

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

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

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

GENERAL INFORMATION

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

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

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet

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

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

REQUEST FOR PROPOSAL

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

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

RFP SPECIFIC INFORMATION

BUREAU OF HIGHWAYS BUREAU OF TRANSPORTATION PLANNING OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO YES DATED _____ THROUGH _____

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

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

Qualifications Based Selection – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

Qualification Review / Low Bid – Use Consultant/Vendor Selection Guidelines. See Bid Sheet instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted. The vendor that has met established qualification threshold and with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

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

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

BID SHEET INSTRUCTIONS

Bid Sheet(s) must be submitted in accordance with the "Guidelines for Completing a Low Bid Sheet(s)* (available on MDOT's website). Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the email address: mdot-rfp-response@michigan.gov. Failure to comply with this procedure may result in your bid being rejected from consideration.

**NOTIFICATION
MANDATORY ELECTRONIC SUBMITTAL**

Proposals submitted for this project must be submitted electronically.

The following are changes to the Proposal Submittal Requirements:

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

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

The following are Requirements for Electronic Submittals:

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

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

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

****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

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
TRAFFIC & SAFETY SERVICES**
Traffic Signal Modernization Design for 17 Locations

CONTROL SECTION(S): 84916

JOB NUMBER(S): 116265C

PROJECT LOCATION(S):

1. BL-96 (Grand River Avenue) @ Grand Oaks Drive, Genoa Township, Livingston County (47062-01-012).
2. I-96 Westbound Exit Ramp @ Grand River Avenue & Hilton Road, Brighton, Livingston County (47065-01-003).
3. I-96 Westbound Exit Ramp @ Pinckney Road, Marion Township, Livingston County (47065-01-006)
4. I-96 Westbound Exit Ramp @ Fowlerville Road, Handy Township, Livingston County (47066-01-001).
5. M-50 @ Ida Maybee Road & Lewis Road, Raisinville Township, Monroe County (58042-02-002) (Dual Overhead Flashing Beacon)
6. M-50 @ Waterloo School Crossing, City of Monroe, Monroe County (58042-00-010)
7. US-24 (Telegraph Road) @ Sterns Road, Bedford Township, Monroe County (58051-01-002)
8. US-24 (Telegraph Road) @ M-151 & Luna Pier Road, Erie Township, Monroe County (58052-01-001)
9. US-24 (Telegraph Road) @ Albain Road, Monroe Township, Monroe County (58052-01-008)
10. US-24 (Telegraph Road) @ Newport Road, Frenchtown Township, Monroe County (58053-01-002)
11. M-125 (Dixie HWY) @ US-24 Connector & Luna Pier Road, Erie Township, Monroe County (58071-01-010)
12. M-17 (Cross Street) @ Hamilton Street, Ypsilanti, Washtenaw County (81081-01-017).
13. M-17 (Cross Street) @ College Place, Ypsilanti, Washtenaw County (81081-01-021).
14. M-17 (Cross Street) @ Ballard Street, Ypsilanti, Washtenaw County (81081-01-025).

- 15. US-12BR (Huron Street) @ Harriet Street & Spring Street, Ypsilanti, Washtenaw County (81083-01-001)
- 16. US-12BR (Hamilton Street—Southbound) @ Harriet Street, Ypsilanti, Washtenaw County (81083-01-003)
- 17. M-153 (Ford Road) @ Plymouth Road (Old M-14), Superior Township, Washtenaw County (81121-01-004)

PROJECT DESCRIPTION:

Signal Modernization Design work for intersections #1, 2, 3,4, 6, 7,8,9,10,11,12,13,14,15,16,&17, Overhead Flashing Beacon Modernization Design for Intersection #5.

Signal Modernization Design for the intersection # 1, 2, 3,4, 6, 7,8,9,10,11,12,13,14,15,16,&17 consists of the design for upgrading of the existing traffic signal equipment including but not limited to 16-Load Switch Base-Mounted, MOD 50 ("EPAC" type controllers), Traffic and Pedestrian heads, Pedestrian push button actuated (if necessary), Countdown Pedestrian Indication (if necessary), Embedded loop and/or camera/wireless loops design (if necessary), illuminated case signs, Box Span wire, signal support poles and supporting structures (if necessary). Radio Interconnect Design (if necessary), Replace all existing traffic and pedestrian signal heads crossing all legs with 12" heads.

