

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"/>	
<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 INTELLIGENT TRANSPORTATION SYSTEMS (ITS)

CONTROL SECTION: 63022

JOB NUMBER: 112096, 124103

PROJECT LOCATION:

I-96 from Livingston County Line to I-275 interchange in Oakland County in Michigan.

DESCRIPTION OF WORK:

This service will include all work necessary to ensure that the ITS and connected vehicle infrastructure deployed as part of this project integrate smoothly with each other and to the existing ITS system. The System Engineer shall serve as MDOT representative and system engineer through the Early Preliminary Engineering (EPE), Preliminary Engineering (PE), and construction phase and shall:

- Support field integration of ITS equipment.
- Acceptance Test Plan review and support.
- Support public outreach efforts.
- Conduct stakeholder engagement meetings
- Capture lessons learned from US-23 ATM
- Telecommunications, fiber optic, and ITS network design support.
- Review of shop drawings submitted by the contractor.
- Review system integration and equipment configuration plan.
- Review warranty documentation and asset management database submittals
- System Mock-up
- Review and verification of substitutions or changes by the contractor.
- Project close-out.

Upon completion of each phase (EPE, PE, and construction), if the consultant has satisfactorily performed and completed all asks in the specific phase and the deliverables are accepted by MDOT, the consultant may be authorized to proceed to the next phase. Note, the consultant shall receive approval in writing from the MDOT Project Manager prior to starting the next phase.

MDOT intends to post a different request for proposal (RFP) for services to perform the detailed design for this project as described above. No consultant selected on the System Engineering team shall be selected on the full design team.

PRIMARY PREQUALIFICATION CLASSIFICATION:

Design - Traffic: ITS – Design & System Manager

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Design – Geotechnical

Design – Traffic: Signal

Design – Traffic: Signal Operations

PREFERRED QUALIFICATIONS:

- Have a minimum of 5 years' experience on public agency projects.
- Develop printed graphics/brochures/information sheets for public information.
- Develop the framework for a potential dedicated project website.
- Develop infographics and other digital informational materials to be distributed electronically to media outlets and/or posted on project website.
- Develop an electronic presentation to be showed at public meetings and for distribution to MDOT staff for any future presentation needs.

ANTICIPATED START DATE: June 1, 2016

ANTICIPATED COMPLETION DATE: December 31, 2021

DBE REQUIREMENT: 0%

ADDITIONAL INFORMATION:

This is an ITS project that consists of all work related to the Systems Engineering of an Active Traffic Management (ATM) System using Lane Control Signs (LCS) along the I-96 corridor in Oakland county. The ATM system is anticipated to include features such as lane control gantries with LCS, Dynamic Message Signs (DMS), connected vehicle technologies, vehicle detection, and closed circuit televisions (CCTVs) cameras all of which shall be interoperable with the existing ITS Automated Traffic Monitoring Systems (ATMS) software and equipment, MDOT's communication network and existing ITS infrastructure including connected vehicles infrastructure.

MDOT PROJECT MANAGER:

Dayo Akinyemi

MDOT- Southeastern Michigan Transportation Operations Center (SEMTOC)

1060 W. Fort Street

Detroit, MI 48226

Phone: 313-256-9802

AkinyemiO@michigan.gov

The existing I-96 feasibility studies and concept of Operations can be found at this link:
<ftp://ftpmidot.state.mi.us/I-96%20ATM/>

REQUIRED MDOT GUIDELINES AND STANDARDS:

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards (i.e., Road Design Manual, Bridge 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, the Design Survey Manual, etc.). The software integration portion of the project will be done using the Michigan Department of Technology, Management & Budget (DTMB) project methodology, as applicable.

GENERAL INFORMATION:

The Consultant shall have substantial ITS conception, design background and experience as well as national experience with lane control gantries and the application of ATM systems. The Consultant shall also have experience in software development and integration for ATM systems. The Consultant shall be prepared to demonstrate their background and experience with a presentation, as this may be a part of the scoring.

The system will require modification to the existing ATMS to monitor and control the Lane Control System using Active Traffic Management system. An interface between the LCS and the new ATMS will be completed as part of this project. The Consultant will be responsible for contracting with the current ATMS Software vendor, Parsons Corporation, as a sub-consultant for tasks associated with the design and integration with the ATMS software. The consultant shall include DTMB as MDOT when coordinating with the ATMS software vendor, Parsons Corporation.

The Consultant shall furnish all services and labor necessary to conduct and complete the services described herein. The Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department) and check and/or test the materials, equipment, supplies and incidentals as necessary in carrying out this work. The Services shall be performed to the satisfaction of the Department consistent with applicable professional standards.

The Consultant shall comply with all applicable Federal and State laws, rules, and regulations. The Consultant staff shall conduct themselves with professionalism in carrying out their duties.

The Consultant shall notify the Project Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the Project Manager.

