

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

MDOT PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION IF NO JN/CS				
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)		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input type="checkbox"/>	<input type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.	
N/A	N/A	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted) (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

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: 84900

JOB NUMBER: 110762

PROJECT LOCATION: I-96, US-127, I-496, and I-69 in Ingham and Eaton Counties in the University Region.

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, 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, provide necessary geotechnical information, 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 Dynamic Message Signs (DMS), Closed Circuit Television (CCTV) Cameras, Road Weather Information Systems (RWIS), detectors and communications infrastructure of which shall interface with all of the existing ITS monitoring software and equipment and provide evaluation and design of communication towers owned by MDOT or others and provide structural reviews and analysis. Several documents currently exist regarding preliminary design and are available for review at the University Region Office. Contact the Project Manager to request an electronic copy of the information.

PRIMARY PREQUALIFICATION CLASSIFICATION:

- Intelligent Transportation Systems

SECONDARY PREQUALIFICATION CLASSIFICATION:

- Geotechnical Engineering Service
- Maintaining Traffic Plans and Provisions
- Road Design Surveys
- Building and Structure Design

ANTICIPATED START DATE: August 16, 2011

ANTICIPATED COMPLETION DATE: May 31, 2013

MDOT PROJECT MANAGER:

Stephanie Palmer, P.E.
Michigan Department of Transportation
University Region Office
4701 W. Michigan Ave.
Jackson, MI 49201
Email: palmers3@michigan.gov
Tel: (517)-750-0422
Fax: (517)-750-4397

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.

GENERAL INFORMATION:

Consultant may serve as the system manager, through construction phase, if an authorization is written to the consultant to do so.

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:

- 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 solutions to any unique problems that may arise during the design of this project.
- Provide bandwidth evaluation relative to the communications (permanent and temporary) to the State Transportation Operations Center (STOC) to service the ITS field devices in the study areas.
- Provide evaluation and design of communication towers owned by MDOT or others and provide structural reviews and analysis, as needed, for other facilities owned by MDOT or others.
- Provide line of sight analysis for all devices and provide resolution to any issues.

- Provide utility coordination assistance to the MDOT utility engineers and provide coordination of power drops at necessary locations for devices.
- Perform soil borings for device locations.
- Evaluate clear zone impacts for device locations and design safety measures where necessary.
- Create a spreadsheet of proposed maintenance impacts to the system.
- Look at local agencies to determine the potential benefits they may obtain from the connection to the STOC.
- 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.

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

STUDY (EARLY PRELIMINARY ENGINEERING)

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY
YES	NO		(mm/dd/yyyy)
		CONSULTANT CONTRACT AUTHORIZATION/EXECUTION	_/_/___
		<u>EPE SCOPING ANALYSIS</u>	
<input type="checkbox"/>	<input type="checkbox"/>	2120 Prepare Traffic Analysis Report	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	2130 Prepare Project Justification	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	<u>213M</u> <i>Concurrence by Regulatory Agencies with the Purpose and Need</i>	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	2140 Develop and Review Illustrative Alternatives	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	2155 Request/Perform Safety Analysis	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	2160 Prepare and Review EIS Scoping Document	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	<u>211M</u> <i>Public Information Meeting</i>	_/_/___
		<u>EPE DRAFT ANALYSIS</u>	
<input type="checkbox"/>	<input type="checkbox"/>	2310 Conduct Technical SEE Studies	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	2321 Prepare for Aerial Photography	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	2322 Finish/Print Aerial Photography	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	2330 Collect EPE Geotechnical Data	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	2340 Develop and Review Practical Alternatives	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	<u>233M</u> <i>Aerial Photography Flight</i>	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	2360 Prepare and Review EA or DEIS	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	<u>231M</u> <i>Draft Submission to FHWA</i>	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	2380 Circulate EA or DEIS	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	<u>232M</u> <i>Public Hearing</i>	_/_/___
		<u>EPE FINAL ANALYSIS</u>	
<input type="checkbox"/>	<input type="checkbox"/>	2510 Determine and Review Recommended Alternative	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	<u>250M</u> <i>Concurrence by Regulatory Agencies with Recommended Alternatives</i>	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	2525 Prepare and Review Engineering Report	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	2530 Prepare and Review Request for FONSI or FEIS	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	<u>252M</u> <i>Final Submission to FHWA</i>	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	2550 Obtain FONSI or ROD	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	2570 ITS Concept of Operations	_/_/___
		<u>CONTAMINATION INVESTIGATION</u>	
<input type="checkbox"/>	<input type="checkbox"/>	2810 Project Area Contamination Survey (PCS)	_/_/___
<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	3130 Verify Design Scope of Work and Cost	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	3310 Prepare Aerial Topographic Mapping	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	3320 Conduct Photogrammetric Control Survey	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	3321 Set Aerial Photo Targets	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	3330 Conduct Design Survey	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	3340 Conduct Structure Survey	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	3350 Conduct Hydraulics Survey	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3360 Prepare Base Plans	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	<u>331M Utility Notification</u>	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	3361 Review and Submit Preliminary ROW Plans	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	<u>331M Preliminary ROW Plans Distributed</u>	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3365 Pre-Conceptual ITS Design and Meeting	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	3370 Prepare Structure Study	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	3375 Conduct Value Engineering Study	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3380 Review Base Plans	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	<u>332M Base Plan Review (Pre-GI Inspection)</u>	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3390 Develop the Maintaining Traffic Concepts	_/_/____
<u>PRELIMINARY PLANS PREPARATION</u>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3510 Perform Roadway Geotechnical Investigation	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	3520 Conduct Hydraulic/Hydrologic and Scour Analysis	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	3522 Conduct Drainage Study, Storm Sewer Design, and use Structural Best Management Practices	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	3530 Conduct Structure Foundation Investigation	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	3535 Conduct Structure Review for Architectural and Aesthetic Improvements	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3540 Develop the Maintaining Traffic Plan	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	3551 Prepare/Review Preliminary Traffic Signal Design Plan	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	3552 Develop Preliminary Pavement Marking Plan	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	3553 Develop Preliminary Non-Freeway Signing Plan	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	3554 Develop Preliminary Freeway Signing Plan	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	3555 Prepare/Review Preliminary Traffic Signal Operations	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	3570 Prepare Preliminary Structure Plans	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3580 Develop Preliminary Plans	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	3581 Review and Submit Final ROW Plans	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	<u>351M Final ROW Plans Distributed</u>	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3585 Final ITS Concept Design and Meeting	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3590 Review Preliminary Plans (Hold Plan Review Meeting)	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>352M THE Plan Review (Grade Inspection)</u>	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3595 Conduct ITS Structure Foundation Investigation	_/_/____

