



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

ENGINEERING DESIGN SERVICES

OSTRANDER ROAD BRIDGE OVER MACON DRAIN

PROPOSALS DUE:

Thursday, May 26, 2016 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 Ostrander Road Bridge over Milan Drain**. Proposals must be received no later than **12:00 pm** local time on **Thursday, May 26, 2016**.

Engineering Design Services will be for preparation of plans and specification for a bridge preservation project to be bid by the Michigan Department of Transportation as a Local Bridge Program project for the 2017 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 .

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 engineering design services for the Ostrander Road Bridge at Macon Drain local agency bridge program project necessary to prepare an approved set of plans and specifications for the project with bid letting through MDOT.

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

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 prior to **12:00 pm, local time, on Thursday, May 26, 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. 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 fwestenkirchner@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 administrator, project engineer, office technician, construction technicians and surveyors where applicable. Each resume shall be two pages or less.
 2. With regards to the required Design QC/QA requirements by the FHWA document titled "Guidance on Quality Control and Quality Assurance (QC/QA) In Bridge Design", as a minimum, 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 Subconsultants, 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
OSTRANDER ROAD BRIDGE AT MACON DRAIN

PROJECT INFORMATION

MCRC Project:	460-010-160503
Control Section:	To be determined
Project Number:	To be determined
Description:	Cold milling HMA surface, patching, waterproofing membrane, deck wearing surface replacement, cleaning and coating structural steel, deck drain extensions, bridge railing retro fit, substructure concrete patching, approach resurfacing and approach guardrail replacement on Ostrander Road Bridge at Macon Drain (MDOT STR # 7280), Milan Township, Monroe County.
MCRC Project Manager:	Frank Westenkirchner
Anticipated Bid Letting Date:	March 2017
Anticipated Start Date:	May 2017
Anticipated Completion Date:	July 2017
Estimated Construction Cost:	\$375,000
Prime Contractor:	MDOT let construction contract

MDOT PREQUALIFIED SERVICE VENDOR REQUIREMENTS

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

1. Design – Bridges
2. Design – Bridges: Load Rating
3. Design – Bridges: Safety Inspection
4. Design – Roadway
5. Design – Traffic: Work Zone Maintenance of Traffic
6. Design – Traffic: Work Zone Mobility & Safety
7. Surveying: Road Design
8. Surveying: Structure

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.

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; local agency programs meetings, etc.
- B. Perform detailed bridge inspection and current load rating of the existing structure to determine any need for strengthening of the structure as part of the preservation work and determine final, as designed, load rating and overload class.
 - a. Load rating, by rating factor, to be performed with the current version AASHTO Bridge Rating software, using the bridge exchange file provided by the MCRC.
 - b. Input; in service safety inspection, load rating assumption and summary data directly into MDOT's MiBridge application.
- C. Perform all site survey work for design and plan preparation necessary to complete the scope of the proposed project.
- D. Act as liaison between MCRC and Michigan Department of Environmental Quality (MDEQ) and Monroe County Drain Commissioner (MCDC) to obtain any permits which may be required to complete the proposed scope of work.
 - a. If required, submit all required documentation and forms directly into MDEQ's MiWaters application.
- E. Prepare TS&L, GI, and final detailed plans, design exceptions, special provisions, utility coordination, all proposal documentation and engineer's estimate for submittal and approval through the MDOT Local Bridge Program process suitable for bidding by MDOT Local Agency Programs. Submit all information to MDOT, MDEQ, Utilities, etc. for all phases for the design work and provide copies of all submittal correspondence to the Project Manager. Prepare Program Application for Local Agency Projects - Bridge Projects, form 0258, for final completion and acceptance signatures by the Project Manager and County Highway Engineer.
 - a. Final plans per 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, inspections reports, load ratings, etc. for permanent storage at MCRC.
- F. Develop Maintenance of Traffic plans necessary for the proposed work. Should detours or advanced warning construction signing be necessary on State routes, prepare and submit temporary traffic control plans 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 all required meetings. Submit plan documents to all meeting attendees prior to meeting dates with sufficient time for review and response. Attend and document meetings. 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. Review, for approval, the draft MDOT proposal for advertisement prior to letting.
- J. Review as-advertised proposal at start of advertisement period for incorporation of any changes during proposal approval process. Review and provide for MCRC submittal, all Notice to Bidders Inquiry Responses, during the bidding phase. Prepare for MCRC submittal, any and all Addendums determined to be necessary during the bidding process.
- K. Attend the Pre-construction meeting to answer any contractor or utility questions and clarify design and quantity details.
- L. 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.