

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 SERVICES
TRAFFIC & ENVIRONMENTAL
STUDY AND EVALUATION**

CONTROL SECTION(S): 82292

JOB NUMBER(S): 115379 (Phase 1)
115177 (Phase 2 & 3)

PROJECT LOCATION:

The project is located on Ford Road (M-153) at I-275 in Canton Township, Wayne County. The study area will extend to north of Warren Road, east of Lotz Road, west of Sheldon Road, and south of Cherry Hill Road in the Township (see Figure 1).

PROJECT DESCRIPTION:

Work involved in the study consists of:

Phase 1

Purpose and Need and the Development of Alternatives. The consultant will:

- A. Provide an update of existing and projected traffic data, including but not limited to crash analysis, traffic counts, and average delay.
- B. Present the updated traffic data and solicit input from stakeholders and the communities which will help the groups identify the purpose and need for traffic improvements.
- C. Prepare Purpose and Need Statement
- D. Develop at least four (4) alternatives, including the do-nothing alternative, and the Recommended Alternative in the WWTIS (2006), to address the Purpose of and Need for improvements.**
- E. Develop Evaluation Constraints, Criteria and Priority

Upon completion of the Purpose and Need Statement for the improvements, the consultant has satisfactorily performed and completed all tasks in Phase I and the deliverables are accepted by MDOT, the consultant may proceed to Phases 2 and 3.

It should be noted the study needs to be amended into Southeast Michigan Council of Governments (SEMCOG) Long Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP) before Phase 2 can begin.

Phase 2

Draft Environmental and Traffic Studies. The consultant will:

Evaluate each alternative comprehensively by reviewing and completing:

- a. Traffic Operation Study, including time-of-return and micro-simulations, for both existing and projected commercial and commuter traffic.
- b. Geometric, Utilities, Geotechnical, Constructability reviews.
- c. Zoning, Ordinances and Land Use Plans/Development review, including 4(f) or 6(f) properties.
- d. Right-of-way (ROW), Non-Motorized Transportation, and Access Management reviews.
- e. Drainage/Hydraulics reviews including but not limited to potential impacts on wetlands, flood plains, and/or streams/lakes/drains.
- f. Air Quality Analysis.
- g. Noise Analysis.
- h. Endangered species and other vegetation impacts.
- i. Archeological resources review, identify their potential impacts, and possible mitigations.
- j. Historical resources review, identify their potential impacts, and possible mitigations.
- k. Social resources review, identify their potential impacts, and possible mitigations.
- l. Agricultural resources review, identify their potential impacts, and possible mitigations.
- m. Water quality review; identify their potential impacts, and possible mitigations.
- n. Environmental Justice and Limited English Proficiency (LEP) review, including potential impacts, and possible mitigation.
- o. 4(f) 6(f) properties review and potential impacts and mitigation
- p. Potential Contamination reviews and/or Site Investigations.
- q. Multi-modal plans, including but not limited to non-motorized facilities and bus stops, reviews.
- r. Estimates of construction costs, engineering costs, ROW costs and costs for mitigations of concerns/issues due to the project impacts.
- s. Proposed timeline based on federal and state regulations of the project and its mitigations.
- t. Economics analysis, including cost/benefits analysis and user cost delay.
- u. Draft Interstate Access Change Request per FHWA requirements.
- v. Draft Environmental Study per FHWA requirements.
- w. Public and Stakeholders Engagement.
- x. Revise study based on comments and input from the Public and Stakeholders.
- y. Refine and Recommend Preferred Alternative(s).

Phase 3

Final Studies. The consultant will:

- Finalize Interstate Access Change Request per FHWA requirements.
- Finalize Environmental Study per FHWA requirements.

Phases 1, 2 & 3

The scope of work for the **all three Phases** will include but not limited to the following:

1. Inventory existing conditions, including updated traffic counts with turning movements and existing drainage patterns etc.
2. Analyze existing plans, aerials and documents.
3. Conduct field reviews
4. Review and update traffic data including commercial traffic data
5. Collect information (including routes, responses time and other requirements) regarding emergency services and public transportation.
6. Determine existing and future travel patterns of motorists, trucks, buses, school buses, non-motorized transportation, and emergency service vehicles
7. Perform crash analysis
8. Survey topographic information if necessary
9. Analyze existing traffic operational conditions
 - a. Analyze with highway capacity software (HCM 2000) and Synchro simulation. The Syncro model should be calibrated from the existing traffic to reflect the actual field conditions.
 - b. Develop recommendations based on analysis
10. Estimate future (year 2035) conditions using transportation models maintained by the Southeast Michigan Council of Governments (SEMCOG)
 - a. Estimate future traffic and trucks volumes. The future traffic should be build based on the calibrated existing model.
 - b. Travel patterns
 - c. Identify future deficiencies
 - d. Develop alternatives such as potential geometric improvements, safety, etc.
11. Prepare presentation boards and PowerPoint presentations for stakeholder meetings, the kickoff meeting and the public information meeting.
12. Conduct coordination meetings with MDOT staff, federal agencies, and stakeholders to gather necessary data and discuss potential alternatives.
13. Address and/or response to all comments and concerns related to the project and their impacts and incorporate inputs into the developments of each alternative.
14. Conduct an engineering analysis to properly identify feasible and geometrically accurate alternatives, including upgrading the existing system and in addition to exploring other feasible alternatives. The analyses should include geometric layout drawings, advantages and disadvantages of each layout, impacts on: environmental, bridges, existing horizontal and vertical alignments, utilities, and real estate.
15. Determine potential environmental impacts and mitigation measures.
16. Estimates of the probable cost for construction including context sensitive solutions, and real estate costs for each alternative proposed including an economic analysis.
17. There will be one Kick-off meeting with the public at the beginning of the study and at least six (6) stakeholders and public meetings to present and finalize the alternatives. Contact information to home owner associations and businesses can be provided by the Township/Downtown Development Association (DDA) in database format.

18. Provide solutions to any unique issues that may arise during the design of this project or that may affect the constructability of this project.
19. Coordination with FHWA, Canton Township, Wayne County and/or their representatives.
20. Prepare a purpose and need statement, a preliminary and a final study report.

The analysis of the existing conditions and proposed improvements will also need to address the following:

21. Are traffic volumes increasing along M-153 and adjacent local roads, and what is the annual rate growth? Will this trend continue? If so, what will be the traffic issues in the next 20 years?
22. General environmental impacts including land-use and community concerns.
23. What is (are) the most efficient and cost-effective improvement(s) for traffic operations in the area?
24. Estimate costs of the project, including construction costs, engineering costs, right-of-way, and CSS opportunities.
25. Estimate schedule of the project (considering the federal requirements of the improvements).

ANTICIPATED SERVICE START DATE: April 3, 2012

ANTICIPATED SERVICE COMPLETION DATE: February 15, 2013

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Complex Urban Freeway Design
Environmental Assessment and Impact Statements – Surface Transportation

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Geotechnical Engineering Services
Preliminary Site Investigation (Environmental)
Hydraulics
Hydraulic Surveys
Right-of-way Surveys
Road Design Surveys
Structure Surveys
Short and Medium Span Bridges
Noise Assessment/Abatement
Historic Archaeology
Wetland Assessment
Wildlife and Endangered Species Assessment
Utility Coordination
Safety Studies
Traffic Capacity Analysis and Geometric Studies
Complex Traffic Signal Operations

DBE REQUIREMENT: 5%

MDOT PROJECT ENGINEER MANAGER:

Gorette Yung
Taylor Transportation Service Center
6510 Telegraph, Taylor MI 48180
Phone (313) 375-2427
Fax (313) 295-0822
yungg@michigan.gov

CONSTRUCTION COST:

The estimated cost of construction is: TBD

REQUIRED MDOT GUIDELINES AND STANDARDS:

Work shall conform to current MDOT, FHWA, and AASHTO 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, National Environmental Policy Act (NEPA), etc.).

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.

BACKGROUND INFORMATION:

The western portion of Wayne County has experienced significant residential and commercial growth in recent years, including major developments such as Visteon and IKEA, which have strained the area's transportation infrastructure. This growth has resulted in a substantial increase in daily traffic volume and congestion along the I-275 interstate, and along key commercial corridors such as Ford Road, as well as corridors of high residential growth, including Cherry Hill Road. Traffic congestion, coupled with limited transit service to the area and improved but still limited non-motorized transportation options, have necessitated transportation improvements to sustain the current and future quality of life in Western Wayne County communities. See Figure 1 for the study area in Canton Township, Wayne County, Michigan.

To address these transportation deficiencies in Western Wayne County, a task force of community representatives and transportation agencies was formed to initiate a long-range transportation improvement study for this area. As a result of the effort, an access management plan for Ford Road was developed in 2004 and a regional plan, Western Wayne Transportation Improvement Study (WWTIS), was completed in 2006. The study identifies key locations of improvements to I-275 at Ford and Haggerty Roads. In addition, a traffic study was completed in 2003. The studies can be found at: <ftp://ftpmidot.state.mi.us/JN%20115177/>

Considering I-275 is part of the interstate system, access changes in the I-275/ Ford Road (M-153) interchange area requires a study to analyze potential interchange access and environmental impacts as required by Federal Highway Administration (FHWA).

CONSULTANT RESPONSIBILITIES:

All consultants, including associated sub-consultants, interested in submitting a proposal for this scope of services are required to identify and list any experiences of traffic studies and/or environmental studies as a prime or sub-consultant within the past 10 years.

