

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 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 _____

<input type="checkbox"/> Prequalified Services – See page ____ of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> 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
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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

NOTIFICATION
SMALL BUSINESS DEVELOPMENT PILOT PROJECT

This project has been selected as a Small Business Development Pilot project. The purpose of the pilot project is to demonstrate how the overall development of a professional technical transportation workforce could be better facilitated at the project level. The Consultant shall submit a Small Business Development Plan concept (SBDP) as part of their Proposal. The SBDP shall identify the roles and responsibilities, the goals targeted for partnering, training, and mentoring a subconsultant prequalified in an entry level prequalification classification, as identified in this Proposal, as well as the resources allocated to oversee and direct the work of the entry level firm. Prime consultants will be compensated for their efforts associated with working with the company selected for this pilot project.

The Prime Consultants who submit proposals for the Small Business Development pilot projects will be expected to develop and implement a SBDP. Evaluation of the prime's proposal for the SBDP will be included in the Qualification of Team section of the selection criteria. A total of five (5) points shall be allocated to this portion for the Proposal for purposes of scoring and qualifying the Consultant's Proposal for selection. **Firms that do not include a SBDP in their proposals for pilot projects will be determined to be unresponsive to that RFP, and will not be considered for selection for the pilot project.**

Upon selection, the Consultant shall develop and implement a detailed Small Business Development plan (SBDP) for this project including expected outcomes – goals and objectives and integrate the SBDP with their overall Quality Control (QC) plan for the project. The SBDP shall identify the roles and responsibilities, the goals targeted for training and mentoring in the entry level work classification. The SBDP shall provide for the participation of one consultant firm that is prequalified in the entry level prequalification classification. The SBDP shall also identify the resources allocated to oversee and direct the work of the entry level firm and shall provide feedback, in a manner and form determined by the Department. The consultant is fully responsible to oversee, direct and ensure that the work of all persons participating in this pilot project is acceptable and meets MDOT standards and specifications. The consultant is also fully responsible for Quality Control for all work performed by the persons/firms participating in the SBDP.

Only one entry level prequalification classification and one entry level firm will be allowed to participate on this pilot project, regardless of how many entry level prequalification classifications are listed in the RFP. Prime consultants must be approved with full prequalification in the entry level prequalification classification to be used.

The consultant shall provide a mentor/working supervisor for the entry level firm in the SBDP and will work closely with them to providing a meaningful learning experience and exposure to the responsibilities associated with the work identified for them in the approved SBDP.

6/13/12

Michigan Department of Transportation

SCOPE OF SERVICE FOR DESIGN SERVICES Small Business Development Pilot **REVISED as of 6.13.12**

CONTROL SECTION(S): 63112

JOB NUMBER(S): 108096C, 110561C

PROJECT LOCATION:

M-24 from Harmon Road to north of Clarkston Road, in the City of Auburn Hills, and the Charter Township of Orion, in Oakland County, Michigan. The project length approximately 5 miles.

PROJECT DESCRIPTION:

Work involved in the design of the project consists of: widening existing 11 foot lanes to 12 feet, cold milling the existing composite pavement, pavement repairs, and HMA overlay. The work also includes miscellaneous replacement of driveways, sidewalk, pedestrian ramps, drainage improvements, signal upgrades/replacement, guardrail, and curb and gutter repair/replacement. This project also includes the design of intersection improvements, including signal replacement and geometric improvements.

ANTICIPATED SERVICE START DATE: 7/1/2012

ANTICIPATED SERVICE COMPLETION DATE: 3/2/2015

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

*Roadway Rehabilitation & Rural Freeways

***NOTE: The prime consultant selected for this classification MUST also be prequalified in the classification selected for the entry level service.**

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Complex Traffic Signal Operations
Hydraulics
Right of Way Surveys
Road Design Surveys
Utility Coordination
Maintaining Traffic Plans and Provisions
~~Permanent Non-Freeway Traffic Signing Plans~~
Safety Studies
Traffic Capacity Analysis and Geometric Studies
Geotechnical Engineering Services
**Entry Level Traffic Signal Design
~~**Entry Level Pavement Marking Plans~~
****Entry Level Permanent Non-Freeway Signing Plans**
**Entry Level Roads & Streets

