Michigan Department of Transportation 5100B (07/07)

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

Exhibit B

MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)
Dina Tarazi	110484D	69014

DESCRIPTION IF NO JN/CS

Bridge design services for three structures on I-75 in Otsego County

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.

☒ **TIER I ($25,000-$99,999)**	☐ **TIER II ($100,000-$250,000)**	☐ **TIER III (>$250,000)**	
☒	☐	☐	Understanding of Service
☐	☐	☐	*Innovations*
☐	☐	☐	*Safety Program*
N/A	☐	☐	Organization Chart
☒	☐	☐	Qualifications of Team
☒	☐	☐	Past Performance
Not required as part of official RFP	Not required as part of official RFP	☐	Quality Assurance/Quality Control
☒	☐	☐	**Location:** The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	☐	Presentation
N/A	N/A	☐	Technical Proposal (if Presentation is required)
3 pages (MDOT forms not counted) **(No Resumes)**	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP **not including key personnel resumes**

Michigan Department
of Transportation
5100H (03/10)

REQUEST FOR PROPOSAL

Clear Form

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

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

RFP SPECIFIC INFORMATION

☑ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING ** ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☑ NO ☐ YES DATED _____ THROUGH _____

☑ **Prequalified Services** – See page 1 of the attached Scope of Services for required Prequalification Classifications.

☐ **Non-Prequalified Services** - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. (**Form 5100J Required with Proposal**)

☑ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

****For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning **(see address list, page 2)**. The priced proposal must be submitted in a sealed envelope, clearly marked **"PRICE PROPOSAL."** The vendor's name and return address MUST be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☐ **Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked **"SEALED BID."** The vendor's name and return address MUST be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER	PROPOSAL/BID DUE DATE	TIME DUE
4	6/7/10	4pm

PROPOSAL AND BID SHEET MAILING ADDRESSES

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

☑ MDOT Project Manager ☐ MDOT Other

Dina Tarazi
MDOT-Design Division
425 W. Ottawa Street, PO Box 30050
Lansing, MI 48909

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

	Lansing Regular Mail	OR	Lansing Overnight Mail
☑	Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
☐	Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

The following two American Recovery and Reinvestment Act of 2009 (ARRA) notifications, **ARRA MONTHLY EMPLOYMENT REPORTS** and **REQUIRED CONTRACT PROVISIONS TO IMPLEMENT AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) SECTIONS 902 AND 1515**, are attached to this Request For Proposal for your understanding. These two notifications are only applicable for those projects/contracts funded with ARRA funds and will be included in contract Exhibits.

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet
5100G – Certification of Availability of Key Personnel
5100I – Conflict of Interest Statement
5100J - Consultant Data and Signature Sheet (Required only for Non-Prequalified Work)

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

Notification
ARRA MONTHLY EMPLOYMENT REPORTS
Note: This Notification is only applicable for those projects/contracts funded with ARRA funds. If you have questions, please contact MDOT Contract Services Division at (517) 335-0071.

The American Recovery and Reinvestment Act of 2009 (ARRA), requires states receiving stimulus funds for highway projects to provide monthly reports to the Federal Highway Administration (FHWA) regarding the number of employees of the prime contractors, all-tier subcontractors and consultants on ARRA funded projects.

The cost for complying with this Notification must be borne by the prime contractor, and all-tiers of subcontractors and consultants, as part of their overhead and is deemed to be included in the payments made under this contract.

Within 10 days after the end of each month in which work is performed on this contract, all prime contractors and consultants must provide the Engineer a monthly report on MERS at https://sso.state.mi.us/ providing employment information on each ARRA project, which will include, for work performed in that preceding month:

- The total number of employees who performed work on this contract.
- The total number of hours worked by employees who performed work on this contract.
- The total wages of employees who performed work on this contract.

Prime Consultants are responsible for reporting on all subconsultants' employment information in MERS, as the sub consultants will not have access to do so.

In addition, the prime contractor must provide a total payment amount made to any subcontractor who is a certified DBE in that preceding month.

This Notification shall be included as a part of each subcontract executed by the prime contractor, and all-tiers of subcontractors and consultants.

If necessary to conform to guidance provided by FHWA concerning the ARRA reporting requirements, the prime contractor, and all-tiers of subcontractors and consultants will revise their reporting as directed by the Engineer.

Failure to comply with the reporting requirements under ARRA would jeopardize the Department's continued receipt of ARRA funding.

