

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

	REQUISITION NUMBER	DUE DATE	TIME DUE
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	

DESCRIPTION

MDOT PROJECT MANAGER: Check all items to be included in RFP			CONSULTANT: Provide only checked items below in proposal
WHITE = REQUIRED ** = OPTIONAL Check the appropriate Tier in the box below			
<input type="checkbox"/> TIER I (\$50,000 - \$150,000)	<input type="checkbox"/> TIER II (\$150,000-\$1,000,000)	<input type="checkbox"/> TIER III (>\$1,000,000)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service **
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
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 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)	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes. Resumes limited to 2 pages per key staff personnel.

PROPOSAL AND BID SHEET EMAIL ADDRESS – mdot-rfp-response@michigan.gov

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 five (5) 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

5100J – Consultant Data and Signature Sheet (Required for all firms performing non-prequalified services on this project.)

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

REQUEST FOR PROPOSAL

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 Services Contracts) **AA**

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RFP SPECIFIC INFORMATION

ENGINEERING SERVICES BUREAU OF TRANSPORTATION PLANNING OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS
 NO YES DATED _____ THROUGH _____

<input type="checkbox"/> Prequalified Services – See 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, 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 is required with proposal for all firms performing non-prequalified services on this project.
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Qualification Based Selection - Use Consultant/Vendor Selection Guidelines.

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

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.

Qualification Based Selection / 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. The vendor that has met established qualification threshold and with the lowest bid will be selected.

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.)

BID SHEET INSTRUCTIONS

Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) with the proposal, to the email address: mdot-rfp-response@michigan.gov. Failure to comply with this procedure may result in your bid being rejected from consideration.

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PARTNERSHIP CHARTER AGREEMENT

MDOT and ACEC created a Partnership Charter Agreement which establishes guidelines to assist MDOT and Consultants in successful partnering. Both the Consultant and MDOT Project Manager are reminded to review the [ACEC-MDOT Partnership Charter Agreement](#) and are asked to follow all communications, issues resolution and other procedures and guidance’s contained therein.

**NOTIFICATION
MANDATORY ELECTRONIC SUBMITTAL**

Proposals submitted for this project must be submitted electronically.

The following are changes to the Proposal Submittal Requirements:

- Eliminated the Following Requirements:
 - Safety Program
 - Communication Plan
 - Past Performance as *a separate section*
 - Separate section for DBE Statement of goals. Include information in Qualification of Team section

- Implemented the Following Changes:
 - All proposals require an Organization Chart
 - Resumes must be a maximum of two pages
 - Only Key (lead) staff resumes may be submitted
 - Tier III proposal reduced from 19 to 14 pages
 - Forms 5100D, 5100I, and 5100G combined – 5100D
 - Forms 5100B and 5100H combined – 5100B
 - RFP's will be posted on a weekly basis -- on Mondays

The following are Requirements for Electronic Submittals:

- Proposals must be prepared using the most current guidelines
- The proposal must be bookmarked to clearly identify the proposal sections (See Below)
- For any section not required per the RFP, the bookmark must be edited to include “N/A” after the bookmark title.
Example: Understanding of Service – N/A
- Proposals must be assembled and saved as a single PDF file
- PDF file must be 5 megabytes or smaller
- PDF file must be submitted via e-mail to MDOT-RFP-Response@michigan.gov
- MDOT's requisition number and company name must be included in the subject line of the e-mail. The PDF shall be named using the following format:
 - Requisition#XXX_Company Name.PDF
- MDOT will not accept multiple submittals
- Proposals must be *received* by MDOT on or before the due date and time specified in each RFP

If the submittals do not comply with the requirements, they may be determined unresponsive.

The Consultant's will receive an e-mail reply/notification from MDOT when the proposal is received. Please retain a copy of this e-mail as proof that the proposal was received on time. **Consultants are responsible for ensuring the MDOT receives the proposal on time.**

****Contact Contract Services Division immediately at 517-373-4680 if you do not get an auto response****

Required Bookmarking Format:

- I. Request for Proposal Cover Sheet Form 5100D
 - A. Consultant Data and Signature Sheet, Form 5100J (if applicable)
- II. Understanding of Service
 - A. Innovations
- III. Qualifications of Team
 - A. Structure of Project Team
 - 1. Role of Firms
 - 2. Role of Key Personnel
 - B. Organization Chart
 - C. Location
- IV. Quality Assurance / Quality Control Plan
- V. Resumes of Key Staff
- VI. Pricing Documents/Bid Sheet (if applicable)

2/14/12

**NOTIFICATION
E-VERIFY REQUIREMENTS**

E-Verify is an Internet based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of that employee to work in the United States. There is no charge to employers to use E-Verify. The E-Verify system is operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration. E-Verify is available in Spanish.

