CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR PROPOSAL

	REQUISITION NUMBER	DUE DATE	TIME DUE
	2735	04/15/19	noon est
MDOT PROJECT MANAGER David McCaw	JOB NUMBER (JN) 200954, 131656, TBD	CONTROL SECTION (CS) 10032	

DESCRIPTION
Provide Design Engineering for 3 seperate projects on US-31 in Benzonia and Homestead Townships

MDOT PROJECT MANAGER: Check all items to be included in.

WHITE = REQUIRED
** = OPTIONAL

Check the appropriate Tier in the box below

CONSULTANT: Provide only checked items below in proposal when applicable, Best Value scoring criteria is listed separately in the RFP.
**Optional items are determined by the MDOT Project Manager.

☐ **TIER 1 ($100,000 - $250,000)**	☒ **TIER II ($250,000-$1,500,000)**	☐ **TIER III (>$1,500,000)**	
☐	☒	☐	Understanding of Service **
N/A	☒	☐	Innovations
☐	☒	☐	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

The Consultants 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 that MDOT receives the proposal on time.

* Contact Contract Services Division immediately at 517-373-4680 if you do not get an auto response.

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 developed and 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 _____

☒ **Prequalified Services** – See the attached Scope of Services for required Prequalification Classifications.

☐ **Non-Prequalified Services** – If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, 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.**

☒ **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 e-mail address: MDOT-RFP-Response@michigan.gov. Failure to comply with this procedure may result in your bid being rejected from from consideration. MDOT reserves the right to reject any and all bids.

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-MDOTPartnership ,Charter Agreement and are asked to follow all communications, issues resolution and other procedures and guidance's contained therein.

FINANCIAL REQUIREMENTS FOR NON-PREQUALIFIED VENDORS
http://www.michigan.gov/documents/mdot/Financial_Requirements_for_Non_Prequalified_Vendors_605817_7.pdf

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.

DIGITAL SIGNATURE OF CONTRACTS
On **January 1, 2018**, Contract Services Division intends to fully implement the use of CoSign as the exclusive software for digitally signing all consultant contracts and consultant contract related documents. All other digital signing methods will no longer be accepted.

Prior to using CoSign, all external partners must apply for a free digital signature user account by submitting a MDOT Digital Signature Certificate Request Form.

MDOT INSURANCE UPDATED 3.9.17

At a minimum, the insurance types and limits identified below, may be required from the selected consultant, prior to contract award.

Required Limits	Additional Requirements
Commercial General Liability Insurance	
Minimal Limits: $1,000,000 Each Occurrence Limit $1,000,000 Personal & Advertising Injury Limit $2,000,000 General Aggregate Limit $2,000,000 Products/Completed Operations	Consultants must have their policy endorsed to add "the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees, and agents" as additional insureds
Automobile Liability Insurance	
Minimal Limits: $1,000,000 Per Occurrence	
Workers' Compensation Insurance	
Minimal Limits: Coverage according to applicable laws governing work activities.	Waiver of subrogation, except where waiver is prohibited by law.
Employers Liability Insurance	
Minimal Limits: $500,000 Each Accident $500,000 Each Employee by Disease $500,000 Aggregate Disease	
Professional Liability (Errors and Omissions) Insurance	
Minimal Limits: $1,000,000 Per Claim	

The Insurer shall provide at least thirty (30) days written notice of cancellation. The Prime Consultant will be responsible to verify subconsultant(s) compliance with MDOT's insurance requirements.

Michigan Department of Transportation

SCOPE OF SERVICE
FOR
DESIGN SERVICES

REPOSTED 3/25/2019

PROJECT I

CONTROL SECTION(S): 10032
JOB NUMBER: 200954PE – **(This is a Shelf Project)*
PROJECT LOCATION: On US-31 from the north approach of the Beulah bridge running east to 1100 ft east of Crystal Drive. (PR MP 7.899 – 8.949)
PROJECT DESCRIPTION:
Milling and Two Course Overlay with access management approach improvements
The scope of work for this project includes development of design plans and specifications for a shelf job project. As such, the work involved in the design of the project will be developed in two separate phases:

*Phase I:
Consists of design plan and specification development to OEC

*Phase II:
Consists of updating/finalizing the design plans and specifications to final plan completion if/when funding for the construction of this project becomes available.

This Request for Proposal is only for Phase I of the project. Phase II work may be performed at a future date by the same consultant selected for Phase I, if approved by the Project Manager. Separate contracts will be provided for each phase of the project.

PROJECT II

CONTROL SECTION(S): 10032
JOB NUMBER: 131656PE
PROJECT LOCATION: On US-31 from 1100ft east of Crystal Drive running east to the end of the passing relief lanes. (PR MP 8.949 – 11.063)
PROJECT DESCRIPTION
Concrete Pavement Rubblize and two course Asphalt Resurfacing. The consultant will be required to provide a detailed cost estimate for a mill and two course overlay alternative for if a mill and two course overlay can be utilized for the entire project limits of 6.43 miles.

