

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

MDOT PROJECT MANAGER Munawar Azam			JOB NUMBER (JN) 90361	CONTROL SECTION (CS) 14041
DESCRIPTION IF NO JN/CS US-12 between M-60 and west village limit of Edwardsburg, Cass County, Southwest Region.				
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP.  WHITE = REQUIRED GRAY SHADING = OPTIONAL			<b>CONSULTANT:</b> Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input type="checkbox"/> <b>TIER I</b> (\$25,000-\$99,999)	<input type="checkbox"/> <b>TIER II</b> (\$100,000-\$250,000)	<input checked="" type="checkbox"/> <b>TIER III</b> (>\$250,000)		
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input checked="" type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Location:</b> The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.	
N/A	N/A	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted) <b>(No Resumes)</b>	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP <b>not including key personnel resumes</b>	

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 Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced 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 \_\_\_\_\_

<input checked="" type="checkbox"/> <b>Prequalified Services</b> – See page <u>1</u> of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> <b>Non-Prequalified Services</b> - 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.
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**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 RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (see address list, page 2). The priced proposal must be submitted in a sealed envelope, clearly marked "**PRICE PROPOSAL.**" The vendor's name and return address **MUST** be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

**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.

**Qualifications 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 and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor 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

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked "**SEALED BID.**" The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

**PROPOSAL SUBMITTAL INFORMATION**

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 3	PROPOSAL/BID DUE DATE 10/20/09	TIME DUE 12:00 PM
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**PROPOSAL AND BID SHEET MAILING ADDRESSES**

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

MDOT Project Manager  MDOT Other

Munawar Azam  
Coloma TSC  
3880 Red Arrow Highway  
Benton Harbor, MI 49022

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

**Lansing Regular Mail****OR****Lansing Overnight Mail**

Secretary, Contract Services Div - B470  
Michigan Department of Transportation  
PO Box 30050  
Lansing, MI 48909

Secretary, Contract Services Div - B470  
Michigan Department of Transportation  
425 W. Ottawa  
Lansing, MI 48933

Contract Administrator/Selection Specialist  
Bureau of Transportation Planning B470  
Michigan Department of Transportation  
PO Box 30050  
Lansing, MI 48909

Contract Administrator/Selection Specialist  
Bureau of Transportation Planning B470  
Michigan Department of Transportation  
425 W. Ottawa  
Lansing, MI 48933

**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 four (4) 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
- 5100G** – Certification of Availability of Key Personnel
- 5100I** – Conflict of Interest Statement

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

## **Notification**

### **ARRA MONTHLY EMPLOYMENT REPORTS**

**Note: This Notification is only applicable for those projects/contracts funded with ARRA funds. If you have questions, please contact MDOT Contract Services Division at (517) 335-0071.**

The American Recovery and Reinvestment Act of 2009 (ARRA), requires states receiving stimulus funds for highway projects to provide monthly reports to the Federal Highway Administration (FHWA) regarding the number of employees of prime contractors, all-tier subcontractors and consultants on ARRA funded projects.

The cost for complying with this Notification must be borne by the prime contractor, and all-tiers of subcontractors and consultants, as part of their overhead and is deemed to be included in the payments made under this contract.

Within 10 days after the end of each month in which work is performed on this contract, all prime contractors, and all-tier subcontractors and consultants, must provide the Engineer a monthly report, in a format and on forms approved by the Engineer, which shall include, for work performed in that preceding month:

- The total number of employees who performed work on this contract
- The total number of hours worked by employees who performed work on this contract
- The total wages of employees who performed work on this contract

In addition, the prime contractor must provide a total payment amount made to any subcontractor who is a certified DBE in that preceding month.

This Notification shall be included as a part of each subcontract executed by the prime contractor, and all-tiers of subcontractors and consultants.

If necessary to conform to guidance provided by FHWA concerning the ARRA reporting requirements, the prime contractor, and all-tiers of subcontractors and consultants will revise their reporting as directed by the Engineer.

**Failure to comply with the reporting requirements under ARRA would jeopardize the Department's continued receipt of ARRA funding.**

**Accordingly, if a contractor or any-tier of subcontractor or consultant fails to comply with this Notification, the Department may withhold contract payments until compliance is achieved. If the Department is compelled to incur costs because of such a breach, the amount of those costs may be deducted from payments otherwise to be made under this contract. Additional sanctions may include reduction or elimination of prequalification ratings and removal of bidding privileges.**

**NOTIFICATION**  
**REQUIRED CONTRACT PROVISIONS TO IMPLEMENT AMERICAN**  
**RECOVERY AND REINVESTMENT ACT (ARRA) SECTIONS 902 AND 1515**

**Note: This Notification is only applicable for those projects/contracts funded with ARRA funds. If you have questions, please contact MDOT Contract Services Division at (517) 335-0071.**

In accordance with requirements under section 902 of the American Recovery and Reinvestment Act of 2009 (ARRA), the following language is made a part of this contract and is to be made a part of all tier subcontracts or consultant contracts:

The U.S. Comptroller General and his representatives have the authority:

- (1) to examine any records of the contractor or any of its subcontractors, or any State or local agency administering such contract, that directly pertain to, and involve transactions relating to, the contract or subcontract; and
- (2) to interview any officer or employee of the contractor or any of its subcontractors, or of any State or local government agency administering the contract, regarding such transactions.

The Comptroller General and his representatives have the authority and rights provided under Section 902 of the ARRA with respect to this contract. As provided in section 902, nothing in section 902 shall be interpreted to limit or restrict in any way any existing authority of the Comptroller General.

In accordance with the requirements of section 1515(a) of the ARRA any representatives of the Inspector General have the authority:

- (1) to examine any records of the contractor or grantee, any of its subcontractors or subgrantees, or any State or local agency administering such contract, that pertain to, and involve transactions relating to the contract, subcontract, grant, or subgrant; and
- (2) to interview any officer or employee of the contractor, grantee, subgrantee or agency regarding such transactions.

Nothing set forth in section 1515 of the ARRA shall be interpreted to limit or restrict in any way any existing authority of an inspector general.

**Michigan Department of Transportation**

**SCOPE OF SERVICE  
FOR  
DESIGN SERVICES**

**CONTROL SECTION(S):** 14041

**JOB NUMBER(S):** 90361C

**PROJECT LOCATION:** The limits of this project are US-12 from the M-60/US-12 freeway interchange to the westerly Edwardsburg City Limit. Project length is 7.258 miles.

**PROJECT DESCRIPTION:** Project will include mill and two (2) course overlay with seven (7) foot paved shoulders, guardrail and isolated drainage improvements as determined by existing conditions and road treatment. Also, as part of this project, MDOT seeks to own and maintain all culvert ends outside the existing thirty-three (33) feet of right-of-way.

