

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

	REQUISITION NUMBER		DUE DATE <del>XXXXXXXXXX</del> <del>XXXXXXXXXX</del> <del>XXXXXXXXXX</del>
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	
DESCRIPTION			
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP  WHITE = REQUIRED GRAY SHADING = OPTIONAL  Check the appropriate Tier in the box below		<b>CONSULTANT:</b> Provide only checked items below in proposal	
<input type="checkbox"/> <b>TIER I</b> (\$25,000-\$99,999)	<input type="checkbox"/> <b>TIER II</b> (\$100,000-\$250,000)	<input type="checkbox"/> <b>TIER III</b> (>\$250,000)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Location:</b> The percentage of work performed in Michigan will be used for all selections unless the project is for on-site p=inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	<input type="checkbox"/>	Presentation
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) ( <b>No Resumes</b> )	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP <b>not including key personnel resumes.</b> Resumes limited to 2 pages per key staff personnel.

**PROPOSAL AND BID SHEET EMAIL ADDRESS** – [mdot-rfp-response@michigan.gov](mailto:mdot-rfp-response@michigan.gov)

### GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least five (5) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

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

### MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

**5100D** – Request for Proposal Cover Sheet

**5100J** – Consultant Data and Signature Sheet (Required only for firms not currently prequalified with MDOT)

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

**REQUEST FOR PROPOSAL**

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

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

**RFP SPECIFIC INFORMATION**

BUREAU OF HIGHWAYS  BUREAU OF TRANSPORTATION PLANNING  OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

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

**Prequalified Services** – See page \_\_\_\_ of the attached Scope of Services for required Prequalification Classifications.

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

**Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

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

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

**Qualification Review / Low Bid** – Use Consultant/Vendor Selection Guidelines. See Bid Sheet instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted. The vendor that has met established qualification threshold and with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

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

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

**BID SHEET INSTRUCTIONS**

Bid Sheet(s) must be submitted in accordance with the "Guidelines for Completing a Low Bid Sheet(s)\* (available on MDOT's website). Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the email address: [mdot-rfp-response@michigan.gov](mailto:mdot-rfp-response@michigan.gov). Failure to comply with this procedure may result in your bid being rejected from consideration.

**NOTIFICATION  
MANDATORY ELECTRONIC SUBMITTAL**

**Proposals submitted for this project must be submitted electronically.**

**The following are changes to the Proposal Submittal Requirements:**

- Eliminated the Following Requirements:
  - Safety Program
  - Communication Plan
  - Past Performance as *a separate section*
  - Separate section for DBE Statement of goals. Include information in Qualification of Team section
  
- Implemented the Following Changes:
  - All proposals require an Organization Chart
  - Resumes must be a maximum of two pages
  - Only Key (lead) staff resumes may be submitted
  - Tier III proposal reduced from 19 to 14 pages
  - Forms 5100D, 5100I, and 5100G combined – 5100D
  - Forms 5100B and 5100H combined – 5100B
  - RFP's will be posted on a weekly basis -- on Mondays

**The following are Requirements for Electronic Submittals:**

- Proposals must be prepared using the most current guidelines
- The proposal must be bookmarked to clearly identify the proposal sections (See Below)
- For any section not required per the RFP, the bookmark must be edited to include “N/A” after the bookmark title.  
**Example:** Understanding of Service – N/A
- Proposals must be assembled and saved as a single PDF file
- PDF file must be 5 megabytes or smaller
- PDF file must be submitted via e-mail to [MDOT-RFP-Response@michigan.gov](mailto:MDOT-RFP-Response@michigan.gov)
- MDOT's requisition number and company name must be included in the subject line of the e-mail. The PDF shall be named using the following format:
  - Requisition#XXX\_Company Name.PDF
- MDOT will not accept multiple submittals
- Proposals must be *received* by MDOT on or before the due date and time specified in each RFP

**If the submittals do not comply with the requirements, they may be determined unresponsive.**

The Consultant's will receive an e-mail reply/notification from MDOT when the proposal is received. Please retain a copy of this e-mail as proof that the proposal was received on time. **Consultants are responsible for ensuring the MDOT receives the proposal on time.**

