Michigan Department
Of Transportation
5100B (05/13)

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

REQUISITION NUMBER	DUE DATE	TIME DUE
1437	2/18/2014	noon EST

MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)
Alonso Uzcategui, P.E.	118693	84015

DESCRIPTION
47.278 miles of Freeway Sign Upgrading on I-69 from the Indiana State Line to the Eaton County Line in Branch and Calhoun C

MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED ** = OPTIONAL Check the appropriate Tier in the box below			**CONSULTANT:** Provide only checked items below in proposal
☐ **TIER 1 ($50,000 - $150,000)**	☑ **TIER II ($150,000-$1,000,000)**	☐ **TIER III (>$1,000,000)**	
☐	☑	☐	Understanding of Service **
☐	☐	☐	*Innovations*
☐	☑	☐	Organizational Chart
☐	☑	☐	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	☐	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 p=inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	☐	Presentation **
N/A	N/A	☐	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) **(No Resumes)**	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP **not including key personnel resumes.** Resumes limited to 2 pages per key staff personnel.

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

GENERAL INFORMATION

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

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

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

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

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

REQUEST FOR PROPOSAL

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

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

RFP SPECIFIC INFORMATION

☑ ENGINEERING SERVICES ☐ BUREAU OF TRANSPORTATION PLANNING ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☑ NO ☐ YES DATED_____ THROUGH _____

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

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

☑ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the 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.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

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

NOTIFICATION
MANDATORY ELECTRONIC SUBMITTAL

Proposals submitted for this project must be submitted electronically.

The following are changes to the Proposal Submittal Requirements:

- Eliminated the Following Requirements:
  - Safety Program
  - Communication Plan
  - Past Performance as *a separate section*
  - Separate section for DBE Statement of goals. Include information in Qualification of Team section

- Implemented the Following Changes:
  - All proposals require an Organization Chart
  - Resumes must be a maximum of two pages
  - Only Key (lead) staff resumes may be submitted
  - Tier III proposal reduced from 19 to 14 pages
  - Forms 5100D, 5100I, and 5100G combined – 5100D
  - Forms 5100B and 5100H combined – 5100B
  - RFP's will be posted on a weekly basis -- on Mondays

The following are Requirements for Electronic Submittals:

- Proposals must be prepared using the most current guidelines
- The proposal must be bookmarked to clearly identify the proposal sections (See Below)
- For any section not required per the RFP, the bookmark must be edited to include "N/A" after the bookmark title.
  Example: Understanding of Service – N/A
- Proposals must be assembled and saved as a single PDF file
- PDF file must be 5 megabytes or smaller
- PDF file must be submitted via e-mail to MDOT-RFP-Response@michigan.gov
- MDOT's requisition number and company name must be included in the subject line of the e-mail. The PDF shall be named using the following format:
  - Requisition#XXX_Company Name.PDF
- MDOT will not accept multiple submittals
- Proposals must be *received* by MDOT on or before the due date and time specified in each RFP

If the submittals do not comply with the requirements, they may be determined unresponsive.

The Consultant's will receive an e-mail reply/notification from MDOT when the proposal is received. Please retain a copy of this e-mail as proof that the proposal was received on time. **Consultants are responsible for ensuring the MDOT receives the proposal on time.**

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

Required Bookmarking Format:

I. Request for Proposal Cover Sheet Form 5100D
   A. Consultant Data and Signature Sheet, Form 5100J (if applicable)
II. Understanding of Service
   A. Innovations
III. Qualifications of Team
   A. Structure of Project Team
      1. Role of Firms
      2. Role of Key Personnel
   B. Organization Chart
   C. Location
IV. Quality Assurance / Quality Control Plan
V. Resumes of Key Staff
VI. Pricing Documents/Bid Sheet (if applicable)

2/14/12

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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
TRAFFIC & SAFETY SERVICES

Upgrade and Rehabilitation of Freeway Signing

CONTROL SECTION(S): 84915

JOB NUMBER: 118693C

PROJECT LOCATION: Marshall TSC

DESCRIPTION OF WORK:
47.278 miles of Freeway Sign Upgrading on I-69 from the Indiana State Line to the Eaton County Line in Branch and Calhoun Counties.