This project does not include the Gumwood Road intersection.

**ANTICIPATED SERVICE START DATE:** 11/16/09

**ANTICIPATED SERVICE COMPLETION DATE:** 10/05/11

**DBE REQUIREMENT:** 7%

**PRIMARY PREQUALIFICATION CLASSIFICATION(S):**

Roadway Rehabilitation & Rural Freeways

**SECONDARY PREQUALIFICATION CLASSIFICATION(S):**

Road Design Surveys  
Right-of-Way Surveys  
Hydraulics  
Maintaining Traffic Plans & Provisions  
Pavement Marking Plans  
Permanent Non-Freeway Traffic Signing Plans  
Geotechnical Engineering Services

**MDOT PROJECT MANAGER:**

Munawar Azam  
Southwest Region Office  
1501 E. Kilgore Road  
Kalamazoo, MI 49001  
Phone: (269) 337-3920  
E-Mail: [AzamM@michigan.gov](mailto:AzamM@michigan.gov)

All inquiries about this Request for Proposal should be directed to the MDOT Project Manager.

## **CONSULTANT RESPONSIBILITIES:**

### **A. DESIGN SCOPE OF WORK**

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

1. Meet with the MDOT Project Manager to review project, location of data sources and contact persons, and review relevant MDOT operations. The Consultant shall review and clarify project issues, data needs and availability, and the sequence of events and team meetings that are essential to complete the design by the project plan completion date. Attention shall be given to critical target dates that may require a large lead time, such as geotechnical requirements, ROW submittal dates, Railroad coordination requirements, utility conflict resolution, local agency meetings, etc.
2. Maintain a Design Project Record which includes a history of significant events (changes, comments, etc.) which influenced the development of the plans, dates of submittals and receipt of information.
3. Perform design surveys (See Attachment D).
4. MDOT will provide survey and proposed design for the Gumwood Road intersection from CS BMP 2.905 to CS EMP 3.239.
5. Perform drainage study to identify isolated drainage issues and provide potential design solutions.
6. Locate existing culvert ends not within MDOT Right-of-Way.
7. Prepare required plans, typical cross-sections, details, and specifications required for design and construction.
8. Prepare staging plans and special provisions for maintaining traffic during construction.
9. Prepare Right-of-Way and Marked Final Right-of-Way plans as required, to locate, verify, and purchase real estate and/or obtain construction access permits for this project.
10. Compute and verify all plan quantities.
11. Provide solutions to any unique problems that may arise during the design of this project.
12. Attend any project-related meetings as directed by the MDOT Project Manager.
13. The Consultant representative shall record and submit typed minutes for all project related meetings to the MDOT Project Manager within one (1) week of the meeting. The Consultant shall also distribute the minutes to all meeting attendees. MDOT will provide and distribute official meeting minutes for the Plan Review Meeting.
14. Attend information meetings (i.e., public hearings, open houses, etc.) with the public and public officials to assist in responding to concerns and questions. May require the preparation of displays such as maps, marked-up plans, etc.

15. If excavation is required, submit the excavation locations which may contain contamination. The MDOT Project Manager then can proceed in requesting a Preliminary Site Investigation (PSI).
16. The Consultant will provide to MDOT at the scheduled submittal dates, copies of the required specifications and plan set materials for distribution by MDOT for all reviews for this project with the exception of The Plan Review. The Consultant shall contact the project manager prior to the submittal dates for the exact number of copies that will be required for submittal.
17. Prepare and submit electronically (native format or Adobe PDF) any information, calculations, drainage studies, or drawings required by MDOT for acquiring any permit (ie. NPDES, DEQ, etc), approvals (i.e. county drain commission) and related mitigation. MDOT will submit permit requests.
18. The Consultant shall assist in the review of utility permit requests, incorporate the information in the design plans, and respond within two (2) weeks from receipt of the permit.
19. The MDOT Project Manager shall be the official MDOT contact person for the Consultant and shall be made aware of all communications regarding this project. The Consultant must either address or send a copy of all correspondence to the MDOT Project Manager. This includes all Subcontractor correspondence and verbal contact records.
20. The Consultant shall contact the MDOT Project Manager whenever discoveries or design alternatives have the potential to require changes in the scope, limits, quantities, costs, or right-of-way of the project.
21. The Consultant may be required to provide Design Services during the construction phase of this project. If Construction Assistance is required, then a separate authorization for those services will be issued.
22. The Consultant will be required to attend a Pre-Price Proposal Meeting to discuss the project, schedule, and survey requirements.

## **B. PPMS TASKS**

Refer to Attachment A for the MDOT PPMS Task List.

For questions on specific tasks, refer to the PPMS Task Manual located on the MDOT Bulletin Board System. For assistance in accessing this manual, please contact one of following:

Dennis Kelley  
Phone: (517) 373-4614  
E-Mail: [KelleyD2@michigan.gov](mailto:KelleyD2@michigan.gov)

Tonya Nobach  
Phone: (517) 335-1927  
E-Mail: [NobachT@michigan.gov](mailto:NobachT@michigan.gov)

**C. MONTHLY PROGRESS REPORT**

On the first of each month, the Consultant shall submit a monthly progress report to the MDOT Project Manager (See Attachment B).

**D. TRAFFIC CONTROL**

The Consultant will be responsible for all traffic control required to perform the tasks outlined in the Design Scope of Work.

**E. MDOT PERMITS**

The Consultant will be responsible for obtaining all up to date access permits and pertinent information for tasks in MDOT Right of Way. Any questions regarding MDOT permits should be directed to:

Brett Arrans  
Permit Agent  
Coloma TSC  
3880 Red Arrow Highway  
Benton Harbor, MI 49022  
Phone: (269) 849-1494  
E-Mail: [ArransB@michigan.gov](mailto:ArransB@michigan.gov)

**F. UTILITIES**

The Consultant shall be responsible for obtaining and showing on the plans the location and names of all existing utilities within the limits of the project. In the course of resolving utility conflicts, the Consultant shall make modifications to the plans or design details and provide assistance as directed by the MDOT Utility Permits Engineer and/or Project Manager. The Consultant shall attend any utility meetings called to ensure that the concerns on the plans involving utilities are addressed.

The Consultant shall assist in the review of utility permit requests to ensure compatibility with the project. The Consultant shall provide for the survey staking of various proposed facilities, and existing ROW so as to locate potential utility conflicts and aid in the completion of utility relocation plans for all municipal and private utility companies. The consultant shall verify any utility information (location, size, type, etc.) through researching historical as-built information for the project area (See Attachment C).

