

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

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

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

### GENERAL INFORMATION

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

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

### MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

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

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

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

**REQUEST FOR PROPOSAL**

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

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

**RFP SPECIFIC INFORMATION**

BUREAU OF HIGHWAYS  BUREAU OF TRANSPORTATION PLANNING  OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

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

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

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

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

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

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

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

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

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

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

**BID SHEET INSTRUCTIONS**

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

**NOTIFICATION  
MANDATORY ELECTRONIC SUBMITTAL**

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

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

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

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

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

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

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

**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**

**Michigan Department of Transportation**

**SCOPE OF SERVICE  
FOR  
AS NEEDED TRAFFIC AND SAFETY SERVICES  
Signal Design**

**CONTROL SECTION(S):** Various

**JOB NUMBER(S):** Various

**PROJECT LOCATION:** Statewide

**PROJECT DESCRIPTION:**

Perform signal and sidewalk ramp design services. No survey services are required. No geotechnical services are required. This scope is for “as needed” services, based on the intermittent needs of MDOT. Full time services will not be required on all projects at all times.

It must be noted that this is not a guarantee that MDOT will use the Consultant’s services.

**Up to four (4) consultants will be selected.** Projects may include signal work in support of road and bridge design projects in addition to stand alone signal projects.

**ANTICIPATED SERVICE START DATE:** June 8, 2012

**ANTICIPATED SERVICE COMPLETION DATE:** June 8, 2014

**PRIMARY PREQUALIFICATION CLASSIFICATION:**

Traffic Signal Design

**SECONDARY PREQUALIFICATION CLASSIFICATION:**

Roads and Streets

Pavement Marking Plans

**DBE REQUIREMENT:** N/A

**MDOT PROJECT ENGINEER MANAGER:**

Douglas Adelman

Engineer Manager

Division of Operations

425 W. Ottawa St

Lansing, Mi 48909

PH: 517-373-2363

FAX: 517-373-2330

Adelmand@michigan.gov

**REQUIRED MDOT GUIDELINES AND STANDARDS:**

Work shall conform to current MDOT, FHWA, and 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 of 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.

**GENERAL INFORMATION:**

On an as needed basis, the Consultant shall furnish, to the satisfaction of the Department, all services, labor and equipment necessary to provide signal and sidewalk ramp design services for statewide signal design projects over a two year period.

Requests for services will be distributed throughout the two years of the as needed contract. Each proposal shall identify a list of sub consultants to be used and the work they will perform.

The Consultant shall furnish all services and labor necessary to perform the services described herein. The Consultant will also furnish materials, equipment, supplies, and incidentals necessary to perform the services (other than those designated in writing to be furnished by the Department), and check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work. The services will be performed to the satisfaction of the Department consistent with applicable professional standards.

**CONSULTANT RESPONSIBILITIES:**

Complete the design of this project including, but not limited to the following:

The Consultant must adhere to all applicable OSHA and MIOSHA safety standards, including the appropriate traffic signs for the activities and conditions for this job and perform field operations in accordance with the Department's Personal Protective Equipment (PPE) policy as stated in the MDOT Guidance Document #10118.

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 team meetings that are essential to complete the design by the project plan completion date. Attention shall be given to critical target dates that may require a large lead time, such as geotechnical requirements, ROW submittal dates, Railroad coordination requirements, utility conflict resolution, local agency meetings, etc.

- A. Prepare plans, details, and specifications required for design and construction of electronic traffic control devices which may include all of the following:
  - 1. Modernization plans
  - 2. Sidewalk ramp plans (with pushbuttons as required)
  - 3. Right-of-way (ROW) plans including:
    - a. Preliminary ROW Plans
    - b. Marked Final ROW Plans

- c. Property Legal Instruments
  - 4. Temporary signal plans as required for maintaining traffic during construction.
  - 5. Signal staging plans as required for maintaining traffic during construction.
  - 6. Pedestrian detour plans (if typical pedestrian detour plan is insufficient) as required for maintaining traffic during construction.
  
