

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

	REQUISITION NUMBER	DUE DATE	TIME DUE
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	
DESCRIPTION			
MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED ** = OPTIONAL Check the appropriate Tier in the box below		CONSULTANT: Provide only checked items below in proposal	
<input type="checkbox"/> TIER I (\$50,000 - \$150,000)	<input type="checkbox"/> TIER II (\$150,000-\$1,000,000)	<input type="checkbox"/> TIER III (>\$1,000,000)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service **
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control **
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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	<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)	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

ENGINEERING SERVICES BUREAU OF TRANSPORTATION PLANNING OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO YES DATED _____ THROUGH _____

Prequalified Services – See 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 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 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 Based Selection / 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.

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) with 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)

2/14/12

**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 Context Sensitive Solutions(CSS)

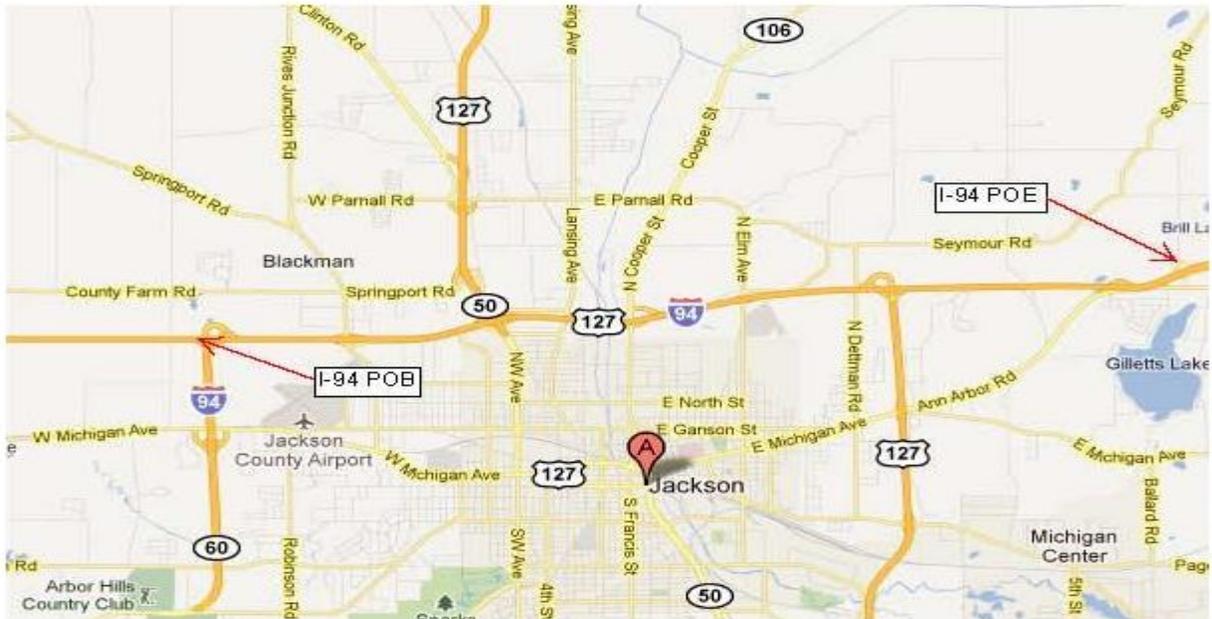
CONTROL SECTION(S): 38101, 38103

JOB NUMBER(S): 120273

PROJECT LOCATION:

I-94 from the M-60 interchange (CS 38101, EB CSMP 7.387, WB CSMP 7.379, EB PR 897107, EB PRMP 12.428, WB PR 897809, WB PRMP 12.405) easterly to the Sargent Road interchange (CS 38103, EB CSMP 0.641, WB CSMP 0.655, EB PR 897107, EB PRMP 21.271, WB PR 897809, WB PRMP 21.285), located in Blackman and Leoni Townships, in Jackson County.

The approximate project length is 8.9 miles.



