

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

	REQUISITION NUMBER	DUE DATE	TIME DUE
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	
DESCRIPTION			
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	
<input type="checkbox"/> TIER I (\$50,000 - \$150,000)	<input type="checkbox"/> TIER II (\$150,000-\$1,000,000)	<input type="checkbox"/> TIER III (>\$1,000,000)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service **
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control **
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site p=inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	<input type="checkbox"/>	Presentation **
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted) (No Resumes)	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes. Resumes limited to 2 pages per key staff personnel.

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

GENERAL INFORMATION

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

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

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet

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

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

REQUEST FOR PROPOSAL

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

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

RFP SPECIFIC INFORMATION

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

**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 Non-Freeway Signing

CONTROL SECTION(S): 84914

JOB NUMBER: 119961C

PROJECT LOCATION: Bay City TSC

DESCRIPTION OF WORK:

145.71 miles of Non-Freeway Sign Upgrading in Bay City TSC.

COST OF CONSTRUCTION:

The estimated cost of construction for this project is \$2,250,000.

GENERAL INFORMATION:

The following project for non-freeway sign upgrading is for 145.71 miles in the Bay City TSC.

See specific project locations on ATTACHMENT A.

ANTICIPATED SERVICE START DATE: September 1, 2014

ANTICIPATED SERVICE COMPLETION DATE: October 19, 2016

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Permanent Non-Freeway Traffic Signing Plans

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

N/A

DBE REQUIREMENT: N/A

PROJECT MANAGER:

Erin O'Brien, 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: 517-373-0748
Fax: 517-373-2330
E-mail: obriene@michigan.gov

SCHEDULE

A. Target Date

The target date for the completion of this project is October 19, 2016.

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 07/06/16, and conduct the Plan Review not later than the 07/27/16.
3. Provide final plans by 09/07/16 for OEC Meeting, and conduct the OEC Meeting no later than 09/28/16.
5. Provide revised final plans from OEC and final package by 10/19/16.

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.

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	__/__/__
		<u>EPE SCOPING ANALYSIS</u>	
<input type="checkbox"/>	<input type="checkbox"/>	2120 Prepare Traffic Analysis Report	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2130 Prepare Project Justification	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i>213M Concurrency by Regulatory Agencies with the Purpose and Need</i>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2140 Develop and Review Illustrative Alternatives	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2155 Request/Perform Safety Analysis	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2160 Prepare and Review EIS Scoping Document	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i>211M Public Information Meeting</i>	__/__/__
		<u>EPE DRAFT ANALYSIS</u>	
<input type="checkbox"/>	<input type="checkbox"/>	2310 Conduct Technical SEE Studies	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2321 Prepare for Aerial Photography	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2322 Finish/Print Aerial Photography	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2330 Collect EPE Geotechnical Data	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2340 Develop and Review Practical Alternatives	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i>233M Aerial Photography Flight</i>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2360 Prepare and Review EA or DEIS	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i>231M Draft Submission to FHWA</i>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2380 Circulate EA or DEIS	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i>232M Public Hearing</i>	__/__/__
		<u>EPE FINAL ANALYSIS</u>	
<input type="checkbox"/>	<input type="checkbox"/>	2510 Determine and Review Recommended Alternative	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i>250M Concurrency by Regulatory Agencies with Recommended Alternatives</i>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2525 Prepare and Review Engineering Report	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2530 Prepare and Review Request for FONSI or FEIS	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i>252M Final Submission to FHWA</i>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2550 Obtain FONSI or ROD	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2570 ITS Concept of Operations	__/__/__
		<u>CONTAMINATION INVESTIGATION</u>	
<input type="checkbox"/>	<input type="checkbox"/>	2810 Project Area Contamination Survey (PCS)	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	2820 Preliminary Site Investigation (PSI) for Contamination	__/__/__