Complete the study of this project 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.

Meet with the MDOT Project Manager to review project, location of data sources and contact persons, and review relevant MDOT operations. The CONSULTANT shall review and clarify project issues, data needs and availability, and the sequence of events and team meetings that are essential to complete the design by the project plan completion date. Attention shall be given to critical target dates that may require a large lead time.

1. Maintain a Project Record which includes a history of significant events (changes, comments, etc.) which influenced the study and development of the plans, dates of submittals and receipt of information.
2. The CONSULTANT representative shall record and submit type-written minutes for all project related meetings to the MDOT Project Manager for her approval within two weeks of the meeting. The CONSULTANT shall also distribute the approved minutes to all meeting attendees.
3. Attend any project-related meetings as directed by the MDOT Project Manager.
4. The CONSULTANT will review and document conformance for each improvement alternative, as per design standards, and recommendation. Identify areas where standards cannot be met, give justification and documentation as to the reason.
5. The CONSULTANT will review and document the roadside safety related items which need to be addressed or included in the study. Documentation is to include location, existing type and condition, and the recommended treatment.
6. The CONSULTANT will incorporate any MDOT identified safety improvement countermeasures based on MDOT's crash analysis recommendations.
7. The CONSULTANT will document and identify locations of possible environmental impacts and estimate the cost of mitigations.
8. The CONSULTANT will specifically identify any local participation that is required and/or requested for the project area.

9. The CONSULTANT will incorporate any identified and/or approved (if approved, include copy of MDOT approval) needs/requests into study.
10. The MDOT Project Manager shall be the official MDOT contact person for the CONSULTANT. The CONSULTANT must either address or send a copy of all correspondence to the MDOT Project Manager. This includes all Subcontractor correspondence and verbal contact records. The MDOT Project Manager shall be made aware of all communications regarding this project.
11. The CONSULTANT shall contact the MDOT Project Manager whenever discoveries or design alternatives have the potential to require changes in the scope, limits, quantities, costs, or right-of-way of the project.
12. Inventory existing road and bridge conditions. This includes the collection of both vehicle and train data (only if additional data is needed after reviewing MDOT's vehicle and train data).
13. Analyze existing road and bridge conditions.
14. Determine future (year 2035) conditions.
15. Develop and evaluate alternatives based on future (year 2035) conditions.
16. Prepare a Planning Study that will include the purpose of and need for the improvements at I-275 and Ford and develop alternatives that will be evaluated in Phase 2 with a preferred alternative identified in the environmental document.

UTILITIES

The Consultant shall be responsible for obtaining and showing on the plans the location and names of all existing utilities within the limits of the project. In the course of resolving utility conflicts, the Consultant shall make modifications to the plans or design details and provide assistance as directed by the MDOT Utility Permits Engineer and/or Project Manager. The Consultant shall attend any utility meetings called to ensure that the concerns are addressed in the study involving utilities. The Consultant shall assist in the review of utility permit requests to ensure compatibility with the project.

TRAFFIC CONTROL

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

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.

MONTHLY PROGRESS REPORT

On the first of each month, the Consultant Project Manager shall submit a monthly project progress report to the Project Manager.

MDOT RESPONSIBILITIES:

1. Work with Consultant to schedule and/or conduct the Project related meetings.
2. Coordinate activities that require MDOT personnel.
3. Furnish existing information for the area, including projected traffic and existing counts, if available.
4. Provide MDOT cost estimate form, etc.
5. Furnish old plans of the area, if available.
6. Supply information on existing pavement or bridge structures as necessary.
7. Furnish ROW maps of the project area.
8. Furnish available crash data for intersection and road segments of study.

DELIVERABLES:

The Purpose and Need Statement, Draft and Final Traffic and Environmental Reports shall be presented on regular letter size paper (8½" x 11") with the exception of maps, sketches and diagrams which shall be on 11" x 17" paper (and folded to match the 8½" x 11" paper). These reports shall also be saved in an Adobe Acrobat file format and saved on CD with 5 paper copies and 5 CDs provided to MDOT.

Any photographs included in the documents shall be in an electronic .jpg format with printouts at 4" x 6", in color, labeled with the location, direction from which the picture was taken, date and particular feature needing improvement.

All project related items are subject to review and approval by the Project Manager. The CONSULTANT shall follow MDOT English procedures, requirements and policies.

All plans, special provisions, estimates, and other project related items shall meet all MDOT requirements and detailing practices (i.e., format, materials, symbols, patterns, and layout) or as otherwise directed by the Project Manager. All plans, specifications, and other project related items are subject to review and approval by MDOT.

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.

