**CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR PROPOSAL**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>REQUISITION NUMBER</th>
<th>DUE DATE</th>
<th>TIME DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design of reconstruct, water main, drainage improvements, curb &amp; gutter, traffic signals, ADA ramps</td>
<td>2760</td>
<td>05/06/19</td>
<td>noon est</td>
</tr>
</tbody>
</table>

**MDOT PROJECT MANAGER:** Lynne Kirby  
**JOB NUMBER (JN):** 113501PE  
**CONTROL SECTION (CS):** 81073

**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.**

<table>
<thead>
<tr>
<th>MDOT PROJECT MANAGER:</th>
<th>Check all items to be included in.</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>WHITE = REQUIRED</td>
<td>** = OPTIONAL</td>
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</table>

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<thead>
<tr>
<th>Check the appropriate Tier in the box below</th>
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</thead>
<tbody>
<tr>
<td>TIER I ($100,000 - $250,000)</td>
<td>TIER II ($250,000-$1,500,000)</td>
</tr>
<tr>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Understanding of Service **</td>
<td>Innovations</td>
</tr>
<tr>
<td>N/A</td>
<td>□</td>
</tr>
<tr>
<td>N/A</td>
<td>□</td>
</tr>
<tr>
<td>Quality Assurance/Quality Control **</td>
<td>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.</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Presentation **</td>
<td>Technical Proposal (if Presentation is required)</td>
</tr>
</tbody>
</table>

**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 dated 04/01/19 through 07/01/19.

- **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 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-MDOT Partnership Charter Agreement and are asked to follow all communications, issues resolution and other procedures and guidance’s contained therein.
PROPOSAL REQUIREMENTS

Proposals must be submitted for this project electronically. Proposal submittal requirements are listed in PART IV – INSTRUCTION FOR SUBMITTING PROPOSALS at the following link Selection Guidelines for Service Contracts.

FINANCIAL REQUIREMENTS FOR NON-PREQUALIFIED VENDORS
Financial Requirements for Non-Prequalified Consultants/Vendors

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 4, 2018, Contract Services Division implemented the use of CoSign as the exclusive software for digitally signing all consultant contracts and consultant contract related documents. All other digital signing methods are no longer 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.

<table>
<thead>
<tr>
<th>Required Limits</th>
<th>Additional Requirements</th>
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<tbody>
<tr>
<td><strong>Commercial General Liability Insurance</strong></td>
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<tr>
<td>Minimal Limits:</td>
<td>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</td>
</tr>
<tr>
<td>$1,000,000 Each Occurrence Limit</td>
<td></td>
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<tr>
<td>$1,000,000 Personal &amp; Advertising Injury Limit</td>
<td></td>
</tr>
<tr>
<td>$2,000,000 General Aggregate Limit</td>
<td></td>
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<tr>
<td>$2,000,000 Products/Completed Operations</td>
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<tr>
<td><strong>Automobile Liability Insurance</strong></td>
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<tr>
<td>Minimal Limits:</td>
<td></td>
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<tr>
<td>$1,000,000 Per Occurrence</td>
<td></td>
</tr>
<tr>
<td><strong>Workers’ Compensation Insurance</strong></td>
<td></td>
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<tr>
<td>Minimal Limits:</td>
<td>Waiver of subrogation, except where waiver is prohibited by law.</td>
</tr>
<tr>
<td>Coverage according to applicable laws governing work activities.</td>
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<tr>
<td><strong>Employers Liability Insurance</strong></td>
<td></td>
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<tr>
<td>Minimal Limits:</td>
<td></td>
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<tr>
<td>$500,000 Each Accident</td>
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<td>$500,000 Each Employee by Disease</td>
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<tr>
<td>$500,000 Aggregate Disease</td>
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<tr>
<td><strong>Professional Liability (Errors and Omissions) Insurance</strong></td>
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<tr>
<td>Minimal Limits:</td>
<td></td>
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<tr>
<td>$1,000,000 Per Claim</td>
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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 SERVICE
Mentor Protégé Program
Revised on 4.9.19
Revised on 4.15.19

CONTROL SECTION(S): 81073

JOB NUMBER(S): 113501PE

PROJECT LOCATION: US-23BR
The project is located from I-94 BL to M-14.
The project length is 1.32 miles.

