

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

	REQUISITION NUMBER	DUE DATE	TIME DUE
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	
DESCRIPTION			
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	
<input type="checkbox"/> TIER I (\$50,000 - \$150,000)	<input type="checkbox"/> TIER II (\$150,000-\$1,000,000)	<input type="checkbox"/> TIER III (>\$1,000,000)	
<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"/>	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	<input type="checkbox"/>	Presentation **
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) (No Resumes)	7 pages (MDOT Forms not counted)	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 _____

<input type="checkbox"/> Prequalified Services – See the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> Non-Prequalified Services – If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT’s Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. Form 5100J is required with Proposal for firms not currently prequalified with MDOT
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Qualifications Based Selection – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected 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

**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 & SAFETY SERVICES**
Upgrade and Rehabilitation of Non-Freeway Signing

CONTROL SECTION(S): 84917

JOB NUMBER: 119953C

PROJECT LOCATION: Taylor TSC.

DESCRIPTION OF WORK:

19.274 miles of Non-Freeway Sign Upgrading in Taylor TSC.

COST OF CONSTRUCTION:

The estimated cost of construction for this project is \$780,000.

GENERAL INFORMATION:

The following project for non-freeway sign upgrading is for 19.274 miles in Taylor TSC

See specific project locations on ATTACHMENT A.

ANTICIPATED SERVICE START DATE: January 9, 2014

ANTICIPATED SERVICE COMPLETION DATE: September 10, 2015

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Permanent Non-Freeway Traffic Signing Plans

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

N/A

DBE REQUIREMENT: N/A

PROJECT MANAGER:

Alonso Uzcategui, P.E.
Traffic Signing Unit
Design Programs Section
Design Division
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

SCHEDULE

A. Target Date

The target date for the completion of this project is September 10, 2015.

B. Intermediate Dates

1. Within seven days of the Department's notice to proceed, contact the Department's Project Manager or designee in Lansing to discuss the project and set up a kick-off meeting.
2. Provide preliminary plans by 10/30/14, and conduct the Plan Review not later than the 12/05/14.
3. Provide final plans by 05/22/15 for OEC Meeting, and conduct the OEC Meeting no later than 07/30/15.
5. Provide revised final plans from OEC and final package by 09/10/15.

BACKGROUND INFORMATION:

The Michigan Department of Transportation (MDOT) manages an annual sign upgrading program. Projects selected are based on the age and condition of the signs in place along various state trunklines. The sign population on any segment of roadway includes new and old signs. The Department requires use of high-intensity legends and background on all new signs. In general, high-intensity signs are expected to last fifteen years. Any signs three years old and older are considered for replacement. Signs which do not conform to the MDOT's Standard Highway Signs (SHS) Manual, Michigan Manual of Uniform Traffic Control Devices (MMUTCD) and any other applicable guidelines, or have deteriorated to an extent that they no longer provide adequate nighttime reflectivity, are damaged, are incorrectly installed or located, or are structurally deficient will be replaced. Passing zones must be reviewed to determine the correct placement of passing restriction signs.

Large overhead support structures such as trusses, cantilevers, and bridge-mounted sign structures will be evaluated by the Department. This information will be provided when requested by the Consultant during the term of the contract. Determination of replacement or retention of a structure will be made by the Department. The Department will specify repairs required to retain overhead sign structures.

WORK PLAN

Develop signing plans and a signing package suitable for contract letting by the Department. The contracts are developed utilizing plan sheets. MTSIS (Michigan Traffic Sign Inventory System) will only be used for updating inventory. Any signing plan sheets must be developed using Microstation software.

The Consultant shall supply all materials necessary for completion of Project Review including the necessary paper prints.

The Consultant shall make trips to the Department offices (Lansing), MDOT region and TSC offices, and to the project site as may be necessary to carry out the services in accordance with the agreement.

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

All signing contract details are produced according to the Department's standardized practice and meet the requirements of the current edition of MDOT Standard Specifications for Construction.

Work which is not covered by current MDOT Standard Specifications, supplemental specifications or special provisions will be described by the Consultant and written in MDOT special provision standard format. A copy of the standard format will be provided when requested by the Consultant. All special provisions written by the Consultant will require Departmental approval.

