

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

MDOT PROJECT MANAGER Andrew J. Zeigler		JOB NUMBER (JN) Varies/Metro Region	CONTROL SECTION (CS) Varies/Metro Region
DESCRIPTION AS-needed traffic and safety services for advanced simulation modeling in support of Metro Region Maintenance of Traffic, etc			
MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED GRAY SHADING = OPTIONAL		CONSULTANT: Provide only checked items below in proposal	
Check the appropriate Tier in the box below			
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input type="checkbox"/> TIER II (\$100,000-\$250,000)	<input checked="" type="checkbox"/> TIER III (>\$250,000)	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Understanding of Service
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Innovations</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>
N/A	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Qualifications of Team
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Past Performance
Not required As part of Official RFP	Not required As part of Official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	<input type="checkbox"/>	Presentation
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) (No Resumes)	7 pages (MDOT Forms not counted)	19 pages (MDOT Forms not counted)	Total maximum pages for RFP not including key personnel resumes

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

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

RFP SPECIFIC INFORMATION

BUREAU OF HIGHWAYS BUREAU OF TRANSPORTATION PLANNING ** OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO YES DATED _____ THROUGH _____

Prequalified Services – See page 1 of the attached Scope of Services for required Prequalification Classifications.

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

Qualifications Based Selection – Use Consultant/Vendor Selection Guidelines

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

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

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

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

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

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

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

BID SHEET INSTRUCTIONS

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

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER Five (5) copies	PROPOSAL/BID DUE DATE 11/12/10	TIME DUE 4:00 pm
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PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

MDOT Project Manager MDOT Other

Andrew J. Zeigler, Region Planner
MDOT Metro Region Office
18101 West Nine Mile Road
Southfield, Michigan 48075

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

Lansing Regular Mail**OR****Lansing Overnight Mail**

Secretary, Contract Services Div - B470
Michigan Department of Transportation
PO Box 30050
Lansing, MI 48909

Secretary, Contract Services Div - B470
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

Contract Administrator/Selection Specialist
Bureau of Transportation Planning B470
Michigan Department of Transportation
PO Box 30050
Lansing, MI 48909

Contract Administrator/Selection Specialist
Bureau of Transportation Planning B470
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

GENERAL INFORMATION

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

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

The following two American Recovery and Reinvestment Act of 2009 (ARRA) notifications, **ARRA MONTHLY EMPLOYMENT REPORTS** and **REQUIRED CONTRACT PROVISIONS TO IMPLEMENT AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) SECTIONS 902 AND 1515**, are attached to this Request For Proposal for your understanding. These two notifications are only applicable for those projects/contracts funded with ARRA funds and will be included in contract Exhibits.

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet

5100G – Certification of Availability of Key Personnel

5100I – Conflict of Interest Statement

5100J - Consultant Data and Signature Sheet (Required only for Non-Prequalified Work)

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

MICHIGAN DEPARTMENT OF TRANSPORTATION

**SCOPE OF SERVICE
FOR
AS NEEDED TRAFFIC AND SAFETY SERVICES
Advanced Simulation Modeling**

CONTROL SECTION(s): Various

JOB NUMBER(s): Various

LOCATION: Various locations within Metro Region

PROJECT DESCRIPTION:

This scope of service consists of as-needed services for simulation modeling in support of Metro Region Maintenance of Traffic (MOT) Planning, Construction Staging, or Incident or other Emergency Response Planning.

Specialized work involving the creation and use of advanced simulation models and related services and products to support Metro Region operations applications is required. "Related services and products" refers to products directly related to simulation models such as: traffic data spreadsheets for calibration, SEMCOG Sub-Area Models and Origin Destination (OD) Matrices, Dynamic Traffic Assignment Models, and/or Quality Assurance/Quality Control for simulation products produced by other firms, and training of Region Staff in the use of the Models developed.

Note: Up to two Consultants will be selected.