PROJECT III

CONTROL SECTION(S): 10032
JOB NUMBER: TBD
PROJECT LOCATION: On US-31 from the end of the passing relief lanes east to Goose Road east of Honor. (PR MP 11.063 – 14.330).

PROJECT DESCRIPTION: Mill and fill with detail 8 joint repairs and ADA Ramp Upgrades

The consultant shall design and package all three projects. The project meeting dates listed below are for the milestones only. Additional meetings will be required for consultant attendance. The project length is 6.43 miles.

The information below is applicable for all three projects.

PRIMARY PREQUALIFICATION CLASSIFICATION(S):
Design – Roadway: Intermediate

SECONDARY PREQUALIFICATION CLASSIFICATION(S):
Design – Traffic: Pavement Marking
Design – Traffic: Signing: Non-Freeway
Design – Traffic: Work Zone Maintenance of Traffic
Design – Traffic: Work Zone Mobility and Safety
Design – Hydraulics 1

ANTICIPATED SERVICE START DATE: 9/01/2019

ANTICIPATED SERVICE COMPLETION DATE: 4/01/2022

DBE PARTICIPATION REQUIREMENT: N.A

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

1) UTILITY COORDINATION

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

MDOT PROJECT ENGINEER MANAGER:

Dave McCaw
North/Traverse City
2084 US-31 S, Suite B, Traverse City, MI 49685
231-941-1986
231-941-3397
McCawD@michigan.gov

CONSTRUCTION COST:

A. The estimated cost of construction is:

CONSTRUCTION TOTAL	**$8,918,292**

B. The estimated cost of real estate is: **$ 50,000**

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.

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 AP Preconstruction 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).

G. Furnish Survey Data and Geotechnical Data

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. Prepare required plans, typical cross-sections, details, and specifications required for design and construction.

B. Compute and verify all plan quantities.

C. Prepare staging plans and special provisions for maintaining traffic during construction.

D. Prepare a maintaining traffic TMP if required.

E. 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.

F. 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).

G. The Consultant shall prepare and submit in ProjectWise (in PDF format) a CPM network for the construction of this project.

H. 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.

I. 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.

J. 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.

K. Attend any project-related meetings as directed by the MDOT Project Manager.

L. 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.

M. 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.

N. 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.

O. 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.

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

Q. 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 Utilities/Permits in the Development Services Division

R. 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 Templates etc.) as directed by the MDOT Project Manager or as part of each milestone submittal at a minimum. 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 could include but are not limited to: 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) or the Project Quantity Spreadsheet (PQS) shall be used to generate the xml files necessary for import into the AP Preconstruction bid letting software. The .xml 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
Planisware Form Only

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

Version 15
Updated
09-11-2017

For questions on specific tasks, refer to the Preconstruction 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 Preconstruction Task Manual for more details. Scheduling assistance may be accomplished with estimated completion dates. While not part of Planisware, an Authorization Milestone and Post-Design Tasks have been included for your reference.

STUDY (EARLY PRELIMINARY ENGINEERING)

YES	NO	PRECONSTRUCTION TASK NUMBER AND DESCRIPTION		DATE TO BE COMPLETED BY (mm/dd/yyyy)
		CONSULTANT CONTRACT AUTHORIZATION/EXECUTION		/ /
		INFORMATION GATHERING/STUDIES		
☐	☐	1115	Traffic Data Collection for Studies	/ /
☐	☐	1120	Prepare Traffic Analysis Report for Studies	/ /
☐	☐	1125	Traffic Capacity Analysis for Studies	/ /
☐	☐	1155	Request/Perform Safety Analysis for Studies	/ /
☐	☐	1300	Traffic Impact Study	/ /
☐	☐	1350	Determine Need for Interstate Access Change Request	/ /
☐	☐	1400	Feasibility Study	/ /
☐	☐	1500	Corridor Study	/ /
☐	☐	1555	Interstate Access Change Request	/ /
☐	☐	*155M*	*FHWA Approval of Interstate Access Change Request*	/ /
☐	☐	1600	Access Management Study Plan	/ /
☐	☐	1700	Other Miscellaneous Studies	/ /

