

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			CONSULTANT: Provide only checked items below in proposal
WHITE = REQUIRED ** = OPTIONAL			
Check the appropriate Tier in the box below			
<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 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)	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 for all firms performing non-prequalified services on this project.)

(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) **AA**

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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 _____

<input type="checkbox"/> Prequalified Services – See the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> Non-Prequalified Services – If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, 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 all firms performing non-prequalified services on this project.
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Qualification 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.)

BID SHEET INSTRUCTIONS

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.

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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

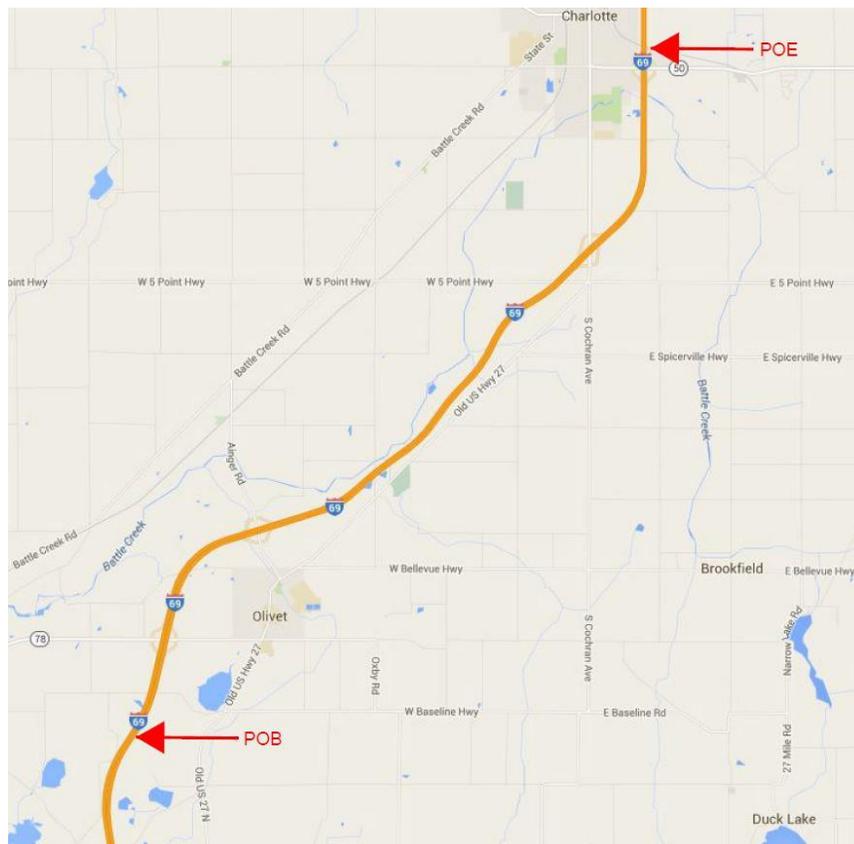
SCOPE OF SERVICE FOR DESIGN SERVICES ROAD SCOPING

CONTROL SECTION(S): 23061, 13074

JOB NUMBER(S): 129352

PROJECT LOCATION:

The project is located on I-69 from approximately 2,150 ft south of the Calhoun / Eaton County Line to M-50 in the city of Charlotte, Convis, Bellevue, Walton, & Carmel Townships. The project length is 13.087 miles.



PROJECT DESCRIPTION:

Prepare preliminary and final road scoping packages for the rehabilitation (3R fix) of EB and WB I-69 (including interchange ramp pavements) from south of the Calhoun / Eaton County Line to M-50. The pavement fix will be subject to modification until the conclusion of the preliminary scoping package review meeting. Multiple 3R pavement fix options may be included within the preliminary road scoping package. No bridge work is currently anticipated as part of this project.

ANTICIPATED SERVICE START DATE:

February 2016

ANTICIPATED SERVICE COMPLETION DATE:

July 2016

DBE PARTICIPATION REQUIREMENT: 0%

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Design – Roadway: Intermediate

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Design – Hydraulics II

Design – Traffic: Safety Studies

Design – Traffic: Work Zone Maintenance of Traffic

Design – Traffic: Work Zone Mobility & Safety

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

The Consultant and MDOT shall share responsibilities for project Utility Coordination. See MDOT Responsibilities and Consultant Responsibilities below for additional information.