ANTICIPATED SERVICE START DATE: 01/15/2011

ANTICIPATED SERVICE COMPLETION DATE: 01/15/2014

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

N/A

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Traffic Capacity Analysis and Geometric Studies

CONSULTANT REQUIREMENTS:

The Consultant must have on staff a licensed practicing civil engineer with demonstrable experience in traffic operations. Additionally, it is preferred that the Consultant document, and provide references of experience performing the tasks listed under the section entitled “*Traffic Analysis and Modeling*”, and have knowledge or experience using MDOT’s “*Michigan Signal Optimization Guidelines*”. The primary focus of this scope of service is on developing, calibrating and using Simulation models to support Construction Staging and Maintenance of Traffic Planning, or Incident or other Emergency Response Planning, experience in all aspects of simulation modeling is especially important.

DBE REQUIREMENT: 0%

MDOT PROJECT MANAGER:

Andrew J. Zeigler, RLA
Region Planner
MDOT – Metro Region Office
18101 West Nine Mile Road
Southfield, Michigan 48075
Phone: 248-483-5108
Fax: 248-569-7718
E-mail: zeiglera@michigan.gov

WORK DESCRIPTION:

The consultant will be issued a scope of work by way of a written document defining such work, called an “Authorization”. Each scope of work will be issued a separate “Authorization”. The scope of work will be based upon services and requirements stated in this “master scope” document.

Authorizations will require the creation and use of simulation models and/or related products and services to test and evaluate work zone mitigation actions, Maintenance of Traffic (MOT) plans, construction staging plans, constructability analyses and interventions to address imminent problems such as emergency repairs or closures due to incidents.

Software Programs: Unless the Authorization allows otherwise, software programs must be those for which MDOT owns and Metro Region holds licenses. These include: current versions of VISSIM and Quadstone-Paramics micro-simulation software; Synchro/SIMTRAFFIC signal timing and simulation software; DYNASMART-P and DynusT Dynamic Traffic Assignment (DTA) software; GIS software such as TransCAD and ArcMap; and Highway Capacity Software. In addition, Rodel software for analyzing Roundabout operations is acceptable. The Consultant’s version of these licenses must be compatible with Metro Region’s version. This list will be modified as Metro Region acquires more licenses.

Data collection: It is anticipated that existing traffic data will be sufficient. If extra data is required, data collection will be performed, through available sources, by the Michigan Department of Transportation (MDOT), unless otherwise provided.

Traffic Analysis and Modeling: The following tasks relate directly to the creation and use of simulation models to test alternatives or otherwise support operational decisions.

- A. Develop Sub-Area Models and Origin-Destination (OD) traffic matrices from the SEMCOG Model. These are required to provide the traffic demand input to simulation models of sub-areas within the SEMCOG Region. The time periods should be specified by the Authorization, e.g., Morning Peak, Mid-Day, Off-Peak or Afternoon Peak Periods. It is important that the model periods completely cover the beginning and end of the congested period (see Chapter 22 of the HCM 2000). The most recent approved version of the SEMCOG model should be used. This step should be done with the cooperation of, and be subject to review by SEMCOG. The Project Manager will make suitable arrangements with SEMCOG to expedite this.
- B. Develop and calibrate dynamic origin-destination traffic tables for input into simulation models. This refers to breaking down multi-hour OD traffic matrices from the Sub-Area Model (mentioned above), into one hour or less OD matrices, and calibrating these with traffic volume counts. This step is required to develop accurate hourly-level traffic OD matrices for input into the simulation model.
- C. Develop and calibrate large network meso-scopic or Dynamic Traffic Assignment (DTA) simulation models. DTA simulation models can improve upon the traffic assignments of the (macro-scopic) SEMCOG model. By providing more accurate assignments, they can improve the accuracy of the traffic input into the micro-simulation model. DTA models also offer the alternative of modeling a much larger geographic area, more efficiently and economically than do micro-simulation models.
- D. Develop and calibrate large network microscopic simulation models. Previous microsimulation models created for MDOT will be made available to the Consultant.
- E. Use simulation to model and evaluate scenarios for work zone mitigation plans, construction staging and/or closure plans.
- F. Based upon the simulation model, develop qualitative and quantitative measures of effectiveness (MOE's) to evaluate mobility from a network perspective. These may include, but not be limited to systemwide User Delay or Cost of User Delay spreadsheets.
- G. Review and evaluate traffic simulation models developed by others, including performing QA/QC, as directed.

