

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

MDOT PROJECT MANAGER Alonso Uzcategui			JOB NUMBER (JN) 105659C	CONTROL SECTION (CS) 81103
DESCRIPTION IF NO JN/CS 8.685 Miles of Freeway Signing Upgrade on M-14 from US-23 to Napier overpass in Washtenaw County				
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 1 of the attached Scope of Services for required Prequalification Classifications.

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

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 4/6/09	TIME DUE 4:00 p.m.
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PROPOSAL AND BID SHEET MAILING ADDRESSES

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

- MDOT Project Manager MDOT Other

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 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.)

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
PERMANENT FREEWAY TRAFFIC SIGNING PLANS**

CONTROL SECTION:

CS 81103, B.M.P 2.483 E.M.P 11.089
PR 1431408 B.M.P 2.483 E.M.P 11.088
CS 81103, B.M.P 2.456 E.M.P 11.140
PR 1431410 B.M.P 2.456 E.M.P 11.141

JOB NUMBER: 105659A

PROJECT LOCATION:

The project is located from US-23 to Napier Road overpass in Washtenaw County. The project length is 8.685 miles.

PROJECT DESCRIPTION:

Freeway Signing Upgrade on M-14.

ANTICIPATED SERVICE START DATE: May 18, 2009

ANTICIPATED SERVICE COMPLETION DATE: August 2, 2010

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Permanent Freeway Traffic Signing Plans

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

None

DBE REQUIREMENT: N/A

MDOT PROJECT ENGINEER MANAGER:

Alonso Uzcategui, Engineer Manager
Traffic Operations Section
Traffic Signing Unit
P.O. Box 30050
Lansing, MI 48909
Phone: 517-335-2624
Fax: 517-373-2330
E-mail: uzcateguia@michigan.gov

CONSTRUCTION COST:

- A. The estimated cost of construction is: \$480,000.00

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 5% of the current programmed amount, then the Consultant will be required to submit a letter to the MDOT Project Manager justifying the changes in the construction cost estimate.

SCHEDULE

- A. Target Date

The target date for the completion of this project is August 2, 2010

- B. Intermediate Dates

1. Within seven days of the Department's notice to proceed, meet with the Department's project team in Lansing. This will be one eight-hour, all-day session.
2. Provide base plans by 12/01/09, and conduct the Utilities Meeting no later than the 12/22/09.
3. Provide preliminary plans by 01/15/10, and conduct the Plan Review no later than the 02/05/10.
4. Provide final plans for the first week of 04/19/10 for OEC Meeting, and conduct the OEC Meeting no later than 05/07/10.
5. Provide revised final plans from OEC and final package by 06/18/10.
6. Provide final plans and sign inventory by 07/30/10.

PROBLEM STATEMENT

The Michigan Department of Transportation (MDOT) manages an annual freeway sign upgrading program. Projects selected are 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.

The following signs which do not conform to the following documents will be removed and replaced if deemed necessary:

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

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

- Have deteriorated to an extent that 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 MTSIS (Michigan Traffic Sign Inventory System) 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 Offices, and to the project site as may be necessary to carry out the 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.

All developed plans and proposal must be produced according to the Department's standard practices and shall meet the requirements of 2003 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 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.

P/PMS TASKS:

A. P/PMS TASK 3360 - PREPARE BASE PLANS

1) Produce Cadd alignment base sheets

- (a) The Consultant is required to produce computerized freeway alignment and plan sheets of the freeway signing influence area and the area within the project limits. The plan sheets will show the major features of the existing freeway including interchanges and interchange ramps, grade separations, rest areas, weigh stations, and overhead and ground-mounted signs. All signs shall be shown at their approximate location and include their existing legends.
- (b) All plan sheets shall be developed using Microstation and SignCAD software formats, working units, levels, and other items related to proper orientation and placement of the product on the Department's system shall be noted under Consultant Responsibilities of this Scope of Services. The base alignment will be a graphical representation of the horizontal alignment of the freeway. It will not include road design details or right-of-way.
- (c) Base sheet drawings will be drawn as a continuous alignment (line roll). A printed copy of the line roll along with the line roll retained on computer disk shall be furnished to the Department. In the development of plans, the Consultant will cut the line roll, as required, to form standard plan sheets with borders and title blocks.
- (d) The alignment must include stationing and appropriate distance references for existing signs when necessary, such as signs very close to structures. All base sheet sign drawings will be developed to allow electronically moving entire sign drawing anywhere on the base sheet. This will allow proper placement of additional signs and replacement signs as the plans are developed
- (e) The existing alignment in the project area is contained on a set of road plans. The information on road plans will contain some information not needed for the development of signing base sheets. The Consultant will be required to convert the road plans to base sheets for the signing plans.

