

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

MDOT PROJECT MANAGER Jason Fossitt	JOB NUMBER (JN) 87469	CONTROL SECTION (CS) 38082
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DESCRIPTION IF NO JN/CS

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

**CONSULTANT:** Provide only checked items below in proposal.

WHITE = REQUIRED  
GRAY SHADING = OPTIONAL

Check the appropriate Tier in the box below

<input checked="" 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 checked="" 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"/>	<i>Safety Program</i>
N/A	<input type="checkbox"/>	<input type="checkbox"/>	Organization Chart
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
<input checked="" type="checkbox"/>	<input 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 checked="" 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 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)	19 pages (MDOT forms not counted)	<b>Total maximum pages for RFP not including key personnel resumes</b>

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 \_\_\_\_\_

<input checked="" type="checkbox"/> <b>Prequalified Services</b> – See page 2 of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> <b>Non-Prequalified Services</b> - 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.
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**Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

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

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

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

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

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

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

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

## BID SHEET INSTRUCTIONS

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

**PROPOSAL SUBMITTAL INFORMATION**

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 3	PROPOSAL/BID DUE DATE 3/10/09	TIME DUE 12:00 pm
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**PROPOSAL AND BID SHEET MAILING ADDRESSES**

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

MDOT Project Manager  MDOT Other

Jason Fossitt  
Jackson TSC  
2750 N. Elm Road  
Jackson, MI 49201

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

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

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

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

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

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

**GENERAL INFORMATION**

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

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

**MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION**

- 5100D** – Request for Proposal Cover Sheet
- 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  
TRAFFIC & SAFETY SERVICES  
Signal Modernization Design**

**CONTROL SECTION:** 38082

**JOB NUMBER:** 87469C

**PROJECT LOCATION:**

- 1) I-94BL at the intersection of Robinson Rd. and Wildwood Ave., Blackman Township, Jackson County
- 2) I-94BL at the intersection of Laurence Ave., Blackman Township, Jackson County
- 3) I-94BL at the intersection of Brown St., City of Jackson, Summit Township, Jackson County

**PROJECT DESCRIPTION:**

Signal Modernization Design for three existing signalized intersections (**I-94BL @ Robinson Rd./Wildwood Ave., I-94BL @ Laurence Ave., I-94BL @ Brown St.**) as part of **I-94 BL HMA resurfacing, drainage repair and upgrade Roadway Rehabilitation Project JN 87469C.**

**The Signal Modernization Design for the three above mentioned signalized Intersections consists of;**

- 1) The existing traffic signal at the intersection of I-94/Wildwood Ave and Robinson Rd will under go modernization with JN 87469A Roadway Rehabilitation Project. Install a 16-Load-Switch, Base-Mounted EPAC-Type Controller with 12-inch signal heads. Signal staging sheets for maintaining traffic will also be developed for this intersection.
- 2) The existing traffic signal at the intersection of I-94/Laurence Ave will under go modernization with JN 87469A Roadway Rehabilitation Project. Install a 16-Load-Switch, Base-Mounted EPAC-Type Controller with 12-inch signal heads and “No Turn on Red” Disappearing Legend Case Sign facing east. Signal staging sheets for maintaining traffic will also be developed for this intersection.
- 3) The existing traffic signal at the intersection of I-94/Brown St will under go modernization with JN 87469A Roadway Rehabilitation Project. Install a 16-Load-Switch, Base-Mounted EPAC-Type Controller with 12-inch signal heads, Flashing Yellow Arrow displays for I-94 BL Left Turns, 4T Level Left Turn Green Arrows for the Brown St approaches. Pedestrian crossing indicators and push button actuated crossing will also be included in the signal modernization for the I-94 BL/Brown St Intersection. Signal staging sheets for maintaining traffic will also be developed for this intersection.

