

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

MDOT PROJECT MANAGER Alonso Uzcategui			JOB NUMBER (JN) 109738C	CONTROL SECTION (CS) 03033 \$ 03034
DESCRIPTION IF NO JN/CS 12.115 Miles of Freeway Signing Upgrade on I-196 from 118th Avenue to 140th Avenue in Allegan County				
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP.  WHITE = REQUIRED GRAY SHADING = OPTIONAL			<b>CONSULTANT:</b> Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input type="checkbox"/> <b>TIER I</b> (\$25,000-\$99,999)	<input checked="" type="checkbox"/> <b>TIER II</b> (\$100,000-\$250,000)	<input type="checkbox"/> <b>TIER III</b> (>\$250,000)		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input 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"/>	<b>Location:</b> The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.	
N/A	N/A	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted) <b>(No Resumes)</b>	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	<b>Total maximum pages for RFP not including key personnel resumes</b>	

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 1 of the attached Scope of Services for required Prequalification Classifications.

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

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

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

**\*\*For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (see address list, page 2). The priced proposal must be submitted in a sealed envelope, clearly marked "**PRICE PROPOSAL.**" The vendor's name and return address **MUST** be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

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

**Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

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

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

## BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked "**SEALED BID.**" The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

**PROPOSAL SUBMITTAL INFORMATION**

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 5	PROPOSAL/BID DUE DATE 3/23/10	TIME DUE 4:00 P.m.
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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

Alonso Uzcategui, Engineer Manager  
 Traffic Sign & Delineation Unit, Traffic & Safety Division  
 MDOT, Murray D. Van Wagoner Building  
 P.O.Box 30050, Lansing, MI 48909

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
<input checked="" type="checkbox"/> 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
<input type="checkbox"/> Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

**GENERAL INFORMATION**

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

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

**MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION**

- 5100D** – Request for Proposal Cover Sheet
- 5100G** – Certification of Availability of Key Personnel
- 5100I** – Conflict of Interest Statement
- 5100J** - Consultant Data and Signature Sheet (Required only for Non-Prequalified Work)

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

**Notification**  
**ARRA MONTHLY EMPLOYMENT REPORTS**

**Note: This Notification is only applicable for those projects/contracts funded with ARRA funds. If you have questions, please contact MDOT Contract Services Division at (517) 335-0071.**

The American Recovery and Reinvestment Act of 2009 (ARRA), requires states receiving stimulus funds for highway projects to provide monthly reports to the Federal Highway Administration (FHWA) regarding the number of employees of the prime contractors, all-tier subcontractors and consultants on ARRA funded projects.

The cost for complying with this Notification must be borne by the prime contractor, and all-tiers of subcontractors and consultants, as part of their overhead and is deemed to be included in the payments made under this contract.

Within 10 days after the end of each month in which work is performed on this contract, all prime contractors and consultants must provide the Engineer a monthly report on MERS at <https://sso.state.mi.us/> providing employment information on each ARRA project, which will include, for work performed in that preceding month:

- The total number of employees who performed work on this contract.
- The total number of hours worked by employees who performed work on this contract.
- The total wages of employees who performed work on this contract.

*Prime Consultants are responsible for reporting on all subconsultants' employment information in MERS, as the sub consultants will not have access to do so.*

In addition, the prime contractor must provide a total payment amount made to any subcontractor who is a certified DBE in that preceding month.

This Notification shall be included as a part of each subcontract executed by the prime contractor, and all-tiers of subcontractors and consultants.

If necessary to conform to guidance provided by FHWA concerning the ARRA reporting requirements, the prime contractor, and all-tiers of subcontractors and consultants will revise their reporting as directed by the Engineer.

