

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

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

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

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

RFP SPECIFIC INFORMATION

BUREAU OF HIGHWAYS

BUREAU OF TRANSPORTATION PLANNING **

OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO

YES

DATED _____

THROUGH _____

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

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

Qualifications Based Selection – Use Consultant/Vendor Selection Guidelines

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

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

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

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

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

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

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

BID SHEET INSTRUCTIONS

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

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER	PROPOSAL/BID DUE DATE	TIME DUE
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PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

MDOT Project Manager

MDOT Other

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

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

GENERAL INFORMATION

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

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

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

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

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

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

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
INTELLIGENT TRANSPORTATION SYSTEMS**

CONTROL SECTION: 84917

JOB NUMBER: 113719

PROJECT LOCATION:

CCTV

I-75 from Walton to Genesee County Line (15 CCTV's and comms.)

I-75 at River Rouge Bridge (2 CCTV's)

M-10 at Grand Blvd. (existing)

M-10 at Martin Luther King (existing)

M-10 at Euclid

M-10 at Michigan

M-10 at I-94

M-10 at 7 Mile

M-14 at Beck

M-14 at North Territorial

M-14 at Gotfredson

M-5 at 12 Mile

M-5 at 13 Mile

DMS

I-94 WB at Gratiot

I-69 WB at Wadhams

DESCRIPTION OF WORK: 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% complete, provide necessary geotechnical information, provide necessary survey work, and develop functional requirements. This project consists of all work related to design of the project. The system which shall include but is not limited to Dynamic Message Signs (DMS), Closed Circuit Television (CCTV) Cameras, and communications infrastructure of which shall interface with all of the existing ITS monitoring software and equipment.

MDOT staff will be designing a portion of this project in conjunction with the designer. The RFP shall include detailed information on how this will be incorporated into the design requirements and schedule.

The construction project is anticipated to be let in July 9, 2012.

PRIMARY PREQUALIFICATION CLASSIFICATION:

Intelligent Transportation Systems

SECONDARY PREQUALIFICATION CLASSIFICATION:

Geotechnical Engineering Service
Road Design Survey
Maintaining Traffic Plans and Provisions
Utility Coordination

ANTICIPATED START DATE : July 15, 2011

ANTICIPATED COMPLETION DATE: December 31, 2013

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 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 Administrator no later than 12:00 pm EST on June 3, 2011. 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. 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.

CONSULTANT RESPONSIBILITIES:

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.
- Provide a breakout of tasks that will be done by the Consultant design staff and those that will be done by MDOT design staff to propose to the MDOT project manager to determine defined tasks for each.
- Consultant will be assisting MDOT ITS design staff to provide instruction for ITS design procedures and guidance in microstation etc.
- 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.
- Compute and verify all plan quantities for the bid package.
- Prepare staging plans and special provisions for maintaining traffic during construction. Provide a framework TMP (Transportation Management Plan) six months 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.
- 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.
- 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 PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

consultant involvement on the job. Milestones (a specific event at a point in time) are italicized and underlined. See the [P/PMS Task Manual](#) for more details. Scheduling assistance may be accomplished with estimated completion dates. While not part of P/PMS, an Authorization Milestone and Post-Design Tasks have been included for your reference.

STUDY (EARLY PRELIMINARY ENGINEERING)

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)	
YES	NO		/	/
		CONSULTANT CONTRACT AUTHORIZATION/EXECUTION	/	/
		<u>EPE SCOPING ANALYSIS</u>		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2120 Prepare Traffic Analysis Report	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2130 Prepare Project Justification	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>213M Concurrence by Regulatory Agencies with the Purpose and Need</i>	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2140 Develop and Review Illustrative Alternatives	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2155 Request/Perform Safety Analysis	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2160 Prepare and Review EIS Scoping Document	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>211M Public Information Meeting</i>	/	/
		<u>EPE DRAFT ANALYSIS</u>		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2310 Conduct Technical SEE Studies	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2321 Prepare for Aerial Photography	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2322 Finish/Print Aerial Photography	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2330 Collect EPE Geotechnical Data	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2340 Develop and Review Practical Alternatives	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>233M Aerial Photography Flight</i>	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2360 Prepare and Review EA or DEIS	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>231M Draft Submission to FHWA</i>	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2380 Circulate EA or DEIS	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>232M Public Hearing</i>	/	/
		<u>EPE FINAL ANALYSIS</u>		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2510 Determine and Review Recommended Alternative	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>250M Concurrence by Regulatory Agencies with Recommended Alternatives</i>	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2525 Prepare and Review Engineering Report	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2530 Prepare and Review Request for FONSI or FEIS	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>252M Final Submission to FHWA</i>	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2550 Obtain FONSI or ROD	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2570 ITS Concept of Operations	/	/
		<u>CONTAMINATION INVESTIGATION</u>		

<input type="checkbox"/>	<input checked="" type="checkbox"/>	2810	Project Area Contamination Survey (PCS)	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2820	Preliminary Site Investigation (PSI) for Contamination	/	/

