

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

	REQUISITION NUMBER	DUE DATE	TIME DUE
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	

DESCRIPTION

MDOT PROJECT MANAGER: Check all items to be included in RFP
 WHITE = REQUIRED
 ** = OPTIONAL

CONSULTANT: Provide only checked items below in proposal
 When applicable, Best Value scoring criteria is listed separately in the RFP.

Check the appropriate Tier in the box below

TIER I (\$50,000 - \$150,000)	TIER II (\$150,000-\$1,000,000)	TIER III (>\$1,000,000)	
N/A			Understanding of Service **
			<i>Innovations</i>
			Organizational Chart
			Qualifications of Team
N/A	N/A		Quality Assurance/Quality Control **
			Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A		Presentation **
N/A	N/A		Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) Resumes will only be accepted for Best Value Selections	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 E-MAIL 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.)

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.”

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 _____
<p>Prequalified Services – See the attached Scope of Services for required Prequalification Classifications.</p>		<p>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.</p>

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.

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.

Proposals must be submitted for this project electronically. Proposal Submittal Requirements Can Be Found At the Following Link
http://www.michigan.gov/documents/MDOT_Consultant-Vendor_Selection_Guidelines-0106_145222_7.pdf?20150707153457

In PART IV – INSTRUCTION FOR SUBMITTING PROPOSALS

NOTIFICATION

E-VERIFY REQUIREMENTS

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

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

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

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

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

9/13/12

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
DESIGN SERVICES**

CONTROL SECTION(S): 77111

JOB NUMBER(S): 120586C

PROJECT LOCATION:

The project is located under the Blue Water Bridge in Port Huron City. The project length is 0.2 miles. The project is located between the St. Clair River and Thomas Edison Parkway.

PROJECT DESCRIPTION:

Work involved in the design of the project consists of: Design for installation of crash resistant bollards and a railroad gate to protect the Blue Water Bridge piers and the CN railline. The bollards have been purchased and include installation guidelines. Railroad gate will be purchased during the construction phase. Utility investigation and conflict mitigation will be required.

ANTICIPATED SERVICE START DATE: November 7, 2016

ANTICIPATED SERVICE COMPLETION DATE: June 3, 2017

DBE PARTICIPATION REQUIREMENT: N/A

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Design-Traffic: Work Zone Maintenance of Traffic (*Precautionary*)

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

1) UTILITY COORDINATION

X The Consultant shall be responsible for project Utility Coordination. See attached "Scope of Services for Utility Coordination".

MDOT PROJECT ENGINEER MANAGER:

Garry “Jake” Chaney – Senior Projects and Contracts Management Engineer
Blue Water Bridge
1410 Elmwood St
Port Huron, MI 48060
Phone Number - 810/984/3131
Fax Number – 810/984/1810
E-mail – ChaneyG@michigan.gov

CONSTRUCTION COST:

A. The estimated cost of construction is:

1.	Mainline Pavement	\$
2.	Geometric Improvement	\$
3.	Environmental	\$
4.	Drainage	\$
5.	Safety	\$
6.	Non-Motorized	\$5,000
7.	Maintaining Traffic	\$16,931
8.	Miscellaneous Bridge Cost	\$
9.	Detours and Maintaining Traffic	\$
10.	Permanent Pavement Markings/Signs/Signals	\$480,000
11.	Miscellaneous	\$300,000
	CONSTRUCTION TOTAL	\$801,931

B. The estimated cost of real estate is: \$0

The above construction total is the amount of funding programmed for this project. The Consultant is expected to design the project within the programmed amount.

If at any time the estimated cost of construction varies by more than 5% of the current programmed amount, then the Consultant will be required to submit a letter to the MDOT Project Manager justifying the changes in the construction cost estimate.

REQUIRED MDOT GUIDELINES AND STANDARDS:

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

MISCELLANEOUS INFORMATION:

MDOT has acquired bollards to be installed to protect the Blue Water Bridge piers at the St. Clair River. The Rail Road Gate cost is included in the A phase. The greatest challenge is to account for the utilities in the project.

