

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
AS NEEDED DESIGN SERVICES**

CONTROL SECTION(S): Various

JOB NUMBER(S): Various

PROJECT LOCATION: Various locations throughout the Bay Region

PROJECT DESCRIPTION: The Consultant will be expected to provide experienced personnel for Design services on an as needed basis for MDOT design projects. Such tasks would include but may not be limited to work in the following areas of design:

- CPM Road Design
- Bridge Approach Design
- Freeway and Non-Freeway Mill and HMA Overlays Designs
- Traffic and Safety Projects such as Center Left Turn Lane Designs
- Associated Survey needed for these projects
- Associated Work Items with a Design, such as MoT, TMPs, etc.

Up to two firms will be selected for a two year period.

The scope is for “as needed” services, based on intermittent needs of the MDOT Bay Region. It must be noted that this is not a guarantee of Consultant authorized work.

ANTICIPATED SERVICE START DATE: September 1, 2014

ANTICIPATED SERVICE COMPLETION DATE: July 31, 2016

This selection is for a two year term.

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Roadway Rehabilitation & Rural Freeways

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Geotechnical Engineering Services

Hydraulic Surveys

Hydraulics

Maintaining Traffic Plans and Provisions

Municipal Utilities

Pavement Marking Plans

Permanent Freeway Traffic Signing Plans

Permanent Non-Freeway Traffic Signing Plans

Right of Way Surveys

Road Design Surveys

Safety Studies
Simple Traffic Signal Operations
Specialty Walls/Slopes
Traffic Capacity Analysis & Geometric Studies
Traffic Signal Design
Wetland Design

PREFERRED QUALIFICATIONS AND CRITERIA (FOR NON-CLASSIFIED SERVICES):

UTILITY COORDINATION:

The Consultant and MDOT shall share responsibilities for project Utility Coordination. See attached “Scope of Services for Utility Coordination”.

DBE REQUIREMENT:

This Scope of Services has a 0% DBE qualification

MDOT PROJECT MANAGER:

Selena R. Friend, PE
Associate Region Engineer – Development, Bay Region MDOT
55 E. Morley Drive
Saginaw MI 48601
Phone Number (989) 233-2056
E-mail: friends@michigan.gov

INDIVIDUAL AUTHORIZATION PROJECT MANAGERS:

Jason Garza, PE
Cost & Scheduling Engineer, Bay City TSC MDOT
Bay City TSC
2590 E. Wilder Road
Bay City MI 48706
Phone Number (989) 671-1535 x 306
Email: garzaj3@michigan.gov

Jonathan Myers, PE
Cost & Scheduling Engineer – Mt. Pleasant TSC MDOT
Mt. Pleasant TSC
1212 Corporate Drive
Mt. Pleasant MI 48858
Phone Number: (989) 775-6104 x 308
Email: myersj2@michigan.gov

Erik Tamlyn, PE
Cost & Scheduling Engineer – Davison TSC MDOT
Davison TSC
9495 E. Potter Road
Davison MI 48423
Phone Number: (989) 810-658-4029 x 307
Email: tamlyne@michigan.gov

NUMBER OF CONSULTANTS & ESTIMATED CONTRACT COSTS

Up to two (2) Consultants will be chosen for “as needed” contracts up to \$400,000 each. The number of projects assigned to each Consultant will be determined by future workloads.

Estimated costs of construction will be provided for each REQUEST FOR CONSULTANT DESIGN STAFF LETTER, ATTACHMENT A. If at any time the estimated cost of construction varies by more than 5% of the current programmed amount, then the Consultant will be required to submit a letter to the MDOT Project Manager justifying the changes in the construction cost estimate.

REQUIRED MDOT GUIDELINES AND STANDARDS:

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards (i.e., Road Design Manual, Standard Plans, Drainage Manual, Roadside Design Guide, A Policy on Geometric Design of Highways and Streets, Michigan Manual of Uniform Traffic Control Devices, etc.).

Consultant is required to use MDOT’s current version of Bentley MicroStation for CADD applications and Bentley GEOPAK for road design as well as the most current workspace as published by MDOT monthly. Consultant shall comply with all MDOT CADD standards and file naming conventions.