**\*\*Contact Contract Services Division immediately at 517-373-4680 if you do not get an auto response\*\***

**Required Bookmarking Format:**

- I. Request for Proposal Cover Sheet Form 5100D
  - A. Consultant Data and Signature Sheet, Form 5100J (if applicable)
- II. Understanding of Service
  - A. Innovations
- III. Qualifications of Team
  - A. Structure of Project Team
    - 1. Role of Firms
    - 2. Role of Key Personnel
  - B. Organization Chart
  - C. Location
- IV. Quality Assurance / Quality Control Plan
- V. Resumes of Key Staff
- VI. Pricing Documents/Bid Sheet (if applicable)

**2/14/12**

# Michigan Department of Transportation

## SCOPE OF SERVICE FOR PLANNING SERVICES

**CONTROL SECTION(S):** 82131

**JOB NUMBER(S):** TBD

### **LOCATION:**

The study is located along Woodward Avenue from Jefferson northerly to Chandler in the city of Detroit, Wayne County. The study area boundary extends approximately one-half mile to the east and west of Woodward Avenue, the area within which project impacts were shown to occur in the Final EIS of the Woodward Avenue.

The project length is 3.5 miles.

### **DESCRIPTION:**

This study consists of all work related to the Supplemental Environmental Assessment (EA) under 23 CFR 771.130(c) through the conclusion of a revised Record of Decision for the Woodward Avenue Streetcar Project including, but not limited to the following:

- A. Reviewing the original DEIS, FEIS, and tech reports, to determine whether the project changes will result in significant change in impacts.
- B. Preparing needed documentation to receive FTA approval under the National Environmental Policy Act (NEPA).

**ANTICIPATED SERVICE START DATE:** October 29, 2012

**ANTICIPATED SERVICE COMPLETION DATE:** February 2013

### **PRIMARY PREQUALIFICATION CLASSIFICATION(S):**

Environmental Assessment and Impact Statements - Surface Transportation

### **SECONDARY PREQUALIFICATION CLASSIFICATION(S):**

Historic Archeology  
Noise Assessment/Abatement  
Safety Studies  
Traffic Capacity Analysis and Geometric Studies  
Complex Traffic Signal Operations

**DBE REQUIREMENT:** NA

**MDOT PROJECT ENGINEER MANAGER:**

Jonathan Loree, PE - Senior Contracts Project Manager  
Metro Region/Detroit TSC  
1060 West Fort Street  
Phone: (313) 967-5430  
Fax Number: (313) 965-6340  
E-mail: [loreej@michigan.gov](mailto:loreej@michigan.gov)

**REQUIRED GUIDELINES AND STANDARDS:**

Work shall conform to current FTA practices, guidelines, policies, and standards, and to FHWA and MDOT 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, etc.) but only to the extent that the FHWA and MDOT practices, guidelines, policies, and standards pertain to transit.

**BACKGROUND INFORMATION:**

When the Detroit Downtown People Mover was constructed in the mid-1980s, it was intended to be a circulator for a system of radial fixed-guideway transit lines into the downtown area. The highest priority radial line was the Woodward Corridor Line, which was the subject of an EIS by FTA (then called UMTA) and SMART (then called SEMTA). The Woodward Corridor Line was not implemented at that time due to financial issues.

There have been recent efforts by both the City of Detroit Department of Transportation (DDOT) and M-1 Rail, a 501(c)(3) non-profit corporation formed by private sector and philanthropic leaders, to bring light rail transit (LRT) to Woodward Avenue in the City of Detroit. These projects started as separate efforts, with distinct differences, and were combined in March of 2010, when DDOT initiated the NEPA process with FTA.

