

Detail Design Review for Roundabout Projects

Introduction and Project Information

Introduction- The purpose of this contract is to provide the State with a team that will serve as the independent technical and constructability Detail Design Review Team for State Project (SP) 4310-95 and 4302-96. The Contractor's Detail Design Review Team will perform this work at their office location. There will be an initial meeting at the State's office in Willmar, with possibility of additional meetings. The initial design deliverable for the aforementioned projects will be provided by the State and reviewed by the Contractor's Detail Design Review Team. This work is anticipated to be sporadic in nature, yet will be intense during review submittal periods. Throughout the contract duration, the team will report weekly to the State's Project Manager during review operations; reporting on work completed and receiving guidance as needed to perform the work.

Project Information- The detailed design review required under this contract is for the following SP's:

- A) 4310-95 TH 212 and Morning Side Drive, Glencoe, MN, New Roundabout Construction
- B) 4302-96 TH 7 and McLeod County State Aid Highway (CSAH) 1, New Roundabout Construction

Section 1.0 – Project Management (Source Type 1010)

1.1 - Kick off Meeting - The Contractor will coordinate and conduct a Project Kick-off meeting in Willmar, MN or through an online platform if warranted. The meeting will establish communications protocol and discuss the project schedule. The Contractor will receive available existing information from the State. The State will provide deliverables as available, a brief discussion of known issues, and a review of the project schedule.

1.2 - Project Instructions and Quality Assurance - Contractor will develop internal tools (Project Instructions, Gantt Charts, Work Plans) to establish a schedule with defined deliverable dates, budgets, roles, and responsibilities for the project team members throughout the project.

1.3 - Monthly Progress Reports, Invoices and File Keeping - Contractor will submit monthly progress reports and invoices to State in the prescribed format. The Contractor will also supply an updated schedule each month. When all project work is complete, Contractor will prepare a final invoice and correspond with State to confirm the completed technical and financial status. Contractor will assemble a complete project record in paper and electronic files for archival purposes.

1.4 - Detailed Design Review Meetings – Contractor will coordinate and conduct Design Review Meetings. The Contractor will hold one plan review meeting at the 30, 60, 90 and 100 percent turn-ins. The Contractor and State will discuss needed design changes. The meeting will take place via phone conference unless deemed necessary to meet face to face by the State's Project Manager. These are supplemental meetings beyond those explicitly called for elsewhere in this Scope of Services. The Contractor will prepare agenda and facilitate the supplemental meetings. The Contractor will also prepare and distribute draft minutes within two business days after each meeting and final minutes within three business days after each meeting. All face to face meetings should be assumed in Willmar.

1.5 - Summary of Meetings:

- A) Kickoff Meeting – 1 face to face
- B) Detailed Design Meetings – up to 10

1.6 - Quality Control Management – The Contractor will prepare a Quality Management Plan (QMP), and adhere to the Plan throughout performance of the work. The QMP must be project specific, and must be developed in accordance with the current State QMP Website located at: <<http://www.dot.state.mn.us/design/qmp/index.html>>. The contractor will be expected to submit their QMP, including internal review and redlines, with each layout and detail design submittal. As part of each layout and/or plan submittal, the Contractor must provide Quality Control (QC) redlines and a spreadsheet listing each review comment and how it was addressed.

1.7 - Project Management Deliverables and Due Date(s) or Time Requirements
State's Deliverables:

- A) Review and respond to submittals (within 3 weeks)
- B) Coordinate internal reviews (within 3 weeks)
- C) Provide copies of project correspondences and project information (as needed)
- D) Attend meetings (as needed)
- E) Approve deliverables (as needed)
- F) Monitor quality control (at all turn-in milestones)

Contractor's Deliverables:

- A) Coordinate and attend meetings (as needed)
- B) Hold an update meeting or conference call with the State's Project Manager (semi-weekly or as needed)
- C) Prepare meeting agendas, displays, and minutes (as needed)
- D) Prepare and submit invoices and progress reports (monthly)
- E) Provide timely copies of critical correspondences and project issue data (as needed)
- F) Monitor, Document, and submit quality control process documentation (at all turn-in milestones)

Section 2.0 – Detail Design Review (Source Type 1250)

2.1 - Design review – The task of the Contractor's Design Review Team will be to provide detailed design review and comments. Review will take place at all design submittals (15%, 30%, 60%, 90% & 100% plans). Also, design review may take place as individual work packages are completed. The Design Review Team will review the electronic files and models along with the typically submittal documents such as draft plan set, cross sections, hydraulic memos, etc.

