

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

MDOT PROJECT MANAGER Sam Guerrazzi			JOB NUMBER (JN) 87155	CONTROL SECTION (CS) 41131
DESCRIPTION IF NO JN/CS				
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP.  WHITE = REQUIRED GRAY SHADING = OPTIONAL			<b>CONSULTANT:</b> Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input type="checkbox"/> <b>TIER I</b> (\$25,000-\$99,999)	<input type="checkbox"/> <b>TIER II</b> (\$100,000-\$250,000)	<input checked="" type="checkbox"/> <b>TIER III</b> (>\$250,000)		
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Location:</b> The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.	
N/A	N/A	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted) <b>(No Resumes)</b>	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP <b>not including key personnel resumes</b>	

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

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

## RFP SPECIFIC INFORMATION

BUREAU OF HIGHWAYS       BUREAU OF TRANSPORTATION PLANNING \*\*       OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO       YES      DATED 10/1/08      THROUGH 12/31/08

**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.

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

**For all Qualifications Based Selections**, the selection 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 price 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 price proposal must be submitted in a sealed manila envelope, clearly marked in large red letters "**PRICE PROPOSAL – TO BE OPENED ONLY BY SELECTION SPECIALIST.**" The vendor's name and return address **MUST** be on the front of the envelope. The price proposal will only be opened for the highest scoring proposal. Unopened price proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your bid 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 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  
Four

PROPOSAL DUE DATE  
1/12/09

TIME DUE  
12 pm

**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

Sam Guerrazzi, P.E.  
425 W. Ottawa St.  
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 48809

Secretary, Contract Services Div - B470  
Michigan Department of Transportation  
425 W. Ottawa  
Lansing, MI 48833

Contract Administrator/Selection Specialist  
Bureau of Transportation Planning B470  
Michigan Department of Transportation  
PO Box 30050  
Lansing, MI 48809

Contract Administrator/Selection Specialist  
Bureau of Transportation Planning B470  
Michigan Department of Transportation  
425 W. Ottawa  
Lansing, MI 48833

**GENERAL INFORMATION**

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

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

**MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION**

- 5100D** – Request for Proposal Cover Sheet
- 5100G** – Certification of Availability of Key Personnel
- 5100I** – Conflict of Interest Statement

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

# Michigan Department of Transportation

## SCOPE OF SERVICE FOR DESIGN SERVICES

**CONTROL SECTION(S):** 41131

**JOB NUMBER(S):** 87155D

**PROJECT LOCATION:** US-131 overpass structures, Kent County

**PROJECT DESCRIPTION:**

The work involved in the design of this project consists of the following bridge work and also possible signal, ramp and approach reconstruction for geometric upgrades:

**S10-41131, Burton St. over US-131, JN 87155D:**

Deck replacement, substructure repair, approach work and guardrail. The total length of the existing two-span bridge is approximately 119.4 feet. The existing superstructure consists of steel wide flange beams. The existing deck cross-section consists of a 44 foot clear roadway with six foot wide sidewalks on each side. The vertical clearance shall be investigated at the study stage. The requirement for vertical clearance is 14'-6". All efforts shall be made to obtain the required clearance. If this is not feasible, a design exception shall be prepared. Traffic shall be maintained by part width construction or detour if feasible.

**R03-41131, Franklin over CSX RR, JN 87155D:**

Partial Deck replacement of three spans, partial paint, substructure repair, approaches. The total length of the existing 25 span bridge is approximately 1036 feet. The existing superstructure consists of 36" steel beams and concrete I beams. The existing deck cross-section consists of a 44 foot clear roadway with six foot wide sidewalks on each side. Traffic shall be maintained by part width construction or detour if feasible.

**S11-41131, Hall St. over US-131 @ Century Ave., JN 87155D:**

Deck replacement, substructure repairs and approaches. The total length of the existing four span bridge is approximately 255 feet. The existing superstructure consists of 36" steel beams. The existing deck cross-section consists of a 44 foot clear roadway with six foot wide sidewalks on each side. The vertical clearance shall be investigated at the study stage. The requirement for vertical clearance is 14'-6". All efforts shall be made to obtain the required clearance. If this is not feasible, a design exception shall be prepared. Traffic shall be maintained by part width construction or detour if feasible.

