

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

MDOT PROJECT MANAGER Charlie Stein	JOB NUMBER (JN) 90040C	CONTROL SECTION (CS) 59012
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DESCRIPTION IF NO JN/CS

MDOT PROJECT MANAGER: Check all items to be included in RFP.

CONSULTANT: Provide only checked items below in proposal.

WHITE = REQUIRED
GRAY SHADING = OPTIONAL

Check the appropriate Tier in the box below

<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input checked="" type="checkbox"/> TIER II (\$100,000-\$250,000)	<input type="checkbox"/> TIER III (>\$250,000)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Understanding of Service
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>
N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Organization Chart
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site 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 10/1/09 THROUGH 12/31/09

<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. (Form 5100J Required with Proposal)
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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 12/16/09	TIME DUE 4:30
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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

Charlie Stein, P.E.
Howard City TSC
19153 W. Howard City-Edmore Road
Howard City, Michigan 49329

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
- 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 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 all-tier subcontractors and consultants, must provide the Engineer a monthly report on form FHWA-1589 (<http://www.fhwa.dot.gov/economicrecovery/reportingforms.htm>) 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

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 subgrantees, or any State or local agency administering such contract, that pertain to, and involve transactions relating to the contract, subcontract, grant, or subgrant; and
- (2) to interview any officer or employee of the contractor, grantee, subgrantee 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(S): 59012

JOB NUMBER(S): 90040C

PROJECT LOCATION:

The project is located on US-131 from approximately Cannonsville Road north to M-46 (Howard City-Edmore Road), in Pierson and Reynolds Townships, Montcalm County. The project length is approximately 6.300 Miles.

PROJECT DESCRIPTION:

Work involved in the design of the project will consist of all work associated with completing design plans for the construction of temporary cross-overs and any pre-stage work required to maintain traffic on northbound and southbound US-131 during construction of the proposed concrete inlay (JN's 87108 & 90035).

ANTICIPATED SERVICE START DATE: February 8, 2010

ANTICIPATED SERVICE COMPLETION DATE: February 4, 2011

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Roadway Rehabilitation & Rural Freeways

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Maintaining Traffic Plans and Provisions
Pavement Marking Plans
Permanent Freeway Traffic Signing Plans (incidental replacement)
Road Design Surveys (miscellaneous pickup)

DBE REQUIREMENT: 5%

MDOT PROJECT ENGINEER MANAGER:

Charlie Stein, P.E.
Howard City Transportation Service Center
19153 West Howard City-Edmore Road
Howard City, MI 49329
231-937-7780
231-937-2281 fax
steinc@michigan.gov

CONSTRUCTION COST:

A. The estimated cost of construction is:

1.	Mainline Pavement	\$
2.	Geometric Improvement	\$
3.	Environmental	\$
4.	Drainage	\$
5.	Safety	\$
6.	Non Motorized	\$
7.	Maintaining Traffic	\$
8.	Miscellaneous Bridge Cost	\$
9.	Detours and Maintaining Traffic	\$ 700,000
10.	Permanent Pavement Markings/Signs/Signals	\$
11.	Miscellaneous	\$
	CONSTRUCTION TOTAL	\$ 700,000

B. The estimated cost of real estate is: \$ 0

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

If at any time the estimated cost of construction varies more than 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.

The 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.

GENERAL INFORMATION:

Following authorization of the consultant, a scope verification meeting will be held to go over the work performed to date and the anticipated work requirements.

The general purpose of this project is to design cross-overs for the maintenance of traffic for a larger freeway project expected to be built the following year. Mainline traffic will be crossed over the median while work occurs on the opposite bound. The south cross-over is expected to be built just north of the Cannonsville Road interchange. This location is being proposed to complete the cross-over movement and provide access to the interchange. The north cross-over is expected to be built near the south half of the M-46 interchange. It is expected that the M-46 southbound on-ramp and northbound off-ramp will need to be temporarily realigned to maintain the necessary access to the interchange. The M-82 ramps are expected to be closed and traffic detoured. The shoulders are expected to be widened and also constructed with the cross-over project.

