



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

ENGINEERING DESIGN SERVICES

PETERSBURG ROAD BRIDGE  
at  
SOUTH BRANCH MACON DRAIN

and

PETERSBURG ROAD BRIDGE  
at  
SWAMP RAISIN CREEK

PROPOSALS DUE:  
Thursday, August 16, 2018 at 12:00 pm

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

MONROE COUNTY ROAD COMMISSION  
REQUEST FOR PROPOSALS

The Monroe County Road Commission invites qualified firms to submit proposals for Engineering Design Services for Petersburg Road Bridge at South Branch Macon Drain and for Petersburg Road Bridge at Swamp Raisin Creek. Proposals must be received no later than 12:00 pm local time on Thursday, August 16, 2018.

Engineering Design Services will be for preparation of plans, specifications, and cost estimates for two bridge rehabilitations to be bid by the Monroe County Road Commission as a single contract consisting of two projects for the 2019 construction season. 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 provide complete engineering design services for Petersburg Road Bridge at South Branch Macon Drain and for Petersburg Road Bridge at Swamp Raisin Creek as a single contract consisting of two projects necessary to prepare an approved set of plans and specifications to be bid by the Monroe County Road Commission.

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:

Frank Westenkirchner PE  
Monroe County Road Commission  
840 S Telegraph Road  
Monroe, MI 48161  
Phone: 734-240-5142  
Email: [fwestenkirchner@mcrc-mi.org](mailto:fwestenkirchner@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 [fwestenkirchner@mcrc-mi.org](mailto:fwestenkirchner@mcrc-mi.org) prior to 12:00 pm, local time, on Thursday, August 16, 2018.

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. The proposal must be bookmarked to clearly identify the proposal sections. See the Proposal Format section below.
4. The PDF file must be submitted via email to [fwestenkirchner@mcrc-mi.org](mailto:fwestenkirchner@mcrc-mi.org).
5. Proposals must be received by the MCRC prior to the due date and time specified in this RFP.
6. 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 administrator, project engineer, office technician, construction technicians and surveyors where applicable. Each resume shall be two pages or less.
  2. Provide current resumes for the Designer, Checker, Reviewer and Engineer of Record for the project. In addition, provide a copy of the Consultant's In House QC/QA Bridge Design program process and procedures document.

- C. Past Performance. Provide references and examples of similar work performed for the MCRC or other governmental agencies.
- D. Pricing Documents. Provide itemized pricing for the services to be provided including; hourly rates for all personnel, equipment and materials proposed for the services to be provided. Payment to the Consultant shall not exceed the pricing submitted with the proposal unless an increase is approved by the County Highway Engineer.
- E. Location. Provide location information for the Consultant and any Sub consultants, as to the geographic location where the Engineering Services work tasks will be performed.

#### 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, as referenced, Agreement requirements during the performance of work on the project(s).

## SCOPE

### ENGINEERING DESIGN SERVICES

#### PETERSBURG ROAD BRIDGE AT SOUTH BRANCH MACON DRAIN and PETERSBURG ROAD BRIDGE AT SWAMP RAISIN DRAIN

#### PROJECT INFORMATION

MCRC Project: 460-004-199058 and 460-004-199059  
Description: Superstructure replacement/rehabilitation, scour countermeasures, substructure concrete patching, approach resurfacing and approach guardrail on Petersburg Road Bridge at South Branch Macon Drain and for Petersburg Road Bridge at Swamp Raisin Creek (MDOT STR # 7232 and 7233), Dundee Township, Monroe County.

MCRC Project Manager: Frank Westenkirchner  
Anticipated Bid Letting Date: February 2019  
Anticipated Start Date: March 2019  
Anticipated Completion Date: September 2019  
Estimated Construction Cost: \$885,000  
Prime Contractor: MDOT prequalified requirement

#### GENERAL INFORMATION

Consultant must furnish all services and labor necessary to provide and complete the engineering design services described herein. Consultant must also furnish all materials, equipment, supplies, and incidentals necessary to perform the services (other than those designated in writing to be furnished by MCRC).