PROJECT DESCRIPTION:
Work involved in the design of the project consists of reconstruct, water main, drainage improvements, curb & gutter, traffic signals and ADA ramps

The scoping document can be viewed at following ProjectWise link:
REQ 2760 Kirby

For purposes of this project, Protégé Applications must be submitted with each proposal for review. The Protégé Application may be found at the following location:

Your proposal will be considered unresponsive if the required Protégé application(s) are not included.

ANTICIPATED SERVICE START DATE: 10/1/2019

ANTICIPATED SERVICE COMPLETION DATE: 5/15/2022

DBE PARTICIPATION REQUIREMENT: 7%

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

SECONDARY PREQUALIFICATION CLASSIFICATION(S):
Design - Hydraulics II
Design - Hydraulics II
Design- Geotechnical
Design – Traffic: Pavement Markings
Design – Traffic: Signal
Design – Traffic: Signing – Non-Freeway
Design – Traffic: Work Zone Maintenance of Traffic
Design - Traffic: Work Zone Mobility & Safety
Design – Traffic: Capacity & Geometric Analysis
Design – Traffic: Safety Studies
Design – Traffic: Signal Operations-Complex
Design – Utilities: Municipal
Design- Utilities: Subsurface Utility Engineering
Design- Utilities: Roadway Lighting\textit{(precautionary)}
Landscape Architecture\textit{(precautionary)}
Surveying-Hydraulics\textit{(precautionary)}
Surveying-Right of Way\textit{(precautionary)}
Surveying-Road Design

**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:**

Lynne Kirby
BrightonTSC
10321 E Grand River, Suite 500
810-225-2627
810-227-7929
kirbyl@michigan.gov

**CONSTRUCTION COST:**

A. The estimated cost of construction is: $10 million
B. The estimated cost of real estate is: $100,000

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.
**Mentor-Protégé Program**
The Michigan Department of Transportation’s (MDOT) Consultant Mentor-Protégé Program is designed to assist in sustaining and enhancing the capacity of small business consultants to successfully compete for new vendor-consultant procurement opportunities. There is also an opportunity to promote improved performance and efficiencies in the overall procurement and delivery of effective and efficient engineering and technical services to the department.

Proposers teaming with multiple Protégés will not increase or decrease the amount of points available to be awarded in this section.

**Scoring**
The Mentor-Protégé relationship will be described in the ‘Understanding of Service” portion of the proposal and will describe the work to be performed by the Protégé, and how this work fits into the project scope, as well as how the Mentor will guide and oversee that work. The points awarded will not exceed twenty (20) percent of the total number of points available for the Understanding of Service portion of the proposal. The Mentor-Protégé Plan must be developed by the Mentor selected for the project, and submitted with the Priced Proposal for evaluation by the Mentor-Protégé Committee. The Plan is not given a numerical score, but will receive a Pass/Fail determination. A contract will not be awarded until the Plan has received a passing determination.

Scoring for the “Qualifications of Team” will only consider those team members who are prequalified in the service categories required for the scope of services contained herein.

Protégés must not be considered in the evaluation and scoring of the team’s qualifications.

**Work Items**
If any of the Proposal elements of work are being performed by a Protégé who is not prequalified in that service category, the Mentor is responsible to ensure that the work produced meets the Department’s standards, requirements, and quality expectations. In the event the Protégé is unable to perform the tasks required of the work or produce deliverables acceptable to the Department, the Mentor will be required to complete those tasks and deliverables.

**Evaluation of the Mentor-Protégé Plan**
The Mentor-Protégé Plan will be developed by the Mentor selected for the project and submitted with the Priced Proposal. The Department’s Office of Business Development will periodically evaluate execution of the Mentor-Protégé Plan for the Mentor-Protégé relationships contained in this Plan. This may include interviews with any of the parties engaged in the contract, observation of interactions between parties to the contract, and review of work products associated with the contract. The Project Manager must incorporate the performance of the Mentor-Protégé Plan in the consultant performance evaluation process.

**Compensation**
The time and effort required to execute the Mentor-Protégé Plan within this proposal are compensable as part of this contract. The Price Proposal should clearly define the hours and costs associated with this effort, to be negotiated with the MDOT Project Manager based on the specifics of the Mentor-Protégé Plan.
**DBE Participation**

If a Protégé is a certified DBE but not prequalified in the work area they are performing, they do not meet the commercially useful function requirements of the DBE program as they are not performing the work independently. This makes the work performed by the Protégé ineligible for credit toward the DBE goal on that project only. If a certified DBE is performing other work unrelated to this arrangement, they will be eligible for DBE credit for any work not included in the Mentor-Protégé program.