****NOTE: Three entry level classifications are listed as secondary prequalification in this project. Only one entry level classification will be selected of the three. The remaining two classifications will revert to “standard” classifications and the work MUST be performed by a prequalified consultant in those classifications.**

DBE REQUIREMENT: 8%

MDOT PROJECT ENGINEER MANAGER:

Jeffrey Pitt
Senior Contracts Engineer – Design
MDOT – Oakland TSC
800 Vanguard Drive
Pontiac, MI 48341
Phone: 248-451-2430
Fax: 248-451-0125

CONSTRUCTION COST:

- A. The estimated cost of construction is: \$23,340,000
- 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.).

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

CONSULTANT RESPONSIBILITIES:

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

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

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

- A. The consultant shall develop and implement a Small Business Development Plan (SBDP) for this project, including expected outcomes – goals and objectives, and integrate the SBDP with their overall Quality Control (QC) plan for the project. The SBDP shall identify the roles and responsibilities, the goals targeted for training and mentoring in the entry level work classification. The SBDP shall provide for the participation of one consultant firm that is prequalified in a entry level prequalification classification. The SBDP shall also identify the resources allocated to oversee and direct the work of the entry level firm and shall provide feedback, in a manner and form determined by the Department. The consultant is fully responsible for all work performed on this project, and is also responsible to oversee, direct, and ensure that the work of all persons participating in this pilot project is acceptable and meets MDOT standards and specifications. The consultant is also fully responsible for Quality Control for all work performed by the persons/firms participating in the SBDP
- B. The consultant shall provide a mentor/working supervisor for the entry level firm in the SBDP and will work closely with them to provide meaningful learning experience and exposure to the responsibilities associated with the work identified for them in the approved SBDP.

A short survey which identifies the goals of the pilot and allows for

specific responses and general comments will be provided by the MDOT Small Business Development Subcommittee (MSBDS) to request feedback from the consultant project manager and the individual overseeing the entry level firm's work, the MDOT project manager and the entry level firm's project manager. The goal of the survey is to measure the effectiveness of the Small Business Development Pilot process only. All project evaluation will remain consistent with the current department process.

Each of the above named individuals will also be asked to meet, once, with the MSBDS to give feedback on the pilot process. Both the completion of the survey and the interview are required for this project.

Specific survey results will be confidential by committee members only for the purpose of evaluating the pilot, not the performance of the firm.

- C. Prepare required plans, typical cross-sections, details, and specifications required for design and construction.
- D. Compute and verify all plan quantities.
- E. Prepare staging plans and special provisions for maintaining traffic during construction.
- F. Provide solutions to any unique problems that may arise during the design of this project.
- G. 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.
- 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. If excavation is required, submit the excavation locations which may contain contamination. Project Manager then can proceed in requesting a Preliminary Project Assessment (PPA).
- J. The Consultant shall be required to prepare and submit a CPM network for the construction of this project.
- K. 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.

- L. The Consultant will provide to MDOT at the scheduled submittal dates, electronic PDF copies of the required specifications and plan set materials for distribution by MDOT.
- M. Prepare and submit electronically (native format or Adobe PDF) any information, calculations, hydraulic studies, or drawings required by MDOT for acquiring any permit (ie. NPDES, DEQ, etc), approvals (i.e. county drain commission) and related mitigation. MDOT will submit permit requests.
- N. Attend any project-related meetings as directed by the MDOT Project Manager.
- O. Attend information meetings (i.e., public hearings, open houses, etc.) with the public and public officials to assist in responding to concerns and questions. May require the preparation of displays such as maps, marked-up plans, etc.
- P. The Consultant shall assist in the review of utility permit requests, incorporate the information in the design plans, and respond within 2 weeks from receipt of the permit.
- Q. The MDOT Project Manager shall be the official MDOT contact person for the Consultant **and shall be made aware of all communications regarding this project**. The Consultant must either address or send a copy of all correspondence to the MDOT Project Manager. This includes all Subcontractor correspondence and verbal contact records.
- R. The Consultant shall contact the MDOT Project Manager whenever discoveries or design alternatives have the potential to require changes in the scope, limits, quantities, costs, or right-of-way of the project.