TASK DESCRIPTIONS

Task 1. Familiarization with Region Practices and Personnel

- A. Before beginning the project, the consultant will attend MTSIS training. All computer hardware needs for this meeting will be provided by the Department. If the consultant is already proficient with MTSIS this training may be skipped.
- B. At the initiation of the project, the consultant shall attend a kick-off meeting with Project Manager, and TSC/Region staff to become familiar with the needs and practices of the TSC. The meeting will be held at the TSC or Region office.

Task 2. Field review computerized signing inventory

- A. The Consultant shall be responsible for field reviewing the project to verify existing sign inventory. The location and mileages of all signs shall be determined utilizing a Distance Measurement Instrument (DMI) or Global Positioning System (GPS). All signs shall be located to a nearest 0.001 mile. All signing discrepancies identified in the field shall be corrected on the Department's computerized inventory by the Consultant.
- B. During the field review, the condition of all existing sign and support systems shall be determined using the criteria provided below. This information will be used to determine which signs and supports will be replaced. In general, at least ninety percent of signs and supports are replaced during the sign upgrading contract.

The installation date for signs retained (less than three years old) will be shown on the computerized inventory.

At a minimum, the following information shall be verified and recorded on the computerized inventory:

1. Sign sizes and types
2. Sign message
3. Sign location
4. Sign support system
5. Type of sign support foundation

Task 3. Review of Traffic Control Orders

The Consultant shall be responsible for reviewing existing Traffic Control Orders (TCOs) to ascertain whether existing speed limits and parking restrictions are located properly within the project limits.

Task 4. Development of Signing Plans

- A. Signing plans shall be used for this project.
- B. The Consultant shall update the alignment based on design changes to the road within project limits. Likewise, the Consultant shall create SignCAD files and bridge connections according to current specifications. The plans and quantities shall reflect these changes.
- C. All developed plans and the proposal must be produced according to the department's standard practices and shall meet the requirements of the current version of MDOT's Standard Specifications for Construction. All microstation files shall follow current MDOT CADD standards.
- D. 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.
- E. For this project, MTSIS will only be used to update the existing sign inventory at the start of the project and to update the proposed inventory at the completion of the project.
- F. The Consultant's recommendations to upgrade signs and supports shall be in compliance with the current editions of the MDOT SHS Manual, the Michigan Manual of Uniform Traffic Control Devices, MDOT Guidelines for Signing on State Trunkline Highways, and Traffic Sign Design, Placement, and Application Guidelines.
- G. Signs which are unique will be drawn by the Consultant using SignCAD and/or Microstation software according to the latest MDOT SHS Manual and contain complete details for fabrication. Non-standard or variable width sign design will be shown on separate detail sheets.

- H. Selection of signs, location, letter size, color, etc. will be according to the latest edition of the MDOT SHS. The Consultant is responsible for all decisions on sign selection, placement, and design.
- I. Documents that may be required to make contract recommendations by the Consultants shall include current editions of:

- MMUTCD
- MDOT SHS Manual
- MDOT Standard Specifications for Construction
- MDOT Supplemental Specifications
- MDOT Special Provisions
- Traffic and Safety Notes
- MDOT Guidelines for Signing on State Trunkline Highways
- Traffic Sign Design, Placement, and Application Guidelines
- MDOT Sign Support Typical Plans
- Other applicable guidelines

Task 5. Plan Review and Review of Proposed Recommendations

- A. After field review has been completed and preliminary plans developed by the Consultant, a Plan Review will be arranged between the Project Manager, the Region/TSC Traffic and Safety Engineer or designee and the Consultant to review the entire contract.

The Consultant shall be responsible for making all changes recommended by the Project Manager during the Plan Review, and, thereafter, and during the development of completed plans.

- C. After the plans are completed, the Consultant shall notify the Project Manager, Traffic Signs Unit, Design Division in Lansing. All changes to final recommendations required by the Project Manager shall be incorporated by the Consultant.

1. CONSULTANT RESPONSIBILITIES

- A. The Consultant will contact the Project Manager in Lansing to schedule the meeting. The constant is responsible for taking minutes at all meetings.
- B. The Consultant will perform all field work, select and design all signs, and set up meetings with Department personnel as may be necessary to fulfill contract requirements.
- C. The Consultant will contact the Project Manager to set up a Preliminary Plan Review meeting and submit to the Department an electronic copy of preliminary plans for review. The Project Manager will be provided with a least a three-week period to review preliminary plans. After the Preliminary Plan Review, the Consultant will be responsible for incorporating all the recommended changes made during the Preliminary Plan Review and submit completed plans to the Project Manager.

