projects within or adjacent to the Construction Influence Area (CIA).

MDOT maintenance crews and/or Contract Maintenance Agencies may perform maintenance work within or adjacent to the CIA. The Maintenance Division of MDOT and/or Contract Maintenance Agency will coordinate their operations with the MDOT Project Manager or Designate to minimize the interference to the Consultant.

The Consultant must contact the MDOT TSC Traffic & Safety Engineer and Development Engineer for information regarding project coordination.

The Consultant's attention is called to the requirement of cooperation with others as covered in the 2012 Standard Specifications for Construction. Other contracts or maintenance operations may occur during the life of the project.

No claims for extra compensation or adjustment in authorization costs will be allowed on account of delay or failure of others to complete their work unit as scheduled.

## **FIELD SURVEY**

The purpose of a field survey is to obtain information and/or data required by/for a project design engineer, to provide a survey basis for the preparation of legal descriptions and documents to acquire rights of way, easements, and permits, to leave horizontal and vertical control in the field for future construction staking, and to provide a sufficient history of the area to enable a MDOT Design Survey Unit to perform dependable surveys in the future.

For preferred methods, refer to the current MDOT Design Surveys *Standards of Practice*, or contact the Bay Region Surveyor. Any discrepancy or contradiction will be resolved by applying the following list in order of priority:

1. Written instructions from the MDOT Survey Project Manager or the Bay Region Surveyor
2. The MDOT Survey Scope of Work, Attachment A
3. The current MDOT Design Surveys *Standards of Practice*
4. Current MDOT Design Survey Manual
5. Accepted survey practice, documented in books from disinterested third parties or papers from state or federal agencies.

### **SURVEY REQUIREMENTS:**

This survey must meet all requirements of the current versions of the Michigan Department of Transportation (MDOT) Design Surveys *Standards of Practice*, MDOT QA/QC Certification Checklist, The MDOT Design Survey Manual and this project scope.

**Submit separate electronic portfolio for each location.**

Project specific and additional information:

#### **Control:**

Establish horizontal control in the Michigan State Plane Coordinate System (NAD83 MSRN CORS96 GEOID09), appropriate zone in international feet and vertical control in the NAVD88 datum throughout the project limits.

#### **Alignment:**

Use current MDOT guidelines to establish the legal alignment for the length of each project and cross roads, if applicable. Include in surveyor's report a detailed description of how alignment was established. If there are any existing alignment points in the field they will be witnessed using current MDOT guidelines.

Submit an alignment drawing (.dgn format) as described in the QA/QC Checklist. Also show the

legal right(s)-of-way on this drawing.

**Property:**

Right of way lines will need to be determined and shown for the project limits and at each cross road intersection. The legal right of way shall be determined 50 feet down the cross road from the right of way of the "M" route.

All Public Land Survey System (PLSS) corners, property controlling corners, and interior subdivision block corners within the project construction limits must be recovered and tied to the project coordinate system and witnesses. This includes 1/16 corners and platted subdivision corners. Lot corners do not require witnesses unless they are utilized as horizontal control points. Any PLSS corners needed to establish the alignment are required, as well are any PLSS corners in danger of obliteration by impending road construction, will meet all the same rules. All PLSS corners in hard surface roads must be protected by a monument box, regardless of impending construction.

Any government corners used to establish the legal right-of-ways shall meet current MDOT guidelines.

Also required for each project location:

Tax maps and descriptions with owners' names and addresses.

Maps, plats and recorded surveys marked with point numbers that tie to coordinate system.

Address numbers and building types

**Mapping:**

NOTE: It is not necessary to submit mapping folder for a consultant survey/consultant design in the same authorization.

Submit a 2D Planimetric map of each project area generated from the MDOT PwoerGEOPAK/PowerCIVIL with legal alignment and legal rights of way.

**SUBMITTAL NOTES:**

It is the responsibility of the consultant to insure that all electronic files submitted to MDOT conform to the required formats in the current Michigan Department of Transportation (MDOT) Design Surveys *Standards of Practice*, MDOT QA/QC Certification Checklist, and MDOT CADD standards, and that all documents are legible.

All data, whether electronic or paper, must be recorded on non-rewritable compact discs (CDs). All paper files must be scanned and/or converted to Adobe Acrobat .PDF format. Specific format files such as text (.txt), MicroStation drawing (.dgn), and documents (.doc) must have separate access.

All listings (horizontal control, vertical control, alignment, points, and government corners) must also be compiled on the current MDOT SURVEY INFO SHEET located at:

[http://www.michigan.gov/documents/mdot/MDOT\\_SURVEYINFOSHEET\\_302553\\_7.doc](http://www.michigan.gov/documents/mdot/MDOT_SURVEYINFOSHEET_302553_7.doc)

and included on the submitted CD.

Two identical digital copies for each project location must be submitted with one CD labeled "MDOT Region Surveyor".

**Acceptance of the survey by the MDOT Project Manager and/or MDOT Region Surveyor does not in any way relieve the Consultant of any responsibility and liability for the content of the survey.**