The Consultant shall contact the Project Manager (PM) prior to beginning any work on the project.

At the request of the Department, the Consultant, during the progress of the Services, shall furnish information or data relating to the Services described herein that may be required by the Department to enable it to carry out or to proceed with related phases of the Project not described herein, or which may be necessary to enable the Department to furnish information to the Consultant upon which to proceed with further Services.

CONSULTANT RESPONSIBILITIES:

Complete a design of this project including, but not limited to the following:

- Review existing preliminary studies completed by others.
- Coordinate with ongoing and/or recently completed ATM projects in the State for process improvement purposes.
- Coordinate with the MDOT ITS Program Office on current standards and practices for ATM projects. Coordinate with the MDOT PM, MDOT ITS Program Office and the design consultant for the US-23 ATM project for lesson learned and recommendations for ATM projects.
- Provide information develop graphics and handouts, and attend meetings for public outreach of ATM.
- Provide training and informational workshops to internal and external stakeholders regarding ATM technologies and operational needs.
- Develop user and administrator training documentation. Provide user and administrator training in using the system and creating planned events.
- Serve as the MDOT representative and system manager (SM) through the construction phase, if authorized.

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)
		CONSULTANT CONTRACT AUTHORIZATION/EXECUTION	/ /
YES	NO		
<u>INFORMATION GATHERING/STUDIES</u>			
<input type="checkbox"/>	<input type="checkbox"/>	1115 Traffic Data Collection for Studies	/ /
<input type="checkbox"/>	<input type="checkbox"/>	1120 Prepare Traffic Analysis Report for Studies	/ /
<input type="checkbox"/>	<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"/>	<u>155M FHWA Approval of Interstate Access Change Request</u>	/ /
<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>			
<input type="checkbox"/>	<input type="checkbox"/>	2100 Scope Verification and Initiation of EPE Activities	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2115 Prepare Traffic Analysis Report for EPE/Design	/ /
<input type="checkbox"/>	<input type="checkbox"/>	2120 Traffic Data Collection for EPE/Design	/ /
<input type="checkbox"/>	<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"/>	<u>213M Concurrence by Regulatory Agencies with the Purpose and Need</u>	/ /
<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<u>216M Public Information Meeting</u>	08/01/2017
<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>	/	/

EPE FINAL ANALYSIS

<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	/	/

CONTAMINATION INVESTIGATION

<input type="checkbox"/>	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	3130 Verify Design Scope of Work and Cost	07/31/2016
<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"/>	<u>311M</u> <u>Utility Notification</u>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3361 Review and Submit Preliminary ROW Plans	/ /

<input type="checkbox"/>	<input type="checkbox"/>	<u>331M Preliminary ROW Plans Distributed</u>	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3365 Pre-Conceptual ITS Design and Meeting	/ /
	<input type="checkbox"/>	3370 Prepare Structure Study	/ /
<input type="checkbox"/>	<input type="checkbox"/>	3375 Conduct Value Engineering Study	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3380 Review Base Plans	10/14/2017
<input type="checkbox"/>	<input type="checkbox"/>	3385 Preliminary Load Rating	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>332M Base Plan Review (Pre-GI Inspection)</u>	10/14/2017
<input type="checkbox"/>	<input type="checkbox"/>	3390 Develop the Maintaining Traffic Concepts	/ /

PRELIMINARY PLANS PREPARATION

<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 type="checkbox"/>	<input type="checkbox"/>	3522 Conduct Drainage Study, Storm Sewer Design, and use Structural Best Management Practices	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3530 Geotechnical Foundation Engineering Report	12/01/2017
<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 checked="" 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 checked="" 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	3585 Final ITS Concept Design and Meeting	04/05/2018
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3590 Review Preliminary Plans (Hold Plan Review Meeting)	04/05/2018
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>352M THE Plan Review (Grade Inspection)</u>	04/05/2018
<input type="checkbox"/>	<input type="checkbox"/>	3595 Conduct ITS Structure Foundation Investigation	/ /
<u>UTILITIES</u>			
<input 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 Utility Conflict Resolution Plan Distribution</u>	/ /

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>361M Utility Meeting</u>	05/01/2018
<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)	/ /

MITIGATION/PERMITS

<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	/ /

FINAL PLAN PREPARATION

<input checked="" type="checkbox"/>	<input type="checkbox"/>	3815 Geotechnical Structure Design Review	03/01/2018
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3821 Prepare/Review Final Traffic Signal Design Plan	07/01/2018
<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 checked="" type="checkbox"/>	<input type="checkbox"/>	3825 Prepare/Review Final Traffic Signal Operations	07/01/2018
<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<u>380M Plan Completion</u>	07/01/2018
<input type="checkbox"/>	<input type="checkbox"/>	3850 Develop Structure Final Plans and Specifications	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3870 Hold Omissions/Errors Check (OEC) Meeting	08/01/2018
<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<u>387M Omissions/Errors Checks Meeting</u>	07/01/2018
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>389M Plan Turn-In</u>	09/01/2018
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3880 CPM Quality Assurance Review	09/01/2018
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3890 Final ITS Communication Analysis	09/01/2018