The following locations from the above mentioned intersections will need **Rail Road coordination** by the consultant;

Intersection #7: US-24(Telegraph Road) @ Stern Road, Bedford Township, Monroe County (58051-01-002)

Intersection #8: US-24(Telegraph Road) @ M-151 & Luna Pier Road, Erie Township, Monroe County (58052-01-001)

Intersection #9: US-24(Telegraph Road) @ Albain Road, Monroe Township, Monroe County (58052-01-008)

Soil borings are not included in this consultant design scope. If strain poles are required, soil boring information will be provided to the consultant by MDOT and must be included on the plans.

Survey is not included in this consultant design scope. If required, survey information will be provided to the consultant by MDOT for use in developing proposed signal plans.

These modernizations will be designed under JN116265C and installed under the JN116265A.

The existing drawings (if available) and Layout Request Form for the above mentioned intersections will be provided to the consultant by the Signal Operation Engineer in Lansing.

Copy of Final Approved Electronic files of all signal plans must be submitted to Traffic Signal Unit.

ANTICIPATED SERVICE START DATE: October 25, 2012

ANTICIPATED SERVICE COMPLETION DATE: September 2, 2013

PRIMARY PREQUALIFICATION CLASSIFICATIONS:

Traffic Signal Design

SECONDARY PREQUALIFICATION CLASSIFICATIONS:

Roads and Streets

DBE REQUIREMENT: N/A

PROJECT MANAGER:

Douglas Adelman
Traffic and Safety Support Area
Michigan Department of Transportation
Murray D. Van Wagoner Building
P.O. Box 30050
Lansing, MI 48909
Ph: 517- 373-2363
Fax: 517- 373-2330
E-mail: adelman@michigan.gov

General Requirements:

Design and develop traffic signal contract plans, proposal package, engineering documents, and related work necessary for new installation or modernization of electronic traffic signal control devices to be accomplished by contract bid letting.

The preferred traffic signal layout is box span; however, if design considerations indicate diagonal span layout is preferred, then both options must be presented at the base plan stage for internal review by MDOT.

If it is determined during construction, the design is not constructible due to consultant design error; the signal design consultant will be responsible for correcting the design at no additional cost to MDOT. If the constructability is based on changes made by MDOT, the consultant will be compensated.

CONSULTANT RESPONSIBILITIES:

- 1) Proposed plan views must have a 1"=30' scale when plotted to 11"x17". Full traffic signals must also include quadrant details at a 1"=10' scale showing all utilities and proposed facilities.

- 2) Any non-typical pedestrian detour plans must be developed as part of the proposal or plan sheets. MDOT will provide a typical pedestrian detour plan for the proposal.
- 3) Utility Coordination will be shared by MDOT staff and the consultant. Consultant responsibilities include:
 - a) Request a list of utility companies with contact information for the project area from the TSC or Region Utility Coordinator.
 - b) Distribute base plans (or existing plans if requested by the TSC or Region Utility Coordinator) and form 2480 (letter requesting utility information at base plan stage) to all utility companies in the project area, giving them at least 30 days to respond.
 - c) Incorporate all utility information received into the plans.
 - d) Document locations and quadrants for which utility information is missing, incomplete, or without clear dimensions.
 - e) Provide a utility conflict summary document to the TSC or Region Utility Coordinator.
 - f) Provide a list of locations requiring field utility coordination meetings to the TSC or Region Utility Coordinator including:
 - i) List of utility companies that should be invited for each location
 - ii) Summary of known or potential utility conflicts by quadrant for each location.
 - g) Call in a design/survey Miss Dig at least two weeks prior to any field utility coordination meeting.
 - h) Stake proposed foundation locations in the field prior to any field utility coordination meeting.
 - i) Attend utility coordination meetings and on-site field meetings as required with the utility engineer and the affected utility companies in the area and make any necessary design and plan revisions. The consultant will actively work with MDOT personnel until utility conflicts are resolved.
- 4) Meetings:
 - a) The consultant is responsible for arranging design related meetings including the following personnel: All local agencies, Brighton TSC Traffic & Safety Engineer (Wendy Ramirez), Brighton TSC Development Engineer (Lawrence Dropiewski), Brighton TSC Delivery Engineer (Chad Rajala & James Daavettla), Brighton TSC Utility Engineer (Pascal Bui), MDOT Region Electrician (), MDOT Region Maintenance Supervisor, MDOT Region Operations Engineer, MDOT Environmental Coordinator, MDOT Region Real Estate (Property Manager), MDOT Lansing Signals Design, MDOT Lansing Signals Operations, and MDOT Project Manager.
 - b) The consultant is responsible for scheduling, attending, and providing meeting minutes for the following meetings:
 - i) Design kick off meeting
 - ii) Radio Interconnect field survey (as required)
 - (1) Document results on the Signal Radio Survey Form #1516: http://mdotwas1.mdot.state.mi.us/public/webforms/detail.cfm?ALLFORMS_FormNumber=1516
 - iii) Plan review meeting at preliminary plan stage
 - iv) Utility coordination meeting (coordinate scheduling with utility engineer)
 - v) Utility coordination field meetings as required (coordinate scheduling with utility engineer)
 - vi) OEC meeting prior to plan completion.
- 6) Perform strain pole foundation design as required. The MDOT has developed a strain pole foundation design table for box span signals. This table can be found on the Traffic and Safety website in the signals design guidelines area.

