

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 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 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

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.)

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
PLANNING AND EARLY PRELIMINARY ENGINEERING SERVICES**

CONTROL SECTIONS: 41025, 41026, 41131 & 41132

JOB NUMBER: 111059

PROJECT LOCATION:

The project is located along the US-131 corridor from 100th Street north to M-57 and along the I-96 corridor from Fruit Ridge Avenue east to Leonard Street in Algoma, Byron, Plainfield and Grand Rapids Townships and the Cities of Wyoming, Grand Rapids and Walker. Included in the study are 29 interchanges contained within or at the termini of the study area.

The corridor study area will also extend approximately 0.5 miles either side for the freeways, for general planning purposes (traffic and land use data).

PROJECT DESCRIPTION: CORRIDOR PLAN and ENGINEERING STUDY

The objective of the study is to prepare a Planning/Early Preliminary Engineering (EPE) level analysis of the physical condition and traffic operational characteristics of the US-131 and I-96 freeways in the Grand Rapids area. Based on the findings, practical and buildable alternatives or modifications needed over the next 10 to 25 years will then be identified and developed to be implemented incrementally as funding allows.

The primary purpose of this study is to:

- Identify real, constructible projects that will fit into future freeway funding strategies
- Summarize the existing physical infrastructure, capacity and operational deficiencies
- Analyze existing Base Year (2011), and future year 2015, 2035 and year 2040 traffic volumes
- Develop a combination of Traffic Systems Management (TSM), Intelligent Transportation Systems (ITS), low capital and/or high capital conceptual solutions, by Logical Segments
- Provide planning level cost estimates for these conceptual solutions
- Provide planning level of project constructability and maintenance traffic plan
- Conduct conceptual screening of the natural, physical and socio-economic impacts, using available data bases from MDOT, and from other available GIS resources
- Develop a year 2035 US-131/I-96 Corridor Plan/Engineering Study and EPE level engineering concepts based on the needs identified in this Study, for the Recommended Future Conceptual Solution (RFCS) for each Logical Segment
- Develop and prioritize a construction project phasing plan for final build-out of the RFCS for the corridor
- Provide assistance to MDOT for presentations to public and agencies

- Recommend Logical Segments where further studies and future NEPA actions will be needed, consistent with the federal PEL process
- Support the collaborative process with affected stakeholders, in coordination with the Metropolitan Planning Organization (MPO), to ensure MDOT's recommendations align with the vision and strategy of the affected communities
- Provide PEL documentation and supporting reports for applicable segments

A constraints map shall be prepared by the Consultant to summarize the screening of natural, physical and socio-economic impacts, from available existing sources. No NEPA EA or EIS documents are included in this Study. Social, Environmental and Economic (SEE) items will be limited to conceptual screening of existing, available information and resource agency consultation.

ANTICIPATED SERVICE START DATE: March 2012

ANTICIPATED SERVICE COMPLETION DATE: December 2013

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Project Development Studies

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Traffic Capacity Analysis and Geometric Studies

Safety Studies

Right of Way Surveys

Road Design Surveys

Complex Urban Freeway Design

Complex Bridges

Maintaining Traffic Plans and Provisions

DBE REQUIREMENT: 0%

MDOT PROJECT ENGINEER MANAGER:

Christopher VanNorwick, P.E.

Grand Region Consultant Coordinator

1420 Front Avenue N.W.

Grand Rapids, MI 49504

Direct: 616.451.4448

Fax: 616.451.0707

Email: VanNorwickC@michigan.gov

REQUIRED MDOT GUIDELINES AND STANDARDS:

Work shall conform to current MDOT, FHWA, AASHTO and City/Local practices, guidelines, policies and standards (i.e., Road Design Manual, Standard Plans, Drainage Manual, Roadside Design Guide, A Policy on Geometric Design of Highways and Streets, Michigan Manual of Uniform Traffic Control Devices, Bridge Design Guide, Bridge Design Manual, etc.). This Study will also be coordinated with MPO planning and public participation guidelines, and federal PEL guidelines for limited priority segments.

Consultant is required to use MDOT's current version of Bentley MicroStation for CADD applications and Bentley GEOPAK for road design. Consultant shall comply with all MDOT CADD standards and file naming conventions.

GENERAL INFORMATION:

This study will be used as a long-range master plan for the sections of US-131 and I-96 corridors within the project limits, which can be used to guide near-term investment decisions relating to road and bridge preservation and operational needs and future adjacent land use development proposals. There may be a portion of the corridors recommended to be advanced to the National Environmental Policy Act (NEPA) Environmental Assessment (EA)/Environmental Impact Statement (EIS) process, and following the federal Planning and Environmental Linkages (PEL) process, as described herein (see also <http://environment.fhwa.dot.gov/integ/index.asp> for more information on the PEL process).

