

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

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

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

### GENERAL INFORMATION

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

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

### MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

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

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

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

**REQUEST FOR PROPOSAL**

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

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

**RFP SPECIFIC INFORMATION**

BUREAU OF HIGHWAYS  BUREAU OF TRANSPORTATION PLANNING  OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

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

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

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

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

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

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

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

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

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

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

**BID SHEET INSTRUCTIONS**

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

**NOTIFICATION  
MANDATORY ELECTRONIC SUBMITTAL**

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

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

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

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

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

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

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

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

**Required Bookmarking Format:**

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

**2/14/12**

**NOTIFICATION  
E-VERIFY REQUIREMENTS**

E-Verify is an Internet based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of that employee to work in the United States. There is no charge to employers to use E-Verify. The E-Verify system is operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration. E-Verify is available in Spanish.

The State of Michigan is requiring, under Public Act 200 of 2012, Section 381, that as a condition of each contract or subcontract for construction, maintenance, or engineering services that the pre-qualified contractor or subcontractor agree to use the E-Verify system to verify that all persons hired during the contract term by the contractor or subcontractor are legally present and authorized to work in the United States.

Information on registration for and use of the E-Verify program can be obtained via the Internet at the DHS Web site: <http://www.dhs.gov/E-Verify>.

The documentation supporting the usage of the E-Verify system must be maintained by each consultant and be made available to MDOT upon request.

It is the responsibility of the prime consultant to include the E-Verify requirement documented in this NOTIFICATION in all tiers of subcontracts.

9/13/12

**Michigan Department of Transportation**

**SCOPE OF SERVICE  
FOR  
TRAFFIC AND SAFETY SERVICES  
CREATION OF NON-FREEWAY TRUNKLINE ALIGNMENTS**

**CONTROL SECTION(S):** 84913, 84916, 84917

**JOB NUMBER:** 118072C

**PROJECT LOCATION:**

The project contains all non-freeway trunkline routes in the Metro, Grand, and University Regions.

**PROJECT DESCRIPTION:**

Developing base mapping in electronic format for all the MDOT non-freeway trunkline routes in University, Metro, and Grand Regions to be used for development of Signing Plans.

Estimated # of miles per region (includes divided highway sections):

- Grand: 800
- Metro: 700
- University: 1,000

**ANTICIPATED SERVICE START DATE:** 1/7/2013

**ANTICIPATED SERVICE COMPLETION DATE:** 9/30/2013

**PRIMARY PREQUALIFICATION CLASSIFICATION(S):**

Permanent Non-Freeway Traffic Signing Plans

**SECONDARY PREQUALIFICATION CLASSIFICATION(S):**

**DBE REQUIREMENT:** 5%

**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)

**SCHEDULE**

The target date for completion of this project is 9/30/2013.

**GENERAL INFORMATION:**

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

Both freeway and some non-freeway signing projects use the base mapping road alignment to illustrate where the proposed signing will be placed. The non-freeway alignments created in this project shall be used in future non-freeway signing projects.

**WORK PLAN**

Developing base mapping in electronic format for all the MDOT non-freeway trunklines in University, Metro, and Grand Regions to be used for development of Signing Plans.

The consultant shall supply any materials necessary for interim reviews by the Department, including any necessary paper prints, compact discs, or electronically submitted files.

The consultant shall make necessary corrections/changes to the data as directed by the Project Manager. During execution of this Contract, the traffic Signs and Delineation Unit Engineer or designee will be considered as the Project Manager.

**REQUIRED MDOT GUIDELINES AND STANDARDS**

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.

	<b>MDOT PRECONSTRUCTION TASKS</b>	
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	CONSULTANT CHECKLIST	
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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
YES	NO		(mm/dd/yyyy)
		<b>CONSULTANT CONTRACT AUTHORIZATION/EXECUTION</b>	_/_/____
		<b><u>EPE SCOPING ANALYSIS</u></b>	
<input type="checkbox"/>	<input type="checkbox"/>	2120 Prepare Traffic Analysis Report	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	2130 Prepare Project Justification	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>213M Concurrency 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"/>	2155 Request/Perform Safety Analysis	_/_/____
<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>	_/_/____
		<b><u>EPE DRAFT ANALYSIS</u></b>	
<input type="checkbox"/>	<input type="checkbox"/>	2310 Conduct Technical SEE Studies	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	2321 Prepare for Aerial Photography	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	2322 Finish/Print Aerial Photography	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	2330 Collect EPE Geotechnical Data	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	2340 Develop and Review Practical Alternatives	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>233M Aerial Photography Flight</u></i>	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	2360 Prepare and Review EA or DEIS	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>231M Draft Submission to FHWA</u></i>	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	2380 Circulate EA or DEIS	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>232M Public Hearing</u></i>	_/_/____
		<b><u>EPE FINAL ANALYSIS</u></b>	
<input type="checkbox"/>	<input type="checkbox"/>	2510 Determine and Review Recommended Alternative	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>250M Concurrency by Regulatory Agencies with Recommended Alternatives</u></i>	_/_/____
<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 or FEIS	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>252M Final Submission to FHWA</u></i>	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	2550 Obtain FONSI or ROD	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	2570 ITS Concept of Operations	_/_/____
		<b><u>CONTAMINATION INVESTIGATION</u></b>	