The scheduled completion date for Final Environmental Document is **January 2, 2013**. A minimum of 10 working days will be needed for MDOT review of the preliminary final document before it is finalized. 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 Services Contracts. These dates shall be used in preparing the CONSULTANT'S Monthly Progress Reports.

Dates	Task
April 3, 2012	Authorization To Proceed
April 4-15, 2012	Kick Off Meeting (Mtg#1) for Stakeholders and the Public to discuss about the schedule and plan of the study
April 16 - May 20, 2012	Collect data, and develop Traffic Operational Study
May 21 - 31, 2012	Hold Stakeholders Workshop (Mtg#2) & Public Input Meeting (Mtg#3) to present the Operational Study and solicit input for Purpose and Need Statement
June 1 – June 15, 2012	Develop Purpose and Need Statement
June 16, 2012	Submit preliminary Purpose and Need
July 1 - 30, 2012	Hold Stakeholder & Public Meeting (Mtg#4) to present preliminary Purpose and Need Statement for public comments/inputs and finalize Purpose and Need Statement based on comments.
July 31, 2012	Submit Final Purpose and Need Statement
August 1 – September 20, 2012	Develop & Evaluate Preliminary Alternatives based on approved Purpose and Need
September 20, 2012	Submit Draft Traffic and Environmental Studies Report
September 21 – October 10, 2012	Hold Stakeholder and Public Meeting (Mtg #5) to present preliminary alternatives and their potential impacts
October 11 – November 30, 2012	Refine Alternatives and select a preferred alternative based on comments received and complete Environmental Study
December 1 - 15, 2012	Hold Stakeholders and Public Meeting (Mtg #6) to discuss the Environmental Study and the Preferred Alternative and its timeline

December 15 - 30, 2012	Revise Interstate Access Change Request and Environmental Study for Stakeholders Review
January 2, 2013	Submit Final Interstate Access Change Request and Environmental Study

**MDOT PRECONSTRUCTION TASKS
CONSULTANT CHECKLIST**

Version 7

Updated
11/28/2011

Please indicate with a check in the box next to each task number whether you believe that task will require consultant involvement on the job. Milestones (a specific event at a point in time) are italicized and underlined. See the [P/PMS Task Manual](#) for more details. Scheduling assistance may be accomplished with estimated completion dates. While not part of P/PMS, an Authorization Milestone and Post-Design Tasks have been included for your reference.

STUDY (EARLY PRELIMINARY ENGINEERING)

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)	
		CONSULTANT CONTRACT AUTHORIZATION/EXECUTION	/	/
YES	NO			
<u>INFORMATION GATHERING/STUDIES</u>				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1115 Traffic Data Collection	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1120 Prepare Traffic Analysis Report	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1125 Traffic Capacity Analysis	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1155 Request/Perform Safety Analysis	/	/
<input type="checkbox"/>	<input type="checkbox"/>	1300 Traffic Impact Study	/	/
<input type="checkbox"/>	<input type="checkbox"/>	1400 Feasibility Study	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1500 Corridor Study	/	/
<input type="checkbox"/>	<input type="checkbox"/>	1600 Access Management Study Plan	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1700 Other Miscellaneous Studies	/	/
<u>EPE SCOPING ANALYSIS</u>				
<input type="checkbox"/>	<input type="checkbox"/>	2100 Scope Verification and Initiation of EPE Activities	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>210M Program & Project Review Board Concurrence</u></i>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2130 Prepare Project Purpose and Need	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>213M Concurrence by Regulatory Agencies with the Purpose and Need</u></i>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2140 Develop and Review Illustrative Alternatives	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2160 Prepare and Review EIS Scoping Document	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>211M Public Information Meeting</u></i>	/	/
<u>EPE DRAFT ANALYSIS</u>				
<input type="checkbox"/>	<input type="checkbox"/>	2310 Conduct Technical SEE Studies	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2311 Cultural Resources Survey	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2312 Recreational Survey – Section 4(f)/6(f)	/	/

<input checked="" type="checkbox"/>	<input type="checkbox"/>	2313 Endangered Species Survey	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2314 Wetland Assessment	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2315 Wetland Mitigation	/	/
<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	2330 Collect EPE Geotechnical Data	/	/

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

STUDY (EARLY PRELIMINARY ENGINEERING) (cont'd)

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)	
YES	NO			
		<u>EPE DRAFT ANALYSIS (cont'd)</u>		
<input type="checkbox"/>	<input type="checkbox"/>	2340 Develop and Review Practical Alternatives	/	/
<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>	/	/
		<u>EPE FINAL ANALYSIS</u>		
<input type="checkbox"/>	<input type="checkbox"/>	2510 Determine and Review Recommended Alternative	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>250M Concurrence by Regulatory Agencies with Recommended Alternatives</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2525 Prepare and Review Engineering Report	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2530 Prepare and Review Request for FONSI	/	/
<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 type="checkbox"/>	<input type="checkbox"/>	2810 Project Area Contamination Survey (PCS)	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2820 Preliminary Site Investigation (PSI) for Contamination	/	/