COST OF CONSTRUCTION:
The estimated cost of construction for this project is $920,000.

GENERAL INFORMATION:
The following project for freeway sign upgrading is for 47.278 miles in the Marshall TSC area.

See specific project locations on ATTACHMENT A.

ANTICIPATED SERVICE START DATE: March, 2014

ANTICIPATED SERVICE COMPLETION DATE: September 15, 2015

PRIMARY PREQUALIFICATION CLASSIFICATION(S):
Permanent Freeway Traffic Signing Plans

SECONDARY PREQUALIFICATION CLASSIFICATION(S):
N/A

DBE REQUIREMENT: N/A

PROJECT MANAGER:

Alonso Uzcategui, P.E.
Traffic Signing Unit
Design Programs Section
Design Division
Michigan Department of Transportation
Murray D. Van Wagoner Building
P.O. Box 30050
Lansing, Michigan 48909
Phone: 517-335-2624
Fax: 517-373-2330
E-mail: uzcateguia@michigan.gov

SCHEDULE

A. Target Date

The target date for the completion of this project is September 15, 2015.

B. Intermediate Dates

1. Within seven days of the Department's notice to proceed, contact the Department's Project Manager or designee in Lansing to discuss the project and set up a kick-off meeting.

2. Provide preliminary plans by 01/09/15, and conduct the Plan Review not later than the 01/30/15.

3. Provide final plans by 07/10/15 for OEC Meeting, and conduct the OEC Meeting no letter than 07/31/15.

5. Provide revised final plans from OEC and final package by 09/15/15.

BACKGROUND INFORMATION:

The Michigan Department of Transportation (MDOT) manages an annual sign upgrading program. Projects selected are based on the age and condition of the signs in place along various state trunklines. The sign population on any segment of roadway includes new and old signs. The Department requires use of high-intensity legends and background on all new signs. In general, high-intensity signs are expected to last fifteen years. Any signs three years old and older are considered for replacement. Signs which do not conform to the MDOT's Standard Highway Signs (SHS) Manual, Michigan Manual of Uniform Traffic Control Devices (MMUTCD) and any other applicable guidelines, or have deteriorated to an extent that they no longer provide adequate nighttime reflectivity, are damaged, are incorrectly installed or located, or are structurally deficient will be replaced. Passing zones must be reviewed to determine the correct placement of passing restriction signs.

Large overhead support structures such as trusses, cantilevers, and bridge-mounted sign structures will be evaluated by the Department. This information will be provided when requested by the Consultant during the term of the contract. Determination of replacement or retention of a structure will be made by the Department. The Department will specify repairs required to retain overhead sign structures.

WORK PLAN

Develop signing plans and a signing package suitable for contract letting by the Department. The contracts are developed utilizing plan sheets. MTSIS (Michigan Traffic Sign Inventory System) will only be used for updating inventory Any signing plan sheets must be developed using Microstation software.

The Consultant shall supply all materials necessary for completion of Project Review including the necessary paper prints.

The Consultant shall make trips to the Department offices (Lansing), MDOT region and TSC offices, and to the project site as may be necessary to carry out the services in accordance with the agreement.

The Consultant shall make necessary corrections/changes to the data as directed by the Project Manager or designee. During execution of this Contract, the Traffic Signs Unit Engineer or designee will be considered as the Project Manager.

All signing contract details are produced according to the Department's standardized practice and meet the requirements of the current edition of MDOT Standard Specifications for Construction.

Work which is not covered by current MDOT Standard Specifications, supplemental specifications or special provisions will be described by the Consultant and written in MDOT special provision standard format. A copy of the standard format will be provided when requested by the Consultant. All special provisions written by the Consultant will require Departmental approval.

