

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

	REQUISITION NUMBER		DUE DATE XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX
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 Check the appropriate Tier in the box below		CONSULTANT: Provide only checked items below in proposal	
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input type="checkbox"/> TIER II (\$100,000-\$250,000)	<input type="checkbox"/> TIER III (>\$250,000)	
<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 p=inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	<input type="checkbox"/>	Presentation
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) (No Resumes)	7 pages (MDOT Forms not counted)	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 only for firms not currently prequalified with MDOT)

(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" and "Guideline for Completing a Low Bid Sheet(S)*, if a low bid is involved as part of the selection process. **Reference 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 is required with Proposal for firms not currently prequalified with MDOT**

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 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 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. The vendor that has met established qualification threshold and 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

Bid Sheet(s) must be submitted in accordance with the "Guidelines for Completing a Low Bid Sheet(s)* (available on MDOT's website). Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) separate from 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.

**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

Michigan Department of Transportation

SCOPE OF SERVICE FOR DESIGN SERVICES Intelligent Transportation Systems Border Wait Time System

CONTROL SECTION: 82194, 77111

JOB NUMBER: 116325C

PROJECT LOCATION: All Michigan International Border Crossings (Detroit, Port Huron, Sault St. Marie)

DESCRIPTION OF WORK: There is a Federal initiative underway to reduce traffic congestion and move motorists more effectively and efficiently across the United States Borders. This project will support those efforts and provide Michigan with the necessary tools to post accurate border wait times on Dynamic Message Signs, internet sites, phone applications, rest area kiosks, to trucking companies, etc. It is imperative that the information provided is accurate and consistent with what other partners are providing and provided in any easy to use and understand manner.

This scope is to provide design for an ITS project, develop a final bid package based on 100% complete plans, provide cost estimate for construction, serve as MDOT representative, system manager, through construction phase.

The consultant will be responsible to scope the project, refine locations of equipment, develop plans to 100% completion, provide necessary geotechnical information, power coordination, structural calculations, provide necessary survey work, provide oversight of the installation and integration of field devices, and develop functional requirements. This project consists of all work related to design of the project. The system shall include but is not limited to Microwave Vehicle Detections Systems (MVDS's), Dynamic Message Signs (DMS's), ITS Cabinets, Closed Circuit Television (CCTV's), communication equipment and other necessary devices for the system.

The consultant shall be responsible to ensure integration amongst the devices, with the current MDOT ATMS, with State of Michigan network, with Ministry Transportation of Ontario's (MTO's) proposed system, and with all of the International Border Crossings that are part of this RFP.

The consultant shall look at providing a mobile application that motorists could download and obtain the information in a clear, concise manner. This effort shall be coordinated with other efforts already underway (ie: Detroit Windsor Tunnel, Truck Parking Project, etc).

PRIMARY PREQUALIFICATION CLASSIFICATION:

Intelligent Transportation System- Design & System Manager

SECONDARY PREQUALIFICATION CLASSIFICATION:

*Geotechnical Engineering Service

*Road Design Survey

*NOTE: Precautionary services

ANTICIPATED START DATE: January 1, 2013

ANTICIPATED COMPLETION DATE: December 31, 2015

MDOT PROJECT MANAGER: Michele Mueller
Michigan Department of Transportation
Detroit Operations Service Center
1060 W. Fort St.
Detroit, MI 48226
Email: muellerm2@michigan.gov
Tel: (313)-256-9803
Fax: (313)-256-9036

DBE REQUIREMENT: 0%

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

The consultant project manager shall be an engineer licensed in the State of Michigan with relevant experience in ITS systems engineering and design services. The Consultant 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 Manager no later than 12:00 pm EST on November 1, 2012. All questions shall be submitted in writing either via fax or email to the MDOT 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. The Consultant shall have knowledge for the integration into the above mentioned systems during the design phase. 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 MDOT 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 MDOT 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.

The project/contract includes any necessary development of the algorithm and software required for compatibility with MTO's system to support the border advisory initiatives that are currently underway and in place at the different International Crossings.

Work with the MDOT Project Manager to coordinate efforts with MTO, Each Border Crossing, Other initiatives already underway regarding border wait times, State of Michigan DTMB, and any other necessary parties.

Ensure that MDOT is able to collaboratively work with the systems already in place at any/all of the borders, partner with MTO on their current project that is underway, provide standards compatibility with the other efforts that are being done at borders in other states so that we can all share information and report consistent information to the motoring public.

Provide assistance to the Project Manager for any interagency/interstate/intercountry documents that need to be developed for approval to work together and share information/resources as needed.