PRELIMINARY ENGINEERING - DESIGN

DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION

<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 checked="" type="checkbox"/>	<input type="checkbox"/>	3340 Conduct Structure Survey	/	/
<input checked="" 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>	/	/

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>DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION (cont'd)</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>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3390 Develop the Maintaining Traffic Concepts	/	/
		<u>PRELIMINARY PLANS PREPARATION</u>		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3510 Perform Roadway Geotechnical Investigation	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3520 Conduct Hydraulic/Hydrologic and Scour Analysis	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3522 Conduct Drainage Study, Storm Sewer Design, and use Structural Best Management Practices	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3530 Conduct Structure Foundation Investigation	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3535 Conduct Structure Review for Architectural and Aesthetic Improvements	/	/
<input 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	/	/

UTILITIES

<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<u>361M Utility Meeting</u>	/	/

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>UTILITIES (cont'd)</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)	/	/
		<u>MITIGATION/PERMITS</u>		
<input checked="" 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	/	/
		<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"/>	<u>380M Plan Completion</u>	/	/
<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"/>	<u>387M Omissions/Errors Checks Meeting</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>389M Plan Turn-In</u>	/	/
<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

EARLY RIGHT OF WAY WORK

<input type="checkbox"/>	<input type="checkbox"/>	4120 Obtain Preliminary Title Commitments	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4130 Prepare Marked Final Right Of Way Plans	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>413M Approved Marked Final ROW</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4140 Prepare Property Legal Instruments	/	/

ROW ACQUISITION

<input type="checkbox"/>	<input type="checkbox"/>	4411 Preliminary Interviews	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>441M Post-Decision Meeting</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4412 Real Estate Services Assignment Proposal and Fee	/	/
<input type="checkbox"/>	<input type="checkbox"/>	Estimate (Form 633s) for Appraisal Work Authorization	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4413 Appraisal Reports	/	/

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING – RIGHT OF WAY (cont'd)

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY	
YES	NO		(mm/dd/yyyy)	
		<u>ROW ACQUISITION (cont'd)</u>		
<input type="checkbox"/>	<input type="checkbox"/>	4420 Appraisal Review Reports	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4430 Acquire Right Of Way Parcels	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4510 Conduct Right Of Way Survey & Staking	/	/
		<u>ROW RELOCATION</u>		
<input type="checkbox"/>	<input type="checkbox"/>	4710 Relocation Assistance	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4720 Prepare Improvement Removal Plan	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>442M ROW Certification</u>	/	/

POST LETTING/AWARD TASKS (for reference only)

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)	
YES	NO			
<input type="checkbox"/>	<input 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 one of following:

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.