TASK DESCRIPTIONS

Task 1. Familiarization with Region Practices and Personnel

A. Before beginning the project, the consultant will attend MTSIS training. All computer hardware needs for this meeting will be provided by the Department. If the consultant is already proficient with MTSIS this training may be skipped.

B. At the initiation of the project, the consultant shall attend a kick-off meeting with Project Manager, and TSC/Region staff to become familiar with the needs and practices of the TSC. The meeting will be held at the TSC or Region office.

Task 2. Field review computerized signing inventory

A. The Consultant shall be responsible for field reviewing the project to verify existing sign inventory. The location and mileages of all signs shall be determined utilizing a Distance Measurement Instrument (DMI) or Global Positioning System (GPS). All signs shall be located to a nearest 0.001 mile. All signing discrepancies identified in the field shall be corrected on the Department's computerized inventory by the Consultant.

B. During the field review, the condition of all existing sign and support systems shall be determined using the criteria provided below. This information will be used to determine which signs and supports will be replaced. In general, at least ninety percent of signs and supports are replaced during the sign upgrading contract.

The installation date for signs retained (less than three years old) will be shown on the computerized inventory.

At a minimum, the following information shall be verified and recorded on the computerized inventory:

1. Sign sizes and types
2. Sign message
3. Sign location
4. Sign support system
5. Type of sign support foundation

Task 3. Review of Traffic Control Orders

The Consultant shall be responsible for reviewing existing Traffic Control Orders (TCOs) to ascertain whether existing speed limits and parking restrictions are located properly within the project limits.

Task 4. Development of Signing Plans

A. Signing plans shall be used for this project.

B. The Consultant shall update the alignment based on design changes to the road within project limits. Likewise, the Consultant shall create SignCAD files and bridge connections according to current specifications. The plans and quantities shall reflect these changes.

C. All developed plans and the proposal must be produced according to the department's standard practices and shall meet the requirements of the current version of MDOT's Standard Specifications for Construction. All Microstation files shall follow current MDOT CADD standards.

D. Work details not covered by the Standard Specifications will be covered by special provisions. The plans and specifications produced by the Consultant must meet the requirements of the MMUTCD and must be approved by MDOT.

E. For this project, MTSIS will only be used to update the existing sign inventory at the start of the project and to update the proposed inventory at the completion of the project.

F. The Consultant's recommendations to upgrade signs and supports shall be in compliance with the current editions of the MDOT SHS Manual, the Michigan Manual of Uniform Traffic Control Devices, MDOT Guidelines for Signing on State Trunkline Highways, and Traffic Sign Design, Placement, and Application Guidelines.

G. Signs which are unique will be drawn by the Consultant using SignCAD and/or Microstation software according to the latest MDOT SHS Manual and contain complete details for fabrication. Non-standard or variable width sign design will be shown on separate detail sheets.

H. Selection of signs, location, letter size, color, etc. will be according to the latest edition of the MDOT SHS. The Consultant is responsible for all decisions on sign selection, placement, and design.

I. Documents that may be required to make contract recommendations by the Consultants shall include current editions of:

MMUTCD
MDOT SHS Manual
MDOT Standard Specifications for Construction
MDOT Supplemental Specifications
MDOT Special Provisions
Traffic and Safety Notes
MDOT Guidelines for Signing on State Trunkline Highways
Traffic Sign Design, Placement, and Application Guidelines
MDOT Sign Support Typical Plans
Other applicable guidelines

Task 5. Plan Review and Review of Proposed Recommendations

A. After field review has been completed and preliminary plans developed by the Consultant, a Plan Review will be arranged between the Project Manager, the Region/TSC Traffic and Safety Engineer or designee and the Consultant to review the entire contract.

The Consultant shall be responsible for making all changes recommended by the Project Manager during the Plan Review, and, thereafter, and during the development of completed plans.