MDOT PROJECT ENGINEER MANAGER:

Elyse Lower - Contract Administrator

Lansing TSC

2700 Port Lansing Rd

(517) 335-3714

Lowere1@michigan.gov

CONSTRUCTION COST:

The scoping document will include cost estimates based upon the project limits determined during the scoping process. The estimate shall include 2016 costs and 2020 costs (5.0% annual inflation). The following are the items that shall be considered:

- A. The estimated construction cost shall address:
 - 1. Safety Related Work
 - 2. Base, Surface and Shoulder
 - 3. Non-Motorized (as needed)
 - 4. Geometric Improvements
 - 5. Drainage Adjustment and Improvement
 - 6. Maintaining Traffic
 - 7. Permanent Pavement Markings/Signs/Signals
 - 8. Environmental
 - 9. Miscellaneous

- B. Identify the estimated number of real estate parcels and type (Consent to Grade, Consent to Reconstruct Drive, Easement, or Fee). The ROW appraisal will be prepared by MDOT.

REQUIRED MDOT GUIDELINES AND STANDARDS:

The scoping document shall be developed in accordance with the current MDOT Project Scoping Manual. In addition, 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 MDOT Current Version of Bentley Microstation/GEOPAK or PowerGEOPAK (published at Section 2.2.2 of the Design Submittal Requirements) with the current MDOT workspace (published at Section 2.2.1 of the Design Submittal Requirements). 3D Models are required for all applicable projects. See Chapter 2 of the Design Submittal Requirements for a complete listing of applicable projects. The consultant shall comply with all MDOT CADD standards and file naming conventions.

MDOT RESPONSIBILITIES:

- A. Schedule and/or conduct the following:
 - 1. Project related meetings
 - 2. Preliminary Scoping Document Review
 - 3. Final Scoping Document Review
 - 4. Coordinate all scoping activities that require MDOT personnel.

- B. Furnish pertinent reference materials.

- C. Furnish an example of a similar project and old plans of the area, if available.
- D. Perform pavement designs and geotechnical analysis. Supply relevant geotechnical quantities.
- E. Furnish a list of the utility companies and their associated facilities present within the control section(s) of the project.
- F. Furnish ROW maps of the area, if requested.
- G. Furnish inspection reports for the structures in the area, for information purposes.
- H. Furnish current crash history data.
- I. Furnish available traffic count information.
- J. Furnish FTP site for software download and instructions for the MDOT Stand Alone Proposal Estimator's Worksheet (SAPW).

CONSULTANT RESPONSIBILITIES:

Complete the scoping package for the design of this project including, but not limited to the following as described in the current MDOT Scoping Manual:

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.

- A. 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 scoping by the project completion date. Attention shall be given to critical target dates that may require a large lead time, such as geotechnical requirements, Railroad coordination requirements, utility conflict resolution, local agency meetings, etc.
- B. 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.
- C. Maintain a Scoping Project Record which includes a history of significant events (changes, comments, etc.) which influenced the development of the scope, dates of submittals and receipt of information.

- D. The Consultant shall contact, in writing, the MDOT Project Manager whenever discoveries or design alternatives have the potential to require significant changes in the limits, quantities, costs, or Right-of-Way of the project.
- E. Attend any project-related meetings as directed by the MDOT Project Manager.
- F. The Consultant representative shall record the minutes and submit in ProjectWise (in PDF format), 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 after the minutes have been reviewed and approved by the MDOT Project Manager.
- G. Determine impacts of the proposed pavement treatment on the existing horizontal and vertical alignments, pavements, curb and gutter, drainage, Right-of-Way (ROW), etc. Every effort shall be made to minimize ROW impacts within the limits of the project. In areas of potential ROW impacts, the Consultant shall document and identify the potential need for additional ROW, by station or address, type of ROW required (grading permit, easement or fee) and roadside improvements proposed (i.e. fencing, turf establishment, landscaping, non-motorized, etc.). ROW impacts shall be documented in terms area of potential need (grading permit, easement, or fee). The ROW appraisal will be prepared by MDOT.
- H. Generate a Base Map for the project location formatted as described in Attachment A.
- I. Prepare existing and proposed general typical cross sections for the project location as described in Attachment A.
- J. Compute and verify all quantities necessary to complete the Project Concept Statement and the Project Scoping Checklist, and calculate a detailed cost estimate as described in Attachment A.
- K. Complete the Statewide Scoping Package Master Checklist – ROAD, Culvert Scope Inspection Forms as needed, and Constructability Checklist per the MDOT Scoping Manual.
- L. For the project location, review and document the existing drainage systems and provide a preliminary concept for storm water systems including cross culverts as required based on project area features. Send a letter identifying where major drainage improvements are recommended (list the location, condition and recommended treatment) to the MDOT Project Manager. With approval from MDOT, incorporate the fixes into the estimates, and incorporate information into Road Scoping Report & Details Worksheet.
- M. The Consultant shall be responsible for obtaining the location of all existing utilities within the limits of the project. Coordination will involve, at a minimum, an initial letter stating the project, project location (including mapping showing the project's location and limits of work), and its scope and requesting the location of any utility

facilities within 30 days. If no response is provided by the utility provider, a follow up letter shall be sent requesting input from the utility provider.

