

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

| | | | | |
|---|--|---|---|----------------------------------|
| MDOT PROJECT MANAGER Erin O'Brien | | | JOB NUMBER (JN) 109861C | CONTROL SECTION (CS) Multiple |
| DESCRIPTION IF NO JN/CS Upgrade and Rehabilitation of Non-Freeway Signing for 166.6 Miles in Traverse City & Cadillac TSC Area | | | | |
| 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 checked="" type="checkbox"/> TIER II (\$100,000-\$250,000) | <input type="checkbox"/> TIER III (>\$250,000) | | |
| <input type="checkbox"/> | <input checked="" 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"/> | <i>Safety Program</i> | |
| N/A | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Organization Chart | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Qualifications of Team | |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input 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 checked="" type="checkbox"/> | <input type="checkbox"/> | Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site 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 2 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.

Qualifications Based Selection – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected 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 price 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 price proposal must be submitted in a sealed manila envelope, clearly marked in large red letters **"PRICE PROPOSAL – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. The price proposal will only be opened for the highest scoring proposal. Unopened price proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your bid 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 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 5 | PROPOSAL DUE DATE 3/26/10 | TIME DUE 4:00 p.m. |
|--|------------------------------|-----------------------|

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

Erin O'Brien, Non-Freeway Signing Engineer
 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 48809

Secretary, Contract Services Div - B470
 Michigan Department of Transportation
 425 W. Ottawa
 Lansing, MI 48833

- Contract Administrator/Selection Specialist
 Bureau of Transportation Planning B470
 Michigan Department of Transportation
 PO Box 30050
 Lansing, MI 48809

Contract Administrator/Selection Specialist
 Bureau of Transportation Planning B470
 Michigan Department of Transportation
 425 W. Ottawa
 Lansing, MI 48833

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
- 5100G** – Certification of Availability of Key Personnel
- 5100I** – Conflict of Interest Statement

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

Notification
ARRA MONTHLY EMPLOYMENT REPORTS

Note: This Notification is only applicable for those projects/contracts funded with ARRA funds. If you have questions, please contact MDOT Contract Services Division at (517) 335-0071.

The American Recovery and Reinvestment Act of 2009 (ARRA), requires states receiving stimulus funds for highway projects to provide monthly reports to the Federal Highway Administration (FHWA) regarding the number of employees of the prime contractors, all-tier subcontractors and consultants on ARRA funded projects.

The cost for complying with this Notification must be borne by the prime contractor, and all-tiers of subcontractors and consultants, as part of their overhead and is deemed to be included in the payments made under this contract.

Within 10 days after the end of each month in which work is performed on this contract, all prime contractors and consultants must provide the Engineer a monthly report on MERS at <https://sso.state.mi.us/> providing employment information on each ARRA project, which will include, for work performed in that preceding month:

- The total number of employees who performed work on this contract.
- The total number of hours worked by employees who performed work on this contract.
- The total wages of employees who performed work on this contract.

Prime Consultants are responsible for reporting on all subconsultants' employment information in MERS, as the sub consultants will not have access to do so.

In addition, the prime contractor must provide a total payment amount made to any subcontractor who is a certified DBE in that preceding month.

This Notification shall be included as a part of each subcontract executed by the prime contractor, and all-tiers of subcontractors and consultants.

If necessary to conform to guidance provided by FHWA concerning the ARRA reporting requirements, the prime contractor, and all-tiers of subcontractors and consultants will revise their reporting as directed by the Engineer.

Failure to comply with the reporting requirements under ARRA would jeopardize the Department's continued receipt of ARRA funding.

Accordingly, if a contractor or any-tier of subcontractor or consultant fails to comply with this Notification, the Department may withhold contract payments until compliance is achieved. If the Department is compelled to incur costs because of such a breach, the amount of those costs may be deducted from payments otherwise to be made under this contract. Additional sanctions may include reduction or elimination of prequalification ratings and removal of bidding privileges.

**NOTIFICATION
REQUIRED CONTRACT PROVISIONS TO IMPLEMENT AMERICAN
RECOVERY AND REINVESTMENT ACT (ARRA) SECTIONS 902 AND 1515**

Note: This notification is only applicable for those projects/contracts funded with ARRA funds. If you have questions, please contact MDOT Contract Services Division at (517) 335-0071.