- H. Calibrate simulation models according to recognized guidelines such as Volume III Guidelines for Applying Traffic Microsimulation Modeling Software (FHWA August 2003), or CalTrans Guidelines for Applying Traffic Microsimulation Modeling Software, September 2002, or similar guidelines.
- I. Train MDOT-Region and TSC staffs on how to upload, execute, view, and demonstrate model products. This may include training on how to test and evaluate scenarios using already-created models.

CONSULTANT RESPONSIBILITIES

- A. Conduct all meetings and coordination needed to model and document the scenarios or alternatives as directed.
- B. Participate in meetings with Design or other Project Teams to help develop alternatives or scenarios to be modeled and to and clarify modeling issues and results.
- C. As directed, and according to the requirements of the specific Project Authorization, simulate or model and evaluate alternatives. Usually alternatives will be evaluated based on how well they support Mobility. "Mobility" will be understood in the context of the individual project and its objectives.
- D. Meet with the MDOT Project Manager to review project, location of data sources and contact persons, and review relevant MDOT operations. The Consultant shall review and clarify project issues, data needs and availability, and the sequence of events and meetings that are essential to complete the project by the completion date.
- E. Maintain a Project Record that includes a history of significant events (changes, comments, etc.) which influenced the development of the deliverables, dates of submittals and receipt of information. This will be a record of key events through the entire study process and will include both significant issues and everyday items to keep the project on schedule. The format of this record/diary will be developed in conjunction with the MDOT Project Manager.
- F. The Consultant representative shall record and submit type-written minutes for all project-related meetings to the Project Manager within one week of meetings.
- G. The Consultant will be required to coordinate and conduct meetings. The Consultant will help plan, participate and attend workshops/meetings. This will include responding to agency concerns and questions as well as the preparation of displays such as drawings, videos and other communication tools, as directed by MDOT.
- H. The Consultant will attend any project-related meetings as directed by the MDOT Project Manager.

- I. The MDOT Project Manager shall be the official MDOT contact person for the Consultant. The Consultant must either address or send a copy of all correspondence to the MDOT Project Manager. This includes all Subcontractor correspondence and verbal contact records. The MDOT Project Manager shall be made aware of all communications regarding this project.
- J. The Consultant shall contact the MDOT Project Manager whenever discoveries have the potential to require changes in the scope, limits, quantities, or costs affecting the project.
- K. Work shall conform to current MDOT, FHWA and AASHTO practices, guidelines, policies and standards.
- L. At the discretion of the MDOT Project Manager, the Consultant may be asked to provide one-on-one assistance or instruction to MDOT personnel regarding how to upload the model files, and how to open, execute, change views and settings, review, and save and demonstrate the simulation products. The purpose is to give the designated staff the capability to upload and run the simulation on his/her computer, so that he/she can review the files, and provide feedback to the Consultant. Secondly, the purpose is to give MDOT staff the needed skills to demonstrate simulation models to Stakeholders for review and feedback. If delineated in the Authorization, this training may include instruction on how to test scenarios and evaluate results on already-created models.
- M. It is anticipated that existing data for simulation models will be sufficient. Where there might be a need for additional traffic data, the Project Manager will make arrangements to have this collected, either by MDOT or the Consultant. Data collected, will be in a format acceptable to MDOT and will be the property of MDOT.

It should be noted that the selected prime Consultant is required to complete at least 40% of the work.

MONTHLY PROGRESS REPORT:

On the first of each month, the Consultant shall submit a monthly progress report to the MDOT Project Manager, or as directed by the Project Manager. The monthly progress report shall follow the format shown in Attachment A.

CONSULTANT PROPOSAL:

This Scope of Services provides the Consultant with information concerning the work to be performed. This document along with the MDOT “Consultant/Vendor Selection Guidelines for Service Contracts,” provides sufficient information to enable the Consultant to prepare and submit proposals to the MDOT. The MDOT will be the contracting agent for the project.