- N. If watermains and/or sanitary sewers are present within the project limits, the Consultant shall evaluate the necessity for the relocation of watermains and sanitary sewers, in accordance with MDOT Design Division's Informational Memorandum #441B and #402R dated April 13, 1992. Send a letter to the MDOT Project Manager identifying where watermain and/or sanitary sewer relocation is needed/recommended. Provide the limits, an explanation for the relocation and a cost estimate for each location.
- O. Document and identify any possible utility conflicts and estimate the cost of relocation and/or adjustment.
- P. Review and document scope conformance to design elements as listed in Attachment B and MDOT's Guidelines for Freeway Surfacing, Restoration, Rehabilitation and Reconstruction / New Construction (3R/4R). Prepare a comprehensive table of the values used for the evaluation of the design elements. The table shall, at a minimum, contain the following: minimum values as per design standards for the associated design element, reference where the minimum value as per design standards were derived from, all values used to determine conformance, where values used for conformance were derived from and all formulas used for the calculation of values. The table of values will be submitted with a list of required Design Exceptions prior to the submittal of the Preliminary Scoping package.

For the Preliminary Scoping Package, documentation shall include Existing Condition, Treatment as per Design Standards, and Proposed Treatment. If the Proposed Treatment is not in accordance with the Treatment as per Design Standard, an additional section shall be added entitled Reason for not Meeting Design Standards. This section shall provide documentation for the justification for not being in conformance.

For the Final Scoping Package, complete a Design Exception Request for all potential formal design exception needs. Note that cost alone will not be suffice justification for the not bringing the features up to standard.

- Q. Review and document the roadside safety related items (i.e. guardrail, barriers, attenuators, etc.) which need to be modified or included in the project. Documentation to include location, existing type and condition, and the recommended treatment. This information shall be included in the appropriate area of the Road Scoping Report & Detailed Worksheet.
- R. Perform crash analysis and recommend countermeasures. This shall include, but not limited to, the following:
 - 1. Performing Crash Analysis. This shall include the last three (3) years of reliable data for the analysis period. If there is a fatality or serious injury (A-Level) crash

within those three (3) years, the analysis shall include the details of the specific crash(es). MDOT will furnish three (3) years of data.

2. Determine Countermeasures based on the Crash Analysis. Determine ROW impacts for each countermeasure identified. Determine the construction cost estimate for each countermeasure. Summarize countermeasures which shall include each crash pattern and countermeasure individually listed, along with their associated ROW impacts and construction cost estimate. ROW impacts shall be documented in terms area of potential need along with the type of ROW required (grading permit, easement, or fee). The ROW appraisal will be prepared by MDOT. The construction cost estimate for each individual countermeasure recommendation shall be presented in the Preliminary Scoping Package and shall be reviewed and approved by MDOT prior to inclusion in the Final Scoping Package.
- S. Document and identify locations of possible environmental issues which may impact the project, and estimate the cost of treatment. This information shall be included in the appropriate area of the Road Scoping Report & Detailed Worksheet and shall also be entered into a separate spreadsheet and submitted as part of the Final Deliverable Package.
- T. Document and identify (location and who has responsibility for) any existing lighting that has potential for being impacted, or should be included, in the project. Incorporate work into the estimate. (Lighting on Non-Freeway roads is the responsibility of the local jurisdiction).
- U. For each project location, develop the Maintaining Traffic Concept and Mobility Analysis as per the Work Zone Safety and Mobility Manual.
- V. Identify, contact and coordinate with all affected governmental agencies (County, city, township) within the project limits (and directly abutting, if any part of the construction influence area will be within another agencies area). Coordination will involve, at a minimum, an initial letter stating the project and its scope and requesting local input, within 30 days, in the development of the detailed scope. A follow up letter, if no response is given, and a final letter stating the process that occurred and what the final scope will be to all affected governmental agencies. There may be the need to attend meetings and receive and return telephone calls from the affected agencies. Any and all local requests shall be reviewed with MDOT before any commitment to work shall be given to the affected agencies. MDOT shall be informed of any meeting with the affected agencies a minimum of 72 hours in advance of the meeting. All discussions with agencies shall be documented and submitted with the monthly progress reports.

