Michigan Department of Transportation

SCOPE OF SERVICE
FOR
SPECIALTY SERVICES
PROGRAM MANAGER
MDOT/Local Agency Bridge Bundling Program
Revised 5/3/2019

CONTROL SECTION: N.A

JOB NUMBER: N.A

PROJECT LOCATION: Various trunkline, non-trunkline, and local agency routes throughout the state of Michigan.

PROJECT DESCRIPTION: This project requires expert transportation professionals to function as Program Manager Consultants (PMC) to work with, represent and act as a Michigan Department of Transportation (MDOT) representative for various project services in support of MDOT's trunkline, non-trunkline and local agency bridge bundling program of approximately 800 - 1000 bridges located throughout the state of Michigan. The goal of this program is to appropriately address the serious and critical condition bridges in the state of Michigan, such that there are no bridges in this condition state by 2025. MDOT will be selecting up to two (2) consultants to perform various PMC functions in the analysis and development of individual bridge bundling projects. **Final design, and construction administration functions are not included in this contract and will be solicited as separate requests for proposal for each individual bridge project bundle.**

It is anticipated that **up to two consultants** will be selected as the PMC for services in support of the Bridge Bundling Program.

ANTICIPATED SERVICE START DATE: July 1, 2019

ANTICIPATED SERVICE COMPLETION DATE: July 1, 2022

DBE PARTICIPATION: 10%

PRIMARY PREQUALIFICATION CLASSIFICATION(S):
Design – Bridges
Design – Bridges: Scoping
Design – Bridges: Load Rating
Design – Bridges: Safety Inspections
Design: Project Development Studies

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

Design – Bridges: Complex*
Design – Roadways Intermediate
Design – Geotechnical: Advanced
Design – Hydraulics I
Design – Traffic: Capacity & Geometric Analysis
Design – Traffic: Pavement Markings
Design – Traffic: Safety Studies
Design – Traffic: Signal
Design – Traffic Signal Operations – Complex
Design – Traffic: Signing – Non-Freeway
Design – Traffic: Signing – Freeway
Design – Traffic: Work Zone Maintenance of Traffic
Design – Traffic: Work Zone Mobility & Safety
Surveying- Right of Way
Surveying- Road Design
Surveying- Structure
Surveying- Hydraulics
Environmental: Archaeology – Historic*
Environmental: Archaeology, Prehistoric*
Environmental: Botanical*
Environmental: Historic Assessment*
Environmental: Wetland Assessment*

**Precautionary*

MDOT PROJECT MANAGER:

Matthew J. Chynoweth, P.E.
Chief Bridge Engineer
MDOT Bureau of Bridges and Structures
6333 Lansing Road
Lansing, MI, 48917
517-243-4302

MDOT DEPUTY PROJECT MANAGER(s):

Michael Halloran, P.E.
Southwest Region Bridge Engineer
Southwest Region Maintenance Facility
6345 American Ave
Portage, MI 49002
269-930-0786

James Ranger, P.E.
Innovative Contracting Unit Engineer
Van Wagoner Building
425 W. Ottawa
P.O. Box 30050
Lansing, MI 48909
517-256-7856

PREFERRED QUALIFICATIONS AND CRITERIA (FOR NON-CLASSIFIED SERVICES):

1) UTILITY COORDINATION

The Consultant and MDOT shall share responsibilities for project Utility Coordination. See attached "Scope of Services for Utility Coordination".

SERVICE PERIOD:

This PMC will be selected to assist and support MDOT in developing and administering portions of the Bridge Bundling Program, along with coordination and collaboration with local agencies, whose bridges will be bundled with MDOT bridges. The term of this solicitation is five (5) years. The PMC will be assigned a Task Order with a scope of work with distinct work tasks and job numbers, contingent upon satisfactory performance, assistance needed and available funding. The amount of work assigned to the PMC will be determined by project needs, workload and the MDOT Project Manager (PM).

CONFLICT OF INTEREST:

Consultants are advised the PMC providing services for a work order will not be allowed to participate or join any design-build team on projects developed under this Contract. This includes Design-Build-Finance and Design-Build-Finance-Operate-Maintain projects. If two PMC's are selected, the PMC not providing services for a work order may participate on a design-build team. Sub-consultants to a PMC will not be allowed to participate or join a design-build team for an individual project they have or will provide services on under this Contract.

