Michigan Department
Of Transportation
5100B (11/12)

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

REQUISITION NUMBER	DUE DATE	TIME DUE
1225	5/20/2013	noon EST

MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)
Dina Tarazi	118944	23071

DESCRIPTION
Complex Bridges

MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED GRAY SHADING = OPTIONAL Check the appropriate Tier in the box below			**CONSULTANT:** Provide only checked items below in proposal
☐ **TIER 1 ($25,000-$99,999)**	☑ **TIER II ($100,000-$250,000)**	☐ **TIER III (>$250,000)**	
☐	☑	☐	Understanding of Service
☐	☐	☐	*Innovations*
☐	☑	☐	Organizational Chart
☐	☑	☐	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	☐	Quality Assurance/Quality Control
☐	☑	☐	**Location:** The percentage of work performed in Michigan will be used for all selections unless the project is for on-site p=inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	☐	Presentation
N/A	N/A	☐	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) **(No Resumes)**	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP **not including key personnel resumes.** Resumes limited to 2 pages per key staff personnel.

PROPOSAL AND BID SHEET EMAIL ADDRESS – mdot-rfp-response@michigan.gov

GENERAL INFORMATION

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

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

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet
5100J – Consultant Data and Signature Sheet (Required only for firms not currently prequalified with MDOT)

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

REQUEST FOR PROPOSAL

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

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

RFP SPECIFIC INFORMATION

☑ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☑ NO ☐ YES DATED_____ THROUGH _____

☑ **Prequalified Services** – See page 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. **Form 5100J is required with Proposal for firms not currently prequalified with MDOT**

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

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

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

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

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

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

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

BID SHEET INSTRUCTIONS

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

PARTNERSHIP CHARTER AGREEMENT

MDOT and ACEC created a Partnership Charter Agreement which establishes guidelines to assist MDOT and Consultants in successful partnering. Both the Consultant and MDOT Project Manager are reminded to review the **ACEC-MDOT Partnership Charter Agreement** and are asked to follow all communications, issues resolution and other procedures and guidance's contained therein.

NOTIFICATION
MANDATORY ELECTRONIC SUBMITTAL

Proposals submitted for this project must be submitted electronically.

The following are changes to the Proposal Submittal Requirements:

- Eliminated the Following Requirements:
  - Safety Program
  - Communication Plan
  - Past Performance as *a separate section*
  - Separate section for DBE Statement of goals. Include information in Qualification of Team section

- Implemented the Following Changes:
  - All proposals require an Organization Chart
  - Resumes must be a maximum of two pages
  - Only Key (lead) staff resumes may be submitted
  - Tier III proposal reduced from 19 to 14 pages
  - Forms 5100D, 5100I, and 5100G combined – 5100D
  - Forms 5100B and 5100H combined – 5100B
  - RFP's will be posted on a weekly basis -- on Mondays

The following are Requirements for Electronic Submittals:

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

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

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

****Contact Contract Services Division immediately at 517-373-4680 if you do not get an auto response****

Required Bookmarking Format:

I. Request for Proposal Cover Sheet Form 5100D
   A. Consultant Data and Signature Sheet, Form 5100J (if applicable)
II. Understanding of Service
   A. Innovations
III. Qualifications of Team
   A. Structure of Project Team
      1. Role of Firms
      2. Role of Key Personnel
   B. Organization Chart
   C. Location
IV. Quality Assurance / Quality Control Plan
V. Resumes of Key Staff
VI. Pricing Documents/Bid Sheet (if applicable)

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NOTIFICATION
E-VERIFY REQUIREMENTS

E-Verify is an Internet based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of that employee to work in the United States. There is no charge to employers to use E-Verify. The E-Verify system is operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration. E-Verify is available in Spanish.

The State of Michigan is requiring, under Public Act 200 of 2012, Section 381, that as a condition of each contract or subcontract for construction, maintenance, or engineering services that the pre-qualified contractor or subcontractor agree to use the E-Verify system to verify that all persons hired during the contract term by the contractor or subcontractor are legally present and authorized to work in the United States.

Information on registration for and use of the E-Verify program can be obtained via the Internet at the DHS Web site: http://www.dhs.gov/E-Verify.