If a Protégé is terminated for cause or by mutual consent, it must be disclosed to MDOT as soon as determined. The Mentor shall identify the feasibility and practicality of a replacement Protégé. If the Committee and the Project Manager agree that it is not feasible or practical to replace the Protégé, the Mentor will determine how the work will continue, and obtain approval from the Committee and the Project Manager. The contract may be amended, including a potential decrease in the contract dollar value. MDOT will not increase the contract dollar value due to a replacement Protégé or change in team members responsibilities.

Future participation by the Protégé in the Mentor-Protégé program will be determined by the Committee.

**REQUIRED MDOT GUIDELINES AND STANDARDS:**


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:**

The Consultant will facilitate a local stakeholder group. Expect monthly meetings at certain stages of the project. The consultant will prepare agenda materials and lead the group to solicit input and provide updates on the project.

The Consultant must utilize Virtual Public Involvement strategies where applicable.

The Consultant may need to prepare a funding application/analysis to submit for new MDOT Operational Funding Template.
**MDOT RESPONSIBILITIES:**

A. Schedule and/or conduct the following:
   1. Project related meetings
   2. Base Plan Review
   3. The Plan Review
   4. Final Project Coordination
   5. Omissions/Errors/Check
   6. Utility Coordination Meeting(s) - *Unless otherwise noted in the Scope of Service for Utility Coordination*
   7. 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).

The Department’s Office of Business Development will periodically evaluate execution of the plan for the Mentor-Protégé relationships contained in this Proposal. This may include interviews with any of the parties engaged in this contract, observation of interactions between parties to the contract, and review of work products associated with the contract.

**CONSULTANT RESPONSIBILITIES:**

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

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

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

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

C. Compute and verify all plan quantities.

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

E. 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 (i.e. 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.

S. The Consultant will hold a minimum of two Public Information meetings on the project.

T. Exhibit Preparation/Stakeholder and Public Coordination: The Consultant shall assist the department in preparation of exhibits as needed for stakeholder advisory committee and public meetings. The Consultant shall also attend all meetings as directed by the department’s project manager and prepare necessary meeting minutes and other meeting documents. At a minimum, it is envisioned that the Consultant shall attend 5 stakeholder committee meetings and one public meeting and lead the facilitation of a structured brainstorming workshop to get all stakeholder concerns and ideas on the table. The Consultant will use the information obtained from the workshop to develop cost estimates for project enhancements and additions beyond the scope of the road rehabilitation project, and the cost estimates will be used to assist the City of Ann Arbor in identifying local funding sources other than MDOT’s project funding.
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

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)

<table>
<thead>
<tr>
<th>PRECONSTRUCTION TASK NUMBER AND DESCRIPTION</th>
<th>DATE TO BE COMPLETED BY (mm/dd/yyyy)</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFORMATION GATHERING/STUDIES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ ☐ 1115 Traffic Data Collection for Studies</td>
<td>/ /</td>
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<tr>
<td>☐ ☐ 1120 Prepare Traffic Analysis Report for Studies</td>
<td>/ /</td>
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<tr>
<td>☐ ☐ 1125 Traffic Capacity Analysis for Studies</td>
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<tr>
<td>☐ ☐ 1155 Request/Perform Safety Analysis for Studies</td>
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<tr>
<td>☐ ☐ 1300 Traffic Impact Study</td>
<td>/ /</td>
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<tr>
<td>☐ ☐ 1350 Determine Need for Interstate Access Change Request</td>
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<tr>
<td>☐ ☐ 1400 Feasibility Study</td>
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<td>☐ ☐ 1555 Interstate Access Change Request</td>
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<tr>
<td>☐ ☐ 155M FHWA Approval of Interstate Access Change Request</td>
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<tr>
<td>☐ ☐ 1600 Access Management Study Plan</td>
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<td>☐ ☐ 1700 Other Miscellaneous Studies</td>
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### EPE SCOPING ANALYSIS

