

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

	REQUISITION NUMBER		DUE DATE XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	
DESCRIPTION			
MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED GRAY SHADING = OPTIONAL Check the appropriate Tier in the box below		CONSULTANT: Provide only checked items below in proposal	
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input type="checkbox"/> TIER II (\$100,000-\$250,000)	<input type="checkbox"/> TIER III (>\$250,000)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site p=inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	<input type="checkbox"/>	Presentation
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) (No Resumes)	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes. Resumes limited to 2 pages per key staff personnel.

PROPOSAL AND BID SHEET EMAIL ADDRESS – mdot-rfp-response@michigan.gov

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least five (5) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet

5100J – Consultant Data and Signature Sheet (Required only for firms not currently prequalified with MDOT)

(These forms are not included in the proposal maximum page count.)

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest (Consultant/Vendor Selection Guidelines for Services Contracts" and "Guideline for Completing a Low Bid Sheet(S)*, if a low bid is involved as part of the selection process. **Reference Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

BUREAU OF HIGHWAYS BUREAU OF TRANSPORTATION PLANNING OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO YES DATED _____ THROUGH _____

Prequalified Services – See page ____ of the attached Scope of Services for required Prequalification Classifications.

Non-Prequalified Services – If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. **Form 5100J is required with Proposal for firms not currently prequalified with MDOT**

Qualifications Based Selection – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that 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 Review / 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. The selected vendor may be contacted to confirm capacity.

Best Value – Use Consultant/Vendor Selection Guidelines, See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

Low Bid (no qualifications review required – no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

Bid Sheet(s) must be submitted in accordance with the "Guidelines for Completing a Low Bid Sheet(s)* (available on MDOT's website). Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) separate from 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.

**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.**

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

Michigan Department of Transportation

SCOPE OF SERVICE FOR DESIGN SERVICES

CONTROL SECTION(S): 25084

JOB NUMBER(S): 87660C, 110535C, 115879D, 116194D

PROJECT LOCATION:

This project is located on I-69 from I-475 easterly to Center Road interchange in the cities of Flint and Burton, Genesee County

JN 87660C

I-69 from I-475 to Center Road, City of Flint, Genesee County

JN 110535C

I-69 from M-54 (Dort Highway) to Center Road, City of Flint, Genesee County

JN 115879D

R02 of 25084, I-69 over CSX RR

S04-3 of 25084, I-69 EB over Averill Ave

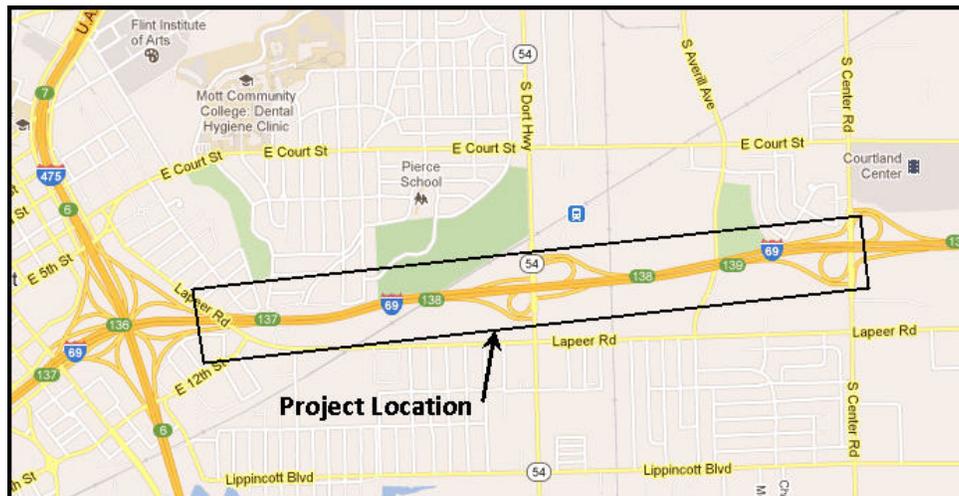
S04-4 of 25084, I-69 WB over Averill Ave

JN 116194D

S03 of 25084, I-69 over M-54 (Dort Highway)

