

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

MDOT PROJECT MANAGER Munawar Azam			JOB NUMBER (JN) 104152	CONTROL SECTION (CS) 11021
DESCRIPTION IF NO JN/CS US-12BR over St. Joseph River (B02-11021), City of Niles, Berrien County				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input type="checkbox"/> TIER II (\$100,000-\$250,000)	<input checked="" type="checkbox"/> TIER III (>\$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"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.	
N/A	N/A	<input checked="" type="checkbox"/>	Presentation	
N/A	N/A	<input checked="" type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted) (No Resumes)	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes	

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"/> Prequalified Services – See page <u>1</u> of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> 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.
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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 11/24/2009	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
1501 E. Kilgore Road
Kalamazoo, MI 49001

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
EARLY PRELIMINARY ENGINEERING
AND
DESIGN SERVICES**

CONTROL SECTION(S): 11021

JOB NUMBER(S): 104152

PROJECT LOCATION:

The project is located at the US-12BR (Main Street) bridge over the St. Joseph River in the City of Niles, Berrien County.

PROJECT DESCRIPTION:

This project will provide technical assistance for an environmental assessment for the removal and replacement of the historic US-12 BR Bridge over the St. Joseph River (B02 of 11021). The Consultant will also be required to provide a scoping report with a completed scoping checklist and design to the **pre-Base Plan level**.

ANTICIPATED SERVICE START DATE: January 18, 2009

ANTICIPATED SERVICE COMPLETION DATE: December 31, 2010

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Environmental Assessment & Impact Statements

Bridge Project Scoping

Hydraulics

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Project Development Studies

Hydraulic Surveys

Structure Surveys

Road Design Surveys

Short and Medium Span Bridges

Roads and Streets

Maintaining Traffic Plans and Provisions

Geotechnical Engineering Services

Hydraulics

DBE REQUIREMENT: 5%

MDOT PROJECT MANAGER:

Munawar Azam
Southwest Region Office
1501 E. Kilgore Road
Kalamazoo, MI 49001
Phone: (269) 337-3920
E-Mail: 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 project including, but not limited to the following tasks:

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 project by the completion date.
2. Perform design survey.
3. Perform hydraulic survey, analysis, and design. Hydraulic survey must include free-board analysis (See Attachment C).
4. Perform Safety Analysis.
5. Develop a minimum of four (4) design alternatives. This will include the “no-build” option. MDOT staff will perform analysis.
6. Prepare required plans, typical cross-sections, and details (**Base Plan Level**). Plans should include bike path and pedestrian path(s).
7. Prepare Bridge Study plans.
8. Develop MOT concepts and identify any potential detour routes. MOT concepts will need to include non-motorized path(s).
9. Prepare Engineering Report with pre-Base Plan level design to determine environmental impacts. Report should include Bridge Study, potential ROW needs, utility impacts, permit requirements, detailed cost estimates, and the MDOT Scoping Checklist (**from new MDOT Scoping Manual**).
10. Provide recommendations for private/public utility relocations.

11. Provide solutions to any unique problems that may arise during the study and design of this project.
12. Attend any project related meetings and informational meetings (i.e., public hearings, open houses, etc.) with the general public and public officials to assist in answering any technical questions or concerns, or as directed by the MDOT Project Manager. Consultant will be required to provide displays and/or photo renderings.
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.
14. The Consultant will provide to MDOT at the scheduled submittal dates, copies of the required materials for distribution by MDOT for all reviews for this project. The Consultant shall contact the project manager prior to the submittal dates for the exact number of copies that will be required for submittal.
15. The MDOT Project Manager shall be the official MDOT contact person for this project and should be made aware of all communications regarding this project. The Consultant must address or send a copy of all correspondences to the MDOT Project Manager.
16. The Consultant will be required to attend a Pre-Price Proposal Meeting to discuss the project requirements, 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 the following:

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

Tonya Nobach
Phone: (517) 335-1927
E-Mail: 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 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

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 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.

Jarrett Burgess
Utilities Engineer
Coloma TSC
3880 Red Arrow Highway
Benton Harbor, MI 49022
Phone: (269) 849-1790
E-Mail: 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.

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. 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. All other project related meetings

B. DELIVERABLES

1. Special details and pertinent reference materials
2. Prints of an example similar project
3. As-built plans of project area
4. Information on existing pavement structure as necessary
5. Pavement core information as necessary
6. Traffic analysis

C. PERMITS

MDOT will be responsible for submitting all required permits.

