

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

MDOT PROJECT MANAGER Christopher Van Norwick			JOB NUMBER (JN) 81100	CONTROL SECTION (CS) 78023
DESCRIPTION IF NO JN/CS Corridor Management Study on I-196 BL with Emphasis on Access Management				
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				
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input checked="" type="checkbox"/> TIER II (\$100,000-\$250,000)	<input type="checkbox"/> TIER III (>\$250,000)		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location. The percentage of work performed in Michigan will be used on all contracts unless the contract is for on-site inspection, then location should be scored for the on-site inspection.	
N/A	N/A	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted) (No Resumes)	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes	

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

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

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 4/1/07 THROUGH 6/30/07

<input checked="" type="checkbox"/> Prequalified Services – See page <u>8</u> of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> 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.
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Qualifications Based Selection – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the selection 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 price 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 price proposal must be submitted in a sealed manila envelope, clearly marked in large red letters "**PRICE PROPOSAL – TO BE OPENED ONLY BY SELECTION SPECIALIST.**" The vendor's name and return address **MUST** be on the front of the envelope. The price proposal will only be opened for the highest scoring proposal. Unopened price proposals will be returned to the

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 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 in large red letters "**SEALED BID – TO BE OPENED ONLY BY SELECTION SPECIALIST.**" 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.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 5	PROPOSAL DUE DATE 7/6/07	TIME DUE 4:00 PM
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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

Christopher Van Norwick
1420 Front Avenue, NW
Grand Rapids, MI 49504

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 - B225
Michigan Department of Transportation
PO Box 30050
Lansing, MI 48909

Secretary, Contract Services Div - B225
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

- Contract Administrator/Selection Specialist
Bureau of Transportation Planning B340
Michigan Department of Transportation
PO Box 30050
Lansing, MI 48909

Contract Administrator/Selection Specialist
Bureau of Transportation Planning B340
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

GENERAL INFORMATION

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

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

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

- 5100D** – Request for Proposal Cover Sheet
- 5100G** – Certification of Availability of Key Personnel

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



Request For Proposals

Corridor Management Study

for the

Coordination of Transportation and Land Use Activities Along M-21 Old With Emphasis on Access Management

Date of Issuance: June 8th, 2007
Proposal Due Date and Time: July 6th, 2007, 4:00 p.m.
Pre-Proposal Questions Due: June 22nd, 2007, 4:30 p.m.

Issuing Agency: The Michigan Department of Transportation
Grand Region Office
1420 Front Ave. NW
Grand Rapids, Michigan 49504

Contact Person: Christopher Van Norwick, P.E.
Grand Region Cost & Scheduling Engineer
Phone: (616) 451-3091
Fax: (616) 451-0707
E-mail: vannorwickc@michigan.gov

GENERAL INFORMATION

1. Purpose

This Request for Proposals (RFP) provides interested Vendors with specific information to prepare and submit proposals to prepare a Corridor Management Study for M-21 Old from the I-196 BL near Zeeland easterly to I-196 in Jenison.

2. Type of Contract

The contract will be a cost plus fixed fee contract. The project is to be completed on or before September 30, 2008 beginning with execution of the contract. If a contract is entered into as a result of this RFP, the contract will include all necessary information/work items to produce the Corridor Management Plan.

3. Issuing Office

This RFP is issued by the Grand Region Office of the Michigan Department of Transportation. Inquiries concerning the administration of the contract and Vendor selection for the project should be directed to Kathy Popoff, Contract Administrator, 517-335-1918. All other inquiries should be submitted to the Project Manager:

Michigan Department of Transportation
Grand Region Office
1420 Front Avenue, NW
Grand Rapids, MI 49504
Attn: Christopher Van Norwick
Grand Region Cost & Scheduling Engineer
Office - (616) 451-3091

4. Submission of Proposals

Send one original (unbound) and 5 copies (bound) of the technical proposal to the issuing office by July 6th, 2007 at 4:00 p.m. The pages must be numbered consecutively, e.g., 1, 2, 3, etc. No other distribution of the proposals will be made by the Vendor or his agent.