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING - DESIGN

		P/PMS TASK NUMBER AND DESCRIPTION		DATE TO BE COMPLETED BY (mm/dd/yyyy)	
YES	NO				
<u>DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION</u>					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3130	Verify Design Scope of Work and Cost	07/29/2011	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3310	Prepare Aerial Topographic Mapping	/ /	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3320	Conduct Photogrammetric Control Survey	/ /	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3321	Set Aerial Photo Targets	/ /	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3330	Conduct Design Survey	10/01/2011	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3340	Conduct Structure Survey	/ /	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3350	Conduct Hydraulics Survey	/ /	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3360	Prepare Base Plans	10/28/2011	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>331M</i>	<i>Utility Notification</i>	10/28/2011	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3361	Review and Submit Preliminary ROW Plans	/ /	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>331M</i>	<i>Preliminary ROW Plans Distributed</i>	/ /	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3365	ITS Pre-Conceptual Design and Meeting	11/02/2011	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3370	Prepare Structure Study	/ /	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3375	Conduct Value Engineering Study	/ /	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3380	Review Base Plans	11/02/2011	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>332M</i>	<i>Base Plan Review (Pre-GI Inspection)</i>	11/02/2011	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3390	Develop the Maintaining Traffic Concepts	11/02/2011	
<u>PRELIMINARY PLANS PREPARATION</u>					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3510	Perform Roadway Geotechnical Investigation	/ /	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3520	Conduct Hydraulic/Hydrologic and Scour Analysis	/ /	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3522	Conduct Drainage Study, Storm Sewer Design, and use Structural Best Management Practices	/ /	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3530	Conduct Structure Foundation Investigation	/ /	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3535	Conduct Structure Review for Architectural and Aesthetic Improvements	/ /	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3540	Develop the Maintaining Traffic Plan	11/17/2011	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3551	Prepare/Review Preliminary Traffic Signal Design Plan	/ /	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3552	Develop Preliminary Pavement Marking Plan	/ /	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3553	Develop Preliminary Non-Freeway Signing Plan	/ /	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3554	Develop Preliminary Freeway Signing Plan	/ /	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3555	Prepare/Review Preliminary Traffic Signal Operations	/ /	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3570	Prepare Preliminary Structure Plans	/ /	

<input checked="" type="checkbox"/>	<input type="checkbox"/>	3580	Develop Preliminary Plans	11/17/2011
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3581	Review and Submit Final ROW Plans	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>351M</i>	<i>Final ROW Plans Distributed</i>	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3585	ITS Final Concept Design and Meeting	12/16/2011
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3590	Review Preliminary Plans (Hold Plan Review Meeting)	12/16/2011
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>352M</i>	<i>THE Plan Review (Grade Inspection)</i>	12/16/2011
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3595	ITS Conduct Structure Foundation Investigation	12/16/2011

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING - DESIGN (cont'd)

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)	
YES	NO			
<u>UTILITIES</u>				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3610	Compile Utility Information	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3615	ITS Compile Utility Information	01/06/2012
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3650	Coordinate RR Involvement for Grade Separations	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3655	Coordinate RR Involvement for At-Grade Crossings	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3660	Resolve Utility Issues	01/18/2012
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>360M</i>	<i>Utility Conflict Resolution Plan Distribution</i>	01/18/2012
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>361M</i>	<i>Utility Meeting</i>	01/18/2012
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3670	Develop Municipal Utility Plans	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3672	Develop Special Drainage Structures Plans	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3675	Develop Electrical Plans	02/08/2012
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3680	ITS Preliminary Communication Analysis	02/08/2012
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3690	ITS Power Design (Power Drop in Field)	02/08/2012
<u>MITIGATION/PERMITS</u>				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3710	Develop Required Mitigation	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3720	Assemble Environmental Permit Applications	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3730	Obtain Environmental Permit	/ /
<u>FINAL PLAN PREPARATION</u>				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3821	Prepare/Review Final Traffic Signal Design Plan	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3822	Complete Permanent Pavement Marking Plan	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3823	Complete Non-Freeway Signing Plan	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3824	Complete Freeway Signing Plan	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3825	Prepare/Review Final Traffic Signal Operations	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3830	Complete the Maintaining Traffic Plan	03/06/2012
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3840	Develop Final Plans and Specifications	03/06/2012
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>380M</i>	<i>Plan Completion</i>	04/06/2012
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3850	Develop Structure Final Plans and Specifications	/ /

<input checked="" type="checkbox"/>	<input type="checkbox"/>	3870	Hold Omissions/Errors Check (OEC) Meeting	04/06/2012
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>387M</i>	<i>Omissions/Errors Checks Meeting</i>	04/06/2012
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>389M</i>	<i>Plan Turn-In</i>	05/11/2012
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3880	CPM Quality Assurance Review	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3890	ITS Final Communication Analysis	05/11/2012

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING – RIGHT OF WAY

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)
YES	NO		
<u>EARLY RIGHT OF WAY WORK</u>			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4120 Obtain Preliminary Title Commitments	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4130 Prepare Marked Final Right Of Way Plans	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>413M</i> <u>Approved Marked Final ROW</u>	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4140 Prepare Property Legal Instruments	/ /
<u>ROW ACQUISITION</u>			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4411 Preliminary Interviews	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>441M</i> <u>Post-Decision Meeting</u>	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4412 Real Estate Services Assignment Proposal and Fee Estimate (Form 633s) for Appraisal Work Authorization	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4413 Appraisal Reports	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4420 Appraisal Review Reports	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4430 Acquire Right Of Way Parcels	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4510 Conduct Right Of Way Survey & Staking	/ /
<u>ROW RELOCATION</u>			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4710 Relocation Assistance	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4720 Prepare Improvement Removal Plan	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>442M</i> <u>ROW Certification</u>	/ /

POST LETTING/AWARD TASKS (for reference only)

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)
YES	NO		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4810 Complete Acquisition Process	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4820 Manage Excess Real Estate	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4830 Provide Post-Certification Relocation Assistance	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4910 Conduct ROW Monumentation	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5010 Construction Phase Engineering and Assistance	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5020 Prepare As-Built Drawings	/ /

MDOT RESPONSIBILITIES:

- 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.
- Obtain ITS design experience through training 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 Joe Rios, 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 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.

The maximum fixed fee for this project is 11%.