FTA published a Notice of Intent (NOI) to begin the preparation of the EIS in July of 2010. The Draft EIS identified and evaluated environmental impacts to the human and natural environment of the LRT system. In addition to the No Build alternative, it also presented two transit alternatives, median running LRT service (Option A) and curb-running LRT service (Option B), along Woodward Avenue and three downtown design options (Options 1, 2, and 3) in the central business district. Option A was the most similar option to the locally preferred alternative (LPA) identified in the Detroit Transit Option for Growth Study (DTOGS), an alternatives analysis study, conducted by DDOT. Option B3 was the most similar option to the M-1 Rail project proposal.

Following the comment period on the Draft EIS, DDOT worked closely with FTA to develop the Final Environmental Impact Statement (FEIS), released June 2011. The Preferred LRT Alternative consisted of a 9.3-mile LRT line along Woodward Avenue from the Central Business District in downtown Detroit to the Michigan State Fairgrounds at 8 Mile Road with downtown design option A4, a modification from the DEIS. The Preferred Alternative included a total of 19 stations, ancillary facilities include eight traction power sub-stations, one park and ride lot, one possible

vehicle storage and maintenance facility, and one permanent vehicle storage maintenance facility. FTA issued a Record of Decision (ROD) in August 2011.

As DDOT worked towards entering the Preliminary Engineering phase of the FTA New Starts Program, support for the project was withdrawn in favor of a regional bus rapid transit (BRT) system. The original M-1 Rail streetcar plan was then reconsidered.

With FTA and MDOT support, the analysis of the changed environmental impacts of the streetcar project will be conducted through a supplemental Environmental Assessment (EA) to the existing EIS. The EA will be limited to assessing the impacts of the changes to alternative B3.

**The primary changes include:**

- 1. A 3.3 mile route, as opposed to 9.3 mile route;**
- 2. Use of streetcars rather than LRT vehicles;**
- 3. Reduced station size and adjustments to station locations;**
- 4. Potential maintenance facility location in the northeast quadrant of Woodward Avenue and Bethune. The Amsterdam site will remain an option;**
- 5. Curb-running operation from Congress to north of I-94 (Burroughs Street); Inside-lane running operation from north of I-94 (Burroughs Street) to north of Grand Boulevard.**

Items 1 and 2 above are expected to reduce impacts presented in the FEIS because streetcars are shorter than LRT consists and the shorter route will eliminate impacts north of Chandler Street. Items 4 and 5 above are changes from the preferred alternative in the FEIS and existing ROD, but were fully evaluated as other alternatives in the FEIS. Based on this supplemental assessment, FTA will likely issue a revised ROD.

FTA and MDOT held an open house for the Woodward Avenue Streetcar Project on August 21, 2012. Comments received from this forum will be provided as a component of the public involvement for the supplemental EA.

Other sources of background information:

1. Refer to the study website ( <http://www.michigan.gov/mdotstudies> )and click on the Woodward Avenue Streetcar Project link for the following:
  - a. Woodward Avenue Light Rail Draft Environmental Impact Statement
  - b. Woodward Avenue Light Rail Final Environmental Impact Statement
  - c. Woodward Avenue Light Rail Record of Decision
  - d. Technical Reports supporting the FEIS
2. M-1 Rail Business Plan (CD can be provided upon request to Project Manager).

3. The draft annotated outline for the supplemental environmental assessment General sequence of activities:
  - A. Re-evaluate the original DEIS, FEIS, and technical reports
  - B. Prepare and distribute Supplemental EA
  - C. Coordinate public hearing
  - D. Prepare draft revised Record of Decision (ROD)