**Failure to comply with the reporting requirements under ARRA would jeopardize the Department's continued receipt of ARRA funding.**

**Accordingly, if a contractor or any-tier of subcontractor or consultant fails to comply with this Notification, the Department may withhold contract payments until compliance is achieved. If the Department is compelled to incur costs because of such a breach, the amount of those costs may be deducted from payments otherwise to be made under this contract. Additional sanctions may include reduction or elimination of prequalification ratings and removal of bidding privileges.**

**NOTIFICATION  
REQUIRED CONTRACT PROVISIONS TO IMPLEMENT AMERICAN  
RECOVERY AND REINVESTMENT ACT (ARRA) SECTIONS 902 AND 1515**

**Note: This notification is only applicable for those projects/contracts funded with ARRA funds. If you have questions, please contact MDOT Contract Services Division at (517) 335-0071.**

In accordance with requirements under section 902 of the American Recovery and Reinvestment Act of 2009 (ARRA), the following language is made a part of this contract and is to be made a part of all tier subcontracts or consultant contracts:

The U.S. Comptroller General and his representatives have the authority:

- (1) To examine any records of the contractor or any of its subcontractors, or any State or local agency administering such contract, that directly pertain to, and involve transactions relating to, the contract or subcontract; and
- (2) To interview any officer or employee of the contractor or any of its subcontractors, or of any State or local government agency administering the contract, regarding such transactions.

The Comptroller General and his representatives have the authority and rights provided under Section 902 of the ARRA with respect to this contract. As provided in section 902, nothing in section 902 shall be interpreted to limit or restrict in any way any existing authority of the Comptroller General.

In accordance with the requirements of section 1515(a) of the ARRA any representatives of the Inspector General have the authority:

- (1) To examine any records of the contractor or grantee, any of its subcontractors or sub-grantees, or any State or local agency administering such contract, that pertain to, and involve transactions relating to the contract, subcontract, grant, or sub-grant; and
- (2) To interview any officer or employee of the contractor, grantee, sub-grantee or agency regarding such transactions.

Nothing set forth in section 1515 of the ARRA shall be interpreted to limit or restrict in any way any existing authority of an inspector general.

**Michigan Department of Transportation**

**SCOPE OF SERVICE  
FOR  
TRAFFIC AND SAFETY SERVICES  
PERMANENT FREEWAY TRAFFIC SIGNING PLANS**

**CONTROL SECTION(S):**

I-196

CS 03033, B.M.P. 9.370 E.M.P. 12.453

PR 784007, B.M.P. 9.370 E.M.P. 12.453

CS 03033, B.M.P. 9.370 E.M.P. 12.454

PR 784008, B.M.P. 9.370 E.M.P. 12.454

CS 03034, B.M.P. 0.000 E.M.P. 9.032

PR 784007, B.M.P. 12.453 E.M.P. 21.485

CS 03034, B.M.P. 0.000 E.M.P. 9.021

PR 784008, B.M.P. 12.454 E.M.P. 21.475

**JOB NUMBER:**

109738C

**PROJECT LOCATION:**

The project is located on I-196 from 118<sup>th</sup> Avenue to 140<sup>th</sup> Avenue in Allegan County.  
The project length is 12.115 miles.

**PROJECT DESCRIPTION:**

Freeway Signing Upgrade design.

**ANTICIPATED SERVICE START DATE:**

September 1, 2010

**ANTICIPATED SERVICE COMPLETION DATE:**

July 20, 2012

**PRIMARY PREQUALIFICATION CLASSIFICATION(S):**

Permanent Freeway Traffic Signing Plans

\*Note: Geotechnical Engineering is not required for this service.

**SECONDARY PREQUALIFICATION CLASSIFICATION(S):**

None

**DBE REQUIREMENT:**

N/A

## **MDOT PROJECT ENGINEER MANAGER:**

Alonso Uzcategui, P.E.  
Engineer Manager  
Traffic Signing Unit  
Traffic Operations Section  
Division of Operations  
Michigan Department of Transportation  
Murray D. Van Wagoner Building  
P.O. Box 30050  
Lansing, Michigan 48909  
Phone: 517-335-2624  
Fax: 517-373-2330  
E-mail: [uzcateguia@michigan.gov](mailto:uzcateguia@michigan.gov)

## **CONSTRUCTION COST**

- A. The estimated cost of construction is: \$514,500.00

The above construction total is the amount of funding programmed for this project. The Consultant is expected to design the project within the programmed amount.