The page limits listed on Form 5100B, for a Tier II selection do not pertain to this selection.

Send one original and one copy (both unbound) of the price proposal, separate from the technical proposal, in a sealed envelope clearly marked, "Price Proposal", with the Vendor's name. Please follow the instructions on form 5100H for Qualifications Based Selections, For RFP's that originate in Bureau of Transportation Planning.

Proposals must be signed by an authorized agent to bind the Vendor to its provisions. The proposal must remain valid for a period of at least 120 days from the due date of submission.

5. Addenda to the RFP

If it becomes necessary to revise any part of the RFP, addenda will be provided by the issuing office to all Vendors who request to receive the RFP.

6. Pre-Proposal Questions

All questions related to this RFP shall be submitted in writing only, no later than June 22nd, 2007, at 4:30 p.m. MDOT shall provide a copy of all the questions and answers to all Vendors who receive an RFP. Vendors who download the RFP from the MDOT website must notify the issuing office in order to receive a copy of the questions and answers.

7. Oral Presentations

Vendors who submit a proposal may be requested to make an oral presentation of their proposal. This presentation will provide an opportunity for the Vendor to clarify his/her proposal and discuss their approach to the project.

8. Cost Liability

MDOT assumes no responsibility or liability for costs incurred by any prospective Vendor prior to the signing of a contract by all parties.

9. News Releases

Any news release(s) pertaining to this RFP or the services, study, data or project to which it relates will not be made without prior written MDOT approval, and then only in accordance with the explicit written instructions from MDOT.

10. Disclosure

All information in a Vendor's proposal and any contract resulting from this RFP is subject to disclosure under the provisions of the "Freedom of Information Act," 1976 Public Act No. 442, as amended, MCL 15.231, et seq.

11. Acceptance of Proposal Content

The contents of the proposal by the successful Vendor shall become contractual obligations if a contract ensues. Failure of the successful Vendor to accept these obligations may result in cancellation of the award.

12. Independent Price Determination

A proposal will not be considered for award if the price in the proposal was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other bidder or with any other competitor.

The Vendor must include a certified statement in the proposal certifying that the price was arrived at without any conflict of interest as described in the paragraph above. All Vendors with a standing or current contract for private work or development located within the corridor, current or pending, shall be deemed as having a conflict of interest and therefore ineligible for proposal submission on this project. Should a conflict of interest be detected any time during the contract, the contract shall be null and void and the Vendor shall assume all costs of this project until such time as a new Vendor is selected.

**SCOPE OF SERVICES
CS 78023 – 81100**

**M-21 OLD from I-196 to I-196 BL, in the cities of Zeeland, Hudsonville, and Jenison, and in
Zeeland, Jamestown, & Georgetown Townships**

I. SCOPE OF VENDOR DUTIES

The Corridor Management Study will study the immediate and future impacts of realigning the corridor, analyze the existing and future traffic conditions/operations at the major intersections (both signalized and un-signalized), provide recommendations for short term and long term operational and/or geometric improvements to the corridor, and provide a strategy to implement access management techniques along with any other operational improvements recommended throughout the corridor. The study should also include a model access management ordinance that can be provided to the local governing bodies.

To complete the Corridor Management Study and model access management ordinance for this project the Vendor duties and/or report discussion may include, but are not limited to the following:

- A. Collect all current data and historical background information including any reference material necessary to complete the analysis of the corridor for the Corridor Management Study (such as as-built plans, land use and zoning information, etc). Where the current available information is out of date or missing the Vendor will perform any necessary data collection (pending approval by the MDOT project manager) for analysis of the corridor for the Corridor Management Study.
- B. Perform all analyses necessary of the collected information to develop the final Corridor Management Study.
- C. Develop an computerized traffic model to show current and future traffic patterns utilizing such software as CORSIM or similar software as approved by MDOT.
- D. Prepare all necessary material to conduct meetings with the local jurisdictions to identify their needs or areas of concern and coordinate the recommendations of the study.
- E. Prepare all necessary material or displays to conduct up to three public meetings to identify areas of local concern and coordinate the recommendations of the study.
- F. Conduct monthly progress meetings (if necessary) and coordinate those meetings to include participation of the local agencies.
- G. Study the immediate and future impacts of re-aligning the divided four lane highway to a combined four lane section between 80th and 40th Avenues. Study should include operation assessment of re-aligned area, turn lane and signal recommendations, along with access management recommendations.
- H. Recommendations for improvement of existing railroad crossings for improved safety and traffic operation.
- I. Recommendations for improvement of signalized and un-signalized intersections including recommendations for any new signals. This task will require traffic counts to be performed at the

major intersections (signalized & un-signalized).

- J. Recommendations for non-motorized facilities.
- K. Recommendations for access management and consolidation of cross-over locations for the remainder of the corridor, including recommendations for any other operational or safety improvements that should be considered. An area of particular focus/interest for recommendations for improvements is in the city of Hudsonville.
- L. Obtain new aerial photographs of the corridor to include in the report. The scale of the graphics included in the report should be set at a scale of 1:100.

II. PROJECT LOCATION

The project is located on M-21 Old (Chicago Dr), from the I-196 Business Loop in Zeeland easterly to Main Street in Georgetown Township in the cities of Zeeland and Hudsonville, in Zeeland, Jamestown, and Georgetown Townships. The study area is approximately 12.5 miles in length.

III. PROJECT BACKGROUND & DESCRIPTION

The purpose of this project is to look at the M-21 Old corridor as a whole and make recommendations for improvements to be implemented throughout the corridor. These improvements will take into consideration the potential realignment of the westbound roadway to combine with the eastbound roadway to create a two way road. Some of the potential reasons for the realignment include poor soils conditions and the close proximity of the railroad and subsequent at-grade crossings of the local roads near the westbound roadway.

Local issues identified along the M-21 Old corridor include a need to address the following issues:

- Concerns over a proliferation of driveways spreading through the more urbanized areas of the corridor.
- Concerns associated with left turns during peak periods by vehicles seeking to access adjacent streets, commercial, and/or residential areas.
- Concerns about existing and future volume of through traffic and the need to provide long-term access recommendations for future developments within this section of the corridor. Several large sections of undeveloped land hold the potential for large-scale development complexes causing increased left turn movements resulting in backups along the corridor.
- Preservation of the through traffic/trunkline function of M-21 Old.
- Effects of realignment and joining of the eastbound and westbound roadways between 80th and 40th Avenues.
- Concerns over existing soil conditions along the corridor and the associated settlement and maintenance problems.
- Concerns over safety and geometrics of the at-grade railroad crossings immediately adjacent to M-21 Old.

- Concerns over current and future pedestrian and non-motorized traffic traveling along and/or across the M-21 Old corridor
- Enhance traffic operations and safety along the M-21 Old corridor

Working with local units of government as partners, the MDOT Grand Region would like to accomplish the following objectives:

1. Cooperatively prepare a Corridor Management Study with model access management ordinance which comprehensively addresses all of the issues listed above.
2. Review and improve cooperation on permit and zoning practices within the study area, using MDOT's Access Management Guidebook.
3. Review local zoning ordinances and identify where more coordination is needed by MDOT and the local agencies. For example, making sure all information that MDOT needs is required on the site plans (including storm water drainage plans, since storm water is often destined for MDOT right-of-way).
4. Work with local officials to identify zoning ordinance language that needs to be updated or adopted to carry out the Corridor Management Study.

IV. ESTIMATED PROJECT COST

The vendor will submit a sealed bid and/or cost proposal commensurate with the scope of work included in this RFP.

V. PROJECT SCHEDULE

The Vendor's plan completion date for this project is September 30, 2007. Contract time extensions beyond this date will be approved of on a case by case basis. The Vendor shall use the following events to prepare a proposed implementation schedule as required in the Vendor Selection Guidelines. These dates shall be used in preparing the Vendors' Monthly Progress Reports. Target Date of notice to proceed will be based upon completion of vendor selection schedule.