Accordingly, if a contractor or any-tier of subcontractor or consultant fails to comply with this Notification, the Department may withhold contract payments until compliance is achieved. If the Department is compelled to incur costs because of such a breach, the amount of those costs may be deducted from payments otherwise to be made under this contract. Additional sanctions may include reduction or elimination of prequalification ratings and removal of bidding privileges.

NOTIFICATION
REQUIRED CONTRACT PROVISIONS TO IMPLEMENT AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) SECTIONS 902 AND 1515

Note: This notification is only applicable for those projects/contracts funded with ARRA funds. If you have questions, please contact MDOT Contract Services Division at (517) 335-0071.

In accordance with requirements under section 902 of the American Recovery and Reinvestment Act of 2009 (ARRA), the following language is made a part of this contract and is to be made a part of all tier subcontracts or consultant contracts:

The U.S. Comptroller General and his representatives have the authority:

(1) To examine any records of the contractor or any of its subcontractors, or any State or local agency administering such contract, that directly pertain to, and involve transactions relating to, the contract or subcontract; and

(2) To interview any officer or employee of the contractor or any of its subcontractors, or of any State or local government agency administering the contract, regarding such transactions.

The Comptroller General and his representatives have the authority and rights provided under Section 902 of the ARRA with respect to this contract. As provided in section 902, nothing in section 902 shall be interpreted to limit or restrict in any way any existing authority of the Comptroller General.

In accordance with the requirements of section 1515(a) of the ARRA any representatives of the Inspector General have the authority:

(1) To examine any records of the contractor or grantee, any of its subcontractors or sub-grantees, or any State or local agency administering such contract, that pertain to, and involve transactions relating to the contract, subcontract, grant, or sub-grant; and

(2) To interview any officer or employee of the contractor, grantee, sub-grantee or agency regarding such transactions.

Nothing set forth in section 1515 of the ARRA shall be interpreted to limit or restrict in any way any existing authority of an inspector general.

Michigan Department of Transportation

SCOPE OF SERVICE
FOR
DESIGN SERVICES

CONTROL SECTION: 69014

JOB NUMBER: 110484D

PROJECT LOCATION: Three (3) Structures on I-75 in Otsego County:

S04 of 69014	Main Street over I-75 in Vanderbilt.
S06 of 69014	Alexander Road over I-75 SB, 2.0 mi north of Vanderbilt.
S07 of 69014	Alexander Road over I-75 NB, 2.0 mi north of Vanderbilt.

PROJECT DESCRIPTION: The work involved in the design of this project consists of Bridge Preventive Maintenance as followings:

S04 of 69014	Deck patch, joint replacement, approach work, and maintaining traffic by part width construction utilizing temporary traffic signals.
S06 of 69014	Joint replacement, north railing replacement, slope protection repairs, approach work, and maintaining traffic by part width construction utilizing temporary traffic signals.
S07 of 69014	Joint replacement, north railing replacement, pier repairs, slope protection repairs, approach work, and maintaining traffic by part width construction utilizing temporary traffic signals..

ANTICIPATED SERVICE START DATE: August 2010

ANTICIPATED SERVICE COMPLETION DATE: December 2010

PRIMARY PREQUALIFICATION CLASSIFICATION(S):
Short & Medium Span Bridges

SECONDARY PREQUALIFICATION CLASSIFICATION(S):
Maintaining Traffic Plans and Provisions
Pavement Marking Plans
Traffic Signal Design

DBE REQUI REMENT: 5%

MDOT PROJECT MANAGER:

Dina M. Tarazi, P.E.
MDOT – Design Division
Van Wagoner Building
425 W. Ottawa Street
P.O. Box 30050, Lansing, MI 48909
Phone: (517) 241-4175
E-Mail: tarazid@michigan.gov

CONSTRUCTION COST:

The total estimated cost of construction is: $756,000.

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, Bridge Design Manual, Standard Plans, Drainage Manual, Roadside Design Guide, A Policy on Geometric Design of Highways and Streets, Michigan Manual of Uniform Traffic Control Devices, AASHTO-LRFD Bridge Design Specification, etc.).

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

The Consultant is required to use MDOT's current version of Bentley MicroStation for CADD applications and Bentley GEOPAK for road design. The 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. Prepare required plans, typical cross-sections, details, specifications, and special provisions required for design and construction.

B. Compute and verify all plan quantities.

C. Prepare staging plans and special provisions for maintaining traffic during construction.

D. Provide solutions to any unique problems that may arise during the design of this project.

E. 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.

F. 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.

G. If excavation is required, submit the excavation locations which may contain contamination. Project Manager then can proceed in requesting a Preliminary Project Assessment (PPA).