In accordance with requirements under section 902 of the American Recovery and Reinvestment Act of 2009 (ARRA), the following language is made a part of this contract and is to be made a part of all tier subcontracts or consultant contracts:

The U.S. Comptroller General and his representatives have the authority:

- (1) To examine any records of the contractor or any of its subcontractors, or any State or local agency administering such contract, that directly pertain to, and involve transactions relating to, the contract or subcontract; and
- (2) To interview any officer or employee of the contractor or any of its subcontractors, or of any State or local government agency administering the contract, regarding such transactions.

The Comptroller General and his representatives have the authority and rights provided under Section 902 of the ARRA with respect to this contract. As provided in section 902, nothing in section 902 shall be interpreted to limit or restrict in any way any existing authority of the Comptroller General.

In accordance with the requirements of section 1515(a) of the ARRA any representatives of the Inspector General have the authority:

- (1) To examine any records of the contractor or grantee, any of its subcontractors or sub-grantees, or any State or local agency administering such contract, that pertain to, and involve transactions relating to the contract, subcontract, grant, or sub-grant; and
- (2) To interview any officer or employee of the contractor, grantee, sub-grantee or agency regarding such transactions.

Nothing set forth in section 1515 of the ARRA shall be interpreted to limit or restrict in any way any existing authority of an inspector general.

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
TRAFFIC & SAFETY SERVICES**
Upgrade and Rehabilitation of Non-Freeway Signing

CONTROL SECTION(S): Various

| | | | | | |
|------------|------------|-------|--------|-------|--------|
| M-22 | CS 51031 | BMP | 0.000 | EMP | 19.187 |
| | PR 1154306 | BMP | 0.000 | EMP | 19.187 |
| | CS 10011 | BMP | 0.000 | EMP | 9.819 |
| | PR 1072802 | BMP | 0.000 | EMP | 8.606 |
| | PR 1073009 | BMP | 0.094 | EMP | 1.307 |
| | CS 10012 | BMP | 0.000 | EMP | 20.108 |
| | PR 1073009 | BMP | 1.307 | EMP | 1.858 |
| | PR 1073401 | BMP | 0.075 | EMP | 19.633 |
| | CS 45011 | BMP | 0.000 | EMP | 10.526 |
| | PR 1147410 | BMP | 0.000 | EMP | 10.526 |
| | CS 45012 | BMP | 0.000 | EMP | 16.379 |
| | PR 1147410 | BMP | 10.526 | EMP | 26.906 |
| | CS 45013 | BMP | 0.000 | EMP | 13.262 |
| | PR 1147410 | BMP | 26.906 | EMP | 40.168 |
| M-32 | CS 45071 | BMP | 0.000 | EMP | 15.307 |
| | PR 3450711 | BMP | 11.482 | EMP | 26.789 |
| | PR 3450666 | BMP | 0.000 | EMP | 0.053 |
| | CS 45072 | BMP | 0.000 | EMP | 11.482 |
| | PR 3450711 | BMP | 0.000 | EMP | 11.482 |
| | CS 5021 | BMP | 0.000 | EMP | 9.758 |
| | PR 1109710 | BMP | 0.000 | EMP | 9.758 |
| | CS 5022 | BMP | 0.000 | EMP | 1.952 |
| | PR 1109406 | BMP | 0.000 | EMP | 1.953 |
| | CS 15051 | BMP | 0.000 | EMP | 5.767 |
| | PR 3050084 | BMP | 4.412 | EMP | 4.812 |
| | PR 1242703 | BMP | 0.431 | EMP | 0.852 |
| | PR 1242709 | BMP | 0.000 | EMP | 0.292 |
| | PR 1242803 | BMP | 0.206 | EMP | 1.551 |
| PR 1243101 | BMP | 3.984 | EMP | 5.803 | |
| PR 1243108 | BMP | 0.000 | EMP | 1.490 | |

| | | | | | |
|-------|------------|-----|--------|-----|--------|
| M-37 | CS 28052 | BMP | 0.000 | EMP | 18.041 |
| | PR 993403 | BMP | 14.760 | EMP | 14.880 |
| | PR 993906 | BMP | 0.312 | EMP | 0.933 |
| | PR 994703 | BMP | 0.000 | EMP | 17.208 |
| | PR 995103 | BMP | 0.000 | EMP | 0.093 |
| M-109 | CS 45031 | BMP | 0.000 | EMP | 6.798 |
| | PR 1147603 | BMP | 0.000 | EMP | 6.799 |
| M-168 | CS 10021 | BMP | 0.000 | EMP | 0.953 |
| | PR 1072802 | BMP | 8.606 | EMP | 9.559 |
| M-204 | CS 45041 | BMP | 0.000 | EMP | 7.219 |
| | PR 1147907 | BMP | 0.000 | EMP | 7.220 |

JOB NUMBER: 109861C

PROJECT LOCATION: Traverse City and Cadillac TSCs.