S05-3 of 25084, I-69 EB over Center Rd

S05-4 of 25084, I-69 WB over Center Rd



PROJECT DESCRIPTION:

The work involved in the design of this project consists of the development and preparation of plans, details, specifications and cost estimates for the following:

JN 87660C

The project scope includes replacement of the freeway lighting. The preferred proposed lighting will be shoulder LED lighting. The scope of services will include minor pick-up survey needed for the foundations, soil borings and recommendations, staking for soil borings and foundation design per LRFD. The work shall also include the removal of the existing tower lighting at the M-54 (Dort Highway) and I-475 interchange.

JN 110535C

The project scope includes reconstruction of I-69 from the east reference line of M-54 (Dort Highway) bridge to the west reference line of Center Rd bridge, approximately 1.0 miles with storm sewer replacement. The six ramps within these limits are also included for reconstruction.

R02 of 25084, I-69 over CSX RR, JN 115879D

Widening, painting, deck patching, epoxy overlay, joint replacement and substructure repairs. The total length of the existing three-span bridge is approximately 153 feet. The existing superstructure consists of composite steel multi-stringers. The existing deck cross-section consists of a 128'-5" out to out width. The vertical clearance shall be investigated at the study stage. The requirement for vertical clearance is 23'-0". All efforts shall be made to obtain the required clearance. If this is not feasible, a design exception shall be prepared. Traffic shall be maintained by part width construction.

S04-3 of 25084, I-69 EB over Averill Ave, JN 115879D

Widening, painting, deck patching, epoxy overlay, joint replacement and substructure repairs. The total length of the existing three-span bridge is approximately 145'-11". The existing superstructure consists of composite steel multi-stringers. The existing deck cross-section consists of a 64'-5" out to out width. The vertical clearance shall be investigated at the study stage. The requirement for vertical clearance is 14'-6". All efforts shall be made to obtain the required clearance. If this is not feasible, a design exception shall be prepared. Traffic shall be maintained by part width construction.

S04-4 of 25084, I-69 WB over Averill Ave, JN 115879D

Widening, painting, deck patching, epoxy overlay, joint replacement and substructure repairs. The total length of the existing three-span bridge is approximately 145'-11". The existing superstructure consists of composite steel multi-stringers. The existing deck cross-section consists of a 54'-5" out to out width. The vertical clearance shall be investigated at the study stage. The requirement for vertical clearance is 14'-6". All efforts shall be made to obtain the required clearance. If this is not feasible, a design exception shall be prepared. Traffic shall be maintained by part width construction.

S03 of 25084, I-69 over M-54 (Dort Highway), JN 116194D

Shoulder widening, epoxy overlay, PCI and substructure repairs, and approach work.

The total length of the existing four-span bridge is approximately 172'-0". The existing superstructure consists of prestressed concrete I-beams. The existing deck cross-section consists of a 134'-11" out to out width. The vertical clearance shall be investigated at the study stage. The requirement for vertical clearance is 16'-0". All efforts shall be made to obtain the required clearance. If this is not feasible, a design exception shall be prepared. Traffic shall be maintained by part width construction.

S05-3 of 25084, I-69 EB over Center Rd, JN 116194D

Shoulder widening, epoxy overlay, PCI and substructure repairs. The total length of the existing four-span bridge is approximately 145'-11". The existing superstructure consists of prestressed concrete I-beams. The existing deck cross-section consists of a 60'-2" out to out width. The vertical clearance shall be investigated at the study stage. The requirement for vertical clearance is 14'-6". All efforts shall be made to obtain the required clearance. If this is not feasible, a design exception shall be prepared. Traffic shall be maintained by part width construction.

S05-4 of 25084, I-69 WB over Center Rd, JN 116194D

Shoulder widening, epoxy overlay, PCI and substructure repairs. The total length of the existing four-span bridge is approximately 145'-11". The existing superstructure consists of prestressed concrete I-beams. The existing deck cross-section consists of a 60'-2" out to out width. The vertical clearance shall be investigated at the study stage. The requirement for vertical clearance is 14'-6". All efforts shall be made to obtain the required clearance. If this is not feasible, a design exception shall be prepared. Traffic shall be maintained by part width construction.

