



MONROE COUNTY  
**R O A D**  
COMMISSION

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840 S. Telegraph Road • Monroe, Michigan 48161 • Phone: (734) 240-5102 • Fax: (734) 240-5101

**REQUEST FOR PROPOSALS**

**FOR**

**DESIGN ENGINEERING SERVICES**

**2018 FEDERAL AID HMA RESURFACING PROJECTS**

PROPOSALS DUE BY:  
Thursday, August 31, 2017 at 12:00 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS  
OF THE COUNTY OF MONROE

Paul Iacoangeli, Chairman  
Dan Minton, Vice Chairman  
Stephen J. Pace, Member  
Charles A. Londo, Member  
Greg W. Stewart, Member

Ann Arbor Road:  
Carleton Rockwood Road:  
Lewis Avenue:

MCRC Project No. 459-021-189029  
MCRC Project No. 459-001-189028  
MCRC Project No. 459-008-189015

**MONROE COUNTY ROAD COMMISSION  
REQUEST FOR PROPOSALS**

The Monroe County Road Commission invites qualified firms to submit proposals for **Design Engineering Services for 2018 Federal Aid HMA Resurfacing Projects**. Proposals must be received no later than **12:00 p.m.** local time on **Thursday, August 31, 2017**.

Professional services for the design engineering will include the preparation of log plans and special provisions for submittal to MDOT's Local Agency Program division for an April 6, 2018 MDOT bid letting. Instructions and general conditions for the Request for Proposals may be downloaded from the Road Commission's website at [www.mcrc-mi.org/bids.html](http://www.mcrc-mi.org/bids.html).

BOARD OF COUNTY ROAD COMMISSIONERS  
OF THE COUNTY OF MONROE, MICHIGAN

INSTRUCTIONS  
and  
GENERAL CONDITIONS

GENERAL INFORMATION

The Consultant shall furnish all services and labor necessary to prepare log plans (8 ½" x 11" sheet size) and special provisions for HMA resurfacing projects at three locations in Monroe County including title sheets; project logs; typical cross section sheets; driveway and approach detail sheets; sheet pile wing wall detail sheets; special provisions; notices to bidders; coordination clauses; field surveys; computing and verifying all plan quantities; utility research and coordination; applying for Michigan Department of Transportation (MDOT) permits; preparation of engineer's estimates; and meeting coordination and attendance.

The Monroe County Road Commission intends to package all three HMA resurfacing projects in a single contract to be let through MDOT on the April 6, 2018 bid letting.

PROJECT MANAGER

The Consultant's principal contact with the Monroe County Road Commission (MCRC) shall be through the Project Manager. The Project Manager for the MCRC is:

Michael L. Smith, P.E.  
Monroe County Road Commission  
840 S. Telegraph Road  
Monroe, MI 48161  
Phone: 734-240-5103  
Email: [MSmith@mcrc-mi.org](mailto:MSmith@mcrc-mi.org)

INQUIRIES

Any questions relative to the scope of services must be submitted by e-mail to the Project Manager at least five (5) working days prior to the due date and time specified above. All questions and answers will be placed on the MCRC 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.

DUE DATE FOR PROPOSALS

Proposals, in PDF format, shall be submitted via email to [MSmith@mcrc-mi.org](mailto:MSmith@mcrc-mi.org) prior to **12:00 p.m.** local time on **Thursday, August 31, 2017**.

PROPOSAL REQUIREMENTS

1. Proposals for this project must be submitted electronically in PDF format.
2. Proposals must be assembled and saved as a single PDF file.
3. Proposals must be a maximum of 6 pages not including key personnel resumes.
4. Resumes are limited to 2 pages per key personnel.
5. The proposal must be bookmarked to clearly identify the proposal sections. See the Proposal Format section below.
6. The PDF file must be 5 megabytes or smaller.
7. The PDF file must be submitted via email to [MSmith@mcrc-mi.org](mailto:MSmith@mcrc-mi.org).
8. Proposals must be received by the MCRC prior to the due date and time specified in this RFP.
9. Consultants are responsible for ensuring the MCRC receives the proposal on time.

PROPOSAL FORMAT

Please provide a proposal using the following format:

- A. **Understanding of Service.** Provide a brief description of the services to be provided. Other items that may be included in this section include innovations, quality assurance/quality control program, safety program, computer hardware and software, instrumentation, equipment and methods to be used during the performance of the services.