MDOT RESPONSIBILITIES:

- A. Schedule and/or conduct the following:
 - 1. Project related meetings
 - 2. Base Plan Review
 - 3. The Plan Review
 - 4. Omissions/Errors/Check
 - 5. Utility Coordination Meeting(s) - *Unless otherwise noted in the Scope of Service for Utility Coordination*
 - 6. Final Transport item cost estimates
- B. Furnish pertinent reference materials.
- C. Furnish prints of an example of a similar project and old plans of the area, if available. Furnish the E.A.
- D. Obtain all permits for the project as outlined in previous section.
- E. Coordinate any necessary utility relocation(s) - *Unless otherwise noted in the Scope of Service for Utility Coordination*
- F. Furnish FTP site for software download and instructions for the MDOT Stand Alone Proposal Estimator's Worksheet (SAPW).

CONSULTANT RESPONSIBILITIES:

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

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

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

- A. Perform design surveys.
- B. Prepare required plans, typical cross-sections, details, and specifications required for design and construction.
- C. Compute and verify all plan quantities.
- D. Prepare staging plans and special provisions for maintaining traffic during construction.
- E. Provide solutions to any unique problems that may arise during the design of this project.
- F. The Consultant may be required to provide Design Services during the construction phase of this project. If Construction Assistance is required, then a separate authorization for those services will be issued.
- G. Maintain a Design Project Record in ProjectWise, which includes a history of significant events (changes, comments, etc.) which influenced the development of the plans, dates of submittals and receipt of information.
- H. If excavation is required, submit the excavation locations which may contain contamination. Project Manager then can proceed in requesting a Project Area Contamination Survey (PACS).
- I. The Consultant shall prepare and submit in ProjectWise (in PDF format) a CPM network for the construction of this project.

- J. 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. MDOT will provide and distribute official meeting minutes for The Plan Review Meeting.
- K. The Consultant will provide to MDOT, by entering into MDOT ProjectWise at the scheduled submittal dates, electronic documents (in PDF format) of the required specifications and plan set materials for distribution by MDOT for all reviews for this project.
- L. Prepare and submit electronically (native format or PDF) into MDOT ProjectWise, any information, calculations, hydraulic studies, or drawings required by MDOT for acquiring any permit (ie. NPDES, DEQ, etc), approvals (i.e. county drain commission) and related mitigation. MDOT will submit permit requests.
- M. Attend any project-related meetings as directed by the MDOT Project Manager.
- N. Attend information meetings (i.e., public hearings, open houses, etc.) with the public and public officials to assist in responding to concerns and questions. May require the preparation of displays such as maps, marked-up plans, etc.
- O. The 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.
- P. 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.
- Q. The Consultant shall be responsible for obtaining and showing on the plans the location and names of all existing utilities within the limits of the project. In the course of resolving utility conflicts, the Consultant shall make modifications to the plans or design details and provide assistance as directed by the MDOT Utility Coordinator and/or Project Manager. The Consultant shall attend any utility meetings called to ensure that the concerns are addressed on the plans involving utilities. The Consultant shall assist in the review of utility permit requests to ensure compatibility with the project.
- R. The Consultant shall be responsible for all traffic control required to perform the tasks as outlined in this Scope of Design Services.
- S. 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.

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

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

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

Reference Information Documents (RID) shall be entered into MDOT ProjectWise in the appropriate folder with standard naming conventions and content at milestone submittals as defined by Chapter 4 of the Design Submittal Requirements. The RID files included will depend on the design survey deliverables and project template (See Chapter 2 of the Design Submittal Requirements). These files range from CADD, existing terrain, proposed cross sections, 3D models and files generated for Automated Machine Guidance (AMG) and automated inspection/stakeout activities.

Stand Alone Proposal Estimator's Worksheet (SAPW) shall be used to generate the txt and xml files necessary for import into the Trns*port bid letting software. The SAPW files shall be entered into MDOT ProjectWise in the appropriate folder.

The project removal, construction, and profile sheets will require a scale of **1"=80' or as approved by the Project Manager**. See Section 1.02.12 of the Road Design Manual for further direction.

All plans, special provisions, estimates, and other project related items shall meet all MDOT requirements and detailing practices (i.e., format, materials, symbols, patterns, and layout) or as

otherwise directed by the Project Manager. All plans, specifications, and other project related items are subject to review and approval by MDOT.

