

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

	REQUISITION NUMBER		DUE DATE XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	
DESCRIPTION			
MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED GRAY SHADING = OPTIONAL Check the appropriate Tier in the box below		CONSULTANT: Provide only checked items below in proposal	
<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"/>	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"/>	Location: 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) (No Resumes)	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes. Resumes limited to 2 pages per key staff personnel.

PROPOSAL AND BID SHEET EMAIL ADDRESS – 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. 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
- 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**

CONTROL SECTION(S): 33011

JOB NUMBER(S): 116329C

PROJECT LOCATION: The project is located from Victor Avenue northerly to the Grand River bridge in the City of Lansing, Ingham County. The project length is 1.0 mile.

PROJECT DESCRIPTION: Work involved in the design of the project consists of preparing plans for this Capital Preventive Maintenance (CPM) HMA milling and resurfacing project. The scope of work includes single-course hot mix asphalt milling and resurfacing, sidewalk ramp upgrading, and traffic signal loop replacement.

ANTICIPATED SERVICE START DATE: 7/09/2012

ANTICIPATED SERVICE COMPLETION DATE: 12/07/2012

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Roads & Streets

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Maintaining Traffic Plans and Provisions

Traffic Signal Design

DBE REQUIREMENT: 5%

MDOT PROJECT MANAGER:

Robert Leppala

MDOT Lansing Transportation Service Center

3101 Technology Blvd, Suite H

Lansing, MI 48910

Phone: 517-324-2267

Fax: 517-324-0294

E-mail: leppalar@michigan.gov

CONSTRUCTION COST:

- A. The estimated cost of construction is: \$ 597,000
- B. The estimated cost of real estate is: \$ 0

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

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

REQUIRED MDOT GUIDELINES AND STANDARDS:

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

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

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

CONSULTANT RESPONSIBILITIES:

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

- A. 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.
- B. 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.

- C. Prepare required plans, typical cross-sections, details, and specifications required for design and construction.
- D. Compute and verify all plan quantities.
- E. Prepare the Special Provision for Maintaining Traffic and any necessary pedestrian detour plans and construction staging plans. MDOT will evaluate work zone safety and mobility impacts and develop required documentation for the Transportation Management Plan.
- F. Provide solutions to any unique problems that may arise during the design of this project.
- G. If required, provide Design Services during the construction phase of this project. If Design Services During Construction is required, then a separate authorization for those services will be issued.
- H. 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.
- I. Record and submit minutes for all project related meetings to the MDOT Project Manager within two weeks of the meeting. Distribute the minutes to all meeting attendees. MDOT will provide and distribute official meeting minutes for the Plan Review Meeting.
- J. Provide to MDOT, at the scheduled submittal dates, electronic files (in Adobe PDF format) of the required specifications and plan set materials for distribution by MDOT for all reviews for this project.
- K. 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.
- L. Attend any project-related meetings as directed by the MDOT Project Manager.
- M. Attend information meetings (i.e., public hearings, open houses, etc.) with the public and public officials to assist in responding to concerns and questions. May require the preparation of displays such as maps, marked-up plans, etc.
- N. Assist in the review of utility permit requests that are within the limits of this project, incorporate the information in the design plans, and respond within 2 weeks from receipt of the permit.

- O. The MDOT Project Manager is 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 Subvendor correspondence and verbal contact records.
- P. 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

Obtain and show on the plans the location and names of all existing utilities within the limits of the project. In the course of resolving utility conflicts, make modifications to the plans or design details and provide assistance as directed by the MDOT Utility Permits Engineer and/or Project Manager. Attend utility meetings to ensure that the concerns are addressed on the plans involving utilities. Assist in the review of utility permit requests to ensure compatibility with the project. Provide miscellaneous staking/field layout of proposed improvements for the purposes of resolving utility conflicts.

TRAFFIC CONTROL

Provide traffic control, as required, to perform the tasks as outlined in this Scope of Design Services.

MDOT PERMITS

Obtain up to date access permits and pertinent information, as required, for tasks performed within MDOT Right of Way (ROW). This information can be obtained through Joe Rios, Utilities/Permits Section, Real Estate Division at (517) 241-2103.

MONTHLY PROGRESS REPORT

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

MDOT RESPONSIBILITIES:

- A. Schedule and/or conduct the following:
 - 1. Project related meetings.
 - 2. Omissions/Errors/Check Meeting
 - 3. Utility Coordination Meetings
 - 4. Final Transport item cost estimate
- B. Furnish pertinent reference materials.

- C. Furnish design survey, including horizontal and vertical control, as-constructed alignment, and topographic mapping.
- D. Furnish prints of an example of a similar project, as built plans for M-99 and existing traffic signal drawings.
- E. Obtain all permits for the project as outlined in previous section (Item K).
- F. Coordinate requests for utility information and any necessary utility relocation.
- 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 ProjectWise, as directed by the MDOT Project Manager. All CADD/GEOPAK files shall be created and identified with standard MDOT file names as shown in Appendix A of the Road Design Manual. It is the Consultant's responsibility to obtain up to date MicroStation and GEOPAK seed/configuration files necessary to comply with MDOT's CADD standards which are posted to the bulletin board system. When the use of GEOPAK road design software is necessary to develop plans all pay items shall be placed into the CADD file using GEOPAK's Design and Computation Manager so that Quantity Manager can be used to transfer pay item information to SAPW/Trns*port. Any CADD/GEOPAK files that do not conform to MDOT standards will be returned to the Consultant for correction at the Consultant's expense.