Jarrett Burgess  
Utilities Engineer  
Coloma TSC  
3880 Red Arrow Highway  
Benton Harbor, MI 49022  
Phone: (269) 849-1790  
E-Mail: [BurgessJ@michigan.gov](mailto:BurgessJ@michigan.gov)

## G. DELIVERABLES

Consultant is required to use MDOT's current version of Bentley MicroStation for drafting applications and Bentley GEOPAK for road design. Consultant shall comply with all MDOT drafting standards and file naming conventions.

The Consultant shall deliver all computer files associated with the project in their native format (spreadsheets, Microstation files, GEOPAK files, etc.) on DVD, CD, or uploaded to ProjectWise, as directed by the MDOT Project Manager. All Microstation/GEOPAK files shall be created and identified with standard MDOT file names as shown in Appendix A of the Road Design Manual. It is the Consultant's responsibility to obtain up to date MicroStation and GEOPAK seed/configuration files necessary to comply with MDOT's drafting standards which are posted to the bulletin board system. When the use of GEOPAK road design software is necessary to develop plans all pay items shall be placed into the Microstation file using GEOPAK's Design and Computation Manager so that Quantity Manager can be used to transfer pay item information to SAPW/Trns\*port. Any CADD/GEOPAK files that do not conform to MDOT standards will be returned to the Consultant for correction at the Consultant's expense.

Proposal documents shall be submitted in their native format with standard naming conventions as well as combined into one Adobe PDF file in the sequence specified by MDOT. To provide text search capabilities the combined proposal shall be created by converting native electronic files to PDF. Scanning to PDF is discouraged except in instances where it is necessary to capturing a legally signed document or a hard copy version of a document is all that exists. The use of digital signatures is encouraged when feasible.

Plan files shall be submitted in their native .dgn format with standard naming conventions as well as plotted into a combined Adobe PDF file. Plan sheets shall be plotted to Adobe PDF with full text search and bookmarks in half size (11" x 17") formats. A full size title sheet shall be plotted stamped and signed, then scanned for inclusion with the Adobe PDF set. The original title sheet will be sent to the MDOT Project Manager.

Stand Alone Proposal Estimator's Worksheet (SAPW) shall be used to generate the .txt and .csv files necessary for import into the Trns\*port bid letting software. The SAPW files shall be transmitted electronically by the method specified by the MDOT Project Manager.

The project construction, removal and profile sheets will require a ratio (scale) of **1:40**.

All design for this project will be done in **English Units**.

All plan sheets that are required for this project shall be completed by the Consultant. These include, but are not limited to the following plan sheets:

1. Title Sheet
2. Note Sheet(s)
3. Vicinity and Drainage Sheet(s)
4. Witness and Benchmark Sheet(s)
5. Alignment Sheet(s)
6. Project Specific Special Detail Sheet(s)
7. Typical Cross-Sections
8. Removal Sheet(s)

9. Construction Sheet(s)
10. Profile Sheet(s)
11. Detail Grade Sheet(s)
12. Construction Staging and Traffic Control Plans
13. Pavement Marking Sheet(s)
14. Temporary/Permanent Signing Sheet(s)
15. Soil Boring Log Sheet(s)

All plans, special provisions, estimates, and other project related items shall meet all MDOT requirements and detailing practices (i.e., format, materials, symbols, patterns, and layout) or as otherwise directed by the Project Manager. All plans, specifications, and other project related items are subject to review and approval by MDOT.

### **MDOT RESPONSIBILITIES:**

#### **A. MEETINGS**

Schedule and/or conduct the following:

1. Scope verification
2. Base Plan Meeting
3. The Plan Review
4. Utility Coordination Meetings
5. Omissions, Errors, and Corrections (OEC)
6. Packaging of plans and proposal
7. All other project related meetings

#### **B. DELIVERABLES**

1. Special details and pertinent reference materials
2. As-built plans of project area
3. Provide MDOT Stand Alone Proposal Estimator's Worksheet (SAPW)
4. Information on existing pavement structure as necessary
5. Pavement design
6. Traffic Analysis
7. Gumwood Road intersection survey

#### **C. RIGHT-OF-WAY**

MDOT Southwest Region Real Estate Division will be responsible for obtaining all Right-of-Way acquisitions.

#### **D. PERMITS**

MDOT will be responsible for submitting all required permits.

## E. COORDINATION

MDOT will provide coordination assistance with the following:

1. Utility Company & Railroad Company (if required)
2. Project Stakeholders
3. FHWA
4. Other MDOT divisions

### **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.

## ATTACHMENT A PPMS TASK LIST

### STUDY (EARLY PRELIMINARY ENGINEERING)

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY (mm/dd/yyyy)
YES	NO		
		<b><u>EPE SCOPING ANALYSIS</u></b>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2120 Prepare Traffic Analysis Report	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2130 Prepare Project Justification	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>213M Concurrence by Regulatory Agencies with the Purpose and Need</i>	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2140 Develop and Review Illustrative Alternatives	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2155 Request/Perform Safety Analysis	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2160 Prepare and Review EIS Scoping Document	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>211M Public Information Meeting</i>	/ /
		<b><u>EPE DRAFT ANALYSIS</u></b>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2310 Conduct Technical SEE Studies	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2321 Prepare for Aerial Photography	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2322 Finish/Print Aerial Photography	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2330 Collect EPE Geotechnical Data	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2340 Develop and Review Practical Alternatives	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>233M Aerial Photography Flight</i>	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2360 Prepare and Review EA or DEIS	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>231M Draft Submission to FHWA</i>	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2380 Circulate EA or DEIS	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>232M Public Hearing</i>	/ /
		<b><u>EPE FINAL ANALYSIS</u></b>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2510 Determine and Review Recommended Alternative	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>250M Concurrence by Regulatory Agencies with Recommended Alternatives</i>	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2525 Prepare and Review Engineering Report	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2530 Prepare and Review Request for FONSI or FEIS	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>252M Final Submission to FHWA</i>	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2550 Obtain FONSI or ROD	/ /
		<b><u>CONTAMINATION INVESTIGATION</u></b>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2810 Project Area Contamination Survey (PCS)	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2820 Preliminary Site Investigation (PSI) for Contamination	/ /

