

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

MDOT PROJECT MANAGER Dina Tarazi			JOB NUMBER (JN) 87156D	CONTROL SECTION (CS) 41131
DESCRIPTION IF NO JN/CS Bridge Replacement				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input type="checkbox"/> TIER II (\$100,000-\$250,000)	<input checked="" type="checkbox"/> TIER III (>\$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"/>	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	<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)	19 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes	

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 1/1/09 THROUGH 3/31/09

<input checked="" type="checkbox"/> Prequalified Services – See page <u>1</u> 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.
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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 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 4	PROPOSAL/BID DUE DATE 2/2/09	TIME DUE 12:00 pm
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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

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: 41131

JOB NUMBER: 87156D

PROJECT LOCATION:

S07 of 41131: 36th Street over US-131, 0.8 mi west of Division Avenue, City of Wyoming, Kent County, Michigan.

PROJECT DESCRIPTION:

The work involved in the design of this project consists of the following bridge work along with possible road design

Total bridge replacement, concrete approaches, additional approach and ramp work to accommodate grade raise, and maintaining traffic by part width construction utilizing temporary traffic signals. The total length of the existing four-span bridge is approximately 203 feet.

The existing superstructure consists of steel wide flange beams. The existing deck cross-section consists of a 70 foot clear roadway with seven foot wide sidewalks on each side. The proposed structure shall meet the required vertical clearance.

The scope of work will be verified at a Scope Verification Meeting with MDOT personnel and the selected Consultant following the Consultant selection.

This meeting will be scheduled prior to the Consultant's submittal of the priced proposal to the MDOT Project Manager.

ANTICIPATED SERVICE START DATE: April 2009

ANTICIPATED SERVICE COMPLETION DATE: February 2010

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Short & Medium Span Bridges

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

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

*** May be required for additional pick up surveys**

DBE REQUIREMENT: 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

MDOT ROAD DESIGN COORDINATOR

Jason R. Minkus, E.I.T.
MDOT – Grand Rapids TSC, Consultant Coordinator
2660 Leonard St. NE
Grand Rapids, MI 49525
Phone: 616-464-1784
E-mail: minkusj@michigan.gov

CONSTRUCTION COST:

The total estimated cost of construction is: **\$4,100,000**

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.

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

- A. Consultant shall retain enough capacity for the addition of road design to complete the NB weave/merge lane between 44th Street and 36th Street as a part of this project package.
- B. The Consultant will be responsible for any additional survey pick up necessary to complete the design of this project.
- C. Preparation of both contract plans and bid item quantities using standard English units, as applicable, and verification of all plan quantities. Stand-Alone Estimator's Worksheet (SAPW) shall be used to generate a bid item quantity database in both text (TXT) and comma separated value (CSV) formats.
- D. Preparation of any specifications and/or special provisions required to supplement MDOT's Standard Specifications for Construction.

- E. Prepare staging plans and special provision for maintaining traffic during construction. The staging plans shall include any required temporary pavement removal and construction plans required for the project. (The Consultant will be required to provide MDOT with maintaining traffic alternatives.)
- F. Provide solutions to any unique problems that may arise during the design of this project, e.g. utility interference, staging for part width construction or that may affect the constructability of this project.
- G. Soil borings of sufficient depth and number and a geotechnical analysis to perform the foundation design and/or scour analysis. For scope of work statement for geotechnical services, see MDOT Bridge Design Manual Appendix 5.03.03 A.1.f. and/or P/PMS Task Manual, Task 3530. Provide required geotechnical investigation and report. The geotechnical requirements will be discussed at the Scope Verification Meeting. With concurrence from MDOT's Region/TSC Traffic Engineer, provide traffic control to permit the work for geotechnical services.
- H. If excavation is required, submit excavation locations which may contain contamination. Project Manager then can proceed in requesting a Preliminary Project Assessment (PPA).
- I. The Consultant shall be required to prepare and submit a CPM network for the construction of this project.
- J. Prepare required plans, typical cross-sections, details, and specifications required for design and construction.
- K. Compute and verify all plan quantities.
- L. Prepare staging plans and special provisions for maintaining traffic during construction, including traffic signal staging plans.
- M. Prepare pavement marking and permanent signing plans and special provisions.
- N. Prepare temporary traffic signal staging plans and special provisions.
- O. Prepare and submit electronically (native format or Adobe PDF) any information, calculations, hydraulic studies, or drawings required by MDOT for acquiring any permit (i.e. NPDES, DEQ, etc), approvals (i.e. county drain commission) and related mitigation. MDOT will submit permit requests.
- P. 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.