ANTICIPATED SERVICE START DATE: 01/06/2013

ANTICIPATED SERVICE COMPLETION DATE: 04/30/2014

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Complex Urban Freeway Design
Short & Medium Span Bridges

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Freeway Lighting
Geotechnical Engineering Services
Hydraulics
Maintaining Traffic Plans and Provisions
Pavement Marking Plans
Permanent Freeway Traffic Signing Plans
Road Design Surveys
Traffic Capacity Analysis and Geometric Studies
Traffic Signal Design
Structure Surveys
Utility Coordination

DBE REQUIREMENT: 8%

MDOT PROJECT ENGINEER MANAGER:

Jacqueline Pethers
Cost & Scheduling Engineer
MDOT Davison TSC
9495 E. Potter Rd
Davison, Michigan 48423
(810) 653-7470
pethersj@michigan.gov

All inquiries about this Request for Proposal should be directed to the MDOT Project Manager by email.

CONSTRUCTION COST:

A. The estimated cost of construction is:

1.	Mainline Pavement	\$ 4,000,000
2.	Ramp Pavement	\$ 1,750,000
3.	Environmental	\$
4.	Drainage	\$ 1,000,000
5.	Safety	\$
6.	Non Motorized	\$
7.	Maintaining Traffic	\$ 4,000,000
8.	Bridge Cost	
	R02	\$ 2,609,000
	S04-3	\$ 900,000
	S04-4	\$ 1,102,000
	S03	\$ 2,969,000
	S05-3	\$ 1,247,000
	S05-4	\$ 1,275,000
9.	Freeway Lighting	\$ 3,369,390
10.	Permanent Pavement Markings/Signs/Signals	\$ 300,000
11.	Miscellaneous	<u>\$ 1,713,500</u>
	CONSTRUCTION TOTAL	\$ 26,234,890

B. The estimated cost of real estate is: unknown

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.

ADDITIONAL INFORMATION:

Reference files associated with this project are placed on MDOT's FTP site:
<ftp://ftpmidot.state.mi.us/> under the folder "87660, 110535, 115879, and 116194"

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

NOTE: A process change mandated by federal audit of MDOT's design process puts the Omissions and Errors Check Meeting after the Plan Completion. Please keep this in mind when preparing your schedule. See MDOT Road Design Manual, Chapter 14 – Procedures – Section 14.54 for corroboration. See "For Your Information" contacts at the end of this document for more info or questions.

Consultant is required to use MDOT's current version of Bentley MicroStation for CADD applications and Bentley GEOPAK for road design. Consultant shall comply with all MDOT CADD standards and file naming conventions.

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.

CONSULTANT RESPONSIBILITIES:

A. DESIGN SCOPE OF WORK

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

1. Prior to submitting Proposal for Indefinite Delivery of Services, the Consultant will be required to meet with the MDOT Project Manager to review project, location of data sources and contact persons, and review relevant MDOT operations. The Consultant shall review and clarify project issues, data needs and availability, and the sequence of events and team meetings that are essential to complete the design by the project plan completion date. Attention shall be given to critical target dates that may require a large lead time, such as geotechnical requirements, ROW submittal dates, Railroad coordination requirements, utility conflict resolution, local agency meetings, etc.
2. Prior to submitting Proposal for Indefinite Delivery of Services, inspect the job site to determine the need for any additional work not included in the "Description of Work". If possible changes to the description of work are needed, submit a letter with your proposal detailing the changes that are recommended. (MDOT will not be reimbursing the consultant for the initial site visit, as the consultant is not yet authorized to do work.)
3. Consider other alternatives, at the study phase that may deviate from the "Description

of Work” to determine the most cost effective option. A detailed cost estimate is required for each option. A cost per square foot structure estimate or cost per lane mile road estimate is not acceptable. The vertical clearance must be considered. A draft design exception, if required, should be submitted to MDOT with the structure study.