- B. Distribute proposed plans (as required), details (as required), and specifications (as required) at the following design stages:
  - 1. Base plans (typically using survey file provided by MDOT)
  - 2. Preliminary ROW plans
  - 3. Preliminary plans
  - 4. Final ROW plans
  - 5. OEC plans
  - 6. Final plans
  
- C. Schedule, attend, and provide meeting minutes for project related meetings as directed by the MDOT Project Manager including:
  - 1. Design kick off meeting
  - 2. Site review meeting
  - 3. Radio Interconnect field survey (as required)
    - a. Document results on the Signal Radio Survey Form #1516: [http://mdotwas1.mdot.state.mi.us/public/webforms/detail.cfm?ALLFORMS\\_FormNumber=1516](http://mdotwas1.mdot.state.mi.us/public/webforms/detail.cfm?ALLFORMS_FormNumber=1516)
  - 4. Plan review meeting at preliminary plan stage
  - 5. Utility coordination meeting (coordinate scheduling with utility coordinator)
    - a. Provide a utility conflict summary document to the utility engineer
  - 6. Utility coordination field meetings as required (coordinate scheduling with utility coordinator)
    - a. The consultant will stake proposed foundation locations in the field prior to any field utility coordination meeting.
    - b. Provide list of utility companies that should be invited for each location
    - c. Provide summary of known or potential utility conflicts by quadrant for each location
  - 7. OEC meeting prior to plan completion.
  - 8. For design related meetings, the consultant is responsible for inviting the following personnel:
    - a. All local and maintaining agencies
    - b. Signal contractor (as required)
    - c. The following MDOT personnel:
      - i. TSC Traffic & Safety Engineer, Region Development Engineer, TSC Construction Engineer, Utility Engineer, Electrician, Maintenance Supervisor, Region Traffic Safety & Operations Engineer, Environmental Coordinator, Region Real Estate Property Manager, Lansing Signals Design, Lansing Signals Operations, and Project Manager

- D. Perform any design/coordination tasks with any railroad company involved within the project limits, including (but not limited to):
  - 1. Determine railroad contact person(s)
  - 2. Complete any applications required by the railroad company to perform the proposed traffic signal work.
  - 3. Include related notes and special provisions as required in the proposal.
- E. Compute and verify all plan quantities.
- F. Provide solutions to any unique problems that may arise during the design of this project.
- G. Maintain a Design Project Record which includes a history of significant events (changes, comments, etc.) which influenced the development of the plans, dates of submittals and receipt of information.
- H. Prepare and submit electronically (native format or Adobe PDF) any design information or calculations.
- I. The MDOT Project Manager shall be the official MDOT contact person for the Consultant **and shall be made aware of all communications regarding this project.** 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.
- J. The Consultant shall contact the MDOT Project Manager whenever discoveries or design alternatives have the potential to require changes in the scope, limits, quantities, costs, or right-of-way of the project.

### **UTILITIES**

The Consultant shall be responsible for obtaining and showing on the plans the location and names of all existing utilities within the limits of the project. In the course of resolving utility conflicts, the Consultant shall make modifications to the plans or design details and provide assistance as directed by the MDOT Utility Coordinator and/or Project Manager. The Consultant shall attend any utility meetings called to ensure that the concerns are addressed on the plans involving utilities.

### **TRAFFIC CONTROL**

The Consultant shall be responsible for all traffic control required to perform the tasks as outlined in this Scope of Design Services.

### **MONTHLY PROGRESS REPORT**

On the first Monday of each month, the Consultant Project Manager shall submit a progress report of the previous month's activities, as well as a plan for the current month's activities to the Project Manager.

## **MDOT RESPONSIBILITIES**

MDOT staff will:

- Provide any required electronic survey files
- Provide any required soil borings
- Receive and pass on all utility information
- Assist in scheduling and conducting utility coordination meeting(s)
- Coordinate any necessary utility relocation
- Furnish Special Details and pertinent reference materials
- Provide layout request, existing signal plan (if available), and timing permits
- Review and comment on the submittals. Additional submittals may be required depending on completeness and accuracy of those submitted.

