

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

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

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

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

RFP SPECIFIC INFORMATION

BUREAU OF HIGHWAYS

BUREAU OF TRANSPORTATION PLANNING **

OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO

YES

DATED _____

THROUGH _____

Prequalified Services – See page ___ of the attached Scope of Services for required Prequalification Classifications.

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

Qualifications Based Selection – Use Consultant/Vendor Selection Guidelines

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

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

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

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

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

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

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

BID SHEET INSTRUCTIONS

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

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER	PROPOSAL/BID DUE DATE	TIME DUE
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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

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

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

GENERAL INFORMATION

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

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

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

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

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

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

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
EARLY PRELIMINARY ENGINEERING
DESIGN SERVICES**

CONTROL SECTION(S): 39013

JOB NUMBER(S): 112355

PROJECT LOCATION:

The project is located on Centre Avenue from 12th Street to Angling Road in the City of Portage and on US-131 from 1,900 feet south of Centre Avenue to 1,700 feet north of Centre Avenue.

The project length is 0.3 miles.

PROJECT DESCRIPTION:

Work involved in the design of the project consists of:

- Provide a minimum of three alternatives for geometric improvement of the Centre Avenue/US-131 interchange (**the existing bridge is to remain**), in 2D format.
- Analysis of the existing operation of the interchange using Synchro
- Safety analysis of existing interchange (UD-10's to be provided by MDOT)
- Preliminary engineering cost estimate for each alternative
- Traffic analysis and emission reduction data for each alternative
- Significant impacts of each alternative (ROW, environmental, etc)
- Presentation of alternatives for selection by MDOT
- Scoping document of MDOT selected alternative
- CMAQ checklist for MDOT selected alternative

ANTICIPATED SERVICE START DATE: August 16, 2011

ANTICIPATED SERVICE COMPLETION DATE: December 31, 2011

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Roads and Streets

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Project Development Studies

Safety Studies

Simple Traffic Signal Operation

Traffic Capacity Analysis and Geometric Studies

MDOT PROJECT ENGINEER MANAGER:

Kerry DenBraber, Transportation Engineer
Kalamazoo TSC
5372 South 9th Street
Kalamazoo, MI 49009
Phone: (269)375-8676
Fax: (269)544-0080
denbraberk@michigan.gov

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 shall use Rodel, Sim-Traffic, and Synchro version seven for MDOT deliverables.

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..

- A. Prepare required plans, details, and specifications required for design and construction.

- B. Compute and verify all plan quantities, including SAPW submittal.
- C. Provide solutions to any unique problems that may arise during the design of this project.
- D. 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.
- E. 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.
- F. 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. The Consultant shall contact the project manager prior to the submittal dates for the exact number of copies that will be required for submittal.
- G. Attend any project-related meetings as directed by the MDOT Project Manager.
- H. 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.
- I. The Consultant shall contact the MDOT Project Manager whenever discoveries or design alternatives have the potential to require changes in the scope, limits, or costs of the project.

UTILITIES

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

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 to the Project Manager.

MDOT RESPONSIBILITIES:

- A. Schedule and/or conduct the following:
 - 1. Project related meetings.
 - 2. Kick-off Meeting
 - 3. Meeting for presentation of alternatives
 - 4. Final meeting
- B. Furnish traffic count and UD-10 data.
- C. Furnish a 2D base sheet with aerial image and old plans of the area, if available.
- D. Furnish preliminary pavement design.
- E. No geotechnical information will be provided or required.
- F. Select a concept from the alternatives presented.
- G. Furnish FTP site for software download and instructions for the MDOT Stand Alone Proposal Estimator's Worksheet (SAPW).
- H. Utility request.