4. A comprehensive design survey was completed in 2012 and will be available to the selected consultant. However, “Road Design Survey” secondary prequalification is added in the RFP for additional survey hours required for the freeway lighting design and any additional pickup survey required based on design requirements. The ROW staking task is to be performed as directed to delineate proposed ROW or existing ROW where the location of project impacts are to be reviewed. A complete electronic version of all survey data and reports shall be included in the project final deliverables.
5. The Consultant will coordinate with the Region road design squad on JN 110535, road reconstruction on I-69 from Dort Highway to Center Ave.
6. Design any geometric improvements as required by the 4R design criteria in the MDOT Road Design Manual. The Consultant is to provide a report listing each design criteria element, the standard value and the existing value. The ideal design would have no design exceptions, however, in case of an unavoidable design exception; the consultant shall provide all necessary submittals for the design exception.
7. All Maintaining of Traffic (MOT) work in the project is a Consultant task. The draft Transportation Management Plan (TMP) will be provided to the consultant for refinement and submittals at design milestone submittals. The Consultant shall furnish the special provision for maintaining traffic during construction and all applicable maintaining traffic pay items and quantity estimates.
8. Obtain bridge borings as required for design as defined in P/PMS task 3530 and in accordance with MDOT's Geotechnical Investigations and Analysis Requirements For Structures and current AASHTO LRFD Design Methodologies.
9. The Consultant shall submit a Pre-OEC Bridge Design Package which shall consist of the following: all final detail sheets approximately 75% complete, all special provisions revised as requested at the GI meeting, and an updated cost estimate. GI comments should be reflected in all sheets. Slab and Screed sheets, and Bar Schedule sheets are not required.
10. The Consultant shall complete a drainage study. The Consultant shall prepare MDEQ permits for MDOT submittal, if required.
11. Prepare preliminary ROW and final ROW plans as required, to locate, verify and purchase real estate.
12. Freeway signing plans were completed in 2012 and will be provided to the selected consultant to incorporate into the plan set.

13. The Consultant is responsible for the design of the soil erosion and sedimentation control measures. This design is to be provided on the preliminary plans. The Consultant is expected to make revisions in this design according to comments provided at The Plan Review.
14. Perform field reviews to verify and document existing conditions for the purposes of developing plans showing the existing lighting layout and the proposed lighting system plans. MDOT will provide base mapping of the existing project limits in MicroStation format.
15. Obtain all required lighting foundation borings, provide foundation recommendations, and incorporate the lighting foundation boring log sheets into the plans.
16. Coordinate, as needed, with the TSC Utility Engineer and the electric utility company on the electrical power feeds for the lighting system.
17. Coordinate with MDOT Lansing and MDOT Bay Region Operations to determine the desired level of illumination on the roadways.
18. Prepare required plans, typical cross-sections, details, and specifications required for design and construction.
19. Compute and verify all plan quantities, including Act 51 participation pay items and estimates.
20. Provide solutions to any unique problems that may arise during the design of this project.
21. 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.
22. Maintain a Design Project Record which includes a history of significant events (changes, comments, etc.) which influenced the development of the plans, dates of submittals and receipt of information.
23. If excavation is required, submit the excavation locations which may contain contamination. Project Manager then can proceed in requesting a Preliminary Project Assessment (PPA).
24. The Consultant shall be required to prepare and submit a CPM network for the construction of this project.

25. The Consultant shall record and submit typed minutes for all project related meetings to the MDOT Project Manager within one week of the meeting. MDOT will distribute official meeting minutes for all meetings.
26. The Consultant will provide to MDOT at the scheduled submittal dates, copies of the required specifications and plan set materials for distribution by MDOT for all reviews for this project with the exception of The Plan Review. The Consultant shall contact the project manager prior to the submittal dates for the exact number of copies that will be required for submittal.
27. Prepare and submit electronically (native format or Adobe PDF) any information, calculations, drainage 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.
28. Attend any project-related meetings as directed by the MDOT Project Manager.
29. 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.
30. The Consultant shall assist in the review of utility permit requests, incorporate the information in the design plans, and respond within two weeks from receipt of the permit.
31. 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.
32. 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.

B. PROJECT SCHEDULE

Refer to Attachment A for MDOT PPMS Task List for this project. The Consultant shall use the tasks 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.