- A. Consultant's principal contact with MCRC must be through the designated Project Manager.
- B. Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards (Bridge Design Manual, Bridge Analysis Guide, Road Design Manual, Sample Plans, Standard Plans, Published MDOT Design Advisories, Michigan Manual of Uniform Traffic Control Devices, etc.).

#### MCRC RESPONSIBILITIES

- A. Furnish pertinent reference materials. Furnish past plans of the area if available, current average daily traffic counts and vehicle classifications, previous bridge safety inspections and load rating calculations.
- B. Obtain and provide geotechnical soil boring report.
- C. Obtain MDEQ flood flow discharge.
- D. Prepare bidding proposal document.

#### CONSULTANT RESPONSIBILITIES

- A. Meet with MCRC Project Manager to review project, location of data sources and contact persons, and review relevant MCRC operations. 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 TS&L submittal requirements, GI submittal requirements, utility conflict resolution, etc.
- B. Perform all site survey work for design and plan preparation necessary to complete the scope of the proposed project.

- C. Act as liaison between MCRC and Michigan Department of Environmental Quality (MDEQ) and Monroe County Drain Commissioner (MCDC) to obtain permits required to complete the proposed scope of work for flow, working in a flood plain, and construction of scour countermeasures.
  - a. Submit all required documentation and forms directly into MDEQ's MiWaters application.
- D. Prepare TS&L, GI, and final detailed plans, special provisions, utility coordination, and engineer's estimate. Submit all information to MDEQ, Utilities, etc. for all phases for the design work and provide copies of all submittal correspondence to the Project Manager.
  - a. Final plans following MDOT standards. Provide drawings in electronic format to MCRC in AutoCad version 2009 Civil 3D.
  - b. Prepare all, preliminary and final, engineer's estimates in MERL and provide electronic export of contract file to MCRC.
  - c. Provide copies of special provisions, progress clause, notice to bidders, utility coordination, etc. in Microsoft Word format to MCRC.
  - d. Provide final design report of all pertinent documentation, pictures, reports, quantity calculations, design calculations, etc. for permanent storage at MCRC.
- E. Design Scope: The bridge shall be designed for the most economical alternative, whether being superstructure replacement with rehabilitation of the existing substructure, deck replacement with beam rehabilitation, or total replacement utilizing conventional construction or a precast system.
  - a. Super structure rehabilitation/replacement for proposed deck width of 33 foot desirable to 30 foot minimum. At a minimum, the deck and bridge railing shall be replaced.
  - b. Consultant to determine cost effectiveness of replacement versus rehabilitation of superstructure.
  - c. Design superstructure for load rating capacity for MDOT Class A overloads desirable.
  - d. Evaluate substructure capacity and, if required, design most cost effective option of; reinforcement, rehabilitation, partial replacement, or complete replacement of abutments.
  - e. Prepare scour analysis and design scour countermeasures.
  - f. Bridge railing, approach guardrail, and endings to meet current standards and requirements.
- F. Develop Maintenance of Traffic plans necessary for the proposed work. Prepare and submit temporary traffic control detour plans for signing necessary on M-50 to MDOT for review and obtain approval using the MDOT MPG Permit Gateway application.
- G. Schedule, prepare and invite all necessary persons, parties, utilities, etc. to a GI meeting. Submit plan documents to all meeting attendees prior to meeting dates with sufficient time for review and response. Attend and document meeting. All meetings to be held at MCRC.
- H. Utility coordination includes informing all utilities of the project, submitting design ticket to the MissDig system, soliciting facility plans from utility companies, obtain utility contacts for construction; name, phone number, mailing address and email address. Show utility locations in the drawings, identify and coordinate any utility conflicts or relocations necessary for resolution prior to plan advertisement for letting.
- I. Attend the Pre-construction meeting to answer any contractor or utility questions and clarify design and quantity details.
- J. Review for approval any shop drawings submitted for construction based on design elements of the contract documents for adherence to design requirements of the project.

