Michigan Department
Of Transportation
5100B (05/13)

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

REQUISITION NUMBER	DUE DATE	TIME DUE
1209	5/28/2013	noon EST

MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)
Alonso Uzcategui	JN115839C	84915

DESCRIPTION
25.145 Miles of Freeway Signing Upgrade on I-94 in Kalamazoo County, JN 115839C

MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED ** = OPTIONAL Check the appropriate Tier in the box below			**CONSULTANT:** Provide only checked items below in proposal
☐ **TIER 1 ($50,000 - $150,000)**	☑ **TIER II ($150,000-$1,000,000)**	☐ **TIER III (>$1,000,000)**	
☐	☑	☐	Understanding of Service **
☐	☐	☐	*Innovations*
☐	☑	☐	Organizational Chart
☐	☑	☐	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	☐	Quality Assurance/Quality Control **
☐	☑	☐	**Location:** The percentage of work performed in Michigan will be used for all selections unless the project is for on-site 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	☐	Presentation **
N/A	N/A	☐	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) **(No Resumes)**	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP **not including key personnel resumes.** Resumes limited to 2 pages per key staff personnel.

PROPOSAL AND BID SHEET EMAIL ADDRESS – 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

☑ ENGINEERING SERVICES ☐ BUREAU OF TRANSPORTATION PLANNING ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☑ NO ☐ YES DATED_____ THROUGH _____

☑ **Prequalified Services** – See 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 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 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 Based Selection / 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.

☐ **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) with the proposal, to the email address: mdot-rfp-response@michigan.gov. Failure to comply with this procedure may result in your bid being rejected from consideration.

PARTNERSHIP CHARTER AGREEMENT

MDOT and ACEC created a Partnership Charter Agreement which establishes guidelines to assist MDOT and Consultants in successful partnering. Both the Consultant and MDOT Project Manager are reminded to review the **ACEC-MDOT Partnership Charter Agreement** and are asked to follow all communications, issues resolution and other procedures and guidance's contained therein.

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
- 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

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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 OPERATION SERVICES

CONTROL SECTION: 84915

I-94

CS 39022, B.M.P. 0.000 E.M.P. 11.513	*PR 14903, B.M.P. 9.269 E.M.P. 20.782*
CS 39022, B.M.P. 0.000 E.M.P. 11.496	*PR 26005, B.M.P. 9.2070 E.M.P. 20.766*
CS 39024, B.M.P. 0.000 E.M.P. 9.269	*PR 14903, B.M.P. 0.000 E.M.P. 9.269*
CS 39024, B.M.P. 0.000 E.M.P. 9.270	*PR 26005, B.M.P. 0.000 E.M.P. 9.270*
CS 39025, B.M.P. 0.000 E.M.P. 4.363	*PR 14903, B.M.P. 0.000 E.M.P 25.145*
CS 39025, B.M.P. 0.000 E.M.P. 4.375	*PR 26005, B.M.P. 20.766 E.M.P. 25.141*

JOB NUMBER: 115839C

PROJECT LOCATION:
The project is located on I-94 from Van Buren/Kalamazoo County line to M-37 in Kalamazoo County.

The project length is 25.145 miles.

PROJECT DESCRIPTION:
Freeway Signing Upgrade on I-94

ANTICIPATED SERVICE START DATE: August 1, 2013

ANTICIPATED SERVICE COMPLETION DATE: December 1, 2015

PRIMARY PREQUALIFICATION CLASSIFICATION(S):
Permanent Freeway Traffic Signing Plans

SECONDARY PREQUALIFCIATION CLASSIFICATION(S):
Geotechnical Engineering Services

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

CONSTRUCTION COST

The estimated cost of construction is: $850,000.00

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

The target date for completion of this project is 12/01/2015. More detailed dates are located in the P/PMS task description.

GENERAL INFORMATIONS:

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.

The Consultant shall make plans to remove and replace the following existing cantilevers and trusses, denoted by structure number, within the project limits:

W140-C **W141-C** **W146-C**
W059-T

The Consultant shall update the line work based on design changes to the road and bridge portions within project limits. Likewise, the Consultant shall update SignCAD files and bridge connections according to current specifications. The Plans and quantities shall reflect these changes.

All developed plans and proposal must be produced according to the department's standard practices and shall meet the requirements of 2012 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.