GENERAL INFORMATION:

The MDOT Bay Region Project Managers will contact the Consultant for specific services through a **REQUEST FOR CONSULTANT DESIGN STAFF LETTER, ATTACHMENT A** of this Scope of Services, stating the MDOT Project Manager in charge, Job Number, Control Section, route, design services needed, the project description, and a timeframe in which the work shall be required for completion. The Consultant will then review this request and inform MDOT of their availability and willingness to work on this project, within two (2) days of receiving the Request for Consultant Design Staff letter, by returning a signed copy of the Request for Consultant Design Staff. A priced proposal and work plan which includes personnel selected to complete the project, will also be submitted to the MDOT Project Manager prior to authorization. If the Consultant accepts the MDOT work assignment, a meeting will be set up between MDOT and the Consultant to review the information in the Request for Consultant Design Staff Letter and the Consultant’s proposal and work plan.

The Consultant will need to get approval of the MDOT Project Manager prior to using personnel not included in this proposal. An amended Form 5100G will need to be submitted along with a resume and a reason for the change to assure MDOT a comparable substitute is being utilized. If the Consultant does not get pre-approval for this substitution, MDOT will not accept the hours worked as billable and the Consultant will be working at their risk.

The MDOT reserves the right to grant final work authorization based on the Consultant's understanding of the specific design project tasks and personnel. If the Consultant is unable to fulfill a request MDOT may utilize a different Consultant awarded under this As Needed Scope for Design Service. There will be up to a total of two (2) Consultant awards under this As Needed Scope for Consultant Design Services.

Full time services will not be required on all projects at all times. This scope is for "as needed" services, based on the intermittent needs of MDOT. It must be noted that this is not a guarantee that MDOT will use the Consultant's services.

CONSULTANT RESPONSIBILITIES:

Complete the design services tasks 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, ROW submittal dates, Railroad coordination requirements, utility conflict resolution, local agency meetings, etc.

- A. Perform design pickup surveys.
- B. Prepare required plans, typical cross-sections, details, and specifications required for design and construction.
- C. Compute and verify all plan quantities.
- D. Prepare staging plans and special provisions for maintaining traffic during construction. The Consultant may be required to provide MDOT with maintaining traffic alternatives and Traffic Management Plans (TMPs).
- E. Provide solutions to any unique problems that may arise during the design 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. If excavation is required, submit the excavation locations which may contain contamination. Project Manager then can proceed in requesting a Preliminary Project Assessment (PPA).
- I. The Consultant may be required to prepare and submit a CPM network for the construction of this project.
- J. 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.
- K. The Consultant will provide to MDOT at the scheduled submittal dates, copies of the required specifications and plan set materials for distribution by MDOT for all reviews for this project with the exception of The Plan Review. The Consultant shall contact the project manager prior to the submittal dates for the exact number of copies that will be required for submittal.
- L. Prepare and submit electronically (native format or Adobe PDF) any information, calculations, hydraulic studies, or drawings required by MDOT for acquiring any permit (i.e. NPDES, DEQ, etc.), approvals (i.e. county drain commission) and related mitigation. MDOT will submit permit requests.
- M. Attend any project-related meetings as directed by the MDOT Project Manager.
- N. 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.
- O. The Consultant shall assist in the review of utility permit requests, incorporate the information in the design plans, and respond within 2 weeks from receipt of the permit.
- P. 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.

- Q. 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.

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.

TRAFFIC CONTROL

The Consultant shall be responsible for all traffic control required to perform the tasks as outlined in this Scope of Design Services.

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 of each month, the Consultant Project Manager shall submit a monthly project progress report to the Project Manager.

MDOT RESPONSIBILITIES:

- A. Schedule and/or conduct the following:
 - 1. Project related meetings.
 - 2. The Plan Review, OEC or QA meetings.
 - 3. Utility Meetings.
 - 4. Quantity summary sheets and final item cost estimates.
 - 5. Packaging of plans and proposal.
- B. Furnish Special Details and pertinent reference materials.
- C. Furnish prints of an example of a similar project and old plans of the area, if available. Furnish the Environmental Assessment document, if completed for this location.
- D. Obtain all permits for the project as outlined in previous section.