MDOT staff consisting of the Project Manager and representatives from various disciplines from within MDOT will assist the Consultant by fulfilling the department’s responsibilities throughout the course of this scope of work.

The Consultant will be responsible for the completeness of the information provided and for providing references of relevant previous work.

PROJECT SCHEDULE:

Specific Authorizations will be issued on an as-needed basis.

Currently there are no Program/Project Management System (P/PMS) tasks that cover the activities required of this Scope of Work. Milestones and schedule of specific Authorizations will be developed in conjunction with the MDOT Project Manager.

FORMAT:

Unless otherwise specified by the Project Manager, the following formats should be observed:

1. All spreadsheets for quantity calculations and estimates shall be created using Excel. All text summary spreadsheets shall be created using Word. Excel and Word products will be in a version compatible with the current version used by MDOT. The Project Manager will provide additional information on MDOT’s current version.
2. All project related items are subject to review and approval by the MDOT Project Manager.
3. All travel demand modeling work shall be based upon the current version of the SEMCOG Model. Modifications to the SEMCOG Model network will utilize the Michigan Geographic Framework Version 5. Road referencing shall be based upon MDOT’s Physical Reference (PR) and milepoint system. Caliper’s TransCad 5.0 is MDOT’s and SEMCOG’s modeling platform.

MDOT RESPONSIBILITIES :

- A. The MDOT Project Manager will provide written notice providing clear direction to the CONSULTANT following review of deliverables.
- B. The MDOT Project Manager will provide direction to the CONSULTANT regarding the scenarios or alternatives to be tested.
- C. MDOT will provide available existing traffic data, Michigan GeoRef GIS files, and 6” aerial photos consistent with the Michigan GeoRef system. Note that the 2005, 6” aerials are housed in the Michigan Center for Geographic Information and may be downloaded on the Consultant’s portable hard drive upon the request of the Project Manager. Michigan Geo-Ref map files in Caliper or Esri format may be obtained from MDOT’s Asset Management Section, Framework and Systems Monitoring Unit. Consultants may also be given password restricted access to all Metro Region MITS and NAVTEQ-collected archived real time data, upon request of the Project Manager to NAVTEQ. Arterial turning movement count data for Metro Region is stored on ProjectWise.

DELIVERABLES

The individual Authorization will define specific models or related products and services. Unless otherwise specified by the Project Manager, the products will include, but not be limited to, *simulation models of either a base situation or of specific alternatives (scenarios) and an evaluation of how each scenario performs, assessed in terms of qualitative and quantitative Measures of Effectiveness*¹. All models developed for a project, and all model files (networks, input data, trip tables, etc.) are the property of MDOT. All model enhancements and all data collected by the Consultant becomes the property of MDOT. These model files and all of the “Additional Products”, specified below, shall be saved to an immutable medium such as a DVD. Two copies of said medium should be made, with one delivered to the Project Manager and one to the Metro Region Traffic and Safety Engineer.

¹ In general, the primary objective will be how well *Mobility* will be maintained under each alternative. “Mobility” is to be understood in the context of the objectives of the individual project. As such, common measures such as system-wide User Delay, or the Cost of User Delay will not usually be adequate measures of Mobility, and should be supplemented by other, more direct measures such as visual representations of the network (e.g. “Hotspots” analysis), queue and bottleneck analysis, and Travel Times and Variances for specific Origin-Destination pairs.

Additional products:

- A. A Technical Report outlining and detailing the recommended alternatives considered during the study. This should include descriptions of each alternative, the criteria used for selection, and details regarding each alternative. Included in the Technical Report shall be complete documentation of how the model was developed, along with supporting files and documents.
- B. Any additional work products prepared by the Consultant as a part of the study, including graphics, data collected or other background materials.
- C. The Consultant shall submit minutes of all project meetings (a draft version of the minutes to be sent to the MDOT Project Manager no later than one week after the meeting has occurred).
- D. The Consultant will be responsible for printing the required number of all documents for distribution.
- E. The Consultant will submit the “Record of Key Events” Diary at the completion of the study that will chronologically detail the entire project. It will include milestones, issues and other project related information that has been completed.
- F. The Consultant will compile any comments generated by throughout this process.