## AGREEMENT

- A. Consultant will be required to execute the attached agreement unless MCRC agrees to a limited amount of amended language. Please review this agreement carefully and indicate in the proposal if there are any provisions that cannot be agreed to, and in that event provide alternate wording for consideration. If there is no suggested amended language provided within the proposal, it will be accepted that the intent is to execute the agreement as written.
- B. Indemnify and hold harmless the Board of County Road Commissioners of the County of Monroe from and against all claims and costs, including actual attorney fees, damages, losses, expenses and liabilities, arising out of the Consultant's negligent acts, errors or omissions in the performance of all work.
- C. The MCRC reserves the right to award proposals in its best interest.
- D. Proposals must be valid for not less than sixty (60) days from the specified due date.

MONROE COUNTY ROAD COMMISSION

AGREEMENT

ENGINEERING DESIGN SERVICES

PETERSBURG ROAD BRIDGE at SOUTH BRANCH MACON DRAIN  
and  
PETERSBURG ROAD BRIDGE at SWAMP RAISIN CREEK

THIS AGREEMENT, is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2018, by and between the BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF MONROE, Michigan, a municipal corporation, hereinafter called the "BOARD", and \_\_\_\_\_ with offices at \_\_\_\_\_, hereinafter called the "CONSULTANT".

WITNESSETH:

WHEREAS, the BOARD desires to engage the professional services and assistance of the CONSULTANT in undertaking the preparation of construction plans, specifications, documents and other related work, said work to be hereinafter referred to as the "SERVICES" required in connection with the construction of the following road improvements, said improvements to be hereinafter referred to as the "PROJECT".

Petersburg Road Bridge at South Branch Macon Drain  
and  
Petersburg Road Bridge at Swamp Raisin Creek  
and

WHEREAS, the CONSULTANT is a firm of Consulting Engineers, whose principals are licensed to practice in the State of Michigan as follows:

\_\_\_\_\_, Professional Engineer, Reg. No.:

WHEREAS, the CONSULTANT is willing to render the SERVICES desired by the BOARD for consideration hereinafter expressed; and

WHEREAS, the parties hereto have reached an understanding as to the scope of the work and the performance of the SERVICES on the PROJECT and desire to set forth this understanding in the form of a written AGREEMENT;

NOW, THEREFORE, in consideration of the mutual undertaking of the parties hereto and these premises, it is agreed that the CONSULTANT will prepare detailed construction plans for the PROJECT.

SCOPE OF REQUIRED SERVICES:

GENERAL INFORMATION

Consultant must furnish all services and labor necessary to provide and complete the engineering design services described herein. Consultant must also furnish all materials, equipment, supplies, and incidentals necessary to perform the services (other than those designated in writing to be furnished by MCRC).

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



- B. Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards (Bridge Design Manual, Bridge Analysis Guide, Road Design Manual, Sample Plans, Standard Plans, Published MDOT Design Advisories, Michigan Manual of Uniform Traffic Control Devices, etc.).

#### MCRC RESPONSIBILITIES

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- B. Obtain and provide geotechnical soil boring report.
- C. Obtain MDEQ flood flow discharge.
- D. Prepare bidding proposal document.

#### CONSULTANT RESPONSIBILITIES

- A. Meet with MCRC Project Manager to review project, location of data sources and contact persons, and review relevant MCRC operations. 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 TS&L submittal requirements, GI submittal requirements, utility conflict resolution, etc.
- B. Perform all site survey work for design and plan preparation necessary to complete the scope of the proposed project.
- C. Act as liaison between MCRC and Michigan Department of Environmental Quality (MDEQ) and Monroe County Drain Commissioner (MCDC) to obtain permits required to complete the proposed scope of work for flow, working in a flood plain, and construction of scour countermeasures.
  - a. Submit all required documentation and forms directly into MDEQ's MiWaters application.
- D. Prepare TS&L, GI, and final detailed plans, special provisions, utility coordination, and engineer's estimate. Submit all information to MDEQ, Utilities, etc. for all phases for the design work and provide copies of all submittal correspondence to the Project Manager.
  - a. Final plans following MDOT standards. Provide drawings in electronic format to MCRC in AutoCad version 2009 Civil 3D.
  - b. Prepare all, preliminary and final, engineer's estimates in MERL and provide electronic export of contract file to MCRC.
  - c. Provide copies of special provisions, progress clause, notice to bidders, utility coordination, etc. in Microsoft Word format to MCRC.
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  - a. Super structure rehabilitation/replacement for proposed deck width of 33 foot desirable to 30 foot minimum. At a minimum, the deck and bridge railing shall be replaced.
  - b. Consultant to determine cost effectiveness of replacement versus rehabilitation of superstructure.
  - c. Design superstructure for load rating capacity for MDOT Class A overloads desirable.
  - d. Evaluate substructure capacity and, if required, design most cost effective option of; reinforcement, rehabilitation, partial replacement, or complete replacement of abutments.