The documentation supporting the usage of the E-Verify system must be maintained by each consultant and be made available to MDOT upon request.

It is the responsibility of the prime consultant to include the E-Verify requirement documented in this NOTIFICATION in all tiers of subcontracts.

9/13/12

Michigan Department of Transportation

SCOPE OF SERVICE
FOR
DESIGN SERVICES

CONTROL SECTION: 23071

JOB NUMBER: 118944D

PROJECT LOCATION: R01 of 23071: M-100 over GTW Railroad, in the City of Potterville, Benton Township, Eaton County.

PROJECT DESCRIPTION:
Work involved in the design of this project consists of: Accelerated Bridge Construction (ABC) of superstructure elements utilizing lateral slide in technology. Assistance and technical expertise for the design of temporary foundations for superstructure construction and superstructure members to accommodate sliding and jacking incorporated into MDOT's In-House bridge replacement design. Temporary foundations must be designed for DL + LL to allow for possible temporary diversion of traffic from the existing structure over to the proposed superstructure during construction. The Consultant must provide any special provisions related to the lateral slide in of the superstructure and temporary substructure elements.

MDOT's In-House design completed under a separate contract (JN: 105939D) includes bridge replacement, approach roadway reconstruction, railroad flagging and maintaining traffic which will be coordinated with and provided to the selected Consultant. The Consultant must be responsible to determine design feasibility of any recommended options. MDOT will complete the contract plans and proposal.

Survey and geotechnical information will also be provided to the Consultant.

The existing three (3) span, steel multi-stringer non-composite 33" rolled beam structure designed for HS25 loading was originally constructed in 1940 then rehabilitated to include a deck replacement and paint in 1991. The substructure units are supported on spread footings with steel bent piers. The angle of crossing is 52°25'00" to the centerline of M-100. The structure consists of an overall length of 157'-0", an out to out width of 43'-3"and a clear roadway width of 40'-0" to accommodate two (2) 12'-0" lanes of traffic above and span two tracks of the GTW Railroad below.

The scope of work will be verified at a Scope Verification Meeting with MDOT personnel and the selected Consultant following the Consultant selection. This meeting will be scheduled prior to the Consultant's submittal of the priced proposal to the MDOT Project Manager.

ANTICIPATED SERVICE START DATE: July 2013

ANTICIPATED SERVICE COMPLETION DATE: December 2014

PRIMARY PREQUALIFICATION CLASSIFICATION(S):
*Complex Bridges

*NOTE: The Consultant (Consultant PM and/or Lead designer/Team Member) must have previous project/design experience with a lateral bridge superstructure slide or a comparable project.

SECONDARY PREQUALIFICATION CLASSIFICATION(S): None

DBE REQUIREMENT: 0%

MDOT PROJECT ENGINEER MANAGER:
Dina M. Tarazi, P.E.
MDOT – Design Division
Van Wagoner Building
425 W. Ottawa Street
P.O. Box 30050, Lansing, MI 48909
Phone: (517) 241-4175
E-Mail: tarazid@michigan.gov

CONSTRUCTION COST:
Total estimated construction cost for JN 105939A: $2,880,000.

REQUIRED MDOT GUIDELINES AND STANDARDS:
Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards (i.e., Bridge Design Manual and Guides, Road Design Manual, Standard Plans, Published MDOT Design Advisories, Drainage Manual, Roadside Design Guide, A Policy on Geometric Design of Highways and Streets, Michigan Manual of Uniform Traffic Control Devices, AASHTO-LRFD Bridge Design Specification, etc.).

The Consultant is required to use the current MDOT1 workspace version of Bentley MicroStation for CADD applications and Bentley GEOPAK for road design. The Consultant shall comply with all MDOT CADD standards and file naming conventions.

CONSULTANT RESPONSIBILITIES:
Provide technical expertise for this project including, but not limited to the following:

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

Meet with the MDOT Project Manager to review project, location of data sources and contact persons, and review relevant MDOT operations. The Consultant shall review and clarify project issues, data needs and availability, and the sequence of events and team meetings that are essential to complete the design by the project plan completion date. Attention shall be given to critical target dates that may require a large lead time, such as geotechnical requirements, RO W submittal dates, Railroad coordination requirements, utility conflict resolution, local agency meetings, etc.

