Michigan Department
Of Transportation
5100B (03/10)

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

Exhibit B

MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)
Alonso Uzcategui	113333C	54013, 54014, 59012

DESCRIPTION
Traffic and Safety Design Services for Freeway Signing Upgrade in Montcalm and Mecosta Counties

MDOT PROJECT MANAGER: Check all items to be included in RFP

WHITE = REQUIRED
GRAY SHADING = OPTIONAL

Check the appropriate Tier in the box below

CONSULTANT: Provide only checked items below in proposal

☐ **TIER 1 ($25,000-$99,999)**	☑ **TIER II ($100,000-$250,000)**	☐ **TIER III (>$250,000)**	
☐	☑	☐	Understanding of Service
☐	☐	☐	*Innovations*
☐	☐	☐	*Safety Program*
N/A	☑	☐	Organizational Chart
☐	☑	☐	Qualifications of Team
☐	☑	☐	Past Performance
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 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)	19 pages (MDOT Forms not counted)	Total maximum pages for RFP **not including key personnel resumes**

REQUEST FOR PROPOSAL

Clear Form

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 _____

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

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

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

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

****For 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	PROPOSAL/BID DUE DATE	TIME DUE
5	9/6/11	4:00 PM

PROPOSAL AND BID SHEET MAILING ADDRESSES

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

☑ MDOT Project Manager ☐ MDOT Other

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

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

	Lansing Regular Mail	OR	Lansing Overnight Mail
☑	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

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.)

Michigan Department of Transportation

SCOPE OF SERVICE
FOR
TRAFFIC AND SAFETY SERVICES

CONTROL SECTION: 84913

US-131

CS 59012, B.M.P. 0.000 E.M.P. 13.092	*PR 1206705, B.M.P. 0.000 E.M.P. 13.092*
CS 59012, B.M.P. 0.000 E.M.P. 13.099	*PR 1206801, B.M.P. 0.000 E.M.P. 13.099*
CS 54013, B.M.P. 0.000 E.M.P. 8.397	*PR 1808405, B.M.P. 0.000 E.M.P. 8.397*
CS 54013, B.M.P. 0.000 E.M.P. 8.450	*PR 1808410, B.M.P. 0.000 E.M.P. 8.450*
CS 54014, B.M.P. 0.000 E.M.P. 16.152	*PR 1808405, B.M.P. 8.397 E.M.P. 24.549*
CS 54014, B.M.P. 0.000 E.M.P. 16.089	*PR 1808410, B.M.P. 8.450 E.M.P. 24.539*

JOB NUMBER: 113333C

PROJECT LOCATION:
The project is located on US-131 from the Kent County Line to the Osceola County Line in Montcalm and Mecosta Counties.
The project length is 37.648 miles.

PROJECT DESCRIPTION:
Freeway Signing Upgrade on US-131

ANTICIPATED SERVICE START DATE:
October 7, 2011

ANTICIPATED SERVICE COMPLETION DATE:
July 19, 2013

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

SECONDARY PREQUALIFCIATION CLASSIFICATION(S):
None

DBE REQUIREMENT:
N/A

MDOT PROJECT ENGINEER MANAGER:

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

CONSTRUCTION COST

The estimated cost of construction is: $945,000

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.

GENERAL INFORMATION

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

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

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

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

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

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

WORK PLAN

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

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

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

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	6/15/2012
☐	☐	*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	1/4/2013
☐	☐	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)	1/18/2013
☐	☐	*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	__/__/____
☐	☐	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	__/__/____
☐	☐	3825 Prepare/Review Final Traffic Signal Operations	__/__/____
☐	☐	3830 Complete the Maintaining Traffic Plan	__/__/____
x	☐	3840 Develop Final Plans and Specifications	4/19/2013
x	☐	*380M Plan Completion*	__/__/____
☐	☐	3850 Develop Structure Final Plans and Specifications	__/__/____
x	☐	3870 Hold Omissions/Errors Check (OEC) Meeting	5/3/2013
x	☐	*387M Omissions/Errors Checks Meeting*	__/__/____
x	☐	*389M Plan Turn-In*	7/12/2013
☐	☐	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) 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.

6) 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.

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

8) 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) Special provisions (unique) produced by the Consultant and approved by the department.
f) Frequently Used Special Provisions and Supplemental Specifications.
g) Advertising Data Sheet.
h) Notice to Bidders.
i) Trns-port (bid based price report, cost summary).
j) Certification Acceptance Form.
k) Obtain the Utility Clearance from the TSC Utility Engineer.
l) Obtain the Coordination Clause from the TSC Delivery Engineer.
m) Obtain the Progress Clause from the TSC Delivery Engineer.

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

10) 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, and paper plots.
d) CD-R of MTSIS inventory

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

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

13) 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**.

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

a) Microstation
b) SignCAD

c) MTSIS
d) Microsoft Word
e) Microsoft Excel

B) <u>MDOT Responsibilities</u>

1) 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

2) Provide utility contact information

3) Furnish Special Details and pertinent reference materials.

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

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

6) Coordinate any necessary utility relocation.

7) Furnish FTP site for software download and instructions for the MDOT Stand Alone Proposal Estimator's Worksheet (SAPW).

<u>DELIVERABLES</u>

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) Witness and benchmark sheet(s).
G) Structure plan(s).

All plans, special provisions, estimates, and other project-related items shall meet all MDOT requirements and detailing practices (i.e., format, materials, symbols, patterns, and layout) or as otherwise directed by the Project Manager.

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

PAYMENT SCHEDULE

Compensation for this scope of design services shall be on an actual cost plus fixed fee basis.

CONSULTANT PAYMENT

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.

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

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

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

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

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

ATTACHMENT A

CS – JN

MONTHLY PROGRESS REPORTS

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

Control Section: 00000

Job Number: 00000C
Structure Number: S00
Date: 00/00/00

MONTHLY PROGRESS REPORT

A. Work accomplished during the previous month.

B. Anticipated work items for the upcoming month.

C. Real or anticipated problems on the project.

D. Update of previously approved detailed project schedule (attached), including explanations for any delays or changes.

E. Items needed from MDOT.

F. Copy of Verbal Contact Records for the period (attached).

SAMPLE

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

MONTHLY PROGRESS REPORT

A. Work accomplished during the previous month.

1. During the last month we completed the Final Right of Way plans and submitted them to Mr. Project Manager on 00/00/00.

B. Anticipated work items for the upcoming month.

1. Submit the Preliminary Plans and related material on 00/00/00.

2. Attend the meeting regarding the Ameritech lines on the bridge, scheduled for 00/00/00.

C. Real or anticipated problems on the project.

1. We foresee no problems at this time.

D. Update of previously approved detailed project schedule (attached), including explanations for any delays or changes.

1. The design is falling behind schedule because we had problems resolving the geometries of the ramps in relation to the bridge. The Preliminary Plan submittal will be the only task affected by this delay because we will make up the lost time prior to submitting the Final Plans and Specifications.

E. Items needed from MDOT.

1. Prior to final Plan submittal we will need the latest Special provision and Supplemental Specification checklist.

F. Copy of Verbal Contact Records for the period (attached).

1. Discussed bridge and ramp geometries with Traffic Safety Eng. of MDOT's Division of Operations on 00-00-00.