PROJECT SCHEDULE:

The Consultant shall use the following events to prepare the proposed implementation schedule as required in the Guidelines for the Preparation of Responses on Assigned Design Services Contracts. These dates shall be used in preparing the Consultant’s Monthly Progress Reports.

MDOT
Preconstruction Tasks
Consultant Checklist
P/PMS Form Only

**MDOT PRECONSTRUCTION
TASKS
CONSULTANT CHECKLIST**

Version 13
Updated
03-02-2015

*For questions on specific tasks, refer to the P/PMS Task Manual located on the MDOT Website.
For assistance in accessing this manual, please contact:
Dennis Kelley: (517) 373-4614*

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

STUDY (EARLY PRELIMINARY ENGINEERING)

		P/PMS TASK NUMBER AND DESCRIPTION		DATE TO BE COMPLETED BY (mm/dd/yyyy)
		CONSULTANT CONTRACT AUTHORIZATION/EXECUTION		/ /
YES	NO			
<u>INFORMATION GATHERING/STUDIES</u>				
<input type="checkbox"/>	x	1115	Traffic Data Collection for Studies	/ /
<input type="checkbox"/>	x	1120	Prepare Traffic Analysis Report for Studies	/ /
<input type="checkbox"/>	x	1125	Traffic Capacity Analysis for Studies	/ /
<input type="checkbox"/>	x	1155	Request/Perform Safety Analysis for Studies	/ /
<input type="checkbox"/>	x	1300	Traffic Impact Study	/ /
<input type="checkbox"/>	x	1350	Determine Need for Interstate Access Change Request	/ /
<input type="checkbox"/>	x	1400	Feasibility Study	/ /
<input type="checkbox"/>	x	1500	Corridor Study	/ /
<input type="checkbox"/>	x	1555	Interstate Access Change Request	/ /
<input type="checkbox"/>	x		<u>155M FHWA Approval of Interstate Access Change Request</u>	/ /
<input type="checkbox"/>	x	1600	Access Management Study Plan	/ /
<input type="checkbox"/>	x	1700	Other Miscellaneous Studies	/ /
<u>EPE SCOPING ANALYSIS</u>				
<input type="checkbox"/>	x	2100	Scope Verification and Initiation of EPE Activities	/ /
<input type="checkbox"/>	x	2115	Prepare Traffic Analysis Report for EPE/Design	/ /
<input type="checkbox"/>	x	2120	Traffic Data Collection for EPE/Design	/ /

<input type="checkbox"/>	x	2125	Traffic Capacity Analysis for EPE/Design	/	/
<input type="checkbox"/>	x	2130	Prepare Project Purpose and Need	/	/
<input type="checkbox"/>	X	<u>213M</u>	<u>Concurrence by Regulatory Agencies with the Purpose and Need</u>	/	/
<input type="checkbox"/>	x	2140	Develop and Review Illustrative Alternatives	/	/
<input type="checkbox"/>	x	2155	Request/Perform Safety Analysis for EPE/Design	/	/
<input type="checkbox"/>	x	2160	Prepare and Review EIS Scoping Document	/	/
<input type="checkbox"/>	x	<u>216M</u>	<u>Public Information Meeting</u>	/	/

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

STUDY (EARLY PRELIMINARY ENGINEERING) (cont'd)