**GENERAL CONSULTANT RESPONSIBILITIES:**

- A. FTA and MDOT will provide Quality Assurance/ Quality Control (QA/QC) for the entire study. Consultants will need to respond to review comments by either making changes in the report or documenting to the Project Manager the reasons why the change was not made.
- B. 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.
- C. The Consultant will coordinate public informational meetings, the public hearing, and other necessary meetings. The consultant will prepare for, attend and take minutes for all meetings. This task may require the preparation of brochures, mailings, displays, marked-up plans, and any other meeting materials.
- D. All Lead/Key and main study support staff from prime and sub-consultants will attend meetings or participate in conference call unless otherwise directed by the MDOT Project Manager.
- E. The study shall use principles of Context Sensitive Design to undertake public involvement and transportation decision making activities. Refer to National Cooperative Highway Research Report 480 “A Guide to Best Practices for Achieving Context Sensitive Solutions,” 2002 for more information.
- F. The consultant shall coordinate the assessment with other transit services including, but not limited to, the following:
  1. Downtown People Mover
  2. Detroit Department of Transportation bus service
  3. Southeast Michigan Area Regional Transit (SMART) bus service
- G. If any substantial changes in impacts are found, coordinate activities with other responsible and cooperating federal, local, and state agencies that may have an interest in that impact. The consultant shall provide documentation of coordination to the MDOT Project Manager for all agency contacts.
- H. Refer to joint FHWA/FTA Environmental and Related Procedures (23 CFR part 771) for expectations on the Supplemental Environmental Assessment.

**DETAILED CONSULTANT RESPONSIBILITIES:**

Complete the study including, but not limited to the following:

The Consultant must adhere to all applicable OSHA and MIOSHA safety standards, including

the appropriate traffic signs for the activities and conditions for this job and perform field operations in accordance with the Department's Personal Protective Equipment (PPE) policy as stated in the MDOT Guidance Document #10118.

The following tasks are designed to provide specific technical requirements. Work for the specific sections of the Supplemental EA below will not typically be a new analysis, but will consist of updating the analysis done for the Woodward Avenue Light Rail Transit Project Final EIS.

**A. Transportation:**

**1. Objectives:**

- a. Provide an updated transportation analysis to evaluate potential impacts of the Woodward Avenue Streetcar Project to the existing transit, non-motorized transportation, and vehicular traffic operations in the project study area, including safety and security and parking impacts.

**2. Work Expectations:**

- a. Update base and future year AM and PM Peak VISSIM models to the Woodward Avenue Streetcar Project. MDOT will provide the VISSIM model developed for the Final EIS.
- b. Mitigate any future year failing signalized intersections to an acceptable level of service (LOS) D.
- c. Update transit level of service for the Woodward Avenue Streetcar Project including frequency travel time, transfers, and reliability, comfort and user benefits.
- d. If needed, update the safety and security impacts to motorized and non-motorized users including pedestrian and bicycle safety and station security.
- e. Update the parking effects if needed.
- f. Update mitigation if needed.
- g. Prepare the transportation section of the Supplemental EA.

**3. Deliverables:**

- a. Base year AM and PM peak hour VISSIM models
- b. Future year AM and PM peak hour VISSIM models
- c. Transportation sections of the Supplemental EA

**B. Air Quality:**

**1. Objectives:**

- a. If needed, provide an updated air quality analysis that conforms to the procedures outlined in 40 CFR 51 and 93, 23 CFR 771, the Clean Air Act (as amended), and National Environmental Policy Act (NEPA), Federal Highway Administration (FHWA) and Environmental Protection Agency (EPA) regulations and guidelines.

**2. Work Expectations:**

- a. Determine if an updated air quality analysis is needed.
- b. Participate in Interagency Consultation (IC) meeting (takes effect end of December) if needed.
- c. Update sensitive receptors if needed.
- d. Follow EPA Guidance for PM<sub>2.5</sub> and CO Hot spot analyses, including a screening analysis to rule out any further analysis, as appropriate.
- e. If needed, perform Micro-scale (hot spot) carbon monoxide (CO) analysis (1-hour and 8-hour) for the Woodward Avenue Streetcar Project using EPA approved emissions model (MOBILE 6.2 or MOVES 2010 depending on IC Consultation) and dispersion model CAL3QHC.
- f. If needed, air quality analysis modeling for no build and all alternatives for analysis years.
- g. Verify study status in the state's long range plan, transportation improvement plan (TIP), Southeast Michigan Council of Government (SEMCOG) regional transportation plan (RTP).
- h. Traffic and vehicle miles traveled (VMT) information for conformity analysis and the State Transportation Improvement Plan (STIP).
- i. Prepare the air quality sections of the Supplemental EA.