PROJECT DESCRIPTION:

Facilitation of the Context Sensitive Solutions (CSS) process for the current and future reconstruction/rehabilitation of the I-94 corridor from M-60 easterly to Sargent Road in Jackson County. Provide expertise in conducting, leading and evaluating stakeholder engagement activities. Evaluate and compile results of stakeholder engagement to include in an aesthetic design document that will be used during the plan development for a 2016 project and well as future projects along the corridor.

The Aesthetic Design documents will be developed through a series of stakeholder meetings to engage key local government officials, the community, and interested travelers using the facility. The development of the Aesthetic Design documents and materials will be a collaborative effort between the Consultant and the Department. The Consultant will 1) facilitate all stakeholder meetings; 2) define visual issues and impacts; 3) utilize stakeholder input to establish aesthetic priorities and to develop a broad aesthetic vision for the corridor and/or themes for the project; 4) select and refine the preferred design elements to guide the development of final plans and specifications; 5) provide design support, as determined by the Department, for aesthetic features associated with the Cooper Road interchange and Grand River bridge portions of the project.

ANTICIPATED SERVICE START DATE: February 27, 2014

ANTICIPATED SERVICE COMPLETION DATE: March 1, 2016

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Landscape Architecture

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Short & Medium Span Bridges
Specialty Walls/Slopes

DBE PARTICIPATION REQUIREMENT: N/A

MDOT PROJECT ENGINEER MANAGER:

Jason Pittman, P.E. – Cost & Scheduling Engineer
MDOT Jackson Transportation Service Center
2750 N. Elm Road
Jackson, Michigan 49201
Phone: (517) 403-1858
Fax: (517) 780-5454
E-mail: pittmanj@michigan.gov

REQUIRED MDOT GUIDELINES AND STANDARDS:

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards (i.e., Road Design Manual, Standard Plans, 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, etc.).

The Consultant is required to use the current MDOT1 workspace 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.

CONSULTANT RESPONSIBILITIES:

Complete 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 project.

- A. Lead the CSS Process for the project following MDOT’s Guidelines for Stakeholder Engagement
http://www.michigan.gov/documents/mdot/MDOT_Guidelines_For_Stakeholder_Engagement_264850_7.pdf
- B. Research project context to establish visual issues and impacts.
 - Establish preliminary visual goals and priorities prior to first stakeholder meeting. Provide suggested visual themes to establish a starting point for community input and discussion.
- C. Organize and conduct a maximum of four (4) stakeholder engagement meetings.
 - Meet with MDOT staff to review meeting agenda, format, activities, and exhibits to be provided at the meeting prior to each meeting for review and approval.
 - Develop exhibits which sufficiently illustrate the overall project concept and present visual themes and priorities related to community design and aesthetic values for review and comment.
 - Outline a framework for public input into the aesthetic design decision-making process

- D. Document public input and summarize results in a logical fashion
 - Provide a summary of results for stakeholder engagement activities.
 - Prepare an illustrated and narrated description of the project's overarching aesthetic concept to use in conceptual design development and element refinement.
 - Prepare and submit any information received by the Consultant during community engagement efforts.

- E. Assemble the preferred themes and elements into a preliminary aesthetic design document that incorporates the community vision from the information gathered during stakeholder engagement activities.
 - Organize and prioritize aesthetic elements and features for further refinement for inclusion into the design of the project.

- F. Prepare aesthetic design details for bridge and corridor elements, special provisions, and cost estimates for elements identified in the aesthetic design document. This task will only apply to the Cooper Road interchange and Grand River bridge portion of the project.

- G. Maintain a Design Project Record which includes a history of events which influenced the development of the aesthetic design document and all other associated activities.

- H. The Consultant representative will record and submit type-written minutes of all related meetings to the MDOT Project Manager within two weeks of the meeting. The Consultant will distribute approved meeting minutes to all meeting attendees.

- I. The MDOT Project Manager is the official contact person for the Department. The Consultant will make the MDOT Project Manager aware of all communications regarding the project. This includes all Subcontractor correspondence and verbal contact records.

MDOT PERMITS

The Consultant shall be responsible for obtaining up to date access permits and pertinent information for tasks in MDOT Right of Way (ROW). This information can be obtained through Joe Rios, Utilities/Permits Section, Development Services Division at (517) 241-2103.