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

<input type="checkbox"/>	X	2540	Prepare and Review FEIS	/	/
<input type="checkbox"/>	X	<u>254M</u>	<u>Approval of FEIS by FHWA</u>	/	/
<input type="checkbox"/>	X	2550	Obtain ROD	/	/
<input type="checkbox"/>	X	<u>255M</u>	<u>ROD Issued by FHWA</u>	/	/
<input type="checkbox"/>	X	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	
YES	NO			(mm/dd/yyyy)	
<u>DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION</u>					
<input type="checkbox"/>	X	3130	Verify Design Scope of Work and Cost	/	/
<input type="checkbox"/>	X	3310	Prepare Aerial Topographic Mapping	/	/
<input type="checkbox"/>	X	3320	Conduct Photogrammetric Control Survey	/	/
<input type="checkbox"/>	X	3321	Set Aerial Photo Targets	/	/
<input type="checkbox"/>	X	3325	Geotechnical Structure Site Characterization	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3330	Conduct Design Survey	/	/
<input type="checkbox"/>	X	3340	Conduct Structure Survey	/	/
<input type="checkbox"/>	X	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"/>	X	3365	Pre-Conceptual ITS Design and Meeting	/	/
<input type="checkbox"/>	X	3370	Prepare Structure Study	/	/
<input type="checkbox"/>	X	3375	Conduct Value Engineering Study	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3380	Review Base Plans	/	/
<input type="checkbox"/>	X	3385	Preliminary Load Rating	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>332M</u>	<u>Base Plan Review (Pre-GI Inspection)</u>	/	/
<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"/>	X	3510	Perform Roadway Geotechnical Investigation	/	/
<input type="checkbox"/>	X	3520	Conduct Hydraulic/Hydrologic and Scour Analysis	/	/
<input type="checkbox"/>	X	3522	Conduct Drainage Study, Storm Sewer Design, and use Structural Best Management Practices	/	/
<input type="checkbox"/>	X	3530	Geotechnical Foundation Engineering Report	/	/
<input type="checkbox"/>	X	3535	Conduct Str. Review for Arch. & Aesthetic Improvements	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3540	Develop the Maintaining Traffic Plan	/	/
<input type="checkbox"/>	X	3551	Prepare/Review Preliminary Traffic Signal Design Plan	/	/

<input type="checkbox"/>	X	3552	Develop Preliminary Pavement Marking Plan	/	/
<input type="checkbox"/>	X	3553	Develop Preliminary Non-Freeway Signing Plan	/	/
<input type="checkbox"/>	X	3554	Develop Preliminary Freeway Signing Plan	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3555	Prepare/Review Preliminary Traffic Signal Operations	/	/
<input type="checkbox"/>	X	3570	Prepare Preliminary Structure Plans	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3580	Develop Preliminary Plans	/	/
<input type="checkbox"/>	X	3585	Final ITS Concept Design and Meeting	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3590	Review The Plans	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>352M</u>	<u>THE Plan Review Meeting</u>	/	/
<input type="checkbox"/>	X	3595	Conduct ITS Structure Foundation Investigation	/	/

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING - DESIGN (cont'd)

		P/PMS TASK NUMBER AND DESCRIPTION		
YES	NO		DATE TO BE COMPLETED BY	
			(mm/dd/yyyy)	
<u>UTILITIES</u>				
<input type="checkbox"/>	<input type="checkbox"/>	3610	Compile Utility Information	/ /
<input type="checkbox"/>	X	3615	Compile ITS Utility Information	/ /
<input type="checkbox"/>	X	3650	Coordinate RR Involvement for Grade Separations	/ /
<input type="checkbox"/>	<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"/>	X	3670	Develop Municipal Utility Plans	/ /
<input type="checkbox"/>	X	3672	Develop Special Drainage Structures Plans	/ /
<input type="checkbox"/>	x	3675	Develop Electrical Plans	/ /
<input type="checkbox"/>	<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"/>	X	3710	Develop Required Mitigation	/ /
<input type="checkbox"/>	X	3720	Assemble Environmental Permit Applications	/ /
<input type="checkbox"/>	X	3730	Obtain Environmental Permit	/ /
<u>FINAL PLAN PREPARATION</u>				
<input type="checkbox"/>	X	3815	Geotechnical Structure Design Review	/ /
<input type="checkbox"/>	X	3821	Prepare/Review Final Traffic Signal Design Plan	/ /
<input type="checkbox"/>	X	3822	Complete Permanent Pavement Marking Plan	/ /
<input type="checkbox"/>	X	3823	Complete Non-Freeway Signing Plan	/ /
<input type="checkbox"/>	X	3824	Complete Freeway Signing Plan	/ /
<input type="checkbox"/>	X	3825	Prepare/Review Final Traffic Signal Operations	/ /
<input type="checkbox"/>	<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"/>	X	3850 Develop Structure Final Plans and Specifications	/	/
<input type="checkbox"/>	<input type="checkbox"/>	3870 Hold Omissions/Errors Check (OEC) Meeting	/	/
<input type="checkbox"/>	X	3875 Final Load Rating	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>387M</u> <u>Omissions/Errors Checks Meeting</u>	/	/
<input type="checkbox"/>	<input type="checkbox"/>	<u>389M</u> <u>Plan Turn-In</u>	/	/
<input type="checkbox"/>	X	3880 CPM Quality Assurance Review	/	/
<input type="checkbox"/>	X	3890 Final ITS Communication Analysis	/	/