D. COORDINATION

MDOT will provide coordination assistance with the following:

1. Utility Company(s)
2. Railroad Company (if required)
3. Project Stakeholders
4. FHWA
5. 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
YES	NO		(mm/dd/yyyy)
		<u>EPE SCOPING ANALYSIS</u>	
<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 checked="" type="checkbox"/>	<input type="checkbox"/>	2140 Develop and Review Illustrative Alternatives	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2155 Request/Perform Safety Analysis	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2160 Prepare and Review EIS Scoping Document	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>211M Public Information Meeting</i>	/ /
		<u>EPE DRAFT ANALYSIS</u>	
<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 checked="" type="checkbox"/>	<input type="checkbox"/>	2330 Collect EPE Geotechnical Data	/ /
<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	2380 Circulate EA or DEIS	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>232M Public Hearing</i>	/ /
		<u>EPE FINAL ANALYSIS</u>	
<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 checked="" type="checkbox"/>	<input 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	/ /
		<u>CONTAMINATION INVESTIGATION</u>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2810 Project Area Contamination Survey (PACS)	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2820 Preliminary Site Investigation (PSI) for Contamination	/ /

PRELIMINARY ENGINEERING - DESIGN

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY
YES	NO		(mm/dd/yyyy)
		<u>DESIGN SCOPE VERIFICATION AND BASE PLAN PREPARATION</u>	
<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	3340 Conduct Structure Survey	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3350 Conduct Hydraulics Survey	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3360 Prepare Base Plans	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>331M Utility Notification</i>	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3361 Review and Submit Preliminary ROW Plans	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>331M Preliminary ROW Plans Distributed</i>	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3370 Prepare Structure Study	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3375 Conduct Value Engineering Study	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3380 Review Base Plans	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>332M Base Plan Review (Pre-GI Inspection)</i>	/ /
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3390 Develop the Maintaining Traffic Concepts	/ /
		<u>PRELIMINARY PLANS PREPARATION</u>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3510 Perform Roadway Geotechnical Investigation	/ /
<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	3530 Conduct Structure Foundation Investigation	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3535 Conduct Structure Review for Architectural and Aesthetic Improvements	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3540 Develop the Maintaining Traffic Plan	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3551 Prepare/Review Preliminary Traffic Signal Design Plan	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3552 Develop Preliminary Pavement Marking Plan	/ /
<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	3580 Develop Preliminary Plans	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3581 Review and Submit Final ROW Plans	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>351M Final ROW Plans Distributed</i>	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3590 Review Preliminary Plans (Plan Review Meeting)	/ /
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>352M THE Plan Review (Grade Inspection)</i>	/ /

PRELIMINARY ENGINEERING - DESIGN (cont'd)

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY	
YES	NO		(mm/dd/yyyy)	
		<u>UTILITIES</u>		
<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	3660 Resolve Utility Issues	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>360M Utility Conflict Resolution Plan Distribution</u>	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>361M Utility Meeting</u>	/	/
<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	/	/
		<u>MITIGATION/PERMITS</u>		
<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	/	/
		<u>FINAL PLAN PREPARATION</u>		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3821 Prepare/Review Final Traffic Signal Design Plan	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3822 Complete Permanent Pavement Marking Plan	/	/
<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	3830 Complete the Maintaining Traffic Plan	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3840 Develop Final Plans and Specifications	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>380M Plan Completion</u>	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3850 Develop Structure Final Plans and Specifications	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3870 Hold Omissions/Errors Check (OEC) Meeting	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>387M Omissions/Errors Checks Meeting</u>	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>389M Plan Turn-In</u>	/	/
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3880 CPM Quality Assurance Review	/	/