<table>
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<tr>
<th>PRECONSTRUCTION TASK NUMBER AND DESCRIPTION</th>
<th>DATE TO BE COMPLETED BY (mm/dd/yyyy)</th>
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<tbody>
<tr>
<td>☐ ☐ 2100 Scope Verification and Initiation of EPE Activities</td>
<td>/ /</td>
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<tr>
<td>☐ ☐ 2115 Prepare Traffic Analysis Report for EPE/Design</td>
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<tr>
<td>☐ ☐ 2120 Traffic Data Collection for EPE/Design</td>
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<tr>
<td>☐ ☐ 2125 Traffic Capacity Analysis for EPE/Design</td>
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<tr>
<td>☐ ☐ 2130 Prepare Project Purpose and Need</td>
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### MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

STUDY (EARLY PRELIMINARY ENGINEERING) (cont’d)

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<tr>
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<tbody>
<tr>
<td><strong>YES</strong></td>
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<tr>
<td><strong>EPE DRAFT ANALYSIS</strong></td>
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<tr>
<td>2310 Conduct Technical SEE Studies</td>
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<tr>
<td>2311 Cultural Resources Survey</td>
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<td>2312 Recreational Survey – Section 4(f)/6(f)</td>
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<tr>
<td><strong>EPE DRAFT ANALYSIS (cont’d)</strong></td>
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<tr>
<td>2313 Endangered Species Survey</td>
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<td>2314 Wetland Assessment</td>
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<td>2315 Wetland Mitigation</td>
<td>/</td>
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<tr>
<td>2316 Other Technical Reports</td>
<td>/</td>
</tr>
<tr>
<td>2321 Prepare for Aerial Photography</td>
<td>/</td>
</tr>
<tr>
<td>2322 Finish/Print Aerial Photography</td>
<td>/</td>
</tr>
<tr>
<td>2330 Collect EPE Geotechnical Data</td>
<td>/</td>
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<tr>
<td>2340 Develop and Review Practical Alternatives</td>
<td>/</td>
</tr>
<tr>
<td>233M Aerial Photography Flight</td>
<td>/</td>
</tr>
<tr>
<td>2360 Prepare and Review EA</td>
<td>/</td>
</tr>
<tr>
<td>236M Approval of EA by FHWA</td>
<td>/</td>
</tr>
<tr>
<td>2370 Prepare and Review Draft EIS</td>
<td>/</td>
</tr>
<tr>
<td>237M Approval of Draft EIS by FHWA</td>
<td>/</td>
</tr>
<tr>
<td>2380 Distribute EA</td>
<td>/</td>
</tr>
<tr>
<td>238M Public Hearing for EA</td>
<td>/</td>
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<tr>
<td>2390 Distribute DEIS</td>
<td>/</td>
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<tr>
<td>239M Public Hearing for DEIS</td>
<td>/</td>
</tr>
<tr>
<td><strong>EPE FINAL ANALYSIS</strong></td>
<td></td>
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<tr>
<td>2510 Determine and Review Recommended Alternative</td>
<td>/</td>
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</table>
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  

<table>
<thead>
<tr>
<th>PRECONSTRUCTION TASK NUMBER AND DESCRIPTION</th>
<th>DATE TO BE COMPLETED BY (mm/dd/yyyy)</th>
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<tbody>
<tr>
<td><strong>DESIGN_scope verification and base plan preparation</strong></td>
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<tr>
<td>3130  Verify Design Scope of Work and Cost</td>
<td>10/1/2019</td>
</tr>
<tr>
<td>3310  Prepare Aerial Topographic Mapping</td>
<td>/ /</td>
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<tr>
<td>3320  Conduct Photogrammetric Control Survey</td>
<td>/ /</td>
</tr>
<tr>
<td>3321  Set Aerial Photo Targets</td>
<td>/ /</td>
</tr>
<tr>
<td>3325  Geotechnical Structure Site Characterization</td>
<td>/ /</td>
</tr>
<tr>
<td>3330  Conduct Design Survey</td>
<td>/ /</td>
</tr>
<tr>
<td>3340  Conduct Structure Survey</td>
<td>/ /</td>
</tr>
<tr>
<td>3350  Conduct Hydraulics Survey</td>
<td>/ /</td>
</tr>
<tr>
<td>3360  Prepare Base Plans</td>
<td>03/01/2020</td>
</tr>
<tr>
<td>311M  Utility Notification</td>
<td>/ /</td>
</tr>
<tr>
<td>3365  Pre-Conceptual ITS Design and Meeting</td>
<td>/ /</td>
</tr>
<tr>
<td>3370  Prepare Structure Study</td>
<td>/ /</td>
</tr>
<tr>
<td>3375  Conduct Value Engineering Study</td>
<td>/ /</td>
</tr>
<tr>
<td>3380  Review Base Plans</td>
<td>04/01/2020</td>
</tr>
<tr>
<td>3385  Preliminary Load Rating</td>
<td>/ /</td>
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<tr>
<td>332M  Base Plan Review (Pre-GI Inspection)</td>
<td>04/01/2020</td>
</tr>
<tr>
<td>3390  Develop the Maintaining Traffic Concepts</td>
<td>04/01/2020</td>
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<tr>
<td><strong>PRELIMINARY PLANS PREPARATION</strong></td>
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<tr>
<td>3500  Develop Transportation Management Plan</td>
<td>5/1/2020</td>
</tr>
<tr>
<td>3510  Perform Roadway Geotechnical Investigation</td>
<td>/ /</td>
</tr>
<tr>
<td>3520  Conduct Hydraulic/Hydrologic and Scour Analysis</td>
<td>/ /</td>
</tr>
<tr>
<td>PRECONSTRUCTION TASK NUMBER AND DESCRIPTION</td>
<td>DATE TO BE COMPLETED BY</td>
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<td>--------------------------------------------</td>
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</tr>
<tr>
<td>YES</td>
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</tr>
</tbody>
</table>