A. Prepare required plans, details, and specifications required for design and construction of slide in superstructure technology.

B. Provide technical expertise and design for the lateral slide of superstructure and temporary substructures elements.

C. Compute and verify all plan quantities related to the slide in superstructure technology.

D. Prepare any specifications and/or special provisions required to supplement MDOT's Standard Specifications for Construction in regards to the lateral slide/jacking of superstructure, temporary foundations, etc.

E. Provide solutions to any unique problems that may arise during the design of this project, e.g. utility interference, staging for part width construction or that may affect the constructability of this project.

F. The Consultant may be required to provide Design Services during the construction phase of this project. If Construction Assistance is required, then a separate authorization for those services will be issued.

G. Maintain a Design Project Record which includes a history of significant events (changes, comments, etc.) which influenced the development of the plans, dates of submittals and receipt of information.

H. The Consultant shall be required to prepare and submit a CPM network for the construction of this project.

I. The Consultant representative shall record and submit type-written minutes for all project related meetings to the MDOT Project Manager within two weeks of the meeting. The Consultant shall also distribute the minutes to all meeting attendees. MDOT will provide and distribute official meeting minutes for the Plan Review Meeting.

J. The Consultant will provide to MDOT at the scheduled submittal dates, electronic copies (in Adobe PDF format) of the required specifications and plan set materials for distribution by MDOT for all reviews for this project.

K. Participation in meetings and field reviews at the site.

L. Attend any project-related meetings as directed by the MDOT Project Manager.

M. Attend information meetings (i.e., public hearings, open houses, etc.) with the public and public officials to assist in responding to concerns and questions. May require the preparation of displays such as maps, marked-up plans, etc.

N. The MDOT Project Manager shall be the official MDOT contact person for the Consultant **and shall be made aware of all communications regarding this project**. The Consultant must either address or send a copy of all correspondence to the MDOT Project Manager. This includes all Subcontractor correspondence and verbal contact records.

O. The Consultant shall contact the MDOT Project Manager whenever discoveries or design alternatives have the potential to require changes in the scope, limits, quantities, costs, or right-of-way of the project.

The plans shall be submitted to MDOT as follows:

A. A study showing the conceptual design. This shall be accompanied by a rough (square foot) estimate of cost. Consider other alternatives, at the study phase, which may deviate from the "Project Description" to determine the most cost effective option. A design exception, for shoulder width and cross slope along with any other items if required, should be submitted to MDOT with the structure study.

B. Preliminary Plans (Plan Review Meeting) shall be accompanied by an estimate of cost based on the quantities of major pay items shown on the plans.

C. Pre-final plans (Pre-OEC plans) consisting of final plans that are approximately 90% complete and any special provisions and supplemental specifications that may be required.

D. Final plans (OEC plans), Contract Quantities, updated cost estimate, and any special provisions and supplemental specification that may be required. Plan Review comments should be reflected in all sheets. Slab and Screed sheets and Bar Schedule sheets are not required.

The Consultant is not authorized to proceed with Preliminary Plans until receiving MDOT approval of the Study. Additionally, the Consultant is not authorized to proceed with Final Plans until notified that FHWA has approved Preliminary Plans.

All work shall conform to AASHTO specifications, MDOT specifications, and MDOT design and detailing practices. All submittals to MDOT shall require quality assurance review and meet the attached quality assurance document. The Consultant shall maintain office records, submit monthly progress reports, and submit MDOT vouchers with their billings. The Consultant is advised that MDOT considers plans 5% complete upon approval of the study, 30% complete when the preliminary plans are distributed, and 100% complete when final plans are submitted for review.

All submittals to MDOT shall be dated and identified by structure number, control section, job number including phase, MDOT contract number, route and location.

A file containing project related correspondence, design, and any information resulting from research shall be submitted to MDOT with final deliverables.

UTILITIES:

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

MONTHLY PROGRESS REPORT:

On the first of each month, the Consultant Project Manager shall submit a monthly project progress report **via email** to the MDOT Project Manager.