MDOT PRECONSTRUCTION TASKS CONSULTANT CHECKLIST

PRELIMINARY ENGINEERING - DESIGN

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY
YES	NO		(mm/dd/yyyy)
		<u>DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION</u>	
<input type="checkbox"/>	<input type="checkbox"/>	3130 Verify Design Scope of Work and Cost	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3310 Prepare Aerial Topographic Mapping	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3320 Conduct Photogrammetric Control Survey	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3321 Set Aerial Photo Targets	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3330 Conduct Design Survey	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3340 Conduct Structure Survey	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3350 Conduct Hydraulics Survey	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3360 Prepare Base Plans	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<u>331M Utility Notification</u>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3361 Review and Submit Preliminary ROW Plans	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<u>331M Preliminary ROW Plans Distributed</u>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3365 Pre-Conceptual ITS Design and Meeting	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3370 Prepare Structure Study	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3375 Conduct Value Engineering Study	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3380 Review Base Plans	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<u>332M Base Plan Review (Pre-GI Inspection)</u>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3390 Develop the Maintaining Traffic Concepts	__/__/__
		<u>PRELIMINARY PLANS PREPARATION</u>	
<input type="checkbox"/>	<input type="checkbox"/>	3510 Perform Roadway Geotechnical Investigation	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3520 Conduct Hydraulic/Hydrologic and Scour Analysis	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3522 Conduct Drainage Study, Storm Sewer Design, and use Structural Best Management Practices	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3530 Conduct Structure Foundation Investigation	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3535 Conduct Structure Review for Architectural and Aesthetic Improvements	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3540 Develop the Maintaining Traffic Plan	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3551 Prepare/Review Preliminary Traffic Signal Design Plan	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3552 Develop Preliminary Pavement Marking Plan	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3553 Develop Preliminary Non-Freeway Signing Plan	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3554 Develop Preliminary Freeway Signing Plan	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3555 Prepare/Review Preliminary Traffic Signal Operations	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3570 Prepare Preliminary Structure Plans	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3580 Develop Preliminary Plans	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3581 Review and Submit Final ROW Plans	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<u>351M Final ROW Plans Distributed</u>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3585 Final ITS Concept Design and Meeting	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3590 Review Preliminary Plans (Hold Plan Review Meeting)	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<u>352M THE Plan Review (Grade Inspection)</u>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	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)
		<u>UTILITIES</u>	
<input type="checkbox"/>	<input type="checkbox"/>	3610 Compile Utility Information	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3615 Compile ITS Utility Information	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3650 Coordinate RR Involvement for Grade Separations	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3655 Coordinate RR Involvement for At-Grade Crossings	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3660 Resolve Utility Issues	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i>360M Utility Conflict Resolution Plan Distribution</i>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i>361M Utility Meeting</i>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3670 Develop Municipal Utility Plans	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3672 Develop Special Drainage Structures Plans	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3675 Develop Electrical Plans	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3680 Preliminary ITS Communication Analysis	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3690 Power Design (Power Drop in Field)	__/__/__
		<u>MITIGATION/PERMITS</u>	
<input type="checkbox"/>	<input type="checkbox"/>	3710 Develop Required Mitigation	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3720 Submit Environmental Permit Applications	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3730 Obtain Environmental Permit	__/__/__
		<u>FINAL PLAN PREPARATION</u>	
<input type="checkbox"/>	<input type="checkbox"/>	3821 Prepare/Review Final Traffic Signal Design Plan	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3822 Complete Permanent Pavement Marking Plan	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3823 Complete Non-Freeway Signing Plan	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3824 Complete Freeway Signing Plan	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3825 Prepare/Review Final Traffic Signal Operations	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3830 Complete the Maintaining Traffic Plan	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3840 Develop Final Plans and Specifications	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i>380M Plan Completion</i>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3850 Develop Structure Final Plans and Specifications	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3870 Hold Omissions/Errors Check (OEC) Meeting	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i>387M Omissions/Errors Checks Meeting</i>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	<i>389M Plan Turn-In</i>	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	3880 CPM Quality Assurance Review	__/__/__
<input type="checkbox"/>	<input type="checkbox"/>	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)
		<u>EARLY RIGHT OF WAY WORK</u>	
<input type="checkbox"/>	<input type="checkbox"/>	4120 Obtain Preliminary Title Commitments	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	4130 Prepare Marked Final Right Of Way Plans	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	<i>413M Approved Marked Final ROW</i>	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	4140 Prepare Property Legal Instruments	_/_/____
		<u>ROW ACQUISITION</u>	
<input type="checkbox"/>	<input type="checkbox"/>	4411 Preliminary Interviews	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	<i>441M Post-Decision Meeting</i>	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	4412 Real Estate Services Assignment Proposal and Fee Estimate (Form 633s) for Appraisal Work Authorization	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	4413 Appraisal Reports	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	4420 Appraisal Review Reports	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	4430 Acquire Right Of Way Parcels	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	4510 Conduct Right Of Way Survey & Staking	_/_/____
		<u>ROW RELOCATION</u>	
<input type="checkbox"/>	<input type="checkbox"/>	4710 Relocation Assistance	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	4720 Prepare Improvement Removal Plan	_/_/____
<input type="checkbox"/>	<input type="checkbox"/>	<i>442M ROW Certification</i>	_/_/____