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING – RIGHT OF WAY

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)	
YES	NO			
<u>EARLY RIGHT OF WAY WORK</u>				
<input type="checkbox"/>	X	4100 Real Estate Pre-Technical Work (combines 411M, 4120)	/	/
<input type="checkbox"/>	X	4150 Real Estate Technical Work (combines 4130, 4140)	/	/
<input type="checkbox"/>	X	<u>413M</u> <u>Approved Marked Final ROW</u>	/	/
<u>ROW APPRAISAL</u>				
<input type="checkbox"/>	X	4350 Real Estate Appraisals (combines 4411, 4412, 4413, 4420)	/	/
<u>ROW ACQUISITION</u>				
<input type="checkbox"/>	X	4450 Real Estate Acquisitions (combines 4430, 4710, 4720)	/	/
<input type="checkbox"/>	X	4510 Conduct Right Of Way Survey & Staking	/	/
<input type="checkbox"/>	X	<u>442M</u> <u>ROW Certification</u>	/	/

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

POST LETTING/AWARD TASKS (for reference only)

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

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 C

**SCOPE OF SERVICE
FOR
UTILITY COORDINATION**

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

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

MDOT shall -

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

Consultant shall -

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

23 Code of Federal Regulations (CFR) Part 645
Utilities BLUE WATER BRIDGE PROTECTIVE MEASURES Subparts A and B –
Part 635.410 - Buy America Requirements are met.

The following provisions address the intention to safeguard the Blue Water Bride.

- Collect documentation to evaluate reimbursable utility relocations.

It is expected the CONSULTANT will disclose in writing the provisions described below to its SUBCONTRACTOR(S) and all prospective employees before the CONSULTANT presents any individual employee to the Blue Water Bridge as their personnel authorized to work on this Michigan Department of Transportation (MDOT) CONTRACT.

The CONSULTANT and all personnel performing the work will be expected to fully comply with all provisions.

- Evaluate utility relocation plans for compatibility with the proposed project.
- A. CONFIDENTIALITY PROVISIONS
- Ensure utility relocation schedules do not impact the project schedule.
 - Confirm utility relocation permit applications are submitted to the TSC.
 - Prepare the “Utilities Status Report” (MDOT Form 2286) and “Notice to Bidders - Utility Coordination” documents.
 - Track and monitor utility relocation progress.

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

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

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

The CONSULTANT agrees that all information related to any work performed under this CONTRACT authorization, including, but not limited to, copies of plans, reports and/or other documents used or generated related to the work performed, is confidential. Any information provided by the Blue Water Bridge (BWB) or obtained by the CONSULTANT or its SUBCONSULTANT(S) relating to the work to be performed shall not be reproduced or distributed to any individuals without the express written approval of the Blue Water Bridge Engineer (ENGINEER). The CONSULTANT agrees to maintain all information related to this project as confidential except any information that is required to be disclosed by court order.

Structural information concerning the Blue Water Bridge is exempt from disclosure under the Michigan Freedom of Information Act (FOIA) Act 442 of 1976, (15.2 MCL). Section 13 of the Act specifically exempts from disclosure information relating to bridges or documents related to the bridges as they are "public works" and "[r]ecords or information of measures designed to protect the security or safety of persons or property." Other exemptions may be applicable as well.

All original plans and/or documents related to any and all project work done under this authorization that is hereafter part of this Contract and all copies thereof shall be returned to the BWB when the projects are completed. The CONSSULTANT agrees that all original plans and documents related to the projects and all copies thereof belong to the BWB. The CONSULTANT further agrees that it will not make copies of any plans or documents related to the projects without the prior written consent of the ENGINEER. All documents prepared by the CONSULTANT including tracings, drawings, estimates, specifications, field notes, investigative studies, and other relevant documents, are the property of the BWB and will not be furnished to any other party without the prior written permission of the ENGINEER.