**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 | / / |
| 361M | Utility Meeting | / / |

| 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 | / / |
MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING – RIGHT OF WAY

**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)
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.

The time and effort required to execute the Mentor-Protégé plan within this proposal are compensable as part of this contract. The Price Proposal should clearly articulate the hours and costs associated with this effort, to be negotiated with the MDOT Project Manager based on the specifics of the plan.

ATTACHMENT A

SCOPE OF SERVICE
FOR
DESIGN SURVEYS
Version: June 2016

TYPE OF SURVEY:

<table>
<thead>
<tr>
<th></th>
<th>Surveying: Road Design (3330)</th>
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<tbody>
<tr>
<td></td>
<td>Surveying: Structure (3340)</td>
</tr>
<tr>
<td></td>
<td>Surveying: Hydraulics (3350)</td>
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<tr>
<td>x</td>
<td>Surveying: Right of Way (4510)</td>
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</tbody>
</table>

(Work in any of the above Survey Services Categories must be completed by a survey firm which is pre-qualified by MDOT for that category.)

GENERAL REQUIREMENTS:

1. Surveys must comply with all Michigan law relative to land surveying.
2. Surveys must be done under the direct supervision of a Professional Surveyor licensed to practice in the State of Michigan.
3. The selected Survey Consultant must discuss the scope of this survey with the MDOT Region Surveyor Brian Fish (517-750-7892, FishB@michigan.gov) before submitting a priced proposal.

4. The selected Survey Consultant must contact the Region or TSC Traffic and Safety Engineer for work restrictions and traffic control requirements. Costs for traffic control must be included in the priced proposal in order to be reimbursed as a direct cost.

5. A detailed Survey Work Plan must be included with the Priced Proposal. A spreadsheet estimate of hours by specific survey task such as horizontal control, leveling, mapping, alignment determination, etc., must be included in the Priced Proposal.

6. It is the responsibility of the Survey Consultant to safeguard all corners of the United States Public Land Survey System, published Geodetic Control and any other Property Controlling corners that may be in danger of being destroyed by the proposed construction project.

7. Surveys must meet all requirements of the MDOT Design Surveys Standards of Practice (link: http://mdotwiki.state.mi.us/design/index.php/Chapter_1_-_Survey_Manual_Introduction). Please contact the MDOT Design Survey Support Unit to clarify any specific questions regarding these standards.

8. Survey Consultants must obtain all necessary permits required to perform this survey on any public and/or private property, including an up-to-date permit from the MDOT Utilities Coordination and Permits Section.

9. Prior to performing the survey, the Survey Consultant must contact all landowners upon whose lands they will enter in accordance with the MDOT Design Surveys Standards of Practice. A template letter can be found here: http://mdotwiki.state.mi.us/design/index.php/File:EXAMPLE_Right_of_Entry.pdf

10. The Survey Consultant must contact any and all Railroads prior to commencing field survey on railroad property. The cost for any permit, flaggers and/or training that is required by the Railroad will be considered as a direct cost, but only if included in the Survey Consultant’s priced proposal.

11. The Survey Consultant must adhere to all applicable OSHA and MIOSHA safety standards, including the appropriate traffic signs for the activities and conditions for this job.