DESCRIPTION OF WORK:

166.6 miles of Non-Freeway Sign Upgrading in the Traverse City and Cadillac TSC areas.

ANTICIPATED SERVICE START DATE: May 24, 2010

ANTICIPATED SERVICE COMPLETION DATE: July 15, 2011

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Permanent Non-Freeway Traffic Signing Plans

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

N/A

DBE REQUIREMENT: N/A

PROJECT MANAGER:

Erin O'Brien, Non-Freeway Signing Engineer
Traffic Sign and Delineation Unit
Traffic and Safety Support Area
Michigan Department of Transportation
Murray D. Van Wagoner Building
P.O. Box 30050
Lansing, MI 48909
Phone: 517-373-0748
Fax: 517-241-2567
E-mail: obriene@michigan.gov

COST OF CONSTRUCTION

The estimated cost of construction for this project is \$1,700,000.

SCHEDULE

A. Target Date

The target date for the completion of this project is July 15, 2011.

B. Intermediate Dates

1. Within seven days of the Department's notice to proceed, contact the Department's project manager in Lansing to discuss the project and set up a kick-off meeting.
2. Provide preliminary plans by 01/12/11, and conduct the Plan Review not later than the 02/10/11.
3. Provide final plans by 05/11/11 for OEC Meeting, and conduct the OEC Meeting no later than 06/15/11.
5. Provide revised final plans from OEC and final package by 07/15/11.

BACKGROUND INFORMATION:

The Michigan Department of Transportation (MDOT) manages an annual non-freeway sign upgrading program. Projects selected are based on the age and condition of the signs in place along various state trunklines. The sign population on any segment of roadway includes new and old signs. The Department requires use of high-intensity legends and background on all new signs. In general, high-intensity signs are expected to last 15 years. Any signs three years and older are considered for replacement. Signs which do not conform to the Michigan Manual of Uniform Traffic Control Devices (MMUTCD) or MDOT's Standard Highway Signs Manual, MDOT's Guidelines for Signing on State Trunkline Highways, have deteriorated to an extent that they no longer provide adequate nighttime reflectivity, are damaged, are incorrectly installed or located, or are structurally deficient will be replaced. Passing zones must be reviewed to determine the correct placement of passing restriction signs.

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

WORK PLAN

Develop a non-freeway signing package suitable for contract letting by the Department. The contracts are developed utilizing the Department's MTSIS (Michigan Traffic Sign Inventory System). Access to this MDOT developed computer program will be provided to the Consultant. Any plan sheet required for project completion must be developed using Microstation software.

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

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

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

All non-freeway signing contract details are produced according to the Department's standardized practice and meet the requirements of the 2003 MDOT Standard Specifications for Construction.

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

TASK DESCRIPTIONS

Task 1. Familiarization with Region Practices and Personnel

- A. At the initiation of the project, the consultant shall set up a meeting with Non-freeway Program Coordinator and Staff, Traffic Signs and Delineation Unit in Lansing to become familiar with the Department- provided computer software program. Technology transfer and MTSIS computer training will occur at this time. All computer hardware needs for this meeting will be provided by the Department.
- B. The Consultant shall also be responsible to schedule a meeting with the TSC Traffic and Safety Engineer or his designee to become familiar with their needs and practices. During this meeting, the Project Manager will ensure that all concerns about the project are brought to the attention of the Consultant. The meeting shall be held at the TSC office.

Task 2. Field review computerized signing inventory

- A. The Consultant shall be responsible for field reviewing the project to verify existing sign inventory. The location and mileages of all signs shall be determined utilizing a Distance Measurement Instrument (DMI). All signs shall be located to a nearest 0.001 mile. All signing discrepancies identified in the field

shall be corrected on the computerized inventory by the Consultant.