Proposal documents shall be submitted in their native format with standard naming conventions as well as combined into one Adobe PDF file in the sequence specified by MDOT. To provide text search capabilities the combined proposal shall be created by converting native electronic files to PDF. Scanning to PDF is discouraged except in instances where it is necessary to capturing a legally signed document or a hard copy version of a document is all that exists.

Plan files shall be submitted in their native dgn format with standard naming conventions as well as plotted into a combined Adobe PDF file. Plan sheets shall be plotted to Adobe PDF in 11" x 17" format. A title sheet shall be plotted stamped and signed then scanned for inclusion with the Adobe PDF set. The original title sheet will be sent to the MDOT Project Manager.

Stand Alone Proposal Estimator's Worksheet (SAPW) shall be used to generate the txt and csv files necessary for import into the Trns*port bid letting software. The SAPW files shall be transmitted electronically by the method specified by the MDOT Project Manager.

The project construction plan sheets will require a scale of 1"=200'.

Other plan sheets that are required for this project shall be completed by the Consultant. These include, but are not limited to the following plan sheets:

- A. The title sheet. MDOT will provide a map of the area in our workstation format. The Consultant shall be responsible for any revisions to the title sheet and the title sheet and map shall meet MDOT format and layout guidelines.
- B. Project Information Sheet
- C. Miscellaneous Quantities & Estimates Sheet
- D. Note Sheet.
- E. Typical Cross-Sections.
- F. Project specific Miscellaneous Details.
- G. Sidewalk Ramp Detail Sheets. (Scaled at 1"=20' for proposed construction)
- H. Survey Information Sheet(s)
- I. Traffic Signal Plans for loop replacements.

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

PROJECT SCHEDULE:

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

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

Please indicate with a check in the box next to each task number whether you believe that task will require consultant involvement on the job. Milestones (a specific event at a point in time) are italicized and underlined. See the [P/PMS Task Manual](#) for more details. Scheduling assistance may be accomplished with estimated completion dates. While not part of P/PMS, an Authorization Milestone and Post-Design Tasks have been included for your reference.

STUDY (EARLY PRELIMINARY ENGINEERING)

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

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

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

STUDY (EARLY PRELIMINARY ENGINEERING) (cont'd)

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

PRELIMINARY ENGINEERING - DESIGN

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

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

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING - DESIGN (cont'd)

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

<input type="checkbox"/>	x	3660	Resolve Utility Issues	/	/
<input type="checkbox"/>	x	<i>360M</i>	<i>Utility Conflict Resolution Plan Distribution</i>	/	/
<input type="checkbox"/>	x	<i>361M</i>	<i>Utility Meeting</i>	/	/
<input type="checkbox"/>	x	3670	Develop Municipal Utility Plans	/	/
<input type="checkbox"/>	x	3672	Develop Special Drainage Structures Plans	/	/
<input type="checkbox"/>	x	3675	Develop Electrical Plans	/	/
<input type="checkbox"/>	x	3680	Preliminary ITS Communication Analysis	/	/
<input type="checkbox"/>	x	3690	Power Design (Power Drop in Field)	/	/

MITIGATION/PERMITS

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

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING - DESIGN (cont'd)

		P/PMS TASK NUMBER AND DESCRIPTION		DATE TO BE COMPLETED BY
YES	NO			(mm/dd/yyyy)
<u>FINAL PLAN PREPARATION</u>				
x	<input type="checkbox"/>	3821	Prepare/Review Final Traffic Signal Design Plan	09/28/2012
<input type="checkbox"/>	x	3822	Complete Permanent Pavement Marking Plan	/ /
<input type="checkbox"/>	x	3823	Complete Non-Freeway Signing Plan	/ /
<input type="checkbox"/>	x	3824	Complete Freeway Signing Plan	/ /
<input type="checkbox"/>	x	3825	Prepare/Review Final Traffic Signal Operations	/ /
x	<input type="checkbox"/>	3830	Complete the Maintaining Traffic Plan	09/28/2012
x	<input type="checkbox"/>	3840	Develop Final Plans and Specifications	09/28/2012
x	<input type="checkbox"/>	<i>380M</i>	<i>Plan Completion</i>	09/28/2012
<input type="checkbox"/>	x	3850	Develop Structure Final Plans and Specifications	/ /
x	<input type="checkbox"/>	3870	Hold Omissions/Errors Check (OEC) Meeting	10/16/2012
x	<input type="checkbox"/>	<i>387M</i>	<i>Omissions/Errors Checks Meeting</i>	10/10/2012
x	<input type="checkbox"/>	<i>389M</i>	<i>Plan Turn-In</i>	10/17/2012
<input type="checkbox"/>	x	3880	CPM Quality Assurance Review	/ /
<input type="checkbox"/>	x	3890	Final ITS Communication Analysis	/ /

PRELIMINARY ENGINEERING – RIGHT OF WAY

EARLY RIGHT OF WAY WORK

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

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

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

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

POST LETTING/AWARD TASKS (for reference only)

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

FOR YOUR INFORMATION

For questions on specific tasks, refer to the P/PMS Task Manual located on the MDOT Bulletin Board System.

For assistance in accessing this manual, please contact one of following:

Dennis Kelley: (517) 373-4614

CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee:

Compensation for this project shall be on an **actual cost plus fixed fee** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor rates, applied overhead, other direct costs, subconsultant costs, and applied fixed fee.

All billings for services must be directed to the Department and follow the current guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's website. This document contains instructions and forms that must be followed and used for billing. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

Direct expenses, if applicable, will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager.

The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.