12. The MDOT Project Manager is the official contact for the Survey Consultant. The Survey Consultant must send a copy of all project correspondence to the MDOT Project Manager. The MDOT Project Manager shall be made aware of all communications regarding this project. Any survey related questions regarding this project should be directed to an MDOT Survey Consultant Project Manager or MDOT Region Surveyor. The MDOT Project Manager must be copied on any and all correspondence.
**SURVEY PROJECT LIMITS:**

If specific survey limits are not included, then the Survey Consultant must develop the survey limits based on the needs of the design team. A description of survey limits detailing length, width and cross roads must be included in the Survey Work Plan.

**RESEARCH:**

Survey Consultants are responsible for a comprehensive and conscientious research of all records, including MDOT records, essential for the completion of this project. The MDOT Design Survey Support Unit is available to assist in researching MDOT records.

**CONTROL:**

If not specified in this scope, Primary and Intermediate Horizontal Control Points and Benchmarks established for this project must meet the requirements specified in Chapter 3 of the *MDOT Design Surveys Standards of Practice*.

The Horizontal and Vertical datums and coordinate system must be clearly stated in the Survey Work Plan and subsequent submittals. For acceptable datums and coordinate systems refer to Chapter 3 of the *MDOT Design Surveys Standards of Practice*.

**ALIGNMENT & ROW:**

If not defined in this scope, the use of either a Legal or Non-legal Alignment and ROW must be determined from the needs of the design team. If it is determined that MDOT will need to acquire additional ROW with partial takes, then the **Legal** Alignment and ROW must be determined. If it is determined that there will be partial takes, the Survey Consultant may need to prepare a Certified Survey, refer to Chapter 4 Section 6: Certified Surveys for Real Estate Acquisition for requirements.

**MAPPING:**

Mapping shall include the objects and features as needed to meet the requirements of the proposed design. The Survey Consultant's Work plan shall clearly identify mapping items that will be included in the project.

The following should be considered when determining the mapping needs for the project:

- Roadway improvements, curbs, sidewalks, signs, guardrail, light poles
- Intersection signalization equipment
- Building structures and improvements on property adjacent to project
- Drainage appurtenances including ditches, culverts, structures
- Surface manifestations of utilities and connectivity
- Terrain surface mapping
• Trees and brush classification
• Bridge structure elements, measurements, elevations, and underclearance dimensions
• Hydraulics Survey of watercourses
• Use of Static Terrestrial Laser Scanning (STLS)
• Use of Mobile Terrestrial LiDAR Survey (MTL)
• Use of Photogrammetric Mapping

TRAFFIC & SAFETY:

The Selected Survey Consultant, and the Selected Survey Consultant only, is advised to discuss Traffic Control scenarios with the local MDOT TSC Traffic and Safety Engineer prior to submitting a priced proposal. Traffic Control costs not included in the priced proposal will not be paid by MDOT.

The Survey Consultant must submit an advanced notice 5-21 days prior to beginning any work activity through the MDOT Construction Permit System (CPS) ([http://www.michigan.gov/mdot/0,4616,7-151-9625_72410--.00.html](http://www.michigan.gov/mdot/0,4616,7-151-9625_72410--.00.html)).

The Survey Consultant must adhere to all work restrictions and traffic control requirements detailed in the MDOT Advanced Notice Permit.

The Survey Consultant must have a vehicle with markings/logo that identifies the company within sight distance of survey activity and must have a 360 degree flashing strobe light on the top of the vehicle whenever they are working on or near the road.

Traffic control on city streets and county roads is under the jurisdiction of the local authorities where the project is located.

COORDINATION WITH OTHER CONTRACTS IN THE VICINITY:

The Survey Consultant shall coordinate operations with contractors performing work on other projects within or adjacent to the Construction Influence Area (CIA).

MDOT maintenance crews and/or Contract Maintenance Agencies may perform maintenance work within or adjacent to the CIA. The Maintenance Division of MDOT and/or Contract Maintenance Agency will coordinate their operations with the MDOT Project Manager or Designate to minimize the interference to the Survey Consultant.

The Survey Consultant must contact the Operations Engineer at the local MDOT TSC for information regarding project coordination.