- B. **Qualifications of Team.** Provide a description of the structure of the project team, roles of the key personnel and an organization chart.
  - 1. **Resumes.** Provide current resumes of the project manager and key staff members where applicable. Each resume shall be two pages or less.
- C. **Past Performance.** Provide references and examples of similar work performed for the MCRC or other governmental agencies.
- D. **Pricing Documents.** Provide a lump sum price for the services to be provided. Payment to the Consultant shall not exceed the price submitted with the proposal unless an increase is approved by the Project Manager.
- E. **Location.** Provide location information for the Consultant.

CONSULTANT SELECTION

The MCRC will review the proposals submitted and will select the Consultant considered most qualified to perform the services based on the proposals. The MCRC will utilize scoring criteria and point values for selecting the recommended Consultant. The following five criteria will be considered when scoring the proposals: understanding of service, qualifications of team, past performance, price and location.

INDEMNIFICATION, DAMAGE LIABILITY AND INSURANCE

The Consultant must carry insurance meeting the following requirements during the performance of work on the project(s).

- A. Indemnification. The Consultant must hold harmless, indemnify, defend and represent the Board and its officers, agents and employees against any and all claims for bodily injury or property damage, or any other claim arising out of performance of the work on this contract. The Consultant will not be responsible for claims that result from the sole negligence or willful acts of said indemnitee.
- B. Workers' Compensation Insurance. The Consultant must carry the necessary Workers' Compensation Insurance and submit a certification that it carries Workers' Compensation to the Board.
- C. Bodily Injury and Property Damage. The Consultant must carry adequate insurance, satisfactory to the Board, to afford protection against all claims for damage to public or private property and injuries to persons arising out of performance of the work. Copies of completed certificates must be submitted to the Board.

- 1. General Liability, Bodily Injury and Property Damage. The Consultant must provide the following minimum limits of property damage and bodily injury liability:

Bodily Injury and Property Damage Liability:

Each Occurrence	\$1,000,000
Aggregate	\$2,000,000

- 2. Automobile Liability, Bodily Injury and Property Damage. The Consultant must provide the following minimum limits of property damage and bodily injury liability:

Bodily Injury Liability:

Each Person	\$500,000
Each Occurrence	\$1,000,000

Property Damage Liability:

Each Occurrence	\$1,000,000
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Combined Single Limit for Bodily Injury and Property Damage Liability:  
Each Occurrence \$2,000,000

3. Umbrella Policy. The Consultant may meet the requirements of above minimum limits of bodily injury and property damage liability through an umbrella policy.

D. Additional Insured. The Bodily Injury and Property Damage Policy must include the following endorsements, verbatim:

“Additional Insured: The Board of County Road Commissioners of the County of Monroe, the Monroe County Road Commission and its officers, agents and employees.”

“Provide written notice ten (10) days prior to cancellation, expiration, termination or reduction in coverage for nonpayment of the premium and written notice thirty (30) days prior to cancellation, expiration, termination or reduction in coverage for all other reasons.”

E. Professional Liability and Valuable Papers Insurance. The Consultant must provide the following minimum limits of professional liability and valuable papers insurance:

Professional Liability	\$1,000,000
Valuable Papers (On Premises)	\$50,000
Valuable Papers (Off Premises)	\$5,000

**SCOPE OF SERVICES  
for  
DESIGN ENGINEERING SERVICES  
2018 FEDERAL AID HMA RESURFACING PROJECTS**

PROJECT INFORMATION

ANN ARBOR ROAD

MCRC Project: 459-021-189029  
Description: 3.50 miles of single course hot mix asphalt resurfacing, detail 7 joint and crack repairs, aggregate shoulders, pressure relief joints at bridge decks, permanent signing and pavement markings on Ann Arbor Road from Hatter Road to Cone Road, Monroe County  
Road Classification: County Primary  
Design Guidelines: Resurfacing, Restoration and Rehabilitation (3R)  
Average Daily Traffic: 3,040  
Most Recent Treatment & Year: Concrete pavement repairs and hot mix asphalt shoulder paving in 2004  
Estimated Construction Cost: \$560,000

CARLETON ROCKWOOD ROAD

MCRC Project: 459-001-189028  
Description: 2.85 miles of single course hot mix asphalt cold milling and resurfacing, detail 7 joint and crack repairs, aggregate shoulders, permanent signing and pavement markings on Carleton Rockwood Road from I-275 to Berlin Road, Monroe County  
Road Classification: County Primary  
Design Guidelines: Preventive Maintenance (PM)  
Average Daily Traffic: 3,680  
Most Recent Treatment & Year: I-275 to US-24: No information available  
US-24 to Berlin: HMA base widening and two-course HMA overlay in 1979  
Estimated Construction Cost: \$575,000