**3. Assumptions:**

- a. The Woodward Avenue Streetcar Project will be placed in the RTP for conformity analysis.
- b. Representative or worst case meteorology
- c. CO Hot-spot analysis temperature -30°F
- d. Moves 2010 default values for fleet average emissions
- e. Wayne County is in non-attainment for fine particulate matter (PM<sub>2.5</sub>) "hot-spot" analysis may be required depending on the screening analysis.

**4. Deliverables:**

- a. Air quality sections of the Supplemental EA.

**C. Historic and Archeological Resources:**

**1. Objectives:**

- a. Meet National Historic Preservation Act (NHPA) Section 106 and Section 4(f) requirements, as applicable, by evaluating impacts to historic, archaeological, traditional, cultural, and religious place resources within the area of potential effects (APE).
- b. If adverse effect identified, determine a recommended alternative design that will avoid adverse impacts, minimize impacts or provide mitigation where adverse impacts are unavoidable.
- c. Mitigate any impacts to resources.

**2. Work Expectations:**

- a. Update potential impacts to historic above-ground resources.
- b. Update the assessment of visual effects to historic properties including potential for the intrusion, blockage of views, and visual incompatibility of

the Woodward Avenue Streetcar Project with the visual character of the surroundings.

- c. Develop Land Use History for the proposed Bethune VSMF site
- d. Update the Disturbance Assessment of the Archeological Technical Report for the Woodward Avenue Streetcar Project.
- e. Persons conducting archaeological investigations meet and/or surpass educational and experience requirements specified in the Secretary of the Interior's Guidelines.
- f. Recommend ways to avoid or minimize adverse impacts.
- g. If needed, prepare a draft amended Memorandum of Agreement (MOA) and supporting documentation to address mitigation commitments for the Woodward Avenue Streetcar Project where adverse impacts are unavoidable
- h. Prepare the historic and archeological resource section of the Supplemental EA.

**3. Assumptions:**

- a. The APE boundaries are shortened from what was analyzed in the FEIS.
- b. Consultation with agencies and stakeholders will occur under the direction of the MDOT Project Manager.
- c. All Tribal consultations (if required) will be conducted by FTA with the consultant supporting, as needed.
- d. All work tasks to be coordinated with the MDOT Historian, Staff Archeologist, and Project Manager. Consultant will carbon copy the MDOT Historian, Staff Archeologist, and Project Manager on all written communication.
- e. The extent of archeological research, if needed, will be a Phase IA Archeological Survey.

**4. Deliverables:**

- a. Public and/or presentation support materials and exhibits if needed
- b. Updated land use history and disturbance assessment
- c. Updated MOA if needed
- d. Historic and archeological resources sections of the Supplemental EA.

**D. Hazardous Materials:**

**1. Objectives:**

- a. If necessary, provide an updated hazardous materials analysis including assessment of a potential for encountering hazardous waste and impacted soil and/or groundwater during project construction activities, as well as the project's potential use of hazardous materials and its potential impact to the environment.

**2. Work Expectations**

- a. Conduct a Phase I Environmental Site Assessment (ESA) for the proposed Bethune VSMF location.

- b. Updates the effects of the VSMF and TPSS if needed.
- c. Update mitigation measures if needed.
- d. Prepare hazardous materials section of the Supplemental EA.

**3. Assumptions**

- a. Phase I ESA's will be conducted to meet ASTM Method E1527-05 standard practice and with the same methodology used in the Hazardous Materials Technical Report of the Final EIS.
- b. If contaminated soils are determined to be present in the reviewed site, a phase II hazardous materials investigation may be recommended. This would be considered an amendment to the scope of services.
- c. No additional ESA's for traction power substation (TPSS) locations are needed.

**4. Deliverables**

- a. Phase I ESA for the proposed Bethune VSMF.
- b. Hazardous material sections for the Supplemental EA.