**Note: First option for signal design should be “Box Span” design. The signal designs should incorporate the use of LED technology. The consultant identifies and notes the existing posted speed limit on all approaches of the intersection(s) on the plan. Design for Radio Interconnect requires performing the Radio Survey and submitting the Signal Radio Survey Form. The Signal Radio Survey Form can be found in the “Traffic Consultant Files” at the following website: <http://mdotwas1.mdot.state.mi.us/public/tands/plans.cfm>**

**Schedule and Target Dates for the Road Project:**

Plan Review	08/13/2009
Plan Completion	05/04/2010
OEC Meeting	05/18/2010
Service completion	12/01/2010
Letting Date	12/03/2010

**The signal design service will be paid as part of the Roadway Rehabilitation Project JN 87469C. The signal will be installed by the contractor who will be responsible for hiring a pre qualified sub-contractor to do the signal installation and paid by Road Construction JN 87469A.**

**The existing preliminary plans for the subject Road rehabilitation project will be provided to the consultant.**

**ANTICIPATED SERVICE START DATE: April 1, 2009**

**ANTICIPATED SERVICE COMPLETION DATE: December 3, 2010**

**PRIMARY PREQUALIFICATION CLASSIFICATION:**

Traffic Signal Design

**SECONDARY PREQUALIFICATION CLASSIFICATION(S):**

N/A

**DBE REQUIREMENT: N/A**

**MDOT PROJECT MANAGER:**

Jason Fossitt, Assistant Development Engineer  
Jackson TSC  
2750 N. Elm Rd  
Jackson, MI 49201  
Phone Number: 517-780-5278  
Fax Number: 517-780-5454  
**Email:FossittJ@michigan.gov**

## **GENERAL REQUIREMENTS:**

**Design** and develop traffic signal contract plans, proposal package, engineering documents, and related work necessary for new installation or modernization of electronic traffic signal control devices to be accomplished by contract bid letting. New traffic signal work typically includes installation of: signal support poles and/or pedestals, span wire, traffic and pedestrian signals, and traffic signal controller. Modernization traffic signal work typically includes the replacement, as needed, of: signal support poles and/or pedestals, span wire (if appropriate), traffic and pedestrian signals, traffic loops, handholes, and traffic signal control equipment. This project will also include the design of signal staging plans for each intersection listed above for maintenance of traffic.

**If steel poles** are required for a location, soil borings need to be taken. The first step is to request soil borings from the Region soils engineer (provide the proposed pole locations). The Region soils engineer will inform the consultant if existing soil boring data is available, or if the Region soils engineer can perform the borings.

**If it is determined during construction**, the design is **not constructible** due to consultant design error; the signal design consultant will be responsible for correcting the design at no additional cost to MDOT. If the constructability is based on changes made by MDOT, the consultant will be compensated.

### **Justification for Use of Consultant:**

This work load is beyond the staff time available within the unit. Pre-qualified traffic signal design professional services are required to meet the commitment to execute this project for this fiscal year and obligate the funds available.

## **CONSULTANT RESPONSIBILITIES:**

### **A) Specific Responsibilities:**

1) The designer shall arrange for an on-site design meeting with, MDOT University Region Electrician (Mark Munro), MDOT Lansing Signals Unit (Douglas Adelman, Jackson TSC Traffic & Safety Engineer (Roslyn Chapman), Jackson TSC Utility/Permit Engineer (Jared Boll), and the Jackson TSC Assistant Development Engineer/PM (Jason Fossitt) to review the proposed signal modernization design plans.

### **B ) General Responsibilities:**

- 1) Proposed plan views must have a 1"=30' scale when plotted to 11"x17".
- 2) The consultant is responsible for scheduling a kick off meeting for this project and notifying the MDOT staff of the date.
- 3) Coordinate with Project Manager on Plan Review and OEC dates