<u>Target Date</u>	<u>Description</u>
July 2007	Notice to Proceed Inventory Collection
March 2008	Data Analysis Draft the Conceptual Plan Public Meeting #1
May 2008	Assemble the Conceptual Plan <i>Submit Draft Document</i> Draft Document Review Public Meeting #2
July 2008	Refine Conceptual Plan <i>Submit Final Draft Document</i> Final Draft Document Review
Sept 2008	Final Deliverables to MDOT

PAYMENT SCHEDULE

Compensation for this Scope of Design Services shall be on an actual cost plus fixed fee basis.

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Vendor for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Vendor. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses 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 invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer 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 price proposal submitted by the Vendor and must have prior approval by the MDOT Project Manager.

VII. MONTHLY PROGRESS REPORT

On the first of each month, the Vendor Project Manager shall submit a monthly project progress report to Christopher Van Norwick, the MDOT Project Manager, Steve Redmond, MDOT Grand Region Planning, Art Green, MDOT Grand Rapids TSC, and Bart Franklin, MDOT Grand Region Development Manager. The monthly progress report shall follow the guidelines laid out in **Attachment A**.

VIII. REPORT FORMAT

The Vendor will complete preliminary and final drafts of the Corridor Management Study for the M-21 Old corridor. The drafts are to be submitted to MDOT and the project team for review and comment, in sufficient time to allow for revision before the document review meeting date (in general assume two weeks for review and two weeks for revisions). The Vendor is to incorporate MDOT review comments into the final Plan. Ten (10) copies of the preliminary and final draft report will be delivered for the milestone reviews, and fifty (50) copies of the final report shall be made. In addition, the vendor is to submit to the Grand Region Office 5 electronic copies on either a CD or DVD containing all associated project information including the aerial photographs, exhibits, final report (in a Microsoft Word & Adobe format), along with all other supporting data and documentation such as a file listing the filenames on the CD or DVD along with a brief description of each file. All files should be submitted in their native format. One unbound, copy-ready original and CD with the final report in Adobe shall be delivered to the MDOT Access Management Coordinator. The remaining copies shall be distributed to each affected local, regional and state agency and other study participants. Any left-over copies will be delivered to MDOT.

The Corridor Management Study will include an overlay plan with future land use maps and corresponding model zoning ordinance. An executive summary should also be included as part of the Corridor Management Study. The executive summary will be formally adopted into the local Master/Comprehensive Plan.

The document will also include a flow chart diagramming the access review and coordination process that occurs for future site plan and corridor plan reviews between the local communities, MDOT, and the Ottawa County Road Commission.

All plans, ordinances and documents shall be produced in hard copy and also in a CD or DVD format useable by local agencies. All plans, specifications, and other project related items are subject to review and approval by MDOT.

IX. PRE-QUALIFICATION AND SUBCONTRACTING OF CONTRACT WORK

The Vendor and/or sub contractor must be pre-qualified in *Roads & Streets* and *Traffic Operations Studies* and have a completion certificate of formal Access Management Guidebook training.

X. VENDOR RESPONSIBILITIES

The Vendor will be responsible for incorporating into the plan the principles, tools, and techniques of good access management. Additionally, the Vendor will be responsible for assuring the plan is consistent with MDOT policies and procedures. The Corridor Management Study developed subsequent to this RFP must be consistent with MDOT's access management guidebook. The Vendor will be responsible for gathering the information needed to complete the plan from the appropriate state, county, regional or municipal agencies.

The Vendor will be responsible for providing team meeting schedules, meeting agendas, minutes, and support materials such as maps and graphics.

At the onset of the project the Vendor will hold a partnering session between MDOT and key representatives of each local agency involved. The purpose of the partnering session will be to identify existing and future access management issues, problems and solutions, including a discussion on the development of a site plan review process that includes state and local road agency participation and coordination.