If the project follows a design-bid-build process, the construction engineering services may not be completed by those firms working on final design, and preparation for bid letting activities. This includes Construction Manager/General Contractor (CMGC) projects.

Since this project will involve program management activities including local agency bridges, if any Consultant, or sub-consultants act as the municipal, township or county engineer for a local agency, a determination of conflict of interest will be evaluated on a case-by-case basis.

GENERAL PROJECT INFORMATION:

This contract is for various planning, scoping, preliminary engineering and other related services in the overall development of a statewide bridge bundling program to address all serious, critical, load posted, and closed bridges on the MDOT and local agency system. The goal of the project is to achieve a condition state of zero serious and critical bridges in the state by 2025. The PMC's primary services are for program/project development and assistance to the MDOT PM.

Development services will include a review of bridge condition data in the MDOT program, using the MiBRIDGE software, and the conceptual bundling of bridges into packages based on location, condition, complexity, amount of programmatic coordination involved (MDEQ, MDNR, railroad entities, utilities, etc.), and available funding options. Services may include all preliminary engineering activities required to develop single or multiple contracts, using a variety of delivery methods, such as Design/Bid/Build (DBB), Design/Build (DB), Design/Build/Finance (DBF), Design/Build/Finance/Operate/Maintain (DBFOM), and Construction Manager/General Contractor (CMGC). **Final design, and construction administration functions are not included in this contract and will be solicited as separate requests for proposal for each individual bridge project bundle.** Other duties include, cost estimation, utility investigation and coordination, support and assistance for ROW activities, railroad coordination, assistance with FHWA NEPA requirements, assistance with scope development, and assistance with public outreach. The consultant will provide support services for financial, budget and cost documentation requirements; participate in program, project, and public meetings; and provide other assistance as required and directed by MDOT.

This project combines both MDOT and local agency assets into possible concurrent project bundles, and as such, there will be significant coordination, outreach, and agreement development between MDOT and local agencies. The projects will be executed and administered through the MDOT processes for design services, project letting, construction services, and any Bridge Bundling Program specific process that are developed. It is anticipated individual agreements between MDOT, and local agencies will be executed for bridge projects bundles, which may also define specific responsibilities for each party.

A future, separate request for proposal(s) will be released to ensure compliance with the National Bridge Inspection Standards (NBIS) relative to ensuring the initial inspection, load rating, and appropriate updating of the Structure Inventory and Appraisal (SI&A) information on reconstructed/rehabilitated bridges is completed. This may include Quality Assurance (QA) of bridge inspection and management actions, should certain portions of the bridge bundling contracts include an Operations and Maintenance component.

Additional project information related to MDOT/CRA bridge bundling activities to date, presentations, meeting minutes, and white papers are available and will be placed in MDOT ProjectWise. Access to the folder can be obtained by contacting the PM and carbon copying (cc) the Deputy Project Managers.

Commercial and financial advisory services are not included in this contract and will be provided under a separate contract. The need for commercial/financial advisory services is not anticipated for all task orders; however, support and assistance of MDOT, local agencies and their commercial/financial advisor is expected.

SCOPE OF WORK:

The selected PMC services could include work at both the broad project administration level and specific project level work tasks. Tasks throughout the life of the contract may include assisting with planning, scoping, preliminary engineering, and other data analysis in the development of bridge project bundles, using preliminary criteria as noted in the Program Development Section below.

The scope of work to be issued under this contract could include specific tasks within any or all of the below listed categories. It should be noted all contracted activities involving federal funding will need to be in FHWA compliance at every stage and phase of development.

All work performed by the PMC will be assigned using work task orders based on a multi-phase Master Contract. It is MDOT's intent to issue work task orders for all necessary activities to complete the services, however, issuance shall be based on availability of sufficient funding.

The scope of work is generally comprised of the following three (3) elements:

- **Program development**, review of current bridge condition data, screening, and identification of potential project bundles, or tiers for optimized construction cost efficiencies, and develop, analyze, or assist in the development of project delivery methods. This will bridge optimization and standardization to the greatest extent possible. Also included will be a plan as to how best to structure the individual bridge bundles to maximize Small Business participation for final design, and construction administration functions.