For questions on specific tasks, refer to the PPMS Task Manual on the MDOT Bulletin Board System. For assistance in accessing this manual, please contact:

Dennis Kelley

(517) 373-4614
KelleyD2@michigan.gov

C. MONTHLY PROGRESS REPORT

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

D. TRAFFIC CONTROL

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

E. MDOT PERMITS & UTILITIES

The Consultant will be responsible for obtaining up to date access permits and pertinent information for tasks in MDOT Right of Way.

The Consultant shall be responsible for obtaining and showing on the plans the location and names of all existing utilities within the limits of the project. In the course of resolving utility conflicts, the Consultant shall make modifications to the plans or design details and provide assistance as directed by the MDOT Utility & Permits Engineer and/or Project Manager. The Consultant shall attend any utility meetings called to ensure that the concerns are addressed on the plans involving utilities and provide minutes and action item lists from those meetings. The Consultant shall assist in the review of utility permit requests to ensure compatibility with the project. The Consultant shall provide for the survey staking of various proposed facilities, and existing ROW so as to locate potential utility conflicts and aid in the completion of utility relocation plans for all municipal and private utility companies. The Consultant shall verify any utility information (location, size, type, etc.) through researching historical as-built information for the project area.

Any questions regarding MDOT permits and/or utilities should be directed to:

Evan Huizenga
Utilities Engineer
MDOT Davison TSC
9495 E. Potter Rd
Davison, MI 48423
(810) 653-7470
HuizengaE@michigan.gov

F. DELIVERABLES

Consultant is required to use MDOT's current version of Bentley MicroStation for CADD applications and Bentley GEOPAK for road design. Consultant shall comply with all MDOT drafting standards and file naming conventions.

The Consultant shall deliver all computer files associated with the project in their native format (spreadsheets, Microstation files, GEOPAK files, etc.) on DVD, CD or uploaded to a FTP site, as directed by the MDOT Project Manager. All Microstation/GEOPAK files shall be created and identified with standard MDOT file names as shown in Appendix A of the Road Design Manual. It is the Consultant's responsibility to obtain up to date Microstation and GEOPAK seed/configuration files necessary to comply with MDOT's drafting standards which are posted to the bulletin board system. When the use of GEOPAK road design software is necessary to develop plans all pay items shall be placed into the Microstation file using GEOPAK's Design and Computation Manager so that Quantity Manager can be used to transfer pay item information to SAPW/Trns*port. Any Microstation/GEOPAK files that do not conform to MDOT standards will be returned to the Consultant for correction at the Consultant's expense.

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

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

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

The road project construction, removal and profile sheets will require a ratio (scale) of **1:80 (English Units)**. The bridge construction, removal and profile sheets will require a ratio (scale) of **1:40 (English Units)**.

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

- A. Title Sheet
- B. Project Information Sheet
- C. Note Sheet(s)
- D. Miscellaneous Quantity & Estimate Sheet(s)

- E. Vicinity and Drainage Sheet(s)
- F. Witness and Benchmark Sheet(s)
- G. Alignment Sheet(s)
- H. Typical Cross-Section Sheet(s)
- I. Project Specific Special Detail Sheet(s)
- J. Legend Sheet
- K. Removal Sheet(s)
- L. Construction Sheet(s)
- M. Profile Sheet(s)
- N. Detail Grade Sheet(s)
- O. Construction Staging and Traffic Control Plans
- P. Pavement Marking Sheet(s)
- Q. Temporary/Permanent Signing Sheet(s)
- R. Soil Boring Log Sheet(s)
- S. Structure Plans
- T. Electrical Notes and Legend Sheet
- U. Wiring Diagram Sheet(s)
- V. Lighting and Foundation Sheet(s) and Detail(s)
- W. Tower Lighting and Foundation Removal Sheet(s) and Detail(s)
- X. Light Standard and Base Detail Sheet(s)
- Y. Handhole Details and other miscellaneous lighting specific details

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.