The expected outcome of this project is the development of a plan and model ordinance which, through its adoption, will preserve the functionality of this corridor, while maintaining the urban and rural settings where appropriate. This outcome can only be obtained by the cooperative efforts of all local government agencies involved and MDOT.

Detailed Responsibilities

A. Inventory and Data Collection

1. Secure and review the MDOT Access Management Guidebook for guidelines on driveway spacing, turn lane requirements, guidelines for deceleration lanes and driveway/intersection design. Additional information on current MDOT standards may be found in the MDOT publication "Administrative Rules Regulating Driveways, Banners, and Parades On and Over Highways".

2. Obtain available as-built information and any proposed reconstruction or future site plans for the M-21 Old corridor in the project limits, as well as any information that is available for county or city routes intersecting and extending at least 660 feet (or 1/8 of a mile) from either side of M-21 Old.
3. Obtain new or very recent aerial photography of the corridor. Make a comparative review of the access control shown on the aerial photographs with the as-builts and proposed plans.
4. The Vendor shall also secure right-of-way plans from MDOT and digital property line data so lot frontages and depths can be determined along the corridor.
5. Map existing land uses. Secure the existing and future land use master plans. The Vendor shall perform a field review to note changes in land use or land activity from what is depicted on the aerial photography. Update plans based on development completed or begun throughout the course of the study period.
6. Secure the Average Daily Traffic (ADT) volumes, Peak Hour Traffic counts, and crash data for the M-21 Old corridor. Note existing traffic generators within these segments and any crash concentrations which appear to be related to land use and/or access issues along or directly adjacent to the corridor (driveway or intersection).

B. Analysis

1. Use future Average Daily Traffic Volumes (ADT) and Peak Hour Traffic counts obtain from MDOT planning or the Grand Region office for the M-21 Old corridor and major connecting arterials when determining recommendations for access management.
2. Identify potential future traffic operational issues associated with conflicts between proposed land uses and the transportation system. Take into account current setbacks and future cross-section changes.
3. Utilize the aerial photography to determine potential driveway elimination/consolidation locations and/or joint driveway construction that would reduce the number of traffic conflicts along M-21 Old, or adjacent crossroads, and would enhance access into the adjacent land uses. Attention should be given to potential or existing "left turn lock up" situations along the corridor. Identify the potential for frontage or service roads which permit motorists/patrons to access other land uses along the corridor without requiring them to re-enter M-21 Old. In undeveloped areas, determine what building setbacks would be desirable which would provide opportunities for a service road and/or joint driveway access provisions.

C. Assemble the Conceptual Plan

1. Secure and assemble the zoning ordinances that apply to the M-21 Old corridor. Determine compatibility with existing land use plans. Review critical elements that will impact access management; i.e., building, sign, and parking lot setback requirements, parking and sign regulations, any existing access management provisions, density, and lot frontage requirements for commercial and industrial land uses. The Vendor shall also determine the compatibility of zoning ordinances within the project area and with any adjoining or adjacent jurisdictions.

2. Assemble the local land use plans and zoning ordinances along M-21 Old. Note potential access/motorist conflict locations based on current plans and ordinances. Make a list of those problem locations and what access management techniques and/or land use techniques should be considered to resolve those problem locations.
3. Using copies of local tax maps or other available sources, the Vendor shall create an overlay file that can be plotted on aerial photography of the adjacent parcels. The Vendor shall define the front lot width and lot depth of each parcel. Highlight those parcels that have a common owner or owners.
4. Develop a conceptual access management plan on aerial photography. Utilize frontage or backage roads where that access management technique could provide alternative access, indicate where cross-access connections are logical, where shared driveways would be desirable and where directional driveway design is necessary. Compare the access points with MDOT's spacing and offset guidelines, noting those parcels that do not or cannot meet those distances specified within the guidelines.