Prepare a spreadsheet summary of the local coordination that occurred. The summary shall document the planning/coordination process that occurred with each of the affected local agencies. The summary shall include, at a minimum, specifically what was sent to who and when, what was received from who and when, and what

responses were made (and why) to who and when. The information shall be entered into a separate spreadsheet and submitted as part of the Final Deliverable Package. The spreadsheet shall be prepared as stated in Attachment A.

- W. Incorporate any MDOT identified and/or approved (if approved, include copy of MDOT approval) local needs/requests into project scope.
- X. Provide photographs and digital files (.jpg files) of the existing roadway and roadside conditions to document the needs as identified in the project scope.
- Y. Prepare a spreadsheet summary for each project location. Each line of the summary shall contain the following information: control section, job number, freeway or non-freeway, route, location, affected governmental agencies, work description, Beginning Mile Point, Ending Mile Point, length, lane miles, construction cost, construction cost per lane mile, and potential ROW areas/ types. Each spreadsheet shall be prepared as stated in Attachment A. The information shall be entered into a separate spreadsheet and submitted as part of the Final Deliverable Package.
- Z. The Final Deliverable Package shall include an updated electronic document addressing all comments received from the Final Scoping Package review. In addition, submit two (2) paper copies in a labeled three ring binder, each with an index and tabbed sections.
- AA. Develop a Project Area Contamination Survey (PACS) as described in Attachment A.
- BB. The Consultant will provide to MDOT, by entering into MDOT ProjectWise at the scheduled submittal dates, electronic documents (in PDF format) of the required scoping document and supporting materials for distribution by MDOT for all reviews for this project.
- CC. The Consultant shall be responsible for all traffic control required to perform the tasks as outlined in this Scope of Design Services.
- DD. 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.
- EE. On the first of each month, the Consultant Project Manager shall submit in ProjectWise a monthly project progress report to the Project Manager.

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.

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.

PRELIMINARY SCOPING PACKAGE

The Preliminary Scoping Package shall be presented in electric format, shown on letter size paper (8 1/2" x 11") with the exception of Base Maps, sketches and diagrams which shall be on 11" x 17" paper. The Consultant shall submit one (1) electronic copy of the Preliminary Scoping Package. The electronic document shall utilize bookmarks to direct readers to each individual section of the package and shall be submitted on DVD, CD or uploaded to ProjectWise, as directed by the MDOT Project Manager.

The Preliminary Scoping Package will have a cover sheet that shall be entitled "Preliminary Scoping Package" and should also include the Control Section, Job Number, Route, and location description. An index shall also be included in the package. The photographs included in the documents shall be in an electronic .jpg format with printouts at 4" x 6", in color, labeled with the location, direction from which the picture was taken, date, particular feature needing improvement and the approximate mile point in the Package. No fewer than 8 and no greater than 24 photos per project location are required.

The Preliminary Scoping Package shall address all the items listed under CONSULTANT RESPONSIBILITIES. If any of the aforementioned items are not included or not sufficiently complete as determined by the MDOT Project Manager, the Preliminary Scoping Package will be rejected. The Consultant will have up to five (5) working days to make the changes. No additional compensation will be given to the Consultant for costs associated with making the changes directed by the MDOT Project Manager.

At the time of Preliminary Scoping Package submittal, if there are any items, in the Consultant's opinion, that need further review, discussion and/or additional information is needed from MDOT, those items shall be clearly listed on a cover sheet accompanying the Preliminary Scoping Package.

FINAL SCOPING PACKAGE

The Final Scoping Package shall be presented in an electronic format and shall be submitted on DVD, CD or uploaded to ProjectWise, as directed by the MDOT Project Manager. The electronic document shall utilize bookmarks to direct readers to each individual section of the package. In addition to the electronic document, the Vendor shall submit two (2) hard copies of the Final Scoping Package presented in a labeled (cover and side to be entitled Final Scoping Package and should also include the Control Section, Job Number, Route, and location description.) three ring binder, with an index and tabbed sections, containing 8 1/2" x 11" regular letter size paper for the majority of the documents.

11" x 17" paper may be used for Base Maps, sketches and diagrams. At least one (1) electronic copy of the Final Scoping Package shall be submitted which shall utilize bookmarks to direct readers to each individual section of the package. The photographs included in the documents shall be in an electronic .jpg format with printouts at 4" x 6", in color, labeled with the location, direction from which the picture was taken, date, particular feature needing improvement and the approximate mile point in the Package. No fewer than 8 and no greater than 24 photos per project location are required.