**PRELIMINARY ENGINEERING - DESIGN**

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

**PRELIMINARY ENGINEERING - DESIGN (cont'd)**

		<b>P/PMS TASK NUMBER AND DESCRIPTION</b>	<b>DATE TO BE COMPLETED BY</b>
<b>YES</b>	<b>NO</b>		<b>(mm/dd/yyyy)</b>
		<b><u>UTILITIES</u></b>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3610 Compile Utility Information	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3650 Coordinate RR Involvement for Grade Separations	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3655 Coordinate RR Involvement for At-Grade Crossings	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3660 Resolve Utility Issues	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>360M Utility Conflict Resolution Plan Distribution</i>	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>361M Utility Meeting</i>	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3670 Develop Municipal Utility Plans	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3672 Develop Special Drainage Structures Plans	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3675 Develop Electrical Plans	/ /
		<b><u>MITIGATION/PERMITS</u></b>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3710 Develop Required Mitigation	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3720 Submit Environmental Permit Applications	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3730 Obtain Environmental Permit	/ /
		<b><u>FINAL PLAN PREPARATION</u></b>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3821 Prepare/Review Final Traffic Signal Design Plan	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3822 Complete Permanent Pavement Marking Plan	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3823 Complete Non-Freeway Signing Plan	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3824 Complete Freeway Signing Plan	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3825 Prepare/Review Final Traffic Signal Operations	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3830 Complete the Maintaining Traffic Plan	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3840 Develop Final Plans and Specifications	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>380M Plan Completion</i>	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3850 Develop Structure Final Plans and Specifications	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3870 Hold Omissions/Errors Check (OEC) Meeting	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>387M Omissions/Errors Checks Meeting</i>	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>389M Plan Turn-In</i>	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3880 CPM Quality Assurance Review	/ /

**PRELIMINARY ENGINEERING – RIGHT OF WAY**

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

**ATTACHMENT B**  
**MONTHLY PROGRESS REPORTS**

The first two pages of this attachment are the necessary layout of the Monthly progress reports.

**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).

**Structure Number - Control Section - Job Number**  
**Route, Location Description**  
 Design Schedule as of 00/00/00

**LIST TASKS, SUBMITTALS, APPROVALS AND MEETINGS AS OUTLINED IN  
 SCOPE OF DESIGN SERVICES AS NEEDED. THIS LIST IS JUST AN EXAMPLE.**

Original Authorized Start Date	Original Authorized Finish Date	(Anticipated) or <b>Actual</b> Start Dates	(Anticipated) or <b>Actual</b> Finish Dates	Task	Task Description
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	*	Initial project meeting.
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	3330	Conduct Design Survey
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	3360	Prepare Base Plans
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>		Submit Base Plans
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	3580	Develop Preliminary Plans
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	3390	Develop Construction Zone Traffic Control Concepts
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	3540	Develop Construction Zone Traffic Control Plan
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	3550	Develop Preliminary Traffic Operations Plan
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	3351	Review & Submit of Preliminary Right-Of-Way Plan.
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>		Submittal of The Plan Review Package
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>		Completion of the Plan Review Meeting
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	3840	Develop Final Plans and Specifications
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>		Submittal of final plans to MDOT for final review.
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	3870	Omissions/Errors Check (OEC) Meeting
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>		Consultant's Plan Completion
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>		Final Deliverables to MDOT

## **ATTACHMENT C**

### **SCOPE OF WORK FOR UTILITY COORDINATION**

The Consultant shall be directly responsible for the utility coordination activities specified herein and in accordance with the Department's utility coordination process. It is the intent of this scope that the Consultant selected as a result of this solicitation employs qualified, competent, and experienced personnel to provide the services set forth herein.

The Consultant selected shall provide utility coordination for current and future contracts, as required, for utility clearance of each phase of the overall project. The following services pertaining to utility coordination and clearance, include, but are not limited to:

1. Identification of existing/proposed utility owners and their facilities.
2. Resolution of conflicts between utility facilities and proposed construction.
3. Documentation of all utility coordination activities.
4. Evaluation and certification of utility relocation schedules for compatibility to the Department's project schedule.
5. Municipal utility design and coordination.

#### **A. GENERAL REQUIREMENTS**

1. The Consultant is responsible for taking the necessary steps to insure appropriate utility coordination for the project. The Consultant shall direct all stages of the MDOT utility coordination including but not limited to the following: scope verification, design, plan review, pre-advertisement and pre-construction meetings, field inspections, utility permit reviews, plan reviews for adjacent area projects, and providing construction phase services. In addition, the Consultant shall provide the following services:
2. Schedule and conduct utility meetings, as necessary, to resolve conflicts between utility facilities and proposed construction. Record meeting minutes, distribute to all in attendance plus the MDOT TSC Utility Permits Engineer, MDOT Project Manager and other appropriate parties. The meetings, at minimum will identify conflicts, discuss possible design modifications, develop utility relocation schemes, review the schedule of MDOT construction activities, and develop a coordinated utility activity schedule. Include resolution of all utility conflicts and utility coordination needs in the proposed project schedule.
3. Provide bi-weekly status reports to the appropriate MDOT TSC Utility Permits Engineer, MDOT Project Manager and other appropriate parties as directed by the MDOT Project Manager. The report, at minimum, will display the control

section, project number, project location and description, report date, status of each utilities resolution activities and date information is expected back or when or what action is to be taken. Develop and maintain a report (i.e. spreadsheet, log, etc.) regarding the project's utility status. Status reports may be reduced to monthly, at the request of the Project Manager.

4. Conduct or participate in meetings convened for the purpose of utility betterments (i.e. new water main, sanitary sewers, communication facilities, etc.). Develop corridor schemes and utility construction schedules.
5. Provide technical assistance to appropriate MDOT staff and consultants regarding utility relocations and project impacts. Assure that all proposed utility relocation work is compatible with the proposed project and meets MDOT and other applicable standards.
6. Review utility relocation plans for compatibility with the proposed MDOT project. Track and confirm that all necessary utility relocation permits are submitted to the appropriate MDOT TSC Utility Permits Engineer for issuance. Follow-up with utilities to ensure that their utility relocations are progressing, any required permit applications are submitted in a timely manner, and the project's schedule is not adversely affected.
7. Prepare the "Utilities Status Report" (MDOT Form #2286) and "Notice to Bidders Utility Coordination" documents and submit to the MDOT TSC Utility Coordination Engineer for review and approval.
8. The Consultant may be required to provide design services during the construction phase of this project, including utility alignment staking and inspection. If construction assistance is required, then a separate authorization for those services will be issued.

## **B. PLAN DISTRIBUTION AND UTILITY INFORMATION PROCUREMENT**

The Consultant will be required to distribute plans on an as-needed basis to the utilities. At minimum, the following distributions shall take place:

1. The Consultant shall verify that base plans have been sent to utilities within the project area. This will consist of an informational letter and two sets of preliminary plans (some utilities may require additional sets), describing the scope of the project. Initial contact is to be made with all utilities that may have facilities in the project area. Utilities will typically respond with one set of marked plans showing their facilities, copies of their "As Built" plans, or written confirmation that they have no facilities in the project area.
2. Collect and compile utility responses and follow up with non-responsive utilities to ensure a response is received. Identify the utility's design and construction

contacts. Review the plan note sheets and verify with the utility that the names, addresses, contacts and phone numbers are accurate.