- E. Coordinate any necessary utility relocation.
- F. Furnish FTP site for software download and instructions for the MDOT Stand Alone Proposal Estimator's Worksheet (SAPW).

DELIVERABLES:

The Consultant shall deliver all computer files associated with the project in their native format (spreadsheets, CADD files, GEOPAK files, etc.) on DVD, CD or uploaded to ProjectWise, as directed by the MDOT Project Manager. All CADD/GEOPAK files shall be created and identified with standard MDOT file names as shown in Appendix A of the Road Design Manual. 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 posted to the bulletin board system. When the use of GEOPAK road design software is necessary to develop plans all pay items shall be placed into the CADD file using GEOPAK's Design and Computation Manager so that Quantity Manager can be used to transfer pay item information to SAPW/Trns*port. 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 capturing a legally signed document or a hard copy version of a document is all that exists.

Plan files shall be submitted in their native .dgn format with standard naming conventions as well as plotted into a combined Adobe PDF file. Plan sheets shall be plotted to Adobe PDF with full text search and level on/off capabilities in half size (11" x 17") formats. A full size title sheet shall be plotted stamped and signed then scanned for inclusion with the Adobe PDF set. The original title sheet will be sent to the MDOT Project Manager.

Stand Alone Proposal Estimator's Worksheet (SAPW) shall be used to generate the txt and csv files necessary for import into the Trns*port bid letting software. The SAPW files shall be transmitted electronically by the method specified by the MDOT Project Manager.

The project construction, removal and profile sheets will require a ratio (scale) of **1:40 (English Units)**.

Other plan sheets that are required for this project shall be completed by the Consultant. These include, but are not limited to the following plan sheets:

- A. The title sheet. MDOT will provide a map of the area on a disk in our workstation format. If the map is not available, MDOT will provide a map that could be used. The Consultant shall be responsible for any revisions to the title sheet and the title sheet and map shall meet MDOT format and layout guidelines.
- B. Note Sheet.

- C. Typical Cross-Sections.
- D. Project specific Special Details.
- E. Construction staging and traffic control plans.
- F. Detail grade sheets for critical areas (including sidewalk ramps and intersections).
- G. Pavement marking plan(s).
- H. Survey information sheet (produced in Word using MDOT template).
- I. Soil boring log sheet(s).
- J. Municipal Utility plan(s).

All plans, special provisions, estimates, and other project related items shall meet all MDOT requirements and detailing practices (i.e., format, materials, symbols, patterns, and layout) or as otherwise directed by the Project Manager. All plans, specifications, and other project related items are subject to review and approval by MDOT.

PROJECT SCHEDULE:

MDOT will provide a project schedule for each separate authorization in the **REQUEST FOR CONSULTANT DESIGN STAFF LETTER, ATTACHMENT A.**

The Consultant shall use the supplied schedule to prepare the proposed implementation schedule as required in the Guidelines for the Preparation of Responses on Assigned Design Services Contracts. These dates provided in **REQUEST FOR CONSULTANT DESIGN STAFF LETTER, ATTACHMENT A** shall be used in preparing the Consultant's Monthly Progress.

P/PMS Task Information

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

For assistance in accessing this manual, please contact: **Dennis Kelley: (517) 373-4614 or kelleyd2@michigan.gov**

CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee: As-Needed

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.

This scope is for “as needed” services. As such, the hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. Fixed fee on “as needed” projects is computed by taking the percent of actual labor hours invoiced to labor hours authorized, then applying that percentage to the total fixed fee authorized.

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.

MDOT reserves the right to request services on other projects located in the Region/TSC area that are not listed above, under the conditions of this “as needed” scope of services.

Full time services may not be required on all projects at all times. This scope is for “as needed” services, based on the intermittent needs of MDOT. It must be noted that this is not a guarantee that MDOT will use the Consultant’s services.

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.

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.