Other contracts or maintenance operations may occur during the life of the project. Contractors and other consultants involved with construction projects have similar requirements of cooperation and coordination of work as part of their projects as referenced in Article 104.08 of the 2012 Standard Specifications for Construction ([http://mdotcf.state.mi.us/public/specbook/2012/](http://mdotcf.state.mi.us/public/specbook/2012/)). Survey Consultants shall conduct their work with similar coordination efforts. The Survey Consultant will not be allowed claims for extra compensation or extensions of deadlines due to delays or failures of others to complete scheduled work.
**POST SURVEY CLEAN-UP:**

Once the survey is complete, all stakes must be removed from the MDOT median and ROW to aid the maintenance crews and adjacent property owners. All benchmarks and control points and their witnesses must remain in place.

**DELIVERABLES:**

The MDOT Survey QA/QC Checklist details the files that are to be submitted to MDOT (link: [http://mdotwiki.state.mi.us/design/index.php/File:MDOT_Survey_Project_Checklist_2016.xlsm](http://mdotwiki.state.mi.us/design/index.php/File:MDOT_Survey_Project_Checklist_2016.xlsm)). This document shall be signed and certified by the Professional Surveyor responsible for the project QA/QC. **Failure to use and include this document may result in the immediate return of the project portfolio for completion.**

Files submitted to MDOT may vary by project type and scope, the following files **must always** be submitted to MDOT unless explicitly omitted in writing by the following MDOT personnel: MDOT Region Surveyor, MDOT Survey Consultant Manager or MDOT Supervising Land Surveyor:

- Survey Portfolio PDF (XXXXXX_Survey_20YY-MM-DD.pdf)
- Survey Information Sheet (S-XXXXXX_Survey_Info_Sheet_20YY-MM-DD.doc)
- Alignment and ROW CAD file (S-XXXXXX_Align_ROW_20YY-MM-DD.dgn)
- 3D project map (S-XXXXXX_Survey_3D_20YY-MM-DD.dgn)
- When Mobile Terrestrial LiDAR (MTL) or Static Terrestrial Laser Scanning (STLS) techniques are used, three (3) copies of the entire point cloud must be delivered to the MDOT Survey Support Unit on media with appropriate storage capacity to contain all the data on one device.
- When Photogrammetric Mapping techniques are used, three (3) copies of the raw digital imagery, ortho-imagery and photogrammetrically extracted points cloud data must be delivered to the MDOT Survey Support Unit on media with appropriate storage capacity to contain all the data on one device.

**All** submitted files must be scanned and/or converted to one PDF format file. A Table of Contents in PDF format is required that has all PDF files bookmarked/linked so each place in the PDF archive can be accessed with a single click. Items required to be included in the Survey Portfolio PDF can be found in the QA/QC Checklist. Specified format files such as Microsoft Word and MicroStation GEOPAK must have separate access in native format outside of the PDF file.

At the completion of this survey for this project, legible copies of all field survey notes, all electronic data, and all research records obtained for this project will be considered the property of MDOT. Please include MDOT’s Form 222(5/01) entitled “SURVEY NOTES: RECEIPT AND TRANSMITTAL” for all transmittals. A copy of this transmittal form must be sent to the MDOT Project Manager for Design and the MDOT Supervising Land Surveyor.

**Electronic submittal only.** Survey deliverables must be submitted using ProjectWise. For file
naming conventions and upload locations, refer to Chapter 10 of the *MDOT Design Surveys Standards of Practice*.

Acceptance of this survey by the MDOT Project Manager and/or the MDOT Supervising Land Surveyor does not relieve the Survey Consultant of any liability for the content of the survey.

**ATTACHMENT B**

**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.
- Contact 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.
- 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.
- Schedule and conduct field meetings with individual utilities to resolve conflicts.
  - Collect documentation to evaluate reimbursable utility relocations.
- 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)
• Track and monitor utility relocation progress.

Consultant shall -

• Maintain a Utility Conflict Matrix* spreadsheet and deliver as the bi-weekly status report.
• Attend utility meetings for the resolution of conflicts between utility facilities and proposed construction.
  o Identify conflicts, discuss possible design modifications, develop utility relocation schemes, discuss reimbursable relocations, and discuss project scope and schedule.
  o 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
• Attend field meetings with individual utilities to resolve conflicts.
• Schedule and conduct meetings convened for utility betterments.
• Ensure municipal utility relocations, betterments and reimbursements follow Chapter 9 of the MDOT Road Design Manual.
• Evaluate utility relocation plans for compatibility with the proposed project.
• Prepare the “Notice to Bidders-Utility Coordination” documents

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
• 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.