The State of Michigan is requiring, under Public Act 200 of 2012, Section 381, that as a condition of each contract or subcontract for construction, maintenance, or engineering services that the pre-qualified contractor or subcontractor agree to use the E-Verify system to verify that all persons hired during the contract term by the contractor or subcontractor are legally present and authorized to work in the United States.

Information on registration for and use of the E-Verify program can be obtained via the Internet at the DHS Web site: <http://www.dhs.gov/E-Verify>.

The documentation supporting the usage of the E-Verify system must be maintained by each consultant and be made available to MDOT upon request.

It is the responsibility of the prime consultant to include the E-Verify requirement documented in this NOTIFICATION in all tiers of subcontracts.

9/13/12

Michigan Department of Transportation

SCOPE OF SERVICE FOR ENVIRONMENTAL SERVICES Reconnaissance and Intensive-Level Survey

CONTROL SECTIONS: 39041, 39042, 39051, 39052, 39081, and 39082

JOB NUMBER: 127489

PROJECT LOCATION:

The project is located along I-94BL, US-31BR, M-331, and M-43 in the City of Kalamazoo. The project length is 4.29 miles of trunkline surrounding area of interest along City streets.

PROJECT DESCRIPTION:

Work involved in this project consists of Reconnaissance/Intensive-Level Survey and Land Use History/Assessment of Archaeological Potential of the Kalamazoo Planning and Environmental Linkages (PEL) project area. The Consultant shall conduct a combined reconnaissance and intensive-level survey and evaluation (including draft and final reports) of above-ground historic resources for an area surrounding the I-94BL/M-43 corridor along the Western Michigan University campus and through downtown Kalamazoo.

See attached map of the project area.

ftp://ftpmidot.state.mi.us/RFP_ES_REQ2000/MDOT_RFP_ES_REQ2000_ATTACH.pdf

The Consultant shall also provide a Land Use History/Assessment of Archaeological Potential study of the project area to determine locations where archaeological survey for prehistoric and/or historic archaeological sites will be necessary. GPS data will be required as well.

MDOT has begun a PEL study on the I-94BL/M-43 corridor (Stadium Drive, Michigan Avenue, and Kalamazoo Avenue) within the City of Kalamazoo. The PEL limits also include portions of US-131BR (Westnedge Avenue and Park Street), M-43/Riverview Drive, M-43/Douglas, and M-43/West Main Street. The area of interest surrounding the PEL limits encompasses a larger area with many City streets. The City of Kalamazoo wants to explore alternatives to enhance this corridor for all modes of travel, as well as adjacent land uses and future development. See the PEL Study Area map for more detail.

ANTICIPATED SERVICE START DATE:

July 1, 2016

ANTICIPATED SERVICE COMPLETION DATE:

July 1, 2018

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Environmental: Historic Assessment

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Environmental: Archaeology – Historic

Environmental: Archaeology – Prehistoric

MDOT PROJECT MANAGER:

Sigrid Bergland, Historian

Environmental Section, Bureau of Development

425 W. Ottawa, PO Box 30050, Lansing, MI 48909

(517) 335-4229

Fax (517) 335-5696

Email berglands@michigan.gov

The Consultant shall contact the Project Manager prior to beginning any work on this project.

REQUIRED MDOT GUIDELINES AND STANDARDS:

All work shall be in accordance with the attached MDOT Work Specifications for Survey of Above-Ground Cultural Resources and MDOT Work Specifications for Land Use Histories and project-specific tasks outlined in this Scope of Service to assess historic and prehistoric archaeological potential.

All GIS data shall be in accordance with MDOT and SHPO standards and the final version of the report shall be accompanied by GIS shapefiles submitted on a CD or DVD containing point and/or polygon features corresponding to each listed and eligible historic district and/or individually-eligible or listed resource.

GENERAL INFORMATION:

Project Area: The area requiring survey and assessment is the PEL project area of interest as depicted on the attached PEL Study Area map (Project Area). The rough boundaries are Howard and Lovell to the south; Douglas to the west; Harrison and Gull to the north; and Portage and Riverview to the east.