		EPE SCOPING ANALYSIS			
☐	☐	2100	Scope Verification and Initiation of EPE Activities	/	/
☐	☐	2115	Prepare Traffic Analysis Report for EPE/Design	/	/
☐	☐	2120	Traffic Data Collection for EPE/Design	/	/
☐	☐	2125	Traffic Capacity Analysis for EPE/Design	/	/
☐	☐	2130	Prepare Project Purpose and Need	/	/
☐	☐	*213M*	*Concurrence by Regulatory Agencies with the Purpose and Need*	/	/
☐	☐	2140	Develop and Review Illustrative Alternatives	/	/
☐	☐	2155	Request/Perform Safety Analysis for EPE/Design	/	/
☐	☐	2160	Prepare and Review EIS Scoping Document	/	/
☐	☐	*216M*	*Public Information Meeting*	/	/

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

STUDY (EARLY PRELIMINARY ENGINEERING) (cont'd)

YES	NO	PRECONSTRUCTION TASK NUMBER AND DESCRIPTION		DATE TO BE COMPLETED BY (mm/dd/yyyy)	
		EPE DRAFT ANALYSIS			
☐	☐	2310	Conduct Technical SEE Studies	/	/
☐	☐	2311	Cultural Resources Survey	/	/
☐	☐	2312	Recreational Survey – Section 4(f)/6(f)	/	/
		EPE DRAFT ANALYSIS (cont'd)			
☐	☐	2313	Endangered Species Survey	/	/
☐	☐	2314	Wetland Assessment	/	/
☐	☐	2315	Wetland Mitigation	/	/
☐	☐	2316	Other Technical Reports	/	/
☐	☐	2321	Prepare for Aerial Photography	/	/
☐	☐	2322	Finish/Print Aerial Photography	/	/
☐	☐	2330	Collect EPE Geotechnical Data	/	/
☐	☐	2340	Develop and Review Practical Alternatives	/	/
☐	☐	*233M*	*Aerial Photography Flight*	/	/
☐	☐	2360	Prepare and Review EA	/	/
☐	☐	*236M*	*Approval of EA by FHWA*	/	/
☐	☐	2370	Prepare and Review Draft EIS	/	/
☐	☐	*237M*	*Approval of Draft EIS by FHWA*	/	/
☐	☐	2380	Distribute EA	/	/
☐	☐	*238M*	*Public Hearing for EA*	/	/
☐	☐	2390	Distribute DEIS	/	/
☐	☐	*239M*	*Public Hearing for DEIS*	/	/
		EPE FINAL ANALYSIS			

☐	☐	2510	Determine and Review Recommended Alternative	/ /
☐	☐	*250M*	*Concurrence by Reg Agencies with Recom Alternatives*	/ /
☐	☐	2525	Prepare and Review Engineering Report	/ /
☐	☐	2530	Prepare and Review Request for FONSI	/ /
☐	☐	*252M*	*Approval of FONSI by FHWA*	/ /
☐	☐	2540	Prepare and Review FEIS	/ /
☐	☐	*254M*	*Approval of FEIS by FHWA*	/ /
☐	☐	2550	Obtain ROD	/ /
☐	☐	*255M*	*ROD Issued by FHWA*	/ /
☐	☐	2570	ITS Concept of Operations	/ /
			CONTAMINATION INVESTIGATION	
☐	☐	2810	Project Area Contamination Survey (PCS)	/ /
☐	☐	2820	Preliminary Site Investigation (PSI) for Contamination	/ /

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING - DESIGN

YES	NO	PRECONSTRUCTION TASK NUMBER AND DESCRIPTION		DATE TO BE COMPLETED BY (mm/dd/yyyy)
		DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION		
X	☐	3130	Verify Design Scope of Work and Cost	**06/01/20**
☐	☐	3310	Prepare Aerial Topographic Mapping	/ /
☐	☐	3320	Conduct Photogrammetric Control Survey	/ /
☐	☐	3321	Set Aerial Photo Targets	/ /
☐	☐	3325	Geotechnical Structure Site Characterization	/ /
☐	☐	3330	Conduct Design Survey	/ /
☐	☐	3340	Conduct Structure Survey	/ /
☐	☐	3350	Conduct Hydraulics Survey	/ /
X	☐	3360	Prepare Base Plans	**11/01/20**
☐	☐	*311M*	*Utility Notification*	/ /
☐	☐	3365	Pre-Conceptual ITS Design and Meeting	/ /
☐	☐	3370	Prepare Structure Study	/ /
☐	☐	3375	Conduct Value Engineering Study	/ /
☐	☐	3380	Review Base Plans	/ /
☐	☐	3385	Preliminary Load Rating	/ /
X	☐	*332M*	*Base Plan Review (Pre-GI Inspection)*	**12/01/20**
☐	☐	3390	Develop the Maintaining Traffic Concepts	/ /
		PRELIMINARY PLANS PREPARATION		
☐	☐	3500	Develop Transportation Management Plan	/ /
☐	☐	3510	Perform Roadway Geotechnical Investigation	/ /
☐	☐	3520	Conduct Hydraulic/Hydrologic and Scour Analysis	/ /