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

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)
		CONSULTANT CONTRACT AUTHORIZATION/EXECUTION	__/__/____
		EPE SCOPING ANALYSIS	
☐	☐	2120 Prepare Traffic Analysis Report	__/__/____
☐	☐	2130 Prepare Project Justification	__/__/____
☐	☐	*213M Concurrence by Regulatory Agencies with the Purpose and Need*	__/__/____
☐	☐	2140 Develop and Review Illustrative Alternatives	__/__/____
☐	☐	2155 Request/Perform Safety Analysis	__/__/____
☐	☐	2160 Prepare and Review EIS Scoping Document	__/__/____
☐	☐	*211M Public Information Meeting*	__/__/____
		EPE DRAFT ANALYSIS	
☐	☐	2310 Conduct Technical SEE Studies	__/__/____
☐	☐	2321 Prepare for Aerial Photography	__/__/____
☐	☐	2322 Finish/Print Aerial Photography	__/__/____

☐	☐	2330 Collect EPE Geotechnical Data	__/__/____
☐	☐	2340 Develop and Review Practical Alternatives	__/__/____
☐	☐	*233M Aerial Photography Flight*	__/__/____
☐	☐	2360 Prepare and Review EA or DEIS	__/__/____
☐	☐	*231M Draft Submission to FHWA*	__/__/____
☐	☐	2380 Circulate EA or DEIS	__/__/____
☐	☐	*232M Public Hearing*	__/__/____
		EPE FINAL ANALYSIS	
☐	☐	2510 Determine and Review Recommended Alternative	__/__/____
☐	☐	*250M Concurrence by Regulatory Agencies with Recommended Alternatives*	__/__/____
☐	☐	2525 Prepare and Review Engineering Report	__/__/____
☐	☐	2530 Prepare and Review Request for FONSI or FEIS	__/__/____
☐	☐	*252M Final Submission to FHWA*	__/__/____
☐	☐	2550 Obtain FONSI or ROD	__/__/____
☐	☐	2570 ITS Concept of Operations	__/__/____
		CONTAMINATION INVESTIGATION	
☐	☐	2810 Project Area Contamination Survey (PCS)	__/__/____
☐	☐	2820 Preliminary Site Investigation (PSI) for Contamination	__/__/____

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING - DESIGN

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY
YES	**NO**		(mm/dd/yyyy)
		DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION	
☐	☐	3130 Verify Design Scope of Work and Cost	__/__/____
☐	☐	3310 Prepare Aerial Topographic Mapping	__/__/____
☐	☐	3320 Conduct Photogrammetric Control Survey	__/__/____
☐	☐	3321 Set Aerial Photo Targets	__/__/____
☐	☐	3330 Conduct Design Survey	__/__/____
☐	☐	3340 Conduct Structure Survey	__/__/____
☐	☐	3350 Conduct Hydraulics Survey	__/__/____
x	☐	3360 Prepare Base Plans	12/02/2013
☐	☐	*331M Utility Notification*	__/__/____
☐	☐	3361 Review and Submit Preliminary ROW Plans	__/__/____
☐	☐	*331M Preliminary ROW Plans Distributed*	__/__/____
☐	☐	3365 Pre-Conceptual ITS Design and Meeting	__/__/____
☐	☐	3370 Prepare Structure Study	__/__/____

☐	☐	3375	Conduct Value Engineering Study	__/__/____
☐	☐	3380	Review Base Plans	__/__/____
☐	☐	*332M*	*Base Plan Review (Pre-GI Inspection)*	__/__/____
☐	☐	3390	Develop the Maintaining Traffic Concepts	__/__/____
		PRELIMINARY PLANS PREPARATION		
☐	☐	3510	Perform Roadway Geotechnical Investigation	__/__/____
☐	☐	3520	Conduct Hydraulic/Hydrologic and Scour Analysis	__/__/____
☐	☐	3522	Conduct Drainage Study, Storm Sewer Design, and use Structural Best Management Practices	__/__/____
☐	☐	3530	Conduct Structure Foundation Investigation	__/__/____
☐	☐	3535	Conduct Structure Review for Architectural and Aesthetic Improvements	__/__/____
☐	☐	3540	Develop the Maintaining Traffic Plan	__/__/____
☐	☐	3551	Prepare/Review Preliminary Traffic Signal Design Plan	__/__/____
☐	☐	3552	Develop Preliminary Pavement Marking Plan	__/__/____
☐	☐	3553	Develop Preliminary Non-Freeway Signing Plan	__/__/____
x	☐	3554	Develop Preliminary Freeway Signing Plan	8/3/2014
☐	☐	3555	Prepare/Review Preliminary Traffic Signal Operations	__/__/____
☐	☐	3570	Prepare Preliminary Structure Plans	__/__/____
☐	☐	3580	Develop Preliminary Plans	__/__/____
☐	☐	3581	Review and Submit Final ROW Plans	__/__/____
☐	☐	*351M*	*Final ROW Plans Distributed*	__/__/____
☐	☐	3585	Final ITS Concept Design and Meeting	__/__/____
x	☐	3590	Review Preliminary Plans (Hold Plan Review Meeting)	9/4/2014
☐	☐	*352M*	*THE Plan Review (Grade Inspection)*	__/__/____
☐	☐	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)
		UTILITIES		
x	☐	3610	Compile Utility Information	
☐	☐	3615	Compile ITS Utility Information	8/3/2014
☐	☐	3650	Coordinate RR Involvement for Grade Separations	__/__/____
☐	☐	3655	Coordinate RR Involvement for At-Grade Crossings	__/__/____