Reconnaissance/Intensive-Level Survey: This area is characterized by several National Register-listed Districts, locally-designated Historic Districts, commercial buildings, industrial buildings, rail-related buildings, residences, cemeteries, parks, bridges, culverts, and a variety of other resources. The Consultant will conduct the survey and evaluation including all necessary research, photography, GPS data, etc. Each property and/or district will need a survey card, but a digital version is required instead of the old SHPO card system. An Access database “survey card” is preferred and a sample of an Access survey card used in prior MDOT projects is attached. The Access files will be provided digitally as part of the final product. Please note that all properties within the Project Area must be determined either eligible or ineligible in the Final Report. If information in the Draft and/or Final Reports is incomplete, the consultant will be responsible for all research, as directed by the MDOT Project Manager, to provide

the additional information for the eligibility determination.

The survey report must include:

- A solid and thorough history of the road network, especially complicated intersections at Kalamazoo/Michigan/Harrison, Kalamazoo/Westnedge, Michigan/Main/Stadium, West Main/Douglas, and Michigan/Oakland/South/Lovell.
- Reassessment of all National Register-listed properties, whether districts, properties within districts, and/or individual properties. Please be aware further research may be necessary for already listed properties, see Background Information below for more detail.
- A clearly organized system in the report for all surveyed properties. A draft of the report outline and proposed organization system shall be provided to the Project Manager for review and approval. The information on the surveyed properties should be organized in a logical sequence by street name and in ascending address order within each street. Street inventories should be listed in some logical way, either in alphabetical order or in the order in which they are located on the ground, from one end of the project area to the other, with north-south streets before east-west, or vice versa. At least one view for each property should be paired with the descriptive and historical information on the property.
- Survey of at least 1 property beyond the Project Area boundaries as needed (e.g. all quadrants of Howard Street). The exact survey limits will be coordinated with the Project Manager.

Land Use History/Assessment of Archaeological Potential: The consultant/subconsultant(s) shall limit the investigations described below to the Project Area.

- The consultant/subconsultant(s) shall execute a comprehensive and combined Land Use History/Assessment of Archaeological Potential study for both prehistoric and historic archaeological resources within the Project Area.
- The Land Use History/Assessment of Archaeological Potential study shall focus on specific resources/sites that may require testing or, if testing is not feasible in advance of construction, monitoring during construction. The consultant/subconsultant(s) shall seek to establish unambiguous, tightly defined locales and sites where field work is warranted; mere separation of the Project Area into broad sensitivity areas is unacceptable. Arguments for archaeological testing/evaluation of sites/locales prior to construction and/or monitoring of sites/locales during construction must be explicit and justified.
- The Land Use History/Assessment of Archaeological Potential research shall include, but is not limited to: comprehensive review of all pertinent archaeological reports, state archaeological site files, cartographic resources, and any other resources that might shed light on why archaeological testing/monitoring is or is not justified at specific locations within the Project Area. Historical boilerplate and/or narrative descriptions of historical development that are not relevant to identifying specific archaeological resources shall not be included in the report as it is available in the numerous archaeological reports completed over the last 40 years in this part of Michigan.
- The consultant/subconsultant(s) shall evaluate the need, or lack thereof, for deep testing based within the Project Area and the likelihood that alluvial and/or historical fill deposits may have buried archaeological sites. Arguments for archaeological deep testing and/or monitoring of unambiguous, tightly defined locales and sites during construction must be explicit and justified.

- Late nineteenth/early twentieth century interurban or other light rail facilities may be extant and/or partially extant within the Project Area. Per consultation with the State Archaeologist, the rail facilities per se (rails, switches, and anchoring materials [brick, ballast, etc.]) will not require archaeological investigation. Off-rail facilities such as car shops, stations, or other such features, if possibly present, may warrant archaeological investigation or monitoring during construction. Arguments for archaeological testing and/or monitoring of unambiguous, tightly defined locales that could include such facilities must be explicit and justified.
- The consultant/subconsultant(s) shall conduct one field review of the Project Area to determine where archaeological testing/evaluation is possible (i.e., vacant lots, parking lots, and other open spaces where mechanized excavations could take place), as opposed to areas beneath the actively used road where monitoring, if necessary, would be appropriate during construction.
- The consult/subconsultant shall develop and describe an explicit strategy for assessing the historical and/or prehistoric significance of extant or predicted archaeological properties. A draft of the report outline and the proposed evaluation system shall be provided to the Project Manager for review and approval.
- The Land Use History/Assessment of Archaeological Potential report shall include a tabular summary of all areas for which archaeological testing/evaluation prior to construction is warranted and feasible, including why each area potentially has significant research potential. Areas identified where archaeological monitoring during construction is warranted will be summarized in the table as well.