- **Program management**, risk management, development of program/project controls, communication services, and administrative support. Assist MDOT with local agency engagement and obtaining appropriate approvals and resolutions. This also includes assisting MDOT with utility coordination, along with coordination with other environmental and regulatory agencies, such as MDEQ, MDNR and SHPO.

- **Project Scoping and Preliminary Engineering**, scoping and supporting data collection focused on managing items of greatest risk to achieving MDOT's goals. Assistance in the preliminary development of bridge plans meeting current AASHTO requirements, in preparation for bridge project bundles utilizing a variety of project delivery methods.

Final design, and construction administration functions are not included in this contract and will be solicited as separate requests for proposal for each individual bridge project bundle.

Commercial and financial advisory services, as required, will be provided under a separate contract. The PMC will support and assist MDOT's commercial/financial advisor, as required, and incorporate analysis and recommendations.

PROGRAM DEVELOPMENT:
The purpose of this activity is to gather all pertinent data relative to bridge network condition, perform a network level review, and begin to develop project bundles based on the criteria including, but are not limited to:

1. **Network level review of MiBRIDGE data for potential bridges to bundle based on:**

    - Scope of work, and preliminary estimate development based on condition:
        - Bridge replacements for serious, critical and closed bridges
        - Deck replacements and other major rehabilitation activities for poor bridges
        - Strengthening and other major rehabilitation activities for load posted, or restricted bridges
        - Maintenance and Preservation activities for fair bridges
        - Review and verification of existing NBIS ratings
        - Overall asset management to achieve and maintain condition goals

2. **Develop project and bundle screening criteria (preliminary, subject to refinement):**

    - Tier I: Construction within 6-12 months:
        - Rural location
        - Limited to no utility impacts
        - No ROW needs
        - Full closure versus part-width construction
        - No major geometric improvements
        - Not over a waterway
        - Not over a railroad
        - No significant environmental concerns

    - Tier II: Construction within 12-24 months:
        - Rural location
        - Easily resolvable utility impacts
        - Limited ROW needs, consent to grade, etc.
        - Minor geometric improvements – widening, underclearance, etc.
        - Over a waterway, with existing waterway adequacy
        - Not over a railroad
        - No significant environmental concerns

    - Tier III: Construction within 24-36 months:
        - Urban location
        - Significant utility relocations
        - Major impacts to mobility – need staged construction
        - Major geometric improvements, approach roadway improvements
        - Over a waterway, requires bridge lengthening for waterway adequacy
        - Significant permitting
        - Not over a railroad

- Tier IV: Construction within 36 to 48 months
  - Urbanized area, downtown gateway, requiring significant engagement
  - Over a navigable waterway
  - Significant Environmental Concerns
  - Railroad bridge

- Other Tiers as identified

3. Other items to consider in analysis:

- Bridge Needs:
  - Possible removal of closed bridges
  - Rehabilitation versus replacement
  - Replacement using applicable standards, such as AASHTO Low Volume Road Design
  - Consideration of overall life cycle asset management plans for bundles of bridges, in alignment with The Asset Management Council (TAMC) goals.

- Geography:
  - Bundle to obtain geographic economies of scale
  - Consider delivery routes/methods

- Technical Innovation:
  - Large scale implementation of accelerated bridges construction
    - Bridge farms
    - Construction of bridges adjacent to existing (not needing ROW)
    - Use of pre-fabricated elements
    - Cold Formed Steel Tub Girder ~~Folded Steel Plate Girders~~
    - GRS/IBS substructures
    - Use of standard plans

- Environmental Considerations:
  - New NEPA documentation requirements for local agencies (Form 5323)
  - Endangered or protected species (Mussels, Eastern Massasauga Rattlesnake, fauna, flora, etc.)
  - Archeological sites
  - 4(f) property impacts
  - Bridges considered historically, architecturally or culturally significant

- Coordination with other agencies:
  - Railroad Companies
  - Michigan Department of Environmental Quality
  - Michigan Department of Natural Resources

        - State Historic Preservation Office
        - FHWA
        - US Army Corps of Engineers
        - US Fish and Wildlife Service
        - US Coast Guard
        - MDOT
        - County Road Association (CRA)
        - Michigan Municipal League (MML)
        - Metropolitan Planning Organizations (MPOs)
        - The Asset Management Council (TAMC)
        - The Michigan Infrastructure Council (MIC)
        - Other agencies as identified, and as needed