MONTHLY PROGRESS REPORT

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

MDOT RESPONSIBILITIES:

- A. Furnish local government and key stakeholder contact information.
- B. Furnish pertinent reference materials.
- C. 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.

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.

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 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.

STUDY (EARLY PRELIMINARY ENGINEERING)

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)
		CONSULTANT CONTRACT AUTHORIZATION/EXECUTION	/ /
YES	NO		
<u>INFORMATION GATHERING/STUDIES</u>			
<input type="checkbox"/>	x	1115 Traffic Data Collection for Studies	/ /
<input type="checkbox"/>	x	1120 Prepare Traffic Analysis Report for Studies	/ /
<input type="checkbox"/>	x	1125 Traffic Capacity Analysis for Studies	/ /
<input type="checkbox"/>	x	1155 Request/Perform Safety Analysis for Studies	/ /
<input type="checkbox"/>	x	1300 Traffic Impact Study	/ /
<input type="checkbox"/>	x	1350 Determine Need for Interstate Access Change Request	/ /
<input type="checkbox"/>	x	1400 Feasibility Study	/ /
<input type="checkbox"/>	x	1500 Corridor Study	/ /
<input type="checkbox"/>	x	1555 Interstate Access Change Request	/ /
<input type="checkbox"/>	x	<u>155M FHWA Approval of Interstate Access Change Request</u>	/ /
<input type="checkbox"/>	x	1600 Access Management Study Plan	/ /
<input type="checkbox"/>	x	1700 Other Miscellaneous Studies	/ /
<u>EPE SCOPING ANALYSIS</u>			
<input type="checkbox"/>	x	2100 Scope Verification and Initiation of EPE Activities	/ /
<input type="checkbox"/>	x	2115 Prepare Traffic Analysis Report for EPE/Design	/ /
<input type="checkbox"/>	x	2120 Traffic Data Collection for EPE/Design	/ /
<input type="checkbox"/>	x	2125 Traffic Capacity Analysis for EPE/Design	/ /
<input type="checkbox"/>	x	2130 Prepare Project Purpose and Need	/ /
<input type="checkbox"/>	x	<u>213M Concurrence by Regulatory Agencies with the Purpose and Need</u>	/ /
<input type="checkbox"/>	x	2140 Develop and Review Illustrative Alternatives	/ /
<input type="checkbox"/>	x	2155 Request/Perform Safety Analysis for EPE/Design	/ /
<input type="checkbox"/>	x	2160 Prepare and Review EIS Scoping Document	/ /
<input type="checkbox"/>	x	<u>216M Public Information Meeting</u>	/ /

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

STUDY (EARLY PRELIMINARY ENGINEERING) (cont'd)