## **DELIVERABLES:**

The Consultant shall deliver all computer files associated with the project in their native format (spreadsheets, CADD files, GEOPAK files, etc.) on DVD, CD or uploaded to FTP website, as directed by the MDOT Project Manager. All road-related CADD/GEOPAK files shall be created and identified with standard MDOT file names as shown in Appendix A of the Road Design Manual. All signal related CADD files shall be identified with standard MDOT signal file names as shown in the following link:

[http://mdotwas1.mdot.state.mi.us/public/tands/Details\\_Web/mdot\\_signal\\_consult\\_v8.pdf](http://mdotwas1.mdot.state.mi.us/public/tands/Details_Web/mdot_signal_consult_v8.pdf). It is the Consultant's responsibility to obtain updated MicroStation and GEOPAK seed/configuration files necessary to comply with MDOT's CADD standards which are posted to the bulletin board system. When the use of GEOPAK road design software is necessary to develop plans all pay items shall be placed into the CADD file using GEOPAK's Design and Computation Manager so that Quantity Manager can be used to transfer pay item information to SAPW/Trns\*port. Any CADD/GEOPAK files that do not conform to MDOT standards will be returned to the Consultant for correction at the Consultant's expense.

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. 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 11" x 17" format ( 8 ½" x 11" for log jobs). A 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 proposed signal plans will typically require a scale of 1"=30' when plotted to 11" x 17". Full traffic signals must also include quadrant details at a 1"=10' scale showing all utilities and proposed facilities.

Other plan sheets that are 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. Sidewalk ramp plans with pushbuttons (as required) including existing and proposed grades
- C. Right-of-way plans including:
  - 1. Section and government corners
  - 2. Consents to reconstruct sidewalk
  - 3. Grading limits
- D. Radio interconnect plan (as required), showing location of antennas, masters, repeaters, and remotes per the completed radio survey.
- E. Construction staging and maintaining pedestrian access plans including:
  - 1. Temporary signal plans for road or bridge projects
  - 2. Signal staging plans for road or bridge projects
  - 3. Pedestrian detour plans (if typical pedestrian detour plan is insufficient) may be included as 8 1/2"x11" sheets within the maintaining traffic special provision or in the plans as 11"x17" sheets.
- F. Pavement marking plan(s).
- G. Utility contact sheet listing the contact names and phone numbers for each utility having facilities within the project limits
- H. Note Sheet
- I. Witness and benchmark sheet(s). Survey information will be provided by MDOT.
- J. Soil boring log sheet(s). Soil boring information will be provided by MDOT.
- K. Project specific Special Details

All plans, special provisions, estimates, and other project related items shall meet 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.

**PROJECT SCHEDULE:**

The Consultant shall use the following events to prepare the proposed implementation schedule as required in the Guidelines for the Preparation of Responses on Assigned Design Services Contracts. These dates shall be used in preparing the Consultant’s Monthly Progress Reports.

MDOT  
Preconstruction Tasks  
Consultant Checklist  
P/PMS Form Only

**MDOT PRECONSTRUCTION TASKS  
CONSULTANT CHECKLIST**

Version 6  
Updated  
05/18/2011

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)**

		<b>P/PMS TASK NUMBER AND DESCRIPTION</b>	<b>DATE TO BE COMPLETED BY</b> (mm/dd/yyyy)	
<b>YES</b>	<b>NO</b>	<b>CONSULTANT CONTRACT AUTHORIZATION/EXECUTION</b>	<b>/</b>	<b>/</b>
<b><u>EPE SCOPING ANALYSIS</u></b>				
<input type="checkbox"/>	<input type="checkbox"/>	2100 Scope Verification and Initiation of EPE Activities	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>210M Program &amp; Project Review Board Concurrence</u></i>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2115 Traffic Data Collection	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2120 Prepare Traffic Analysis Report	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2125 Traffic Capacity Analysis	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2130 Prepare Project Justification	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>213M Concurrence by Regulatory Agencies with the Purpose and Need</u></i>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2140 Develop and Review Illustrative Alternatives	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2155 Request/Perform Safety Analysis	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2160 Prepare and Review EIS Scoping Document	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>211M Public Information Meeting</u></i>	/	/
<b><u>EPE DRAFT ANALYSIS</u></b>				
<input type="checkbox"/>	<input type="checkbox"/>	2310 Conduct Technical SEE Studies	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2311 Cultural Resources Survey	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2312 Recreational Survey – Section 4(f)/6(f)	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2313 Endangered Species Survey	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2314 Wetland Assessment	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2315 Wetland Mitigation	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2316 Other Technical Reports	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2321 Prepare for Aerial Photography	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2322 Finish/Print Aerial Photography	/	/

