

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

<p>MDOT PROJECT MANAGER: Check all items to be included in RFP</p> <p style="text-align: center;">WHITE = REQUIRED ** = OPTIONAL</p> <p style="text-align: center;">Check the appropriate Tier in the box below</p>	<p>CONSULTANT: Provide only checked items below in proposal When applicable, Best Value scoring criteria is listed separately in the RFP.</p>
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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
SPECIALTY SERVICES
PLANNING AND ENVIRONMENTAL LINKAGES (PEL)**

CONTROL SECTION(S): 39041

JOB NUMBER(S): 131203

PROJECT LOCATION:

The project study area: Stadium Drive from Howard Street to Michigan Ave; Michigan Avenue from Stadium Drive to Kalamazoo Avenue; Kalamazoo Avenue from Douglas Avenue and Harrison Street; Michikal Street from Michigan Avenue to Kalamazoo Avenue; Riverview Drive from Harrison Street to Gull Road; and Douglas Avenue between West Main Street and Kalamazoo Avenue. (See Figure 1) in the City of Kalamazoo, Kalamazoo County.

PROJECT DESCRIPTION:

Work involved in the development of the Planning and Environmental Linkages report consists of hiring a consultant to **coordinate** the project through a collaborative and integrated approach.

The intent is to select future transportation improvements on the Stadium Drive and Kalamazoo Avenue and Michigan Avenue corridor in Kalamazoo that 1) considers environmental, community, and economic goals early in the transportation planning process, and 2) uses the information analysis, and products developed during planning to inform the environmental review process, and 3) evaluates the infrastructure and geometric/safety needs and operational needs.

Development of Alternatives

1. Provide a compilation of existing and projected traffic data, including but not limited to crash analysis, traffic counts, and average delay.
2. Present the updated traffic data and solicit input from stakeholders and the community which will help identify the purpose and need for traffic improvements.
3. **Develop at least four (4) alternatives, including the do-nothing alternative as a baseline, to address the purpose of and need for improvements.**
4. Use the Highway Safety Manual to complete a predictive analysis to provide a relative ranking of the alternatives.

ANTICIPATED SERVICE START DATE: December 1, 2016

ANTICIPATED SERVICE COMPLETION DATE: August 30, 2018

DBE PARTICIPATION REQUIREMENT: N.A

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Design: Project Development Studies
Design – Roadway: Complex

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Design – Geotechnical
Design – Hydraulics I
Design – Traffic: Capacity & Geometric Analysis
Design – Traffic: Safety Studies
Environmental: Noise Assessment
Surveying: Right of Way (*Provisional*)
Surveying: Road Design (*Provisional*)

MDOT PROJECT ENGINEER MANAGERS:

Geralyn Ayres
Supervisor, Environmental Analysis Unit
Environmental Services Section
P.O. Box 30050, Lansing, MI 48909
Phone: 517-373-2227
AyersG@michigan.gov

Andrea Wilcox
Southwest Region Design Engineer
1501 E. Kilgore, Kalamazoo, MI 49001
Phone: 269-337-3931
Fax: 269-337-3750
Wilcox2@michigan.gov

CONSTRUCTION COST:

The estimated cost of construction for each alternative shall be provided.

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:

Draft Environmental and Traffic Studies:

The consultant will evaluate each alternative comprehensively by reviewing and completing:

1. Traffic Operation Study, including micro-simulations, for commercial and automobile traffic. Commuter traffic may be available from other sources.
2. Inventory of geometrics, utilities and right-of-way.
3. Access Management plans.
4. Noise Analysis.
5. Coordinate with MDOT Archeologist to incorporate MDOT's archeological resources review.
6. Coordinate with MDOT Historian to incorporate potential cultural resource impacts, and develop possible mitigation.
7. Review any Multi-modal plans, including but not limited to non-motorized facilities and transit stops.
8. Estimates of construction costs, engineering costs, right-of-way costs.
9. Proposed timeline based on federal and state regulations of the project.
10. Economics analysis, including user delay cost.
11. Public and Stakeholders Engagement.
12. Revise study based on comments and input from the Public and Stakeholders.
13. Refine and recommend Preferred Alternative(s) to advance for NEPA clearance.