**ATTACHMENT A
MDOT REQUEST FOR CONSULTANT DESIGN STAFF**

Date: _____ **Consultant:** _____
Attn: _____ **VIA: e-Mail**
Address
City, State, zip

MDOT requests consultant design staff and services for the following project under the contract number xxxx-xxx(xx), Scope of Services for Consultants "As Needed" Design Services for MDOT Bay Region Development.

JOB NUMBER: xxxxxC CONTROL SECTION: xxxxx

ROUTE:

STAFFING:

TYPE OF DESIGN SERVICE:

PROJECT DESCRIPTION:

The attached Design Scope of Work provides specific details.

PROJECT DELIVERABLES:

1. Project design, project meeting minutes and proposal packages, design record, monthly updates and consultant staff that worked on the project.
2. Utility conflict identification and coordination activities.
3. Maintaining traffic special provisions, staging plans and/or TMPs, if required.

PROJECT SCHEDULE:

The attached Design Scope of Work provides specific details.

Receipt of this request requires the Consultant to notify the undersigned regarding the availability of the Consultant's staff to work on this project and acceptance of the above terms and conditions in writing within two working days. A detailed cost proposal with a breakdown of man hours and tasks will be required and reviewed prior to obtaining a final work authorization.

Sign/Date
Selena R. Friend, P.E.
MDOT Bay Region
Associate Region Engineer - Development

Sign/Date
Consultant Project Manager

SCOPE OF SERVICE FOR DESIGN SURVEYS

SURVEY LIMITS: As needed for the Design, Right of Way and Construction. A description of the survey limits detailing length, width, and cross roads must be included in the Survey Work Plan.

NOTES: The Selected Consultant must discuss the scope of this survey with the MDOT Bay Region Surveyor (Barbara Snyder) before submitting a priced proposal.

The Selected Consultant surveyor must contact the closest MDOT Transportation Service Center Traffic and Safety Engineer that has jurisdiction prior to submitting a priced proposal.

A **detailed Survey Work Plan must** be included in the project proposal. A spreadsheet estimate of man hours for specific survey tasks such as horizontal control, leveling, mapping, alignment determination, etc., **must** be included in the **priced proposal**.

It is the responsibility of the Professional Surveyor to safeguard all corners of the United States Public Land Survey System, published Geodetic Control and any other Property Controlling corners that may be in danger of being destroyed by the proposed construction project.

GENERAL REQUIREMENTS:

1. Surveys must comply with **all Michigan laws** relative to land surveying and must be done under the **direct supervision** of a Professional Surveyor license to practice in the State of Michigan, according to Public Act 299 of 1980.
2. Work in any of the following categories: Road Design Surveys, Structure Surveys, Hydraulic Surveys, Right-of-way Surveys, Photogrammetric Ground Control, and/or Geodetic Control must be completed by a firm which is pre-qualified by MDOT.
3. Surveys must meet all requirements of the current versions of the Michigan Department of Transportation (MDOT) Design Surveys *Standards of Practice*, MDOT QA/QC Check List, MDOT Design Survey Manual on-line, and MDOT RTK guidelines. Please contact the MDOT Design Survey office to clarify any specific questions regarding these standards.
4. Consultants must obtain all necessary permits required to perform this survey on any public and/or private property. **The Consultant shall be responsible for obtaining an up-to-date access permits** and pertinent information from the MDOT Utilities Coordination and Permits Section for any tasks involving work with the MDOT Right of Way (ROW).
5. Prior to performing any ground survey work, the Consultant must contact all landowners upon whose land they will enter. The contact may be personal, phone, or letter, but must

be documented. This notice must include the reasons for the survey upon private land, the approximate time the survey is to take place, the extent of the survey including potential brush cutting (which must be minimized), and a MDOT contact person (the MDOT Project Manager or designate).