- D. After incorporating written recommendations of the Project Manager and the TSC, the Consultant will contact the Project Manager to set up an OEC meeting and submit to the Department an electronic copy of the final contract plans and final package.
- E. Any special sign details produced by the Consultant must comply with MDOT standards.
- F. Prepare and submit to the Department the following products with the final package:
 - 1. Title Sheet.
 - 2. Signing Plan Note Sheet.
 - 3. Plan sheets.
 - 4. Special Detail Sheets.
 - 5. Frequently Used Special Provisions and Supplemental Specifications.
 - 6. Special provisions (unique) produced by the Consultant and approved by the Department.
 - 7. Advertising Data Sheet.
 - 8. Notice to Bidders.
 - 9. Trans-*port* (bid based price report, cost summary).
 - 10. Certification Acceptance Form.
 - 11. Obtain the Utility Clearance and Utility Coordination Clause, if applicable, from the TSC Utility Engineer.
 - 12. Obtain the Coordination Clause from the TSC Delivery Engineer.
 - 13. Obtain the Progress Clause from the TSC Delivery Engineer.
 - 14. Obtain Maintenance of Traffic (MOT) special provision, and any temporary traffic control documents from the TSC Traffic & Safety Engineer. If the project is significant then a Transportation Management Plan (TMP) will be provided by the TSC Traffic & Safety Engineer.
- G. Prepare and submit to the Department the following products following the OEC: revised final plans and revised final package.
- H. The Consultant will provide start and completion dates to the Project Manager for each task for entry into the Program Project Management System (P/PMS) Network. Appendix C will be attached to the monthly progress report.
- I. The Consultant must use MDOT current versions of the following software:
 - 1. Microstation
 - 2. SignCAD
 - 3. MTSIS
 - 4. Microsoft Word
 - 5. Microsoft Excel
- J. Collect Project Quantities and Perform Cost Estimate/s
 - 1. The Consultant shall produce Stand Alone PES Worksheet (SAPW), which contains bid item identification, unit of measurement, unit cost.

2. 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.

K. Monthly Progress Report

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

MDOT RESPONSIBILITIES

A. Project Manager will furnish to the Consultant the following:

1. Typical department log or plan proposal.
2. Appropriate Traffic and Safety Division Notes.*
3. MDOT Sign Support Typical Plans.*
4. MDOT Standard Highway Signs Manual.*
5. MDOT Guidelines for Signing on State Trunkline Highways.*
6. Traffic Sign Design, Placement, and Application Guidelines.*
7. All other applicable guidelines.
8. Access to the Department's MTSIS (Michigan Traffic Sign Inventory System).
9. Arrange all meetings.

* Available on MDOT website.

B. MDOT TSC will provide the following:

1. Utility Clearance and Utility Coordination Clause, if applicable, from the TSC Utility Engineer.
2. Progress Clause from the TSC Delivery Engineer.
3. Coordination Clause from the TSC Delivery Engineer
4. Maintenance of Traffic (MOT) special provision and any temporary traffic control documents from the TSC Traffic & Safety Engineer. If the project is significant then a Transportation Management Plan (TMP) will be provided by the TSC Traffic & Safety Engineer.

CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee:

Compensation for this project shall be on an **actual cost plus fixed fee** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor rates, applied overhead, other direct costs, subconsultant costs, and applied fixed fee. The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

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.

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 Travel and Vehicle Expense Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at http://www.michigan.gov/documents/mdot/Final_Travel_Guidelines_05-01-13_420289_7.pdf?20130509082418. MDOT's travel and vehicle expense reimbursement policies are intended primarily for construction engineering work. Reimbursement for travel to and from project sites and for vehicle expenses for all other types of work will be approved on a case by case basis.

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.

For projects advertised May 1, 2013, or later, MDOT will pay overtime in accordance with MDOT's Overtime Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at http://www.michigan.gov/documents/mdot/Final_Overtime_Guidelines_05-01-13_420286_7.pdf?20130509081848. MDOT's overtime reimbursement policies are intended primarily for construction engineering work. Overtime reimbursement for all other types of work will be approved on a case by case basis.