UTILITIES

The Consultant shall be responsible for obtaining and showing on the plans the location and names of all existing utilities within the limits of the project. In the course of resolving utility conflicts, the Consultant shall make modifications to the plans or design details and provide assistance as directed by the MDOT Utility Permits Engineer and/or Project Manager. The Consultant shall attend any utility meetings called to ensure that the concerns are addressed on the plans involving utilities. The Consultant shall assist in the review of utility permit requests to ensure compatibility with the project. The Consultant will be responsible for miscellaneous staking of utilities.

TRAFFIC CONTROL

The Consultant shall be responsible for all traffic control required to perform the tasks as outlined in this Scope of Design Services.

MDOT PERMITS

The Consultant shall be responsible for obtaining up to date access permits and pertinent information for tasks in MDOT Right of Way (ROW). This information can be obtained through Joe Rios, Utilities/Permits Section, Development Services Division at (517) 241-2103.

MONTHLY PROGRESS REPORT

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

MDOT RESPONSIBILITIES:

- A. Schedule and/or conduct the following:
 - 1. Project related meetings.
 - 2. The Plan Review
 - 3. Utility Meetings.
 - 4. Quantity summary sheets and final item cost estimates.
 - 5. Packaging of plans and proposal.
- B. Furnish Special Details and pertinent reference materials.
- C. Furnish electronic examples of a similar project and historical plans of the area, if available. Furnish the project's Environmental Assessment.
- D. Obtain all permits for the project as outlined in previous section.
- E. Coordinate any necessary utility relocation.
- F. Furnish FTP site for software download and instructions for the MDOT Stand Alone Proposal Estimator's Worksheet (SAPW).

DELIVERABLES:

The Consultant shall deliver all computer files associated with the project in their native format (spreadsheets, CADD files, GEOPAK files, etc.) on DVD, CD or uploaded to 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 planset. Plan sheets shall be plotted to Adobe PDF with full text search and level on/off 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: 4/4/2014

OEC Meeting: 4/25/2014

Consultant Plan Turn In: 8/1/2014

Letting: 10/03/2014

Final Deliverables: 1/9/2015

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.

		P/PMS TASK NUMBER AND DESCRIPTION	
YES	NO	CONSULTANT CONTRACT AUTHORIZATION/EXECUTION	
		<u>EPE SCOPING ANALYSIS</u>	
	X	2100	Scope Verification and Initiation of EPE Activities
	X	<i><u>210M</u></i>	<i><u>Program & Project Review Board Concurrence</u></i>
	X	2115	Traffic Data Collection
	X	2120	Prepare Traffic Analysis Report
	X	2125	Traffic Capacity Analysis
	X	2130	Prepare Project Justification
	X	<i><u>213M</u></i>	<i><u>Concurrence by Regulatory Agencies with the Purpose and Need</u></i>
	X	2140	Develop and Review Illustrative Alternatives
	X	2155	Request/Perform Safety Analysis
	X	2160	Prepare and Review EIS Scoping Document
	X	<i><u>211M</u></i>	<i><u>Public Information Meeting</u></i>
		<u>EPE DRAFT ANALYSIS</u>	
	X	2310	Conduct Technical SEE Studies
	X	2311	Cultural Resources Survey
	X	2312	Recreational Survey – Section 4(f)/6(f)
	X	2313	Endangered Species Survey
	X	2314	Wetland Assessment
	X	2315	Wetland Mitigation
	X	2316	Other Technical Reports
	X	2321	Prepare for Aerial Photography
	X	2322	Finish/Print Aerial Photography
	X	2330	Collect EPE Geotechnical Data
	X	2340	Develop and Review Practical Alternatives
	X	<i><u>233M</u></i>	<i><u>Aerial Photography Flight</u></i>
	X	2360	Prepare and Review EA
	X	<i><u>231M</u></i>	<i><u>Approval of EA by FHWA</u></i>
	X	2370	Prepare and Review Draft EIS
	X	<i><u>237M</u></i>	<i><u>Approval of Draft EIS by FHWA</u></i>
	X	2380	Distribute EA