6. The Consultant must contact any and all Railroads prior to commencing field survey on railroad property. This cost for any permit, flaggers, and/or training that is required by the Railroad will be considered as a direct cost, but only if included in the Consultant's priced proposal.
7. The Consultant must adhere to all applicable OSHA and MIOSHA safety standards, including appropriate traffic signs for the activities and conditions for this project.
8. Consultants are responsible for a comprehensive and conscientious research for all records, including MDOT records, essential for the completion of this project.
9. Measurements, stationing, recorded data and computations must be in International Feet.
10. Coordinate values must be based on the Michigan Coordinate System of 1983, appropriate zone. All elevations must be based on the North American Vertical Datum of 1988 (NAVD88) if control is available within four miles. Use of other datums must be approved by the MDOT Region Surveyor. The datums must be clearly stated in the Survey Work Plan and subsequent submittal.
11. For projects over 5 miles in length contact the MDOT Region Surveyor to discuss scale factor issues. Ground coordinates may be required. The Consultant Surveyor should contact the MDOT Region Surveyor for specific reporting format and conversion process from State Plane Grid Coordinates.
12. The current MDOT *Standards of Practice* for Design Surveys and the current MDOT QA/QC Check List and shall be utilized in preparing the deliverables.
13. Electronic submittal only unless specified otherwise. All data, whether electronic or paper, must be recorded on non-rewritable compact discs (CD) or DVDs. It is the responsibility of the consultant to insure that all electronic files submitted to MDOT conform to the required formats in the current Michigan Department of Transportation (MDOT) Design Surveys *Standards of Practice*, MDOT QA/QC Certification Checklist, and MDOT CADD standards, and that all documents are legible.
14. To be included in the Administrative section shall be a copy of the Survey Project Portfolio QA/QC Check-off List and Certification Statement. This document shall be signed and certified by the Professional Surveyor responsible for the project QA/QC. It is highly recommended that the consultant become familiar with this document prior to preparing the proposal and again prior to assembling the final portfolio. **Failure to use and include this document may result in the immediate return of the project portfolio for completion.**

15. Each CD or DVD must be labeled on the outside:
 Survey Notes for:
[Route, Location, and Project Limits]
[Control Section] [Job Number] Date [of submittal]
 By *[Name of Firm]*
 Michigan Professional Surveyor [] License # []

16. All paper files, including MicroStation files, must be scanned and/or converted to Adobe Acrobat .PDF format. It is not necessary to include raw survey data file in the Adobe file. Specific format files such as text (.txt), MicroStation drawing (.dgn), and documents (.doc) must have separate access in native format outside of the Project.pdf file.

The MDOT Project Manager is the official contact for the consultant. The Consultant must send a copy of all project correspondence to the MDOT Project manager. The MDOT Project Manager shall be made aware of all communications regarding this project. Any survey related questions regarding this project should be directed to the MDOT Region Surveyor. **The MDOT Project Manager must be copied on any and all correspondence.**

At the completion of this survey, three identical digital copies must be submitted with one labeled "MDOT Region Surveyor". All electronic data, and all research records obtained for this project will be considered the property of MDOT and must be sent to MDOT Bay Region Surveyor, 55 East Morley Drive, Saginaw, MI 48601. Please use MDOT's form 222 (5/01) entitled "SURVEY NOTES: RECEIPT AND TRANSMITTAL" for all transmittals. A copy of this transmittal form must also be sent to the MDOT Project Manager.

Acceptance of the survey by the MDOT Project Manager and/or MDOT Region Surveyor does not in any way relieve the Consultant of any responsibility and liability for the content of the survey.

TRAFFIC CONTROL/WORK RESTRICTIONS

The Selected Consultant shall be responsible for all traffic control required to perform the tasks as outlined in this Scope of Services.

The Selected Consultant and the Selected Consultant only, must notify the TSC Traffic and Safety Engineer having jurisdiction prior to submitting a price proposal and prior to beginning surveying activity in the area, to obtain any potential work restrictions and to discuss Traffic Control scenarios for the project.

The Consultant must call the TSC Traffic & Safety Engineer before beginning work to inform them of surveying activity in the area. The TSC Traffic & Safety Engineer must be notified at least two weeks prior to shoulder or lane closures so advance notice, and related traffic issues, can be posted on the MDOT Road Construction Web Site.

