



MONROE COUNTY
R O A D
COMMISSION

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

REQUEST FOR PROPOSALS

FOR

DESIGN ENGINEERING SERVICES

2017 FEDERAL AID HMA RESURFACING PROJECTS

PROPOSALS DUE BY:
Friday, September 2, 2016 at 12:00 p.m.

BOARD OF COUNTY ROAD COMMISSIONERS
OF THE COUNTY OF MONROE

Paul Iacoangeli, Chairman
Dan Minton, Vice Chairman
Bruce R. Stammer, Jr., Member
Stephen J. Pace, Member
Charles A. Londo, Member

Dunbar Road: MCRC Project No. 459-012-160505
Lewis Avenue: MCRC Project No. 459-008-160504
Newport Road: MCRC Project No. 459-021-160507
Swan Creek Road: MCRC Project No. 459-003-160506
Ida East Road: MCRC Project No. 459-021-160509
Geiger Road: MCRC Project No. 459-013-160510

**MONROE COUNTY ROAD COMMISSION
REQUEST FOR PROPOSALS**

The Monroe County Road Commission invites qualified firms to submit proposals for **Design Engineering Services for 2017 Federal Aid HMA Resurfacing Projects**. Proposals must be received no later than **12:00 p.m.** local time on **Friday, September 2, 2016**.

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 7, 2017 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.

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 seven locations in Monroe County including title sheets; project logs; typical cross section sheets; driveway and approach detail sheets; special provisions; notices to bidders; coordination clauses; railroad 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 seven HMA resurfacing projects in a single contract to be let through MDOT on the April 7, 2017 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

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 prior to **12:00 p.m.** local time on **Friday, September 2, 2016**.

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.
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
2017 FEDERAL AID HMA RESURFACING PROJECTS

PROJECT INFORMATION

DUNBAR ROAD

MCRC Project: 459-012-160505
Description: 0.81 miles of single course hot mix asphalt resurfacing, asphalt pavement repairs, aggregate shoulders and pavement markings on Dunbar Road from US-24 to M-125, Monroe County
Road Classification: County Primary
Design Guidelines: Preventive Maintenance (PM)
Average Daily Traffic: 9,760
Most Recent Treatment & Year: Cold milling and HMA overlay in 2011
Estimated Construction Cost: \$180,000

LEWIS AVENUE

MCRC Project: 459-008-160504
Description: 1.67 miles of single course hot mix asphalt resurfacing, profile milling, aggregate shoulders and pavement markings on Lewis Avenue from Lulu Road to 220 feet south of Westwood Street, Monroe County
Road Classification: County Primary
Design Guidelines: Preventive Maintenance (PM)
Average Daily Traffic: 4,520
Most Recent Treatment & Year: Edge repair, cold milling and HMA overlay in 2014
Estimated Construction Cost: \$328,000

NEWPORT ROAD (TWO LOCATIONS)

MCRC Project: 459-021-160507
Description: 0.78 miles of hot mix asphalt cold milling and resurfacing, aggregate shoulders, permanent signing and pavement markings on Newport Road from US-24 to I-275, Monroe County and 0.16 miles of hot mix asphalt cold milling and resurfacing, asphalt pavement repairs, aggregate shoulders and pavement markings on Newport Road from 1,000 feet west of the southbound I-75 off ramp to the southbound I-75 off ramp, Monroe County
Road Classification: County Primary
Design Guidelines: Preventive Maintenance (PM)
Average Daily Traffic: 4,520
Most Recent Treatment & Year: US-24 to I-275: No information available (most recent plans are from 1964)
West of I-75: Widening, cold milling and HMA overlay in 2012
Estimated Construction Cost: \$217,000

SWAN CREEK ROAD

MCRC Project: 459-003-160506
Description: 1.82 miles of hot mix asphalt resurfacing, aggregate shoulders, and pavement markings on Swan Creek Road from the southbound I-75 off ramp to North Dixie Highway, Monroe County
Road Classification: County Primary
Design Guidelines: Preventive Maintenance (PM)
Average Daily Traffic: 7,000
Most Recent Treatment & Year: North Dixie to Drew: Cold milling and HMA overlay in 2012
Drew to I-75: Cold milling and HMA overlay in 2016
Estimated Construction Cost: \$400,000