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 type="checkbox"/>	3610	Compile Utility Information	_/_/___
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3615	Compile ITS Utility Information	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	3650	Coordinate RR Involvement for Grade Separations	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	3655	Coordinate RR Involvement for At-Grade Crossings	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	3660	Resolve Utility Issues	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	<u>360M</u>	<u>Utility Conflict Resolution Plan Distribution</u>	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	<u>361M</u>	<u>Utility Meeting</u>	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	3670	Develop Municipal Utility Plans	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	3672	Develop Special Drainage Structures Plans	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	3675	Develop Electrical Plans	_/_/___
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3680	Preliminary ITS Communication Analysis	_/_/___
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3690	Power Design (Power Drop in Field)	_/_/___
<u>MITIGATION/PERMITS</u>				
<input type="checkbox"/>	<input type="checkbox"/>	3710	Develop Required Mitigation	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	3720	Submit Environmental Permit Applications	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	3730	Obtain Environmental Permit	_/_/___
<u>FINAL PLAN PREPARATION</u>				
<input type="checkbox"/>	<input type="checkbox"/>	3821	Prepare/Review Final Traffic Signal Design Plan	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	3822	Complete Permanent Pavement Marking Plan	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	3823	Complete Non-Freeway Signing Plan	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	3824	Complete Freeway Signing Plan	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	3825	Prepare/Review Final Traffic Signal Operations	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	3830	Complete the Maintaining Traffic Plan	_/_/___
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3840	Develop Final Plans and Specifications	_/_/___
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>380M</u>	<u>Plan Completion</u>	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	3850	Develop Structure Final Plans and Specifications	_/_/___
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3870	Hold Omissions/Errors Check (OEC) Meeting	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	<u>387M</u>	<u>Omissions/Errors Checks Meeting</u>	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	<u>389M</u>	<u>Plan Turn-In</u>	_/_/___
<input type="checkbox"/>	<input type="checkbox"/>	3880	CPM Quality Assurance Review	_/_/___
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3890	Final ITS Communication Analysis	_/_/___

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 type="checkbox"/>	4120 Obtain Preliminary Title Commitments	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	4130 Prepare Marked Final Right Of Way Plans	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	<u>413M</u> <i>Approved Marked Final ROW</i>	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	4140 Prepare Property Legal Instruments	_/_/____
<u>ROW ACQUISITION</u>			
<input type="checkbox"/>	<input type="checkbox"/>	4411 Preliminary Interviews	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	<u>441M</u> <i>Post-Decision Meeting</i>	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	4412 Real Estate Services Assignment Proposal and Fee Estimate (Form 633s) for Appraisal Work Authorization	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	4413 Appraisal Reports	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	4420 Appraisal Review Reports	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	4430 Acquire Right Of Way Parcels	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	4510 Conduct Right Of Way Survey & Staking	_/_/____
<u>ROW RELOCATION</u>			
<input type="checkbox"/>	<input type="checkbox"/>	4710 Relocation Assistance	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	4720 Prepare Improvement Removal Plan	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	<u>442M</u> <i>ROW Certification</i>	_/_/____

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 type="checkbox"/>	4810	Complete Acquisition Process	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	4820	Manage Excess Real Estate	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	4830	Provide Post-Certification Relocation Assistance	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	4910	Conduct ROW Monumentation	__/__/__
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5010	Construction Phase Engineering and Assistance	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	5020	Prepare As-Built Drawings	__/__/__

OTHER P/PMS RELATED TASKS

- 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 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 any proposed fiber optic facilities so as not to be in conflict with the existing utility.
- The CONSULTANT will be required to submit a Transportation Management Plan that addresses MDOT’s current Safety and Mobility policy.
- 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 coordinate all project related issues with the University Regions.
- 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.
- Furnish prints of an example of a similar project and old plans of the area, if available.
- Coordinate 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 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 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.

BI-WEEKLY PROGRESS REPORT

The Consultant Project Manager shall submit a bi-weekly project progress report to Stephanie Palmer, 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.

CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee:

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

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

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

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

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager.

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