MDOT RESPONSIBILITIES:

A. Schedule and/or conduct project related meetings, including The Scope Verification Meeting, The Plan Review Meeting, The Omissions/Errors/Check Meeting and Utility Coordination Meetings.

B. Prepare final Transport cost estimate utilizing Consultant supplied SAPW files.

C. Submit final plans and proposal in E-proposal format using files provided by Consultant.

D. Furnish Special Details and pertinent reference materials.

E. Furnish old plans of the area, if available. These plans may be paper copies.

F. Distribute and receive requests for utility information and coordinate all necessary utility relocations.

G. Furnish pavement design.

H. Submit permit requests (i.e. DEQ permits, County Drain Permits).

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

DELIVERABLES:

The Consultant shall deliver all computer files associated with the project in their native format (spreadsheets, CADD files, GEOPAK files, Roadway Designer Templates etc.) on DVD, CD or uploaded to ProjectWise, as directed by the MDOT Project Manager. All CADD/GEOPAK files shall be created and identified with standard MDOT file names. It is the Consultant's responsibility to obtain up to date MicroStation and GEOPAK seed/configuration files necessary to comply with MDOT's CADD standards which are published monthly to the MDOT website. Any CADD/GEOPAK files that do not conform to MDOT standards will be returned to the Consultant for correction at the Consultant's expense.

Proposal documents shall be submitted in their native format with standard naming conventions as well as combined into one Adobe PDF file in the sequence specified by MDOT. To provide text search capabilities the combined proposal shall be created by converting native electronic files to PDF. Scanning to PDF is discouraged except in instances where it is necessary to capture a legally signed document or a hard copy version of a document is all that exists.

Plan sheets shall be printed to an Adobe PDF set in 11" x 17" format. For final Plan Turn-In, a title sheet shall be printed, signed, sealed, and then scanned for inclusion with the Adobe PDF set. The original title sheet shall be sent to the MDOT Project Manager.

At final Plan Turn-In, Reference Information Documents (RID) shall be delivered to MDOT with standard naming conventions and content. The RID files included will depend on the design survey and work type of the project. These files range from CADD, existing terrain, proposed cross sections, 3D models and files generated for Automated Machine Guidance (AMG) and automated inspection/stakeout activities.

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 removal, construction, and profile sheets will require a scale of **1"=80' or as approved by the Project Manager.**

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.

PROJECT SCHEDULE:

The scheduled plan completion date for this project is **March 5, 2014.** The Consultant shall use the following events to prepare the proposed implementation schedule as required in the Guidelines for the Preparation of Responses on Assigned Design Services Contracts. These dates shall be used in preparing the Consultant's Monthly Progress Reports.

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

Please indicate with a check in the box next to each task number whether you believe that task will require consultant involvement on the job. Milestones (a specific event at a point in time) are italicized and underlined. See the P/PMS Task Manual for more details. Scheduling assistance may be accomplished with estimated completion dates. While not part of P/PMS, an Authorization Milestone and Post-Design Tasks have been included for your reference.

PRELIMINARY ENGINEERING - DESIGN

YES	NO	P/PMS TASK NUMBER AND DESCRIPTION		DATE TO BE COMPLETED BY
		DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION		
✓	☐	3130	Verify Design Scope of Work and Cost	05/30/2013
☐	☐	3310	Prepare Aerial Topographic Mapping	/ /
☐	☐	3320	Conduct Photogrammetric Control Survey	/ /
☐	☐	3321	Set Aerial Photo Targets	/ /
☐	☐	3325	Geotechnical Structure Site Characterization	/ /
☐	☐	3330	Conduct Design Survey	/ /
☐	☐	3340	Conduct Structure Survey	/ /
☐	☐	3350	Conduct Hydraulics Survey	/ /
☐	☐	3360	Prepare Base Plans	/ /
☐	☐	*311M*	*Utility Notification*	/ /
☐	☐	3361	Review and Submit Preliminary ROW Plans	/ /
☐	☐	*331M*	*Preliminary ROW Plans Distributed*	/ /
☐	☐	3365	Pre-Conceptual ITS Design and Meeting	/ /
☐	☐	3370	Prepare Structure Study	/ /
☐	☐	3375	Conduct Value Engineering Study	/ /
☐	☐	3380	Review Base Plans	/ /
☐	☐	*332M*	*Base Plan Review (Pre-GI Inspection)*	/ /
☐	☐	3390	Develop the Maintaining Traffic Concepts	/ /
		PRELIMINARY PLANS PREPARATION		
☐	☐	3510	Perform Roadway Geotechnical Investigation	/ /
☐	☐	3520	Conduct Hydraulic/Hydrologic and Scour Analysis	/ /
☐	☐	3522	Conduct Drainage Study, Storm Sewer Design, and use Structural Best Management Practices	/ /
☐	☐	3530	Geotechnical Foundation Engineering Report	/ /
☐	☐	3535	Conduct Structure Architectural and Aesthetic Review	/ /
☐	☐	3540	Develop the Maintaining Traffic Plan	/ /
☐	☐	3551	Prepare/Review Preliminary Traffic Signal Design Plan	/ /
☐	☐	3552	Develop Preliminary Pavement Marking Plan	/ /
☐	☐	3553	Develop Preliminary Non-Freeway Signing Plan	/ /