PRELIMINARY ENGINEERING – RIGHT OF WAY

		P/PMS TASK NUMBER AND DESCRIPTION	DATE TO BE COMPLETED BY
YES	NO		(mm/dd/yyyy)
		<u>EARLY RIGHT OF WAY WORK</u>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4120 Obtain Preliminary Title Commitments	/ /
<input type="checkbox"/>	<input checked="" 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	/ /
		<u>ROW ACQUISITION</u>	
<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 type="checkbox"/>	<input checked="" type="checkbox"/>	4510 Conduct Right Of Way Survey & Staking	/ /
		<u>ROW RELOCATION</u>	
<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 Actual Start Dates	(Anticipated) or Actual Finish Dates	Task	Task Description
00/00/00	00/00/00	00/00/00	00/00/00	*	Initial project meeting.
00/00/00	00/00/00	00/00/00	00/00/00	3330	Conduct Design Survey
00/00/00	00/00/00	00/00/00	00/00/00	3360	Prepare Base Plans
00/00/00	00/00/00	00/00/00	00/00/00		Submit Base Plans
00/00/00	00/00/00	00/00/00	00/00/00	3580	Develop Preliminary Plans
00/00/00	00/00/00	00/00/00	00/00/00	3390	Develop Construction Zone Traffic Control Concepts
00/00/00	00/00/00	00/00/00	00/00/00	3540	Develop Construction Zone Traffic Control Plan
00/00/00	00/00/00	00/00/00	00/00/00	3550	Develop Preliminary Traffic Operations Plan
00/00/00	00/00/00	00/00/00	00/00/00	3351	Review & Submit of Preliminary Right-Of-Way Plan.
00/00/00	00/00/00	00/00/00	00/00/00		Submittal of The Plan Review Package
00/00/00	00/00/00	00/00/00	00/00/00		Completion of the Plan Review Meeting
00/00/00	00/00/00	00/00/00	00/00/00	3840	Develop Final Plans and Specifications
00/00/00	00/00/00	00/00/00	00/00/00		Submittal of final plans/proposal to MDOT for final review.
00/00/00	00/00/00	00/00/00	00/00/00	3870	Omissions/Errors Check (OEC) Meeting
00/00/00	00/00/00	00/00/00	00/00/00		Consultant's Plan Completion
00/00/00	00/00/00	00/00/00	00/00/00		Final Deliverables to MDOT

ATTACHMENT C HYDRAULIC SURVEY SCOPE

The Consultant shall perform a hydraulic survey, which provides geometric data on the stream channel upstream and downstream of the structure. **Two weeks** prior to starting the hydraulic survey, the Consultant surveyor shall schedule a site visit with an MDOT Hydraulics engineer by contacting Chris Potvin or Larry Wiggins:

Chris Potvin
Hydraulics Design Engineer
(517) 335-191

or

Larry Wiggins
Hydraulics Assistant Design Engineer
(517) 373-1713

The purpose of the site visit is to discuss details of the survey and to clarify the intent of the survey. The Consultant must take notes at the site visit and submit them promptly to the MDOT Survey Coordinator and MDOT Hydraulics engineer.

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 notice must include the reasons for the survey on private land, the approximate time the survey is to take place, the extent of the survey including potential brush cutting, and an MDOT contact person (the MDOT Project Manager or Consultant Survey Coordinator or Region Surveyor).

The Consultant must make every effort to minimize brush cutting on private property. The use of paint on private property is prohibited.

Cross-sections shall be taken at the limits and intervals specified by the MDOT Design Engineer-Hydraulics/Hydrology as shown in Attachment A. Channel cross-sections shall be taken normal to the direction of *flood* flow and tied to the project coordinate system so they can be accurately plotted. The sections shall be extended to the edge of the floodplain, to the elevation of the top of the road at the structure, or to a distance beyond the river bank agreed upon with the MDOT Hydraulics engineer at the site visit. Shots must be taken at approximately six foot intervals through the stream, and at significant break points. Any high water marks and date of occurrence (if available) shall be noted.

CONSULTANT RESPONSIBILITIES:

Since the hydraulic analysis is to be performed by Consultant staff, the Consultant shall meet the following requirements for hydraulic cross-sections:

1. Cross-sections shall be submitted electronically in a format acceptable to the Design Engineer-Hydraulics Unit.

2. The centerline of all berms such as roads, railroads, or driveways that cross the stream must be included as a separate chain. Each centerline chain must also have a description or comment that identifies the type of centerline, such as “railroad berm” or “farm drive.”
3. Each cross-section shall be submitted with the points in the chain running all left to right, looking downstream.
4. The cross-sections generally must extend a minimum of 100 feet into the flood plain from the stream top of bank.
5. For each cross-section, the vegetation break point (the “friction point” between the natural channel and the surrounding vegetation) shall be shot. It should have a comment or description of “break point.”
6. Subsequent vegetation break points, if applicable, shall be shot with a comment or description such as “friction point – grass to shrub,” or “friction point – shrub to trees” as appropriate.
7. The water surface elevations at each cross section shall be taken at the left edge of water and right edge of water looking downstream. The Consultant must note if any stream bed cross sections were dry, and water surface elevation shots were unavailable.