MDOT RESPONSIBILITIES:

A. MEETINGS

Schedule and/or conduct the following:

1. Scope Verification
2. Base Plan / Geometrics
3. The Plan Review
4. Utility Coordination Meetings
5. Omissions, Errors, and Corrections (OEC)

B. DELIVERABLES

1. Quantity summary sheets and final item cost estimates.
2. Packaging of plans and proposal.
3. Special Details and pertinent reference materials.
4. As-built plans
5. Pavement design
6. Traffic Analysis
7. Crash Analysis

C. RIGHT-OF-WAY

MDOT Bay Region Real Estate Division will be responsible for obtaining all ROW acquisitions.

D. PERMITS

MDOT will be responsible for submitting all required permits.

E. COORDINATION

MDOT will provide coordination assistance with the following:

1. Utility Company
2. Railroad Company
3. Project Stakeholders
4. FHWA
5. Other MDOT divisions

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

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.

STUDY (EARLY PRELIMINARY ENGINEERING)

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)
YES	NO		
		<u>EPE SCOPING ANALYSIS</u>	
<input type="checkbox"/>	<input type="checkbox"/>	2120 Prepare Traffic Analysis Report	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2130 Prepare Project Justification	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>213M Concurrence by Regulatory Agencies with the Purpose and Need</u></i>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2140 Develop and Review Illustrative Alternatives	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2155 Request/Perform Safety Analysis	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2160 Prepare and Review EIS Scoping Document	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>211M Public Information Meeting</u></i>	__/__/__
		<u>EPE DRAFT ANALYSIS</u>	
<input type="checkbox"/>	<input type="checkbox"/>	2310 Conduct Technical SEE Studies	__/__/__
<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"/>	<i><u>233M Aerial Photography Flight</u></i>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2360 Prepare and Review EA or DEIS	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>231M Draft Submission to FHWA</u></i>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2380 Circulate EA or DEIS	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>232M Public Hearing</u></i>	__/__/__
		<u>EPE FINAL ANALYSIS</u>	
<input type="checkbox"/>	<input type="checkbox"/>	2510 Determine and Review Recommended Alternative	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>250M Concurrence by Regulatory Agencies with Recommended Alternatives</u></i>	__/__/__
<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 or FEIS	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i><u>252M Final Submission to FHWA</u></i>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2550 Obtain FONSI or ROD	__/__/__
		<u>CONTAMINATION INVESTIGATION</u>	
<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	__/__/__

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>	
X	<input type="checkbox"/>	3130 Verify Design Scope of Work and Cost	12/20/2012
<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	__/__/__
X	<input type="checkbox"/>	3330 Conduct Design Survey	1/30/2013
X	<input type="checkbox"/>	3340 Conduct Structure Survey	1/30/2013
<input type="checkbox"/>	<input type="checkbox"/>	3350 Conduct Hydraulics Survey	__/__/__
X	<input type="checkbox"/>	3360 Prepare Base Plans	1/30/2013
<input type="checkbox"/>	<input type="checkbox"/>	<u>331M 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>	__/__/__
X	<input type="checkbox"/>	3370 Prepare Structure Study	1/30/2013
<input type="checkbox"/>	<input type="checkbox"/>	3375 Conduct Value Engineering Study	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3380 Review Base Plans	__/__/__
X	<input type="checkbox"/>	<u>332M Base Plan Review (Pre-GI Inspection)</u>	2/13/2013
X	<input type="checkbox"/>	3390 Develop the Maintaining Traffic Concepts	1/30/2013
		<u>PRELIMINARY PLANS PREPARATION</u>	
<input type="checkbox"/>	<input type="checkbox"/>	3510 Perform Roadway Geotechnical Investigation	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3520 Conduct Hydraulic/Hydrologic and Scour Analysis	__/__/__
X	<input type="checkbox"/>	3522 Conduct Drainage Study, Storm Sewer Design, and use Structural Best Management Practices	4/24/2013
X	<input type="checkbox"/>	3530 Conduct Structure Foundation Investigation	4/24/2013
<input type="checkbox"/>	<input type="checkbox"/>	3535 Conduct Structure Review for Architectural and Aesthetic Improvements	__/__/__
X	<input type="checkbox"/>	3540 Develop the Maintaining Traffic Plan	4/24/2013
<input type="checkbox"/>	<input type="checkbox"/>	3551 Prepare/Review Preliminary Traffic Signal Design Plan	__/__/__
X	<input type="checkbox"/>	3552 Develop Preliminary Pavement Marking Plan	4/24/2013
<input type="checkbox"/>	<input type="checkbox"/>	3553 Develop Preliminary Non-Freeway Signing Plan	
X	<input type="checkbox"/>	3554 Develop Preliminary Freeway Signing Plan	4/24/2013
<input type="checkbox"/>	<input type="checkbox"/>	3555 Prepare/Review Preliminary Traffic Signal Operations	__/__/__
X	<input type="checkbox"/>	3570 Prepare Preliminary Structure Plans	4/24/2013
X	<input type="checkbox"/>	3580 Develop Preliminary Plans	4/24/2013
<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>	__/__/__