**If at any time the estimated cost of construction varies by more than five percent of the current programmed amount, the Consultant will be required to submit a letter to the MDOT Project Manager justifying the construction cost estimate changes.**

## **SCHEDULE**

- A. Target Date  
The target date for completion of this project is July 20, 2012.
- B. Intermediate Dates
1. Within seven days of the department's notice to proceed, meet with the department's project team in Lansing. This will be one eight-hour, all-day session.
  2. Provide base plans by 06/17/11 and conduct the Utilities Meeting no later than 07/08/11.
  3. Provide preliminary plans by 01/06/12 and conduct the Plan Review no later than 01/20/12.
  4. Provide final plans for the first week of 04/20/12 for the OEC Meeting and conduct the OEC Meeting no later than 05/04/12.
  5. Provide revised final plans from the OEC and the final package by 06/29/12.
  6. Provide final plans and sign inventory by 07/13/12.

## **BACKGROUND INFORMATION:**

The Michigan Department of Transportation (MDOT) manages an annual freeway sign upgrading program. Projects are selected based on the age and condition of the signs in place along various freeway segments.

In addition to sign upgrading contracts, MDOT Maintenance forces replace deteriorated signs as required and install new signs when authorized by the department. The sign population on any segment of freeway includes new and old signs. The department requires use of high-intensity or prismatic legends and retroreflective backgrounds on all new signs. In general, high-intensity signs are expected to last 10 to 15 years. Any sign three years or older at the time of the proposed letting date should be considered for replacement. All signs fabricated after 1991 should have a date sticker on the back of the sign indicating the year the sign was fabricated. Determination of replacement of signs without stickers will be made by the department.

Signs that are less than three years old within the project limits which do not conform to the following documents will be removed and replaced:

- *Michigan Manual on Uniform Traffic Control Devices (MMUTCD).*
- MDOT's Standard Highway Signs Manual.
- MDOT's Guidelines for Signing On State Trunkline Highways.

In addition, signs will be removed and replaced when they:

- Have deteriorated to an extent they no longer reflect light at night.
- Are damaged.
- Are incorrectly installed or located.
- Are structurally deficient.

## **WORK PLAN**

Develop quality freeway signing plans and proposal suitable for contract letting by the department. The plan sheets shall be developed using Microstation and SignCAD software. A sign inventory utilizing the department's Michigan Traffic Sign Inventory System (MTSIS) shall be developed.

The Consultant shall supply all materials necessary for the completion of the project including the necessary paper prints and computer disks for each review and for final submittal. The Consultant shall make such trips to the department offices (Lansing), MDOT Region and Transportation Service Center (TSC) offices, and to the project site as may be necessary to carry out services according to the agreement.

The Consultant shall make necessary corrections/changes to the drawings as directed by the department as a result of department QA/QC reviews.

All developed plans and proposal must be produced according to the department's standard practices

and shall meet the requirements of 2003 Standard Specifications for Construction. Work details not covered by the Standard Specifications will be covered by special provisions.

The plans and specifications produced by the Consultant must meet the requirements of the MMUTCD and must be approved by MDOT and the Federal Highway Administration (FHWA).

### **REQUIRED MDOT GUIDELINES AND STANDARDS**

Work shall conform to current MDOT, FHWA, and American Association of State Highway and Transportation Officials (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 on Uniform Traffic Control Devices*, 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.

#### **P/PMS TASKS:**

##### **A. P/PMS TASK 3360 - PREPARE BASE PLANS**

##### **1) Produce Cadd alignment base sheets**

- a) The Consultant is required to produce computerized freeway alignment and plan sheets of the freeway signing influence area and the area within project limits. The plan sheets will show the major features of the existing freeway including interchanges and interchange ramps, grade separations, rest areas, weigh stations, and overhead and ground-mounted signs. All signs shall be shown at their approximate location and include their existing legends.
- b) All plan sheets shall be developed using Microstation and SignCAD software formats, working units, levels, and other items related to proper orientation and placement of the product on the department's system shall be noted under Consultant Responsibilities of this Scope of Services. The base alignment will be a graphical representation of the horizontal alignment of the freeway. It will not include road design details or right-of-way.
- c) Base sheet drawings will be drawn as a continuous alignment (line roll). A printed copy of the line roll along with the line roll retained on computer disk shall be furnished to the department. In plan development, the Consultant will cut the line roll, as required, to form standard plan sheets with borders and title blocks.