ATTACHMENT A

US-12 (Michigan Av)	CS 82011	BMP	0.000	EMP	0.836
	PR 1600206	BMP	0.000	EMP	0.836
	CS 82011	BMP	0.000	EMP	1.180
	PR 4705565	BMP	0.000	EMP	1.180
	CS: 82061	BMP:	0.836	EMP:	14.726
	PR: 1600206	BMP:	0.618	EMP:	14.508
	CS: 82061	BMP:	1.180	EMP:	14.692
	PR: 4705565	BMP:	0.952	EMP:	14.464
M-39	CS 82192	BMP	0.000	EMP	2.169
	PR 1592408	BMP	0.312	EMP	2.481
	CS 82192	BMP	0.000	EMP	2.180
	PR 1592407	BMP	0.317	EMP	2.497
US-24/I-75 Conn	CS 82371	BMP	0.000	EMP	2.379
	PR 4718578	BMP	0.000	EMP	2.379

ATTACHMENT B
CS 84917 – JN 119953C

MONTHLY PROGRESS REPORTS

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

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).

ATTACHMENT C
CS 84917 – JN 119953C
P/PMS TASKS

STUDY (EARLY PRELIMINARY ENGINEERING)

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY
YES	NO		(mm/dd/yyyy)
		CONSULTANT CONTRACT AUTHORIZATION/EXECUTION	__/__/__
		<u>EPE SCOPING ANALYSIS</u>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2120 Prepare Traffic Analysis Report	__/__/__
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2130 Prepare Project Justification	__/__/__
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>213M Concurrency by Regulatory Agencies with the Purpose and Need</i>	__/__/__
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2140 Develop and Review Illustrative Alternatives	__/__/__
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2155 Request/Perform Safety Analysis	__/__/__
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2160 Prepare and Review EIS Scoping Document	__/__/__
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>211M Public Information Meeting</i>	__/__/__
		<u>EPE DRAFT ANALYSIS</u>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2310 Conduct Technical SEE Studies	__/__/__
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2321 Prepare for Aerial Photography	__/__/__
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2322 Finish/Print Aerial Photography	__/__/__
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2330 Collect EPE Geotechnical Data	__/__/__
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2340 Develop and Review Practical Alternatives	__/__/__
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>233M Aerial Photography Flight</i>	__/__/__
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2360 Prepare and Review EA or DEIS	__/__/__
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>231M Draft Submission to FHWA</i>	__/__/__
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2380 Circulate EA or DEIS	__/__/__
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>232M Public Hearing</i>	__/__/__
		<u>EPE FINAL ANALYSIS</u>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2510 Determine and Review Recommended Alternative	__/__/__
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>250M Concurrency by Regulatory Agencies with Recommended Alternatives</i>	__/__/__
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2525 Prepare and Review Engineering Report	__/__/__
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2530 Prepare and Review Request for FONSI or FEIS	__/__/__
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>252M Final Submission to FHWA</i>	__/__/__
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2550 Obtain FONSI or ROD	__/__/__
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2570 ITS Concept of Operations	__/__/__
		<u>CONTAMINATION INVESTIGATION</u>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2810 Project Area Contamination Survey (PCS)	__/__/__
<input type="checkbox"/>	<input checked="" type="checkbox"/>	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)
		<u>DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION</u>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3130 Verify Design Scope of Work and Cost	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3310 Prepare Aerial Topographic Mapping	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3320 Conduct Photogrammetric Control Survey	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3321 Set Aerial Photo Targets	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3330 Conduct Design Survey	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3340 Conduct Structure Survey	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3350 Conduct Hydraulics Survey	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3360 Prepare Base Plans	_/_/_
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>331M Utility Notification</u>	10/30/2014
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3361 Review and Submit Preliminary ROW Plans	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>331M Preliminary ROW Plans Distributed</u>	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3365 Pre-Conceptual ITS Design and Meeting	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3370 Prepare Structure Study	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3375 Conduct Value Engineering Study	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3380 Review Base Plans	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>332M Base Plan Review (Pre-GI Inspection)</u>	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3390 Develop the Maintaining Traffic Concepts	_/_/_
		<u>PRELIMINARY PLANS PREPARATION</u>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3510 Perform Roadway Geotechnical Investigation	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3520 Conduct Hydraulic/Hydrologic and Scour Analysis	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3522 Conduct Drainage Study, Storm Sewer Design, and use Structural Best Management Practices	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3530 Conduct Structure Foundation Investigation	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3535 Conduct Structure Review for Architectural and Aesthetic Improvements	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3540 Develop the Maintaining Traffic Plan	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3551 Prepare/Review Preliminary Traffic Signal Design Plan	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3552 Develop Preliminary Pavement Marking Plan	_/_/_