No work shall be performed or lane closures allowed during Memorial Day, July 4th, or Labor Day holiday periods, as defined by the MDOT Project Manager or the Traffic and Safety Engineer who has jurisdiction over the project area. Week-end work and lane closure exceptions may be permitted but only with the approval in advance from TSC Traffic & Safety Engineer and MDOT Project Manager.

Traffic must be maintained by the Consultant throughout the project in accordance with Sections 812, 922, 103.05 and 103.06 of the *Standard Specifications for Construction*, 2012 edition, <http://mdotcf.state.mi.us/public/specbook/2012/> and any Supplemental Specifications currently in effect clarifying the Standard Specifications for Construction.

All traffic control devices shall conform to the current revision, as revised, of the *Michigan Manual of Uniform Traffic Control Devices* (MMUTCD). All warning signs for maintenance of traffic used on this project shall be fabricated with prismatic retro-reflective sheeting and shall be set up five feet above the ground. Sign covers shall be placed over existing regulatory signs that are not applicable during survey work.

The Consultant shall use MDOT standard “maintaining traffic” typicals for any and all closures. Typical MDOT traffic control diagrams are available on line at: http://mdotcf.state.mi.us/public/tands/Details_Web/mdot_mt_fwy.pdf.

The consultant must have a vehicle with markings/logo that identifies the company within sight distance of the survey activity whenever they are working on or near the road.

Traffic control on city streets is under the jurisdiction of the city where the project is located.

COORDINATION WITH OTHER CONTRACTS IN THE VICINITY

The Consultant shall coordinate their operations with contractors performing work on other projects within or adjacent to the Construction Influence Area (CIA).

MDOT maintenance crews and/or Contract Maintenance Agencies may perform maintenance work within or adjacent to the CIA. The Maintenance Division of MDOT and/or Contract Maintenance Agency will coordinate their operations with the MDOT Project Manager or Designate to minimize the interference to the Consultant.

The Consultant must contact the MDOT TSC Traffic & Safety Engineer and Operations Engineer for information regarding project coordination.

The Consultant's attention is called to the requirement of cooperation with others as covered in Article 104.08 of the 2012 Standard Specifications for Construction. Other contracts or maintenance operations may occur during the life of the project.

No claims for extra compensation or adjustment in authorization costs will be allowed on account of delay or failure of others to complete their work unit as scheduled.

FIELD SURVEY

The purpose of a field survey is to obtain information and/or data required by/for a project design engineer, to provide a survey basis for the preparation of legal descriptions and documents to

acquire rights of way, easements, and permits, to leave horizontal and vertical control in the field for future construction staking, and to provide a sufficient history of the area to enable a MDOT Design Survey Unit to perform dependable surveys in the future.

For preferred methods, refer to the current MDOT Design Surveys *Standards of Practice*, or contact the Region Surveyor. Any discrepancy or contradiction will be resolved by applying the following list in order of priority:

1. Written instructions from the MDOT Survey Project Manager or the Region Surveyor
2. The current MDOT Design Surveys *Standards of Practice*
3. Current MDOT Design Survey Manual
4. Accepted survey practice, documented in books from disinterested third parties or papers from state or federal agencies.

POST SURVEY CLEAN-UP

Once the survey is complete, all stakes must be removed from the MDOT median and ROW to aid the maintenance crews and adjacent property owners. All benchmarks and control points and their witnesses must remain in place.

FINAL REPORT: ELECTRONIC PORTFOLIO DELIVERABLES

All paper files must be scanned and/or converted to Adobe Acrobat .PDF format. Specific format files such as text (.txt), MicroStation drawing (.dgn), and documents (.doc) must have separate access.