**E. Noise and Vibration:**

**1. Objectives:**

- a. Provide an updated project-related noise analysis, if needed, that conforms to the procedures outlined in 23 CFR 772, and National Environmental Policy Act (NEPA), *Transit Noise and Vibration Impact Assessment Guidance Manual* from Federal Transit Administration (FTA-VA-90-1003-06).

**2. Work Expectations:**

- a. If needed, take field measurements of existing noise levels using Type I sound level meter calibrated using national standards.
- b. If needed, update the sensitive receptors and use TNM2.5 to model future sound levels for analysis years.
- c. If needed, supply average daily traffic (ADT), AM and PM peak counts for cars, medium and heavy trucks for existing, and predicted counts for no build and Woodward Avenue Streetcar Project for analysis years.
- d. Update mitigation measures if needed.
- e. Prepare noise and vibration analysis sections of the Supplemental EA.

**3. Assumptions:**

- a. If modeling needed, \$42,509 (in 2012 dollars) per benefiting unit for reasonability.

**4. Deliverables:**

- a. Noise and vibration analysis sections of the Supplemental EA.

**F. Social and Economic Impacts/Environmental Justice:**

**1. Objectives:**

- a. Update the anticipated socioeconomic impacts of the Woodward Avenue Streetcar Project, including employment levels, housing affordability, and related business impacts.
- b. For all adverse effects identified in other areas of the supplemental EA, make an initial determination as to whether or not the effects are disproportionate per FTA's Guidance on Environmental Justice. Also update the transportation benefits to EJ populations compared to non-EJ populations to the extent they have changed from the FEIS.

**2. Work Expectations:**

- a. Develop tables and exhibits showing census data, community facilities (police, fire, hospitals, community centers, etc.) neighborhoods, religious centers, aesthetic and cultural resources, existing businesses, land use and transportation characteristics, schools, recreation areas, businesses, pedestrian/bicycle paths, and economic information if needed.
- b. Update the maps displaying the locations of minority EJ populations, locations of low-income populations, transit-dependent populations in the study area, and limited English proficiency in the study area, as needed, for the project changes.
- c. Conduct technical analysis, as needed, including potential social, pedestrians and bicyclists, maintenance of traffic, and economic impacts.
- d. Update impacts and mitigation measures, as needed, based on project changes.
- e. Update indirect and cumulative effects for the Woodward Avenue Streetcar Project and prepare the social & economic and environmental justice sections of the Supplemental EA.

**3. Assumptions:**

- a. Update to U.S. Census 2010 data.
- b. Use similar methodology and level of analysis documented in the Final EIS.

**4. Deliverables:**

- a. All technical data (social and economic) and graphics needed for the Supplemental EA.
- b. Social & economic and environmental justice sections of the Supplemental EA.

**G. Prepare and Review EA**

**1. Objectives:**

- a. Complete a Supplemental EA for publication

**2. Work Expectations:**

- a. Update the resource with limited or no effects including hazardous materials, land use, zoning, public policy, neighborhood character, community facilities and services, parkland, visual and aesthetic conditions, utilities, energy, stormwater management, wetlands and endangered species as needed.

- b. Complete preliminary draft of Supplemental EA as outlined
- c. Prepare Section 4(f)/6(f) documents if needed.
- d. Submit the preliminary draft for FTA, MDOT, and Working Group review.
- e. Respond to FTA, MDOT, and Working Group comments.
- f. Submit revised preliminary document to FTA for review and approval.
- g. Incorporate FTA and other co-operating agency comments into the document.

**3. Deliverables:**

- a. A publishable Supplemental EA and, if necessary, Section 4(f)/6(f) evaluation.

**H. Distribute Environmental Assessment**

**1. Objectives:**

- a. Ensure the public has ample access to the Supplemental EA and the opportunity for comment.

**2. Work Expectations:**

- a. Upon FTA approval, print and distribute the EA.
- b. Prepare a brochure and speech for the public hearing.
- c. Prepare public hearing exhibits and video, if needed.
- d. Set date, and secure site for public hearing.
- e. Prepare draft legal notices and press release for MDOT publication.
- f. Prepare draft Notice of Availability (NOA).
- g. Hold pre-hearing Working Group meeting.
- h. Coordinate hearing.
- i. Summarize comments from the public hearing.