- d) The alignment must include stationing and appropriate distance references for existing signs when necessary, such as signs very close to structures. All base sheet sign drawings will be developed to allow electronically moving the entire sign drawing anywhere on the base sheet. This will allow proper placement of additional signs and replacement signs as plans are developed.
- e) The existing alignment in the project area is contained on a set of road plans. The information on road plans will contain some information not needed for signing base sheet development. The Consultant will be required to convert the road plans to base sheets for the signing plans.

**2) Physical Inventory of all signs, sign supports, and sign structures**

- a) The Consultant will perform a field review of the project area to verify existing sign inventory. The location and mileages of all signs shall be determined utilizing a Distance Measurement Instrument (DMI). All signs shall be located to a nearest 0.001 mile. During the field review, all existing signs and support systems and their condition will be noted. The condition of existing signs and support systems will determine whether the existing sign and support systems need replacement. As a minimum, the following information will be recorded on the computerized inventory:
  - I. Sign size and type
  - II. Sign offset
  - III. Sign message
  - IV. Sign location
  - V. Sign support system
  - VI. Type of sign support foundation
- b) The department will analyze each sign structure and identify maintenance and replacement needs. Following design analysis, this information will be given to the Consultant.

**B. P/PMS TASK 3570 - DEVELOP PRELIM FREEWAY SIGNING PLANS**

**1) Produce Signing Plans**

- a) The Consultant will produce a set of signing plans complete in every detail and acceptable to the department including title sheet, note sheets, plan sheets, special detail sheets, and soil boring plan sheets. The signing plans will be used by the department for competitive bid letting.
- b) At minimum, the signing plans will graphically show the existing alignment and all existing and proposed sign support systems. Existing signs shall be shown either as removed or retained. Proposed signs shall be shown.

- c) The Consultant's recommendations to upgrade signs and supports shall be in compliance with the MMUTCD, MDOT Guidelines for Signing on State Trunkline Highways, and the MDOT Sign Support Typical Plans.
- d) Signs which are non-standard will be designed by the Consultant according to the latest Standard Highway Signs Manual. Complete details for fabrication will be shown on separate detail sheets.
- e) Selection of signs, location, letter size, color, etc. will be according to the latest edition of the MMUTCD and any additional special provisions or specifications required by the Division of Operations, Lansing Signs Unit office. The Consultant is responsible for all decisions on sign selection placement and design.
- f) Documents which may be required to develop signing plans by the Consultant shall include:
  - i. Current edition of MMUTCD
  - ii. MDOT Standard Highway Signs manual (\*)
  - iii. MDOT 2003 Standard Specifications for Construction
  - iv. MDOT Supplemental Specification (\*)
  - v. MDOT Special Provisions (\*)
  - vi. AASHTO Roadside Design Guide
  - vii. MDOT Standard Plans
  - viii. Traffic and Safety Notes
  - ix. MDOT Guidelines for Signing on State Trunkline Highways (Current Edition)
  - x. MDOT Signing Special Details (\*)
  - xi. Traffic and Safety CADD Procedures

(\*)=Web-Base documents available Online at <http://mdotwas1.mdot.state.mi.us/public/tands/plans.cfm>

**2) Collect Project Quantities and Perform Cost Estimate/s**

- a) The Consultant shall produce Stand Alone PES Worksheet (SAPW), which contains bid item identification, unit of measurement, unit cost. Each plan sheet will have its own estimate work sheet. The SAPW shall be broken down by each plan sheet.
- b) The Consultant shall produce a preliminary cost estimate prior to the Plan Review. The Cost estimate will be updated consistent with plans and throughout each development phase.

**C. P/PMS TASK 3390 - DEVELOP MAINTAINING TRAFFIC CONCEPTS**

- 1) Develop the Maintaining of Traffic through a Special Provision with associated typicals for review by the Department at each project phase.