    - Funding sources & limitations/affordability
        - Existing LAP Bridge Program
        - Existing Federal Aid funding
        - Existing MDOT funding
        - Potential private investment
        - Potential bonding initiative
        - Bureau of Indian Affairs
        - Federal Lands/US Forest Service

    - Analysis of delivery options
        - Design/Bid/Build
        - Design/Build
        - Design/Build/Finance
        - Design/Build/Finance/Operate/Maintain
        - Construction Manager/General Contractor
        - Force Account (for construction by local agency forces)

    - Proposed schedule
        - Based on Tiers of bridges
        - Based on construction industry capacity
        - Based on local agency needs
        - Based on local and regional mobility
        - Based on economic factors

PROGRAM MANAGEMENT

The purpose of this activity is to provide overall direction, establish cost and schedule-control procedures, and identify the requirements for providing oversight for the Bridge Bundling program. The tasks within this activity are based on the following general categories: manage risks, establish specific program/project control procedures, provide recommendations for DBE and small business opportunities, support small business outreach and workforce development and participate as appropriate in dispute resolution process between contractor and MDOT. The PMC will also aid in the development of an overall governance structure for the program, to ensure critical buy-in from each group, decision-making hierarchy, and tactical execution of the program.

PROJECT SCOPING/PRELIMINARY ENGINEERING

Data analysis, project scoping, and preliminary engineering sufficient for the development of bridge project bundles for various project delivery methods and strategies. To minimize risk on the program all potential risks identified at the preliminary engineering level shall be identified and reviewed for "go" or "no go" types of decision making. Tasks may include various surveys, scoping, preliminary roadway and structure engineering, and draft transportation management plan (TMP) development sufficient to evaluate proposed bridge project bundle impacts on regional mobility. Tasks may also include geotechnical investigations, third-party agreements, field reconnaissance, and preliminary NEPA scoping reviews to identify environmental constraints.

Deliverables and/or sub-tasks: A bridge project bundle program risk registry listing risks, risk allocation, reduction options & strategies, and risk assessment reports updated on a regular basis. These deliverables include but are not limited to:

- Preparation of geometric layouts
- Preparation of preliminary roadway designs
- Preparation of preliminary bridge designs
- Preparation of materials for public outreach
- Preparation of pre-NEPA scoping reports
- Project estimating
- Identification of risk assessment
- Assistance with aesthetic features development
- Coordination with other agencies
- Support for survey activities, whether MDOT provided, or not
- Assistance with right of way activities
- Geotechnical services
- Documentation and preparation of financial, costs & budgets
- Determination of Environmental Classification

WORK TASKS:

If more than one consultant is selected through this scope of services, the consultant for each Work Task will be determined according to the Consultant Work Order Selection Process included in this scope of services.

The MDOT PM will contact the selected PMC through a letter and scope of work detailed with specific tasks and timeframes required. Work tasks will be issued throughout the length of the contract including any extensions to the master contract that may be executed. The letter will state the specific needs, the MDOT job number and control section, task descriptions, services required, required deliverables and the timeframe in which the work shall be required for submission and completion. It will also state any required secondary classifications and DBE requirements needed for completion. It is possible that some of the tasks will be conducted on an expedited schedule and the PMC is required to provide adequate expert staff to meet or exceed the schedule.

The PMC may work on a Work Task basis provided the PMC has performed adequately on previous project(s) and Work Tasks. Performance will consider work on this contract as well as performance on other contracts with MDOT.

The selected PMC will submit a plan of work, as defined in the letter request. The plan will consist of the PMC's proposed work tasks and staffing plan to successfully accomplish the tasks. MDOT approvals and actions will also be listed in the plan within the stated timeframe. MDOT will review the work plan and collaborate with the PMC to modify if needed. MDOT or the PMC may request a meeting prior to acceptance of the final plan of work.

The plan should include:

1. The names of all personnel, including key staff chosen and available to provide the specified tasks.
2. The names of the sub-consultants, their personnel and role in task completion.
3. The names of which firms are performing which prequalification classifications.
4. A method detailing how the tasks will be completed, delivered & maintained within the schedule, including MDOT involvement and the estimated dates for milestone events.
5. A conflict of interest statement covering the PMC and sub-consultant(s).
6. A list of what is needed from MDOT and when it is needed to meet the specific tasks and schedule.