- 4) Perform design service including the design and preparation of base plans, preliminary (75%) plans, final plans, "E proposal" package, specifications, wiring diagrams, construction staging plans, interconnect drawings, bills of materials, measurement and payment items, and cost estimates for all construction work for this project, including necessary alterations to power, lighting, and interconnect facilities. Traffic signal work may include installation of: signal support poles and/or pedestals, span wire, traffic and pedestrian signals, and traffic signal controller, traffic loops, handholes, wireless interconnect, and video detection.
- 5) **Perform strain pole foundation design as required. The MDOT has developed a strain pole foundation design table for box span signals. This table can be found on the Traffic and Safety website in the signals correspondence and guidelines area. A special foundation design may be necessary depending on site specific soil properties and proposed signal layout and geometry.**
- 6) Although the Utility coordination for this project will be done by MDOT Jackson TSC staff through the road/bridge project, the consultant must incorporate all the utility information received into the design plans. The consultant should anticipate attending a utility coordination meeting, an on-site field meeting with the utility engineer and the affected utility companies in the area, a plan review meeting, and an OEC meeting. The consultant will provide meeting minutes of all meetings for matters pertaining to traffic signal design.
- 7) In the performance of design service, govern all project design and plan work by the applicable codes, standards, and practices of the Michigan Department of Transportation, hereinafter referred to as the department, and the current *Michigan Manual of Uniform Traffic Control Devices*.
- 8) Supply all materials necessary for completion of the projects, except as hereinafter described, including incidental prints required.
- 9) All documents prepared by the Consultant, including, drawings, estimates, specifications, field notes, investigation studies, etc., are the property of the department.
- 10) All plan sheets shall be developed using computer-aided drafting technology. The system shall be Intergraph Microstation V8 version.
- 11) Refer to Suggested Traffic Signal Design Procedure: MDOT website.
- 12) Plans are to be designed using the 2003 Standard Specifications.
- 13) Perform any design/coordination tasks with any railroad company involved within the project limits, including (but not limited to):
  - a) Determine railroad contact person(s)
  - b) Complete any applications required by the railroad company to perform the proposed traffic signal work.
  - c) Include related notes and special provisions as required in the proposal.
- 14) Any existing or proposed pedestrian pushbuttons and ramps must be accessible per ADA guidelines and MDOT design practices including:

- a) Pushbutton must be within 24” from edge of sidewalk
- b) The pushbutton must be located in the middle of a 4’ pushbutton landing (maximum slope of 2%).
- c) ADA ramps are required at every crosswalk controlled by a pedestrian signal head.
- d) Sidewalk is required to connect ADA ramps on a quadrant.

**Task 1: Base Plan Preparation**

- 1) Design and develop contract base plans necessary for new installation or modernization of electronic traffic signal control devices to be accomplished by contract bid letting. Base plans include (but are not limited to):
  - a) Proposed types and locations of poles and controller
  - b) Proposed traffic and pedestrian signal head types and locations
  - c) Proposed pushbuttons, traffic loops, and antennas
  - d) Proposed traffic signal removal (if required) and installation plan(s)
  - e) Proposed phasing (as required)
  - f) Proposed construction staging sheets for maintenance of traffic
  - g) POCH diagram for proposed attachments to wood poles (not required for steel pole attachments)
- 2) Where applicable, the intersection and ADA ramp survey will be used to develop base plans
- 3) If existing or proposed pole locations appear to be outside existing right-of-way, contact Jason Fossitt (517-780-5278), Assistant Development Engineer, Jackson TSC.

**Task 1: Deliverables (Base Plans):**

- 1. All traffic signal plan and interconnect sheets (no details required) in the following formats:
  - a. One 11x17 pdf file
  - b. Distribute as follows:
    - i. Traffic Signals Unit: Pdf file
    - ii. Project Manager: Pdf file
    - iii. TSC Delivery Engineer: Pdf file
    - iv. TSC Traffic & Safety Engineer: Pdf file
    - v. TSC Utilities Engineer: Pdf file
    - vi. Region Soils Engineer: Pdf file
    - vii. Region Traffic & Safety Engineer: Pdf file
    - viii. Maintaining Agency (if applicable) : Pdf file
    - ix. Utility company supplying power: Pdf file

**Task 2: Utility Documentation**

- 1. Show existing utility information (as provided by utility companies) on both removal and proposed signal plans. Information will be provided by the Jackson TSC Utility Engineer

2. Identify and inform the TSC utility engineer of any utilities for which insufficient information was provided, and identify any utilities that may conflict with the proposed construction.
3. Attend utility coordination meeting(s) as required and document any additional utility information.