The CONSULTANT agrees that if the CONSULTANT or its SUBCONSULTANT(S) violates the confidentiality provisions of this authorization the CONSULTANT will be financially responsible for consequential damages, including, but not limited to, the costs associated with assessing the potential threat and providing additional security systems to the Blue Water Bridge.

A violation of these CONFIDENTIALITY PROVISIONS shall be considered a breach of this authorization and this Contract. MDOT may, in its sole discretion, terminate this authorization and the Contract for any breach of these CONFIDENTIALITY PROVISIONS.

B. EQUIPMENT INSPECTION PROVISIONS

The ENGINEER may refuse to allow the CONSULTANT or its SUBCONSULTANT(S) to use equipment brought to the Blue Water Bridge due to security concerns. Equipment brought to the Blue Water Bridge for use by the CONSULTANT or its SUBCONSULTANT(S) will be made available and subject to inspection by the ENGINEER or a duly designated inspection agent prior to its use or at any time while onsite.

A violation of this EQUIPMENT INSPECTION PROVISION shall be considered a breach of this authorization and this Contract. MDOT may, in its sole discretion, terminate this authorization and the Contract if the EQUIPMENT INSPECTION PROVISIONS are not met by the CONSULTANT or its SUBCONSULTANT(S).

C. PERSONNEL SPECIAL SECURITY PROVISIONS

The CONSULTANT agrees to initially submit a complete list to the ENGINEER prior to beginning work that identifies all personnel and their SUBCONSULTANT(S) personnel that will have access to the bridge and documents discussed above and any information that is produced as a result of the work that they will perform. The list shall include, at a minimum, each identified person's full name, driver's license or identification number, citizenship, place and date of birth. A current photograph from a valid identification document must also be provided for each person identified on the list. The list with accompanied photograph shall be updated if personnel are added or dropped from the workforce.

Requests for such additional background checks may be initiated by the ENGINEER at any time. The CONSULTANT expressly recognizes and agrees to cooperate, if the ENGINEER, in its sole discretion, desires to conduct an investigation concerning the eligibility of any personnel identified to perform work on this project. Such

investigations may include United States Customs and Border Patrol Background checks, Michigan State Police Background checks (ICHAT OR LEIN), and may include the National Crime Information Center (NCIC) Finger Prints. The personnel that are identified and listed may be required to complete and submit an RI-8 Fingerprint Card for the NCIC Finger Print Checks. Any personnel, if requested, that refuses or fails to submit an RI-8 Fingerprint Card for the NCIC Finger Print Checks must be replaced with personnel acceptable to the ENGINEER.

Only personnel with satisfactory criminal background checks that are acceptable to the ENGINEER will be authorized to perform work under this contract authorization.

The identity of all personnel working at the bridge may be subject to verification by the ENGINEER or a duly designated verification agent at the start of each workday. Off-site personnel are subject to verification by the ENGINEER or a duly designated verification agent at any time. Personnel that are not verified will not be permitted access to the bridge or the documents discussed above.

The CONSULTANT remains fully responsible for providing employees that will be able to obtain and maintain acceptable security checks and achieve verification that satisfy the BWB. The CONSULTANT shall not be entitled to extensions of time while suitable replacements are obtained.

A violation of these PERSONNEL SPECIAL SECURITY PROVISIONS shall be considered a breach of this authorization and this Contract. MDOT may, in its sole discretion, terminate this authorization and the Contract for any breach of these PERSONNEL SPECIAL SECURITY PROVISIONS.

D. STATE OF MICHIGAN'S IT POLICY PROVISION

All personnel employed by the CONSULTANT and its SUBCONSULTANT(S) must agree to and comply with the State of Michigan's IT resource acceptable use policy if accepted as personnel authorized to work on this Contract.

A violation of these STATE OF MICHIGAN'S IT POLICY PROVISION shall be considered a breach of this authorization and this Contract. MDOT may, in its sole discretion, terminate this authorization and the Contract for any breach of these STATE OF MICHIGAN'S IT POLICY PROVISION.