<input type="checkbox"/>	<input type="checkbox"/>	2810	Project Area Contamination Survey (PCS)	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2820	Preliminary Site Investigation (PSI) for Contamination	__/__/__

**MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST**

**PRELIMINARY ENGINEERING - DESIGN**

		<b>P/PMS TASK NUMBER AND DESCRIPTION</b>		<b>DATE TO BE COMPLETED BY</b>
<b>YES</b>	<b>NO</b>			(mm/dd/yyyy)
		<b><u>DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION</u></b>		
<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 type="checkbox"/>	<input type="checkbox"/>	3330	Conduct Design Survey	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3340	Conduct Structure Survey	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3350	Conduct Hydraulics Survey	__/__/__
<b>x</b>	<input type="checkbox"/>	3360	Prepare Base Plans	02/28/2013
<input type="checkbox"/>	<input type="checkbox"/>	<i>331M</i>	<i>Utility Notification</i>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3361	Review and Submit Preliminary ROW Plans	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i>331M</i>	<i>Preliminary ROW Plans Distributed</i>	__/__/__
<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"/>	<i>332M</i>	<i>Base Plan Review (Pre-GI Inspection)</i>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3390	Develop the Maintaining Traffic Concepts	__/__/__
		<b><u>PRELIMINARY PLANS PREPARATION</u></b>		
	<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"/>	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"/>	<i>351M</i>	<i>Final ROW Plans Distributed</i>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3585	Final ITS Concept Design and Meeting	__/__/__
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3590	Review Preliminary Plans (Hold Plan Review Meeting)	05/22/2013
<input type="checkbox"/>	<input type="checkbox"/>	<i>352M</i>	<i>THE Plan Review (Grade Inspection)</i>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3595	Conduct ITS Structure Foundation Investigation	__/__/__

## 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)
		<b><u>UTILITIES</u></b>		
<input type="checkbox"/>	<input type="checkbox"/>	3610	Compile Utility Information	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3615	Compile ITS Utility Information	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3650	Coordinate RR Involvement for Grade Separations	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3655	Coordinate RR Involvement for At-Grade Crossings	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3660	Resolve Utility Issues	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i>360M</i>	<i>Utility Conflict Resolution Plan Distribution</i>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i>361M</i>	<i>Utility Meeting</i>	__/__/__
<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)	__/__/__
		<b><u>MITIGATION/PERMITS</u></b>		
<input type="checkbox"/>	<input type="checkbox"/>	3710	Develop Required Mitigation	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3720	Submit Environmental Permit Applications	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3730	Obtain Environmental Permit	__/__/__
		<b><u>FINAL PLAN PREPARATION</u></b>		
<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 checked="" type="checkbox"/>	<input type="checkbox"/>	3840	Develop Final Plans and Specifications	09/02/2013
<input type="checkbox"/>	<input type="checkbox"/>	380M	<i>Plan Completion</i>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3850	Develop Structure Final Plans and Specifications	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3870	Hold Omissions/Errors Check (OEC) Meeting	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	387M	<i>Omissions/Errors Checks Meeting</i>	__/__/__
<input checked="" type="checkbox"/>	<input type="checkbox"/>	389M	<i>Plan Turn-In</i>	09/30/2013
<input type="checkbox"/>	<input type="checkbox"/>	3880	CPM Quality Assurance Review	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3890	Final ITS Communication Analysis	__/__/__

<b>MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST</b>
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**PRELIMINARY ENGINEERING – RIGHT OF WAY**