The Final Scoping Package shall address and document all the items listed under CONSULTANT RESPONSIBILITIES and incorporate the comments and/or changes received from the Preliminary Scoping Package and the Preliminary Scope Review meetings. If any of the aforementioned items are not included or not sufficiently complete as determined by the MDOT Project Manager, the Final Scoping Package will be rejected. The Consultant will have up to five (5) working days to make the changes. No additional compensation will be given to the Consultant for costs associated with making the changes directed by the MDOT Project Manager.

Before the final spreadsheets are submitted as part of the Final Scoping Packages, a preliminary copy for each project location (both hard copy and electronic format) shall be submitted to the MDOT Project Manager for review and approval as to form and content.

FINAL DELIVERABLE PACKAGE

For each project location, the Final Deliverable Package shall include an updated electronic document addressing all comments received from the Final Scoping Package review and shall be submitted on DVD, CD or uploaded to ProjectWise, as directed by the MDOT Project Manager. In addition, submit two (2) paper copies in a labeled three ring binder, each with an index and tabbed sections.

For each project location the electronic files of the Base Map (.dgn file), Base Sheets (.dgn files), cross sections (.dgn files), photos (.jpg files), location map (file type subject to MDOT approval), and the summary sheet(s) (.doc files) at a minimum shall be submitted.

All spreadsheets shall be created using Excel (.xls files). Before the final spreadsheets are submitted, as part of each of the Final Deliverable Packages, a preliminary copy (both hard copy and electronic format) shall be submitted to the MDOT Project Manager for review and approval as to form and content.

The Final Deliverable Package shall include all items under CONSULTANT RESPONSIBILITIES.

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

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.

MDOT
Preconstruction Tasks
Consultant Checklist
P/PMS Form Only

**MDOT PRECONSTRUCTION
TASKS
CONSULTANT CHECKLIST**

Version 13
Updated
03-02-2015

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING - DESIGN

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

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

STUDY (EARLY PRELIMINARY ENGINEERING) (cont'd)

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY	
YES	NO		(mm/dd/yyyy)	
		<u>EPE DRAFT ANALYSIS</u>		
<input type="checkbox"/>	<input type="checkbox"/>	2310	Conduct Technical SEE Studies	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2311	Cultural Resources Survey	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2312	Recreational Survey – Section 4(f)/6(f)	/ /
		<u>EPE DRAFT ANALYSIS (cont'd)</u>		
<input type="checkbox"/>	<input type="checkbox"/>	2313	Endangered Species Survey	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2314	Wetland Assessment	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2315	Wetland Mitigation	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2316	Other Technical Reports	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2321	Prepare for Aerial Photography	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2322	Finish/Print Aerial Photography	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2330	Collect EPE Geotechnical Data	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2340	Develop and Review Practical Alternatives	/ /
<input type="checkbox"/>	<input type="checkbox"/>	<u>233M</u>	<u>Aerial Photography Flight</u>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2360	Prepare and Review EA	/ /
<input type="checkbox"/>	<input type="checkbox"/>	<u>236M</u>	<u>Approval of EA by FHWA</u>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2370	Prepare and Review Draft EIS	/ /
<input type="checkbox"/>	<input type="checkbox"/>	<u>237M</u>	<u>Approval of Draft EIS by FHWA</u>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2380	Distribute EA	/ /
<input type="checkbox"/>	<input type="checkbox"/>	<u>238M</u>	<u>Public Hearing for EA</u>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2390	Distribute DEIS	/ /
<input type="checkbox"/>	<input type="checkbox"/>	<u>239M</u>	<u>Public Hearing for DEIS</u>	/ /
		<u>EPE FINAL ANALYSIS</u>		
<input type="checkbox"/>	<input type="checkbox"/>	2510	Determine and Review Recommended Alternative	/ /
<input type="checkbox"/>	<input type="checkbox"/>	<u>250M</u>	<u>Concurrence by Reg Agencies with Recom Alternatives</u>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2525	Prepare and Review Engineering Report	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2530	Prepare and Review Request for FONSI	/ /
<input type="checkbox"/>	<input type="checkbox"/>	<u>252M</u>	<u>Approval of FONSI by FHWA</u>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2540	Prepare and Review FEIS	/ /
<input type="checkbox"/>	<input type="checkbox"/>	<u>254M</u>	<u>Approval of FEIS by FHWA</u>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2550	Obtain ROD	/ /
<input type="checkbox"/>	<input type="checkbox"/>	<u>255M</u>	<u>ROD Issued by FHWA</u>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2570	ITS Concept of Operations	/ /
		<u>CONTAMINATION INVESTIGATION</u>		
X	<input type="checkbox"/>	2810	Project Area Contamination Survey (PCS)	/ /
<input type="checkbox"/>	<input type="checkbox"/>	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 (mm/dd/yyyy)	
YES	NO			
<u>DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION</u>				
<input type="checkbox"/>	<input type="checkbox"/>	3130	Verify Design Scope of Work and Cost	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3310	Prepare Aerial Topographic Mapping	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3320	Conduct Photogrammetric Control Survey	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3321	Set Aerial Photo Targets	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3325	Geotechnical Structure Site Characterization	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3330	Conduct Design Survey	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3340	Conduct Structure Survey	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3350	Conduct Hydraulics Survey	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3360	Prepare Base Plans	/ /
<input type="checkbox"/>	<input type="checkbox"/>	<i>311M</i>	<i>Utility Notification</i>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3361	Review and Submit Preliminary ROW Plans	/ /
<input type="checkbox"/>	<input type="checkbox"/>	<i>331M</i>	<i>Preliminary ROW Plans Distributed</i>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3365	Pre-Conceptual ITS Design and Meeting	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3370	Prepare Structure Study	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3375	Conduct Value Engineering Study	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3380	Review Base Plans	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3385	Preliminary Load Rating	/ /
<input type="checkbox"/>	<input type="checkbox"/>	<i>332M</i>	<i>Base Plan Review (Pre-GI Inspection)</i>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3390	Develop the Maintaining Traffic Concepts	/ /
<u>PRELIMINARY PLANS PREPARATION</u>				
<input type="checkbox"/>	<input type="checkbox"/>	3500	Develop Transportation Management Plan	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3510	Perform Roadway Geotechnical Investigation	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3520	Conduct Hydraulic/Hydrologic and Scour Analysis	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3522	Conduct Drainage Study, Storm Sewer Design, and use Structural Best Management Practices	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3530	Geotechnical Foundation Engineering Report	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3535	Conduct Str. Review for Arch. & Aesthetic Improvements	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3540	Develop the Maintaining Traffic Plan	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3551	Prepare/Review Preliminary Traffic Signal Design Plan	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3552	Develop Preliminary Pavement Marking Plan	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3553	Develop Preliminary Non-Freeway Signing Plan	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3554	Develop Preliminary Freeway Signing Plan	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3555	Prepare/Review Preliminary Traffic Signal Operations	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3570	Prepare Preliminary Structure Plans	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3580	Develop Preliminary Plans	/ /