### **Task 3: Preliminary (75%) Plan Preparation**

1. Design and develop preliminary (75%) contract plans necessary for new installation or modernization of electronic traffic control devices to be accomplished by contract bid letting. Preliminary (75%) plans include (in addition to base plan information):
  - (a) Location and types of utilities as provided by the utility companies and resulting from utility coordination meeting(s) as required.
  - (b) Separate Interconnect plan sheet (if the scope requires “**Radio Interconnect Design**”)
  - (c) List of Materials and Quantities
  - (d) Wiring diagram
  - (e) Pushbutton design (including existing and proposed elevations)
  - (f) Point of Contact Height (POCH) diagram(s)
  - (g) Appropriate note blocks for contact persons, etc.
  - (h) Proper file names, levels, and text sizes
  - (i) Any additional right-of-way required for existing and proposed traffic signal appurtenances
  - (j) Soil boring information including depths, soil description, water level, and depth of foundation (if required)
2. Attend plan review meeting at the local TSC.

### **Task 3: Deliverables Preliminary (75%) Plans:**

- 1) All traffic signal plan and interconnect sheets including details.
- 2) All required special provisions, notices to bidders, and specifications in E-Proposal format for proposed signal construction.
- 3) Checklist of "typical" signal details to be used
- 4) Format of Task 2 Deliverables
  - a) One electronic 11x17 pdf file (filename: Job#PLANHALF.pdf)
  - b) One electronic proposal pdf file (filename: Job#PROPOSAL.pdf)
- 5) Distribute Task 3 Deliverables as follows:
  - i) Traffic Signals Unit: pdf file
  - ii) Project Manager: pdf file
  - iii) TSC Delivery Engineer: pdf file
  - iv) TSC Traffic & Safety Engineer: pdf file
  - v) TSC Utilities Engineer: pdf file
  - vi) Region Soils Engineer: pdf file
  - vii) Region Traffic & Safety Engineer: pdf file
  - viii) Lansing Signal Shop: One (1) 11x17 paper copy
  - ix) Maintaining Agency (if applicable): One (1) 11x17 paper copy, and pdf file
  - x) Utility company supplying power: One (1) 11x17 paper copy

#### **Task 4: Utility Coordination**

Actively work with MDOT personnel until utility conflicts are resolved. This includes, but is not limited to:

1. Staking proposed foundation locations in the field prior to the utility coordination field review
2. Documenting additional utility information on the plans
3. Revising plans to avoid utility conflicts

#### **Task 5: Final Plan and Proposal Preparation**

Incorporate the department's comments on the plans and prepare complete detailed construction final plans, supplemental specifications, special provisions, measurement and payment items, estimates of quantities, span calculations, and engineer's final estimates of cost for all necessary construction and related work included in this project.

- 1) During preparation of the final plans, make such alterations, corrections, and revisions to plans and supporting materials as are deemed necessary and desirable by the department to insure conformance of plans to good design and standard practices and to have said plans and other material in proper form for receiving bids.
- 2) Attend and provide electronic plans for the OEC meeting. Make any final changes necessary.

