

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

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

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

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

## RFP SPECIFIC INFORMATION

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

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO       YES      DATED \_\_\_\_\_ THROUGH \_\_\_\_\_

<input checked="" type="checkbox"/> <b>Prequalified Services</b> – See page ___ of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> <b>Non-Prequalified Services</b> - 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. <b>(Form 5100J Required with Proposal)</b>
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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 7	PROPOSAL/BID DUE DATE 10/1/10	TIME DUE 12:00pm
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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

MDOT/Metro Region office  
Michele Mueller  
18101 W Nine Mile Road  
Southfield, MI 48075

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

Lansing Regular Mail	OR	Lansing Overnight Mail
<input checked="" type="checkbox"/> 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
<input checked="" type="checkbox"/> 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 the 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 consultants must provide the Engineer a monthly report on MERS at <https://sso.state.mi.us/> 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.

*Prime Consultants are responsible for reporting on all subconsultants' employment information in MERS, as the sub consultants will not have access to do so.*

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 sub-grantees, or any State or local agency administering such contract, that pertain to, and involve transactions relating to the contract, subcontract, grant, or sub-grant; and
- (2) To interview any officer or employee of the contractor, grantee, sub-grantee 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 Intelligent Transportation Systems MITS Fiber Ring Backbone

### **CONTROL SECTION:**

### **JOB NUMBER:**

### **PROJECT LOCATION:** MITS Fiber Ring Backbone – Phase 1 and Phase 2

- Phase 1 shall design the fiber connection for the current Hub Ring
  - MITS – Hub 9 – Hub 10 – Hub 6 – Hub 2 – MITS
  
- Phase 2 shall design the fiber connection between the current Hubs and the current Nodes
  - Hub 6 to Node 7
  - Hub 2 to Node 5
  - Hub 6 to Node 4
  - Hub 9 to Node 8
  - Node 7 to Node 11
  - Node 8 to Node 11
  - MITS to Node 5
  - Hub 2 to Node 3 (Lowery Tower)
  - Node 4 to Node 3 (Lowery Tower)

### **DESCRIPTION OF WORK:**

This scope is to provide design work for an ITS project, Develop a minimum of two (2) final bid packages based on 100% complete plans and provide a cost estimate for construction. The selected Consultant will also serve as MDOT representative or system manager, through construction phase, if an authorization is written to the consultant to do so.

The consultant will be responsible to scope the project, refine locations of equipment, develop plans to 100% complete, survey work, and develop functional requirements. This project consists of all work related to the design of the project. The system which shall include, but is not limited to conduit, fiber, and communications infrastructure of which shall interface with all of the existing ITS monitoring software and equipment to convert the system from current leased fiber and/or current wireless system to a MITS owned fiber system.

**PRIMARY PREQUALIFICATION CLASSIFICATION:**

Intelligent Transportation Systems

**SECONDARY PREQUALIFICATION CLASSIFICATION:**

Road Design Surveys

Utility Coordination

**THE ANTICIPATED START DATE:** November 20, 2010

**THE ANTICIPATED COMPLETION DATE:** August 1, 2012

**MDOT PROJECT MANAGER:**

Michele Mueller  
Michigan Department of Transportation  
Metro Region Office  
18101 W. Nine Mile Road  
Southfield, MI 48075  
Email: muellerm2@michigan.gov  
Tel: (248)-483-5133  
Fax: (248)-569-3103

**DBE REQUIREMENT:** 0%

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

The project manager shall be an engineer licensed in the State of Michigan with relevant experience in ITS systems engineering and design services. The project manager shall be an employee of the primary consulting firm responding to the RFP and not a sub consultant or Consultant.

**QUESTIONS:**

All questions from firms concerning the RFP shall be submitted in writing to the MDOT Project Administrator no later than 12:00 pm EST on September 22, 2010. All questions shall be submitted in writing either via fax or email to the project manager. The answers to all questions will be posted to the Contract Services Division web site, where the RFP was posted

MDOT will not respond to telephone inquiries or visitation by bidders or their representatives. All questions are to be put in writing and must be submitted by the United States Postal Service or other commercial delivery service, or electronically and sent as an attachment in MS Word 2002 or Rich Text Format (RTF). Answers to questions will be prepared and made available on the MDOT website. The answers to the questions will supersede the original issue pertaining to the question(s) of the RFP.

## **ORAL PRESENTATIONS:**

Responders who submit proposals may be required to make oral presentations of their proposals to MDOT. These presentations provide an opportunity for the consultants to clarify the proposals through mutual understanding. MDOT will schedule these presentations, if required.

## **GENERAL INFORMATION:**

**The consultant will need to have substantial ITS conception, design background and experience. The consultant should be prepared to demonstrate their background and experience. This will be a major part of the selection for this RFP.**

The Michigan Department of Transportation (MDOT) continues to lead the State of Michigan in transportation technology. In an effort to provide a high quality service the current ITS system needs to be maintained and new facilities need to be incorporated

The Consultant shall furnish all services and labor necessary to conduct and complete the services described herein. The Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), and check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work. The Services shall be performed to the satisfaction of the Department consistent with applicable professional standards.