**D. P/PMS TASK 3610 – COMPILE UTILITY INFORMATION**

- 1) With a contact list of utility owners from the TSC, prepare appropriate forms and plans to submit to the Utility companies to request information in relation to the proposed construction. Each utility owner should receive one each of forms 2480, 2481, 2482 and half size plans. Upon receipt of utility information from the department Utility Engineer, prepare a plan sheet to include Utility contact information. Include on the plan sheets where necessary all the utility locations as verified by owner.
- 2) Coordinate and attend Utility meetings as determined necessary by the Utility Engineer.

**F. P/PMS – 3590 – REVIEW PRELIMINARY PLANS**

- 1) Prepare and submit to the department preliminary PLANHALF.PDF, cost estimate and other pertinent documents in CD-R.
- 2) Schedule, Attend and Conduct Preliminary plan review meetings with the department, Contractors and/or Sub-contractors.

**G. P/PMS- 3824 –COMPLETE FREEWAY SIGNING PLAN**

- 1) Update the preliminary plans, quantities, cost estimates and maintaining traffic special provision and typicals as a result of review by the department.

**H. P/PMS-387M-OMISSIONS/ERRORS CHECK MEETING**

- 1) Prepare and submit to the Department PLANHALF.PDF, Cost Estimate, Proposal, Supporting Documents, Special Sign Layout Details, Special Construction Details and other pertinent documents in CD-R.
- 2) Schedule, Attend and Conduct OEC meeting with the department, Contractors and/or Sub-contractors.

**I. P/PMS-3840- DEVELOP FINAL PLANS AND SPECIFICATIONS**

- 1) Update the plans, quantities, cost estimates, maintaining traffic special provisions and typicals and all other required documents as a result of review by the department.

**J. P/PMS-3910- PREPARE FINAL PROJECT PACKAGE**

- 1) In Accordance to E-Proposal Guidelines, Prepare and submit to the department Final PLANHALF.PDF, Cost Estimate, Proposal, Supporting Documents, Special Sign Layout Details, Special Construction Details and other pertinent documents suitable for submittal.

**MISCELLANEOUS PRODUCTS AND RESPONSIBILITIES:**

**A. MONTHLY PROGRESS REPORT**

On the first of each month, the Consultant Project Engineer shall submit a monthly project progress report to the Project Manager/Specialist. The monthly progress report shall follow the guidelines in **Attachment A**.

**B. PRIOR TO PLAN REVIEW**

Prepare and submit to the department the following products prior to the Plan Review:

- I. Line roll with base alignment only. Base alignment is defined as including road names, center lines, center line stationing, station equations, north arrow, edge of metal, and grade separations.
- II. CD-R with line roll.

**CONSULTANT RESPONSIBILITIES**

- A. Schedule a pre-project review meeting with the department to review the scope-of-work and material on hand at the department for the Consultant's use and discuss equipment requirements (hardware and software), methods, and experience of key personnel. The pre-project meeting will be in Lansing, Michigan, in the Van Wagoner (Transportation) Building.
- B. Schedule eight hours for the Consultant's project team to meet with the department's project team in Lansing to become familiar with the department's equipment and methods including the MTSIS software program. Technology transfer of all computer cell libraries etc. can occur at this time. The Consultant must be prepared to receive computer files at the meeting. MicroStation software is used by the department.
- C. Using samples provided (at the scheduled meeting), create Microstation and SignCAD drawings as necessary to include base alignment, existing and proposed signs, background sheet, appropriate information in the title and project boxes, file names, text and text sizes. All portions shall be on individual levels separated from one another according to the following:

## LEVELS

- I. Background (border) sheet.
- II. Base alignment including roadway features such as indicated in TASK 1A except for signs and center lines, etc. noted in other level designations. Base alignment level shall include north arrow and all road names.
- III. Center lines, center line stationing and station equations. DO NOT include PCS, PTs, or right-of-way on this level. If these items are required by the department, place them on a separate level.
- IV. Existing signs and leader, if the old location is different than the proposed (dashed). All text and sign symbols (solid).
- V. Proposed signs and leaders (solid), retained signs and leaders (dashed). All text and sign symbols (solid).