CONSULTANT RESPONSIBILITIES (GENERAL):

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

The Consultant must 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 project as described by the completion date.

- A. The Consultant shall document Conceptual Solution analysis, process for selecting RFCS's, SEE impacts and mitigation opportunities, matrix development and analysis, consistent with and in support of the Planning and Environmental Linkages (PEL) questionnaire, where applicable (for additional information see http://environment.fhwa.dot.gov/integ/pel_quest.asp).
- B. The Consultant representative shall record and submit type-written minutes for all project related meetings to the MDOT Project Manager within two weeks of the meeting. The Consultant shall also distribute the minutes to all meeting attendees.
- C. Consultant will be responsible for holding regular monthly status meetings with the project team (schedule to be determined by MDOT).

- D. Attend information meetings with the public and public/agency officials to assist in responding to concerns and questions. May require the preparation of displays such as maps, marked-up plans, etc.
- E. Attend, prepare and present necessary material for public and/or high-level stakeholder informational meetings, such as any context sensitive solutions process.
- F. The MDOT Project Manager shall be the official MDOT contact person for the Consultant and shall be made aware, and authorize, 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.
- G. The Consultant shall be responsible for miscellaneous survey pick up as directed by the MDOT Project Manager. See **Attachment A** for scope of survey services. The approved consultant selected for this project shall meet with the MDOT Grand Region Surveyor prior to preparation of a priced proposal to review MDOT completed survey work performed to date
- H. The Consultant shall be responsible for collecting miscellaneous MPO/City/Local data (i.e. As-built plans, future plans, etc.)
- I. The consultant shall consider modifications to the study process based on findings during the process, and in consultation with the MDOT Project Manager.

CONSULTANT RESPONSIBILITIES (DETAILED)

The work necessary to complete this Corridor Plan/Engineering Study will be completed using a Consultant/MDOT team approach. The following sections describe the elements that will be completed by MDOT and the elements that will be completed by the selected Consultant.

A. DATA COLLECTION

MDOT shall provide the following information to the Consultant:

- Existing and forecasted traffic volumes in the study limits necessary to complete the capacity analyses (in coordination with the Grand Valley Metro Council (GVMC) local system volumes and MPO model forecasts), data will include turning movements, ramp counts and freeway segments counts for base year 2011 and future years 2015, 2035 and 2040 (priority segments only for 2040)
- Provide growth rates for the forecasted years 2015, 2035 and 2040 within the project area
- Identification of Logical Segments and Prioritization of Logical Segments within the corridors
- Vehicle weight/length classification information (percent trucks)
- Crash data (and any previously completed accident analyses)

- As-built drawings and construction plans of all MDOT roadways, structures and signing within the area
- Pavement rating forms for roadways within the corridor
- Bridge scoping and inspection reports for structures within the corridor
- The Grand Region's list of anticipated road and bridge projects for these corridors
- Survey information as required for indicated analysis
- Sensor information from the West Michigan Traffic Operations Center's (WMTOC) Intelligent Transportation System (ITS)
- Synchro models that are available within the study limits completed through previous projects
- Signalization plans that are available within the study limits

The crash data will be used by the Consultant to determine the accident type, severity and location within the corridor. Crash patterns and above average crash rate locations will be examined by the Consultant for comparison with statewide averages. Additional meetings with city, county and state police will be necessary to gather additional local knowledge of traffic operation problems in the corridor.

B. CAPACITY ANALYSIS

The Consultant will perform baseline and future capacity analyses within the study limits for existing year 2011 and future 2015, 2035 and 2040 year time frames. 2040 will be limited to selected segments and also dependant on the results of the 2035 analysis. The capacity analysis will include freeway, merge/weave, ramp merge/diverge and ramp termini analyses. All existing and forecasted traffic volumes required to complete the analyses will be provided by MDOT staff.

The vendor will provide a summary of conclusions as a result of the analyses, including interchange spacing, methodology used, discussion of any traffic operational issues and resulting improvement in operations. The vendor will provide schematic drawings, comparison tables and Level-of Service maps, to aid in evaluating results. MDOT staff will have the opportunity to review results.

Deliverables will include hard and electronic copy (CD) of any HCS and SYNCHRO analyses with maps, tables, schematics, findings and conclusions.