3. Distribute Department plans at approximately 50 percent completion. These plans should have the utility locations plotted and provide sufficient detail for utilities, designers and utility coordinator to determine conflicts. The Department's standard plan distribution letter(s), authorizing utility companies to begin preliminary engineering and also notifying the utility company of their responsibility to relocate facilities under Act 368, P.A. of 1925, needs to be included with this plan distribution.
4. Correspondence sent to any utility shall be courtesy copied to the MDOT TSC Utility Permits Engineer, MDOT Project Manager and any other appropriate parties.

#### **C. REIMBURSABLE UTILITY RELOCATIONS**

Ensure that eligible reimbursable utility relocations, under Federal-Aid Policy Guide 23 CFR 645A and 645B and MDOT Utility Accommodation Policy are identified. Confirm that the utilities submit the necessary information (i.e. permit applications, property rights, estimates, etc.) as to meet the aforementioned guidelines to the appropriate MDOT TSC Utility Permits Engineer for processing and authorization. Review and verify that the appropriated items are included in the reimbursement request as discussed during utility coordination meetings.

#### **D. STAKING, PERMIT INSPECTION AND CONSTRUCTION PHASE SERVICES**

The Consultant may be requested to provide any needed alignment staking for utility relocations. Staking shall be consistent with the project's survey control. The Consultant will be responsible for the accuracy, per applicable survey standards, when performing survey work. Consultants performing survey work must be from the Department's pre-qualified list.

The Consultant may be asked to oversee and inspect utility relocations. Reports of this activity and the Department's Permit Inspection Report (Form #2213) will need to be sent to the MDOT TSC Utility Permits Engineer.

Construction phase services may be requested. This will include attending the preconstruction meeting and presenting the utility coordination work. It also may involve working with the Department's Resident Engineer and utility to resolve utility conflicts discovered during construction. If construction assistance is required, then a separate authorization for those services will be issued.

**E. CONTRACT DOCUMENTS**

The Consultant shall prepare the “Utilities Status Report” (MDOT Form #2286) and “Notice to Bidders Utility Coordination” documents. The Consultant shall certify in writing that these documents represent the utilities project involvement. After certification, the project utility coordination files will be forwarded to the MDOT TSC Utility Permits Engineer.

**F. MDOT RESPONSIBILITIES**

1. Provide a preliminary list of utilities within the project limits. This list may not be 100% accurate and/or complete. The Consultant is responsible to identify all known and unknown utility facilities within the project limits.
2. Provide the Consultant with any appropriate Department form letters.

The Department shall have the authority to suspend the work, in full or in part, for such period or periods as may be deemed necessary due to conditions that are considered unfavorable work performance, or for the failure on the part of the Consultant to comply with any or all provisions of the contract. Such suspension shall be ordered in writing, giving in detail the reasons for the suspension.

## **ATTACHMENT D**

### **SURVEY SCOPE OF WORK**

Survey Limits: As needed for Design, Right of Way, and Construction. A description of survey limits detailing length, width and cross roads must be included in the Survey Work Plan.

#### **NOTES**

The Selected Consultant shall discuss the scope of this survey with an MDOT Region Surveyor or an MDOT Lansing Design Surveyor before submitting a priced proposal.

The Selected Consultant surveyor must contact the Region or TSC Traffic and Safety Engineer for work restrictions in the project area prior to submitting a priced proposal.

A detailed Survey Work Plan must be included in the project proposal. A spreadsheet estimate of hours by specific survey task such as traversing, leveling, mapping, etc. must be included in the priced proposal. Specifics of the survey will be discussed at the pre-price proposal meeting. Attachment "A" can be reviewed for rough idea on the limits of the survey.

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

#### **GENERAL REQUIREMENTS**

- A. Surveys must comply with **all Michigan law** relative to land surveying.
- B. Surveys must be done under the **direct supervision** of a Professional Surveyor licensed to practice in the State of Michigan.
- C. Work in any of the following categories of survey: Road Design, Structure, Hydraulic, Right-of-Way, and/or Ground Control (Photogrammetric) must be completed by a survey firm which is pre-qualified by MDOT for that category.
- D. Surveys must meet all requirements of the Michigan Department of Transportation (MDOT) Design Surveys *Standards of Practice* dated March 2009, the MDOT Design Survey Manual on-line, and the MDOT RTK guidelines. Please contact the Design Survey office to clarify any specific questions regarding these standards.
- E. Consultants must obtain all necessary permits required to perform this survey on any public and/or private property, including an up-to-date permit from the MDOT Utilities Coordination and Permits Section.
- F. Prior to performing the survey, the Consultant must contact all landowners upon whose lands they will enter. The contact may be personal, phone or letter, but must be documented. This



discussion of government corners recovered, perpetuated or otherwise used as part of the survey, problems encountered, and a statement from the Consultant surveyor supervising the project certifying compliance with Michigan Department of Transportation (MDOT) Design Surveys *Standards of Practice* dated March 2009; as well as documentation of all project specific meetings and/or conversations with MDOT Survey personnel.

Also included in the Administrative section shall be a copy of the **Survey Project Portfolio QA/QC Check-off list**, available on the MDOT Design Survey File Transfer Protocol (FTP) site at <ftp://ftp.michtrans.net/>. The consultant Username is "survcons." The consultant Password is "\$urvcon\$." This document shall be signed and certified by the Professional Surveyor responsible for the project QA/QC. It is highly recommended that the consultant become familiar with this document prior to preparing the proposal and again prior to assembling the final portfolio. **Failure to use and include this document shall result in the immediate return of the project portfolio for completion.**

2. The **Alignment** section will contain a MicroStation drawing of the alignment; coordinates and stationing of alignment points set or found; curve data with P.I. coordinates; a designation of alignment type such as as-constructed (best fit), legal, or survey; an explanation of how the alignment was determined; and all supporting documentation.
3. The **Control** section must contain the data collected and copies of all research documents used to establish the **horizontal and vertical** reference systems for the project, and must include a thorough written explanation describing how the systems were established. This section should also contain control traverse and GPS raw data (electronic only), least squares analysis for both traverse and benchmarks, and a list of control point coordinates and witnesses. A complete benchmark list with datum, description, station and offset, and elevation shall also be included. This information must be submitted in hardcopy as well as ASCII and MicroStation electronic file format on Compact Discs (CD's). Also, a sketch of the control traverse, showing any ties (government corners, property, alignment, etc.) shall be included in this section. It is recommended that the project's survey control be submitted for review as soon as it is available.
4. The **Property** section contains all information that is utilized regarding the real property affected by the project, and all necessary property ties. This may include copies of all recorded Land Corner Recordation Certificates for the government corners used or reestablished, recorded plats, recorded certified surveys, tax maps, tax descriptions, and adjacent/riparian owners.
5. The **Mapping** section contains all survey notes, research documents, and collected data used to produce the maps necessary for this project. All topographic plots, as well as utilities and drainage information, are to be placed in this section. Raw data in electronic form only, but not on the .PDF file.