LEWIS AVENUE

MCRC Project: 459-008-189015  
Description: 4.00 miles of single course hot mix asphalt resurfacing, aggregate shoulders, sheet pile wing walls, and pavement markings on Lewis Avenue from Rauch Road to Lulu Road, Monroe County  
Road Classification: County Primary  
Design Guidelines: Preventive Maintenance (PM)  
Average Daily Traffic: 3,660

Most Recent Treatment &  
Year:

Rauch to Todd: HMA base widening, cold milling and HMA  
overlay in 2016

Todd to Lulu: HMA base widening, cold milling and HMA  
overlay in 2014

Estimated Construction Cost:

\$550,000

#### MDOT PREQUALIFIED SERVICE VENDOR REQUIREMENTS

The Consultant shall be MDOT prequalified in the following service classification:

- A. Design - Roadway

#### GENERAL INFORMATION

The Consultant must furnish all services and labor necessary to provide and complete the design engineering services described herein.

The Consultant's principal contact with the MCRC must be through the designated MCRC Project Manager.

#### 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.).

#### MCRC RESPONSIBILITIES:

- A. Furnish pertinent reference materials.
- B. Furnish location maps with Physical Reference numbers and plan stationing information.
- C. Furnish old plans of the area. The information on the old plans has not been field verified, and the old plans should be used for informational purposes only.
- D. Furnish an example log plan in Word format from a similar project.
- E. Furnish an example Progress Clause in Word format from a similar project.
- F. Furnish an example Special Provision for Maintaining Traffic in Word format from a similar project.
- G. Furnish an example Coordination Clause in Word format from a similar project.
- H. Furnish an example Utility Coordination in Word format from a similar project.
- I. Obtain and furnish pavement core information.
- J. Prepare the traffic accident analyses and 3 year crash reports.
- K. Prepare the Local Agency Work Zone Safety & Mobility Determination Worksheets.
- L. Prepare and submit Program Applications (MDOT Form 0260) to MDOT Local Agency Programs.
- M. Review preliminary and final documents and provide comments to Consultant.
- N. Submit grade inspection review and final bidding documents to MDOT Local Agency Programs.

## CONSULTANT RESPONSIBILITIES

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

- A. Perform field operations in accordance with MIOSHA regulations and accepted safety practices.
- B. The MCRC Project Manager shall be the contact person for the Consultant and shall be made aware of all communications regarding this project. The Consultant must either address or send a copy of all correspondence to the MCRC Project Manager.
- C. Meet with the MCRC Project Manager to review project, location of data sources and contact persons. The Consultant shall review and clarify project issues, data needs and availability, and the sequence of events and team meetings that are essential to complete the design by the project plan completion date. Attention shall be given to critical target dates that may require a large lead time, such as geotechnical requirements, railroad coordination requirements, utility conflict resolution, local agency meetings, etc.
- D. Analyze existing site conditions and advise the MCRC Project Manager of any problems with geometrics, site distance, grade width, superelevation, right-of-way, etc.
- E. Perform a visual inspection of all cross culverts or structures in the road right-of-way and submit a report to the MCRC Project Manager for review. The report shall include a recommendation for any culvert or structure work to be included in the project. (Note: The Monroe County Drain Commission will be rehabilitating the culvert at the Cooper, Snell & Ansel Drain crossing on Lewis Avenue south of Ida Center Road in the spring of 2018.)
- F. Review existing guardrail heights and terminals for conformance with MDOT standards.
- G. Prepare details for sheet pile wing walls for the box culverts on Lewis Avenue at South Branch Otter Creek (Milepoint 7.033), Middle Branch Otter Creek (Milepoint 7.716), Hayward Drain (Milepoint 8.508) and Summerfield & Ida Drain (Milepoint 10.064).
- H. Prepare required plans, typical cross sections, details, and specifications.
- I. Compute and verify all plan quantities.
- J. Prepare Engineer's Estimates using the current version of the Michigan Engineers' Resource Library (MERL) software.
- K. Prepare pavement design calculations for 3R projects for submittal to MDOT Local Agency Programs.
- L. Provide solutions to any unique problems that may arise during the design of this project.
- M. Attend any project related meetings as directed by the MCRC Project Manager.
- N. Record and distribute the minutes to all meeting attendees for all project related meetings within two weeks of the meeting.
- O. Contact the MCRC Project Manager whenever discoveries or design alternatives have the potential to require changes in the scope, limits, quantities, costs or right-of-way of the project.
- P. Obtain and show on the plans the location and names of all existing utilities within the limits of the project. The Consultant shall submit design tickets to the MISS DIG system; solicit facility plans from utility companies; obtain the construction contact information for each utility company (name, mailing address, phone number and email address); and inform all utility companies of the project.
- Q. Provide all traffic control required to perform the tasks as outlined in this Scope of Services.