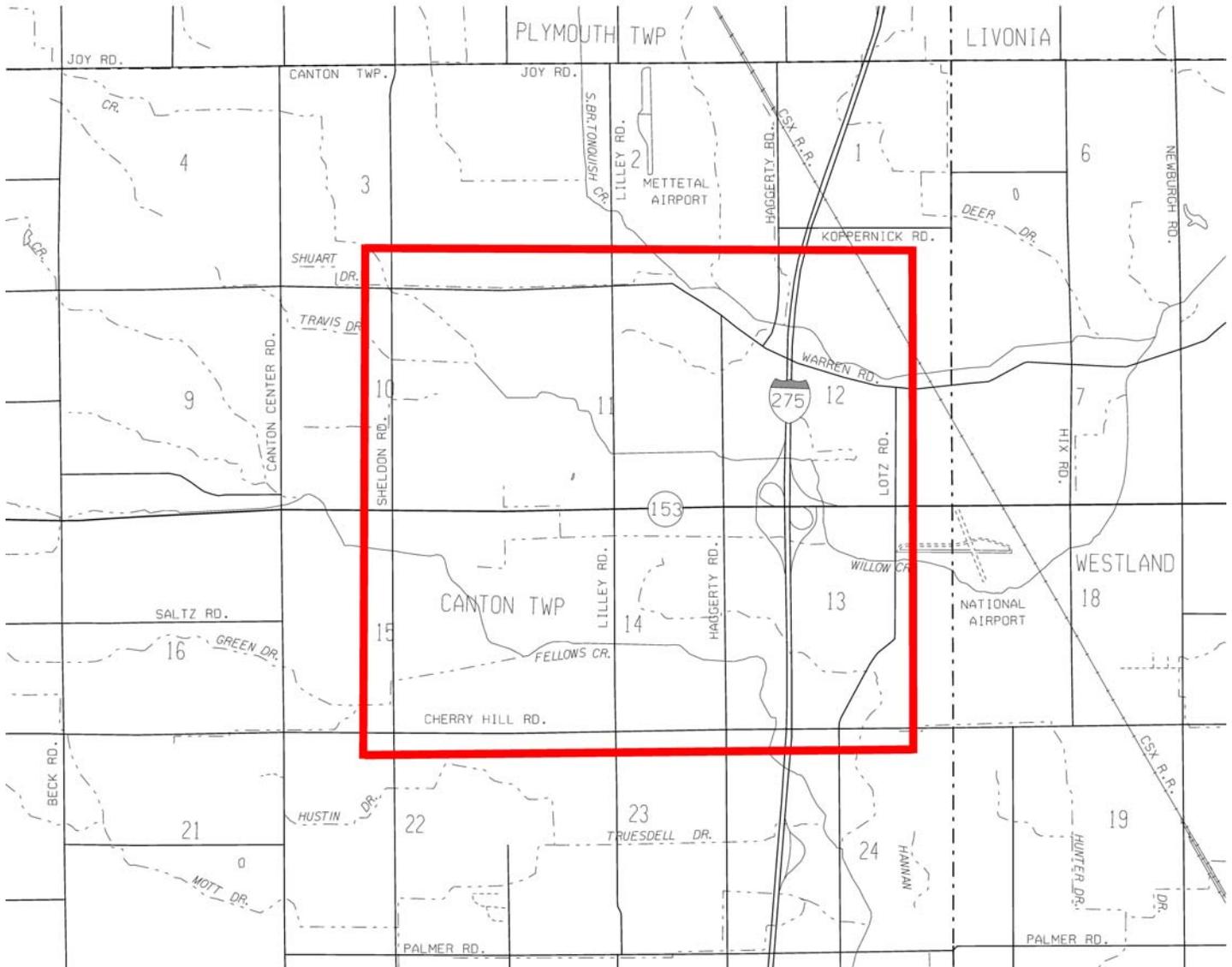
Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must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

**FIGURE 1
STUDY AREA**



ATTACHMENT A

April 2011

SURVEY SCOPE OF WORK

Survey Limits: As needed for Design, Right of Way, and Construction. A description of survey limits detailing length, width and cross roads must be included in the Survey Work Plan.

NOTES: The Selected Consultant shall discuss the scope of this survey with an MDOT Region Surveyor or an MDOT Lansing Design Surveyor before submitting a priced proposal.

The Selected Consultant surveyor must contact the Region or TSC Traffic and Safety Engineer for work restrictions in the project area prior to submitting a priced proposal.

A **detailed Survey Work Plan must** be included in the project proposal. A **spreadsheet estimate** of hours by specific survey task such as traversing, leveling, mapping, etc. **must** be included in the **priced proposal**.

It is the responsibility of the Professional Surveyor to safeguard all corners of the United States Public Land Survey System, published Geodetic Control and any other Property Controlling corners that may be in danger of being destroyed by the proposed construction project.

GENERAL REQUIREMENTS:

1. Surveys must comply with **all Michigan law** relative to land surveying.
2. Surveys must be done under the **direct supervision** of a Professional Surveyor licensed to practice in the State of Michigan, according to Public Act 299 of 1980.
3. Work in any of the following categories of survey: Road Design, Structure, Hydraulic, Right-of-Way, Photogrammetric Ground Control, and/or Geodetic Control must be completed by a survey firm which is pre-qualified by MDOT for that category.
4. Surveys must meet all requirements of the Michigan Department of Transportation (MDOT) Design Surveys *Standards of Practice* dated March 2009. Please contact the MDOT Design Survey office to clarify any specific questions regarding these standards.
5. Consultants must obtain all necessary permits required to perform this survey on any public and/or private property, including an up-to-date permit from the MDOT Utilities Coordination and Permits Section.
6. Prior to performing the survey, the Consultant must contact all landowners upon whose lands they will enter. The contact may be personal, phone or letter, but must be documented. This notice must include the reasons for the survey on private land, the approximate time the survey is to take place, the extent of the survey including potential brush cutting (which must be minimized), and an MDOT contact person (the MDOT Project Manager or designate).