**NOTE:** Use level numbers per current Cadd Guidelines.

## MISCELLANEOUS

- I. Text Sizes - shall be consistent with established Cadd guidelines for Freeway Signing Plans development.
  - II. File working unit shall be 1000 sub units per foot.
  - III. Design File Names - Consultant must use the control section number plus the first three digits of the first station on the sheet, plus .TSS for the extension.
  - IV. Inventory File (plan sheet) Names - Consultant must use the control section number plus the first three digits of the first station on the sheet, plus .TSI for the extension.
- D. Perform all field work, select all signs, and design signs as required. Schedule and/or attend the Kick-off, the Utilities, the Plan Review, the OEC and the Pre-Construction Meeting.
- F. Prepare and submit to the Utilities with appropriate form (currently 2480) up to 15 sets of 1/2 size (11" x 17") and up to 5 sets of full size base plans for the Utilities to supply their information. Once the utility information is received and plotted on the plans, send the plans out with the correct form (currently 2481 or 2482) to the utilities to confirm the location of their utilities. This could again involve the same amount of prints discussed above. A list of utilities and address will be supplied by the TSC Utility Engineer. The TSC Utility Engineer will also receive a copy of the

plans (1/2 size) and letters that are sent out for each distribution. If a Utility Meeting is necessary, as deemed by the TSC Utility Engineer, provide for one 8 hour meeting at the TSC.

- H. Prepare and submit to the department one electronic mail copy (PDF format) of the preliminary plans for the Preliminary Plan Review Meeting.
- I. Prepare and submit to the department the following products for the OEC:
  - 1. One electronic mail copy of OEC Plans (PDF format).
  - 2. Title Sheet.
  - 3. Signing Plan Note Sheet.
  - 4. Special Detail Sheets.
  - 5. Soil Boring Plan Sheets.
  - 6. Special provisions (unique) produced by the Consultant and approved by the department.
  - 7. Frequently Used Special Provisions and Supplemental Specifications.
  - 8. Advertising Data Sheet.
  - 9. Notice to Bidders.
  - 10. Trns-port (bid based price report, cost summary).
  - 11. Special Provisions for Maintaining Traffic.
  - 12. Certification Acceptance Form.
  - 13. Soil Boring Plan Sheets.
  - 14. Obtain the Utility Clearance from the TSC Utility Engineer.
  - 15. Obtain the Coordination Clause from the TSC Delivery Engineer.
  - 16. Obtain the Progress Clause from the TSC Delivery Engineer.
- J. Coordinate, Schedule, and Attend OEC meeting. The consultant should reserve one day for this meeting.
- K. Following the OEC, prepare and submit the following deliverables to Lansing Traffic Operations:
  - 1. A CD-R containing Final PlanHalf.pdf, Proposal, Supporting Documents, SignCad Signing Details
  - 2. CD-R of completed base alignment line roll.
  - 3. CD-R of an inventory created from the final signing contract, and paper plots.
  - 4. CD-R of MTSIS inventory
- L. Attend pre-construction meeting if requested by the Delivery Engineer and respond to questions during the advertisement and construction phases. The Consultant should reserve time for a one day meeting.
- M. Provide starting and completion dates for each task to the department for entry into the P/PMS Network.

- N. The Consultant must use MDOT current versions the following software:
1. Microstation
  2. SignCAD
  3. MTSIS
  4. Microsoft Word
  5. Microsoft Excel

**MDOT RESPONSIBILITIES:**

- A. Schedule and/or conduct the following:
1. Project related meetings
  2. The Plan Review
  3. Utility Meetings
  4. System Load Transport SAPW files
  5. QA/QC review of Final Submittal
  6. System Load Final Deliverables into ProjectWise and Submit
- B. Furnish Special Details and pertinent reference materials.
- C. Furnish prints of an example of a similar project and old plans of the area, if available. Furnish the E.A.
- D. Obtain all permits for the project as outlined in previous section.
- E. Coordinate any necessary utility relocation.
- F. Furnish FTP site for software download and instructions for the MDOT Stand Alone Proposal Estimator's Worksheet (SAPW).