<input type="checkbox"/>	<input type="checkbox"/>	3581	Review and Submit Final ROW Plans	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	3585	Final ITS Concept Design and Meeting	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3590	Review Preliminary Plans (Hold Plan Review Meeting)	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>352M</u>	<u>THE Plan Review (Grade Inspection)</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3595	Conduct ITS Structure Foundation Investigation	/	/
<u>UTILITIES</u>					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3610	Compile Utility Information	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3615	Compile ITS Utility Information	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3650	Coordinate RR Involvement for Grade Separations	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3655	Coordinate RR Involvement for At-Grade Crossings	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3660	Resolve Utility Issues	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>360M</u>	<u>Utility Conflict Resolution Plan Distribution</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>361M</u>	<u>Utility Meeting</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3670	Develop Municipal Utility Plans	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3672	Develop Special Drainage Structures Plans	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3675	Develop Electrical Plans	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3680	Preliminary ITS Communication Analysis	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3690	Power Design (Power Drop in Field)	/	/
<u>MITIGATION/PERMITS</u>					
<input type="checkbox"/>	<input type="checkbox"/>	3710	Develop Required Mitigation	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3720	Assemble Environmental Permit Applications	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3730	Obtain Environmental Permit	/	/
<u>FINAL PLAN PREPARATION</u>					
<input type="checkbox"/>	<input type="checkbox"/>	3815	Geotechnical Structure Design Review	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3821	Prepare/Review Final Traffic Signal Design Plan	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3822	Complete Permanent Pavement Marking Plan	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3823	Complete Non-Freeway Signing Plan	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3824	Complete Freeway Signing Plan	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3825	Prepare/Review Final Traffic Signal Operations	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3830	Complete the Maintaining Traffic Plan	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3840	Develop Final Plans and Specifications	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>380M</u>	<u>Plan Completion</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3850	Develop Structure Final Plans and Specifications	/	/

- | | | | | | |
|--------------------------|--------------------------|------|---|---|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 3870 | Hold Omissions/Errors Check (OEC) Meeting | / | / |
| <input type="checkbox"/> | <input type="checkbox"/> | 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"/>	<input type="checkbox"/>	387M <u>Omissions/Errors Checks Meeting</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	389M <u>Plan Turn-In</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3880 CPM Quality Assurance Review	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3890 Final ITS Communication Analysis	/	/