**ANTICIPATED SERVICE START DATE:** March 17, 2009

**ANTICIPATED SERVICE COMPLETION DATE:** December 3, 2010

**PRIMARY PREQUALIFICATION CLASSIFICATION(S):**

Short and Medium Span Bridges

**SECONDARY PREQUALIFICATION CLASSIFICATION(S):**

Road Design Surveys  
Roads and Streets  
Maintaining Traffic Plans & Provisions  
Pavement Marking Plans  
Permanent Non-Freeway Traffic Signing Plans  
Traffic Signal Design  
Geotechnical Engineering Services

**DBE REQUIREMENT:** 5%

**MDOT PROJECT ENGINEER MANAGER:**

Sam Guerrazzi, PE  
Michigan Department of Transportation  
Design Division  
425 West Ottawa St., P.O. Box 30050  
Lansing, MI. 48909  
Ph: 517-373-0737  
Fax: 517-335-2731  
[guerrazzis@michigan.gov](mailto:guerrazzis@michigan.gov)

**MDOT GRAND RAPIDS TSC PROJECT COORDINATOR:**

Jason R. Minkus, E.I.T.  
2660 Leonard St NE  
Grand Rapids, MI. 49525  
616-464-1784  
[minkusj@michigan.gov](mailto:minkusj@michigan.gov)

**CONSTRUCTION COST:**

A. The estimated cost of construction is:

1.	Road work	\$ 624,000
	Mainline Pavement	
	Geometric Improvement	
	Maintaining Traffic	
	Permanent Pavement Markings/Signs/Signals	
2.	Bridge Cost	
	S10-41131	\$ 588,000
	R03-41131	\$ 895,000
	S11-41131	\$1,271,000
	CONSTRUCTION TOTAL	\$3,378,000

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, 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:

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.

(MDOT will not be reimbursing the consultant for the initial site visit, as the consultant is not yet authorized to do work.)

- A. Prior to submitting Proposal for Indefinite Delivery of Services, inspect the job site to determine the need for any additional work not included in the “Description of Work”. If possible changes to the description of work are needed; submit a letter with your proposal detailing the changes that are recommended. (MDOT will not be reimbursing the consultant for the initial site visit, as the consultant is not yet authorized to do work.)
- B. Consider other alternatives, at the study phase that may deviate from the “Description of Work” to determine the most cost effective option. A **detailed** cost estimate is required for each option. A cost per square foot estimate is **not** acceptable. The vertical clearance must be considered. A design exception, if required, should be submitted to MDOT with the structure study.
- C. Prepare required plans, typical cross-sections, details, and specifications required for design and construction.
- D. Additional pickup survey required to supplement the MDOT provided survey to complete the design.
- E. Compute and verify all plan quantities.
- F. The consultant shall prepare staging plans and special provisions for Maintaining Traffic. As part of the Maintaining Traffic, conduct a comprehensive mobility analysis and investigate alternative maintenance of traffic schemes. If the threshold criteria contained in MDOT's Work Zone Safety and Mobility Policy are exceeded, mitigation measures shall be analyzed and recommended. The consultant shall prepare a Transportation Management Plan per the Work Zone Safety and Mobility Manual which shall include a Temporary Traffic Control Plan, a Transportation Operations Plan and a Public Information Plan.
- G. Provide solutions to any unique problems that may arise during the design of this project or that may affect the constructability of this project.
- H. The Consultant may be required to provide Design Services during the construction phase of this project. If Construction Assistance is required, then a separate authorization for those services will be issued.
- I. Maintain a Design Project Record which includes a history of significant events (changes, comments, etc.) which influenced the development of the plans, dates of submittals and receipt of information.
- J. If excavation is required, submit the excavation locations which may contain contamination. Project Manager then can proceed in requesting a Preliminary Project Assessment (PPA).

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

- T. The Consultant shall submit a Pre-Final Design Package which shall consist of the following: all final detail sheets approximately 75% complete, all special provisions revised as requested at the GI meeting, and an updated cost estimate. GI comments should be reflected in all sheets. Slab and Screed sheets, and Bar Schedule sheets are not required.
- U. The Consultant will coordinate with the City of Grand Rapids project at Burton St. and package the plans with this project.
- V. The Consultant will prepare files for a noise ordinance variance with the City of Grand Rapids.
- W. The Consultant will prepare the staging for any signal work.
- X. Geotechnical investigation of the approaches and/or ramps per P/PMS task 3510. At a minimum, one pavement core in each approach to the bridge in opposite quadrants. A 5 foot hand auger boring with visual description of soil and sampling and testing of any granular soils encountered for Class II and Class III, showing results on the boring log and whether it meets or not. Ramp and road work will require soil borings through the existing shoulders to a depth of 5 feet with the visual description, sampling and testing as mentioned above at a spacing of 200 feet staggered between one side of the road and the other. Strain poles require a 15 foot boring with groundwater/seepage and caving soils noted. The location of all cores and borings needs to be referenced by station and offset from centerline; GPS coordinates obtained and include digital photos of the cores. Generate Microstation log of boring sheets with all the information and sent to the designer for inclusion in the plans. A recommendation letter is written on whether the strain poles need cased or uncased foundations.