Organization of the deliverables shall follow the format of the current MDOT QA/QC Checklist and shall include:

1. In the first folder labeled **ADMINISTRATIVE**, the following will appear:
 - a. MDOT's Form 222(5/01) entitled "SURVEY NOTES: RECEIPT AND TRANSMITTAL"
 - b. The project's Professional Surveyor's Report on company letterhead, consisting of:
 - i. A comprehensive synopsis of the work performed on this project, signed and sealed by the project's Professional Surveyor.
 - ii. The source and methods used to establish the project horizontal and vertical control and alignment(s) for this project.
 - iii. A detailed explanation of anything discovered during the survey of this project that may create a problem for the designer or another surveyor.
 - c. All documents scanned or converted into a Master PDF file, named (JN)123456C_TaskXXXX. Each Section and sub-section of this PDF file must be bookmarked for easy retrieval. An example can be provided upon request.
 - d. MDOT QA/QC Portfolio Checklist (revised March 2013). **Failure to complete and include this list with the final project portfolio will result in the immediate return of the portfolio for completion.**
2. In the second folder labeled **CONTROL**, the following will appear:
 - a. Documentation of horizontal and vertical datum sources.
 - b. OPUS documentation, long version.

- c. Least squares adjustments for the horizontal and vertical control.
 - d. It is not necessary to submit electronic raw survey data in hardcopy form, nor in the .PDF file.
 - e. Text files which contain the witness lists for the horizontal alignment points, horizontal control points, benchmarks and government corners. All witness lists must note the datum(s), a combined scale factor for state plane grid-to-ground conversion, and an example thereof. **WITNESS LISTS MUST USE ONLY UPPERCASE LETTERS.**
 - f. An MDOT-formatted Microsoft Word file, **SurveyInfoSheet.doc**, showing the data in e. above, using **ONLY UPPERCASE LETTERS.**
3. In the third folder labeled **ALIGNMENT**, the following will appear:
- a. An annotated MDOT MicroStation V8i/Power GEOPAK format in the current MDOT workspace (and also converted to .PDF format) drawing of the alignment(s), showing:
 - i. A statement defining the alignment(s) as **legal or non-legal**, and a key box with description of type and origin of all alignments, such as 1958 Survey Alignment, 1966 Construction Alignment or, 2013 As Constructed Alignment
 - ii. Legal and/or non-legal alignments and legal rights of way, if applicable. Stationing, source of stationing, and station equation to existing stationing
 - iii. Curve data, including coordinates of P.I.s, P.C.s, and P.T.s.
 - iv. Physical alignment points found or set
 - v. Control points
 - vi. Reference lines and angles of crossing (if appropriate)
 - vii. **Legal ROW** lines for both the main line and side street delineated, along with property ties, if applicable.
 - viii. Government corners with bearing and distance ties to alignment along the government lines.
 - b. Witness list for the alignment points found or set, which shows coordinates, stationing and four witnesses for each alignment point. **WITNESS LISTS MUST USE ONLY UPPERCASE LETTERS.**
 - c. LCRC's for legal alignment points with physical monumentation, found or set.
4. In the fourth folder labeled **PROPERTY**, the following will appear:
- a. Tax maps that include parcel ID, owners name and tax descriptions, addresses and phone numbers with the recorded legal deeds, if Right of Way is to be acquired, or if riparian ownerships are required.
 - b. Maps, plats, and recorded surveys.
 - c. Copies all information that is utilized regarding the real property affected by the project if Right of Way is to be acquired. This includes, but is not limited to, copies of all pertinent MDOT easements/deeds, recorded plats (subdivision and condominiums), recorded certified and unrecorded surveys, and tax maps along with ties to the project coordinate system for all found or set monumentation throughout the entire project limits.
 - d. Legible **recorded** copies of all Land Corner Recordation Certificates (LCRC) filed for the government corners (PLSS corners and Property Controlling Corners) used for computations and/or in danger of obliteration by impending construction.
5. In the fifth directory labeled **MAPPING**, the following will appear:

- a. Mapping files in MDOT MicroStation V8i/Power GEOPAK format in the current MDOT workspace, and also converted to .PDF format. ALL POINT AND LINE DESCRIPTIONS MUST USE ONLY UPPER CASE LETTERS. Naming convention: 123456C_PL_3D_date.dgn and 123456C_PL_2D_date.dgn
 - b. GEOPAK design files produced by survey, including: .xml alignment files, triangle.dgn file, .dtm, .tin, and .gpk file.
 - c. All field survey notes and electronic mapping data used for the project. It is not necessary to submit electronic raw survey data in the .PDF file.
 - d. All supporting and supplemental information or data, such as drainage and utilities, electronically only if possible.
6. In the sixth directory labeled **MISCELLANEOUS**, the following will appear:
- a. Any photographs taken for clarity of an area
 - b. Any newspaper clippings related to the project
 - c. Any information not covered in this scope that will be of benefit to the designer or another surveyor.