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, utility conflict resolution, etc.

- A. Prepare basic plans, typicals, and profiles in order to discuss geometrics. A base plan meeting will be set up to discuss the proposed plans. Once the geometrics and the initial concepts are approved the Consultant can begin preliminary plans.
- B. Prepare all necessary environmental permits, calculations, details and plan sheets required by the Region Resource staff for applications, on behalf of this project. At this time, no permits are expected.
- C. Prepare required plans, typical cross-sections, details, and specifications required for design and construction. This will include evaluating and preparing plans that will maintain positive drainage once the cross-overs are constructed.
- D. Compute and verify all plan quantities.

- E. Prepare staging plans and special provisions for maintaining traffic during construction. Assist MDOT staff in conducting a mobility analysis and providing justification for the proposed cross-over scheme. If the threshold criteria contained in MDOT's Work Zone Safety and Mobility Policy are exceeded, additional mitigation measures shall be analyzed and recommended. The consultant shall assist MDOT staff in preparing a Transportation Management Plan per the Work Zone Safety and Mobility Manual. This plan shall include a Temporary Traffic Control Plan, a Transportation Operations Plan and a Public Information Plan.
- F. Provide solutions to any unique problems that may arise during the design of this project.
- G. The Consultant may be required to provide Design Services during the construction phase of this project. If Construction Assistance is required, then a separate authorization for those services will be issued.
- H. Maintain a Design Project Record which includes a history of significant events (changes, comments, etc.) which influenced the development of the plans, dates of submittals and receipt of information.
- I. The Consultant shall be required to prepare and submit a CPM network for the construction of this project.
- J. 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.
- K. The Consultant will provide to MDOT at the scheduled submittal dates, electronic copies of the required specifications and plan set materials for distribution by MDOT for all reviews for this project. The electronic copies of the required specifications shall include the raw format as well as an Adobe .pdf version. Plan set materials shall be in Adobe .pdf format.
- L. 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.
- M. Attend any project-related meetings as directed by the MDOT Project Manager.

- N. 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.
- O. 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.
- P. 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.
- Q. The Consultant will be required to submit final OEC plans for a two week QA review prior to scheduling the OEC meeting. The consultant will be required to perform all changes required from the QA review and then re-submit the package to the Project Manager for distribution to the final OEC attendees for their 2 week review prior to the OEC meeting. The Consultant shall incorporate this time into their design schedule.
- R. The Consultant may be asked to attend the Value Engineering kick-off and closeout meetings.

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 will be responsible for completing meeting minutes for any necessary meetings. 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 Tanya Andryscik, Permits Engineer, Howard City TSC at (231) 937-7780.

MONTHLY PROGRESS REPORT

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

MDOT RESPONSIBILITIES:

- A. Schedule and/or conduct the following:
 - 1. Project related meetings.
 - 2. Geometric Review Meeting
 - 3. The Plan Review
 - 4. OEC Meeting
 - 5. Utility Meetings.
 - 6. Quantity summary sheets and final item cost estimates.
 - 7. Packaging of plans and proposal.
- B. Furnish Special Details and pertinent reference materials.
- C. Furnish old plans of the area, if available.
- D. Obtain all permits for the project as outlined in previous section.
- E. Request and obtain names of utilities and their locations.
- F. Coordinate any necessary utility relocation.
- G. Furnish FTP site for software download and instructions for the MDOT Stand Alone Proposal Estimator's Worksheet (SAPW).
- H. Furnish the Design Survey.
- I. Furnish the Pavement Design, Soil Borings and Geotechnical data.