- 7) Perform design service including the design and preparation of base plans, preliminary (75%) plans, OEC plans, final plans, and a complete “E proposal” package.
- 8) In the performance of design service, govern all project design and plan work by the applicable codes, standards, and practices of the Michigan Department of Transportation, hereinafter referred to as the department, and the current *Michigan Manual of Uniform Traffic Control Devices*.
- 9) All documents prepared by the Consultant, including, drawings, estimates, specifications, field notes, investigation studies, etc., are the property of the department.
- 10) Refer to Suggested Traffic Signal Design Procedure: MDOT website.
- 11) Plans are to be designed using the current version of the MDOT Standard Specifications.
- 12) Perform any design/coordination tasks with any railroad company involved within the project limits, including (but not limited to):
 - a. Determine railroad contact person(s)
 - b. Complete any applications required by the railroad company to perform the proposed traffic signal work.
 - c. Include related notes and special provisions as required in the proposal.
- 13) Any existing or proposed pedestrian pushbuttons must be accessible per ADA guidelines and MDOT design practices including:
 - a. Pushbutton must be within 24” from edge of sidewalk
 - b. The pushbutton must be located in the middle of a 4’ pushbutton landing (maximum slope of 2%).
 - c. Coordinate pushbutton design with existing or proposed sidewalk and ramps as needed to comply with MDOT design practices and ADA requirements.
- 14) Perform sidewalk ramp design as required including:
 - a. Show existing or proposed grades on sidewalk ramps
 - b. Catch basin or inlet modifications or relocations as required
 - c. Coordinate sidewalk and ramp design as required with existing or proposed pushbutton design to comply with MDOT design practices and ADA requirements.
 - d. Sidewalk ramps are required at every crosswalk controlled by a pedestrian signal head.
 - e. Sidewalk is required to connect ramps on a quadrant.
 - f. For all stop and go traffic signals, sidewalk ramps will typically be replaced unless the existing ramps are compliant with MDOT design practices and ADA guidelines. For flashing signals, pedestrian ramps will typically not be replaced unless they are disturbed.

Task 1: Base Plan Preparation

1. Design and develop contract base plans necessary for new installation or modernization of electronic traffic signal control devices to be accomplished by contract bid letting. Base plans include (but are not limited to):
 - a. Sidewalk ramp and pushbutton design (proposed slopes, ramp types, and landing locations, but not final elevations) as required.

- b. Radio interconnect plan (if the scope requires Radio Interconnect Design): Show location of antennas, masters, repeaters, and remotes per the completed radio survey.
 - c. Existing road rights-of-way (ROW)
 - d. Field measured/surveyed road and lane geometry and posted speed limits
 - e. Field measured/surveyed locations of any visible utilities
 - f. Utility note sheet listing the contact names and phone numbers for each utility having facilities within the project limits.
 - g. Field measured/surveyed locations of all utility markings from design/survey Miss Dig
 - h. All utility information received from MDOT soliciting utility companies
 - i. Proposed types and dimensioned locations of poles and controller
 - j. Proposed traffic and pedestrian signal head types and locations
 - k. Proposed pushbuttons, traffic loops, and antennas
 - l. Proposed traffic signal removal (if required) and installation plan(s)
 - m. Proposed phasing (as required)
 - n. POCH diagram for proposed attachments to wood poles (not required for steel pole attachments)
2. Where applicable, the intersection and ramp survey will be provided by MDOT to be used to develop base plans
 3. If existing or proposed equipment appear to be outside existing right-of-way, contact Douglas Adelman (517-373-2363), Traffic Signal Unit in Lansing.