C. After the plans are completed, the Consultant shall notify the Project Manager, Traffic Signs Unit, Design Division in Lansing. All changes to final recommendations required by the Project Manager shall be incorporated by the Consultant.

CONSULTANT RESPONSIBILITIES

A. The Consultant will contact the Project Manager in Lansing to schedule the meeting. The constant is responsible for taking minutes at all meetings.

B. The Consultant will perform all field work, select and design all signs, and set up meetings with Department personnel as may be necessary to fulfill contract requirements.

C. The Consultant will contact the Project Manager to set up a Preliminary Plan Review meeting and submit to the Department an electronic copy of preliminary plans for review. The Project Manager will be provided with a least a three-week period to review preliminary plans. After the Preliminary Plan Review, the Consultant will be responsible for incorporating all the recommended changes made during the Preliminary Plan Review and submit completed plans to the Project Manager.

D. After incorporating written recommendations of the Project Manager and the TSC, the Consultant will contact the Project Manager to set up an OEC meeting and submit to the Department an electronic copy of the final contract plans and final package.

E. Any special sign details produced by the Consultant must comply with MDOT standards.

F. Prepare and submit to the Department the following products with the final package:

1. Title Sheet.
2. Signing Plan Note Sheet.
3. Plan sheets.
4. Special Detail Sheets.
5. Frequently Used Special Provisions and Supplemental Specifications.
6. Special provisions (unique) produced by the Consultant and approved by the Department.
7. Advertising Data Sheet.
8. Notice to Bidders.
9. Trans-port (bid based price report, cost summary).
10. Certification Acceptance Form.
11. Obtain the Utility Clearance and Utility Coordination Clause, if applicable, from the TSC Utility Engineer.
12. Obtain the Coordination Clause from the TSC Delivery Engineer.
13. Obtain the Progress Clause from the TSC Delivery Engineer.
14. Obtain Maintenance of Traffic (MOT) special provision, and any temporary traffic control documents from the TSC Traffic & Safety Engineer. If the project is significant then a Transportation Management Plan (TMP) will be provided by the TSC Traffic & Safety Engineer.

G. Prepare and submit to the Department the following products following the OEC: revised final plans and revised final package.

H. The Consultant will provide start and completion dates to the Project Manager for each task for entry into the Program Project Management System (P/PMS) Network. Appendix C will be attached to the monthly progress report.

I. The Consultant must use MDOT current versions of the following software:

1. Microstation
2. SignCAD
3. MTSIS
4. Microsoft Word
5. Microsoft Excel

J. Collect Project Quantities and Perform Cost Estimate/s

1. The Consultant shall produce Stand Alone PES Worksheet (SAPW), which contains bid item identification, unit of measurement, unit cost.

2. The Consultant shall produce a preliminary cost estimate prior to the Plan Review. The Cost estimate will be updated consistent with plans and throughout each development phase.

K. Monthly Progress Report

On the first of each month, the Consultant Project Engineer shall submit a monthly project progress report to the Project Manager. The monthly progress report shall follow the guidelines in **Attachment B.**

MDOT RESPONSIBILITIES

A. Project Manager will furnish to the Consultant the following:

1. Typical department log or plan proposal.
2. Appropriate Traffic and Safety Division Notes.*
3. MDOT Sign Support Typical Plans.*
4. MDOT Standard Highway Signs Manual.*
5. MDOT Guidelines for Signing on State Trunkline Highways.*
6. Traffic Sign Design, Placement, and Application Guidelines.*
7. All other applicable guidelines.
8. Access to the Department's MTSIS (Michigan Traffic Sign Inventory System).
9. Arrange all meetings.

* Available on MDOT website.