YES	NO	CONSULTANT CONTRACT AUTHORIZATION/EXECUTION
	X	<u>232M Public Hearing for EA</u>
	X	2390 Distribute DEIS
	X	<u>239M Public Hearing for DEIS</u>
	X	2510 Determine and Review Recommended Alternative
	X	<u>250M Concurrence by Regulatory Agencies with Recommended Alternatives</u>
	X	2525 Prepare and Review Engineering Report
	X	2530 Prepare and Review Request for FONSI
	X	<u>252M Approval of FONSI by FHWA</u>
	X	2540 Prepare and Review FEIS
	X	<u>254M Approval of FEIS by FHWA</u>
	X	2550 Obtain ROD
	X	<u>255M ROD Issued by FHWA</u>
	X	2570 ITS Concept of Operations
		<u>CONTAMINATION INVESTIGATION</u>
	X	2810 Project Area Contamination Survey (PCS)
	X	2820 Preliminary Site Investigation (PSI) for Contamination
		<u>DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION</u>
x		3130 Verify Design Scope of Work and Cost
	X	3310 Prepare Aerial Topographic Mapping
	X	3320 Conduct Photogrammetric Control Survey
	X	3321 Set Aerial Photo Targets
x		3330 Conduct Design Survey
	X	3340 Conduct Structure Survey
	X	3350 Conduct Hydraulics Survey
x		3360 Prepare Base Plans
x		<u>311M Utility Notification</u>
	X	3361 Review and Submit Preliminary ROW Plans
	X	<u>331M Preliminary ROW Plans Distributed</u>
	X	3365 Pre-Conceptual ITS Design and Meeting
	X	3370 Prepare Structure Study
	X	3375 Conduct Value Engineering Study
	X	3380 Review Base Plans
x		<u>332M Base Plan Review (Pre-GI Inspection)</u>
x		3390 Develop the Maintaining Traffic Concepts
		<u>PRELIMINARY PLANS PREPARATION</u>
x		3510 Perform Roadway Geotechnical Investigation
	X	3520 Conduct Hydraulic/Hydrologic and Scour Analysis
x		3522 Conduct Drainage Study, Storm Sewer Design

YES	NO	CONSULTANT CONTRACT AUTHORIZATION/EXECUTION	
	x	3530	Conduct Structure Foundation Investigation
	x	3535	Conduct Structure Review for Architectural and Aesthetic Improvements
x		3540	Develop the Maintaining Traffic Plan
x		3551	Prepare/Review Preliminary Traffic Signal Design Plan
x		3552	Develop Preliminary Pavement Marking Plan
x		3553	Develop Preliminary Non-Freeway Signing Plan
	x	3554	Develop Preliminary Freeway Signing Plan
x		3555	Prepare/Review Preliminary Traffic Signal Operations
	x	3570	Prepare Preliminary Structure Plans
x		3580	Develop Preliminary Plans
	x	3581	Review and Submit Final ROW Plans
	x	<i>351M Final ROW Plans Distributed</i>	
	x	3585	Final ITS Concept Design and Meeting
x		3590	Review Preliminary Plans (Hold Plan Review Meeting)
x		<i>352M THE Plan Review (Grade Inspection)</i>	
	x	3595	Conduct ITS Structure Foundation Investigation
		<u>UTILITIES</u>	
x		3610	Compile Utility Information
	x	3615	Compile ITS Utility Information
	x	3650	Coordinate RR Involvement for Grade Separations
	x	3655	Coordinate RR Involvement for At-Grade Crossings
x		3660	Resolve Utility Issues
x		<i>360M Utility Conflict Resolution Plan Distribution</i>	
x		<i>361M Utility Meeting</i>	
	x	3670	Develop Municipal Utility Plans
	x	3672	Develop Special Drainage Structures Plans
	x	3675	Develop Electrical Plans
	x	3680	Preliminary ITS Communication Analysis
	x	3690	Power Design (Power Drop in Field)
		<u>MITIGATION/PERMITS</u>	
x		3710	Develop Required Mitigation
x		3720	Assemble Environmental Permit Applications
x		3730	Obtain Environmental Permit
		<u>FINAL PLAN PREPARATION</u>	
x		3821	Prepare/Review Final Traffic Signal Design Plan
x		3822	Complete Permanent Pavement Marking Plan
x		3823	Complete Non-Freeway Signing Plan