7. The Consultant must contact any and all Railroads prior to commencing field survey on railroad property. The cost for any permit, flaggers and/or training that is required by the Railroad will be considered as a direct cost, but only if included in the Consultant's priced proposal.
8. 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.
9. Consultants are responsible for a comprehensive and conscientious research of all records, including MDOT records, essential for the completion of this project.
10. Measurements, stationing, recorded data, and computations must be in **International Feet**, unless specified otherwise by the MDOT Project Manager.
11. Coordinate values shall be based upon the Michigan State Plane coordinate system NAD83 (NSRS2007). All elevations must be based upon the North American Vertical Datum of 1988 (NAVD88). The datums must be clearly stated in the Survey Work Plan.
12. The survey notes must be submitted to the Design Survey Unit in 10" by 12" divided portfolios with flap covers. As many portfolios should be used as are needed to contain all of the required documents and Compact Discs (CD's) or DVD's. Duplicate CD's must be included in the portfolio, with one set labeled "Region Surveyor". **It is desirable to limit paper documents as much as possible.**
13. Each portfolio and CD must be labeled on the outside as in the following example:
 Survey Notes for:
 Route, Location and Project Limits [I-275 at Ford Road]
 Control Section [82292] Job Number [] Date [of *submittal*]
 By [Name of Firm]
 Michigan Professional Surveyor []
 License # []
14. Each submittal is to be divided into six sections. These sections are to be labeled as follows: **Administrative, Alignment, Control, Property, Mapping, and Miscellaneous.**
15. To be included in the Administrative section shall be a copy of the **Survey Project Portfolio QA/QC Check-off list**, available from the MDOT Design Survey Unit. This document shall be signed and certified by the Professional Surveyor responsible for the project QA/QC. It is highly recommended that the consultant become familiar with this document prior to preparing the proposal and again prior to assembling the final portfolio. **Failure to use and include this document may result in the immediate return of the project portfolio for completion.**
16. **All data**, whether electronic or paper, **must be recorded on non-rewritable Compact Discs (CD's) or DVD's.** All paper files, including MicroStation files, must be scanned and/or converted to Adobe Acrobat .PDF format. It is not necessary to include raw survey data files in the Adobe file. CD's must be organized in the same manner as the portfolio, such as by Administrative section, Control section, etc. A Table of Contents in Adobe Acrobat format is required that has all .PDF pages of the CD bookmarked/linked so each place in the .PDF archive can be accessed with a single click of the computer mouse. Specified format files such as

Microsoft Word, CAiCE and MicroStation must have separate access in native format outside of the .PDF file.

17. It is not necessary to label each individual paper page in the portfolio.
18. 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 this project. Any survey related questions regarding this project should be directed to an MDOT Survey Consultant Project Manager or MDOT Region Surveyor.

At the completion of this survey for this project, legible copies of all field survey notes, all electronic data, and all research records obtained for this project will be considered the property of MDOT and **must be sent to** the MDOT, Design Division, Supervising Land Surveyor, P.O. Box 30050, Lansing, MI 48909. Please use MDOT's Form 222(5/01) entitled "SURVEY NOTES: RECEIPT AND TRANSMITTAL" for all transmittals. A copy of this transmittal form must also be sent to the MDOT Project Manager for Design.

Acceptance of this survey by the MDOT Supervising Land Surveyor and/or the MDOT Project Manager does not relieve the Consultant of any liability for the content of the survey.

WORK RESTRICTIONS

The Selected Consultant, and the Selected Consultant only, is advised to discuss Traffic Control scenarios with the MDOT Traffic and Safety Engineer at the closest MDOT TSC prior to submitting a priced proposal.

No work shall be performed or lane closures allowed during the Memorial Day, July 4th, or Labor Day holiday periods, as defined by the MDOT Project Manager or representative specifically designated by the Project Manager (the Traffic & Safety Engineer at the MDOT TSC).

Work on weekends, if approved, shall be as directed by the MDOT Project Manager or Designate.

The Consultant must call the MDOT Region or TSC Traffic and Safety Engineer before beginning work to inform him or her of surveying activity in the area. The MDOT Region or TSC must be notified at least two weeks prior to lane closures so advance notice can be posted on the Web site.

Traffic shall be maintained by the Consultant throughout the project in accordance with Sections 812, 922, 103.05 and 103.06 of the *Standard Specifications for Construction*, 2003 edition, www.mdot.state.mi.us/specbook/, and Supplemental Specification 03SS001(2) Errata to the 2003 Standard Specifications and all other supplemental specifications currently in effect against the Standard Specifications for Construction. All traffic control devices shall conform to the current edition, as revised, of the *Michigan Manual of Uniform Traffic Control Devices* (MMUTCD). All warning signs for maintenance of traffic used on this project shall be fabricated with prismatic retro-reflective sheeting, and shall be set up five feet above ground.

The Consultant shall use MDOT standard "maintaining traffic" typicals for any and all closures. Typical MDOT traffic control diagrams are available on line at www.mdot.state.mi.us/tands/plans.cfm

COORDINATION WITH OTHER CONTRACTS IN THE VICINITY

The Consultant shall coordinate operations with contractors performing work on other projects within or adjacent to the Construction Influence Area (CIA).