C. CORRIDOR DEFICIENCY ANALYSIS

The existing corridor physical and operational deficiencies will be analyzed by the Consultant in this task. This would include items such as, but not limited to:

- | | |
|-----------------------|-------------------------------|
| • Design speed | • Horizontal alignment |
| • Signing | • Lane widths |
| • Superelevation | • Intersection sight distance |
| • Shoulder width | • ROW needs |
| • Structural capacity | • Street geometry |
| • Vertical alignment | • Local street signalization |

- Ramp signalization
- Existing traffic “choke points”
- Bridge width
- Stopping sight distance
- Bridge condition
- Pavement condition
- Crash concentrations
- Vertical clearances
- Horizontal clearances
- ROW limits
- Ramp geometry
- Grades

D. DELAY AND MOBILITY ANALYSES

The Consultant may also be required to perform a conceptual delay and mobility analysis in order for MDOT to determine future project sequencing and permanent construction phasing, for selected segments. This analysis will use forecasted traffic volumes provided by MDOT staff and will include operational performance data including travel time, queue lengths and durations at selected locations, and note existing and future issue locations.

E. CONCEPTUAL SOLUTIONS

1. Scenarios

Initial EPE/planning level engineering (under 30%) will be completed by the Consultant for the following alternative scenarios:

- Preservation only
- Short-Term operational/safety enhancements
- Long-Term Capacity Conception Solutions for selected Logical Segments

2. Development and Evaluation of Conceptual Solutions

The Consultant Shall:

- Identify and develop Conceptual Solutions, for all Logical Segment, based on the analysis of deficiencies and input from key stakeholders
- Maintain consistency with statewide, MPO and other locally developed transportation plans
- Maintain consistency with City and major development projects and land use plans expected within the study’s time parameters
- Ensure the use of reliable, defensible and consistent data, along with current analytical and engineering methods when evaluating Conceptual Solutions
- Consider, in coordination with the MPO, regional visioning and sustainable land use Conceptual Solutions that incorporate input from transportation and economic development agencies and stakeholders
- Consider the cost of implementing the Conceptual Solutions, including Right-of-Way (ROW), and the availability of funding in the evaluation process
- Document the results of the development and evaluation of Conceptual Solutions, including reasons for selecting the Recommended Future Conceptual Solution for each Logical Segment, using PEL process principles where appropriate, for identified priority segments
- Identify major utility issues and related costs

The Consultant shall identify critical segments, and a recommended a phasing plan for short and long term RFCS will be developed for both mainline and interchanges. Initial geometric, traffic operations and constructability/maintenance of traffic issues will also be evaluated.

The Consultant shall coordinate with the MPO and local governments on planned use of property adjacent to study area to minimize need for future noise walls.

- Conceptual multi-modal service options will be considered and reviewed for feasibility and impact on traffic operations. The Consultant shall utilize the MPO Long Range Transportation Plan (LRTP), supporting studies and model results, which document the transit plans for the area, to show how future transit plans will affect highway operational characteristics within study area.

This will be based on an overview of the following:

- Physical and operational characteristics of the corridor's infrastructure
- Operational needs/opportunities for multi-modal options within the corridor
- Existing impediments, major challenges and key constraints

Logical Segment priorities, and subsequent planning and development process courses of action, will be proposed. Preservation strategies will be developed to accommodate short-term operational improvement concepts and to not preclude long-term capacity RFCS improvement plans.

F. ENGINEERING REPORT

The Consultant shall provide an engineering report which will include exhibits that summarize the corridor's deficiencies, traffic analysis, geometrics, maintenance of traffic, social and environmental issues, proposed phasing, future engineering concepts for the corridors, and costs of RFCS. The engineering report should also include drainage and major City/Local infrastructure project design considerations. In view of the unique nature of this study, the report format would follow the outline established by MDOT during the Conceptual Solution Development Meeting.

In addition to the engineering report the Consultant shall provide a separate document with written assumptions and methodology for the analysis. Additional information on required documentation can be found in the PEL Resource Guide located in the publications section FHWA's PEL Toolkit website (referenced in the Project Description section of this scope). The direct link to the guide is http://www.fhwa.dot.gov/hep/pel/pelrpt_final.pdf

G. ENVIRONMENTAL REVIEW

The Consultant shall perform an environmental review which is to include the following:

- Identification of potentially affected environment along study corridors (utilizing the environmental scan and other available/existing MDOT and resource agency information)
- Current and planned land uses in and near the study corridors (define corridor limits as approximately 0.5 miles from the primary freeway corridors)

- Identification of environmental issues within the corridors and environmental areas that will require further analysis during subsequent NEPA phases
- Documentation of consultations with the appropriate federal and state resource agencies, solutions and process used, sources used and assumptions consistent with PEL guidelines and the PEL questionnaire where applicable
- Identification of social, economic and environmental impacts for both the freeway infrastructure, as well as adjacent property and transportation facilities

H. PUBLIC INVOLVEMENT AND AGENCY COORDINATION

The Consultant will be responsible to:

- Conduct meetings and coordinate public involvement activities with the MPO (GVMC), other local agencies, and the public (the number of meetings will be determined in consultation with MDOT, in coordination with the MPO)
- Assist MDOT in the preparation of necessary exhibits
- Review and coordinate applicable MPO LRTP needs and priorities
- Consult with affected federal, state and MPO/local agencies responsible; identify non-MDOT projects within the corridor study area that will potentially impact the freeway corridors.
- Document the consultation process, including comments received and MDOT responses, consistent with PEL guidelines where applicable

UTILITIES

The Consultant shall be responsible for obtaining and showing on the plans the location and names of the major utilities within the limits of the project. The utilities shown need not be to a design level detail but should provide a planning level overview so major conflicts can be anticipated.

TRAFFIC CONTROL

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

MDOT PERMITS

The Consultant shall be responsible for obtaining up to date access permits and pertinent information for tasks in the MDOT Right of Way. This information can be obtained through Joe Rios, Utilities/Permits Section, Real Estate Division at (517) 241-2103.

MONTHLY PROGRESS REPORT

On the first of each month, the Consultant Project Manager shall submit a monthly project progress report to the MDOT Project Manager. The monthly project progress report shall follow the guideline in **Attachment B**.

DELIVERABLES

The Consultant shall deliver all computer files associated with the project in their native format (spreadsheets, CADD files, etc.) on DVD, CD or uploaded to ProjectWise, as directed by the MDOT Project Manager. This will also include hard and electronic copy (CD/DVD) of any HCS and SYNCHRO analyses with maps, tables, schematics, findings and conclusions.

The Consultant may be asked to prepare additional visualization tools or products for meetings and MDOT use (such as Synchro model simulation and/or a visual rendering/animation of future Conceptual Solutions and RFCS).

To provide text search capabilities, the documents shall be created by converting native electronic files to PDF. Scanning to PDF is discouraged except in instances where it is necessary to capture a legally signed document or a hard copy version of a document is all that exists.

PROJECT SCHEDULE:

The Consultant shall use the following events to prepare the proposed implementation schedule as required in the Guidelines for the Preparation of Responses on Assigned Design Services Contracts. These dates shall be used in preparing the Consultant's Monthly Progress Reports.

PROJECT MILESTONES

The following milestones will be developed in consultation with MDOT, FHWA, the MPO and other stakeholders, following the proposed schedule below:

- RFP Advertised
- Consultant Selected
- Refine project and meeting schedule – MDOT/Consultant
- Study Initiated
- Study Goals and Issues – MDOT
- Determination of Logical Segments (LS) – MDOT/MPO/Consultant
- Conceptual LS Priorities and PEL Segments – MDOT/Consultant
- Conceptual Solutions – MDOT/Consultant/Stakeholders
- Recommended Future Conceptual Solutions by Logical Segment – MDOT/MPO
 - Short-term Operational Improvements – MDOT/Consultant
 - Full Build-Out RFCS – MDOT/Consultant
- Phasing Plan – MDOT/Consultant

STUDY (EARLY PRELIMINARY ENGINEERING)

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)
YES	NO	CONSULTANT CONTRACT AUTHORIZATION/EXECUTION	04/02/2012
<u>EPE SCOPING ANALYSIS</u>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2100 Scope Verification and Initiation of EPE Activities	04/15/2012
<input type="checkbox"/>	<input type="checkbox"/>	<u>210M Program & Project Review Board Concurrence</u>	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2115 Traffic Data Collection	05/01/2012
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2120 Prepare Traffic Analysis Report	12/15/2012
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2125 Traffic Capacity Analysis	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2130 Prepare Project Justification	/ /
<input type="checkbox"/>	<input type="checkbox"/>	<u>213M Concurrence by Regulatory Agencies with the Purpose and Need</u>	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2140 Develop and Review Illustrative Alternatives	07/15/2012
<input checked="" 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 Public Information Meeting</u>	05/15/2013
<u>EPE DRAFT ANALYSIS</u>			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2310 Conduct Technical SEE Studies	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2311 Cultural Resources Survey	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2312 Recreational Survey – Section 4(f)/6(f)	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2313 Endangered Species Survey	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2314 Wetland Assessment	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2315 Wetland Mitigation	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2316 Other Technical Reports	/ /
<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 checked="" type="checkbox"/>	<input type="checkbox"/>	2340 Develop and Review Practical Alternatives	07/15/2013
<input type="checkbox"/>	<input type="checkbox"/>	<u>233M Aerial Photography Flight</u>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2360 Prepare and Review EA	/ /
<input type="checkbox"/>	<input type="checkbox"/>	<u>231M Approval of EA by FHWA</u>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2370 Prepare and Review Draft EIS	/ /
<input type="checkbox"/>	<input type="checkbox"/>	<u>237M Approval of Draft EIS by FHWA</u>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2380 Distribute EA	/ /