Schedule: The overall schedule must allow for at least 3 months of review time for draft reports, and at least 3 months of review time for final reports.

GPS Data (Above-Ground Properties Only): The consultant will develop a worst-case scenario list of known and potential historic above-ground properties in terms of their existing and/or possible significance, in coordination with the Project Manager, within 6 months (or less) of the contract start date. The consultant will then provide GPS data for this list of historic properties to assist with the PEL alternatives analysis process that will be completed by MDOT staff.

BACKGROUND INFORMATION:

National Register Nominations: A number of individual properties and several historic districts were included in a single “Historic Resources of Kalamazoo, Michigan” multiple property nomination dating to 1983. A scanned copy of the pertinent portions of the nomination is attached, and do note that some of the individual properties are within districts. Later district boundary expansions and some individual nominations are separate documents, and scanned copies of those nominations are also attached. Also, South Street Historic District was individually listed in 1979, but then included in the 1983 multiple nomination as well. The 1979 nomination is attached. Please note that most of the nomination photos are not included in the scanned nomination documents attached to this scope.

Previous Surveys: The City of Kalamazoo completed a city-wide, reconnaissance-level survey in

2000-2001. The City of Kalamazoo Historic Preservation Coordinator can provide access to this survey document.

National Register-listed Historic Districts: A recent site visit with the State Historic Preservation Office (SHPO) National Register Coordinator clarified what will be needed for this survey and evaluation for the existing historic districts within the Project Area. Please be aware, however, the information below is NOT exhaustive, and district boundaries may need further study and/or research beyond what is detailed below. The Consultant will be responsible for (a) an explanation of the integrity of each district and why (or why not) it should remain listed; (b) documentation and evaluation of National Register-eligible boundary expansions as appropriate; (c) documentation and evaluation of each contributing and non-contributing building within the expanded boundaries; and (d) additional information necessary as narrative for the expanded boundary area. For any boundaries outside the Project Area, the Consultant will propose boundaries for consideration and future research. Maps of the existing district boundaries are attached.

1. **BRN SON PARK.** The existing boundaries appear to be accurate, but it is possible that some buildings and areas could be added to the district. Specifically, the two blocks of commercial buildings on the north side of Michigan Avenue between Park and Rose streets will need to be assessed. It is possible the two blocks are part of an eligible expansion of the Bronson Park District, their own eligible district, not a district, contain some individually-eligible buildings, etc. Also, a Bronson Park Master Plan was completed in 2015 and is available at <http://kzooparks.org/media/2015-09-10-Bronson-Park-Master-Plan-reduced.pdf> with detailed history of the park itself.

The original nomination details the history of half the 18 buildings/sites within the district. The remaining buildings/sites will require assessment as part of this survey.

2. **HAYMARKET.** The boundaries have been expanded once. The existing boundaries appear to be accurate, but it is possible that some buildings and areas could be added to the district. Specifically, the following list of areas and/or buildings will require assessment. It is possible any of these areas/buildings are part of an eligible expansion of the Haymarket District, their own eligible district, not a district, contain some individually-eligible buildings, etc.:

- a) Commercial blocks along N. Burdick St. south of Kalamazoo Ave. and the adjacent commercial buildings on Kalamazoo Ave. near N. Burdick St.
- b) Commercial blocks along N. Edwards St. north of Michigan Ave.
- c) Commercial buildings at the northeast quadrant of Michigan Ave. and N. Pitcher St.
- d) Commercial buildings on the north side of Michigan Ave., 101-113 to the west of the Kalamazoo Mall (formerly Burdick St.).
- e) Commercial buildings on the south side of Michigan Ave. between Portage St. and the Kalamazoo Mall (formerly Burdick St.)
- f) Commercial buildings south of Michigan Ave. on Portage St.
- g) Commercial buildings south of Michigan Ave. on the Kalamazoo Mall/Burdick St.

The original nomination details the history of 7 of the 25 buildings within the district. The remaining buildings will require assessment as part of this survey. The nomination for the expanded district boundaries in 2011 does include the history of all 5 buildings comprising the expanded portion of the district.