YES	NO	P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)
<u>EPE DRAFT ANALYSIS</u>			
<input type="checkbox"/>	x	2310 Conduct Technical SEE Studies	/ /
<input type="checkbox"/>	x	2311 Cultural Resources Survey	/ /
<input type="checkbox"/>	x	2312 Recreational Survey – Section 4(f)/6(f)	/ /
<u>EPE DRAFT ANALYSIS (cont'd)</u>			
<input type="checkbox"/>	x	2313 Endangered Species Survey	/ /
<input type="checkbox"/>	x	2314 Wetland Assessment	/ /
<input type="checkbox"/>	x	2315 Wetland Mitigation	/ /
<input type="checkbox"/>	x	2316 Other Technical Reports	/ /
<input type="checkbox"/>	x	2321 Prepare for Aerial Photography	/ /
<input type="checkbox"/>	x	2322 Finish/Print Aerial Photography	/ /
<input type="checkbox"/>	x	2330 Collect EPE Geotechnical Data	/ /
<input type="checkbox"/>	x	2340 Develop and Review Practical Alternatives	/ /
<input type="checkbox"/>	x	<u>233M Aerial Photography Flight</u>	/ /
<input type="checkbox"/>	x	2360 Prepare and Review EA	/ /
<input type="checkbox"/>	x	<u>236M Approval of EA by FHWA</u>	/ /
<input type="checkbox"/>	x	2370 Prepare and Review Draft EIS	/ /
<input type="checkbox"/>	x	<u>237M Approval of Draft EIS by FHWA</u>	/ /
<input type="checkbox"/>	x	2380 Distribute EA	/ /
<input type="checkbox"/>	x	<u>238M Public Hearing for EA</u>	/ /
<input type="checkbox"/>	x	2390 Distribute DEIS	/ /
<input type="checkbox"/>	x	<u>239M Public Hearing for DEIS</u>	/ /
<u>EPE FINAL ANALYSIS</u>			
<input type="checkbox"/>	x	2510 Determine and Review Recommended Alternative	/ /
<input type="checkbox"/>	x	<u>250M Concurrence by Reg Agencies with Recom Alternatives</u>	/ /
<input type="checkbox"/>	x	2525 Prepare and Review Engineering Report	/ /
<input type="checkbox"/>	x	2530 Prepare and Review Request for FONSI	/ /
<input type="checkbox"/>	x	<u>252M Approval of FONSI by FHWA</u>	/ /
<input type="checkbox"/>	x	2540 Prepare and Review FEIS	/ /
<input type="checkbox"/>	x	<u>254M Approval of FEIS by FHWA</u>	/ /
<input type="checkbox"/>	x	2550 Obtain ROD	/ /
<input type="checkbox"/>	x	<u>255M ROD Issued by FHWA</u>	/ /
<input type="checkbox"/>	x	2570 ITS Concept of Operations	/ /

CONTAMINATION INVESTIGATION

<input type="checkbox"/>	x	2810	Project Area Contamination Survey (PCS)	/	/
<input type="checkbox"/>	x	2820	Preliminary Site Investigation (PSI) for Contamination	/	/

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING - DESIGN

		P/PMS TASK NUMBER AND DESCRIPTION		DATE TO BE COMPLETED BY	
YES	NO			(mm/dd/yyyy)	
<u>DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION</u>					
<input type="checkbox"/>	x	3130	Verify Design Scope of Work and Cost	/	/
<input type="checkbox"/>	x	3310	Prepare Aerial Topographic Mapping	/	/
<input type="checkbox"/>	x	3320	Conduct Photogrammetric Control Survey	/	/
<input type="checkbox"/>	x	3321	Set Aerial Photo Targets	/	/
<input type="checkbox"/>	x	3325	Geotechnical Structure Site Characterization	/	/
<input type="checkbox"/>	x	3330	Conduct Design Survey	/	/
<input type="checkbox"/>	x	3340	Conduct Structure Survey	/	/
<input type="checkbox"/>	x	3350	Conduct Hydraulics Survey	/	/
<input type="checkbox"/>	x	3360	Prepare Base Plans	/	/
<input type="checkbox"/>	x	<i>311M</i>	<i>Utility Notification</i>	/	/
<input type="checkbox"/>	x	3361	Review and Submit Preliminary ROW Plans	/	/
<input type="checkbox"/>	x	<i>331M</i>	<i>Preliminary ROW Plans Distributed</i>	/	/
<input type="checkbox"/>	x	3365	Pre-Conceptual ITS Design and Meeting	/	/
<input type="checkbox"/>	x	3370	Prepare Structure Study	/	/
<input type="checkbox"/>	x	3375	Conduct Value Engineering Study	/	/
<input type="checkbox"/>	x	3380	Review Base Plans	/	/
<input type="checkbox"/>	x	3385	Preliminary Load Rating	/	/
<input type="checkbox"/>	x	<i>332M</i>	<i>Base Plan Review (Pre-GI Inspection)</i>	/	/
<input type="checkbox"/>	x	3390	Develop the Maintaining Traffic Concepts	/	/
<u>PRELIMINARY PLANS PREPARATION</u>					
<input type="checkbox"/>	x	3500	Develop Transportation Management Plan	/	/
<input type="checkbox"/>	x	3510	Perform Roadway Geotechnical Investigation	/	/
<input type="checkbox"/>	x	3520	Conduct Hydraulic/Hydrologic and Scour Analysis	/	/
<input type="checkbox"/>	x	3522	Conduct Drainage Study, Storm Sewer Design, and use Structural Best Management Practices	/	/
<input type="checkbox"/>	x	3530	Geotechnical Foundation Engineering Report	/	/
X	<input type="checkbox"/>	3535	Conduct Str. Review for Arch. & Aesthetic Improvements	/	TBD/
<input type="checkbox"/>	x	3540	Develop the Maintaining Traffic Plan	/	/
<input type="checkbox"/>	x	3551	Prepare/Review Preliminary Traffic Signal Design Plan	/	/
<input type="checkbox"/>	x	3552	Develop Preliminary Pavement Marking Plan	/	/
<input type="checkbox"/>	x	3553	Develop Preliminary Non-Freeway Signing Plan	/	/
<input type="checkbox"/>	x	3554	Develop Preliminary Freeway Signing Plan	/	/