- Q. Participation in meetings and field reviews at the site.
- R. Attend project-related meetings as directed by the MDOT Project Manager. The Consultant representative shall record and submit meeting minutes for all project related meetings to the MDOT Project Manager. The minutes shall be type-written and submitted in PDF format within two weeks of the meeting. Additionally, the Consultant shall distribute the minutes to all attendees. MDOT will provide and distribute official meeting minutes for the Plan Review Meeting.
- S. Attend information meetings (i.e., public hearings, open houses, etc.) with the public and public officials to assist in responding to concerns and questions. This may require the preparation of displays such as maps, marked-up plans, etc.
- T. 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 send a copy of all correspondence to the MDOT Project Manager. This includes all Subcontractor correspondence and verbal contact records.
- U. 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.
- V. 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.
- W. 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.
- X. Perform and prepare roadway pavement and soils investigations. Also, compiling and preparing the investigation results into report format for the project pavement design and construction information to be developed. **MDOT**, will formulate the pavement design for this project from this information.
- Y. If water mains and/or sanitary sewers are present within the project limits, the Consultant shall evaluate the necessity for the relocation of water mains and sanitary sewers, in accordance with Design Division's Informational Memorandum #441B and #402R dated April 13, 1992. The Consultant shall submit a report to the Design Engineer - Municipal Utilities, Design Division for review and concurrence. A copy of the report shall be sent to the Project Manager. **If relocation is necessary and water main and/or sanitary sewer work is not part of the Scope of Work, contact the MDOT Project Manager immediately**

- Z. Prepare all documentation, calculations, and special provisions for the removal and disposal of contaminated material, as required.

The plans shall be submitted to MDOT as follows:

- A. A study showing the conceptual design. Consider other alternatives, at the study phase that may deviate from the “Project Description” 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.
- B. 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.
- C. 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.
- D. 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 and meet the attached quality assurance document. 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 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 and the staking of Right-of-Way for any utility relocation.

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 Project Manager shall submit a monthly project progress report via email to the MDOT Project Manager.

MDOT RESPONSIBILITIES:

- A. MDOT will supply the Consultant with the design survey
- B. 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.
- C. Prepare final Transport cost estimate utilizing Consultant supplied SAPW files.
- D. Submit final plans and proposal in E-proposal format using files provided by the Consultant.
- E. Furnish Special Details and pertinent reference materials.
- F. Furnish old plans of the area, if available. These plans may be paper copies and/or electronic files.
- G. Distribute and receive requests for utility information and coordinate all necessary utility relocations.
- H. Furnish pavement design.
- I. Submit permit requests (i.e. DEQ permits, County Drain Permits).
- J. Furnish FTP site for software download and instructions for the MDOT Stand Alone Proposal Estimator's Worksheet (SAPW).
- K. Furnish survey to the Consultant.

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. 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. Witness and bench mark sheets(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.