6. The **Miscellaneous** section contains any information not included in the previous sections. The project Surveyor's Report should specify any items included in this section.
- O. **All data**, whether electronic or paper, **must be recorded on non-rewritable Compact Discs (CD's) or DVD's**. All paper files, including MicroStation files, must be scanned and/or converted to Adobe Acrobat .PDF format. It is not necessary to include raw survey data files in the Adobe file. CD's must be organized in the same manner as the portfolio, such as by Administrative section, Control section, etc. A Table of Contents in Adobe Acrobat format is required that has all .PDF pages of the CD bookmarked/linked so each place in the .PDF archive can be accessed with a single click of the computer mouse. Specified format files such as ASCII text, CAiCE and MicroStation must have separate access in native format outside of the .PDF file. CD's must be labeled with the control section, job number, data type and file names.
- P. It is not necessary to label each individual paper page in the portfolio.
- Q. Each category of survey must be packaged separately (i.e., Structure surveys separate from Road surveys and Hydraulic surveys). CD's must be labeled with the Control Section, Job Number, data type and file names.
- R. The Consultant representative shall record and submit typewritten minutes for all project related meetings to the MDOT Project Manager within two weeks of the meeting. The Consultant shall also distribute the minutes to all meeting attendees.
- S. The MDOT Project Manager is the official contact for the Consultant. The Consultant must send a copy of all project correspondence to the MDOT Project Manager. The MDOT Project Manager shall be made aware of all communications regarding this project. Any survey related questions regarding this project should be directed to a Survey Consultant Project Manager or MDOT Region Surveyor.

At the completion of this survey for this project, legible copies of all field survey notes, all electronic data, and all research records obtained for this project will be considered the property of MDOT and **must be sent to** the MDOT, Design Support Area, Supervising Land Surveyor, P.O. Box 30050, Lansing, MI 48909. Please use MDOT's Form 222(5/01) entitled "SURVEY NOTES: RECEIPT AND TRANSMITTAL" for all transmittals. A copy of this transmittal form must also be sent to the MDOT Project Manager for Design.

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

## **WORK RESTRICTIONS**

The Selected Consultant and the Selected Consultant only, is advised to discuss Traffic Control scenarios with the MDOT Traffic and Safety Engineer at the closest MDOT TSC prior to submitting a priced proposal.

No work shall be performed or lane closures allowed during the Memorial Day, July 4<sup>th</sup>, or Labor Day holiday periods, as defined by the MDOT Project Manager or representative specifically designated by the Project Manager (the Traffic & Safety Engineer at the MDOT TSC).

Work on weekends, if approved, shall be as directed by the MDOT Project Manager or Designate.

The Consultant must call the MDOT Region or TSC Traffic and Safety Engineer before beginning work to inform him or her of surveying activity in the area. The MDOT Region or TSC must be notified at least two weeks prior to lane closures so advance notice can be posted on the Web site.

Traffic shall be maintained by the Consultant throughout the project in accordance with Sections 812, 922, 103.05 and 103.06 of the *Standard Specifications for Construction*, 2003 edition, [www.mdot.state.mi.us/specbook/](http://www.mdot.state.mi.us/specbook/), and Supplemental Specification 03SS001(2) Errata to the 2003 Standard Specifications and all other supplemental specifications currently in effect against the Standard Specifications for Construction. All traffic control devices shall conform to the current edition, as revised, of the *Michigan Manual of Uniform Traffic Control Devices* (MMUTCD). All warning signs for maintenance of traffic used on this project shall be fabricated with prismatic retro-reflective sheeting, and shall be set up five feet above ground.

The Consultant shall use MDOT standard “maintaining traffic” typicals for any and all closures. Typical MDOT traffic control diagrams are available on line at [www.mdot.state.mi.us/tands/plans.cfm](http://www.mdot.state.mi.us/tands/plans.cfm)

## **COORDINATION WITH OTHER CONTRACTS IN THE VICINITY**

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

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

The Consultant must contact the Development Engineer at the nearest MDOT TSC for information regarding project coordination.

The Consultant's attention is called to the requirements of cooperation with others as covered in Article 104.07 of the 2003 Standard Specifications for Construction. Other contracts or maintenance operations may occur during the life of the project.

No claim for extra compensation or adjustment in contract unit prices will be allowed on account of delay or failure of others to complete work unit scheduled.

## **FIELD SURVEY**

The purpose of the field survey is to obtain all information and data required by the project design engineer, to leave control in the field for future construction staking, and to provide a sufficient history of the area to enable the MDOT Design Survey Unit to perform dependable surveys in the future. The Consultant surveyor must discuss the scope of this survey with the project design engineer before initiating any work on this project. Notes of this meeting and a detailed Survey Work Plan with an estimate of hours broken down by specific survey task must be submitted to the MDOT Project Manager and Survey Consultant Project Manager within two weeks of this meeting.

### **A. CONTROL**

A three dimensional control system must be established throughout the project area. This control shall be based on the Michigan State Plane Coordinate System NAD1983 (CORS) horizontal datum and NAVD 1988 vertical datum. All subsequent control must be based on the established control. Any traverse/control points or bench marks established must adhere to the Michigan Department of Transportation (MDOT) Design Surveys *Standards of Practice* dated March 2009 and be listed in the Control pocket of the portfolio. Contact the MDOT Survey Consultant Coordinator or Region Surveyor for existing control in the area.

OPUS positioning may be used as a check, and for determining Primary Control as defined in the MDOT Standards of Practice for Design Survey March 2008. For any and all OPUS solutions, a RINEX format file with a minimum of two hours of GPS data must be included, as well as the OPUS solution (extended version) from NGS. All OPUS solutions must be verified within 0.20 foot, either by a separate OPUS solution from an independent occupation, or by a least squares adjustment based on NGS/CORS positions.

If GPS-derived elevations are used, the Surveyor's Report and the Witness List and Witness Sheet for the project must clearly state that the vertical datum is "NAVD 1988 GPS-derived from Geoid XX." Geoid03 is the recommended Geoid at this time September 2008. GPS derived elevations will not be acceptable for this project.

A mapping control point that is a rebar in the ground should not be considered a benchmark. The elevation of a rebar that is a control point should be verified or re-established prior to use as a benchmark.