YES	NO	CONSULTANT CONTRACT AUTHORIZATION/EXECUTION
	x	3824 Complete Freeway Signing Plan
x		3825 Prepare/Review Final Traffic Signal Operations
x		3830 Complete the Maintaining Traffic Plan
x		3840 Develop Final Plans and Specifications
x		<u>380M Plan Completion</u>
	x	3850 Develop Structure Final Plans and Specifications
x		3870 Hold Omissions/Errors Check (OEC) Meeting
x		<u>387M Omissions/Errors Checks Meeting</u>
x		<u>389M Plan Turn-In</u>
	x	3880 CPM Quality Assurance Review
	x	3890 Final ITS Communication Analysis
		<u>EARLY RIGHT OF WAY WORK</u>
	x	4120 Obtain Preliminary Title Commitments
	x	4130 Prepare Marked Final Right Of Way Plans
	x	<u>413M Approved Marked Final ROW</u>
	x	4140 Prepare Property Legal Instruments
		<u>ROW ACQUISITION</u>
	x	4411 Preliminary Interviews
	x	<u>441M Post-Decision Meeting</u>
	x	4412 Real Estate Services Assignment Proposal and Fee Estimate (Form 633s) for Appraisal Work Authorization
	x	4413 Appraisal Reports
	x	4420 Appraisal Review Reports
	x	4430 Acquire Right Of Way Parcels
x		4510 Conduct Right Of Way Survey & Staking
		<u>ROW RELOCATION</u>
	X	4710 Relocation Assistance
	X	4720 Prepare Improvement Removal Plan
	X	<u>442M ROW Certification</u>
	X	4810 Complete Acquisition Process
	X	4820 Manage Excess Real Estate
	X	4830 Provide Post-Certification Relocation Assistance
	X	4910 Conduct ROW Monumentation
	X	5010 Construction Phase Engineering and Assistance
	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.

MDOT Standard File Naming Convention

To apply to MicroStation base/reference files for any given job number (XXXXXX):

- XXXXXX_align_date.dgn
 - DGN file that contains all project alignments.
 - Please refer to alignment levels within the Alignments Level Library (mdot_01 workspace) for standard levels that would be used within this reference file.
- XXXXXX_const_date.dgn
 - DGN file that contains proposed construction elements.
- XXXXXX_drain_date.dgn
 - DGN file that contains **proposed** project drainage. Depending on the size of the project, and the design preferences of the project team, the information in this file may be included in the XXXXXX_const.dgn.
 - Please refer to the proposed drainage levels within the Drainage Level Library (mdot_01 workspace) for standard levels that would be used within this reference file.
- XXXXXX_parcel_date.dgn*
 - Please see note.
 - DGN file that contains project parcel information. This file should be provided by Real Estate or the Real Estate consultant.
 - Please refer to parcel levels within the Boundry Level Library (mdot_01 workspace) for standard levels that would be used within this reference file.
- XXXXXX_prof_date.dgn
 - DGN file that contains profile information
 - Please refer to profile levels within the Profile Level Library (mdot_01 workspace) for standard levels that would be used within this reference file.
- XXXXXX_row_date.dgn
 - DGN file that contains existing and proposed ROW information.
 - Please refer to boundary levels (with the exception of parcel levels) within the Boundary Level Library (mdot_01 workspace) for standard levels that would be used within this reference file.
- XXXXXX_topo_date.dgn
 - DGN file that contains existing topographic project data.
 - This file includes topographic project data from surveys, and any existing items moved to a removal, adjust, or relocate level.
- XXXXXX_utility_date.dgn
 - DGN file that contains underground and overhead utility lines. Typically this information is provided by the utility companies during the life of the project and may be in approximate locations.
 - Please refer to underground and overhead utility line levels within the Utilities Level Library (mdot_01 workspace) for standard levels that would be used within this reference file.