<input type="checkbox"/>	x	3555	Prepare/Review Preliminary Traffic Signal Operations	/	/
<input checked="" type="checkbox"/>		3570	Prepare Preliminary Structure Plans	/	/TBD/
<input type="checkbox"/>	x	3580	Develop Preliminary Plans	/	/
<input type="checkbox"/>	x	3581	Review and Submit Final ROW Plans	/	/
<input type="checkbox"/>	x	<u>351M</u>	<u>Final ROW Plans Distributed</u>	/	/

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING - DESIGN (cont'd)

		P/PMS TASK NUMBER AND DESCRIPTION		DATE TO BE COMPLETED BY (mm/dd/yyyy)	
YES	NO				
<u>PRELIMINARY PLANS PREPARATION (cont'd)</u>					
<input type="checkbox"/>	x	3585	Final ITS Concept Design and Meeting	/	/
<input type="checkbox"/>	x	3590	Review Preliminary Plans (Hold Plan Review Meeting)	/	/
<input type="checkbox"/>	x	<u>352M</u>	<u>THE Plan Review (Grade Inspection)</u>	/	/
<input type="checkbox"/>	x	3595	Conduct ITS Structure Foundation Investigation	/	/
<u>UTILITIES</u>					
<input type="checkbox"/>	x	3610	Compile Utility Information	/	/
<input type="checkbox"/>	x	3615	Compile ITS Utility Information	/	/
<input type="checkbox"/>	x	3650	Coordinate RR Involvement for Grade Separations	/	/
<input type="checkbox"/>	x	3655	Coordinate RR Involvement for At-Grade Crossings	/	/
<input type="checkbox"/>	x	3660	Resolve Utility Issues	/	/
<input type="checkbox"/>	x	<u>360M</u>	<u>Utility Conflict Resolution Plan Distribution</u>	/	/
<input type="checkbox"/>	x	<u>361M</u>	<u>Utility Meeting</u>	/	/
<input type="checkbox"/>	x	3670	Develop Municipal Utility Plans	/	/
<input type="checkbox"/>	x	3672	Develop Special Drainage Structures Plans	/	/
<input type="checkbox"/>	x	3675	Develop Electrical Plans	/	/
<input type="checkbox"/>	x	3680	Preliminary ITS Communication Analysis	/	/
<input type="checkbox"/>	x	3690	Power Design (Power Drop in Field)	/	/
<u>MITIGATION/PERMITS</u>					
<input type="checkbox"/>	x	3710	Develop Required Mitigation	/	/
<input type="checkbox"/>	x	3720	Assemble Environmental Permit Applications	/	/
<input type="checkbox"/>	x	3730	Obtain Environmental Permit	/	/
<u>FINAL PLAN PREPARATION</u>					
<input type="checkbox"/>	x	3815	Geotechnical Structure Design Review	/	/
<input type="checkbox"/>	x	3821	Prepare/Review Final Traffic Signal Design Plan	/	/
<input type="checkbox"/>	x	3822	Complete Permanent Pavement Marking Plan	/	/
<input type="checkbox"/>	x	3823	Complete Non-Freeway Signing Plan	/	/
<input type="checkbox"/>	x	3824	Complete Freeway Signing Plan	/	/
<input type="checkbox"/>	x	3825	Prepare/Review Final Traffic Signal Operations	/	/
<input type="checkbox"/>	x	3830	Complete the Maintaining Traffic Plan	/	/