**DELIVERABLES**

The Consultant shall deliver, as previously indicated herein, all computer files associated with the project in their native format (spreadsheets, CADD files, GEOPAK files, etc.) on DVD, CD, or uploaded to ProjectWise, as directed by the MDOT Project Manager. All CADD files shall be created and identified with standard MDOT file names as previously directed herein. It is the Consultant's responsibility to obtain up to date MicroStation seed/configuration files necessary to comply with MDOT's CADD standards which are posted to the bulletin board system.

Proposal documents shall be submitted in their native format with standard naming conventions as well as combined into one Adobe PDF file in the sequence specified by MDOT's E-Proposal guidelines. To provide text search capabilities the combined proposal shall be created by converting native electronic files to PDF. Scanning to PDF is discouraged except in instances where it is necessary to capturing a legally signed document or a hard copy version of a document is all that exists.

Plan files shall be submitted in their native dgn format with standard naming conventions as well as plotted into a combined Adobe PDF file. Plan sheets shall be plotted to Adobe PDF with full text search and level on/off capabilities in half size (11" x 17") formats. A full size title sheet shall be plotted stamped and signed then scanned for inclusion with the Adobe PDF set. The original title sheet will be sent to the MDOT Project Manager.

Stand Alone Proposal Estimator's Worksheet (SAPW) shall be used to generate the txt and csv files necessary for import into the Trns\*port bid letting software. The SAPW files shall be transmitted electronically by the method specified by the MDOT Project Manager.

The project will require a ratio (scale) of **1:200 (English Units)**

Other necessary plan sheets which may be required for this project shall be completed by the Consultant. These include, but are not limited to the following plan sheets:

- A. The title sheet. MDOT will provide a map of the area on a disk in our workstation format. If the map is not available, MDOT will provide a map that could be used. The Consultant shall be responsible for any revisions to the title sheet and the title sheet and map shall meet MDOT format and layout guidelines.
- B. Note Sheet.
- C. Typical Cross-Sections.
- D. Project specific Special Details.
- E. Construction staging and traffic control plans.
- F. Detail grade sheets for critical areas.
- G. Pavement marking plan(s).
- H. Witness and benchmark sheet(s).
- I. Soil boring log sheet(s).
- J. Structure plan(s).

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.

## **PAYMENT SCHEDULE**

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

## **CONSULTANT PAYMENT**

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

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

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

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

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

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

## ATTACHMENT A

CS – JN

### MONTHLY PROGRESS REPORTS

The first page of this attachment is the necessary layout of the Monthly Progress Report and the last page is a completed example.

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

### MONTHLY PROGRESS REPORT

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

*SAMPLE*

**Control Section:** 12345  
**Job Number:** 11111C  
**Structure Number:** S02  
**Date:** 00/00/00

### **MONTHLY PROGRESS REPORT**

- A. Work accomplished during the previous month.
  - 1. During the last month we completed the Final Right of Way plans and submitted them to Mr. Project Manager on 00/00/00.
- B. Anticipated work items for the upcoming month.
  - 1. Submit the Preliminary Plans and related material on 00/00/00.
  - 2. Attend the meeting regarding the Ameritech lines on the bridge, scheduled for 00/00/00.
- C. Real or anticipated problems on the project.
  - 1. We foresee no problems at this time.
- D. Update of previously approved detailed project schedule (attached), including explanations for any delays or changes.
  - 1. The design is falling behind schedule because we had problems resolving the geometries of the ramps in relation to the bridge. The Preliminary Plan submittal will be the only task affected by this delay because we will make up the lost time prior to submitting the Final Plans and Specifications.
- E. Items needed from MDOT.
  - 1. Prior to final Plan submittal we will need the latest Special provision and Supplemental Specification checklist.
- F. Copy of Verbal Contact Records for the period (attached).
  - 1. Discussed bridge and ramp geometries with Traffic Safety Eng. of MDOT's Division of Operations on 00-00-00.