**3. Assumptions:**

- a. The MDOT Public Hearings Officer will certify the public hearing.

**4. Deliverables:**

- a. Hearing/brochure/display materials.
- b. Comment summary.
- c. Printed EA.
- d. A public hearing.

**I. Obtain Record of Decision (ROD)**

**1. Objectives:**

- a. Complete environmental clearance.

**2. Work Expectations:**

- a. Prepare document for printing.
- b. Update distribution list of recipients.
- c. Conclude mitigation development.
- d. Prepare the ROD.
- e. Distribute the ROD.

**3. Assumptions:**

- a. MDOT will submit the revised draft ROD to FTA for approval.

**4. Deliverables:**

- a. Draft revised ROD including final mitigation documentation.

**MDOT PERMITS**

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

**STUDY SCHEDULE:**

The scheduled completion date for this study is January, 2013. The Consultant shall use the following tasks 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. The consultant will also provide updated schedule information to the Project Manager on an as needed basis. The schedule should be provided in a MS-Project (or equivalent) format.

NEPA Schedule	
Finalize Annotated Outline	October 19, 2012
Develop EA	October 19 – December 7
Agency Review	December 10 – December 14
Revise Draft	December 17 – December 20
Release EA	December 21
Public Comment	December 21 – January 21
Public Hearing	January 10
Respond to Comments	January 10 – January 21
Revised ROD	
Prepare Draft ROD	January 21 – January 23
FTA Review and Revision	January 23 – January 30
FTA signs ROD	January 30, 2013

The consultant is responsible for maintaining all schedule information.

**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.

# **DRAFT Outline**

## **Woodward Avenue Streetcar**

### **Supplemental Environmental Assessment**

#### **Title Page**

#### **Cover Sheet**

M-1 RAIL Streetcar Project  
Environmental Assessment  
Detroit, Michigan  
January 2013

This Environmental Assessment (EA), completed in accordance with the National Environmental Policy Act (NEPA), assesses impacts to the environment resulting from changes to proposed transit improvements along Woodward Avenue (M-1) in Detroit, Michigan. This EA was prepared under 23 CFR part 771.130(c).

Prepared by:

Federal Transit Administration and Michigan Department of Transportation, in cooperation with Federal Highway Administration.

FTA Signature and Date

Name, address, and telephone number of person designated as FTA representative who may be contacted for further information.

#### **Table of Contents**

#### **List of Acronyms and Abbreviations**

#### **Executive Summary [2 pages]**

- Description of the project, including planning process that was used for the proposed action; identification of lead agency and project sponsor.
- Summary of Purpose and Need
- Description of Alternatives Considered and Evaluated
- Summary of Potential Impacts and Mitigation Measures
- Community Outreach/ Public Participation/ Agency Coordination
- Major Conclusions

#### **1. Chapter 1: Purpose and Need [4-8 pages]**

##### **1.1. Project Background**

Brief description of the planning process leading to the proposed alternative, M-1 RAIL

Streetcar, the project study area, regional map showing the proposed alternative, and how this document is a supplement to the FEIS/ROD.

**1.2. Summary of Purpose and Need**

Brief description of the underlying transportation problems and the M-1 Rail Streetcar Purpose and Need, including goals/objectives and summary of needs addressed

**1.2.1. Economic Development**

**1.2.2. Potential for Future Transit Connections**

**1.3. Consistency with Local/Regional Planning**

**2. Alternatives Considered [4-8 pages]**

Description of the NEPA alternatives considered

**2.1. Light Rail Alternative**

Description of Alternative B3 as identified in the Woodward Avenue LRT FEIS.

**2.2. Proposed Build Alternative**

Description of the M-1 RAIL Streetcar Project and how it differs from Alternative B3, including description of the route, stations locations, and location of the vehicle storage and maintenance facility.