- B. During the field review, the condition of all existing sign and support systems shall be determined using the criteria provided. This information will be used to determine which signs and supports will be replaced. In general, 90 percent of signs and supports are replaced during the sign upgrading contract.

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

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

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

Task 3. Review of Traffic Control Orders

The Consultant shall be responsible for reviewing existing Traffic Control Orders (TCOs) to ascertain whether existing speed limits and parking restrictions are located properly within the project limits. All proposed signing changes based on TCOs shall require approval of the TSC Traffic and Safety Engineer.

Task 4. Recommendations to Michigan Traffic Sign Inventory System (MTSIS)

- A. The Consultant shall make signing recommendations utilizing updated computer inventory, complete in detail and acceptable to the Department. These recommendations will be used by the Consultant to develop a contract package recommended for competitive bid letting and construction execution by prequalified contractors.
- B. The Consultant's recommendations to upgrade signs and supports shall be in compliance with the 2005 Edition of the Michigan Manual of Uniform Traffic Control Devices, MDOT Guidelines for Signing on State Trunkline Highways, and Non-Freeway Signing Design, Placement, and Application Guidelines.

All proposed signing recommendations by the Consultant shall be input into the Department's developed MTSIS computer system. Access to the subject software will be provided to the Consultant at the start of the project.

- C. Signs which are unique will be drawn by the Consultant using CADD software according to the latest Standard Highway Signs Manual and contain complete detail for fabrication. Non-standard design will be shown on separate detail sheets. Standard signs at respective locations may be referred to by the standard sign numbering system.
- D. Selection of signs, location, letter size, color, etc. will be according to the latest

edition of the MMUTCD. The Consultant is responsible for all decisions on sign selection placement and design.

- E. Documents that may be required to make contract recommendations by the Consultants shall include:

- 2005 edition of MMUTCD
- MDOT Standard Highway Signs Manual
- MDOT 2003 Standard Specifications for Construction
- MDOT Supplemental Specifications
- MDOT Special Provisions
- Traffic and Safety Division Notes
- MDOT Guidelines for Signing on State Trunkline Highways
- Non-Freeway Signing Design, Placement, and Application Guidelines
- MDOT Sign Support Typical Plans
- Traffic and Safety CADD Procedures

Task 5. Grade Inspection and Review of Proposed Recommendations

- A. After field review has been completed and preliminary plans developed by the Consultant, a Grade Inspection (GI) will be set up between the Region Traffic and Safety Engineer or designated person and the Consultant to review the whole contract.

The Consultant shall be responsible for making all changes recommended by The Project Manager or his designee during the G.I., and, thereafter, and during the development of completed plans.

- B. After the plans are completed, the Consultant shall notify the Non-Freeway Program Coordinator, Traffic Signs and Delineation Unit, Traffic and Safety Division in Lansing. All changes to final recommendations required by the Project Manager shall be incorporated by the Consultant.

P/PMS TASKS:

A. P/PMS TASK 3360 - PREPARE BASE PLANS

- 1) The Consultant is required to produce base log plans for the signing influence area and the area within the project limits in MTSIS

B. P/PMS TASK 3390 - DEVELOP MAINTAINING TRAFFIC CONCEPTS

- 1) Develop the Maintaining of Traffic through a Special Provision.

C. P/PMS – 3590 – REVIEW PRELIMINARY PLANS

- 1) Prepare and submit to the Department preliminary plans, cost estimate and other pertinent documents electronically.
- 2) Schedule, Attend and Conduct Preliminary plan review meetings with the Department staff.

D. P/PMS- 3824 –COMPLETE NON-FREEWAY SIGNING PLAN

- 1) Update the preliminary plans, quantities, cost estimates and maintaining traffic special provision and typicals as a result of review by the Department.

E. P/PMS-387M-OMISSIONS/ERRORS CHECK MEETING

- 1) Prepare and submit to the Department the log plans, Cost Estimate, Proposal, Supporting Documents, Special Sign Layout Details, Special Construction Details and other pertinent documents electronically
- 2) Schedule, Attend and Conduct OEC meeting with the Department, Contractors and/or Sub-contractors.