<input type="checkbox"/>	<input type="checkbox"/>	3590 Review Preliminary Plans (Hold Plan Review Meeting)	__/__/__
X	<input type="checkbox"/>	<u>352M THE Plan Review (Grade Inspection)</u>	5/29/2013
		<u>UTILITIES</u>	
X	<input type="checkbox"/>	<u>3610 Compile Utility Information</u>	3/12/2013
X	<input type="checkbox"/>	<u>3650 Coordinate RR Involvement for Grade Separations</u>	4/24/2013
<input type="checkbox"/>	<input type="checkbox"/>	<u>3655 Coordinate RR Involvement for At-Grade Crossings</u>	__/__/__
X	<input type="checkbox"/>	<u>3660 Resolve Utility Issues</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<u>360M Utility Conflict Resolution Plan Distribution</u>	__/__/__
X	<input type="checkbox"/>	<u>361M Utility Meeting</u>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<u>3670 Develop Municipal Utility Plans</u>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<u>3672 Develop Special Drainage Structures Plans</u>	__/__/__
X	<input type="checkbox"/>	<u>3675 Develop Electrical Plans</u>	4/24/2013
		<u>MITIGATION/PERMITS</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<u>3710 Develop Required Mitigation</u>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<u>3720 Assemble Environmental Permit Applications</u>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<u>3730 Obtain Environmental Permit</u>	__/__/__
		<u>FINAL PLAN PREPARATION</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<u>3821 Prepare/Review Final Traffic Signal Design Plan</u>	__/__/__
X	<input type="checkbox"/>	<u>3822 Complete Permanent Pavement Marking Plan</u>	9/13/2013
<input type="checkbox"/>	<input type="checkbox"/>	<u>3823 Complete Non-Freeway Signing Plan</u>	
X	<input type="checkbox"/>	<u>3824 Complete Freeway Signing Plan</u>	9/13/2013
<input type="checkbox"/>	<input type="checkbox"/>	<u>3825 Prepare/Review Final Traffic Signal Operations</u>	__/__/__
X	<input type="checkbox"/>	<u>3830 Complete the Maintaining Traffic Plan</u>	9/13/2013
X	<input type="checkbox"/>	<u>3840 Develop Final Plans and Specifications</u>	9/13/2013
X	<input type="checkbox"/>	<u>380M Plan Completion</u>	10/7/2013
X	<input type="checkbox"/>	<u>3850 Develop Structure Final Plans and Specifications</u>	9/13/2013
X	<input type="checkbox"/>	<u>3870 Hold Omissions/Errors Check (OEC) Meeting</u>	10/23/2013
X	<input type="checkbox"/>	<u>387M Omissions/Errors Checks Meeting</u>	10/23/2013
X	<input type="checkbox"/>	<u>389M Plan Turn-In</u>	11/29/2013
<input type="checkbox"/>	<input type="checkbox"/>	<u>3880 CPM Quality Assurance Review</u>	__/__/__

PRELIMINARY ENGINEERING – RIGHT OF WAY

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY
YES	NO		(mm/dd/yyyy)
		<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 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	__/__/__
<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 ROW Certification</i>	__/__/__

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.

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.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the

Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Manager.

The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.