MDOT reserves the right to approve the final plan of work based on the PMC's understanding of the specific project tasks and proposed personnel.

GENERAL STAFFING REQUIREMENTS:

The PMC is expected to provide a satisfactory number of qualified personnel to effectively execute the contracted responsibilities. Depending on the task and schedule, there may be work during nighttime hours, on weekends, and/or under expedited time constraints. The number of personnel needed during any particular task may change as the project progresses.

The PMC will adequately staff each task in advance of the start of work, in order to be properly prepared to satisfy the responsibilities. However, the PMC must not assign any personnel until submitting in writing first for MDOT's review and approval, the qualifications of each person proposed to be assigned to the task. The PMC must submit this request for approval to the MDOT PM at least two weeks before the date an individual is expected to start work.

The PMC will need approval for any changes to key personnel as provided in the contract. An amended Form 5100G will need to be submitted along with a resume and a reason for the switch to assure MDOT, a comparable substitute is being utilized. If the PMC does not get approval for this substitution, MDOT will not accept the hours worked as billable and the PMC will be working at their risk.

An individual who is previously approved by the MDOT PM, but whose performance is later determined to be unsatisfactory, will not be allowed to continue the task and project, and may be replaced by the PMC if an alternate is acceptable to the MDOT PM.

When the personnel need of a task are reduced, the PMC will reduce the number of its staff. Any adjustment of work forces as recommended by the MDOT PM will be accomplished within one week after notification. MDOT reserves the right to add or reduce staff on tasks as it so desires during the course of the contract.

PROPOSAL DUE DATE AND TIME

Proposals are due to MDOT on ~~May 29~~ June 5, 2019 at 4:00pm EST

Submit Proposals electronically via email to the MDOT PM at ChynowethM@michigan.gov and carbon copy (cc) RangerJ@michigan.gov.

The subject line of the email must state "(Consultant Name) Proposal: Program Manager for Bridge Bundling Program".

PROPOSAL CONTENT

Consultants submitting a proposal to this RFP will be scored on the following criteria:

1) **Understanding of Service (35 Points):** Describe the consultant's understanding of the service and innovations. This information is to be based on the scope of services. Include the approach the consultant will use to develop bridge project bundles to achieve the goals of the overall program. Describe the approach that will be used to satisfy DBE requirements on each project and provide opportunities for small business participation in the program.

2) **Qualifications of Team (50 Points):** Provide a high-level organization chart. Describe the structure of the project team including the roles and experience of all key personnel and sub-consultants for the primary tasks. Provide resumes for each of the key staff of the prime and sub-consultants stated above for primary tasks. Describe the team's experience with Design/Build and other innovative delivery methods. Also, describe the method that will be used to determine sub-consultants that are unknown at the time of this solicitation.

3) **Past Performance (20 Points):** MDOT will take into consideration performance evaluations done by MDOT on similar work and any references offered by the consultant.

4) **Quality Assurance/Quality Control Process (10 Points):** Describe the plan for completing QA/QC services including the background information of selected staff and manager responsible for this service. Person performing the quality control review must have extensive experience with MDOT standards and practices.

5) **Location (5 Points):** The percentage of work performed in Michigan will be used for this selection.

Total maximum pages for RFP not including key personnel resumes is 14 pages (MDOT forms not counted). Resumes limited to 2 pages per key staff personnel.

MDOT form required as part of proposal submission is 5100D-Request for Proposal Cover Sheet.

This will be a Tier III Qualifications Based Selection in accordance with MDOT's Consultant/Vendor Selection Guidelines.

GENERAL INFORMATION

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

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

PMC RESPONSIBILITIES:

The responsibilities will be to complete the scope and specified work tasks, per federal and state requirements, ensuring NEPA compliance.

The PMC must adhere to all applicable OSHA and MIOSHA safety standards, including the appropriate traffic signs for the activities and conditions for this job and perform field operations in accordance with the Department's Personal Protective Equipment (PPE) policy as stated in the MDOT Guidance Document #10118.

Meet with the MDOT PM to review project, location of data sources and contact persons, and review relevant MDOT operations. The PMC shall review and clarify project issues, data needs and availability, and the sequence of events and team meetings that are essential to complete the task by the completion date.