POST LETTING/AWARD TASKS (for reference only)

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

RESPONSIBILITIES

1. 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 for each task to the Project Manager for entry into the P/PMS Network.
- 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).

* Available on MDOT website.

- A. 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.

- B. Arrange all meetings.

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

M-13	CS 09031	BMP	0.000	EMP	4.085		
	PR 767110	BMP	0.000	EMP	4.085		
	CS 73051	BMP	0.000	EMP	18.376		
	PR 481406	BMP	2.990	EMP	7.705		
	PR 481408	BMP	0.000	EMP	1.917		
	PR 474010	BMP	0.000	EMP	8.830		
	PR 472110	BMP	3.973	EMP	6.887		
	CS 73091	BMP	0.000	EMP	7.429		
	PR 472110	BMP	6.887	EMP	8.888	Path 1	
	PR 3730025	BMP	0.000	EMP	5.428	Path 1	
	PR 3730515	BMP	0.000	EMP	0.496	Path 2	
	PR 3730503	BMP	0.000	EMP	0.115	Path 2	
	M-15	CS 09071	BMP	0.000	EMP	9.572	
		PR 766609	BMP	0.000	EMP	9.572	Path 1
		PR 3090001	BMP	0.000	EMP	8.112	Path 2
CS 73151		BMP	0.000	EMP	5.926		
PR 468003		BMP	0.000	EMP	5.926	Path 1	
PR 3730528		BMP	0.000	EMP	2.317	Path 2	
CS 79031		BMP	0.000	EMP	10.888		
PR 274603		BMP	0.000	EMP	10.888		
CS 79032		BMP	0.000	EMP	6.858		
PR 274603		BMP	10.888	EMP	17.746		
M-25		CS 09042	BMP	0.000	EMP	12.844	
		PR 768604	BMP	0.000	EMP	3.212	Path 1
		PR 768803	BMP	1.107	EMP	1.225	Path 1
		PR 3090057	BMP	0.277	EMP	9.701	Path 1
		PR 3090836	BMP	0.000	EMP	1.292	Path 2
	PR 768706	BMP	0.000	EMP	1.963	Path 2	
M-46	CS 73061	BMP	0.000	EMP	12.051		
	PR 466004	BMP	0.000	EMP	12.051	Path 1	
	PR 3730501	BMP	0.000	EMP	0.179	Path 2	
	CS 73062	BMP	0.000	EMP	8.972		

PR 466004	BMP	12.051	EMP	19.905	Path 1
PR 460805	BMP	0.381	EMP	1.489	Path 1
PR 3730501	BMP	0.179	EMP	2.766	Path 2
PR 466004	BMP	19.905	EMP	19.995	Path 2
PR 460806	BMP	0.498	EMP	0.939	Path 2
PR 3731169	BMP	0.000	EMP	0.587	Path 2

CS 73063	BMP	0.000	EMP	13.309	
PR 460805	BMP	1.489	EMP	2.524	Path 1
PR 461710	BMP	0.706	EMP	1.004	Path 1
PR 3730053	BMP	1.831	EMP	13.807	Path 1
PR 461709	BMP	1.163	EMP	1.574	Path 2
PR 3730000	BMP	0.837	EMP	1.951	Path 2

M-52	CS 73031	BMP	0.000	EMP	20.481
	PR 483309	BMP	0.000	EMP	11.971
	PR 3730210	BMP	0.235	EMP	8.745

M-54	CS 73131	BMP	0.000	EMP	14.559
	PR 467707	BMP	0.000	EMP	14.559

ATTACHMENT B

CS – JN

MONTHLY PROGRESS REPORTS

The first two pages of this attachment are the necessary layout of the Monthly progress reports and the last three pages are 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).