☐	☐	3660 Resolve Utility Issues	__/__/____
☐	☐	*360M Utility Conflict Resolution Plan Distribution*	__/__/____
☐	☐	*361M Utility Meeting*	__/__/____
☐	☐	3670 Develop Municipal Utility Plans	__/__/____
☐	☐	3672 Develop Special Drainage Structures Plans	__/__/____
☐	☐	3675 Develop Electrical Plans	__/__/____
☐	☐	3680 Preliminary ITS Communication Analysis	__/__/____
☐	☐	3690 Power Design (Power Drop in Field)	__/__/____
		MITIGATION/PERMITS	
☐	☐	3710 Develop Required Mitigation	__/__/____
☐	☐	3720 Submit Environmental Permit Applications	__/__/____
☐	☐	3730 Obtain Environmental Permit	__/__/____
		FINAL PLAN PREPARATION	
☐	☐	3821 Prepare/Review Final Traffic Signal Design Plan	__/__/____
☐	☐	3822 Complete Permanent Pavement Marking Plan	__/__/____
☐	☐	3823 Complete Non-Freeway Signing Plan	__/__/____
x	☐	3824 Complete Freeway Signing Plan	4/19/2015
☐	☐	3825 Prepare/Review Final Traffic Signal Operations	__/__/____
☐	☐	3830 Complete the Maintaining Traffic Plan	__/__/____
x	☐	3840 Develop Final Plans and Specifications	4/19/2015
x	☐	*380M Plan Completion*	4/19/2015
☐	☐	3850 Develop Structure Final Plans and Specifications	__/__/____
x	☐	3870 Hold Omissions/Errors Check (OEC) Meeting	5/2/2015
x	☐	*387M Omissions/Errors Checks Meeting*	__/__/____
x	☐	*389M Plan Turn-In*	7/11/2015
☐	☐	3880 CPM Quality Assurance Review	__/__/____
☐	☐	3890 Final ITS Communication Analysis	__/__/____

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING – RIGHT OF WAY

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY
YES	**NO**		(mm/dd/yyyy)
		EARLY RIGHT OF WAY WORK	
☐	☐	4120 Obtain Preliminary Title Commitments	__/__/____
☐	☐	4130 Prepare Marked Final Right Of Way Plans	__/__/____
☐	☐	*413M Approved Marked Final ROW*	__/__/____
☐	☐	4140 Prepare Property Legal Instruments	__/__/____

		ROW ACQUISITION	
☐	☐	4411 Preliminary Interviews	__/__/____
☐	☐	*441M Post-Decision Meeting*	__/__/____
☐	☐	4412 Real Estate Services Assignment Proposal and Fee Estimate (Form 633s) for Appraisal Work Authorization	__/__/____
☐	☐	4413 Appraisal Reports	__/__/____
☐	☐	4420 Appraisal Review Reports	__/__/____
☐	☐	4430 Acquire Right Of Way Parcels	__/__/____
☐	☐	4510 Conduct Right Of Way Survey & Staking	__/__/____
		ROW RELOCATION	
☐	☐	4710 Relocation Assistance	__/__/____
☐	☐	4720 Prepare Improvement Removal Plan	__/__/____
☐	☐	*442M ROW Certification*	__/__/____

POST LETTING/AWARD TASKS (for reference only)

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY
YES	**NO**		(mm/dd/yyyy)
☐	☐	4810 Complete Acquisition Process	__/__/____
☐	☐	4820 Manage Excess Real Estate	__/__/____
☐	☐	4830 Provide Post-Certification Relocation Assistance	__/__/____
☐	☐	4910 Conduct ROW Monumentation	__/__/____
☐	☐	5010 Construction Phase Engineering and Assistance	__/__/____
☐	☐	5020 Prepare As-Built Drawings	__/__/____

CONSULTANT RESPONSIBILITIES:

1) 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.