F. P/PMS-3840- DEVELOP FINAL PLANS AND SPECIFICATIONS

- 1) Update the plans, quantities, cost estimates, maintaining traffic special provisions and typicals and all other required documents as a result of review by the Department.

G. P/PMS-3910- PREPARE FINAL PROJECT PACKAGE

- 1) In Accordance to E-Proposal Guidelines, Prepare and submit to the Department Final Log Plans, Cost Estimate, Proposal, Supporting Documents, Special Sign Layout Details, Special Construction Details and other pertinent documents suitable for submittal.

CONSULTANT RESPONSIBILITIES:

- A. The Consultant will schedule appointments to meet with the Non-Freeway Signing Engineer in Lansing for transfer of Department technical signing contract information required by the Consultant to perform Project Review duties. The constant is responsible for taking minutes at these meetings.
- B. The Consultant will set up a least a one-day meeting with the TSC Traffic and Safety Engineer or his designee to become familiar with existing Region needs and practices.
- C. The Consultant will perform all field work, select and design all signs, and set up meetings with Department personnel as may be necessary to fulfill contract requirements
- D. The Consultant will contact the Project Manager to set up a Preliminary Plan Review meeting and submit to the Department an electronic copy of preliminary plan logs for review. The Project Manager shall be provided with a least a three-week period to review preliminary plans. After the Preliminary Plan Review, the Consultant shall be responsible for incorporating all the recommended changes made during the Preliminary Plan Review and submit completed plans to the Project Manager.

- E. After incorporating written recommendations of the Project Manager and the TSC, the Consultant will contact the Project Manager to set up an OEC meeting and submit to the Department an electronic copy of the final contract log and final package.

Any special sign details produced by the Consultant must comply with MDOT standards.

Any downloaded control section files shall be uploaded into the Departments MTSIS Network Server.

- F. Prepare and submit to the Department the following products with the final package:

1. Title Sheet.
2. Signing Plan Note Sheet.
3. MTSIS contract log.
4. Special Detail Sheets.
5. Frequently Used Special Provisions and Supplemental Specifications.
6. Special provisions (unique) produced by the Consultant and approved by the Department.
7. Advertising Data Sheet.
8. Notice to Bidders.
9. Trans-*port* (bid based price report, cost summary).
10. Special Provisions for Maintaining Traffic.
11. Certification Acceptance Form.
12. Obtain the Utility Clearance from the TSC Utility Engineer.
13. Obtain the Coordination Clause from the TSC Delivery Engineer.
14. Obtain the Progress Clause from the TSC Delivery Engineer.

- G. Prepare and submit to the Department the following products following the OEC: revised final MTSIS contract log and revised final package.

- H. The Consultant will provide start and completion dates for each task to the Non-Freeway Signing Engineer for entry into the P/PMS Network.

- I. The Consultant must use MDOT current versions of the following software:

1. Microstation
2. SignCAD
3. MTSIS
4. Microsoft Word
5. Microsoft Excel

- J. Collect Project Quantities and Perform Cost Estimate/s

1. The Consultant shall produce Stand Alone PES Worksheet (SAPW), which contains bid item identification, unit of measurement, unit cost.
2. The Consultant shall produce a preliminary cost estimate prior to the Plan Review. The Cost estimate will be updated consistent with plans and

throughout each development phase.

K. Monthly Progress Report

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

2. **MDOT RESPONSIBILITIES**

A. Furnish to the Consultant the following:

1. Typical department log job proposal.
2. Appropriate Traffic and Safety Division Notes.*
3. MDOT Sign Support Typical Plans.*
4. MDOT Standard Highway Signs Manual.*
5. MDOT Guidelines for Signing on State Trunkline Highways.*
6. MDOT Non-Freeway Signing Design, Placement, and Application Guidelines.*
7. Access to the Department's MTSIS (Michigan Traffic Sign Inventory System).
8. Access Passwords to the Departments Network Server.

* Available on MDOT website.

B. Arrange all meetings.

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 C

CS – JN

MONTHLY PROGRESS REPORTS

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

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

MONTHLY PROGRESS REPORT

- A. Work accomplished during the previous month.
- B. Anticipated work items for the upcoming month.
- C. Real or anticipated problems on the project.
- D. Update of previously approved detailed project schedule (attached), including explanations for any delays or changes.
- E. Items needed from MDOT.
- F. Copy of Verbal Contact Records for the period (attached).