PRELIMINARY ENGINEERING – RIGHT OF WAY

		<u>EARLY RIGHT OF WAY WORK</u>		
<input type="checkbox"/>	<input type="checkbox"/>	4120 Obtain Preliminary Title Commitments	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4130 Prepare Marked Final Right Of Way Plans	/	/
<input type="checkbox"/>	<input type="checkbox"/>	413M <u>Approved Marked Final ROW</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4140 Prepare Property Legal Instruments	/	/
		<u>ROW ACQUISITION</u>		
<input type="checkbox"/>	<input type="checkbox"/>	4411 Preliminary Interviews	/	/
<input type="checkbox"/>	<input type="checkbox"/>	441M <u>Post-Decision Meeting</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4412 Real Estate Services Assignment Proposal and Fee Estimate (Form 633s) for Appraisal Work Authorization	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4413 Appraisal Reports	/	/
		<u>ROW ACQUISITION (cont'd)</u>		
<input type="checkbox"/>	<input type="checkbox"/>	4420 Appraisal Review Reports	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4430 Acquire Right Of Way Parcels	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4510 Conduct Right Of Way Survey & Staking	/	/
		<u>ROW RELOCATION</u>		
<input type="checkbox"/>	<input type="checkbox"/>	4710 Relocation Assistance	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4720 Prepare Improvement Removal Plan	/	/
<input type="checkbox"/>	<input type="checkbox"/>	442M <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"/>	<input type="checkbox"/>	4810	Complete Acquisition Process	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4820	Manage Excess Real Estate	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4830	Provide Post-Certification Relocation Assistance	/	/
<input type="checkbox"/>	<input type="checkbox"/>	4910	Conduct ROW Monumentation	/	/
<input type="checkbox"/>	<input type="checkbox"/>	5010	Construction Phase Engineering and Assistance	/	/
<input type="checkbox"/>	<input type="checkbox"/>	5020	Prepare As-Built Drawings	/	/

PAYMENT SCHEDULE

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. 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. 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 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
SCOPE OF SERVICE
FOR
PRELIMINARY AND FINAL SCOPING PACKAGE CONTENTS

THE PRELIMINARY AND FINAL SCOPING PACKAGES

The Preliminary and Final Scoping Packages shall contain the following, and shall be assembled in the order as listed.

1. Location Map

A location map shall show a map of the project area showing the roadway name, roadway number, project beginning, project ending, project length, major cross streets, design speed, and local municipalities affected.

2. Scoping Package Sign Off Sheet

A sheet listing the members of the Consultant's Scoping Team (the members name, members signature and area of contribution).

3. Detail Project Summary

Include a complete written description and explanation of the entire project scope. This should include the existing condition and proposed condition.

4. Scoping Checklists

Also include a completed Statewide Scoping Package Master Checklist – Road and a completed Road Scoping Report & Details Worksheet.

5. Detailed Cost Estimates

Estimates are to be as detailed as possible. They shall be developed using the most recent MDOT Pay Items and are to be provided as detailed in the Statewide Scoping Package Master Checklist. Individual Pay Item costs shall be rolled up into a Construction Cost. Note assumptions made in determining the estimated cost. Also include estimates for any additional option analyzed.

6. Critical Path Method (CPM) Schedule

CPM schedules are to be as detailed as possible and shall reflect the construction staging of the preferred Maintenance of Traffic scheme. This section shall include a Gantt Chart detailing the construction progression, staging, and timelines. This section shall also include Worksheet B construction durations.

7. MDOT Pavement Recommendations and Soils Information

The actual pavement and soils information and recommendation as provided by MDOT (ie: memo, letter, e-mail, etc.).

8. Maintaining Traffic Recommendation

The written recommendation for maintaining traffic and the maintaining traffic typicals, Mobility

Analysis, and all required documentation as detailed under CONSULTANT RESPONSIBILITIES.

9. Crash Analysis and Countermeasure Recommendation

Traffic analysis and safety review with a summary of countermeasure recommendation(s) which shall include each location's crash pattern and countermeasure individually listed along with the associated ROW impacts (area and type) and construction cost estimate. All required information for any anticipated design exceptions.

10. Scope Conformance

Prepare a written discussion detailing the evaluation of the elements as listed in Attachment E and 3R/4R Guidelines for freeway jobs. The discussion shall, at a minimum, discuss the minimum values as per design standards for the associated design element, reference where the minimum value as per design standards were derived from, all values used to determine conformance, if the design features will be modified to meet current design standards (where existing features are determined to be substandard), description of impacts associated with modifying design features to meet current design standards, and which design features will required Design Exceptions and why.