<input type="checkbox"/>	<input type="checkbox"/>	2330	Collect EPE Geotechnical Data	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2340	Develop and Review Practical Alternatives	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>233M</u>	<u>Aerial Photography Flight</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2360	Prepare and Review EA	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>231M</u>	<u>Approval of EA by FHWA</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2370	Prepare and Review Draft EIS	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>237M</u>	<u>Approval of Draft EIS by FHWA</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2380	Distribute EA	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>232M</u>	<u>Public Hearing for EA</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	2390	Distribute DEIS	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>239M</u>	<u>Public Hearing for DEIS</u>	/	/

**MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST**

**STUDY (EARLY PRELIMINARY ENGINEERING) (cont'd)**

YES	NO	P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)
<b><u>EPE FINAL ANALYSIS</u></b>			
<input type="checkbox"/>	<input type="checkbox"/>	2510 Determine and Review Recommended Alternative	/ /
<input type="checkbox"/>	<input type="checkbox"/>	<u>250M</u> <u>Concurrence by Regulatory Agencies with Recommended Alternatives</u>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2525 Prepare and Review Engineering Report	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2530 Prepare and Review Request for FONSI	/ /
<input type="checkbox"/>	<input type="checkbox"/>	<u>252M</u> <u>Approval of FONSI by FHWA</u>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2540 Prepare and Review FEIS	/ /
<input type="checkbox"/>	<input type="checkbox"/>	<u>254M</u> <u>Approval of FEIS by FHWA</u>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2550 Obtain ROD	/ /
<input type="checkbox"/>	<input type="checkbox"/>	<u>255M</u> <u>ROD Issued by FHWA</u>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2570 ITS Concept of Operations	/ /
<b><u>CONTAMINATION INVESTIGATION</u></b>			
<input type="checkbox"/>	<input type="checkbox"/>	2810 Project Area Contamination Survey (PCS)	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2820 Preliminary Site Investigation (PSI) for Contamination	/ /

**PRELIMINARY ENGINEERING - DESIGN**

<b><u>DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION</u></b>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3130 Verify Design Scope of Work and Cost	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3310 Prepare Aerial Topographic Mapping	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3320 Conduct Photogrammetric Control Survey	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3321 Set Aerial Photo Targets	/ /

<input type="checkbox"/>	<input type="checkbox"/>	3330	Conduct Design Survey	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3340	Conduct Structure Survey	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3350	Conduct Hydraulics Survey	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3360	Prepare Base Plans	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>311M</u>	<u>Utility Notification</u>	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3361	Review and Submit Preliminary ROW Plans	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>331M</u>	<u>Preliminary ROW Plans Distributed</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3365	Pre-Conceptual ITS Design and Meeting	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3370	Prepare Structure Study	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3375	Conduct Value Engineering Study	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3380	Review Base Plans	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>332M</u>	<u>Base Plan Review (Pre-GI Inspection)</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3390	Develop the Maintaining Traffic Concepts	/	/

## MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

### PRELIMINARY ENGINEERING - DESIGN (cont'd)

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)		
YES	NO				
<b><u>PRELIMINARY PLANS PREPARATION</u></b>					
<input type="checkbox"/>	<input type="checkbox"/>	3510	Perform Roadway Geotechnical Investigation	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3520	Conduct Hydraulic/Hydrologic and Scour Analysis	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3522	Conduct Drainage Study, Storm Sewer Design, and use Structural Best Management Practices	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3530	Conduct Structure Foundation Investigation	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3535	Conduct Structure Review for Architectural and Aesthetic Improvements	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3540	Develop the Maintaining Traffic Plan	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3551	Prepare/Review Preliminary Traffic Signal Design Plan	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3552	Develop Preliminary Pavement Marking Plan	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3553	Develop Preliminary Non-Freeway Signing Plan	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3554	Develop Preliminary Freeway Signing Plan	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3555	Prepare/Review Preliminary Traffic Signal Operations	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3570	Prepare Preliminary Structure Plans	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3580	Develop Preliminary Plans	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3581	Review and Submit Final ROW Plans	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>351M</u>	<u>Final ROW Plans Distributed</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3585	Final ITS Concept Design and Meeting	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3590	Review Preliminary Plans (Hold Plan Review Meeting)	/	/