B. MDOT TSC will provide the following:

1. Utility Clearance and Utility Coordination Clause, if applicable, from the TSC Utility Engineer.
2. Progress Clause from the TSC Delivery Engineer.
3. Coordination Clause from the TSC Delivery Engineer
4. Maintenance of Traffic (MOT) special provision and any temporary traffic control documents from the TSC Traffic & Safety Engineer. If the project is significant then a Transportation Management Plan (TMP) will be provided by the TSC Traffic & Safety Engineer.

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.

ATTACHMENT A

I-69

CS 12033, B.M.P. 0.000 E.M.P. 12.607	*PR 924307, B.M.P. 0.000 E.M.P. 12.607*
CS 12033, B.M.P. 0.000 E.M.P. 12.608	*PR 924504, B.M.P. 0.000 E.M.P. 12.608*
CS 12034, B.M.P. 0.000 E.M.P. 9.502	*PR 924307, B.M.P. 12.607 E.M.P. 22.109*
CS 12034, B.M.P. 0.000 E.M.P. 9.503	*PR 924504, B.M.P. 12.608 E.M.P. 22.111*
CS 13073, B.M.P. 0.000 E.M.P. 16.113	*PR 1295602, B.M.P. 0.000 E.M.P. 16.113*
CS 13073, B.M.P. 0.000 E.M.P. 16.096	*PR 1295601, B.M.P. 0.000 E.M.P. 16.096*
CS 13074, B.M.P. 0.000 E.M.P. 9.056	*PR 1295602, B.M.P. 16.113 E.M.P. 25.169*
CS 13074, B.M.P. 0.000 E.M.P. 9.049	*PR 1295601, B.M.P. 16.096 E.M.P. 25.145*

ATTACHMENT B
CS – JN

MONTHLY PROGRESS REPORTS

The first page of this attachment is the necessary layout of the Monthly Progress Report and the last page of this attachment is a completed example.

Control Section 00000
Job Number 00000C
Structure Number S00
Date 00/00/00

MONTHLY PROGRESS REPORT

A. Work accomplished during the previous month.

B. Anticipated work items for the upcoming month.

C. Real or anticipated problems on the project.

D. Update of previously approved detailed project schedule (attached), including explanations for any delays or changes.

E. Items needed from MDOT.

F. Copy of Verbal Contact Records for the period (attached).

SAMPLE

Control Section: 12345
Job Number: 11111C
Structure Number: S02
Date: 00/00/00

MONTHLY PROGRESS REPORT

A. Work accomplished during the previous month.

1. During the last month we completed the Final Right of Way plans and submitted them to Mr. Project Manager on 00/00/00.

B. Anticipated work items for the upcoming month.

1. Submit the Preliminary Plans and related material on 00/00/00.

2. Attend the meeting regarding the Ameritech lines on the bridge, scheduled for 00/00/00.

C. Real or anticipated problems on the project.

1. We foresee no problems at this time.

D. Update of previously approved detailed project schedule (attached), including explanations for any delays or changes.

1. The design is falling behind schedule because we had problems resolving the geometries of the ramps in relation to the bridge. The Preliminary Plan submittal will be the only task affected by this delay because we will make up the lost time prior to submitting the Final Plans and Specifications.

E. Items needed from MDOT.

1. Prior to final Plan submittal we will need the latest Special provision and Supplemental Specification checklist.

F. Copy of Verbal Contact Records for the period (attached).

1. Discussed bridge and ramp geometries with Traffic Safety Eng. of MDOT's Division of Operations on 00-00-00.

ATTACHMENT C
CS – JN

P/PMS TASKS

STUDY (EARLY PRELIMINARY ENGINEERING)