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:

2D plan view sheet of each alternative

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"/>	X	2120 Prepare Traffic Analysis Report	_/_/___
<input type="checkbox"/>	X	2130 Prepare Project Justification	_/_/___
<input type="checkbox"/>	X	<i><u>213M Concurrence by Regulatory Agencies with the Purpose and Need</u></i>	_/_/___
<input type="checkbox"/>	X	2140 Develop and Review Illustrative Alternatives	_/_/___
X	<input type="checkbox"/>	2155 Request/Perform Safety Analysis	11/01/2011
<input type="checkbox"/>	X	2160 Prepare and Review EIS Scoping Document	_/_/___
<input type="checkbox"/>	X	<i><u>211M Public Information Meeting</u></i>	_/_/___
		<u>EPE DRAFT ANALYSIS</u>	
X	<input type="checkbox"/>	2310 Conduct Technical SEE Studies	11/01/2011
<input type="checkbox"/>	X	2321 Prepare for Aerial Photography	_/_/___
<input type="checkbox"/>	X	2322 Finish/Print Aerial Photography	_/_/___
<input type="checkbox"/>	X	2330 Collect EPE Geotechnical Data	_/_/___
X	<input type="checkbox"/>	2340 Develop and Review Practical Alternatives	11/01/2011
<input type="checkbox"/>	X	<i><u>233M Aerial Photography Flight</u></i>	_/_/___
<input type="checkbox"/>	X	2360 Prepare and Review EA or DEIS	_/_/___
<input type="checkbox"/>	X	<i><u>231M Draft Submission to FHWA</u></i>	_/_/___
<input type="checkbox"/>	X	2380 Circulate EA or DEIS	_/_/___
<input type="checkbox"/>	X	<i><u>232M Public Hearing</u></i>	_/_/___
		<u>EPE FINAL ANALYSIS</u>	
X	<input type="checkbox"/>	2510 Determine and Review Recommended Alternative	11/08/2011
<input type="checkbox"/>	X	<i><u>250M Concurrence by Regulatory Agencies with Recommended Alternatives</u></i>	_/_/___
<input type="checkbox"/>	X	2525 Prepare and Review Engineering Report	_/_/___
<input type="checkbox"/>	X	2530 Prepare and Review Request for FONSI or FEIS	_/_/___
<input type="checkbox"/>	X	<i><u>252M Final Submission to FHWA</u></i>	_/_/___
<input type="checkbox"/>	X	2550 Obtain FONSI or ROD	_/_/___
		<u>CONTAMINATION INVESTIGATION</u>	
<input type="checkbox"/>	X	2810 Project Area Contamination Survey (PCS)	_/_/___
<input type="checkbox"/>	X	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	12/28/2011
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3310 Prepare Aerial Topographic Mapping	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3320 Conduct Photogrammetric Control Survey	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3321 Set Aerial Photo Targets	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3330 Conduct Design Survey	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3340 Conduct Structure Survey	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3350 Conduct Hydraulics Survey	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3360 Prepare Base Plans	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>331M Utility Notification</i>	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3361 Review and Submit Preliminary ROW Plans	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>331M Preliminary ROW Plans Distributed</i>	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3370 Prepare Structure Study	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3375 Conduct Value Engineering Study	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3380 Review Base Plans	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>332M Base Plan Review (Pre-GI Inspection)</i>	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3390 Develop the Maintaining Traffic Concepts	_/_/_
		<u>PRELIMINARY PLANS PREPARATION</u>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3510 Perform Roadway Geotechnical Investigation	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3520 Conduct Hydraulic/Hydrologic and Scour Analysis	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3522 Conduct Drainage Study, Storm Sewer Design, and use Structural Best Management Practices	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3530 Conduct Structure Foundation Investigation	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3535 Conduct Structure Review for Architectural and Aesthetic Improvements	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3540 Develop the Maintaining Traffic Plan	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3551 Prepare/Review Preliminary Traffic Signal Design Plan	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3552 Develop Preliminary Pavement Marking Plan	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3553 Develop Preliminary Non-Freeway Signing Plan	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3554 Develop Preliminary Freeway Signing Plan	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3555 Prepare/Review Preliminary Traffic Signal Operations	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3570 Prepare Preliminary Structure Plans	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3580 Develop Preliminary Plans	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3581 Review and Submit Final ROW Plans	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>351M Final ROW Plans Distributed</i>	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3590 Review Preliminary Plans (Hold Plan Review Meeting)	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>352M THE Plan Review (Grade Inspection)</i>	_/_/_