11. Table of Values for Determination of Scope Conformance to 3R/4R and Design Elements

Prepare a table of the values used for the evaluation of the elements as listed in Attachment E and 3R/4R Guidelines for freeway jobs. The table shall, at a minimum, contain the following: minimum values as per design standards for the associated design element, reference where the minimum value as per design standards were derived from, all values used to determine conformance, where values used for conformance were derived from and all formulas used for the calculation of values.

12. Supporting Photographs

Provide actual photographs and digital files (.jpg files on attached CD ROM) of the existing roadway and roadside conditions to document the needs as identified in the project scope. The photographs included in the documents shall be 4" x 6", in color, labeled with the location, direction from which the picture was taken, date, particular feature needing improvement and the approximate mile point. No fewer than 8 and no greater than 24 photos per project location are required.

13. Existing and Proposed Typical Cross Sections

Prepare existing typical cross sections and proposed typical cross sections - generally one per standard cross section area (i.e. if the road changes from a three lane to a five lane section, a cross section for the three lane and for the five lane sections will be needed). The typical cross sections, for each standard cross section area, are to be created on 11" x 17".

The existing typicals for each standard cross section shall detail the existing conditions (pavement type, lane width, curb and gutter, shoulders, side slopes, ditch locations, setback to existing right of way limits, storm sewer/drainage structure locations, etc.). The proposed typicals for each standard cross section shall detail the proposed pavement treatments (cold mill, resurface or reconstruct, etc.). The proposed typicals shall also show new lane widths, curb and gutter/shoulders, drainage structures (new, adjusted or tapped into existing), storm sewers and ditches, etc.

The MDOT reviewer, by viewing the typical cross sections, should be able to understand the existing pavement section, the proposed pavement section, and all of the work that is expected to implement

the project. For example, if additional right of way will be required, the typical should provide a visual explanation as to why so that the MDOT reviewers can evaluate options.

14. Base Map

Generate a Base Map, created electronically using the MicroStation design software and formatted as described in DELIVERABLES, of the existing roadway using information from old plans, and/or, on site field reviews. The Strip Map is used to visually describe the existing roadway within the limits of the project on one page. The project limits for this task shall be defined as the greater of either 400 feet beyond the Point of Beginning (POB) and the Point of Ending (POE) or the limits needed to fully accommodate the maintaining traffic limits. The detail of the Base Map is to include the location of existing roadways, bridges, railroads and cross roads. The Base Map is to show all existing features; i.e. edge of pavements, edge of shoulders, curb lines, drainage courses etc. and label all roads, railroads and drainage features. The Base Map is to represent existing conditions without showing proposed work. Included on this map should be locations of concern (i.e. environmentally sensitive features, areas of proposed geometric improvements, safety concern areas, etc.).

15. Drainage

Document existing drainage features including drainage areas, culverts, storm sewers, existing drainage concerns, drainage feature condition, etc. The document should discuss if these drainage areas are greater than 2 square miles, where project-related drainage travels to, and how the project-related drainage is conveyed. Any potential drainage impacts associated with the proposed project within the project limits should be discussed.

16. Project Area Contamination Survey Information

Document potential environmental impacts within the project limits including but not limited to wetlands, historic properties, recreation properties, noise, and tree removals. The Michigan Leaking Underground Storage Tank (LUST), Michigan Underground Storage Tank (UST), State Register of Historic Places, Pollution Emergency Alerting System, Emergency Response – Part 201, and Michigan Natural Features Inventory databases should be reviewed at a minimum.

17. Correspondence (MDOT, Utility, Local and Other)

Actual correspondence sent and received, organized by correspondent, in order of latest date.

18. Minutes from Scope Review Meeting

Project specific notes from the Scope Review Meeting.

19. Scoping Project Record

20. Field Notes/Quantity Calculations/Miscellaneous Information

As-Builts/Old Plans, current sufficiency report, condition reports of existing sewers and culverts if available, maintenance log sheets if available, Pavement Historical Data (PHD) Data if available, ROW sheets with impacts highlighted, quantity calculations, and existing utility information. Information which is available, but does not fit into any of the previously mentioned section.

ATTACHMENT B
CS 46061, 46062 - JN 118634
Road Scoping on US-223 in Lenawee County

13 Design Elements Subject to Formal Exceptions

- I. Design Speed
- II. Lane Width
- III. Shoulder Width
- IV. Bridge Width
- V. Structural Capacity VI.
Horizontal Alignment
- VII. Vertical Alignment
- VIII. Grade
- IX. Stopping Sight Distance
- X. Cross Slope
- XI. Superelevation
- XII. Vertical Clearance
- XIII. Horizontal Clearance (not including clear zone)