- R. If required, prepare and submit an Application for Section 106 Review for each project to the State Historic Preservation Office (SHPO).
- S. Apply for and obtain any required construction permits for temporary signing or construction operations in MDOT Right-of-Way. The Consultant will be assigned as a delegate to the MCRC account, and there will be no fees for the permits.
- T. Prepare Design Exception Requests (MDOT Form FC26) as needed for 3R projects. The MCRC Project Manager will submit the requests to MDOT.

## DELIVERABLES

- A. The following documents shall be submitted in PDF format for each contract:
  - 1. Progress Clause
  - 2. Special Provision for Maintaining Traffic incl. Details
  - 3. Unique Special Provisions including, but not limited to:
    - a. Bituminous Application Estimate
  - 4. Coordination Clause
  - 5. Utility Coordination
  - 6. 8 ½" x 11" Title Sheet for the federal aid contract
  - 7. 8 ½" x 11" Title Sheet for each project
  - 8. Log of Project for each project including:
    - a. Location
    - b. Description of Work
    - c. Stationing and Old Plans
    - d. Description of Major Items of Work
    - e. Table of Permanent Signs to be Replaced (where applicable)
    - f. Typical Cross Section(s)
    - g. Intersection Details
    - h. Driveway Approach Details
    - i. Sheet Pile Wing Wall Details (Lewis Avenue)
    - j. List of Utility Companies with Contact Persons
    - k. Table with Summary of Quantities
- B. Submit an Engineer's Estimate in PDF and XML format.
- C. Submit a design file to the MCRC Project Manager upon the completion of services including:
  - 1. Correspondence
  - 2. SHPO Clearances
  - 3. Quantity Computations
  - 4. Special Provisions
  - 5. Utility Information and Correspondence
  - 6. Culvert Inspection Report

**PROJECT SCHEDULE**

The following completion dates shall be used during the design of the projects for an April 6, 2018 MDOT bid letting date:

<b>Description</b>	<b>By</b>	<b>Completion Date</b>
Consultant Proposals Due	Consultant	08/31/2017
MCRC Review and Board Recommendation	MCRC	09/06/2017
MCRC Board Approval of Consultant Contract	MCRC	09/11/2017
Submit Draft Grade Inspection Documents to MCRC	Consultant	10/30/2017
Submit Program Applications to MDOT	MCRC	10/30/2017
Return Grade Inspection Documents w/ Comments to Consultant	MCRC	11/06/2017
Submit Final Grade Inspection Documents to MCRC	Consultant	11/10/2017
Submit Grade Inspection Package to MDOT LAP	MCRC	11/13/2017
Approximate Grade Inspection Meeting	MDOT	12/13/2017
Submit Draft Final Documents to MCRC	Consultant	01/03/2018
Return Final Documents w/ Comments to Consultant	MCRC	01/10/2018
Submit Final Documents to MCRC	Consultant	01/17/2018
Submit Final Documents to MDOT LAP	MCRC	01/19/2018
MDOT Bid Letting	MDOT	04/06/2018

**CONSULTANT PAYMENT**

The Consultant shall invoice the Monroe County Road Commission for their services. The invoices shall be addressed to:

Finance Department  
Monroe County Road Commission  
840 S. Telegraph Road  
Monroe, MI 48161

The invoices may be emailed to the Finance Department at [MCRC-Finance@mcrc-mi.org](mailto:MCRC-Finance@mcrc-mi.org) in lieu of postal mailing.

Progress payments for the services shall not exceed the following:

<b>Description</b>	<b>Maximum Payment Allowed</b>
Completion of Grade Inspection Documents	70%
Completion of Final Documents	90%
Completion of Services	100%

Payment to the Consultant for services rendered shall not exceed the price submitted with the proposal unless an increase is approved by the MCRC Project Manager.