<input type="checkbox"/>	<input type="checkbox"/>	<u>232M Public Hearing for EA</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2390 Distribute DEIS	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>239M Public Hearing for DEIS</u>	/	/

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

STUDY (EARLY PRELIMINARY ENGINEERING) (cont'd)

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY	
YES	NO		(mm/dd/yyyy)	
<u>EPE FINAL ANALYSIS</u>				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2510 Determine and Review Recommended Alternative	11/15/2013	
<input type="checkbox"/>	<input type="checkbox"/>	<u>250M Concurrence by Regulatory Agencies with Recommended Alternatives</u>	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2525 Prepare and Review Engineering Report	12/20/2013	
<input type="checkbox"/>	<input type="checkbox"/>	2530 Prepare and Review Request for FONSI	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>252M Approval of FONSI by FHWA</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2540 Prepare and Review FEIS	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>254M Approval of FEIS by FHWA</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2550 Obtain ROD	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>255M ROD Issued by FHWA</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2570 ITS Concept of Operations	/	/
<u>CONTAMINATION INVESTIGATION</u>				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2810 Project Area Contamination Survey (PCS)	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2820 Preliminary Site Investigation (PSI) for Contamination	/	/

PRELIMINARY ENGINEERING - DESIGN

		<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 checked="" 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 type="checkbox"/>	<input type="checkbox"/>	3360 Prepare Base Plans	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>311M 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 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 type="checkbox"/>	<input type="checkbox"/>	3380 Review Base Plans	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>332M Base Plan Review (Pre-GI Inspection)</u>	/	/

3390 Develop the Maintaining Traffic Concepts / /

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>PRELIMINARY PLANS PREPARATION</u>				
<input 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 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 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 type="checkbox"/>	<input type="checkbox"/>	3585 Final ITS Concept Design and Meeting	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3590 Review Preliminary Plans (Hold Plan Review Meeting)	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>352M THE Plan Review (Grade Inspection)</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3595 Conduct ITS Structure Foundation Investigation	/	/
<u>UTILITIES</u>				
<input type="checkbox"/>	<input type="checkbox"/>	3610 Compile Utility Information	/	/
<input 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 Utility Conflict Resolution Plan Distribution</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>361M 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 type="checkbox"/>	<input type="checkbox"/>	3680 Preliminary ITS Communication Analysis	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3690 Power Design (Power Drop in Field)	/	/

MITIGATION/PERMITS

<input type="checkbox"/>	<input type="checkbox"/>	3710 Develop Required Mitigation	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3720 Assemble Environmental Permit Applications	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3730 Obtain Environmental Permit	/	/

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING - DESIGN (cont'd)

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY	
YES	NO		(mm/dd/yyyy)	
		<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 type="checkbox"/>	<input type="checkbox"/>	3840 Develop Final Plans and Specifications	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<i>380M Plan Completion</i>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3850 Develop Structure Final Plans and Specifications	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3870 Hold Omissions/Errors Check (OEC) Meeting	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<i>387M Omissions/Errors Checks Meeting</i>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<i>389M Plan Turn-In</i>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3880 CPM Quality Assurance Review	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3890 Final ITS Communication Analysis	/	/

PRELIMINARY ENGINEERING – RIGHT OF WAY

		<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"/>	<i>413M 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"/>	<i>441M 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	/	/

ROW RELOCATION

<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 ROW Certification</u>	/	/

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

POST LETTING/AWARD TASKS (for reference only)

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY	
YES	NO		(mm/dd/yyyy)	
<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 type="checkbox"/>	<input type="checkbox"/>	5010 Construction Phase Engineering and Assistance	/	/
<input type="checkbox"/>	<input type="checkbox"/>	5020 Prepare As-Built Drawings	/	/

FOR YOUR INFORMATION

For questions on specific tasks, refer to the P/PMS Task Manual located on the MDOT Bulletin Board System. For assistance in accessing this manual, please contact:

Dennis Kelley: (517) 373-4614

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.

ATTACHMENT "A"
SCOPE OF SURVEY

JOB NUMBER: 111059

CONTROL SECTIONS: 41025, 41026, 41131, 41132

ROUTE:

US-131 & I-96

PROJECT LIMITS:

US-131, from 100th Street north to M-57 and I-96 from Fruit Ridge Avenue east to Leonard Street.

LOCATION:

Townships of Algoma, Byron, Grand Rapids and Plainfield, and Cities of Grand Rapids, Walker and Wyoming, Kent County.