2) Physical Inventory of all signs, sign supports, and sign structures

- (a) The Consultant will perform a field review of the project area 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. During the field review, all existing signs and support systems and their condition will be noted. The condition of existing signs and support systems will determine whether the existing sign and support systems need replacement. As a minimum, the following information will be recorded on the computerized inventory:

- I. Sign size and type
- II. Sign offset
- III. Sign message
- IV. Sign location
- V. Sign support system
- VI. Type of sign support foundation

(b) The Department will analyze each sign structure and identify maintenance and replacement needs. Following design analysis, this information will be given to the Consultant.

B. P/PMS TASK 3570 - DEVELOP PRELIM FREEWAY SIGNING PLANS

1) Produce Signing Plans

- a) The Consultant will produce a set of signing plans complete in every detail and acceptable to the Department including title sheet, note sheets, plan sheets, special detail sheets, and soil boring plan sheets. The signing plans will be used by the Department for competitive bid letting.
- b) At minimum, the signing plans will show graphically the existing alignment, all existing and proposed sign support systems. Existing signs shall be shown either as removed, or retained. Proposed signs shall be shown.
- c) The consultant's recommendations to upgrade signs and supports shall be in compliance with the MMUTCD, the MDOT Guidelines for Signing On State Trunkline Highways, and the MDOT Sign Support Typical Plans.
- d) Signs which are non-standard will be designed by the Consultant according to the latest Standard Highway Signs Manual. Complete details for fabrication will be shown on separate detail sheets.
- e) Selection of signs, location, letter size, color, etc. will be according to the latest edition of the MMUTCD and any additional special provisions or specifications required by Lansing Traffic & Safety. The Consultant is responsible for all decisions on sign selection placement and design.
- f) After the Department has analyzed and identified all existing overhead sign structures that are deficient, the Consultant shall be responsible for selection and location of proposed new overhead structures. All proposed cantilever and truss locations will require soil borings by the Consultant.

The Consultant will recommend the type of foundation for each structure dependent upon the type of soil. If the nature of soil is such that standard foundation design cannot be recommended, the Consultant shall be responsible for either relocating the proposed overhead structure or revising the standard foundation design to meet the specific soil needs. This will require providing MDOT with design options and specifications for approval.

- g) All work performed by the Consultant Geotechnical Engineer shall meet the Department requirements for Geotechnical investigation and analysis of sign foundations attached to this report.
- h) Documents that may be required to develop signing plans by the Consultant shall include:
 - i. Current edition of MMUTCD
 - ii. MDOT Standard Highway Signs manual (*)
 - iii. MDOT 2003 Standard Specifications for Construction
 - iv. MDOT Supplemental Specification (*)
 - v. MDOT Special Provisions (*)
 - vi. AASHTO Roadside Design Guide
 - vii. MDOT Standard Plans
 - viii. Traffic and Safety Notes
 - ix. MDOT Guidelines for Signing on State Trunkline Highways (Current Edition)
 - x. MDOT Signing Special Details (*)
 - xi. Traffic and Safety CADD Procedures

(*)=Web-Base documents available OnLine
at <http://mdotwas1.mdot.state.mi.us/public/tands/plans.cfm>

1) Collect Project Quantities and Perform Cost Estimate/s

- a) The Consultant shall produce Stand Alone PES Worksheet (SAPW), which contains bid item identification, unit of measurement, unit cost. Each plan sheet will have its own estimate work sheet. The SAPW shall be broken down by each plan sheet.
- b) At the Department's request, the Consultant may be asked to provide separate costs for trusses, cantilevers, bridge mountings, and foundations for structures.
- c) 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.

- D. P/PMS TASK 3390 - DEVELOP MAINTAINING TRAFFIC CONCEPTS**
- 1) Develop the Maintaining of Traffic through a Special Provision With associated typicals for review by the Department at each project phase.
- E. P/PMS TASK 3510 - PERFORM ROADWAY GEOTECHNICAL INVESTIGATION**
- 1) Perform the needed soils work, soil boring and geotechnical investigation that will be needed to develop the construction plans and quantities. Prepare, summarize and submit an analysis of this data. Also include a soil boring log of each test location in microstation format.
- F. P/PMS TASK 3610 – COMPILE UTILITY INFORMATION**
- 1) With a contact list of utility owners from the TSC, prepare appropriate forms and plans to submit to the Utility companies to request information in relation to the proposed construction. Each utility owner should receive one each of forms 2480, 2481, 2482 and half size plans. Upon receipt of utility information from the Department Utility Engineer, prepare a plan sheet to include Utility contact information. Include on the plan sheets where necessary all the utility locations as verified by owner.
 - 2) Coordinate and attend Utility meetings as determined necessary by the Utility Engineer to resolve potential utility conflicts and/or to field verify existing utilities.
- G. P/PMS – 3590 – REVIEW PRELIMINARY PLANS**
- 1) Prepare and submit to the Department preliminary PLANHALF.PDF, cost estimate and other pertinent documents in CD-R.
 - 2) Schedule, Attend and Conduct Preliminary plan review meetings with the Department, Contractors and/or Sub-contractors.
- H. P/PMS- 3824 –COMPLETE 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.
- I. P/PMS-387M-OMISSIONS/ERRORS CHECK MEETING**
- 1) Prepare and submit to the Department PLANHALF.PDF, Cost Estimate, Proposal, Supporting Documents, Special Sign Layout Details, Special Construction Details and other pertinent documents in CD-R.
 - 2) Schedule, Attend and Conduct OEC meeting with the Department, Contractors and/or Sub-contractors.