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"/>	<u>413M 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"/>	<i>441M</i>	<i>Post-Decision Meeting</i>	/	/
<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"/>	<i>442M</i>	<i>ROW Certification</i>	/	/

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 checked="" type="checkbox"/>	<input type="checkbox"/>	5010	Construction Phase Engineering and Assistance	12/31/2021	
<input type="checkbox"/>	<input type="checkbox"/>	5020	Prepare As-Built Drawings	/	/

OTHER TASKS

- 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 system engineering. Attention shall be given to critical target dates that may require a large lead time.
- Attend any project-related meetings as directed by the MDOT Project Manager.
- The Consultant representative shall record and submit minutes for all project related meetings to the MDOT Project Manager within one week of the meeting. The Consultant shall also distribute the minutes to all meeting attendees.
- 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.

- 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.
- All plans, specifications, and other project related items are subject to review and approval by MDOT.

BI-WEEKLY PROGRESS REPORT:

The Consultant shall submit bi-weekly project progress reports to the MDOT Project Manager (or designee). The reports shall include work accomplished during the previous 2 weeks; anticipated work items for the upcoming 2 weeks; real or anticipated problems on the project; update of previously approved detailed project schedule, including explanations for any delays or changes; items needed from MDOT; copy of Verbal Contact Records for the period.

MDOT RESPONSIBILITIES (GENERAL):

- A. Schedule and/or conduct the following:
 - 1. Project related meetings
 - 2. The Plan Review
 - 3. Utility Meetings
 - 4. Stakeholder engagement meetings
 - 5. Final item cost estimates, as necessary
- B. Make decisions or provide input for the following items:
 - 1. Resolve political issues
 - 2. Resolve issues related to funding
 - 3. Review of Final packaging of the Proposal after the consultant's review of the final package
 - 4. Determine which letting date will be used for the project
 - 5. Coordinate with local Contractor's association (MITA)
- C. Furnish existing plans.
- D. Provide environmental clearance.
- E. Coordinate any necessary utility relocation with the exception of electrical and communication feeds.
- F. Safety Reviews for any required design exceptions.
- G. Review and approve all external communications.
- H. Review and approve all budget, schedule, and design aspects.

- I. DTMB will be responsible for IT work including hardware and software, as

applicable to the State of Michigan Network.

DELIVERABLES:

All plan sheets required for this project shall be completed by the Consultant provided to MDOT for inclusion into the road design plan set and proposal. This includes all information and sheets related to the design items above but not limited to:

- Title Sheet
- Project overview sheet
- Note Sheet
- Communications details
- Typical Cross-Sections
- Plan Sheets
- Project specific Special Details
- Electronic files for each to be provided

TRAFFIC CONTROL AND MDOT PERMITS

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

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 the Utilities/Permits Section, Real Estate Division at (517) 373-7680.

SCHEDULE:

Achievement of the project milestones will require a concentrated effort by both the Consultant and MDOT. Timely communications, receipt of information, and development and approval of deliverables will be critical to the success of the assigned deliverables.

The schedule will be determined on a task by task basis as set forth in each task.

The start date for the Consultant services will be immediately upon notice to proceed (NTP). The duration of the services will be at the discretion of MDOT project manager. The Consultant shall provide at the kick off meeting a detailed schedule of target dates for each step of the design.

PROJECT MANAGEMENT:

This project will require close interaction and good communication between the Consultant and MDOT.

If there are any major deviations from the original scope of this assignment, these changes must be documented and jointly approved by the Consultant and MDOT. The selected Consultant shall provide all necessary project management services, including monthly and quarterly progress reports, developing and maintaining a project schedule, and providing invoices in a timely manner.

Consultants should provide a description of their management team for this project and list all key personnel responsible for the deliveries of this RFP.

STATUS REPORTS/ MEETINGS:

There will be periodic, regular meetings between MDOT representatives and the selected Consultant to review work product, and to communicate progress, issues, ideas, and expectations.

The selected Consultant shall provide copies of all project reports, correspondence, meeting announcements, and meeting minutes which shall be delivered by email to the MDOT Manager. The Consultant shall provide the minutes of all meetings attended. These shall be distributed by email to the MDOT Project Manager.

PROJECT DOCUMENTATION:

All documentation and reports shall be delivered in the current version of Microsoft Word or Adobe Acrobat (whichever applies) being used by MDOT. All documentation delivered shall be clear, concise, complete, and in compliance with standards required by the MDOT Project Manager. All CADD files shall be delivered in the current version of MicroStation being used by MDOT.

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.