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>352M THE Plan Review (Grade Inspection)</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3595 Conduct ITS Structure Foundation Investigation	/	/
<b>UTILITIES</b>				
<b>x</b>		3610 Compile Utility Information	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3615 Compile ITS Utility Information	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3650 Coordinate RR Involvement for Grade Separations	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3655 Coordinate RR Involvement for At-Grade Crossings	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3660 Resolve Utility Issues	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>360M Utility Conflict Resolution Plan Distribution</u>	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>361M Utility Meeting</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3670 Develop Municipal Utility Plans	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3672 Develop Special Drainage Structures Plans	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3675 Develop Electrical Plans	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3680 Preliminary ITS Communication Analysis	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3690 Power Design (Power Drop in Field)	/	/
<b>MITIGATION/PERMITS</b>				
<input type="checkbox"/>	<input type="checkbox"/>	3710 Develop Required Mitigation	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3720 Assemble Environmental Permit Applications	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3730 Obtain Environmental Permit	/	/

## MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

### PRELIMINARY ENGINEERING - DESIGN (cont'd)

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)	
YES	NO			
<b>FINAL PLAN PREPARATION</b>				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3821 Prepare/Review Final Traffic Signal Design Plan	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3822 Complete Permanent Pavement Marking Plan	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3823 Complete Non-Freeway Signing Plan	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3824 Complete Freeway Signing Plan	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3825 Prepare/Review Final Traffic Signal Operations	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3830 Complete the Maintaining Traffic Plan	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3840 Develop Final Plans and Specifications	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>380M Plan Completion</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3850 Develop Structure Final Plans and Specifications	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3870 Hold Omissions/Errors Check (OEC) Meeting	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>387M Omissions/Errors Checks Meeting</u>	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>389M Plan Turn-In</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3880 CPM Quality Assurance Review	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3890 Final ITS Communication Analysis	/	/

## PRELIMINARY ENGINEERING – RIGHT OF WAY

### EARLY RIGHT OF WAY WORK

<input checked="" type="checkbox"/>	<input type="checkbox"/>	4120	Obtain Preliminary Title Commitments	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4130	Prepare Marked Final Right Of Way Plans	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>413M</i>	<i>Approved Marked Final ROW</i>	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4140	Prepare Property Legal Instruments	/	/

### ROW ACQUISITION

<input type="checkbox"/>	<input type="checkbox"/>	4411	Preliminary Interviews	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<i>441M</i>	<i>Post-Decision Meeting</i>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4412	Real Estate Services Assignment Proposal and Fee Estimate (Form 633s) for Appraisal Work Authorization	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4413	Appraisal Reports	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4420	Appraisal Review Reports	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4430	Acquire Right Of Way Parcels	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4510	Conduct Right Of Way Survey & Staking	/	/

### ROW RELOCATION

<input type="checkbox"/>	<input type="checkbox"/>	4710	Relocation Assistance	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4720	Prepare Improvement Removal Plan	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>442M</i>	<i>ROW Certification</i>	/	/

## MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

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

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

### FOR YOUR INFORMATION

For questions on specific tasks, refer to the P/PMS Task Manual located on the MDOT Bulletin Board System.

For assistance in accessing this manual, please contact one of following:

**Dennis Kelley: (517) 373-4614**

### **PAYMENT SCHEDULE**

Compensation for this Scope of Services shall be on an actual cost plus fixed fee basis.

### **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.

**The hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. Fixed fee on "as needed" projects is computed by taking the**

**percent of actual labor hours billed to labor hours authorized, then applying that percentage to the total fixed fee authorized.**

Full time services may not be required on all projects at all times. This scope is for “as needed” services, based on the intermittent needs of MDOT. It must be noted that this is not a guarantee that MDOT will use the Consultant’s services.