#### **Task 5: Deliverables (Final Plans):**

1. Upon completion of design services for this project and final approval thereof by the department, deliver to the department final plans, proposal and supporting documents compatible with **current "E- Proposal"** requirements (Refer to MDOT website: E-Proposal Training for MDOT Consultants Document). **All CAD files must be "Intergraph Microstation Version 8 file format" and all PDF files must be Adobe Acrobat version 7.**

#### **Format of Task 5 Deliverables (Final Plans):**

- a) Two (2) 11"x17" paper copies of the full plan set. The first signal plan sheet must have original stamps and signatures and include the applicable page numbers that apply to the traffic signal work
- b) Electronic files of all signal plans
- c) Electronic (pdf) 11"x17" plan file (filename: Job#PLANHALF.pdf)
- d) Electronic (pdf) proposal file (filename: Job#PROPOSAL.pdf)
- e) Electronic (pdf) files of all required supporting documents
- f) Editable electronic files of all supporting documents and of all files inserted into proposal document. For example, submit the progress clause as a word document in addition to the progress clause (pdf) which will also be inserted in the proposal pdf.
- g) One set of estimates of cost of construction (8-1/2" x 11" paper copy).
- h) One copy of all design computations as required for use by the department.

- i) Upon request by the department, make available thereto all notes utilized in preparation of the plans, supplemental specifications, and cost estimates.
- j) For all signal contracts, a "txt" or "csv" file compatible with Transport system detailing the materials used
- k) Checklist of "typical" signal details to be used
- l) All required checklists of MDOT Special Provisions extracted per E-Proposal format

**Distribute Task 5 Deliverables to Jackson TSC project manager only as follows:**

- i) Two (2) 11x17 paper copies
- ii) All electronic files to be delivered on a compact disk (CD) and sent via email

**MDOT RESPONSIBILITIES:**

**Department Review:**

The department will review and comment on the base plan, the preliminary (75%) plan, and the OEC plan submittals. Additional plan review may be required dependent on completeness and accuracy of the plans submitted.

**Information services to be provided by the MDOT are:**

- Control section numbers
- Job numbers
- Contact information for TSC/Region/C&T personnel
- Appropriate Traffic and Safety Notes
- Available signal design plans and/or layout drawings for each location
- Available signal phasing or operational information for each location
- A Proposal file will be made available to be used as a template
- **Items available on MDOT's website - [www.michigan.gov/mdot](http://www.michigan.gov/mdot)**  
(Select: Doing Business with MDOT, Traffic & Safety Services, Typical/Details/Guides)
- Maintaining Traffic design plans
  1. Signal Details
    - a. MDOT Typical Signal Construction Detail Sheets
    - b. MDOT Typical Signal Information Note Sheet
    - c. MDOT Typical Signal Legend Sheet
  2. Traffic Consultant Files
    - a. Cell libraries
    - b. Microstation information
    - c. CAD instructions for consultants
    - d. MDOT sample layouts
    - e. MDOT Suggested Traffic Signal Design Procedure
    - f. MDOT Requirements for Preliminary Geotechnical Investigations for Signal Foundations
    - g. Method of Measurement and Basis of Payment for Signal Contracts
    - h. Signal Span Calculation Program (non-disclosure statement required)

### 3. Traffic Guidelines

- Traffic Signal Head Placement Diagrams

Signal special provisions are now available on the Design IRS menu.

#### **Reference Documents and Standards to be used:**

- *National Manual of Uniform Traffic Control Devices*
- *Michigan Manual of Uniform Traffic Control Devices (MMUTCD)*
- *Michigan Vehicle Code*
- Local and national electrical codes
- MDOT Standards, Specifications, and Construction Details
- MDOT Pay Item Code Book

From this list, the following documents can be ordered from MDOT Financial Services Division (517-335-2519). The Consultant must pay the cost.

- MMUTCD
- MDOT 2003 Standard Specifications for Construction
- MDOT Pay Item Code Book

#### **PROJECT COORDINATION:**

Coordinate design service with MDOT, Jackson TSC, Assistant Development Engineer, Jason Fossitt (517-780-5278).

#### **PROJECT SCHEDULE:**

The work shall be completed commencing from the date of work authorization to the Consultant. The time allocated for any necessary utility coordination meeting, and the department review shall be shown in the Consultant's work schedule. **For scheduling purpose, it is anticipated that this project will begin on April 1, 2009, and should be completed by December 2, 2010.**

#### **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.