Provide a Concept of Operations document for this effort that will cover all of the Michigan International Border Crossings.

This system would take information from the Border Wait-Time System in order to generate appropriate messaging to be displayed on Dynamic Message Signs (DMS) and on the Internet. This system shall have the capability of posting the information on all sign types that MDOT utilizes. The consultant shall determine the most logical locations for this information to be posted on existing signs and if necessary propose any needed new locations. The Consultant shall also proposed appropriate messaging at each location (e.g. the level of detail and the accuracy of the information shall be greater the closer the sign is to the border crossing). The signs must display the border delay in terms of minutes and distance to the border (to provide consistency with our current travel time efforts.

The consultant shall be responsible for identifying each of the ongoing and potentially conflicting construction projects in any of the impacted areas. The consultant shall take this into consideration either in staging or as operational constraints in the various design packages to ensure minimal conflict with other ongoing activities. The consultant shall also assume that there

will be a requirement to meet with stakeholders such as U.S. Customs and Border Protection (CBP), Canada Border Services Agency (CBSA), Federal Highway (FHWA), MTO, Blue Water Bridge, Blue Water Bridge Canada, Detroit-Windsor Tunnel, the Ambassador Bridge, City of Detroit, City of Port Huron, other applicable local and state agencies, and any others that are applicable. The consultant shall be responsible for developing any materials required to help in illustrating the system to the various stakeholders internally and externally.

The consultant shall review current efforts underway and provide a summary of those to the MDOT Project Manager with a determination of compatibility, infrastructure, integration, and any other impacts to MDOT. This review shall include recommendations of additional aspects that should be considered for border wait times, system operation, integration into current MDOT systems, reliability, accuracy etc. As deemed necessary by the Project Manager these items shall then be incorporated into the design plans and special provision packages.

The consultant shall be responsible to draft any necessary special provisions for MDOT approval, details for construction plans, and a 100% design submittal package that is all inclusive.

The consultant shall have necessary staff on their team for the software specifics for both the system and for the integration into the current ATMS. The consultant shall also have staff on their team for the integration into the current network topology that exists today for MDOT to insure during the design phase all necessary pieces are included in the design package.

The system will require new software to monitor parking availability and to disseminate parking information to commercial vehicle operators. MDOT is currently undergoing an update of their statewide Advanced Traffic Management System (ATMS) software. An interface between the border wait time system and the new ATMS will be completed as part of this project. The Consultant will be responsible for contracting with the current ATMS Software vendor, Delcan Corporation, as a sub-consultant for tasks associated with the design and integration with the ATMS software package.

The consultant shall provide a phone application for use by the motorists to get the border wait time information. The system shall be compatible and able to receive other information from other applicable projects internal and external. This shall also be compatible with ATMS and MIDRIVE information.

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

- Provide Concept of Operations for the project. Coordinate materials etc for the stakeholder group. Participate in meetings for the Concept of Operations.
- Provide conceptual layouts for ITS devices and all associated communication equipment.

- Perform required design and functional technical specification writing to expand the ITS facilities in the project area. The proposed facilities shall include, but not be limited to: CCTV, DMS, cabinets, and communications infrastructure.
- Prepare 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.
- Coordinate with MTO to utilize their existing border wait time software for the proposed system, and organize/plan for data sharing and any other efforts at other borders both in Canada and United States to ensure seamless information and operations to comply with the larger Federal Initiative.
- Prepare staging plans and special provisions for maintaining traffic during construction. Provide a framework and final TMP (Transportation Management Plan) before design completion to the MDOT project manager.
- Provide solutions to any unique problems that may arise during the design of this project.
- Provide design and details relative to the communications (permanent and temporary) including any testing where needed.
- 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 proposal.
- Prepare and incorporate all documents for E-Proposal Submittal.
- Provide System Manager duties (reviewing shop drawings, system testing, responding RFI's, etc) through the construction phase. This will be issued as a separate authorization from the Project Manager if needed.
- Compute and verify all plan quantities for the bid package.
- 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.
- 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. MDOT 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 MDOT Project Manager.
- All plans, specifications, and other project related items are subject to review and approval by MDOT.

MDOT RESPONSIBILITIES :

- Schedule and/or conduct the following:
 - Project related meetings.
 - Coordination with other internal and external agencies
 - 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 design on the project in conjunction with the Consultant design
- Provide addresses for the meter locations for power where needed.
- Furnish prints of an example of a similar project and old plans of the area, if available.
- Coordinate any necessary utility relocation.
- 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 from MDOT 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 MDOT 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.

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 the MDOT 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.

The maximum fixed fee for this project is 11%.