



**REQUEST FOR PROPOSALS**  
**FOR**  
**FULL CONSTRUCTION ENGINEERING**  
**FOR**  
**TODD ROAD**

PROPOSALS DUE BY:  
Tuesday, June 5, 2018 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

**MCRC Project No. 489-008-189004**

**MONROE COUNTY ROAD COMMISSION  
REQUEST FOR PROPOSALS**

The Monroe County Road Commission invites qualified firms to submit proposals for **Full Construction Engineering for Todd Road**. Proposals must be received no later than **12:00 p.m.** local time on **Tuesday, June 5, 2018**.

Professional services for full construction engineering will include project administration, inspection, construction staking and quality assurance testing. 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 full construction engineering for the Todd Road local agency project (MDOT Contract ID 58000-202137) including project administration; meeting coordination and attendance; inspection; construction staking; quality assurance testing and reporting; measurement, computation and documentation of quantities; reporting and record keeping; processing pay estimates; processing contract modifications; and finalizing all project documentation.

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 Tuesday, June 5, 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 5 megabytes or smaller.
5. The PDF file must be submitted via email to [msmith@mcrc-mi.org](mailto:msmith@mcrc-mi.org).
6. Proposals must be received by the MCRC prior to the due date and time specified in this RFP.
7. 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, project engineer, office technician, construction technicians and surveyors 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 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 Project Manager.
- E. **Location.** Provide location information for the Consultant and any Subconsultants, if applicable.

**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

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  
FULL CONSTRUCTION ENGINEERING  
FOR TODD ROAD**

PROJECT INFORMATION

MCRC Project: 489-008-189004  
Control Section: 58000  
Project Number: 202137  
Description: 0.18 miles of hot mix asphalt base crushing, shaping and resurfacing, embankment, excavation, aggregate base and shoulders, drainage and pavement markings on Todd Road at Ann Arbor Railroad, Monroe County.

MCRC Project Manager: Michael Smith  
Bid Letting Date: May 4, 2018  
Anticipated Start Date: July 2018  
Contract Completion Date: November 16, 2018  
Estimated Construction Cost: \$210,000  
Prime Contractor: Sera Excavating, LLC

MDOT PREQUALIFIED SERVICE VENDOR REQUIREMENTS

The Consultant and/or Subconsultants shall be MDOT prequalified in the following service classifications:

1. Construction Engineering: Roadway – Local Agency Program

GENERAL INFORMATION

The Consultant must furnish all services and labor necessary to provide and complete the full construction engineering services described herein. The 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 the MCRC), and check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work.

- A. The Consultant's principal contact with the MCRC must be through the designated Project Manager.
- B. The Consultant must demonstrate knowledge of the project construction contract, proposal, and plans; the Standard Specifications for Construction and all applicable publications referenced within; the Michigan Construction Manual; the Materials Source Guide; the Materials Quality Assurance Procedures Manual; the Documentation Guide; the Density Testing and Inspection Manual; the Soil Erosion and Sedimentation Control Manual; and all other references, guidelines, and procedures manuals

CONSULTANT RESPONSIBILITIES

- A. **Safety:** The Consultant must perform field operations in accordance with MIOSHA regulations and accepted safety practices.
- B. **Project Engineer:** Perform as the Project Engineer for the project in accordance with the specifications, plans, proposal, the MDOT Construction Manual, the Materials Source Guide, and any and all other applicable references, guidelines, and/or procedures manuals. Assign the Project Engineer as the liaison between the Consultant and the Project Manager.