The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations. The Consultant shall perform field operations in accordance with MIOSHA regulations and accepted safety practices. The consultant staff shall conduct themselves with professionalism in carrying out their duties.

The Consultant will notify the Project Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the Project Manager.

At the request of the Department, the Consultant, during the progress of the Services, shall furnish information or data relating to the Services described herein that may be required by the Department to enable it to carry out or to proceed with related phases of the Project not described herein, or which may be necessary to enable the Department to furnish information to the Consultant upon which to proceed with further Services.

All materials submitted in response to this RFP become the property of MDOT, proposals and supporting materials will not be returned to consultants. MDOT reserves the right to reject any or all proposals.

## **CONSULTANT RESPONSIBILITIES:**

This project shall utilize equipment and facilities already in the project locations to the maximum extent possible.

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards (i.e., Road Design Manual, Standard Plans, Roadside Design Guide, A Policy on Geometric Design of Highways and Streets, Michigan Manual of Uniform Traffic Control Devices, etc.). Work shall also conform to the applicable specifications and Federal guidelines with regard to placing underground and overhead communications devices, such as those specified herein.

Complete a design of this project including, but not limited to the following:

- Provide conceptual layouts for each corridor.
- Provide a migration plan for moving from the leased fiber to the MDOT owned fiber. Prepare a Special Provision if needed to cover what is included in creating this plan.
- Provide coordination assistance for cancelling the leased fiber line once the new fiber is installed so that anything needed as part of the contract is included.
- Provide a cost estimate for the project to evaluate the number of construction packages that will be required.
- Provide an analysis on how to package the projects (do all main runs and/or tying the devices into the fiber as it is installed).
- Perform required design and functional technical specification writing
- Prepare a minimum of two (2) packages of required plans 100% complete which would include: typical cross-sections, details, functional requirements and specifications required for construction. MDOT shall provide any existing details and specifications applicable to the proposed work in electronic format.
- Compute and verify all plan quantities for each bid package which will include a breakdown for each corridor.
- Prepare staging plans and special provisions for maintaining traffic during construction on each corridor.
- Provide solutions to any unique problems that may arise during the design of this project.
- Provide evaluation relative to the communications (permanent and temporary) to the Michigan Intelligent Transportation Services Center to service the ITS field devices in the study areas.

- Look at local agencies and devices to determine the potential benefits they may obtain from the connection to the MITS Center on the fiber so that it is included in the project packages.
- The consultant will develop component and acceptance tests and work with MDOT to perform all tests.
- The consultant will contact all utility companies thru mailings to determine possible conflicts and incorporate the results from their investigation into their plans.
- The consultant will participate in utility meetings etc to coordinate with conflicts/impacts etc as needed.
- Prepare and incorporate all documents for E-Proposal Submittal.

#### CONSULTANT RESPONSIBILITIES (GENERAL)

- 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, Railroad coordination requirements, utility conflict resolution, local agency meetings, etc.
- 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.
- P/PMS TASK 3360 - PREPARE BASE PLANS
- P/PMS TASK 3390 - DEVELOP THE CONSTRUCTION ZONE TRAFFIC CONTROL CONCEPTS
- The consultant shall identify the locations of any existing water main and/or sanitary sewer on the project.
- The consultant shall provide utility coordination on the project.
- If watermains and/or sanitary sewers are present within the project limits, the CONSULTANT shall evaluate vertical elevations and design the depth of proposed fiber optic facilities so as not to be in conflict with the existing utility.
- P/PMS TASK 3530 - CONDUCT FOUNDATION STRUCTURE INVESTIGATION

- P/PMS TASK 3540 - DEVELOP CONSTRUCTION ZONE TRAFFIC CONTROL PLAN
- P/PMS TASK 3580 - DEVELOP PRELIMINARY PLANS
- P/PMS TASK 3590 - REVIEW PRELIMINARY PLANS (THE PLAN REVIEW)
- P/PMS TASK 3830 - COMPLETE THE CONSTRUCTION ZONE TRAFFIC CONTROL PLAN
- P/PMS TASK 3840 - DEVELOP FINAL PLANS AND SPECIFICATIONS
- P/PMS TASK 3870 - HOLD OMISSIONS/ERRORS CHECK (OEC) MEETING
- P/PMS TASK 5010 - CONSTRUCTION PHASE ENGINEERING AND ASSISTANCE
- 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. The Consultant shall not be compensated for performing work due to errors or omissions.
- If excavation is required, submit the excavation locations which may contain contamination. Project Manager then can proceed in requesting a Preliminary Project Assessment (PPA).
- The Consultant shall be required to prepare and submit a CPM network for review and use for preparing the progress schedule for the project.
- The Consultant representative shall record and submit type-written minutes for all project related meetings to the MDOT Project Manager within two days 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.
- Attend any project-related meetings as directed by the MDOT Project Manager.
- 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.
- 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.