<input type="checkbox"/>	x	3840	Develop Final Plans and Specifications	/	/
<input type="checkbox"/>	x	<u>380M</u>	<u>Plan Completion</u>	/	/
X		3850	Develop Structure Final Plans and Specifications	/TBD/	
<input type="checkbox"/>	x	3870	Hold Omissions/Errors Check (OEC) Meeting	/	/
<input type="checkbox"/>	x	3875	Final Load Rating	/	/

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING - DESIGN (cont'd)

		P/PMS TASK NUMBER AND DESCRIPTION		DATE TO BE COMPLETED BY (mm/dd/yyyy)	
YES	NO				
<u>FINAL PLAN PREPARATION (cont'd)</u>					
<input type="checkbox"/>	x	<u>387M</u>	<u>Omissions/Errors Checks Meeting</u>	/	/
<input type="checkbox"/>	x	<u>389M</u>	<u>Plan Turn-In</u>	/	/
<input type="checkbox"/>	x	3880	CPM Quality Assurance Review	/	/
<input type="checkbox"/>	x	3890	Final ITS Communication Analysis	/	/

PRELIMINARY ENGINEERING – RIGHT OF WAY

<u>EARLY RIGHT OF WAY WORK</u>					
<input type="checkbox"/>	x	4120	Obtain Preliminary Title Commitments	/	/
<input type="checkbox"/>	x	4130	Prepare Marked Final Right Of Way Plans	/	/
<input type="checkbox"/>	x	<u>413M</u>	<u>Approved Marked Final ROW</u>	/	/
<input type="checkbox"/>	x	4140	Prepare Property Legal Instruments	/	/
<u>ROW ACQUISITION</u>					
<input type="checkbox"/>	x	4411	Preliminary Interviews	/	/
<input type="checkbox"/>	x	<u>441M</u>	<u>Post-Decision Meeting</u>	/	/
<input type="checkbox"/>	x	4412	Real Estate Services Assignment Proposal and Fee Estimate (Form 633s) for Appraisal Work Authorization	/	/
<input type="checkbox"/>	x	4413	Appraisal Reports	/	/
<input type="checkbox"/>	x				
<input type="checkbox"/>	x				
<u>ROW ACQUISITION (cont'd)</u>					
<input type="checkbox"/>	x	4420	Appraisal Review Reports	/	/
<input type="checkbox"/>	x	4430	Acquire Right Of Way Parcels	/	/
<input type="checkbox"/>	x	4510	Conduct Right Of Way Survey & Staking	/	/
<input type="checkbox"/>	x				
<input type="checkbox"/>	x				
<u>ROW RELOCATION</u>					
<input type="checkbox"/>	x	4710	Relocation Assistance	/	/
<input type="checkbox"/>	x	4720	Prepare Improvement Removal Plan	/	/
<input type="checkbox"/>	x	<u>442M</u>	<u>ROW Certification</u>	/	/

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

POST LETTING/AWARD TASKS (for reference only)

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

CONSULTANT PAYMENT INFORMATION

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. The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

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.

For projects advertised May 1, 2013, or later, MDOT will reimburse the CONSULTANT for vehicle expenses and the costs of travel to and from project sites in accordance with MDOT's Travel and Vehicle Expense Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at http://www.michigan.gov/documents/mdot/Final_Travel_Guidelines_05-01-13_420289_7.pdf?20130509082418. MDOT's travel and vehicle expense reimbursement

policies are intended primarily for construction engineering work. Reimbursement for travel to and from project sites and for vehicle expenses for all other types of work will be approved on a case by case basis.

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.

For projects advertised May 1, 2013, or later, MDOT will pay overtime in accordance with MDOT's Overtime Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at http://www.michigan.gov/documents/mdot/Final_Overtime_Guidelines_05-01-13_420286_7.pdf?20130509081848. MDOT's overtime reimbursement policies are intended primarily for construction engineering work. Overtime reimbursement for all other types of work will be approved on a case by case basis.