PRELIMINARY ENGINEERING - PLANS PREPARATION (cont'd)

YES	NO		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY
☐	☐	3554	Develop Preliminary Freeway Signing Plan	/ /
☐	☐	3555	Prepare/Review Preliminary Traffic Signal Operations	/ /
✓	☐	3570	Prepare Preliminary Structure Plans	09/18/2013
☐	☐	3585	Final ITS Concept Design and Meeting	/ /
✓	☐	3590	Review Preliminary Plans (Hold Plan Review Meeting)	10/30/2013
✓	☐	*352M*	*THE Plan Review (Grade Inspection)*	10/30/2013
☐	☐	3595	Conduct ITS Structure Foundation Investigation	/ /
		UTILITIES		
☐	☐	3610	Compile Utility Information	/ /
☐	☐	3615	Compile ITS Utility Information	/ /
☐	☐	3650	Coordinate RR Involvement for Grade Separations	/ /
☐	☐	3655	Coordinate RR Involvement for At-Grade Crossings	/ /
☐	☐	3660	Resolve Utility Issues	/ /
☐	☐	*360M*	*Utility Conflict Resolution Plan Distribution*	/ /
☐	☐	*361M*	*Utility Meeting*	/ /
☐	☐	3670	Develop Municipal Utility Plans	/ /
☐	☐	3672	Develop Special Drainage Structures Plans	/ /
☐	☐	3675	Develop Electrical Plans	/ /
☐	☐	3680	Preliminary ITS Communication Analysis	/ /
☐	☐	3690	Power Design (Power Drop in Field)	/ /
		MITIGATION/PERMITS		
☐	☐	3710	Develop Required Mitigation	/ /
☐	☐	3720	Assemble Environmental Permit Applications	/ /
☐	☐	3730	Obtain Environmental Permit	/ /
		FINAL PLAN PREPARATION		
☐	☐	3815	Geotechnical Structure Design Review	/ /
☐	☐	3821	Prepare/Review Final Traffic Signal Design Plan	/ /
☐	☐	3822	Complete Permanent Pavement Marking Plan	/ /
☐	☐	3823	Complete Non-Freeway Signing Plan	/ /
☐	☐	3824	Complete Freeway Signing Plan	/ /
☐	☐	3825	Prepare/Review Final Traffic Signal Operations	/ /
☐	☐	3830	Complete the Maintaining Traffic Plan	/ /
☐	☐	3840	Develop Final Plans and Specifications	/ /
✓	☐	*380M*	*Plan Completion*	03/05/2014
✓	☐	3850	Develop Structure Final Plans and Specifications	03/05/2014
✓	☐	3870	Hold Omissions/Errors Check (OEC) Meeting	03/26/2014
✓	☐	*387M*	*Omissions/Errors Checks Meeting*	03/26/2014
✓	☐	*389M*	*Plan Turn-In*	07/11/2014
☐	☐	3880	CPM Quality Assurance Review	/ /

☐ ☐ 3890 Final ITS Communication Analysis / /

FOR YOUR INFORMATION:

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

For assistance in accessing this manual, please contact: **Dennis Kelley: (517) 373-4614**

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.