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, sub-consultant 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 Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the 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 the contract for your specific contract terms.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges are those that are directly attributable to the activities under these As-Needed Services, and the specific project Authorization awarded.

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

The fixed fee for profit allowed for this project is 11% of the cost of direct labor plus overhead. This scope is for "as needed" services, based on intermittent needs of MDOT. It must be noted that this is not a guarantee that MDOT will use the consultant's services.

SAMPLE

ATTACHMENT A

MONTHLY PROGRESS REPORTS

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

MONTHLY PROGRESS REPORT

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

- 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
Structure Number - Control Section - Job Number
Route, Location Description
 Design Schedule as of 00/00/95

Original Authorized Date	(Anticipated) or Actual Dates	
00/00/00	00/00/00	Initial project meeting.
00/00/00	00/00/00	Completion of Pre-Grade Inspection.
00/00/00	00/00/00	First maintaining traffic coordination meeting.
00/00/00	00/00/00	Completion of design survey.
00/00/00	00/00/00	Submittal of preliminary plans for geometric review.
00/00/00	(00/00/00)	Submit request for soil borings and soils recommendations.
00/00/00	(00/00/00)	Submittal of Preliminary Right-Of-Way Plans.
00/00/00	(00/00/00)	Submittal of Grade Inspection materials.
00/00/00	(00/00/00)	Completion of Grade Inspection.

LIST TASKS, SUBMITTALS, APPROVALS AND MEETINGS AS OUTLINED IN SCOPE OF DESIGN SERVICES OR AS NEEDED. THIS LIST IS JUST AN EXAMPLE.

00/00/00	(00/00/00)	Completion of Partially Completed Final Plans review (approximately 4 weeks after submittal).
00/00/00	(00/00/00)	Submittal of final plans and project material (minimum of 2 weeks prior to the Plan Completion Date).
00/00/00	(00/00/00)	Submittal of project file and related documents.

SAMPLE

MONTHLY PROGRESS REPORT

Control Section 12345
Job Number 11111C
Structure Number S02
Date 07/31/95

- A. Work accomplished during the previous month.
1. During the last month we completed the Final Right-of-Way plans and submitted them to Rob Lippert on 07/01/95.
- B. Anticipated work items for the upcoming month.
1. Submit the Preliminary Plans and related material on 08/11/95.
 2. Attend the meeting regarding the Ameritech lines on the bridge, scheduled for 08/12/95.
- 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 Tom Myers of M•DOT Traffic and Safety Division on 07-24-95.

SAMPLE

SN: S02 - CS: 12345 - JN: 111111
M-111, from There Village Limits to north of That Road
Design Schedule as of 07/31/95

Original Authorized Date	(Anticipated) or Actual Dates	
01/12/95	01/05/95	Initial project meeting.
01/29/95	01/29/95	First maintaining traffic coordination meeting.
02/17/95	02/10/95	Completion of design survey.
02/29/95	02/29/95	Submittal of Base Plans and related material.
03/12/95	03/13/95	Submittal of Preliminary Right-Of-Way Plans.
03/20/95	03/19/95	Completion of Base Plan Review.
07/01/95	07/01/95	Submittal of Final Right-Of-Way plans.
07/11/95	(08/11/95)	Submittal of Preliminary Plans and related material.
09/15/95	(09/15/95)	Completion of Preliminary Plan Review.
09/16/95	(09/16/95)	Second maintaining traffic coordination meeting.
09/25/95	(09/23/95)	Submittal and approval of Special Provision for Maintaining Traffic and related plans.
10/15/95	(10/15/95)	Submittal of Construction Plans and Specifications review materials.
11/11/95	(11/11/95)	Completion of Construction Plans and Specifications review.
12/10/95	(12/10/95)	Submittal of plans and project material after incorporating final review comments.
12/25/95	(12/25/95)	Submittal of project file and related documents.

SAMPLE

VERBAL CONTACT RECORD

Control Section 12345

Job Number 1111C

Structure Number S02

Date 07/31/95

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