D. Conceptual Plan Refinements

1. Based on comments from MDOT and the local units of government, the Vendor shall refine the initial access management concepts and develop a corridor overlay land use plan for the M-21 Old corridor. The overlay plan will be used to develop or refine local zoning ordinances. Specific components of the plan may include:
 - a) Land use recommendations
 - b) Minimum lot width recommendations
 - c) Minimum structure setback recommendations
 - d) Minimum corner clearance design criteria
 - e) Driveway design and spacing criteria
 - f) Parking and internal circulation design criteria
 - g) Right turn and taper design criteria
 - h) Shared driveway provisions and possible incentives
 - i) Provisions to accommodate transit routes
 - j) Provisions to accommodate pedestrian and non-motorized travel
 - k) Signage placement
 - l) Other provisions as identified throughout the study process
2. Develop a draft interagency site plan review process which includes interagency agreements for driveway permit evaluation. This review process will become an exhibit within the M-21 Old Corridor Management Study and will outline to developers and/or private land owners the step by step process for securing site plan approval, a rezoning and/or a zoning variance.
3. **Public Meeting(s)** - Public involvement and awareness is a key component of the plan development process. The Vendor should plan for a minimum of two (2) public and/or stakeholder

meetings. The Vendor should be prepared for a possible third public meeting, the need for which will be determined by the project. The vendor will be responsible for providing meeting schedules, agenda, minutes and support materials such as maps and graphics. The meetings should include a formal presentation of the definition and benefits of good access management and the impacts of poor access management, an overview of the plan and model ordinance, and an opportunity for public verbal and non verbal comment. All public comments are to be recorded as they pertain to the plan and ordinance amendments.

4. Informal Review Meetings – The Vendor shall meet individually with designated representatives (i.e. Planning Commission members, Township Board, City Council, legal counsel, planning Vendor, etc.) as required. These informal review meetings will need to occur throughout the process of drafting the document so as to provide an opportunity for early input and direction. A final review meeting will also allow the community an opportunity to review the proposed plan and ordinance language to resolve any final outstanding issues or concerns.
5. Develop final overlay plan and the necessary zoning ordinance language amendments.

General Tasks

- E. Meet with the MDOT Project Manager to review project, location of data sources and contact persons, and review relevant MDOT operations. The Vendor 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. It is anticipated that several team meeting will be required to review the progress and direction of the Corridor Management Study. Communication and coordination of direction and input into the plan will be a key to this project's success
- F. Maintain a Project Record which includes a history of significant events (changes, comments, etc.) which influenced the development of the plans, dates of submittals and receipt of information.
- G. The Vendor representative shall record and submit type-written minutes for all project related meetings to the MDOT Project Manager within two weeks of the meeting. The Vendor shall also distribute the minutes to all meeting attendees.
- H. Attend information meetings (i.e., public hearings, open houses, etc.) with the public and public officials to assist in responding to concerns and questions. These meeting may require the preparation of displays such as maps, marked-up plans, etc.
- I. Attend monthly progress meeting and any project-related meetings as directed by the MDOT Project Manager.
- J. The MDOT Project Manager shall be the official MDOT contact person for the Vendor **and shall be made aware of all communications regarding this project**. The Vendor must either address or send a copy of all correspondence to the MDOT Project Manager. This includes all Subcontractor correspondence and verbal contact records.
- K. In addition to work products described in this RFP, all reports prepared by the Vendor, including all graphics and texts, as instruments of service, and all data collected as part of this project or furnished by MDOT, together with all computer generated disks, tapes, summaries, and charts derived thereof, are the property of MDOT.

XI. MDOT RESPONSIBILITIES (GENERAL)

- A. Schedule and/or conduct the following:
 - 1. Preliminary Document Review.
 - 2. Draft Final Document Review
- B. Supply MDOT ROW plans.
- C. Furnish copies of an example of a similar project, if available.

**ATTACHMENT A
CS - JN
ROUTE, LOCATION**

MONTHLY PROGRESS REPORTS

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

MONTHLY PROGRESS REPORT

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

VERBAL CONTACT RECORD Control Section 12345

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