A. Complete work tasks as assigned by MDOT PM.

B. Prepare required plans, illustrations, evaluations, details, graphics, presentation materials, and others as needed.

C. Provide solutions to any unique problems that may arise.

D. Maintain a Project Record which includes a history of significant events (changes, comments, etc.).

E. Record and submit type-written minutes for all project related meetings to the MDOT PM within two weeks of the meeting. MDOT will provide and distribute official meeting minutes, as needed.

F. Provide to MDOT, by entering into MDOT ProjectWise at scheduled milestone dates, copies of draft and final plans, information, data, etc. needed.

G. Prepare and submit electronically (native format or PDF) into MDOT ProjectWise, any information, reports, illustrations, associated analysis or drawings.

H. Attend any project-related meetings as directed by the MDOT PM.

I. Attend any other meetings, as directed to assist in responding to concerns and/or questions, if needed. This may require assistance with preparation of graphics, maps, etc.

J. Incorporate pertinent information as required in the specific deliverable.

K. The MDOT PM shall be the official MDOT contact person for the PMC and shall be made aware of all communications. The PMC must either address or send a copy of all correspondence to the MDOT PM. This includes all sub correspondence and verbal contact records.

L. Contact the MDOT PM whenever discoveries have the potential to require changes in the scope of work.

M. Provide Project Specific Design Build Training as required or requested.

N. Develop a decision process tracking plan to document decisions made and information considered so this can be used for education and knowledge transfer as the program rolls

O. The examination, consideration and documentation of opportunities to develop smaller packages of design, construction and other service packages that can fit into the MDOT Small Business Program.

P. Provide assistance to MDOT's commercial/financial advisor as required.

Monthly reviews and measurements in conjunction with MDOT will be established and conducted to ensure that project tasks, details and specifications are not unintentionally excluding DBE opportunities.

MONTHLY PROGRESS REPORT:

On the first of each month, the PMC shall submit a monthly progress report detailing the work accomplished to date, planned for the next month and any needs.

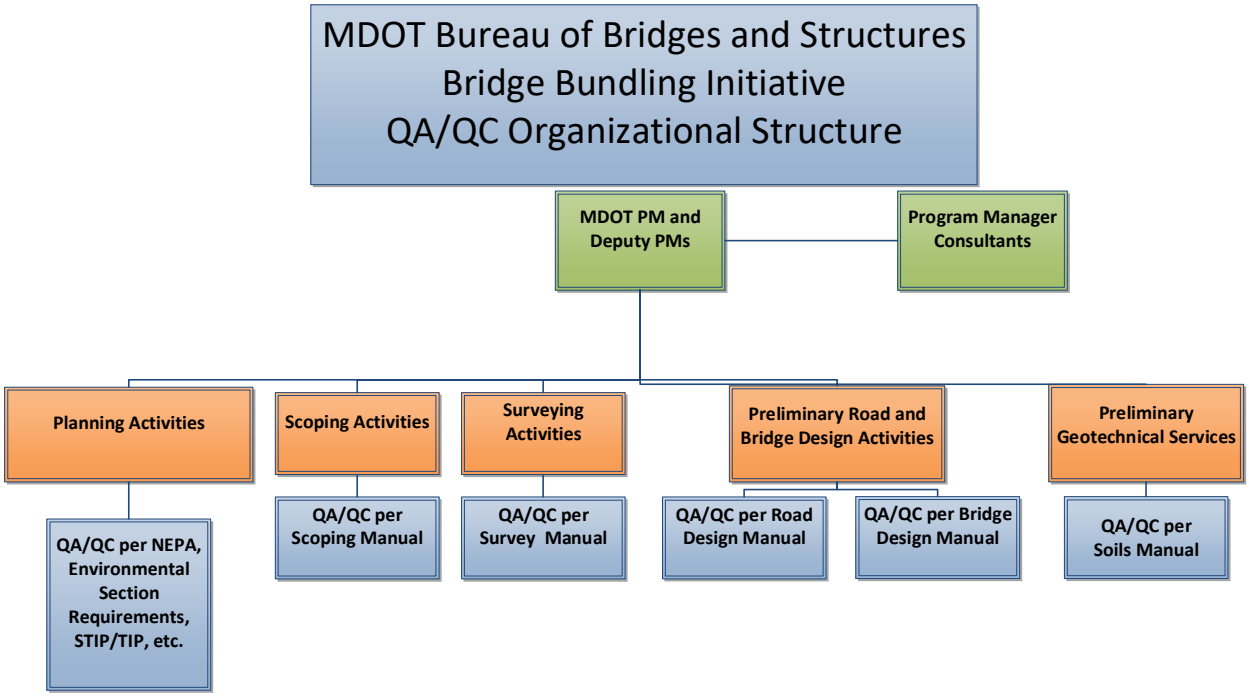
MDOT RESPONSIBILITIES:

MDOT will provide written notice providing clear direction for the process to be adhered to and the final deliverables. Work is to be performed consistent with 23 CFR Part 450, and 49 CFR Part 613 (Statewide and Metropolitan Planning Rule), and other applicable state and Federal regulations. MDOT will also provide direction for the development of the specific work tasks.

- Schedule and conduct meetings.
- Review and approval of all material for public distribution, including coordination of press releases, talking points, and bridge bundling presentation distribution.
- Provide pertinent reference materials and share previous and current data, studies, plans, reports, analyses, etc.

- Coordinate and facilitate internal reviews, resolve issues and provide decisions at critical points through the schedule.
- Overall coordination of bridge bundling program goals to ensure consistency and alignment with TAMC goals.
- Identify Local Agency Bridge Champions to coordinate and collaborate with.
- Development and execution of Project Agreements, or Memorandums of Understanding with individual local agencies on responsibilities for bridge bundling project development and delivery.
- Provide NEPA clearance for trunkline projects. Local agencies will provide NEPA clearance documents for local projects, following the standard MDOT approval process.

  Provide responsible charge in following the internal controls, and individual surveying, planning, bridge scoping, preliminary design, and other task quality control and quality assurance requirements, monitor and assure compliance with program goals per the following org structure:



DELIVERABLES:

The PMC shall deliver all computer files associated with the project in their native format (spreadsheets, CADD files, GEOPAK files, etc.) to be uploaded into ProjectWise, as directed by the MDOT PM. All CAD/GEOPAK files shall be created and identified with standard MDOT file names as shown in the MDOT Standard File Naming Convention attached to this document. The electronic files will be published to contractors at the time of letting as Reference Information Documents (RID). The PMC may be asked to upload plans to MDOT's ProjectWise system.

It is the PMC's responsibility to obtain the current MicroStation Workspace as published monthly to comply with MDOT's standards. Any CAD/GEOPAK files that do not conform to MDOT standards will be returned for correction at the PMC's expense.

Proposal documents shall be submitted in their native format with standard naming conventions as well as combined into one 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 in capturing a legally signed document or when a hard copy version of a document is all that exists.

Plan files shall be submitted in their native dgn format with standard naming conventions and compiled into pdf plan set. Plan sheets shall be plotted to pdf with full text search and level on/off capabilities in 11" x 17" format. A title sheet shall be printed stamped and signed then scanned for inclusion with the Pdf set. The original title sheet shall be filed by the PMC and stored for a minimum of seven years.

Unless otherwise directed by MDOT, the 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 PM.

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 PM. All plans, specifications, and other project related items are subject to review and approval by MDOT.

Specified deliverables will be provided to MDOT for review and comment. A Word file of reports, any appendices, illustrations, drawings, field notes, etc., including the submission of the supporting data output sheets will need to be included in the final deliverables package, in hard copy and MDOT compatible electronic format.

REQUIRED MDOT GUIDELINES AND STANDARDS:

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards (i.e., Road Design Manual, Standard Plans, Published MDOT Design Advisories, Drainage Manual, Roadside Design Guide, A Policy on Geometric Design of Highways and Streets, Michigan Manual of Uniform Traffic Control Devices, etc.).

The PMC is required to use the MDOT Current Version of Bentley MicroStation/GEOPAK or PowerGEOPAK (published at Section 2.2.2 of the Design Submittal Requirements) with the current MDOT workspace (published at Section 2.2.1 of the Design Submittal Requirements). 3D Models are required for all applicable projects. See Chapter 2 of the Design Submittal Requirements for a complete listing of applicable projects. The PMC shall comply with all MDOT CADD standards and file naming conventions.