3. SOUTH STREET. The boundaries have been expanded once. The existing boundaries appear to be accurate, but it is possible that some buildings and areas could be added to the district. Specifically, Academy St. and Westnedge Ave. between Lovell and Academy will need to be assessed. It is possible any of these areas/buildings are part of an eligible expansion of the South Street District, their own eligible district, not a district, contain some individually-eligible buildings, etc. It does not appear that the district would include Bellevue Place south of Lovell Street, though a few individual homes on Oakland Drive south of Lovell will require assessment.

The original 1979 nomination does detail all the individual buildings within the district (note the multiple property nomination does not include this information). The nomination for the expanded district boundaries in 1995 includes the history of some of the structures in the expanded portions of the district. The remaining buildings in the expanded boundaries without any information will require assessment and historical description as part of this survey.

4. STUART. The boundaries have been expanded once. The existing boundaries appear to be accurate, but it is possible that some buildings and areas could be added to the district. Specifically, there is one home at the southeast quadrant of Woodward and West Main, a few homes along Catherine Street south of West Main, and West Main Park that will need to be assessed. Any of these properties could be part of an eligible expanded district, individually eligible, not eligible, etc. Please be aware that West Main Park includes two stone culverts under West Main and Elm Streets that will require assessment as part of the park property. The stone culverts appear to predate the establishment of the State Highway Department in 1905, and MDOT has almost no information about the West Main culvert in its files. The stone culverts will require research, documentation, and context to determine their eligibility.

The information in the original nomination does not detail the history of each property within the district beyond a list of contributing/non-contributing resources. Only 19 “Pivotal Structures” were explained in detail. For the purposes of this survey, each property within the Project Area will require assessment at a basic level, including the initial construction date, first and/or important occupants, etc. The nomination for the expanded district boundaries in 1995 includes the history of most of the structures. Any remaining buildings in the expanded boundaries without any information will require assessment as part of this survey.

5. WESTERN MICHIGAN UNIVERSITY EAST CAMPUS. This district is currently undergoing a reassessment by the SHPO due to the demolition of several buildings on Oakland Drive (outside the Project Area). Coordination with the Project Manager will be necessary to ensure that work is not duplicated. It is anticipated that the portion of the currently-listed district along Stadium Drive will require some further research and review, though the full extent is not known at this time.

Individual Property Assessments: There are a number of individual properties that will require detailed, intensive-level evaluation (see attached maps). A list of some of the known individual properties that will require intensive level evaluation follows below. Please be aware the list is NOT

exhaustive and the consultant will need to make the determinations of what additional individual properties will require intensive-level evaluation.

- A. Riverside Cemetery at Gull/Riverview
- B. Railroad Bridge over M-43/Riverview just north of Mills Street. This bridge, because it carries a railroad, was not included in any of the statewide MDOT bridge surveys to date. The bridge itself was constructed about 1936, and the original plans are available. It appears there were identical railroad grade separation bridges built during the same time period, and determining a larger context for this bridge will be part of its assessment.
- C. St. Augustine Cathedral and School complex
- D. State Theater at Burdick/Lovell
- E. Kalamazoo Institute of Arts at Park/South
- F. Several rail-related buildings between Walbridge and Pitcher along both Michigan and Kalamazoo
- G. Current Bell's buildings at Kalamazoo/Porter
- H. Robert M. Beam Power Plant (owned by WMU) near Stadium/Oliver

Historic District Assessments: Aside from the outlined locations adjacent to the five (5) districts already listed, there is only one larger area that will require investigation; this is the residential neighborhood on the east side of M-43/Riverview between Hotop and Engleman Streets. The Consultant will be responsible for documenting and explaining why this neighborhood is or is not a National Register-eligible historic district.

GPS Data (Above-Ground Properties Only):

The point features in the shapefile will be based on GPS coordinates collected in the field as part of the survey and recorded in a geographic coordinate system (latitude/longitude) using the North American Datum of 1983 (NAD83). The GPS equipment used to collect the coordinates shall be capable of recording feature locations which, before or after post-collection processing, are accurate to a minimum of plus or minus 10 feet. For each individual resource, the GPS coordinate will at a minimum be a single point corresponding to the front center, front door, or other consistent location on the main structure. The property boundaries for each individual resource may also be submitted as a polygon, and for larger properties polygons are preferred. For polygons, any boundaries will be delineated using a combination of GPS data collection and remote sensing techniques (i.e. digitizing with the aid of georeferenced aerial photography) where access to property is inaccessible to data collectors. Historic districts will be spatially referenced within an individual polygon shapefile separate from individual properties.