☐	☐	3522	Conduct Drainage Study, Storm Sewer Design, and use Structural Best Management Practices	/ /
☐	☐	3530	Geotechnical Foundation Engineering Report	/ /
☐	☐	3535	Conduct Str. Review for Arch. & Aesthetic Improvements	/ /
☐	☐	3540	Develop the Maintaining Traffic Plan	/ /
☐	☐	3551	Prepare/Review Preliminary Traffic Signal Design Plan	/ /
☐	☐	3552	Develop Preliminary Pavement Marking Plan	/ /
x	☐	3553	Develop Preliminary Non-Freeway Signing Plan	/ /
☐	☐	3554	Develop Preliminary Freeway Signing Plan	/ /
☐	☐	3555	Prepare/Review Preliminary Traffic Signal Operations	/ /
☐	☐	3570	Prepare Preliminary Structure Plans	/ /
☐	☐	3580	Develop Preliminary Plans	/ /
☐	☐	3585	Final ITS Concept Design and Meeting	/ /
☐	☐	3590	Review The Plans	/ /
X	☐	*352M*	*THE Plan Review Meeting*	**03/01/21**
☐	☐	3595	Conduct ITS Structure Foundation Investigation	/ /

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING - DESIGN (cont'd)

YES	NO	PRECONSTRUCTION TASK NUMBER AND DESCRIPTION		DATE TO BE COMPLETED BY (mm/dd/yyyy)
		UTILITIES		
☐	☐	3610	Compile Utility Information	/ /
☐	☐	3615	Compile ITS Utility Information	/ /
☐	☐	3650	Coordinate RR Involvement for Grade Separations	/ /
☐	☐	3655	Coordinate RR Involvement for At-Grade Crossings	/ /
☐	☐	3660	Resolve Utility Issues	/ /
☐	☐	*360M*	*Utility Conflict Resolution Plan Distribution*	/ /
X	☐	*361M*	*Utility Meeting*	**03/15/21**
☐	☐	3670	Develop Municipal Utility Plans	/ /
☐	☐	3672	Develop Special Drainage Structures Plans	/ /
☐	☐	3675	Develop Electrical Plans	/ /
☐	☐	3680	Preliminary ITS Communication Analysis	/ /
☐	☐	3690	Power Design (Power Drop in Field)	/ /
		MITIGATION/PERMITS		
☐	☐	3710	Develop Required Mitigation	/ /
☐	☐	3720	Assemble Environmental Permit Applications	/ /
☐	☐	3730	Obtain Environmental Permit	/ /
		FINAL PLAN PREPARATION		
☐	☐	3815	Geotechnical Structure Design Review	/ /
☐	☐	3821	Prepare/Review Final Traffic Signal Design Plan	/ /

☐	☐	3822	Complete Permanent Pavement Marking Plan	/ /
x	☐	3823	Complete Non-Freeway Signing Plan	/ /
☐	☐	3824	Complete Freeway Signing Plan	/ /
☐	☐	3825	Prepare/Review Final Traffic Signal Operations	/ /
☐	☐	3830	Complete the Maintaining Traffic Plan	/ /
☐	☐	3840	Develop Final Plans and Specifications	/ /
X	☐	*380M*	*Plan Completion*	**06/01/21**
☐	☐	3850	Develop Structure Final Plans and Specifications	/ /
X	☐	3870	Hold Omissions/Errors Check (OEC) Meeting	**07/01/21**
☐	☐	3875	Final Load Rating	/ /
X	☐	*387M*	*Omissions/Errors Checks Meeting*	**07/01/21**
X	☐	*389M*	*Plan Turn-In*	**10/01/21**
☐	☐	3880	CPM Quality Assurance Review	/ /
☐	☐	3890	Final ITS Communication Analysis	/ /

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING – RIGHT OF WAY

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

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

POST LETTING/AWARD TASKS (for reference only)

YES	NO	PRECONSTRUCTION TASK NUMBER AND DESCRIPTION		DATE TO BE COMPLETED BY (mm/dd/yyyy)
☐	☐	4810	Complete Acquisition Process	/ /
☐	☐	4820	Manage Excess Real Estate	/ /

☐	☐	4830	Provide Post-Certification Relocation Assistance	/	/
☐	☐	4910	Conduct ROW Monumentation	/	/
☐	☐	5010	Construction Phase Engineering and Assistance	/	/
☐	☐	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. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's website. This document contains instructions and forms that must be followed and used for billing. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

Direct expenses, if applicable, will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

MDOT 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.

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 Subparts A and B – Utilities and ensure 23 CFR Part 635.410 - Buy America Requirements are met.

    - Collect documentation to evaluate reimbursable utility relocations.
- Evaluate utility relocation plans for compatibility with the proposed project.
- 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.