2) 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.

3) 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. 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.

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).

b) 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.

4) 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.

5) Acquire top of footing elevation for all the proposed overhead signs structure foundations within the limits of this project. Compute elevation measurements and express in one-hundredth of a vertical foot. Plot these computed elevations on plan

sheets having the proposed foundations.

6) Arrange to conduct soil boring at proposed cantilever and truss locations (+10 ft.). Analyze soil borings, recommend the type of foundation to be used and the temporary sheet piling that may be needed to protect the foundation excavation.

7) 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.

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

- **a)** 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.
- **b)** CD-R with line roll.

9) Prepare and submit to the department one electronic mail copy (PDF format) of the preliminary plans for the Preliminary Plan Review Meeting.

10) Prepare and submit to the department the following products for the OEC:

- **a)** One electronic mail copy of OEC Plans (PDF format).
- **b)** Title Sheet.
- **c)** Signing Plan Note Sheet.
- **d)** Special Detail Sheets.
- **e)** Soil Boring Plan Sheets.
- **f)** Special provisions (unique) produced by the Consultant and approved by the department.
- **g)** Frequently Used Special Provisions and Supplemental Specifications.
- **h)** Advertising Data Sheet.
- **i)** Notice to Bidders.
- **j)** Trns-port (bid based price report, cost summary).
- **k)** Special Provisions for Maintaining Traffic.
- **l)** Certification Acceptance Form.
- **m)** Soil Boring Plan Sheets.
- **n)** Obtain the Utility Clearance from the TSC Utility Engineer.
- **o)** Obtain the Coordination Clause from the TSC Delivery Engineer.
- **p)** Obtain the Progress Clause from the TSC Delivery Engineer.

11) Coordinate, Schedule, and Attend OEC meeting. The consultant should reserve one day for this meeting.

12) Following the OEC, prepare and submit the following deliverables to Lansing Traffic Operations:

- **a)** A CD-R containing Final PlanHalf.pdf, Proposal, Supporting Documents, SignCad Signing Details
- **b)** CD-R of completed base alignment line roll.
- **c)** CD-R of an inventory created from the final signing contract.
- **d)** CD-R of MTSIS inventory

13) Attend pre-construction meeting if requested by the Construction Engineer and respond to questions during the advertisement and construction phases. The Consultant should reserve time for a one day meeting.

14) Provide starting and completion dates for each task to the department for entry into the P/PMS Network.

15) 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**.

16) The Consultant must use MDOT current versions the following software:

- **a)** Microstation
- **b)** SignCAD
- **c)** MTSIS
- **d)** Microsoft Word
- **e)** Microsoft Excel

MDOT RESPONSIBILITIES:

17) Schedule and/or conduct the following:

- **a)** Project related meetings
- **b)** The Plan Review
- **c)** Utility Meetings
- **d)** System Load Transport SAPW files
- **e)** QA/QC review of Final Submittal
- **f)** System Load Final Deliverables into ProjectWise and Submit

18) Provide utility contact information

19) Furnish Special Details and pertinent reference materials.

20) Furnish prints of an example of a similar project and old plans of the area, if available.

Furnish the E.A.

21) Obtain all permits for the project as outlined in previous section.

22) Coordinate any necessary utility relocation.

23) 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) Project specific Special Details.

D) Construction staging and traffic control plans.
E) Detail grade sheets for critical areas.
F) Pavement marking plan(s).
G) Witness and benchmark sheet(s).
H) Soil boring log sheet(s).
I) 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.

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.

For projects advertised May 1, 2013, or later, MDOT will pay overtime in accordance with MDOT's current Overtime Reimbursement Guidelines.
For projects advertised May 1, 2013, or later, MDOT will reimburse the CONSULTANT for vehicle expenses and the costs of travel to and from project sites in accordance with MDOT's current Travel and Vehicle Expense Reimbursement Guidelines.

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.