IDA EAST ROAD

MCRC Project: 459-021-160509
Description: 0.51 miles of cold in-place recycling, single course hot mix asphalt resurfacing, aggregate shoulders, permanent signing and pavement markings on Ida East Road from 0.55 miles east of Lewis Avenue to Geiger Road, Monroe County
Road Classification: County Primary
Design Guidelines: Resurfacing, Restoration and Rehabilitation (3R)
Average Daily Traffic: 1,830
Most Recent Treatment & Year: No information available (most recent plans are from 1952)
Estimated Construction Cost: \$190,000

GEIGER ROAD

MCRC Project: 459-013-160510
Description: 0.83 miles of cold in-place recycling, single course hot mix asphalt resurfacing, aggregate shoulders, permanent signing and pavement markings on Geiger Road from Ida East Road to Dunbar Road, Monroe County
Road Classification: County Primary
Design Guidelines: Resurfacing, Restoration and Rehabilitation (3R)
Average Daily Traffic: 2,620
Most Recent Treatment & Year: No information available (most recent plans are from 1952)
Estimated Construction Cost: \$284,000

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 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.
- C. Furnish example log plans and special provisions from similar projects.
- D. Furnish Special Provision for Cold In-Place Recycling.
- E. Obtain and furnish pavement core information.
- F. Prepare the traffic accident analyses and 3 year crash reports.
- G. Prepare the Local Agency Work Zone Safety & Mobility Determination Worksheets.
- H. Schedule Diagnostic Study Team Review meetings with MDOT for any railroad crossings.
- I. Prepare and submit Program Applications (MDOT Form 0260) to MDOT Local Agency Programs.
- J. Review preliminary and final documents and provide comments to Consultant.
- K. 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 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.
- F. Prepare required plans, typical cross sections, details, and specifications.
- G. Compute and verify all plan quantities.

- H. Prepare Engineer's Estimates using the current version of the Michigan Engineers' Resource Library (MERL) software.
- I. Prepare staging plans and special provisions for maintaining traffic during construction.
- J. Prepare pavement design calculations for the 3R projects for submittal to MDOT Local Agency Programs.
- K. Provide solutions to any unique problems that may arise during the design of this project.
- L. Attend any project related meetings as directed by the MCRC Project Manager.
- M. Record and distribute the minutes to all meeting attendees for all project related meetings within two weeks of the meeting.
- N. 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.
- O. Obtain and show 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 MCRC Project Manager. The Consultant shall attend any utility meetings to ensure that the concerns are addressed on the plans involving utilities. The Consultant shall assist in the review of utility permit requests to ensure compatibility with the project.
- P. Provide all traffic control required to perform the tasks as outlined in this Scope of Services.
- Q. Prepare and submit an Application for Section 106 Review for each project to the State Historic Preservation Office (SHPO).
- R. 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.
- S. Prepare Design Exception Requests (MDOT Form FC26) as needed for the 3R projects. The MCRC Project Manager will submit the requests to MDOT.
- T. Prepare permit applications, calculations, hydraulic studies, or drawings required for acquiring permits required for the project (i.e., MDEQ, Drain Commission, etc.). The MCRC Project Manager will submit the permit applications.

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
 - b. Railroad Coordination Clauses
 - 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. List of Utility Companies with Contact Persons
- j. Table with Summary of Quantities

B. Submit an Engineer's Estimate in PDF and CSV 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 7, 2017 MDOT bid letting date:

Description	By	Completion Date
Consultant Proposals Due	Consultant	09/02/2016
MCRC Review and Board Recommendation	MCRC	09/07/2016
MCRC Board Approval of Consultant Contract	MCRC	09/12/2016
Submit Draft Grade Inspection Documents to MCRC	Consultant	10/31/2016
Submit Program Applications to MDOT	MCRC	10/31/2016
Return Grade Inspection Documents w/ Comments to Consultant	MCRC	11/07/2016
Submit Final Grade Inspection Documents to MCRC	Consultant	11/11/2016
Submit Grade Inspection Package to MDOT LAP	MCRC	11/14/2016
Approximate Grade Inspection Meeting	MDOT	12/14/2016
Submit Draft Final Documents to MCRC	Consultant	01/04/2017
Return Final Documents w/ Comments to Consultant	MCRC	01/11/2017
Submit Final Documents to MCRC	Consultant	01/18/2017
Submit Final Documents to MDOT LAP	MCRC	01/20/2017
MDOT Bid Letting	MDOT	04/07/2017

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 in lieu of postal mailing.

Progress payments for the services shall not exceed the following:

Description	Maximum Payment Allowed
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.