A Witness list sheet for this project must be provided that has a formula for grid to ground conversion, with a statement that a mapping control point that is a rebar in the ground should

not be considered a benchmark, and its elevation should be verified or re-established prior to use.

All Witness lists, for horizontal control, benchmarks, government corners, and alignment points, must use all capital letters exclusively.

The Consultant must provide a MicroStation file that contains the benchmark list and horizontal control point list, government corner list, and alignment point list. The type of alignment must be described. This file must also provide a formula for a grid to ground conversion. This file must be named JNxxxxwit.dgn and formatted as an MDOT plan sheet. An example MicroStation file will be provided on the MDOT Design Survey ftp site. Upper case letters must be used exclusively, as they are easier to read on half size plan sheet. Prior to starting mapping of the project the region surveyor shall review the control of the project.

## **B. PROPERTY/GOVERNMENT CORNERS**

Any PLSS corners within the project limits must be recovered or established and tied to the project coordinate system. Any PLSS corners necessary for legal alignment determination and/or property ties for Right of Way issues must be recovered or established and tied to the project coordinate system.

All PLSS corners must be recorded in accordance with PA 74 of 1970, as amended and all applicable administrative rules. A copy of each recorded Land Corner Recordation Certificate must be submitted to the MDOT Design Survey Office as part of the final report. All PLSS corners located in hard surface roads must be protected by a monument box, regardless of impending construction. The Consultant shall provide to the Survey Consultant Project Manager a list of any affected Government or Property Controlling Corners in the detailed work plan for discussion or approval.

The Consultant surveyor must contact the County Remonumentation Representative prior to beginning work on the project to inform him of proposed corner perpetuation activities, and to obtain information pertinent to PLSS corners and/or property controlling corners affected by project construction.

Legal ROW lines will also be determined for the entire project limits. The legal ROW lines of any side road will also be determined.

## **C. ALIGNMENT**

Since most existing alignment points locate and define the boundary between the public Right of Way and private ownership, legal alignment points are considered Property Controlling Corners and must be recovered and recorded in accordance with PA 74 of 1970, as amended, and all applicable administrative rules. A copy of each recorded Land Corner Recordation Certificate must be submitted in the Property Section of the final portfolio.

For this project a legal alignment will be determined for the entire length of the project. The surveyor's report will discuss how the stationing will be established, and whether or not the alignment(s) will be staked in the field. For this project a legal alignment will be required. Legal ROW lines will also be determined for the entire project.

Since most existing alignment points (P.I.'s, P.C.'s, P.T.'s) locate and define the boundary between the public Right of Way and private ownership, legal alignment points are considered Property Controlling Corners. These property controlling corners for this project will either be found or new corners will be set in the field. If the P.I. is recovered or set outside of the traveled roadway (hard surface area) the corner shall be recorded in accordance with PA 74 of 1970, as amended, and all applicable administrative rules. On the recordation certificate at a minimum include the MDOT job number, state plane coordinates of the corner, 4 witnesses, how set, curve calculations and P.C./P.T. coordinates. If the PI is set or found outside of the traveled roadway (hard surface area) the P.C./P.T. corners do not need to be set in the field. However the P.C./P.T. corners will be determined for the legal alignment of US-12.

If the P.I. is located in the traveled roadway (hard surface area) then the P.C. and P.T. corners will need to be set in the field on the right of way lines of US-12. There will be a total of 4 corners set for this scenario. These corners shall be recorded in accordance with PA 74 of 1970 as amended and all applicable administrative rules. On the recordation certificate at a minimum include the MDOT job number, state plane coordinates of the corner, 4 witnesses, how set, curve calculations and P.C., P.T., and P.I. coordinates. If the P.I. is a deflection point (no curve) then 4 witness monuments shall be set. These 4 reference monuments shall also be recorded in accordance with PA 74 of 1970 as amended and all applicable administrative rules.

A copy of each recorded Land Corner Recordation Certificate must be submitted in the Property Section of the final portfolio.

The Consultant must clearly define in the Work Plan that a legal alignment is proposed, and how the stationing will be established, a An alignment sheet must be prepared and submitted that shows the alignment with stationing and coordinates, and the source of stationing, curve data, and the alignment definition (Legal). Horizontal control points and government corners are also appropriate for this sketch or CADD drawing.

The Consultant must provide an alignment control point list with witnesses in ASCII format for all alignment points found or set. This list must include datum, corner designations, descriptions, coordinates, combined Scale Factor, and witnesses. This list may be appended to the witness list for horizontal and vertical control points.

An alignment sheet must be prepared and submitted that shows the alignment(s) with stationing and coordinates, and the source of stationing, curve data, and the alignment definition. All alignments must be annotated as in the following examples: As Constructed alignment for CS 45011 as surveyed in 2006, or Legal Alignment of 1952 for CS 38016 as surveyed in 2008. Showing government corners with distances along government lines to the alignment are also appropriate for this CADD drawing. MDOT MicroStation format is

required. Some tangents may be graphically shortened to “shrink” the drawing to fit paper size.

The Consultant must provide an alignment control point list with witnesses for all alignment points found or set. This list must include datum, point designations, descriptions, coordinates, combined Scale Factor, and witnesses. This list may be appended to the witness list for horizontal and vertical control points. Witness lists must use only uppercase letters.

All monument boxes through the project area must be accounted for by the Consultant surveyor, shown on the project mapping, and have a recorded LCRC submitted with the survey portfolio.

For this project the legal ROW lines and alignment at US-12 and Gumwood have been determined. The limits area approximately 1300’ feet Easterly and Westerly of Gumwood. This information will be given to the selected consultant. Mapping has also taken place in this location. This will also be given to the consultant to verify/use. The horizontal and vertical control for this project will be given to the consultant to tie into. This can be discussed with the selected consultant at the pre-price proposal meeting.

For this project the legal alignment was also determined by Bell Road and US-12. This approximately 600 feet Easterly and Westerly of Bell Road. This will also be given to the selected consultant.

For this project the consultant shall prepare a monument preservation package which gives the coordinates, location, witnesses, stationing, of any government corners, property controlling corner, NGS monuments, alignment points, which may be destroyed during construction.

#### **D. MAPPING**

The Consultant must submit a CAiCE software file, named MDOTjob#.zip, utilizing CAiCE’s built-in archive feature, of all survey mapping points and data files for the mapping area. A Digital Terrain Model will be needed for the project, it must be created in CAiCE and named EXRD. The CAiCE software used must be Version 10.6 or newer. For this survey, mapping will take place from ROW to ROW line within the project limits. If a culvert is outside of the ROW lines additional mapping will take place surrounding the culvert. This can be discussed with the selected consultant at the pre-price proposal meeting.