Task 1: Deliverables (Base Plans)

1. All traffic signal plan and interconnect sheets (no details required) in the following formats:
 - a. One 11x17 pdf file Distributed as follows:
 - i. All local agencies: Pdf file
 - ii. Traffic Signals Unit: Pdf file
 - iii. TSC Delivery Engineer: Pdf file
 - iv. TSC Traffic & Safety Engineer: Pdf file
 - v. TSC Utilities Engineer: Pdf file
 - vi. Region Soils Engineer: Pdf file
 - vii. Region Traffic & Safety Engineer: Pdf file
 - viii. Utility company supplying power: Pdf file

Task 2: Preliminary (75%) Plan Preparation

1. Design and develop preliminary (75%) contract plans necessary for new installation or modernization of electronic traffic control devices to be accomplished by contract bid letting. Preliminary (75%) plans include (in addition to base plan information):
 - (a) Location and types of utilities as provided by the utility companies and resulting from utility coordination meeting(s) as required.
 - (b) Separate Interconnect plan sheets (if the scope requires Radio Interconnect Design)
 - (c) List of Materials and Quantities
 - (d) Wiring diagram
 - (e) Sidewalk ramp and pushbutton design as required (including existing and proposed elevations)

- (f) Point of Contact Height (POCH) diagram(s)
 - (g) Appropriate note blocks for contact persons, etc.
 - (h) Proper file names, levels, and text sizes
 - (i) Any additional right-of-way required for existing and proposed traffic signal appurtenances
 - (j) Soil boring information including depths, soil description, water level, and depth of foundation (if required)
2. Attend plan review meeting at the local TSC.

Task 2: Deliverables Preliminary (75%) Plans

- 1) A summary spreadsheet listing utility conflicts by location and quadrant including the following:
 - a) Specify utility conflicts as overhead or underground
 - b) Specify utility and owner (if unknown label as such)
 - c) Specify locations and utilities for which inadequate information was received
- 2) All traffic signal plan and interconnect sheets including details.
- 3) All required special provisions, notices to bidders, and specifications in E-Proposal format including a draft progress clause, a draft coordination clause, and a draft special provision for maintaining traffic.
- 4) Preliminary pedestrian detour plans must be included as 8 ½"x11" sheets within the maintaining traffic special provision or in the plans as 11"x17" sheets.
- 5) Format of Task 3 Deliverables
 - a) One electronic 11x17 pdf file (filename: Job#PLANHALF.pdf)
 - b) One electronic proposal pdf file (filename: Job#PROPOSAL.pdf)
- 6) Distribute Task 3 Deliverables as follows:
 - i) All local agencies: Pdf file
 - ii) Traffic Signals Unit
 - iii) TSC Delivery Engineer
 - iv) TSC Traffic & Safety Engineer
 - v) TSC Utilities Engineer
 - vi) Region Soils Engineer
 - vii) Region Traffic & Safety Engineer
 - viii) Lansing Signal Shop
 - ix) Utility company supplying power

Task 3: OEC Plans and Proposal Preparation

- 1) Incorporate the department's comments on the plans and prepare complete detailed construction OEC plans, supplemental specifications, special provisions, measurement and payment items, estimates of quantities, span calculations, and engineer's estimates of cost for all necessary construction and related work included in this project.
- 2) During preparation of the OEC plans, make such alterations, corrections, and revisions to plans and supporting materials as are deemed necessary and desirable by the department to ensure conformance of plans to good design and standard practices and to have plans and other material in proper form for receiving bids.
- 3) During preparation of the proposal, work with the appropriate MDOT personnel to obtain final bid proposal documents including progress clause, coordination clause, special provision for maintaining traffic, and utility relocation status (form 2286).

- 4) Pedestrian detour plans must be included as 8 ½"x11" sheets within the maintaining traffic special provision or in the plans as 11"x17" sheets.
- 5) Attend and provide electronic plans for the OEC meeting.

Task 3: Deliverables (OEC Plans and Proposal):

- 1) Deliver to the department electronic OEC plans, proposal and supporting documents compatible with current E- Proposal requirements (Refer to MDOT website: E-Proposal Training for MDOT Consultants Document).

Task 4: Final Plan and Proposal Preparation

- 1) Make any final changes necessary to the plans and proposal and supporting documents

Task 4: Deliverables (Final Plans):

1. Upon completion of design services for this project and final approval thereof by the department, deliver to the department final plans, proposal and supporting documents compatible with current E- Proposal requirements (Refer to MDOT website: E-Proposal Training for MDOT Consultants Document). All CAD files must be "Intergraph Microstation Version 8 file format" and all PDF files must be Adobe Acrobat version 8.