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- I. Attend the Pre-construction meeting to answer any contractor or utility questions and clarify design and quantity details.
- J. Review for approval any shop drawings submitted for construction based on design elements of the contract documents for adherence to design requirements of the project.

#### COMPLETION

All plans and documents necessary for the BOARD February 2019 letting date.

FOR AND IN CONSIDERATION of the SERVICES performed, as described herein and per the attached Proposal, the BOARD shall pay the CONSULTANT a lump sum fee, NOT TO EXCEED \_\_\_\_\_ Dollars (\$ \_\_\_\_\_), payable as follows:

Twenty (20%) percent due upon completion of design survey.

Seventy (70%) percent due on completion of preliminary plans.

Ninety (90%) percent due on completion of detailed plans, special provisions and cost estimates.

Remainder on completion of services.

**INSURANCE:**

The CONSULTANT shall secure and maintain such insurance as will protect self from claims under the Worker's Compensation Acts and from claims for bodily injury, death, or property damage, which may arise from the performance of SERVICES under this AGREEMENT, and shall also carry professional liability insurance. Limits of liability shall be as follows:

General Liability:

Bodily Injury	Each Person	\$2,000,000
	Each Occurrence	\$2,000,000
	Aggregate	\$2,000,000
Property Damage	Each Occurrence	\$2,000,000
	Aggregate	\$2,000,000

Automobile Liability:

Bodily Injury	Each Person	\$2,000,000
	Each Occurrence	\$2,000,000
Property Damage	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000

Professional Liability: \$500,000

Valuable Papers:

On Premises	\$50,000
Off Premises	\$5,000

Endorsements. - All insurance policies and binders shall 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.”

IT IS FURTHER AGREED THAT:

If major or substantial changes in the plans are required after the previous work pertaining thereto has been undertaken, or additional work is authorized by the BOARD, the BOARD agrees to reimburse the CONSULTANT for all work involved in such changes on the basis of the CONSULTANT's actual payroll cost plus One Hundred Eighty (180%) Percent. Payroll cost is defined as only the actual hourly wages of employees engaged directly on the project, excluding the cost of fringe benefits.

Should scope of work, as indicated under PROJECT, be substantially modified, the lump-sum fee shall be renegotiated.

Should the BOARD decide to abandon or suspend the work after the SERVICES herein after described are partially completed, the CONSULTANT shall be paid for the proportion of SERVICES rendered up to the time of abandonment or suspension at the actual payroll cost plus One Hundred Eighty (180%) Percent for all work completed through the date that the work is suspended, but not more than the amounts specified elsewhere in this AGREEMENT.

The Parties hereto bind themselves, their partners, successors, executors, and administrators to the other party, respectively, in regard to all the covenants of this AGREEMENT.

IN WITNESS WHEREOF the Parties hereto have set their hands this day and year first above-mentioned:

WITNESS:

By: \_\_\_\_\_ Date: \_\_\_\_\_

It's:

MONROE COUNTY ROAD COMMISSION

By: \_\_\_\_\_ Date: \_\_\_\_\_

Randy Pierce  
Managing Director  
On behalf of the BOARD as directed at the BOARD's meeting held \_\_\_\_\_.