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>
04/21/2009	Notice to Proceed (Anticipated Date)

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)

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)
YES	NO		
		<u>EPE SCOPING ANALYSIS</u>	
<input type="checkbox"/>	<input type="checkbox"/>	2120 Prepare Traffic Analysis Report	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2130 Prepare Project Justification	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>213M Concurrence by Regulatory Agencies with the Purpose and Need</u></i>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2140 Develop and Review Illustrative Alternatives	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2155 Request/Perform Safety Analysis	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2160 Prepare and Review EIS Scoping Document	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>211M Public Information Meeting</u></i>	__/__/__
		<u>EPE DRAFT ANALYSIS</u>	
<input type="checkbox"/>	<input type="checkbox"/>	2310 Conduct Technical SEE Studies	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2321 Prepare for Aerial Photography	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2322 Finish/Print Aerial Photography	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2330 Collect EPE Geotechnical Data	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2340 Develop and Review Practical Alternatives	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>233MA Aerial Photography Flight</u></i>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2360 Prepare and Review EA or DEIS	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>231M Draft Submission to FHWA</u></i>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2380 Circulate EA or DEIS	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>232M Public Hearing</u></i>	__/__/__
		<u>EPE FINAL ANALYSIS</u>	
<input type="checkbox"/>	<input type="checkbox"/>	2510 Determine and Review Recommended Alternative	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>250M Concurrence by Regulatory Agencies with Recommended Alternatives</u></i>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2525 Prepare and Review Engineering Report	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2530 Prepare and Review Request for FONSI or FEIS	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>252M Final Submission to FHWA</u></i>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2550 Obtain FONSI or ROD	__/__/__
		<u>CONTAMINATION INVESTIGATION</u>	
<input type="checkbox"/>	<input type="checkbox"/>	2810 Project Area Contamination Survey (PCS)	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2820 Preliminary Site Investigation (PSI) for Contamination	__/__/__

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST
PRELIMINARY ENGINEERING - DESIGN

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY
YES	NO		(mm/dd/yyyy)
		<u>DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION</u>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3130 Verify Design Scope of Work and Cost	03/02/2009
<input type="checkbox"/>	<input type="checkbox"/>	3310 Prepare Aerial Topographic Mapping	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3320 Conduct Photogrammetric Control Survey	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3321 Set Aerial Photo Targets	__/__/__
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3330 Conduct Design Survey	05/01/2009
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3340 Conduct Structure Survey	05/01/2009
<input type="checkbox"/>	<input type="checkbox"/>	3350 Conduct Hydraulics Survey	__/__/__
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3360 Prepare Base Plans	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i>331M Utility Notification</i>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3361 Review and Submit Preliminary ROW Plans	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i>331M Preliminary ROW Plans Distributed</i>	__/__/__
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3370 Prepare Structure Study	05/27/2009
<input type="checkbox"/>	<input type="checkbox"/>	3375 Conduct Value Engineering Study	__/__/__
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3380 Review Base Plans	__/__/__
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>332M Base Plan Review (Pre-GI Inspection)</i>	__/__/__
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3390 Develop the Maintaining Traffic Concepts	__/__/__
		<u>PRELIMINARY PLANS PREPARATION</u>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3510 Perform Roadway Geotechnical Investigation	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3520 Conduct Hydraulic/Hydrologic and Scour Analysis	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3522 Conduct Drainage Study, Storm Sewer Design, and use Structural Best Management Practices	__/__/__
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3530 Conduct Structure Foundation Investigation	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3535 Conduct Structure Review for Architectural and Aesthetic Improvements	__/__/__
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3540 Develop the Maintaining Traffic Plan	__/__/__
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3551 Prepare/Review Preliminary Traffic Signal Design Plan	__/__/__
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3552 Develop Preliminary Pavement Marking Plan	__/__/__
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3553 Develop Preliminary Non-Freeway Signing Plan	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3554 Develop Preliminary Freeway Signing Plan	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3555 Prepare/Review Preliminary Traffic Signal Operations	__/__/__
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3570 Prepare Preliminary Structure Plans	07/22/2009
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3580 Develop Preliminary Plans	07/22/2009
<input type="checkbox"/>	<input type="checkbox"/>	3581 Review and Submit Final ROW Plans	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i>351M Final ROW Plans Distributed</i>	__/__/__
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3590 Review Preliminary Plans (Hold Plan Review Meeting)	08/12/2009
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>352M THE Plan Review (Grade Inspection)</i>	08/12/2009