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY
YES	**NO**		(mm/dd/yyyy)
		CONSULTANT CONTRACT AUTHORIZATION/EXECUTION	__/__/____
		EPE SCOPING ANALYSIS	
☐	☐	2120 Prepare Traffic Analysis Report	__/__/____
☐	☐	2130 Prepare Project Justification	__/__/____
☐	☐	*213M Concurrence by Regulatory Agencies with the Purpose and Need*	__/__/____
☐	☐	2140 Develop and Review Illustrative Alternatives	__/__/____
☐	☐	2155 Request/Perform Safety Analysis	__/__/____
☐	☐	2160 Prepare and Review EIS Scoping Document	__/__/____
☐	☐	*211M Public Information Meeting*	__/__/____
		EPE DRAFT ANALYSIS	
☐	☐	2310 Conduct Technical SEE Studies	__/__/____
☐	☐	2321 Prepare for Aerial Photography	__/__/____
☐	☐	2322 Finish/Print Aerial Photography	__/__/____
☐	☐	2330 Collect EPE Geotechnical Data	__/__/____
☐	☐	2340 Develop and Review Practical Alternatives	__/__/____
☐	☐	*233M Aerial Photography Flight*	__/__/____
☐	☐	2360 Prepare and Review EA or DEIS	__/__/____
☐	☐	*231M Draft Submission to FHWA*	__/__/____
☐	☐	2380 Circulate EA or DEIS	__/__/____
☐	☐	*232M Public Hearing*	__/__/____
		EPE FINAL ANALYSIS	
☐	☐	2510 Determine and Review Recommended Alternative	__/__/____
☐	☐	*250M Concurrence by Regulatory Agencies with Recommended Alternatives*	__/__/____
☐	☐	2525 Prepare and Review Engineering Report	__/__/____
☐	☐	2530 Prepare and Review Request for FONSI or FEIS	__/__/____
☐	☐	*252M Final Submission to FHWA*	__/__/____
☐	☐	2550 Obtain FONSI or ROD	__/__/____
☐	☐	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

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY
YES	**NO**		(mm/dd/yyyy)
		DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION	
☐	☐	3130 Verify Design Scope of Work and Cost	__/__/____
☐	☐	3310 Prepare Aerial Topographic Mapping	__/__/____
☐	☐	3320 Conduct Photogrammetric Control Survey	__/__/____
☐	☐	3321 Set Aerial Photo Targets	__/__/____
☐	☐	3330 Conduct Design Survey	__/__/____
☐	☐	3340 Conduct Structure Survey	__/__/____
☐	☐	3350 Conduct Hydraulics Survey	__/__/____
X	☐	3360 Prepare Base Plans	__/__/____
☐	☐	*331M Utility Notification*	__/__/____
☐	☐	3361 Review and Submit Preliminary ROW Plans	__/__/____
☐	☐	*331M Preliminary ROW Plans Distributed*	__/__/____
☐	☐	3365 Pre-Conceptual ITS Design and Meeting	__/__/____
☐	☐	3370 Prepare Structure Study	__/__/____
☐	☐	3375 Conduct Value Engineering Study	__/__/____
☐	☐	3380 Review Base Plans	__/__/____
☐	☐	*332M Base Plan Review (Pre-GI Inspection)*	__/__/____
☐	☐	3390 Develop the Maintaining Traffic Concepts	__/__/____
		PRELIMINARY PLANS PREPARATION	
☐	☐	3510 Perform Roadway Geotechnical Investigation	__/__/____
☐	☐	3520 Conduct Hydraulic/Hydrologic and Scour Analysis	__/__/____
☐	☐	3522 Conduct Drainage Study, Storm Sewer Design, and use Structural Best Management Practices	__/__/____
☐	☐	3530 Conduct Structure Foundation Investigation	__/__/____
☐	☐	3535 Conduct Structure Review for Architectural and Aesthetic Improvements	__/__/____
☐	☐	3540 Develop the Maintaining Traffic Plan	__/__/____
☐	☐	3551 Prepare/Review Preliminary Traffic Signal Design Plan	__/__/____
☐	☐	3552 Develop Preliminary Pavement Marking Plan	__/__/____
☐	☐	3553 Develop Preliminary Non-Freeway Signing Plan	__/__/____
X	☐	3554 Develop Preliminary Freeway Signing Plan	__/__/____
☐	☐	3555 Prepare/Review Preliminary Traffic Signal Operations	__/__/____
☐	☐	3570 Prepare Preliminary Structure Plans	__/__/____
☐	☐	3580 Develop Preliminary Plans	__/__/____
☐	☐	3581 Review and Submit Final ROW Plans	__/__/____
☐	☐	*351M Final ROW Plans Distributed*	__/__/____
☐	☐	3585 Final ITS Concept Design and Meeting	__/__/____
X	☐	3590 Review Preliminary Plans (Hold Plan Review Meeting)	__/__/____
☐	☐	*352M THE Plan Review (Grade Inspection)*	__/__/____
☐	☐	3595 Conduct ITS Structure Foundation Investigation	__/__/____