## **UTILITIES**

The Consultant shall be responsible for obtaining existing utility plans from MDOT and showing on the proposed design 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 and 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 and provide minutes and action item lists from those meetings. The Consultant shall assist in the review of utility permit requests to ensure compatibility with the project. The Consultant shall provide for the survey staking of various proposed facilities, and existing ROW so as to locate potential utility conflicts and aid in the completion of utility relocation plans for all municipal and private utility

companies. The Consultant shall verify any utility information (location, size, type, etc.) through researching historical as-built information for the project area.

## **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 of each month, the Consultant shall submit a monthly project progress report to the Project Manager, *Sam Guerrazzi*, and the TSC Coordinator *Jason Minkus*.

## **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 the Crash Analysis.
- D. Furnish prints of an example of a similar project and old plans of the area, if available.
- E. Obtain all permits for the project as outlined in previous section.
- F. Submit for Noise Ordinance Variance with the City of Grand Rapids.
- G. Coordinate any necessary utility relocation.
- H. Furnish the Design Survey.
- 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 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 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.

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. Note Sheet.
- 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. Signal plans for staging.
- I. Witness and benchmark sheet(s).
- 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.

**GENERAL INFORMATION:**

The DEPARTMENT’S prequalification is not a guarantee or warranty of the SUBCONTRACTED CONSULTANT’S ability to perform or complete the work. The PRIMARY CONSULTANT remains fully responsible to the DEPARTMENT for completion of the work according to the *authorization* as if no portion of it had been subcontracted.

All SUBCONTRACT CONSULTANT communications with the DEPARTMENT shall be through the PRIMARY CONSULTANT to the MDOT Project Manager. This requirement may be waived if a written communication plan is approved by the MDOT Project Manager.

The DEPARTMENT may direct the immediate removal of any SUBCONTRACTED CONSULTANT working in violation of this subsection. Any costs or damages incurred are assumed by the PRIMARY CONSULTANT by acceptance of the *authorization*. It is further understood that the PRIMARY CONSULTANT’S responsibilities in the performance of the contract, in case of an approved subcontract, are the same as if the PRIMARY CONSULTANT had conducted the work with their organization.

**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.

<u>Target Date</u>	<u>Description</u>
03/17/2009	Notice to Proceed (approximate date)
	Kickoff Meeting (after notice to proceed)

## PRELIMINARY ENGINEERING - DESIGN

P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY
3330 Conduct Design Survey	09/06/2009
3370 Prepare Structure Study	07/20/2009
3390 Develop the Maintaining Traffic Concepts	07/20/2009
<b><u>PRELIMINARY PLANS PREPARATION</u></b>	
3510 Perform Roadway Geotechnical Investigation	09/06/2009
3540 Develop the Maintaining Traffic Plan	09/06/2009
3551 Prepare/Review Preliminary Traffic Signal Design Plan	09/06/2009
3552 Develop Preliminary Pavement Marking Plan	09/06/2009
3553 Develop Preliminary Non-Freeway Signing Plan	09/06/2009
3554 Develop Preliminary Freeway Signing Plan	09/06/2009
3570 Prepare Preliminary Structure Plans	09/06/2009
3580 Develop Preliminary Plans	09/06/2009
3590 Review Preliminary Plans (Hold Plan Review Meeting)	09/06/2009
<i>352M THE Plan Review (Grade Inspection)</i>	09/27/2009
<b><u>UTILITIES</u></b>	
3610 Compile Utility Information	09/27/2009
<b><u>FINAL PLAN PREPARATION</u></b>	
3821 Prepare/Review Final Traffic Signal Design Plan	04/05/2010
3822 Complete Permanent Pavement Marking Plan	04/05/2010
3823 Complete Non-Freeway Signing Plan	04/05/2010
3824 Complete Freeway Signing Plan	04/05/2010
3830 Complete the Maintaining Traffic Plan	04/05/2010
3840 Develop Final Plans and Specifications	04/05/2010
<i>380M Plan Completion</i>	04/05/2010
3850 Develop Structure Final Plans and Specifications	04/05/2010
3870 Hold Omissions/Errors Check (OEC) Meeting	05/05/2010
<i>387M Omissions/Errors Checks Meeting</i>	05/05/2010
<i>389M Plan Turn-In</i>	06/07/2010
Submit Final Deliverables to MDOT	01/07/2011

## **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**

**Tonya Nobach: (517) 335-1927**

## **CONSULTANT PAYMENT:**

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.