GPS data will also be required for all landscaping (e.g. retaining walls or fences), landscape (e.g. trees), brick streets, monuments, and any other features (e.g. signs or streetlights) along the roadway that contribute to a historic property or district.

These shapefiles are to be compatible with ArcGIS version 9.2 (or newer) software, and be projected in a geographic coordinate system (lat/long) using the North American Datum of 1983. For each resource/feature, the shapefile's database will include, at a minimum, the following attributes:

- Address street number

- Address street direction
- Address street name (including the MDOT route)
- Municipality
- Township
- County
- Survey date and title in yyyy/mm/dd format
- Name of the property using standard National Register nomenclature (e.g. Smith, Roger, Boyhood Home & Studio)
- Individual resource or part of historic district, each district should have a distinct name whether already listed, determined eligible, or newly identified as part of this survey
- Listed or eligible, use “NRHP,” or “DOE” (can leave blank)
- State Register listed, use “SRHS” (can leave blank)
- Property type using the SHPO survey manual taxonomy
- Contributing or non-contributing resource if within a historic district
- Latitude
- Longitude
- Some unique identifier, established and assigned with SHPO and MDOT input

CONSULTANT RESPONSIBILITIES:

Report Preparation: The consultant shall provide a draft of the Reconnaissance/Intensive Level Survey outline and proposed organization system for surveyed properties to the Project Manager for review and approval.

Reports: The consultant/subconsultant(s) shall submit two hard copies and two electronic copies (both Word and PDF) of the draft Reconnaissance/Intensive Level Survey report, with all supporting documentation, to the Project Manager. The consultant will revise the draft report to address all SHPO and MDOT project manager's comments and produce the final report, photographs, Access database, and shape files. Three hard copies and three electronic copies of the final report (both Word and PDF) and all other required information shall be submitted to MDOT.

The consultant/subconsultant(s) shall submit two hard copies and one electronic copy (Microsoft WORD) of a draft technical Land Use History/Assessment of Archaeological Potential report to MDOT for review and comment. Report specifications are to follow the specific tasks outlined above. All MDOT comments and SHPO comments, if MDOT invites SHPO to comment, shall be addressed in the Final Report. Three hard copies and one electronic copy (Microsoft WORD) of a final report shall be submitted to MDOT.

Meetings: Arrange and conduct any site visits and meetings as required to carry out the services, or as may be required by the Project Manager.

Progress: Notify the Project Manager of any anticipated requests for extensions of time.

Staff Reductions: Withdraw any personnel or halt any services no longer required, at the request of the Department, or within a reasonable time after the lack of need becomes apparent to the Consultant or the Project Manager. The names of all team members must be supplied with the RFP.

MDOT RESPONSIBILITIES:

- All questions about this project for the duration of the project will run through the MDOT Project Manager. No direct contact with the SHPO will be necessary aside from MDOT-approved situations.
- The MDOT Project Manager will review the draft Reconnaissance/Intensive Level report and provide the consultant with written comments. The MDOT Project Manager will also send a copy of the draft survey report to the SHPO, and will provide their written comments to the consultant as well.
- The MDOT Project Manager will review the draft Land Use History/Assessment of Archaeological Potential report and provide the consultant with written comments. The MDOT Project Manager will also send a copy of the draft survey report to the SHPO, and will provide their written comments to the consultant as well.
- Acceptance of the final reports is contingent upon review by the MDOT Project Manager.

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

All billings for services must be directed to the Department and follow the current guidelines. 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.

MDOT will reimburse the consultant for vehicle expenses and the costs of travel to and from project sites in accordance with MDOT's Travel and Vehicle Expense Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at http://www.michigan.gov/documents/mdot/Final_Travel_Guidelines_05-01-13_420289_7.pdf?20130509082418. MDOT's travel and vehicle expense reimbursement policies are intended primarily for construction engineering work. Reimbursement for travel to and from project sites and for vehicle expenses for all other types of work will be approved on a case by case basis.

MDOT will pay overtime in accordance with MDOT's Overtime Reimbursement Guidelines, dated

May 1, 2013. The guidelines can be found at http://www.michigan.gov/documents/mdot/Final_Overtime_Guidelines_05-01-13_420286_7.pdf?20130509081848. MDOT's overtime reimbursement policies are intended primarily for construction engineering work. Overtime reimbursement for all other types of work will be approved on a case by case basis.