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 type="checkbox"/>	X	3610 Compile Utility Information	_/_/____
<input type="checkbox"/>	X	3650 Coordinate RR Involvement for Grade Separations	_/_/____
<input type="checkbox"/>	X	3655 Coordinate RR Involvement for At-Grade Crossings	_/_/____
<input type="checkbox"/>	X	3660 Resolve Utility Issues	_/_/____
<input type="checkbox"/>	X	<i>360M Utility Conflict Resolution Plan Distribution</i>	_/_/____
<input type="checkbox"/>	X	<i>361M Utility Meeting</i>	_/_/____
<input type="checkbox"/>	X	3670 Develop Municipal Utility Plans	_/_/____
<input type="checkbox"/>	X	3672 Develop Special Drainage Structures Plans	_/_/____
<input type="checkbox"/>	X	3675 Develop Electrical Plans	_/_/____
		<u>MITIGATION/PERMITS</u>	
<input type="checkbox"/>	X	3710 Develop Required Mitigation	_/_/____
<input type="checkbox"/>	X	3720 Assemble Environmental Permit Applications	_/_/____
<input type="checkbox"/>	X	3730 Obtain Environmental Permit	_/_/____
		<u>FINAL PLAN PREPARATION</u>	
<input type="checkbox"/>	X	3821 Prepare/Review Final Traffic Signal Design Plan	_/_/____
<input type="checkbox"/>	X	3822 Complete Permanent Pavement Marking Plan	_/_/____
<input type="checkbox"/>	X	3823 Complete Non-Freeway Signing Plan	_/_/____
<input type="checkbox"/>	X	3824 Complete Freeway Signing Plan	_/_/____
<input type="checkbox"/>	X	3825 Prepare/Review Final Traffic Signal Operations	_/_/____
<input type="checkbox"/>	X	3830 Complete the Maintaining Traffic Plan	_/_/____
<input type="checkbox"/>	X	3840 Develop Final Plans and Specifications	_/_/____
<input type="checkbox"/>	X	<i>380M Plan Completion</i>	_/_/____
<input type="checkbox"/>	X	3850 Develop Structure Final Plans and Specifications	_/_/____
<input type="checkbox"/>	X	3870 Hold Omissions/Errors Check (OEC) Meeting	_/_/____
<input type="checkbox"/>	X	<i>387M Omissions/Errors Checks Meeting</i>	_/_/____
<input type="checkbox"/>	X	<i>389M Plan Turn-In</i>	_/_/____
<input type="checkbox"/>	X	3880 CPM Quality Assurance Review	_/_/____

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST
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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"/>	X	4120 Obtain Preliminary Title Commitments	_/_/____
<input type="checkbox"/>	X	4130 Prepare Marked Final Right Of Way Plans	_/_/____
<input type="checkbox"/>	X	<i>413M Approved Marked Final ROW</i>	_/_/____
<input type="checkbox"/>	X	4140 Prepare Property Legal Instruments	_/_/____
		<u>ROW ACQUISITION</u>	
<input type="checkbox"/>	X	4411 Preliminary Interviews	_/_/____
<input type="checkbox"/>	X	<i>441M Post-Decision Meeting</i>	_/_/____
<input type="checkbox"/>	X	4412 Real Estate Services Assignment Proposal and Fee Estimate (Form 633s) for Appraisal Work Authorization	_/_/____
<input type="checkbox"/>	X	4413 Appraisal Reports	_/_/____
<input type="checkbox"/>	X	4420 Appraisal Review Reports	_/_/____
<input type="checkbox"/>	X	4430 Acquire Right Of Way Parcels	_/_/____
<input type="checkbox"/>	X	4510 Conduct Right Of Way Survey & Staking	_/_/____
		<u>ROW RELOCATION</u>	
<input type="checkbox"/>	X	4710 Relocation Assistance	_/_/____
<input type="checkbox"/>	X	4720 Prepare Improvement Removal Plan	_/_/____
<input type="checkbox"/>	X	<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

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. may be delayed or decreased if the instructions are not followed.