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING - DESIGN (cont'd)

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY
YES	**NO**		(mm/dd/yyyy)
		UTILITIES	
☐	☐	3610 Compile Utility Information	__/__/____
☐	☐	3615 Compile ITS Utility Information	__/__/____
☐	☐	3650 Coordinate RR Involvement for Grade Separations	__/__/____
☐	☐	3655 Coordinate RR Involvement for At-Grade Crossings	__/__/____
☐	☐	3660 Resolve Utility Issues	__/__/____
☐	☐	*360M Utility Conflict Resolution Plan Distribution*	__/__/____
☐	☐	*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 Submit Environmental Permit Applications	__/__/____
☐	☐	3730 Obtain Environmental Permit	__/__/____
		FINAL PLAN PREPARATION	
☐	☐	3821 Prepare/Review Final Traffic Signal Design Plan	__/__/____
☐	☐	3822 Complete Permanent Pavement Marking Plan	__/__/____
☐	☐	3823 Complete Non-Freeway Signing Plan	__/__/____
X	☐	3824 Complete Freeway Signing Plan	__/__/____
☐	☐	3825 Prepare/Review Final Traffic Signal Operations	__/__/____
☐	☐	3830 Complete the Maintaining Traffic Plan	__/__/____
X	☐	3840 Develop Final Plans and Specifications	__/__/____
X	☐	*380M Plan Completion*	__/__/____
☐	☐	3850 Develop Structure Final Plans and Specifications	__/__/____
X	☐	3870 Hold Omissions/Errors Check (OEC) Meeting	__/__/____
X	☐	*387M Omissions/Errors Checks Meeting*	__/__/____
X	☐	*389M Plan Turn-In*	__/__/____
☐	☐	3880 CPM Quality Assurance Review	__/__/____
☐	☐	3890 Final ITS Communication Analysis	__/__/____

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING – RIGHT OF WAY

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY
YES	**NO**		(mm/dd/yyyy)
		EARLY RIGHT OF WAY WORK	
☐	☐	4120 Obtain Preliminary Title Commitments	__/__/____
☐	☐	4130 Prepare Marked Final Right Of Way Plans	__/__/____
☐	☐	*413M Approved Marked Final ROW*	__/__/____
☐	☐	4140 Prepare Property Legal Instruments	__/__/____
		ROW ACQUISITION	
☐	☐	4411 Preliminary Interviews	__/__/____
☐	☐	*441M Post-Decision Meeting*	__/__/____
☐	☐	4412 Real Estate Services Assignment Proposal and Fee Estimate (Form 633s) for Appraisal Work Authorization	__/__/____
☐	☐	4413 Appraisal Reports	__/__/____
☐	☐	4420 Appraisal Review Reports	__/__/____
☐	☐	4430 Acquire Right Of Way Parcels	__/__/____
☐	☐	4510 Conduct Right Of Way Survey & Staking	__/__/____
		ROW RELOCATION	
☐	☐	4710 Relocation Assistance	__/__/____
☐	☐	4720 Prepare Improvement Removal Plan	__/__/____
☐	☐	*442M ROW Certification*	__/__/____

POST LETTING/AWARD TASKS (for reference only)

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