**2.2.1. Vehicles**

**2.2.2. Station Design**

**2.2.3. Power Sub-Stations**

**2.2.4. Construction Staging Areas**

**3. Transportation [8-16 pages]**

Description of the potential impacts of the proposed build alternative to the existing transit, non-motorized transportation, and vehicular system in the project study area, including safety/security and parking impacts.

**3.1. Public Transportation**

**3.2. Safety and Security (Motorized and Non-Motorized)**

**3.2.1. Pedestrian Safety**

**3.2.2. Bicycle Safety**

**3.2.3. Station Security**

**3.3. Parking**

**3.4. Vehicle Operations**

**3.5. Permits and Approvals**

**3.6. Short-Term Construction Effects (of M-1Rail Streetcar Project)**

**3.7. Mitigation**

**4. Affected Environment, Environmental Consequences, and Mitigation**

Description of the study areas, general methodologies, and major impacts of the proposed build alternative, plus table/matrix comparing major impacts of alternatives

**4.1. Air Quality [4-6 pages]**

This section, and accompanying technical report, will describe air quality analysis (regional/ hot-spot analysis) for the proposed build alternative.

#### **4.2. Historic and Archaeological Resources [8-12 pages]**

This section will assess the potential impacts to historic resources in the project area, given the presence of National Register-listed and potentially eligible historic properties and districts along the project corridor. It will describe steps taken to comply with Section 106 of the National Historic Preservation Act, the Area of Potential Effects (APE), the identification of historic properties in the APE, the assessment of the project's impact to historic properties, and efforts to avoid, minimize, and/or mitigation any adverse effects to historic properties.

##### **4.2.1. Area of Potential Effect (APE)**

##### **4.2.2. Identified Historic Properties**

##### **4.2.3. Determination of Effect**

##### **4.2.4. Mitigation**

#### **4.3. Noise and Vibration [4-6 pages]**

This section will describe existing conditions (i.e., noise from existing sources, such as local traffic, etc.) and analyze project-related noise and vibration levels using the FTA Transit Noise and Vibration Impact Assessment Guidance Manual.

##### **4.3.1. Short-Term Construction Effects (of M-1Rail Streetcar Project)**

##### **4.3.2. Mitigation**

#### **4.4. Environmental Justice [2-4 pages]**

This section will describe transportation benefits to EJ populations (minority and low-income populations) compared to non-EJ populations and will analyze the potential for disproportionate adverse environmental effects resulting from the proposed action on low-income and minority populations. Low-income and minority populations will be identified primarily using U.S. Census 2010 demographic data, as well as thorough field review and coordination with local organizations and agencies.

##### **4.4.1. Short-Term Construction Effects (of M-1Rail Streetcar Project)**

##### **4.4.2. Mitigation**

#### **4.5. Social and Economic Impacts [4 pages]**

This section describes the anticipated socioeconomic impacts of the proposed streetcar project, including employment levels, housing affordability, and related business impacts.

##### **4.5.1. Short-Term Construction Effects (of M-1Rail Streetcar Project)**

##### **4.5.2. Mitigation**

#### **4.6. Resources with Limited or No Effects [ 2-4 pages]**

Several resource topics will be documented briefly as no extensive analysis is anticipated to be necessary (e.g., hazardous materials; land use, zoning, public policy; neighborhood character; community facilities and services; parkland; Section 4(f) properties; visual and aesthetic conditions; utilities; energy; stormwater management; wetlands; and endangered species).

##### **4.6.1. Limited Effects**

##### **4.6.2. No Effects**

#### **4.7. Indirect Effects and Cumulative Impacts [4 pages]**

This section will describe the potential indirect effects and cumulative impacts of the proposed build alternative.

##### **4.7.1. Background/ Methodology**

##### **4.7.2. Indirect Effects**

##### **4.7.3. Cumulative Impacts**

5. **Public Participation and Agency Consultation and Coordination** [2-4 pages]  
A description of communication/ coordination that has occurred with the public and other agencies
6. **References/ Sources Cited**
7. **Appendices**