H. The Consultant shall be required to prepare and submit a CPM network for the construction of this project.

I. The Consultant representative shall record and submit type-written minutes for all project related meetings to the MDOT Project Manager within two weeks of the meeting. The Consultant shall also distribute the minutes to all meeting attendees. MDOT will provide and distribute official meeting minutes for the Plan Review Meeting.

J. The Consultant will provide to MDOT at the scheduled submittal dates, copies of the required specifications and plan set materials for distribution by MDOT for all reviews for this project with the exception of The Plan Review.

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. Necessary contacts with concerned agencies: e.g. DEQ, municipalities, utilities, railroad, State Historic Commission. All contacts are to be documented. MDOT is to receive copies of minutes, record of conversations or memos documenting all contacts.

M. Attend any project-related meetings as directed by the MDOT Project Manager.

N. 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.

O. 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.

P. 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.

Q. 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.

The plans shall be submitted to MDOT as follows:
A. Preliminary Plans (Plan Review Meeting) shall be accompanied by an estimate of cost based on the quantities of major pay items shown on the plans.

B. Pre-final plans (Pre-OEC plans) consisting of final plans that are approximately 90% complete and any special provisions and supplemental specifications that may be required.

C. Final plans (OEC plans), Contract Quantities, updated cost estimate, and any special provisions and supplemental specification that may be required. Plan Review comments should be reflected in all sheets. Slab and Screed sheets and Bar Schedule sheets are not required.
The Consultant is not authorized to proceed with Preliminary Plans until receiving MDOT approval of the Study. Additionally, the Consultant is not authorized to proceed with Final Plans until notified that FHWA has approved Preliminary Plans.
All work shall conform to AASHTO specifications, MDOT specifications, and MDOT design and detailing practices. All submittals to MDOT shall require quality assurance review. The Consultant shall maintain office records, submit monthly progress reports, and submit MDOT vouchers with their billings. The Consultant is advised that MDOT considers plans 5% complete

upon approval of the study, 30% complete when the preliminary plans are distributed, and 95% complete when final plans are submitted for review.

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

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

UTILITIES

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

TRAFFIC CONTROL

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

MDOT PERMITS

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

MONTHLY PROGRESS REPORT

On the first Monday of each month, the Consultant Project Manager shall submit a monthly project progress report **via email** to the MDOT Project Manager, **Dina M. Tarazi**.

MDOT RESPONSIBILITIES

A. Schedule and/or conduct project related meetings, including The Scope Verification Meeting, The Plan Review Meeting, The Omissions/Errors/Check Meeting and Utility Coordination Meetings.

B. Prepare final Transport cost estimate utilizing Consultant supplied SAPW files.

C. Submit final plans and proposal in E-proposal format using files provided by Consultant.

D. Furnish Special Details and pertinent reference materials.

E. Furnish old plans of the area, if available. These plans may be paper copies and/or electronic files.

F. Distribute and receive requests for utility information and coordinate all necessary utility relocations.

G. Furnish pavement design.

H. Submit permit requests (i.e. DEQ permits, County Drain Permits).

I. 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 under the Associated Material of the Road Design Manual. It is the Consultant's responsibility to obtain up to date MicroStation and GEOPAK seed/configuration files necessary to comply with MDOT's CADD standards which are posted to the bulletin board system. When the use of GEOPAK road design software is necessary to develop plans all pay items shall be placed into the CADD file using GEOPAK's Design and Computation Manager so that Quantity Manager can be used to transfer pay item information to SAPW/Trns*port. Any CADD/GEOPAK files that do not conform to MDOT standards will be returned to the Consultant for correction at the Consultant's expense.

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

Plan files shall be submitted in their native dgn format with standard naming conventions as well as plotted into a combined Adobe PDF file. Plan sheets shall be plotted to Adobe PDF with full text search and level on/off capabilities in half size (11" x 17") formats. A full size title sheet shall be plotted, stamped and signed then scanned for inclusion with the Adobe PDF set. The original title sheet will be sent to the MDOT Project Manager.

Stand Alone Proposal Estimator's Worksheet (SAPW) shall be used to generate the txt and csv files necessary for import into the Trns*port bid letting software. The SAPW files shall be transmitted electronically by the method specified by the MDOT Project Manager.
Final deliverables shall be submitted in an electronic format. All design calculations and project correspondence shall be combined into an Adobe PDF file. Tabs should be included to manage each section of the deliverable file.