SURVEY CONTACT NAMES:

Joe Bowman, PS	Grand Region Surveyor	(616) 451-4098
Twila Geiger	Grand Region Lead Technician	(616) 451-8557

SURVEY TASKS:

Work performed in any of the following tasks must be completed by a service vendor which is pre-qualified by MDOT.

- Road Design Survey Task 3330
- Structure Survey Task 3340
- Hydraulics Survey Task 3350
- Right-of-Way (ROW) Survey Task 4510

GENERAL REQUIREMENTS:

- Surveys must comply with all Michigan law relative to land surveying.
- Surveys must be done under the direct supervision of a Professional Surveyor licensed to practice in the State of Michigan.
- Surveys must meet all requirements of the latest version of the MDOT Design Surveys *Standards of Practice* and the MDOT Design Survey Manual.
- Consultants are responsible for a comprehensive and conscientious research of all records, including MDOT records, essential for the completion of the project.
- Consultants must obtain all necessary permits required to perform survey work and contact the MDOT Traffic & Safety Engineer to discuss traffic control, safety issues and work restrictions.
- Consultants must adhere to all applicable OSHA and MIOSHA safety standards.
- The MDOT Project Manager is the official contact for the Consultant. The Consultant must send a copy of all project correspondence to the MDOT Project Manager. The MDOT Project Manager shall be made aware of all communications regarding the project. Any

survey related questions regarding the project should be directed to the MDOT Region Surveyor or the Survey Consultant Project Manager.

- Consultants must present a detailed survey work plan as part of the proposal.

CONTROL:

A 3D control network has been established by MDOT throughout the project limits. Existing control information can be obtained from the Region Design Survey Unit. Any subsequent control must be tied to this existing network. The planning for the densification of control (other than temporary control) must be submitted and approved by the Region Design Survey Unit.

ALIGNMENT:

Alignments will be developed as part of this project. Retracement of the legal alignment to perpetuate the location of the ROW will be performed by the Region Design Survey Unit. As-Constructed alignments may be developed on an as-needed basis (only if it doesn't exist) for ramps, bridges or other scenarios where the legal alignment varies from the physical centerline of the bridges, etc.

PROPERTY:

Based on the scope of the various segments of the study, MDOT ROW lines may be depicted on some drawings, by plotting from existing MDOT documents and tied to the legal alignment. If ROW is to be acquired or it is suspected that boundary locations are uncertain, then specific areas of ROW will be identified and investigated. The extent of retracement surveying needed will be determined on a case-by-case basis. This work will be performed either by the Region Design Survey Unit or in conjunction with a Consultant. All boundary determination work and Public Land Survey System work will be thoroughly documented. The State Plane Coordinate file for all PLSS corners surrounding the project has been obtained from a Kent County Remonumentation program participant. Published coordinates shall be verified during the course of the project.

MAPPING:

A large portion of the mapping has been completed by the Region Design Survey Unit to date and additional mapping will be on-going. The hard-surface of the main-line of the US-131 corridor and the interchange ramps is approximately 90% complete. The terrain and features within the ramp gore areas is approximately 75% complete. Additional mapping along cross-roads will be supplemented as the scope of the project develops. It is anticipated that the Region Design Survey Unit will obtain a Consultant to map the hard-surface of the main-line of the I-96 corridor and the I-96 interchange ramps. The remaining terrain and features in the medians and between the main roadway and the ROW fence have not been mapped to date. It is anticipated that the remaining areas to be mapped will be completed throughout 2012, by an approximate 50/50 split between the Region Design Survey Unit and consultant firms obtained through both MDOT and/or the Consultant obtained for this project. Structure specific, Hydraulic surveys and enclosed drainage connectivity will also be needed, as directed.

QUALITY ASSURANCE/QUALITY CONTROL:

The Region Design Survey Unit will be responsible for QA/QC of survey deliverables and the merging of all data into one complete project file.

ATTACHMENT B
CS 41025, 41027, 41051– JN 48564
I-196 CORRIDOR

MONTHLY PROGRESS REPORTS

The first two pages of this attachment are the necessary layout of the Monthly progress reports and the last three pages are a completed example.

Control Section 00000
Job Number 00000C
Structure Number S00
Date 00/00/00

MONTHLY PROGRESS REPORT

- A. Work accomplished during the previous month.
- B. Anticipated work items for the upcoming month.
- C. Real or anticipated problems on the project.
- D. Update of previously approved detailed project schedule (attached), including explanations for any delays or changes.
- E. Items needed from MDOT.
- F. Copy of Verbal Contact Records for the period (attached).