- C. **Inspectors:** The Consultant must assign a sufficient number of qualified and experienced inspectors to the project(s) to perform the services in a quality manner to avoid any delay to the Contractor. Personnel performing inspection and testing on hot mix asphalt, concrete, aggregate or for density must have the appropriate certification and level for the inspection and testing that is being performed. Inspectors Daily Reports (IDRs) are to be documented and provided to the Project Engineer electronically on a daily basis unless approved otherwise by the Project Manager.
- D. **Construction Staking:** Provide construction staking for horizontal and vertical control for road, bridge and sewer work. The Consultant shall furnish all materials, equipment, supplies and incidentals necessary to perform the construction staking. The Consultant is responsible for verifying all plan grades, sewer invert and outlet grades, top of casting grades and all other necessary grades for construction of project prior to staking. The Consultant should review the project documents far enough in advance to determine if they contain errors so that they can be corrected prior to staking the information in the field. Errors shall be brought forth to the Project Engineer and Project Manager immediately upon discovery. Staking documentation and field notes shall be legally bound, signed, checked, dated and provided by the Consultant in a neat and orderly manner. The field notes and grade computation documents shall become the property of the MCRC upon completion of the work. Failure to provide the field notes and grade computation documents upon completion of the work could result in non-payment for Consultant services. The Consultant shall be responsible for any errors that occur on the project due to a staking error.

Note: Detailed drawings with elevations and cross slopes for each of the sidewalk ramp locations noted in the proposal are being prepared and will be made available to the Consultant and Contractor prior to the start of construction.

- E. **Office Support and Equipment:** Provide an experienced and MDOT certified office technician knowledgeable about all aspects of the FieldManager system and procedures regarding project record documentation. Provide all computer and related equipment necessary to run the FieldManager system. Provide construction administration, field implementation and record keeping per the most current Special Provision for Construction Document Management or as otherwise directed by the Project Manager.
- F. **Meetings:** Arrange and conduct meetings required for carrying out the services or as may be required by the Project Manager. Prepare and distribute minutes of all meetings unless requested otherwise by the Project Manager.
- G. **Coordination:** Provide appropriate coordination, public relations and cooperation with all affected local, state, and/or federal agencies including the Federal Highway Administration; other consultants and other contractors; the general public; utilities and railroad companies; and local police, fire, and emergency services which may be affected by the project.
- H. **Progress:** Keep daily diaries, sketches, logs, and records as may be needed to record the Contractor's progress. Notify the Project Manager of any anticipated Contractor's requests for extensions of time. Notify the Project Manager upon receipt of any Contractor's requests for extensions of time.
- I. **Changes/Extras/Adjustments:** Notify the Project Manager immediately of any unanticipated project conditions and any changes, extras, or adjustments to the contract before processing a Work Order and/or Contract Modification.
- J. **Contentious Issues:** Resolve any problems, issues, discrepancies or other items brought to the attention of the Consultant by the Contractor. Provide documented resolution of such issues. Keep the Project Manager informed of all such issues.

- K. **Contractor Claims:** Represent the MCRC as the Project Engineer on any and all claims and denied extensions of time requests filed on behalf of the Contractor and/or Subcontractor on the project. These claims must be represented by the Consultant in accordance with Section 104.10 of the most current Standard Specifications for Construction and/or MDOT's Claim or Dispute Review Board Procedures in effect at the time the Contractor files the claim.
- L. **Staff Reductions:** Withdraw personnel and halt services no longer required within a reasonable time after the lack of need becomes apparent to the Consultant or the Project Manager. The Consultant will not be reimbursed for the cost of personnel charged to a project that the Project Manager has determined was unnecessary.
- M. **Consultant Deliverables:** Collect, properly label and electronically (where applicable) provide or deliver to the MCRC all original diaries, logs, notebooks, accounts, records, reports, other documents and Project files prepared by the Consultant in the performance of the services.
- N. **Design Changes:** The Consultant shall be responsible for all necessary design changes with approval from the Project Manager.
- O. **Soil Erosion and Sedimentation Control (SESC):** The Consultant must assign a Construction Storm Water Operator (CSWO) who possesses a current Construction Storm Water Operator Certification to perform site inspections to determine compliance with the Soil Erosion and Sedimentation Control Plan and report any deficiencies on a Soil Erosion Sedimentation Control (SESC) Inspection Report. A CSWO is defined as an individual who has taken the Michigan Department of Environmental Quality (MDEQ) Construction Storm Water Operator/Soil Erosion Inspector Training (covering Units 1-5) and holds a valid, current CSWO Certification. The CSWO duties consist of performing and documenting inspections of the construction site to ensure SESC measures are implemented and maintained per the SESC plan and are effective in minimizing soil erosion and preventing sedimentation from leaving the site. The CSWO must inspect a project for SESC compliance every seven days or within 24 hours of a precipitation event (rain or snowmelt) that results in runoff from the site.
- P. **Storm Water Management:** The Consultant shall perform inspections of the construction site to ensure that the Contractor's operation is following pollution prevention and good housekeeping best management practices. Notify the Project Manager immediately of the occurrence of, or potential for, release of polluting material to the ground, groundwater, surface water, or storm water drainage system including open ditches, culverts and enclosed storm sewers.
- Q. **Environmental Permits:** Have a thorough working knowledge of the construction requirements of all project specific environmental permits issued by the MDEQ, U.S. Army Corp of Engineers or other permitting agency. Inspect project areas covered by these permits and assure that the Contractor complies with the permit requirements. Report to the Project Manager and fully document all site conditions and actions taken regarding potential or actual violations of the permit requirements.
- R. **Other Environmental Issues:** Have a thorough working knowledge of any project specific specifications regarding such as bridge painting, diamond grinding, hydrodemolition and hazardous materials. Ensure that the Contractor complies with these specifications and maintain proper documentation.
- S. **Inspection Reports:** Complete inspection reports including, but not limited to, Inspector's Daily Report (IDR) and SESC Inspection Report as necessary to fully document all site conditions and any corrective action required and completed related to environmental issues. Provide digital photos as necessary to document conditions and all corrective actions.