MDOT maintenance crews and/or Contract Maintenance Agencies may perform maintenance work within or adjacent to the CIA. The Maintenance Division of MDOT and/or Contract Maintenance Agency will coordinate their operations with the MDOT Project Manager or Designate to minimize the interference to the Consultant.

The Consultant must contact the Development Engineer at the nearest MDOT TSC for information regarding project coordination.

The Consultant's attention is called to the requirements of cooperation with others as covered in Article 104.08 of the 2012 Standard Specifications for Construction. Other contracts or maintenance operations may occur during the life of the project.

No claim for extra compensation or adjustment in contract unit prices will be allowed on account of delay or failure of others to complete work unit scheduled.

POST SURVEY CLEAN-UP

Once the survey is complete, all stakes must be removed from the MDOT median and ROW to aid the maintenance crews and adjacent property owners. All benchmarks and control points and their witnesses must remain in place.

FINAL REPORT: DELIVERABLES

The final report for this project shall include:

1. In the first pocket of the portfolio, and first directory on the CD, labeled **ADMINISTRATIVE**, the following will appear:
 - a. MDOT's Form 222(5/01) entitled "SURVEY NOTES: RECEIPT AND TRANSMITTAL"
 - b. The project's Professional Surveyor's Report on company letterhead consisting of:
 - i) A comprehensive synopsis of the work performed on this project, signed **and sealed** by the project's Professional Surveyor.
 - ii) The source and methods used to establish the project horizontal and vertical control and alignment(s) for this project.
 - iii) A detailed explanation of anything discovered during the survey of this project that may create a problem for the designer or another surveyor.
 - c. CD or DVD with all documents scanned or converted into PDF files. Each page must be inserted in a master PDF file and bookmarked for easy retrieval. An example can be provided upon request.
 - d. MDOT QA/QC Portfolio Checklist (revised March 2009).
2. In the second pocket of the portfolio, and second directory on the CD, labeled **ALIGNMENT**, the following will appear:
 - a. An annotated MicroStation drawing of the alignment(s), showing:
 - i) A statement defining the alignment(s) as **survey, as constructed, and/or legal**

- ii) Stationing, source of stationing, and station equation to existing stationing
 - iii) Horizontal coordinates of P.I.'s, at a minimum
 - iv) Curve data
 - v) Alignment points found or set
 - vi) Control points
 - vii) Reference lines and angles of crossing (if appropriate)
 - viii) Government corners and ties to government lines
- b. Witness list for the alignment points found or set, which shows coordinates, stationing and four witnesses for each alignment point. Witness lists must use only uppercase letters.
 - c. LCRC's for legal alignment points found or set.
3. In the third pocket of the portfolio, and third directory on the CD, labeled **CONTROL**, the following will appear:
- a. Documentation of horizontal and vertical datum sources.
 - b. OPUS documentation, long version..
 - c. Least squares adjustments for the horizontal and vertical control.
 - d. It is not necessary to submit electronic raw survey data in hardcopy form, or in the .PDF file.
 - e. Text files which contain the witness lists for the horizontal alignment ties, horizontal control points, benchmarks and government corners. All witness lists must note the datum(s), a combined scale factor for state plane grid-to-ground conversion, and an example thereof. Witness lists must use only uppercase letters.
 - f. An MDOT-formatted Microsoft Word file, SurveyInfoSheet.doc, showing the data in e. above, using only upper case letters.
4. In the fourth pocket of the portfolio, and fourth directory on the CD, labeled **PROPERTY**, the following will appear:
- a. Tax maps and descriptions with owner names, addresses and phone numbers, if Right of Way is to be acquired, or if riparian ownerships are required.
 - b. Maps, plats, and recorded surveys.
 - c. Documents such as plats, Act 132 Certificates and/or tax maps marked with point numbers as property ties, if Right of Way is to be acquired.
 - d. Legible **recorded** copies of all Land Corner Recordation Certificates (LCRC) filed for the government corners (PLSS corners and Property Controlling Corners) used for computations and/or in danger of obliteration by impending construction.
5. In the fifth pocket of the portfolio, and fifth directory on the CD, labeled **MAPPING**, the following will appear:
- a. Mapping file in MDOT MicroStation V8 format, and also converted to .PDF format. All point and line descriptions must use only upper case letters.
 - b. An archived CAiCE software file.
 - c. Geopak files produced from CAiCE.
 - d. All field survey notes and electronic mapping data used for the project. It is not necessary to submit electronic raw survey data in hardcopy form, or in the .PDF file.
 - e. All supporting and supplemental information or data, such as drainage and utilities, electronically only if possible.
6. In the sixth pocket of the portfolio, and sixth directory on the CD, labeled **MISCELLANEOUS**, the following will appear:
- a. Any photographs taken for clarity of an area

- b. Any newspaper clippings related to the project
- c. Any information not covered in this scope that will be of benefit to the designer or another surveyor