The project surveyor must ensure that all required information is legible and in a form which is easily accessible to the Hydraulics Unit. A HEC-RAS file is acceptable. Other formats must be discussed in advance with the Survey Project Manager or MDOT Hydraulics Engineer.

All elevations shall be referenced to the North American Vertical Datum of 1988 (NAVD88), or project datum, if established and different. If a project datum is used, the MDOT Hydraulics Engineer may require a reference to NAVD88 or National Geodetic Vertical Datum of 1929 (NGVD29). Two benchmarks must be established at the stream crossing, one on each side of the stream. All benchmarks must be accurately described. Benchmark leveling shall be a closed loop of at least third-order accuracy, which requires an error of closure between known benchmarks of not more than 0.06 feet times the square root of the distance in Miles.

Note: It is not necessary to provide least squares analyses for horizontal and vertical control for a Hydraulics Survey upstream and downstream from the structure. Electronic evidence of horizontal and vertical closure is required. The surveyor must use professional judgment to determine whether the closures are acceptable for use on a Hydraulics Survey. It is necessary to provide accurate elevations for underclearances, road profiles, weirs, and anything that controls flow. It is not necessary to provide extremely accurate closures for vertical and horizontal control used for hydraulics cross-sections.

It is not necessary to provide a witness list of horizontal control points set for hydraulics cross-sections.

A list containing at least two benchmarks, one on either side of the bridge, with descriptions, elevations and datum, must be provided. Since these benchmarks will be used for road/bridge design and construction, least squares analysis is required.

THE NOTES FOR THE HYDRAULIC SURVEY MUST BE PACKAGED IN A SEPARATE PORTFOLIO. All field measurements, notes, sketches, and calculations must be included in the final transmission. Two separate, identical, and complete portfolios must be provided.

DELIVERABLES:

1. The **riparian owners and addresses** in the four quadrants of the structure and stream, clearly shown. It may be necessary to draw the stream on an Equalization map.
2. **First floor elevations** of all buildings within the survey limits. Note if basement is present or not.
3. All **pertinent structure data** including water surface elevations, flow lines, invert or footing elevations, opening widths, length, pier thickness and underclearance elevations, both upstream and downstream, at the stream structure. Include an elevation view sketch of both sides of the structure showing this information.
4. All **pertinent structure data** including water surface elevations, flow lines, invert or footing elevations, opening widths, length, and underclearance elevations, both upstream and downstream, at **any other structures** encountered within the reach of the survey. Include an elevation view sketch of both sides of all such structures showing this information.
5. Water surface elevations at each section must be provided, with the date taken. The water surface elevations at each cross section shall be taken at the left edge of water and right edge of water. **All water surface elevations should be taken on the same day if possible.** If not, note the date taken and any event which may affect the evaluation.
6. One road profile for a minimum of 600 feet along the crown or highpoints of the state trunkline, as determined by the MDOT Hydraulics Engineer, with a comment or description or “**US-12 (BR) centerline.**” Shots must be taken at the approximate reference points of the structure with an appropriate description or comment. In the case of a culvert, a shot must be taken on the crown at the approximate center of the culvert, with a comment or description of “centerline culvert.”
7. A **point list in ASCII format** must be provided, containing columns for point number, North (or Y), East (or X), elevation, Feature Code, and description. The shots for each cross section must be grouped together in the same order that they are in the chain, and the cross section designation noted.
8. A MicroStation V8 drawing showing the relationship of the cross sections to the structure and the road, and noting the distance between cross sections. The stream footprint must be shown, as well as any first floor locations and elevations.

9. A paper plot with scale of the area at the stream crossing, showing a basic map of the bridge including abutments, the road(s) and cross section shots at the upstream and downstream faces of the structure (elevations in small text).
10. **Benchmark list** with descriptions, elevations, and datum; and least squares analysis for benchmarks at the structure.
11. Two cross sections, one at the upstream and one at the downstream face of the structure excluding roadway embankment.
12. One cross section 350 feet upstream of the upstream face of the US-12 (BR) structure.
13. Repeat items 3, 7, and 13 for the Grant Rd. structure.
14. Two cross sections downstream at 500 feet intervals, commencing 500 feet downstream of the downstream face of the US-12 (BR) structure.