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY
YES	NO		(mm/dd/yyyy)
		<b><u>EARLY RIGHT OF WAY WORK</u></b>	
<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"/>	413M <i>Approved Marked Final ROW</i>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	4140 Prepare Property Legal Instruments	__/__/__
		<b><u>ROW ACQUISITION</u></b>	
<input type="checkbox"/>	<input type="checkbox"/>	4411 Preliminary Interviews	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	441M <i>Post-Decision Meeting</i>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	4412 Real Estate Services Assignment Proposal and Fee Estimate (Form 633s) for Appraisal Work Authorization	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	4413 Appraisal Reports	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	4420 Appraisal Review Reports	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	4430 Acquire Right Of Way Parcels	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	4510 Conduct Right Of Way Survey & Staking	__/__/__
		<b><u>ROW RELOCATION</u></b>	
<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"/>	442M <i>ROW Certification</i>	__/__/__

**POST LETTING/AWARD TASKS (for reference only)**

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY
YES	NO		(mm/dd/yyyy)

<input type="checkbox"/>	<input type="checkbox"/>	4810	Complete Acquisition Process	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	4820	Manage Excess Real Estate	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	4830	Provide Post-Certification Relocation Assistance	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	4910	Conduct ROW Monumentation	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	5010	Construction Phase Engineering and Assistance	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	5020	Prepare As-Built Drawings	__/__/__

**P/PMS TASKS:**

- 1) P/PMS Task 3360 – Prepare Base Plans
  - a) The Consultant is required to provide base plans of the regions for the Departments’ review.
  
- 2) P/PMS Task 3590 – Review Preliminary Plans
  - a) The Consultant is required to obtain line work information of all of the counties within each region.
  - b) The Consultant is required to attend the Plan Review Meeting with the Department staff.
  
- 3) P/PMS Task 3840 – Develop Final Plans and Specifications
  - a) The Consultant is required to update plans based on comments from the Plan Review Meeting.
  - b) Finalize base mapping and prepare Final Package for Submittal.
  
- 4) P/PMS Task 389M – Plan Turn-In
  - a) Deliver all alignment files in electronic form to the Project Manager.

**ADDITIONAL TASK DESCRIPTIONS:**

The consultant must complete the following tasks in addition to the P/PMS tasks listed above:

- 1) Familiarization of Region Practices and Personnel
  - a) At the initiation of the project, the Consultant shall attend a kickoff meeting with the Departments’ Program Coordinator, staff from the Traffic Signs Unit, and TSC and Region staff to become familiar with the needs and practices of the TSC.
  
- 2) Alignment Development
  - a) Develop alignments per county per region.
    - I. Develop alignments for each trunkline based on their control section and control section mile points from the current version of MDOT PR/CS framework (stationing in feet will equal the mile point values from PR finder).
  - b) Complete all necessary line work to show existing pavement widths for each trunkline and cross roads with accurate intersection geometry.
  - c) Properly label all roads, trunklines, and water features.
  - d) Prepare and submit the alignments for the Departments’ review.
  - e) Attend a Preliminary Review Meeting to obtain feedback and comments from the Project

Manager and TSC.

- 3) Develop Final Project Package
  - a) Address any necessary changes as directed by the Project Manager, and prepare a Final Submittal Package in Electronic format.

**CONSULTANT RESPONSIBILITIES:**

- 1) The Consultant will schedule appointments to meet with the Engineer to perform any necessary field work. The consultant is responsible for developing Meeting Minutes.
- 2) The Consultant will contact the Project Manager to set up a Preliminary Plan Review meeting date. The Consultant shall provide the Project Manager a three week minimum time period to review the Preliminary Plans. After the Preliminary Plan Review Meeting, the Consultant will be responsible for incorporating all of the recommended changes discussed during the Preliminary Plan Review Meeting and submit a Final Package to the Project Manager.
- 3) Using samples provided (at the scheduled meeting), create Microstation drawings to include base alignment, background sheet, appropriate information in the title and project boxes, file names, text and text sizes. Use level numbers per current CADD Guidelines. All portions shall be on individual levels separated from one another according to the following:
  - a) 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.
- 4) Prior to the Plan Turn-In date, prepare and electronically submit the following deliverables to the Project Manager:
  - a) All completed non-freeway alignments separated by control section, county, and by region.
- 5) 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 example attached to the end of this document (Attachment A).**

- 6) The Consultant must use MDOT current versions the following software:
  - a) Microstation
  - b) SignCAD
  - c) MTSIS
  - d) Microsoft Word
  - e) Microsoft Excel

### **MDOT RESPONSIBILITIES:**

- 1) Arrange all meetings.

### **DELIVERABLES**

The Consultant shall upload, as previously indicated herein, all computer files associated with the project in their native format (spreadsheets, CADD files, GEOPAK files, etc.) to ProjectWise, or otherwise electronically submitted 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.

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

All plans, specifications, and other project-related items are subject to review and approval by MDOT.

### **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.