Structure Number - Control Section - Job Number
Route, Location Description
 Design Schedule as of 00/00/95

LIST TASKS, SUBMITTALS, APPROVALS AND MEETINGS AS OUTLINED IN SCOPE OF DESIGN SERVICES AS NEEDED. THIS LIST IS JUST AN EXAMPLE.

Original Authorized Start Date	Original (Anticipated) Authorized or Actual	(Anticipated) or Actual Finish Date Start Dates Finish Dates Task Task Description
00/00/00		00/00/00 00/00/00 00/00/00 ?? Initial project meeting.
00/00/00		00/00/00 00/00/00 00/00/00 3330 Conduct Design Survey..
00/00/00		00/00/00 00/00/00 00/00/00 3360 Prepare Base Plans
00/00/00		00/00/00 00/00/00 00/00/00 Submit Base Plans
00/00/00		00/00/00 00/00/00 00/00/00 3580 Develop Preliminary Plans

00/00/00

00/00/00
00/00/00
00/00/00
3390 Develop
Construction Zone Traffic
Control Concepts

00/00/00

00/00/00
00/00/00
00/00/00
3540 Develop
Construction Zone Traffic
Control Plan

00/00/00

(00/00/00)
00/00/00
00/00/00
3550 Develop
Preliminary Traffic
Operations Plan.

00/00/00

(00/00/00)
00/00/00
00/00/00
3351 Review &
Submit of Preliminary Right-
Of-Way Plans.

00/00/00

(00/00/00)
00/00/00
00/00/00
Submittal of The Plan
Review Package.

00/00/00

(00/00/00)
00/00/00
00/00/00
Completion of the
Plan Review Meeting.

00/00/00

(00/00/00) 00/00/00
00/00/00 3840
Develop Final Plans and
Specifications

00/00/00

(00/00/00)

00/00/00

00/00/00

Submittal of final plans/proposal package to MDOT for final review.

00/00/00

00/00/00

00/00/00

00/00/00

3870

Omissions/Errors

Check (OEC) Meeting

00/00/00

00/00/00

00/00/00

00/00/00

Consultant's Plan

Completion: Final Construction Plan/Proposal package with recommendations incorporated to MDOT (two weeks after OEC Meeting)

00/00/00

00/00/00

00/00/00

00/00/00

Final Deliverables to MDOT

Control Section 12345
Job Number 11111C
Structure Number S02
Date 07/31/95

MONTHLY PROGRESS REPORT

- A. Work accomplished during the previous month.
 - 1. During the last month we completed the Final Right of Way plans and submitted them to Thomas Nelson, Jr. on 05/01/99.
- B. Anticipated work items for the upcoming month.
 - 1. Submit the Preliminary Plans and related material on 03/11/99.
 - 2. Attend the meeting regarding the Ameritech lines on the bridge, scheduled for 03/12/99.
- C. Real or anticipated problems on the project.
 - 1. We foresee no problems at this time.
- D. Update of previously approved detailed project schedule (attached), including explanations for any delays or changes.
 - 1. The design is falling behind schedule because we had problems resolving the geometries of the ramps in relation to the bridge. The Preliminary Plan submittal will be the only task affected by this delay because we will make up the lost time prior to submitting the Final Plans and Specifications.
- E. Items needed from MDOT.
 - 1. Prior to final Plan submittal we will need the latest Special provision and Supplemental Specification checklist.
- F. Copy of Verbal Contact Records for the period (attached).

1. Discussed bridge and ramp geometries with Tom Myers of M\$DOT Traffic and Safety Division on 07-24-95.

SN: S02 - CS: 12345 - JN: 11111C
M-111, from There Village Limits to north of That Road
 Design Schedule as of 07/31/95

Original Authorized Start Date	Original Authorized Finish Date	(Anticipated) or Actual Start Dates	(Anticipated) or Actual Finish Dates	Task	Task Description
01/12/95	01/12/95	01/12/95	01/12/95	??	Initial project meeting.
01/29/95	01/29/95	01/30/95	01/30/95	3330	Conduct Design Survey.
02/17/95	04/10/95	02/17/95	04/20/95	3360	Prepare Base Plans.
02/29/95	02/29/95	02/29/95	02/29/95	3390	Develop the Construction Zone Traffic Control Concepts
03/12/95	03/13/95	03/12/95	(03/30/95)	3540	Develop Construction Zone Traffic Control Plan
03/20/95	03/19/95	03/25/95	(03/30/95)	3551	Develop/Review Preliminary Traffic Signal Plan
07/01/95	07/01/95	(07/01/95)	(07/01/95)	3590	The Plan Review Meeting
07/11/95	08/11/95	(07/11/95)	(08/11/95)	3821	Complete/Review Traffic Signal Plan
09/15/95	09/15/95	(09/15/95)	(09/15/95)	3830	Complete Construction Zone Traffic Control Plan.
09/16/95	09/16/95	(09/16/95)	(09/16/95)	3840	Develop Final Plans and Specifications
09/25/95	09/23/95	(09/25/95)	(09/25/95)	3870	Omissions/Errors Check (OEC) Meeting

VERBAL CONTACT RECORD

Control Section 12345
Job Number 11111C
Structure Number S02
Date 07/31/95

Joe Engineer talked to Tom Myers and decided to use a 0.05'/ft super on ramp A leading into the bridge.