Services also include but are not limited to the following:

1. Coordinate with MDOT traffic staff for the most recent traffic counts with turning movements, and include commercial traffic data.
2. Analyze existing drainage patterns/storm sewer, etc.
3. Analyze existing plans, aerials and documents.
4. Collect information (including routes, response times and other requirements) regarding emergency services and public transportation.
5. Determine existing and future travel patterns of motorists, trucks, transit, school buses, non-motorized transportation, and emergency service vehicles.
6. Perform crash analysis.
7. Survey topographic information, if necessary.
8. Analyze existing traffic operational conditions.
 - a. Analyze with highway capacity software (HCM 2000) and Synchro simulation. The Synchro model should be calibrated from the existing traffic to reflect the actual field conditions.
 - b. Develop recommendations based on analysis.
9. Estimate future (year 2040) conditions using transportation models maintained by the Kalamazoo Area Transportation Study (KATS) group.
 - a. Estimate future traffic and truck volumes. The future traffic should be based on the calibrated existing model.
 - b. Travel patterns
 - c. Identify future deficiencies
 - d. Develop alternatives such as potential geometric improvements, safety, etc.
10. Incorporate data from on-going MDOT funded, above ground cultural resources survey (completion date of September 30, 2018), which will include GIS data of all National

Register-eligible and listed properties. There are known historic districts located in the study area.

11. Prepare presentation boards and PowerPoint presentations for the Local Advisory Committee, any public meetings and the public work session meetings.
12. Coordinate and conduct all meetings for the Local Advisory Committee and the public.
13. There will be at least four (4) meetings with the Local Advisory Committee and at least three (3) public meetings.
14. Address and/or respond to all comments and concerns related to the alternatives and their impacts and incorporate inputs into the developments of each alternative.
15. Conduct an engineering analysis to properly identify feasible and geometrically accurate alternatives, including upgrading the existing system and in addition to exploring other feasible alternatives. The analyses shall include geometric layout drawings, advantages and disadvantages of each layout, impacts on: environmental, existing horizontal and vertical alignments, utilities, and real estate.
16. Determine potential environmental impacts and mitigation measures.
17. Estimates of the probable cost for construction including context sensitive solutions/complete streets, access management, and real estate costs for each alternative proposed.
18. Provide solutions to any unique issues that may arise during the development of this PEL or that may affect the constructability of this project.
19. Coordination with FHWA, MDOT and City of Kalamazoo.
20. Prepare an alternatives analysis report, and a preliminary and a final study report with documentation of public involvement process.

The analysis of the existing conditions and proposed improvements will also need to address the following:

1. Are traffic volumes increasing along the Stadium Corridor and adjacent local roads? What is the annual growth rate? Will this trend continue? If so, what will be the traffic issues in the next 20 years?
2. General environmental impacts including land-use and community concerns.
3. What is (are) the most efficient and cost-effective improvement(s) for traffic operations in the area?
4. Estimate costs of the project, including construction costs, engineering costs, right-of-way, and CSS opportunities.

MDOT RESPONSIBILITIES:

- A. Work with the Consultant to schedule and/or conduct the project related meetings.
- B. Coordinate activities that require MDOT personnel.
- C. Furnish existing information for the area, including existing and projected traffic counts, if available.
- D. Furnish scoping overview of all the environmental factors typically reviewed for federal aid projects.

- E. Furnish old plans of the area, if available.
- F. Furnish Purpose and Need statement and Road Safety Audit (RSA) findings and recommendations.
- G. Furnish FTP site for software download and instructions for the MDOT Stand Alone Proposal Estimator's Worksheet (SAPW).

CONSULTANT RESPONSIBILITIES:

All consultants, including associated sub-consultants, interested in submitting a proposal for this scope of services are required to identify and list any experiences of traffic studies and/or environmental studies as a prime or sub-consultant within the past five (5) years.

Completing the study of this project includes, 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 Managers 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.

- A. Maintain a Project Record in ProjectWise, which includes a history of significant events (changes, comments, etc.) which influenced the study and development of the alternatives, dates of submittals and receipt of information.
- B. 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 MDOT Project Manager will distribute the approved minutes to all meeting attendees.
- C. Assist in the organizing and attend any project-related meetings as directed by the MDOT Project Manager.
- D. The Consultant will review and document conformance for each improvement alternative, per the current design standards and recommendations. Identify areas where standards cannot be met, provide written justification and documentation as to the reason.

- E. The Consultant will review and document the roadside safety related items which need to be addressed or included in the study. Documentation is to include location, existing type and condition, and the recommendation treatment.
- F. The Consultant will incorporate and MDOT identified safety improvement countermeasures based on the crash analysis recommendations.
- G. The Consultant will document and identify locations of possible environmental impacts and estimate the cost of mitigation.
- H. The Consultant will specifically identify any local participating that is required for the project area.
- I. The Consultant will incorporate and identified and/or approved needs/requests into the study. If approved, include a copy of the MDOT approval.
- J. The MDOT Project Manager shall be the official MDOT contact person for the Consultant. The Consultant must either address or send a copy of all correspondence to the MDOT Project Manager. This includes all Subcontractor correspondence and verbal contact records. The MDOT Project Manager shall be made aware of all communications regarding this project.
- K. 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.
- L. Inventory and analyze existing road conditions.
- M. Determine future road conditions.
- N. Develop and evaluate alternatives based on future road conditions.
- O. Prepare the Planning and Environmental Linkages document that will include the purpose of and the need for the alternatives that will be evaluated with a preferred alternative identified, and the Federal Highways Administration's Planning and Environmental Linkages Checklist.
- P. 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. The Consultant shall evaluate the condition of all Municipal Utilities including sanitary sewer, storm sewer, and water main. This information can also be incorporated via meetings with the appropriate owners of the utilities. 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 in the study involving utilities.