- The Consultant shall determine all potential utility conflicts with the proposed facility placement. The Consultant shall also, define solutions to the various utility conflicts and have them reviewed by MDOT before they are designed and placed on the construction plans.
- The Consultant is also responsible for determining the availability of electric service to the proposed facilities at the locations described previously. Any potential problems with utility electric service shall be brought to MDOT's attention as soon as they are known.
- 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.
- 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.

#### MDOT RESPONSIBILITIES (GENERAL)

- Schedule and/or conduct the following:
  - Project related meetings.
  - The Plan Review
  - Utility Meetings.
  - Final item cost estimates, as necessary.
  - Assist with packaging of plans and proposal for letting.
- Furnish Special Details and pertinent reference materials.
- Provide necessary geotechnical information.
- Furnish prints of an example of a similar project and old plans of the area, if available.
- Assist in Coordination of any necessary utility relocations.
- Furnish diskette of file and instructions for the MDOT Stand Alone Estimator's Worksheet (SAEW).

## DELIVERABLES:

### FORMAT

Full size plans (cut size 24" x 36") and half size (cut size 11" x 18") consisting of plan sheets and profile sheets will be required. The project will require a ratio (scale) of **1:100 (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:

- The title sheet. MDOT will provide a map of the area on a disk in our workstation format. If the map is not available, MDOT will provide a map that could be used. The Consultant shall be responsible for any revisions to the title sheet and the title sheet and map shall meet MDOT format and layout guidelines.
- Note Sheet.
- Typical Cross-Sections. \*
- Project specific Special Details. \*
- Construction staging and traffic control plans.
- Witness and benchmark sheet(s).
- Electronic Files for each to be provided.
- Plan sheets may require larger scale depending on level of detail needed.

### TRAFFIC CONTROL AND MDOT PERMITS

The Consultant shall be responsible for all traffic control required to perform the tasks as outlined in this Project Scope of Design Services.

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 Pam Sebenick, Utilities/Permits Section, Real Estate Division at (517) 373-7680

### UTILITIES

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

the concerns are addressed on the plans involving utilities. The Consultant shall assist in the review of utility permit requests to ensure compatibility with the project. The consultant shall provide for the staking of various proposed facilities so as to locate potential utility conflicts and aid in the completion of utility relocation plans for and private utility companies. The Consultant shall keep an up to date record of utility status and coordination activities for the project. This document should be available for MDOT review at any time.

### **SCHEDULE:**

Achievement of the project milestones will require a concentrated effort by both the consultant and MDOT. Timely communications, receipt of information, and development and approval of deliverables will be critical to the success of the assigned deliverables.

The schedule will be determined on a task by task basis as set forth in each task.

The start date for the consultant services will be immediately upon notice to proceed (NTP). The duration of the services will be at the discretion of MDOT project manager.

The Consultant shall provide at the kick off meeting a detailed schedule of target dates for each step of the design.

### **PROJECT MANAGEMENT:**

This project will require close interaction and good communication between the consultant and MDOT.

If there are any major deviations from the original scope of this assignment, these changes must be documented and jointly approved by the consultant and MDOT.

The selected consultant shall provide all necessary project management services, including monthly and quarterly progress reports, developing and maintaining a project schedule, and providing invoices in a timely manner.

Consultants should provide a description of their management team for this project and list all key personnel responsible for the deliveries of this RFP.

### **STATUS REPORTS/ MEETINGS:**

There will be periodic, regular meetings between MDOT representatives and the selected consultant to review work product, and to communicate progress, issues, ideas, and expectations.

The selected consultant shall provide copies of all project reports, correspondence, meeting announcements, and meeting minutes which shall be delivered by email to the MDOT Manager. The consultant shall provide the minutes of all meetings attended. These shall be distributed by email to the MDOT Project Manager.

## WEEKLY PROGRESS REPORT

The Consultant Project Manager shall submit a weekly project progress report to Michele Mueller, Project Manager. The weekly progress report shall include status of the design for each corridor. The schedule supplied at the kick off meeting shall be updated with completed and future key dates. If the schedule is showing the contract behind schedule the consultant shall provide a detailed method to insuring the completion date will be met.

## PROJECT DOCUMENTATION:

All documentation and reports shall be delivered in the current version of Microsoft Word being used by MDOT. All documentation delivered shall be clear, concise, complete, and in compliance with standards required by the MDOT Project Manager.

## PAYMENT SCHEDULE:

Compensation for this Scope of Services shall be on an actual cost plus fixed fee basis.

## CONSULTANT PAYMENT:

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

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

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

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

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager. Reimbursement for

overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager.

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