CONSULTANT PAYMENT (actual cost plus fixed fee)

Compensation for this project shall be on an **actual cost plus fixed fee** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor rates, applied overhead, other direct costs, subconsultant costs, and applied fixed fee. The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

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

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

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

MDOT will reimburse the consultant for vehicle expenses and the costs of travel to and from project sites in accordance with MDOT's Travel and Vehicle Expense Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at http://www.michigan.gov/documents/mdot/Final_Travel_Guidelines_05-01-13_420289_7.pdf?20130509082418. MDOT's travel and vehicle expense reimbursement policies are intended primarily for construction engineering work. Reimbursement for travel to and from project sites and for vehicle expenses for all other types of work will be approved on a case by case basis.

MDOT will pay overtime in accordance with MDOT's Overtime Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at http://www.michigan.gov/documents/mdot/Final_Overtime_Guidelines_05-01-13_420286_7.pdf?20130509081848. MDOT's overtime reimbursement policies are intended primarily for construction engineering work. Overtime reimbursement for all other types of work will be approved on a case by case basis.

Multi-Vendor As-Needed Service

Consultant Work Order Selection Process

The most qualified vendor will be determined by the MDOT Project Manager based upon the initial Program Manager Consultant services RFP solicitation response provided by the vendor.

SCOPE OF SERVICE

FOR

UTILITY COORDINATION

The Consultant is directly responsible for all aspects of the project's utility coordination. The Consultant is expected to provide technical assistance to MDOT, utilities and other stakeholders regarding utility identification, project utility coordination and utility conflict resolution.

A utility is defined as any privately, publicly, municipal or cooperatively owned line, facility, or system for producing, transmitting, or distributing communication, cable television, power, electricity, light, heat, gas, oil, crude products, water, steam, waste, or any other similar commodity, including any fire or police signal system or street lighting system.

MDOT shall -

- Provide a preliminary list of utilities, with contact information, that may have facilities located within the project limits. This list may not be 100% accurate and/or complete.
- Provide assistance, if necessary, in contacting utilities to obtain facility records.
- Provide Consultant with utility responses and facility records if utility information solicitation has been performed.
- Organize and host a kick-off meeting with Consultant and MDOT prior to Consultant beginning utility coordination services.

Consultant shall -

- Maintain a Utility Conflict Matrix spreadsheet and deliver as the bi-weekly status report. The Utility Conflict Matrix spreadsheet is located at http://www.michigan.gov/documents/mdot/URTS_UCM_Report_551670_7.xlsx

- Distribute form letters, plans, etc. as outlined in 14.16 (Request for Utility Information) and 14.26 (Distribution of Preliminary Plans to Utilities and Utility Coordination Meeting) of the MDOT Road Design Manual.
    - Identify existing/proposed utility owners and facilities.
    - Collect and compile utility responses.
    - Follow up with non-responsive utilities.
- Schedule and conduct utility meetings for the resolution of conflicts between utility facilities and proposed construction.
    - Identify conflicts, discuss possible design modifications, develop utility relocation schemes, discuss reimbursable relocations, and discuss project scope and schedule.
    - Identify the utility's design and construction contacts and ensure the plan's note sheet utility contact information is accurate.

    - Record meeting minutes and distribute to all attendees.
- Schedule and conduct field meetings with individual utilities to resolve conflicts.
- Schedule and conduct meetings convened for the purpose of utility betterments.
- Ensure municipal utility relocations, betterments and reimbursements follow Chapter 9 of the MDOT Road Design Manual.
- Identify eligible reimbursable utility relocations, for public/private utilities, as outlined in 23 Code of Federal Regulations (CFR) Part 645 Subparts A and B – Utilities and ensure 23 CFR Part 635.410 - Buy America Requirements are met.
    - Collect documentation to evaluate reimbursable utility relocations.
- Evaluate utility relocation plans for compatibility with the proposed project.
- Ensure utility relocation schedules do not impact the project schedule.
- Confirm utility relocation permit applications are submitted to the TSC.
- Prepare the "Utilities Status Report" (MDOT Form 2286) and "Notice to Bidders - Utility Coordination" documents.
- Track and monitor utility relocation progress.

Deliverables (Provided to the TSC Utility Coordinator and Project Manager):

- Courtesy copies of all correspondence with the utilities
- Utility Conflict Matrix
- Utility coordination meeting minutes
- Reimbursable utility relocation documentation
- Utilities Status Report and Notice to Bidders - Utility Coordination