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 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/Miscellaneous Details.
- E. Construction staging and traffic control plans.
- F. Detail grade sheets for critical areas.
- G. Pavement marking/signing plan(s).
- H. Witness and benchmark sheet(s).
- I. Soil boring log sheet(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	
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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
YES	NO		(mm/dd/yyyy)
		<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>233M 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 type="checkbox"/>	<input type="checkbox"/>	3130 Verify Design Scope of Work and Cost	__/__/__
<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 type="checkbox"/>	<input type="checkbox"/>	3330 Conduct Design Survey	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3340 Conduct Structure Survey	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3350 Conduct Hydraulics Survey	__/__/__
X	<input type="checkbox"/>	3360 Prepare Base Plans	3/12/2010
<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 type="checkbox"/>	<input type="checkbox"/>	3370 Prepare Structure Study	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3375 Conduct Value Engineering Study	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3380 Review Base Plans	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i>332M Base Plan Review (Pre-GI Inspection)</i>	__/__/__
X	<input type="checkbox"/>	3390 Develop the Maintaining Traffic Concepts	3/12/2010
		<u>PRELIMINARY PLANS PREPARATION</u>	
<input type="checkbox"/>	<input type="checkbox"/>	3510 Perform Roadway Geotechnical Investigation	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3520 Conduct Hydraulic/Hydrologic and Scour Analysis	__/__/__
X	<input type="checkbox"/>	3522 Conduct Drainage Study, Storm Sewer Design, and use Structural Best Management Practices	4/23/2010
<input 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	__/__/__
X	<input type="checkbox"/>	3540 Develop the Maintaining Traffic Plan	4/23/2010
<input type="checkbox"/>	<input type="checkbox"/>	3551 Prepare/Review Preliminary Traffic Signal Design Plan	__/__/__
X	<input type="checkbox"/>	3552 Develop Preliminary Pavement Marking Plan	4/23/2010
<input type="checkbox"/>	<input type="checkbox"/>	3553 Develop Preliminary Non-Freeway Signing Plan	__/__/__
X	<input type="checkbox"/>	3554 Develop Preliminary Freeway Signing Plan	4/23/2010
<input type="checkbox"/>	<input type="checkbox"/>	3555 Prepare/Review Preliminary Traffic Signal Operations	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3570 Prepare Preliminary Structure Plans	__/__/__
X	<input type="checkbox"/>	3580 Develop Preliminary Plans	4/23/2010
<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 type="checkbox"/>	<input type="checkbox"/>	3590 Review Preliminary Plans (Hold Plan Review Meeting)	__/__/__
X	<input type="checkbox"/>	<i>352M THE Plan Review (Grade Inspection)</i>	5/14/2010

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING - DESIGN (cont'd)

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)
YES	NO		
		<u>UTILITIES</u>	
<input type="checkbox"/>	<input type="checkbox"/>	3610 Compile Utility Information	_/_/____
<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>	
X	<input type="checkbox"/>	3710 Develop Required Mitigation	6/14/2010
<input type="checkbox"/>	<input type="checkbox"/>	3720 Assemble Environmental Permit Applications	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	3730 Obtain Environmental Permit	_/_/____
		<u>FINAL PLAN PREPARATION</u>	
<input type="checkbox"/>	<input type="checkbox"/>	3821 Prepare/Review Final Traffic Signal Design Plan	_/_/____
X	<input type="checkbox"/>	3822 Complete Permanent Pavement Marking Plan	6/14/2010
<input type="checkbox"/>	<input type="checkbox"/>	3823 Complete Non-Freeway Signing Plan	_/_/____
X	<input type="checkbox"/>	3824 Complete Freeway Signing Plan	6/14/2010
<input type="checkbox"/>	<input type="checkbox"/>	3825 Prepare/Review Final Traffic Signal Operations	_/_/____
X	<input type="checkbox"/>	3830 Complete the Maintaining Traffic Plan	6/14/2010
X	<input type="checkbox"/>	3840 Develop Final Plans and Specifications	6/14/2010
X	<input type="checkbox"/>	<i>380M Plan Completion</i>	7/7/2010
<input type="checkbox"/>	<input type="checkbox"/>	3850 Develop Structure Final Plans and Specifications	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	3870 Hold Omissions/Errors Check (OEC) Meeting	_/_/____
X	<input type="checkbox"/>	<i>387M Omissions/Errors Checks Meeting</i>	7/28/2010
X	<input type="checkbox"/>	<i>389M Plan Turn-In</i>	11/5/2010
<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
YES	NO		(mm/dd/yyyy)
		<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 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.