P/PMS TASK - INDEX - VERSION 2 rev 2
ISSUED 9/29/2000

P/PMS TASK	CURRENT DATE	LATEST REVISION DATE
3120 - CONDUCT STRUCTURE DECK CONDITION SURVEY	07/29/99	
3330 - CONDUCT DESIGN SURVEY	07/29/99	
3340 - CONDUCT STRUCTURE SURVEY	07/29/99	
3350 - CONDUCT HYDRAULICS SURVEY	07/29/99	
3360 - PREPARE BASE PLANS	06/22/99	
3361 - REVIEW AND SUBMIT PRELIMINARY RIGHT OF WAY (PROW) PLANS	07/16/99	
3370 - PREPARE STRUCTURE STUDY	06/16/99	
3380 - REVIEW BASE PLANS	06/29/99	
3390 - DEVELOP THE CONSTRUCTION ZONE TRAFFIC CONTROL CONCEPTS	07/16/99	
3510 - PERFORM ROADWAY GEOTECHNICAL INVESTIGATION	07/29/99	
3520 - CONDUCT HYDROLOGIC, HYDRAULIC AND SCOUR ANALYSES	08/29/00	revised per P. Schriener
3530 - CONDUCT FOUNDATION STRUCTURE INVESTIGATION	07/16/99	
3540 - DEVELOP CONSTRUCTION ZONE TRAFFIC CONTROL PLAN	07/16/99	
3551 - DEVELOP/REVIEW PRELIMINARY TRAFFIC SIGNALS PLAN	07/16/99	added to index 1/5/2000
3552 - DEVELOP PRELIMINARY PERMANENT PAVEMENT MARKING PLAN	07/16/99	
3553 - DEVELOP PRELIMINARY NON - FREEWAY SIGNING PLAN	07/16/99	
3554 - DEVELOP PRELIMINARY FREEWAY SIGNING PLAN	07/16/99	

P/PMS TASK	CURRENT DATE	LATEST REVISION DATE
3570 - PREPARE PRELIMINARY STRUCTURE PLANS	07/16/99	
3580 - DEVELOP PRELIMINARY PLANS	06/30/99	
3581 - FINAL RIGHT-OF-WAY PLANS	07/16/99	
3590 - REVIEW PRELIMINARY PLANS	06/29/99	
3670 - DEVELOP MUNICIPAL UTILITY PLANS	06/30/99	
3675 - DEVELOP ELECTRICAL PLANS	07/01/99	
3710 - DEVELOP REQUIRED MITIGATION (FOR INFORMATION ONLY, THIS IS NOT A CONSULTANT TASK)	07/16/99	
3720 - SUBMIT ENVIRONMENTAL PERMIT APPLICATIONS (FOR INFORMATION ONLY, THIS IS NOT A CONSULTANT TASK)	07/16/99	
3821 - COMPLETE/REVIEW TRAFFIC SIGNAL PLANS	07/16/99	
3822 - COMPLETE PERMANENT PAVEMENT MARKING PLAN	07/16/99	
3823 - COMPLETE NON-FREEWAY SIGNING PLAN	07/16/99	
3824 - COMPLETE FREEWAY SIGNING PLAN	07/16/99	
3830 - COMPLETE CONSTRUCTION ZONE TRAFFIC CONTROL PLAN	06/22/99	
3840 - DEVELOP FINAL PLANS AND SPECIFICATIONS	07/02/99	
3850 - DEVELOP STRUCTURE FINAL PLANS AND SPECIFICATIONS	07/29/99	
3870 - HOLD OMISSIONS/ERRORS CHECK (OEC) MEETING	07/13/99	
4120 - OBTAIN PRELIMINARY TITLE COMMITMENTS	06/29/99	

P/PMS TASK	CURRENT DATE	LATEST REVISION DATE
4130 - PREPARE MARKED FINAL R.O.W. PLANS	06/29/99	
4140 - PREPARE PROPERTY LEGAL INSTRUMENTS	06/29/99	
5010 - CONSTRUCTION PHASE ENGINEERING ASSISTANCE	07/29/99	