The project construction, removal and profile sheets will require a ratio (scale) of **1:40 (English Units).**

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

A. The title sheet. MDOT will provide a map of the area on a disk in our workstation format. If the map is not available, MDOT will provide a map that could be used. The Consultant shall be responsible for any revisions to the title sheet and the title sheet and map shall meet MDOT format and layout guidelines.

B. Project specific Special Details.

C. Construction staging and traffic control plans.

D. Soil boring log sheet(s).

E. Structure Plan(s)

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

PROJECT SCHEDULE

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

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

Please indicate with a check in the box next to each task number whether you believe that task will require Consultant involvement on the job. Milestones (a specific event at a point in time) are italicized and underlined. See the P/PMS Task Manual for more details.

Study (Early Preliminary Engineering)

Yes	No	P/PMS Task Number and Description	Date To Be Completed By (mm/dd/yyyy)
		EPE Scoping Analysis	
☐	☐	2120 Prepare Traffic Analysis Report	__/__/____
☐	☐	2130 Prepare Project Justification	__/__/____
☐	☐	*213M Concurrence by Regulatory Agencies with the Purpose and Need*	__/__/____
☐	☐	2140 Develop and Review Illustrative Alternatives	__/__/____
☐	☐	2155 Request/Perform Safety Analysis	__/__/____
☐	☐	2160 Prepare and Review EIS Scoping Document	__/__/____
☐	☐	*211M Public Information Meeting*	__/__/____
		EPE Draft Analysis	
☐	☐	2310 Conduct Technical SEE Studies	__/__/____
☐	☐	2321 Prepare for Aerial Photography	__/__/____
☐	☐	2322 Finish/Print Aerial Photography	__/__/____
☐	☐	2330 Collect EPE Geotechnical Data	__/__/____
☐	☐	2340 Develop and Review Practical Alternatives	__/__/____
☐	☐	*233M Aerial Photography Flight*	__/__/____
☐	☐	*234M Concurrence by Regulatory Agencies with the Alternatives for Study*	__/__/____
☐	☐	2360 Prepare and Review EA or DEIS	__/__/____
☐	☐	*231M Draft Submission to FHWA*	__/__/____
☐	☐	2380 Circulate EA or DEIS	__/__/____
☐	☐	*232M Public Hearing*	__/__/____
		EPE Final Analysis	
☐	☐	2510 Determine and Review Recommended Alternative	__/__/____
☐	☐	*250M Concurrence by Regulatory Agencies with Recommended Alternative*	__/__/____
☐	☐	2525 Prepare and Review Engineering Report	__/__/____
☐	☐	2530 Prepare and Review Request for FONSI or FEIS	__/__/____
☐	☐	*252M Final Submission to FHWA*	__/__/____
☐	☐	2550 Obtain FONSI or ROD	__/__/____
		Contamination Investigation	
☐	☐	2810 Project Area Contamination Survey (PCS)	__/__/____
☐	☐	2820 Preliminary Site Investigation (PSI) for Contamination	__/__/____

Preliminary Engineering

Yes	No	P/PMS Task Number and Description		Date To Be Completed By (mm/dd/yyyy)
		Design Scope Verification and Base Plans Preparation		
☒	☐	3130	Verify Design Scope of Work and Cost	06/28/2010
☐	☐	3310	Prepare Aerial Topographic Mapping	__/__/____
☐	☐	3320	Conduct Photogrammetric Control Survey	__/__/____
☐	☐	3321	Set Aerial Photo Targets	__/__/____
☐	☐	3330	Conduct Design Survey	__/__/____
☐	☐	3340	Conduct Structure Survey	__/__/____
☐	☐	3350	Conduct Hydraulics Survey	__/__/____
☐	☐	3360	Prepare Base Plans	__/__/____
☐	☐	*311M*	*Utility Notification*	__/__/____
☐	☐	3361	Review and Submit Preliminary ROW Plans	__/__/____
☐	☐	*331M*	*Preliminary ROW Plans Distributed*	__/__/____
☐	☐	3370	Prepare Structure Study	__/__/____
☐	☐	3375	Conduct Value Engineering Study	__/__/____
☐	☐	3380	Review Base Plans	__/__/____
☐	☐	*332M*	*Base Plan Review (Pre-GI Inspection)*	__/__/____
☒	☐	3390	Develop the Maintaining Traffic Concepts	09/15/2010
		Preliminary Plans Preparation		
☐	☐	3510	Perform Roadway Geotechnical Investigation	__/__/____
☐	☐	3520	Conduct Hydraulic/Hydrologic and Scour Analysis	__/__/____
☐	☐	3522	Conduct Drainage Study, Storm Sewer Design, and use Structural Best Management Practices	__/__/____
☐	☐	3530	Conduct Structure Foundation Investigation	__/__/____
☐	☐	3535	Conduct Structure Review for Architectural and Aesthetic Improvements	__/__/____
☒	☐	3540	Develop the Maintaining Traffic Plan	09/15/2010
☐	☐	3551	Prepare/Review Preliminary Traffic Signal Design Plan	__/__/____
☐	☐	3552	Develop Preliminary Pavement Marking Plan	__/__/____
☐	☐	3553	Develop Preliminary Non-Freeway Signing Plan	__/__/____
☐	☐	3554	Develop Preliminary Freeway Signing Plan	__/__/____
☐	☐	3555	Prepare/Review Preliminary Traffic Signal Operations	__/__/____
☒	☐	3570	Prepare Preliminary Structure Plans	09/15/2010
☐	☐	3580	Develop Preliminary Plans	__/__/____
☐	☐	3581	Review and Submit Final ROW Plans	__/__/____
☐	☐	*351M*	*Final ROW Plans Distributed*	__/__/____
☒	☐	3590	Review Preliminary Plans (Hold Plan Review Meeting)	10/13/2010
☒	☐	*352M*	*THE Plan Review (Grade Inspection)*	10/13/2010
		Utilities		
☐	☐	3610	Compile Utility Information	__/__/____
☐	☐	3660	Resolve Utility Issues	__/__/____
☐	☐	*360M*	*Utility Conflict Resolution Plan Distribution*	__/__/____
☐	☐	*361M*	*Utility Meeting*	__/__/____
☐	☐	3670	Develop Municipal Utility Plans	__/__/____