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING - DESIGN (cont'd)

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY
YES	NO		(mm/dd/yyyy)
		<u>UTILITIES</u>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3610 Compile Utility Information	08/12/2009
<input type="checkbox"/>	<input type="checkbox"/>	3650 Coordinate RR Involvement for Grade Separations	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	3655 Coordinate RR Involvement for At-Grade Crossings	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	3660 Resolve Utility Issues	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	<i>360M Utility Conflict Resolution Plan Distribution</i>	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	<i>361M Utility Meeting</i>	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	3670 Develop Municipal Utility Plans	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	3672 Develop Special Drainage Structures Plans	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	3675 Develop Electrical Plans	_/_/___
		<u>MITIGATION/PERMITS</u>	
<input type="checkbox"/>	<input type="checkbox"/>	3710 Develop Required Mitigation	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	3720 Submit Environmental Permit Applications	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	3730 Obtain Environmental Permit	_/_/___
		<u>FINAL PLAN PREPARATION</u>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3821 Prepare/Review Final Traffic Signal Design Plan	12/15/2009
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3822 Complete Permanent Pavement Marking Plan	12/15/2009
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3823 Complete Non-Freeway Signing Plan	12/15/2009
<input type="checkbox"/>	<input type="checkbox"/>	3824 Complete Freeway Signing Plan	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	3825 Prepare/Review Final Traffic Signal Operations	_/_/___
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3830 Complete the Maintaining Traffic Plan	12/15/2009
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3840 Develop Final Plans and Specifications	12/15/2009
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>380M Plan Completion</i>	12/15/2009
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3850 Develop Structure Final Plans and Specifications	12/15/2009
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3870 Hold Omissions/Errors Check (OEC) Meeting	01/08/2010
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>387M Omissions/Errors Checks Meeting</i>	01/08/2010
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>389M Plan Turn-In</i>	02/01/2010
<input type="checkbox"/>	<input type="checkbox"/>	3880 CPM Quality Assurance Review	_/_/___

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING – RIGHT OF WAY

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)
YES	NO		
		<u>EARLY RIGHT OF WAY WORK</u>	
<input type="checkbox"/>	<input type="checkbox"/>	4120 Obtain Preliminary Title Commitments	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	4130 Prepare Marked Final Right Of Way Plans	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	<i>413M Approved Marked Final ROW</i>	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	4140 Prepare Property Legal Instruments	_/_/____
		<u>ROW ACQUISITION</u>	
<input type="checkbox"/>	<input type="checkbox"/>	4411 Preliminary Interviews	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	<i>441M Post-Decision Meeting</i>	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	4412 Real Estate Services Assignment Proposal and Fee Estimate (Form 633s) for Appraisal Work Authorization	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	4413 Appraisal Reports	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	4420 Appraisal Review Reports	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	4430 Acquire Right Of Way Parcels	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	4510 Conduct Right Of Way Survey & Staking	_/_/____
		<u>ROW RELOCATION</u>	
<input type="checkbox"/>	<input type="checkbox"/>	4710 Relocation Assistance	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	4720 Prepare Improvement Removal Plan	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	<i>442M ROW Certification</i>	_/_/____

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

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

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

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

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

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

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

ATTACHMENT A QUALITY ASSURANCE

MDOT is becoming increasingly concerned about the quality of the product produced both in-house and by its Consultants. In an effort to insure that plans meet the quality required, MDOT requires the following:

- A. All plan sheets submitted for review; (i.e. – study stage, preliminary plan stage, and prefinal plan stage.) shall be independently checked by an Engineer other than the designer, and the plan sheets shall be initialed and dated by both the designer and the checker. Any details on the plan sheets that are not checked shall be noted as such.
- B. Any portion of a detail not specifically designed by, or that deviates from the bridge design system program shall be backed up by design calculations.
- C. All design calculations, computer input, and quantity computations must be independently checked.
- D. Computer output must be spot checked to see that results are reasonable.