## PROJECT INSPECTION

- A. **Ongoing Inspection:** Provide inspection of all Contractor field construction work, perform quality assurance sampling and/or testing, and confirm substantial conformance with the specifications, plans and proposal. Arrange for non-compliance work to be made whole by the Contractor. Inform the Project Manager of non-compliance work and trends toward borderline compliance.
- B. **Final Inspection:** Complete a final inspection of all work included in the project(s) after notification by the Contractor that the work is completed or after the Consultant's records show the work is completed. The final inspection must include documented communication notifying the Contractor of particular defects to be remedied if work is not acceptable to the Consultant.
- C. **Final Acceptance:** Ascertain that every part of the project has been completed in accordance with the plans and specifications, or such modifications thereof as may have been approved. Invite the Project Manager and the MDOT Local Agency Engineer to participate in the final acceptance review.
- D. **Overdue Final:** The MCRC has 120 days from the actual project completion date to final the project and issue the final pay estimate. After this time period the project will be placed into overdue final status. The Consultant should close the project within this time period and issue the final estimate to avoid the project falling into overdue final status.

## TESTING AND REPORTING

- A. **Material Quality Assurance Sampling and/or Testing and Density Control:** Conduct quality assurance sampling and/or testing of materials including but not limited to, hot mix asphalt, concrete, aggregates, and density testing and reporting in accordance with MDOT's Materials Source Guide, Materials Quality Assurance Procedures Manual, Density Testing and Inspection Manual, Documentation Guide, and any or all other applicable referenced or included Contract Documents. Determine the acceptability of materials based on their respective specification requirements. Immediately inform the Project Manager of non-compliance work and trends toward borderline compliance. Reject Contractor's work and materials not in compliance with the contract documents or as directed by the Project Manager. The Consultant will be held accountable for all quality assurance activities and will be reimbursed for these activities unless otherwise documented by the Project Manager that the Consultant is not responsible for these services.
- B. **Material Certification:** Ensure that acceptable test reports and/or material certifications from the Contractor have been received prior to the incorporation of materials in the work and before payment are issued.
- C. **Nuclear Density Testing:** The Consultant and/or Subconsultants performing density testing services with portable nuclear density gauges regulated by the U.S. Nuclear Regulatory Commission (NRC) must possess a valid Materials License issued by the NRC, or recognized Agreement State, that is issued to the Consultant performing the work for ownership and use of sealed radioactive sources contained within the portable nuclear density gauges.