SCOPE OF SERVICE FOR UTILITY COORDINATION

The Consultant is directly responsible for all aspects of the project's utility coordination. The Consultant is expected to provide technical assistance to MDOT, utilities and other stakeholders regarding utility identification, project utility coordination and utility conflict resolution.

A utility is defined as any privately, publicly, municipal or cooperatively owned line, facility, or system for producing, transmitting, or distributing communication, cable television, power, electricity, light, heat, gas, oil, crude products, water, steam, waste, or any other similar commodity, including any fire or police signal system or street lighting system.

MDOT shall:

- Provide a preliminary list of utilities, with contact information, that may have facilities located within the project limits. This list may not be 100% accurate and/or complete.
- Provide assistance, if necessary, in contacting utilities to obtain facility records.
- Provide Consultant with utility responses and facility records if utility information solicitation has been performed.
- Organize and host a kick-off meeting with Consultant and MDOT prior to Consultant beginning utility coordination services.

Consultant shall:

- Maintain a Utility Conflict Matrix* spreadsheet and deliver as the bi-weekly status report.
- Distribute form letters, plans, etc. as outlined in 14.16 (Request for Utility Information) and 14.26 (Distribution of Preliminary Plans to Utilities and Utility Coordination Meeting) of the MDOT Road Design Manual.
- Identify existing/proposed utility owners and facilities.
- Collect and compile utility responses.
- Follow up with non-responsive utilities.
- Schedule and conduct utility meetings for the resolution of conflicts between utility facilities and proposed construction.
- Identify conflicts, discuss possible design modifications, develop utility relocation schemes, discuss reimbursable relocations and discuss project scope and schedule.
- Identify the utility's design and construction contacts and ensure the plan's note sheet utility contact information is accurate.
- Record meeting minutes and distribute to all attendees.
- Schedule and conduct field meetings with individual utilities to resolve conflicts.
- Schedule and conduct in meetings convened for the purpose of utility betterments.
- Ensure municipal utility relocations, betterments and reimbursements follow Chapter 9 of the MDOT Road Design Manual.

- Identify eligible reimbursable utility relocations, for public/private utilities, as outlined in 23 Code of Federal Regulations (CFR) Part 645 Subparts A and B – Utilities and ensure 23 CFR Part 635.410 - Buy America Requirements are met.
 - Collect documentation to evaluate reimbursable utility relocations.
- Evaluate utility relocation plans for compatibility with the proposed project.
- Discuss utility relocation plans with TSC Utility Engineer for concurrence.
- Ensure utility relocation schedules do not impact the project schedule.
- Confirm utility relocation permit applications are submitted to the TSC
- Prepare the “Utilities Status Report” (MDOT Form 2286) and “Notice to Bidders – Utility Coordination” documents.
- Track and monitor utility relocation progress.

Deliverables (Provided to the TSC Utility Engineer and Project Manager):

- Courtesy copies of all correspondence with the utilities
- Utility Conflict Matrix
- Utility coordination meeting minutes
- Reimbursable utility relocation documentation
- Utilities Status Report and Notice to Bidders - Utility Coordination

* The Utility Conflict Matrix (UCM) is located on the <http://www.trb.org/Main/Blurbs/166731.aspx> website under Training materials > Prototype 1 – Stand-alone UCM. The UCM was developed as part of the Transportation Research Board’s (TRB) second Strategic Highway Research Program (SHRP 2) Report S2-R15B-RW-1: Identification of Utility Conflicts and Solutions which provides concepts and procedures to identify and resolve utility conflicts. Tools described in the report include utility conflict matrices that enable users to organize, track, and manage conflicts that frequently arise.