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

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

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

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

Miscellaneous Products & Responsibilities

A. 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**.

B. Prepare and submit to the Department the following products prior to the Plan Review:

- I. 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.
- II. CD-R with line roll.

RESPONSIBILITIES

1. Consultant

- A. 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.
- B. 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.

- C. 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. All portions shall be on individual levels separated from one another according to the following:

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).

NOTE: Use level numbers per current Cadd Guidelines.

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.
- D. 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.
- Ë Perform the survey work with appropriate equipment to acquire top of footing elevation for all the proposed overhead signs structure foundations within the limits of this project. Compute elevation measurements and express in one-

hundredth of a vertical foot. Plot these computed elevations on plan sheets having the proposed foundations.

- F. Arrange to conduct soil boring at proposed cantilever and truss locations (+10 ft.). Analyze soil borings, recommend the type of foundation to be used and the temporary sheet piling that may be needed to protect the foundation excavation.
- H. Prepare and submit to the Utilities with appropriate form (currently 2480) up to fifteen sets of ½ size (11" x 17") and up to 5 sets of full size of 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.
- I. Prepare and submit to the Department twelve sets of ½ size (11" x 17") of preliminary plans for the Preliminary Plan Review Meeting.
- J. Prepare and submit to the Department the following products for the OEC:
 - 1. Title Sheet.
 - 2) Signing Plan Note Sheet.
 - 3) Sets of 2 size (11" x 17").
 - 4) Special Detail Sheets.
 - 5) Soil Boring Plan Sheets.
 - 6) Special provisions (unique) produced by the Consultant and approved by the Department.
 - 7) Frequently Used Special Provisions and Supplemental Specifications.
 - 8) Advertising Data Sheet.
 - 9) Notice to Bidders.
 - 10) Trns-port (bid based price report, cost summary).
 - 11) Special Provisions for Maintaining Traffic.
 - 12) Certification Acceptance Form.
 - 13) Soil Boring Plan Sheets.
 - 14) Obtain the Utility Clearance from the TSC Utility Engineer.
 - 15) Obtain the Coordination Clause from the TSC Delivery Engineer.
 - 16) Obtain the Progress Clause from the TSC Delivery Engineer.
- K. Coordinate, Schedule and Attend OEC meeting. The consultant should reserve one day for this meeting.
- L. Following the OEC, prepare and submit the following deliverables to Lansing Traffic Operations;

1. A CD-R containing Final PlanHalf.pdf, Proposal, Supporting Documents, SignCad Signing Details
 2. CD-R of completed base alignment line roll.
 3. CD-R of an inventory created from the final signing contract, and paper plots.
 4. CD-R of MTSIS inventory
- M. 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.
- N. Provide starting and completion dates for each task to the Department for entry into the P/PMS Network.
- O. The Consultant must use MDOT current versions the following software:
1. Microstation
 2. SignCAD
 3. MTSIS
 4. Microsoft Word
 5. Microsoft Excel

MDOT :

- A. Schedule and/or conduct the following:
1. Project related meetings
 2. The Plan Review
 3. Utility Meetings
 4. System Load Transport SAPW files
 5. QA/QC review of Final Submittal
 - 6 .System Load Final Deliverables into ProjectWise and Submit
- B. Furnish Special Details and pertinent reference materials.
- C. Furnish prints of an example of a similar project and old plans of the area, if available. Furnish the E.A.
- D. Obtain all permits for the project as outlined in previous section.
- E. Coordinate any necessary utility relocation.
- F. Furnish FTP site for software download and instructions for the MDOT Stand Alone Proposal Estimator's Worksheet (SAPW).

DELIVERABLES:

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 that 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. Typical Cross-Sections.
- D. Project specific Special Details.
- E. Construction staging and traffic control plans.
- F. Detail grade sheets for critical areas.
- G. Pavement marking plan(s).
- H. Witness and benchmark sheet(s).
- I. Soil boring log sheet(s).
- J. 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.

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).

SAMPLE

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

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 Traffic and Safety Division on 00-00-00.