- Q. The Consultant shall be responsible for all traffic control required to perform the tasks as outlined in this Scope of Design Services.
- R. The Consultant shall be responsible for obtaining up to date access permits and pertinent information for tasks in MDOT right-of-way. This information can be obtained through Joe Rios, Utilities/Permits Section, Development Services Division at (517) 241-2103.
- S. 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 Draft and Final Traffic and Environmental Reports, including the Federal Highway Administration Planning and Environmental Linkages Checklist shall be presented on regular letter size paper (8 1/2" x 11") with the exception of maps, sketches and diagrams which shall be on 11" x 17" paper (folded to match the 8 1/2" x 11" paper). These reports shall also be saved in an Adobe Acrobat file format and saved on a DVD with five (5) paper copies and five (5) DVDs provided to MDOT.

Any photographs included in the documents shall be in an electronic .jpg format with 4" x 6" color prints, labeled with the location, direction from which the picture was taken, date and particular feature needing improvement.

All project related items are subject to review and approval by the Project Manager.

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.

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 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.

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

<input checked="" type="checkbox"/>	<input type="checkbox"/>	2140	Develop and Review Illustrative Alternatives	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2155	Request/Perform Safety Analysis for EPE/Design	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2160	Prepare and Review EIS Scoping Document	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>216M</u>	<u>Public Information Meeting</u>	/	/

EPE DRAFT ANALYSIS

<input type="checkbox"/>	<input checked="" type="checkbox"/>	2310	Conduct Technical SEE Studies	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2311	Cultural Resources Survey	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2312	Recreational Survey – Section 4(f)/6(f)	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2313	Endangered Species Survey	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2314	Wetland Assessment	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2315	Wetland Mitigation	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2316	Other Technical Reports	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2321	Prepare for Aerial Photography	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2322	Finish/Print Aerial Photography	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2330	Collect EPE Geotechnical Data	/	/
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2340	Develop and Review Practical Alternatives	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>233M</u>	<u>Aerial Photography Flight</u>	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2360	Prepare and Review EA	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>236M</u>	<u>Approval of EA by FHWA</u>	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2370	Prepare and Review Draft EIS	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>237M</u>	<u>Approval of Draft EIS by FHWA</u>	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2380	Distribute EA	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>238M</u>	<u>Public Hearing for EA</u>	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2390	Distribute DEIS	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>239M</u>	<u>Public Hearing for DEIS</u>	/	/

EPE FINAL ANALYSIS

<input type="checkbox"/>	<input checked="" type="checkbox"/>	2510	Determine and Review Recommended Alternative	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>250M</u>	<u>Concurrence by Reg Agencies with Recom Alternatives</u>	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2525	Prepare and Review Engineering Report	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2530	Prepare and Review Request for FONSI	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>252M</u>	<u>Approval of FONSI by FHWA</u>	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2540	Prepare and Review FEIS	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>254M</u>	<u>Approval of FEIS by FHWA</u>	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2550	Obtain ROD	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>255M</u>	<u>ROD Issued by FHWA</u>	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2570	ITS Concept of Operations	/	/

CONTAMINATION INVESTIGATION

<input type="checkbox"/>	<input checked="" type="checkbox"/>	2810	Project Area Contamination Survey (PCS)	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2820	Preliminary Site Investigation (PSI) for Contamination	/	/

UTILITIES

<input checked="" type="checkbox"/>	<input type="checkbox"/>	3610	Compile Utility Information	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3615	Compile ITS Utility Information	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3650	Coordinate RR Involvement for Grade Separations	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3655	Coordinate RR Involvement for At-Grade Crossings	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3660	Resolve Utility Issues	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>360M</u>	<u>Utility Conflict Resolution Plan Distribution</u>	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>361M</u>	<u>Utility Meeting</u>	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3670	Develop Municipal Utility Plans	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3672	Develop Special Drainage Structures Plans	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3675	Develop Electrical Plans	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3680	Preliminary ITS Communication Analysis	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3690	Power Design (Power Drop in Field)	/	/

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.

CITY OF KALAMAZOO Planning and Environmental Linkage (PEL) Study Area