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3553 Develop Preliminary Non-Freeway Signing Plan	10/30/2014
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3554 Develop Preliminary Freeway Signing Plan	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3555 Prepare/Review Preliminary Traffic Signal Operations	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3570 Prepare Preliminary Structure Plans	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3580 Develop Preliminary Plans	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3581 Review and Submit Final ROW Plans	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>351M Final ROW Plans Distributed</u>	_/_/_
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3585 Final ITS Concept Design and Meeting	_/_/_
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3590 Review Preliminary Plans (Hold Plan Review Meeting)	12/05/2014
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>352M THE Plan Review (Grade Inspection)</u>	_/_/_
<input type="checkbox"/>	<input checked="" 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)
		<u>UTILITIES</u>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3610 Compile Utility Information	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3615 Compile ITS Utility Information	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3650 Coordinate RR Involvement for Grade Separations	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3655 Coordinate RR Involvement for At-Grade Crossings	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3660 Resolve Utility Issues	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>360M Utility Conflict Resolution Plan Distribution</i>	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>361M Utility Meeting</i>	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3670 Develop Municipal Utility Plans	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3672 Develop Special Drainage Structures Plans	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3675 Develop Electrical Plans	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3680 Preliminary ITS Communication Analysis	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3690 Power Design (Power Drop in Field)	_/_/____
		<u>MITIGATION/PERMITS</u>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3710 Develop Required Mitigation	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3720 Submit Environmental Permit Applications	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3730 Obtain Environmental Permit	_/_/____
		<u>FINAL PLAN PREPARATION</u>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3821 Prepare/Review Final Traffic Signal Design Plan	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3822 Complete Permanent Pavement Marking Plan	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3823 Complete Non-Freeway Signing Plan	05/22/2015
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3824 Complete Freeway Signing Plan	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3825 Prepare/Review Final Traffic Signal Operations	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3830 Complete the Maintaining Traffic Plan	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3840 Develop Final Plans and Specifications	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>380M Plan Completion</i>	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3850 Develop Structure Final Plans and Specifications	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3870 Hold Omissions/Errors Check (OEC) Meeting	07/30/2015
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>387M Omissions/Errors Checks Meeting</i>	_/_/____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>389M Plan Turn-In</i>	09/10/2015
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3880 CPM Quality Assurance Review	_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	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)
		<u>EARLY RIGHT OF WAY WORK</u>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4120 Obtain Preliminary Title Commitments	_/_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4130 Prepare Marked Final Right Of Way Plans	_/_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>413M Approved Marked Final ROW</i>	_/_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4140 Prepare Property Legal Instruments	_/_/_/____
		<u>ROW ACQUISITION</u>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4411 Preliminary Interviews	_/_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>441M Post-Decision Meeting</i>	_/_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4412 Real Estate Services Assignment Proposal and Fee Estimate (Form 633s) for Appraisal Work Authorization	_/_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4413 Appraisal Reports	_/_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4420 Appraisal Review Reports	_/_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4430 Acquire Right Of Way Parcels	_/_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4510 Conduct Right Of Way Survey & Staking	_/_/_/____
		<u>ROW RELOCATION</u>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4710 Relocation Assistance	_/_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4720 Prepare Improvement Removal Plan	_/_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>442M 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 checked="" type="checkbox"/>	4810 Complete Acquisition Process	_/_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4820 Manage Excess Real Estate	_/_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4830 Provide Post-Certification Relocation Assistance	_/_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4910 Conduct ROW Monumentation	_/_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5010 Construction Phase Engineering and Assistance	_/_/_/____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5020 Prepare As-Built Drawings	_/_/_/____