Yes	No			
☐	☐	3672	Develop Special Drainage Structures Plans	__/__/____
☐	☐	3675	Develop Electrical Plans	__/__/____
		Mitigation/Permits		
☐	☐	3710	Develop Required Mitigation	__/__/____
☐	☐	3720	Submit Environmental Permit Applications	__/__/____
☐	☐	3730	Obtain Environmental Permit	__/__/____
		Final Plan Preparation		
☐	☐	3821	Prepare/Review Final Traffic Signal Design Plan	__/__/____
☐	☐	3822	Complete Permanent Pavement Marking Plan	__/__/____
☐	☐	3823	Complete Non-Freeway Signing Plan	__/__/____
☐	☐	3824	Complete Freeway Signing Plan	__/__/____
☐	☐	3825	Prepare/Review Final Traffic Signal Operations	__/__/____
☒	☐	3830	Complete the Maintaining Traffic Plan	12/03/2010
☐	☐	3840	Develop Final Plans and Specifications	__/__/____
☒	☐	*380M*	*Plan Completion*	12/03/2010
☒	☐	3850	Develop Structure Final Plans and Specifications	12/03/2010
☒	☐	3870	Hold Omissions/Errors Check (OEC) Meeting	12/21/2010
☒	☐	*387M*	*Omissions/Errors Checks Meeting*	12/21/2010
☒	☐	*389M*	*Plan Turn-In*	01/07/2010
☐	☐	3880	CPM Quality Assurance Review	__/__/____

Preliminary Engineering – Right Of Way

Yes	No	P/PMS Task Number and Description		Date To Be Completed By (mm/dd/yyyy)
		Early Right Of Way Work		
☐	☐	4120	Obtain Preliminary Title Commitments	__/__/____
☐	☐	4130	Prepare Marked Final Right Of Way Plans	__/__/____
☐	☐	*413M*	*Approved Marked Final ROW*	__/__/____
☐	☐	4140	Prepare Property Legal Instruments	__/__/____
		ROW Acquisition		
☐	☐	4411	Preliminary Interviews	__/__/____
☐	☐	*441M*	*Post-Decision Meeting*	__/__/____
☐	☐	4412	Real Estate Services Assignment Proposal and Fee Estimate (Form 633s) for Appraisal Work Authorization	__/__/____
☐	☐	4413	Appraisal Reports	__/__/____
☐	☐	4420	Appraisal Review Reports	__/__/____
☐	☐	4430	Acquire Right Of Way Parcels	__/__/____
☐	☐	4510	Conduct Right Of Way Survey & Staking	__/__/____
		ROW Relocation		
☐	☐	4710	Relocation Assistance	__/__/____
☐	☐	4720	Prepare Improvement Removal Plan	__/__/____
☐	☐	*442M*	*ROW Certification*	__/__/____

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 the following:

Dennis Kelley: (517) 373-4614

Tonya Nobach: (517) 335-1927

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.