The Consultant is responsible for using the latest MDOT CAiCE Feature Codes, files and Plans Production tugboat (macro), available on the MDOT Design Survey File Transfer Protocol (FTP) site at <ftp://ftp.michtrans.net/>. The consultant Username is “survcons.” The consultant Password is “\$urvcon\$.” The tugboat can also be used to convert CAiCE files into Geopak and MicroStation formats.

The Consultant must provide an electronic MicroStation Intergraph Version 8 format file of the mapping area. This file must be named MDOTjob#pl.dgn, for example 79023Cpl.dgn,

and must be submitted in a sub-directory outside of the CAiCE archive file named "MicroStation." The MicroStation file will be a 2-D file of the planimetric features including contours. This file must be sized appropriately, utilize the seed file seedrd\_c.dgn with working units of 1000, 1, and be compiled in standard MDOT format. The Consultant is responsible for using the latest MDOT Resource files, color table, and cell files, available on the MDOT File Library site under CAD\_V8. Go to <http://mdotwas1.mdot.state.mi.us/public/bbs/>

For a comprehensive list of MicroStation level designations, contents and line attributes, refer to the "MDOT V8 Level Feature Code List\_08.pdf" table located on the MDOT Design Survey File Transfer Protocol web site. This table replaces the former Attachments AA, C & D. Also in the ftp site, the Consultant should refer to the V8GROUP&ALPHA LIST\_08.pdf file for Data Collection Codes.

The Consultant must submit files created from CAiCE that are formatted for design in Geopak software. This can be accomplished by using the MDOT Plans Production CAiCE Tugboat (macro), which is available on the MDOT Design Survey File Transfer Protocol (FTP) site. The Consultant must submit a 3D MicroStation Triangle file and the same Triangle file in Geopak DAT format. This DAT file is generated through the new (August 2008) MDOT tugboat. The Consultant must also submit a Survey Chain (TIN Boundary) around the edited Triangle file with the name and Feature "CLIP." A Job#.XML file must be included for each separate alignment. Each alignment must be computed separately, and uniquely named to include the JN and a description, such as 79585\_AsC\_Wbd.XML. These files must be submitted electronically in a subdirectory outside of the CAiCE archive file named "Geopak."

## **E. POST SURVEY CLEAN-UP**

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

## **FINAL REPORT**

### **A. DELIVERABLES**

The final report for this project shall include:

1. In the first pocket of the portfolio, labeled **ADMINISTRATIVE**, the following will appear:
  - a. MDOT's Form 222(5/01) entitled "SURVEY NOTES: RECEIPT AND TRANSMITTAL"

- b. The project's Professional Surveyor's Report on company letterhead consisting of:
    - i) A comprehensive synopsis of the work performed on this project, signed **and sealed** by the project's Professional Surveyor.
    - ii) The source and methods used to establish the project horizontal and vertical control and alignment(s) for this project.
    - iii) A detailed explanation of anything discovered during the survey of this project that may create a problem for the designer or another surveyor.
  - c. CD or DVD with all documents scanned or converted into PDF files. Each page must be inserted in a master PDF file and bookmarked for easy retrieval. An example can be provided upon request.
  - d. MDOT QA/QC Portfolio Checklist (revised March 2008).
2. In the second pocket of the portfolio, labeled **ALIGNMENT**, the following will appear:
- a. An annotated MicroStation drawing of the alignment(s), showing:
    - i) A statement defining the alignment(s) as **legal, as constructed, or survey**
    - ii) Stationing, source of stationing, and station equation to existing stationing
    - iii) Horizontal coordinates of P.I.'s, at a minimum
    - iv) Curve data
    - v) Alignment points found or set
    - vi) Control points
    - vii) Reference lines and angles of crossing (if appropriate)
    - viii) Government corners and ties to government lines
  - b. Witness list for the alignment points found or set, which shows coordinates, stationing and four witnesses for each alignment point. Witness lists must use only uppercase letters.
  - c. LCRC's for alignment points found.
3. In the third pocket of the portfolio, labeled **CONTROL**, the following will appear:
- a. Documentation of horizontal and vertical datum sources.
  - b. OPUS documentation.
  - c. Least squares adjustments for the horizontal and vertical control.
  - d. It is not necessary to submit electronic raw survey data in hardcopy form, or in the .PDF file.

- e. Text files, hardcopy and on CD, which contain the witness lists for the horizontal alignment ties, horizontal control points, benchmarks and government corners. All witness lists must note the datum(s), a combined scale factor for state plane grid-to-ground conversion, and an example thereof. Witness lists must use only uppercase letters.
  - f. A MicroStation V8 file showing the data in d. above, using only upper case letters.
4. In the fourth pocket of the portfolio, labeled **PROPERTY**, the following will appear:
- a. Tax maps and descriptions with owner names, addresses and phone numbers, if Right of Way is to be acquired, or if riparian ownerships are required.
  - b. Maps, plats, and recorded surveys.
  - c. Documents such as plats, Act 132 Certificates and/or tax maps marked with point numbers as property ties, if Right of Way is to be acquired.
  - d. Legible **recorded** copies of all Land Corner Recordation Certificates (LCRC) filed for the government corners (PLSS corners and Property Controlling Corners) used for computations and/or in danger of obliteration by impending construction.
5. In the fifth pocket of the portfolio, labeled **MAPPING**, the following will appear:
- a. Mapping file in MicroStation V8 format, and also converted to .PDF format. Hardcopy signed and sealed. All point and line descriptions must use only upper case letters.
  - b. An archived CAiCE software file.
  - c. Geopak files produced from CAiCE.
  - d. All field survey notes and electronic mapping data used for the project. It is not necessary to submit electronic raw survey data in hardcopy form, or in the .PDF file.
  - e. All supporting and supplemental information or data, such as drainage and utilities, electronically only if possible.
6. In the sixth pocket of the portfolio, labeled **MISCELLANEOUS**, the following will appear:
- a. Any photographs taken for clarity of an area
  - b. Any newspaper clippings related to the project
  - c. Any information not covered in this scope that will be of benefit to the designer or another surveyor

## **B. GENERAL NOTES**

1. It is the responsibility of the Consultant to insure that all electronic files submitted to MDOT conform to the required format and that all documents are legible.
2. The Consultant must organize and label the various sections of the portfolio as required by the Standards of Practice for MDOT Design Surveys dated March 2008.
3. All research documents are required to be scanned and placed on the CD.
4. It is desirable to limit paper and to include as much electronic data as possible on Compact Disc or DVD, including scanned items, to facilitate future electronic storage and transmission of survey data. **Duplicate CD's must be included in the portfolio, with one set labeled "Region Surveyor".**