The State anticipates that the Design Review Team will generally work at project submittals and use Bluebeam to document review comments. Contractor will be provided a schedule for turn in deadlines upon contract execution. Turn-around time for review after a submittal is less than 15 days. The Design Review Team will submit redlines to the State's Project Manager and coordinate the inclusion of State team review comments into the overall review comments as one package for the project's designers. It is expected that the Design Review Team will inform the State as comments or concerns are made aware that require the State's input for direction.

A very high level of design experience and skill is required. All services will be performed in accordance with established standard procedures and practices of the State. Prior to furnishing any services, the Contractor's Design Review Team will meet with State's Project Manager to become familiar with State's procedures and practices and with informal procedures and practices, particularly regarding file transfer and communications.

Contractor's Design Review Team must be trained, highly skilled, and have extensive experience in roadway plan assembly. The Design Review Team must have a high level of experience with MicroStation V8i / GEOPAK Computer Aided Design and Drafting (CADD) software.

2.2 - Detail Design Review Deliverables

State's Deliverables:

- A) Electronic version of plan set for each design submittal (15, 30, 60, 90 and, 100 percent) via Project Wise Access.
- B) Complete review and comments (within 15 business days)

Contractor's Deliverables:

- A) Redlined set of plans and comments for each design submittal (30, 60, 90 and 100 percent) via Project Wise by using Bluebeam Sessions to organize and complete reviews.
- B) Organized Comment Matrix spreadsheet for documentation of all comments made for each design submittal (60, 90, and 100 percent submittal) via Project Wise
- C) Layout Reviews (Concept, Preliminary, and Final Layouts) (High level detailed design and hydraulic review for construction limit confirmation)
- D) 15% submittals (Draft Typical Sections)
- E) 30% submittals (Plans, Electronic Models and Design Files, and Computations) (See Schedule for SP & dates)
- F) 60% submittals (Plans, Electronic Models and Design Files, and Computations) (See Schedule for SP & dates)
- G) 90% submittals (Plans, Electronic Models and Design Files, and Computations) (See Schedule for SP & dates)
- H) 100% submittals (Plans, Electronic Models and Design Files, and Computations) (See Schedule for SP & dates)

Section 3.0 – Project Schedule

The following schedule is for the major items and is based off an assumed date (notice to proceed) of **November 7, 2020**. The schedule should be adjusted accordingly as per the actual notice to proceed date at the time of contract execution.

The Contractor will be responsible for carrying out all work on the project according to the following schedule. Dates shown are the date a task must be delivered to the State's Project Manager.

<u>Deliverable Item—SP 4302-96</u>	<u>Deliverable Date</u>
Project Management	Duration of the Project
Updated project schedule	Monthly
Layout Reviews	Nov 2020 – May 2021

15% Detailed Design Review Submittal (Typical Sections)	May 2021
30% Detailed Design Review Submittal	September 2021
60% Detailed Design Review Submittal	February 2022
90% Detailed Design Review Submittal	May 2022
100% Detailed Design Review Submittal (if needed)	July 2022
Plan Turn-In	July 2022
Letting (SP 4302-96) For Reference	November 18, 2022

Deliverable Item—SP 4310-95

Deliverable Date

Project Management	Duration of the Project
Updated project schedule	Monthly
Layout Reviews	Dec 2020 – August 2021
15% Detailed Design Review Submittal (Typical Sections)	May 2022
30% Detailed Design Review Submittal	September 2022
60% Detailed Design Review Submittal	February 2023
90% Detailed Design Review Submittal	May 2023
100% Detailed Design Review Submittal (If needed)	July 2023
Plan Turn-In	July 2023
Letting (SP 4310-95)	October 27, 2023

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