Format of Task 4 Deliverables (Final Plans):

- a) One (1) 11"x17" paper copy of the title sheet with original stamps and signatures including a map of the area with work locations identified, a list of locations, and other items as determined by Traffic Signal Unit
- b) Final Approved Electronic files of all signal plans must be submitted to Traffic Signal Unit.
- c) Electronic (pdf) 11"x17" plan file (filename: Job#PLANHALF.pdf)
- d) Electronic (pdf) proposal file (filename: Job#PROPOSAL.pdf)
- e) Electronic (pdf) files of all required supporting documents
- f) Editable electronic files of all supporting documents and of all files inserted into proposal document. For example, submit the progress clause as a word document in addition to the progress clause (pdf) which will also be inserted in the proposal pdf.
- g) One set of estimates of cost of construction (8-1/2" x 11" paper copy).
- h) One copy of all design computations as required for use by the department.
- i) Upon request by the department, make available thereto all notes utilized in preparation of the plans, supplemental specifications, and cost estimates.
- j) For all signal contracts, a "txt" or "csv" file compatible with Transport system detailing the materials used
- k) Checklist of "typical" signal details to be used
- l) All required checklists of MDOT Special Provisions extracted per E-Proposal format

Distribute Task 4 Deliverables to Lansing Traffic Signals Unit only as follows:

- i) One (1) 11"x17" paper copy of the title sheet
- ii) All electronic files to be delivered on a compact disk (CD) and sent via email

MDOT RESPONSIBILITIES:

MDOT staff will:

- Provide any required electronic survey files
- Provide any required soil borings
- Receive and pass on all utility information
- Assist in scheduling and conducting utility coordination meeting(s)
- Coordinate any necessary utility relocation

Department Review:

The department will review and comment on the base plan, the preliminary (75%) plan, and the OEC plan submittals. Additional plan review may be required dependent on completeness and accuracy of the plans submitted.

Information services to be provided by the MDOT are:

- Layout request indicating signal design parameters
- Control section numbers
- Job numbers
- Contact information for TSC/Region/C&T personnel
- Appropriate Traffic and Safety Notes
- Available signal design plans and/or layout drawings for each location
- Available signal phasing or operational information for each location
- A Proposal file will be made available to be used as a template
- Items available on MDOT's website - www.michigan.gov/mdot
(Select: Doing Business with MDOT, Traffic & Safety Services, Typical/Details/Guides)

1. Signal Details

- a. MDOT Typical Signal Construction Detail Sheets
- b. MDOT Typical Signal Information Note Sheet
- c. MDOT Typical Signal Legend Sheet

2. Traffic Consultant Files

- a. Cell libraries
- b. Microstation information
- c. CAD instructions for consultants
- d. MDOT sample layouts
- e. MDOT Suggested Traffic Signal Design Procedure
- f. MDOT Requirements for Preliminary Geotechnical Investigations for Signal Foundations
- g. Method of Measurement and Basis of Payment for Signal Contracts
- h. Signal Span Calculation Program (non-disclosure statement required)

3. Traffic Guidelines

- Traffic Signal Head Placement Diagrams

Signal special provisions are now available on the Design IRS menu.

Reference Documents and Standards to be used:

- *National Manual of Uniform Traffic Control Devices*
- *Michigan Manual of Uniform Traffic Control Devices (MMUTCD)*
- *Michigan Vehicle Code*
- Local and national electrical codes
- MDOT Standards, Specifications, and Construction Details
- MDOT Pay Item Code Book

PROJECT COORDINATION:

Coordinate design service with MDOT, Traffic and Safety Support Area, Traffic Signal Unit, Douglas Adelman (517-373-2363); overhead and/or underground utility/telephone companies.

PROJECT SCHEDULE:

Prepare and submit to the department a Gantt Chart schedule for each task and Department Review total calendar days for completing the project. The work shall be completed commencing from the date of work authorization to the Consultant.

PAYMENT SCHEDULE

Compensation for this Scope of Services shall be on an actual cost plus fixed **fee** basis.

CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee:

Compensation for this project shall be on an actual cost plus fixed fee basis. This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor rates, applied overhead, other direct costs, subconsultant costs, and applied fixed fee.

All billings for services must be directed to the Department and follow the current guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's website. This document contains instructions and forms that must be followed and used for billing. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

Direct expenses, if applicable, will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

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

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