## MEASUREMENT, COMPUTATION AND DOCUMENTATION OF QUANTITIES AND MATERIALS

- A. **Documentation:** Measure and compute quantities, and provide appropriate documentation of all materials incorporated in the work and items of work completed, and maintain an item record account using FieldManager software. Documentation is to be maintained in electronic format per the most current documentation guidance issued by MDOT.

The Consultant must obtain and be able to use the most current FieldManager suite of software for this project. As this software is used on all MDOT local agency projects, the cost of this

software cannot be charged as a direct expense for this project. Consultants must maintain the most current version of the software used by MDOT to administer construction contracts.

- B. **Insufficient Tested Materials:** Track insufficient material documentation and notify the Contractor on a bi-weekly basis.

#### REPORTING AND RECORD KEEPING

- A. **Consultant Reports:** Prepare such periodic, intermediate and final reports and records as may be required by MDOT and as applicable to the project, which may include, but are not limited to:

1. Inspector's Daily Reports
2. Work Orders
3. Construction Item and Tested Material Records
4. Moisture and Density Determination Reports (Form 582B)
5. Inspector's Report of Concrete Placed (Form 1174R or 1174S)
6. National Pollutant Discharge Elimination System (NPDES) and Soil Erosion and Sedimentation Control (SESC) Inspection Report (Form 1126)
7. Certified Payroll Review Checklist (Form 1952)
8. Certified Payroll Status Log (Form 1954)
9. Final Acceptance/Certification Report (Form 1120)
10. Force Accounts
11. Contract Modifications
12. Extension of Time
13. Contractor Performance Evaluations
14. Commercial Useful Function Project Site Review (Form 4109)
15. Other records or reports as required for the individual project by the Project Manager or as required by specifications, plans, proposal, the Michigan Construction Manual, the Materials Sampling Guide, and any and all other applicable references, guidelines and/or procedures manuals.

- B. **Reports - Contractor Generated:** Review, process and/or approve Contractor generated records and reports required by MDOT which may include, but not limited to:

1. Material Source Lists (Form 0501)
2. Subcontracts (Form 1302A)
3. Shop Drawings
4. Certified Payrolls
5. Prime Contractor Bi-Weekly Statement of Subcontractor/Supplier Payments (Form 2124A)
6. Post Certification of Subcontract Compliance (Form 1386)
7. Contractor's claims for additional compensation and extensions of time
8. Other reports and records as required by MDOT

- C. **Project Files:** Maintain project files in accordance with the most current documentation guidance as issued by MDOT and the most current version of the Special Provision for Construction Document Management.

#### PROJECT CLOSE-OUT DOCUMENTATION

- A. **Final Measure and Summarize:** Final field measure applicable items of work and prepare final summaries for applicable items of work.

- B. **Project Review/Certification:** Within 45 calendar days of the actual project completion date, schedule the project for a final records review by MDOT. Participate in and resolve items

determined to be insufficient during MDOT's review of project records prior to submitting the Final Estimate.

- C. **Final Estimate Package:** Prepare and submit the Final Estimate Package (Form 1105) to MDOT within 30 days of the final records review.
- D. **As Built Plans:** Prepare and submit As Built Plans to the Project Manager in accordance with the current MDOT standards.
- E. **Project Files:** Return all original records to the MCRC upon completion of the project.

#### MCRC RESPONSIBILITIES

- A. The Project Manager will furnish to the Consultant all project-specific construction contracts, proposals, plans, plan revisions, documented instructions and other information as deemed necessary by the Project Manager for the services required herein unless such information is available to be downloaded on the MDOT web site.
- B. The Project Manager will provide general monitoring and quality auditing inspection of the project to assure that the project has been completed in reasonable conformance with the plans and specifications for project acceptance and to determine that the work performed to date by the Consultant for services rendered is reasonable and appropriate before approving the Consultant's requests for progress payments.

#### CONSULTANT PAYMENT

Compensation for the Consultant's services shall be the actual costs based on the billing rates submitted with the proposal. Invoices for the services provided shall include labor hours by classification or employee, hourly labor rates, equipment rental rates and Subconsultant costs, if applicable.

The services for each project shall be invoiced separately.

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