

REQUEST FOR PROPOSAL (RFP)
CONSTRUCTION ENGINEERING SERVICES
FOR
AS NEEDED INSPECTION SERVICES

The Washtenaw County Road Commission (WCRC) invites qualified firms to submit Proposals for Construction Engineering Services for **as needed inspection services for the 2010 construction season**. Professional services will include staffing of a full-time/part-time construction technician(s) to perform those duties regularly associated with the administration and inspection of road/bridge construction and permit activities within the road right-of-way.

Four (4) copies of the **Proposal for Construction Engineering Services** must be received no later than **3:30 p.m. on Tuesday, May 25, 2010**. The Proposals must be addressed as follows:

Ms. Sheryl Soderholm Siddall, P.E.
Assistant Director of Engineering
Washtenaw County Road Commission
555 N. Zeeb Road
Ann Arbor, Michigan 48103

**Proposal for Construction Engineering Services –
As Needed Inspection Services**

Washtenaw County Road Commission (WCRC) expressly reserves the right to accept or reject any and all proposals submitted and is under no legal requirement to execute a resulting contract on the basis of this Request for Proposal (RFP) and intends the material provided only as a means of identifying the various consultant alternatives. The Washtenaw County Road Commission will base its decision on a combination of competence, qualifications and other items as listed in *Section 4 Selection Criteria*. The selected firm(s) will be contacted to confirm capacity. Upon confirmation, the selected firm(s) will be asked to prepare a priced proposal. Negotiations will then be conducted.

This RFP does not commit the WCRC to pay any costs incurred prior to execution of a contract. Issuance of this material in no way obligates the WCRC to award a contract or to pay any costs incurred in the preparation of a response. The WCRC specifically reserves the right to vary all provisions set forth at any time prior to execution of a contract where it deems it to be in the best interest of the WCRC, allowing the consultant to adjust the proposal accordingly.

Any inquiries relating to this RFP must be submitted in writing to Ms. Sheryl Soderholm Siddall, P.E. and received no later than 12:00 Noon, Monday, May 24, 2010 via fax to (734) 761-3239 or email to siddalls@wcroads.org.

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1. General Information: The consultant shall furnish all services and labor necessary to conduct and complete the Construction Engineering Services described herein. The consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to carry out this work. The consultant agrees to demonstrate knowledge of, and performance in compliance with, the standard construction practices of the Michigan Department of Transportation (MDOT) and WCRC Procedures & Regulations.

1.1 Purpose: This RFP provides MDOT prequalified road/bridge construction engineering firms with sufficient information to enable them to prepare and submit a Proposal for Construction Engineering Services for as needed inspection services for the 2010 construction season. Professional services will include staffing of a full-time/part-time construction technician(s) to perform those duties regularly associated with the administration and inspection of road construction and permit activities within the road right-of-way.

1.2 Issuing Office: This RFP is issued by the Washtenaw County Road Commission Engineering Department on behalf of the Washtenaw County Board of County Road Commissioners. The contact person for this RFP is Ms. Sheryl Soderholm Siddall, P.E.

1.3 Project: The proposed projects will consist of road construction for Local Agency WCRC projects and WCRC permit activities.

1.4 Services Required: Provide full-time/part-time experienced inspection services under the direction of the WCRC. The services required of the selected firm include, but are not limited to:

1.4.1 Staffing: The selected consultant will provide a full-time/part-time construction technician(s) to conduct as needed construction inspection services. The selected consultant will also identify one (1) project engineer as a point of contact to schedule the as needed inspection services. As stated above, the period for the Construction Engineering Services covered by this RFP will be for the 2010 construction season, approximately five (5) months. The consultant shall notify the WCRC, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to the review and approval of the WCRC.

The selected consultant staff will report directly to the WCRC project manager for the specific project the construction technician is assigned to and will be on site as necessary during construction. The consultant staff will operate under the WCRC project manager who is in charge of the project's construction. Each construction technician shall meet with the WCRC project manager at the start of a work assignment in order to get familiarized with the project plans, specifications, contract documents, permits, progress of work, and to clearly define roles and responsibilities.

1.4.2 Certifications: The following certifications for the various work operations are recommended for construction technician(s) assigned by the selected consultant. Certifications must be listed on resumes provided with a proposal.

- MDOT Bituminous Paving or Bituminous Paving Operations
- Michigan Concrete Field Testing - Level 1 (MCA or MCPA)
- Michigan Certified Aggregate Technician
- Soil Erosion & Sedimentation Control (SESC) / Storm Water Operator (SWO)
- Field Manager Certification
- MDOT Density Technology Certification

1.4.3 Construction Technician(s) Responsibilities: Provide inspection services required for road construction and permit activities within the road right-of-way.

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The construction technician(s) shall accurately perform all reporting, measurement, computation, and documentation required for each project in compliance with the standard construction practices of MDOT and WCRC Procedures & Regulations.

The construction technician(s) shall immediately bring to the attention of the WCRC project manager, the failure by the Contractor to comply with a plan or specification requirement, any problem, trends toward borderline compliance, or any other occurrence which may require resolution by the project manager.

The construction technician(s) shall provide their own transportation to, from and on the project site to perform the services outlined herein. Additionally a lap top computer (or equivalent) with Field Manager and/or Field Book software may be required to produce daily inspection reports in this format. The construction technician(s) shall deliver all inspection reports to the WCRC project manager's office daily unless other arrangements are made.

The WCRC reserves the right to withdraw any personnel or halt any services no longer required after the lack of need for Construction Engineering Services becomes apparent to the WCRC project manager. The consultant will not be reimbursed for the cost of personnel charged to a project that the WCRC project manager had determined was unnecessary.

1.4.4 Recordkeeping: The selected consultant must keep records and track materials per the MDOT Construction Manual, the 2003 MDOT Standard Specifications for Construction, the Materials Quality Assurance Procedures Manual, the Material Source Guide, and utilize standard MDOT or WCRC forms while reporting applicable construction items or activities.

1.4.5 WCRC Responsibilities: The WCRC project manager shall furnish or make available for review to the consultant all the project specific construction contracts, proposals, plans, permits, and other information deemed necessary by the WCRC project manager for the services required herein. 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 and to determine that the work performed to date by the consultant for services rendered is reasonable and appropriate before approving the consultant's request for payments. The WCRC project manager will arrange and conduct preconstruction and progress meetings as well as prepare and distribute meeting minutes.

2. Proposal Submittal: The WCRC is seeking proposals in the format as outlined in *Section 3 Information Required from Service Provider*. For the purposes of this RFP, the submitted document shall be referred to as the Proposal.

2.1 Requirements: A firm must submit for all portions of the above described project, provided they are qualified to perform the services described. The firm shall provide four (4) copies of the Proposal submittal. On each copy, the provider shall print or type his/her name and manually sign the Proposal. Required information for the Proposal is included in *Section 3 Information Required from Service Provider*.

2.2 Rejection of Proposals: The WCRC reserves the right to reject any and all Proposals received as a result of this RFP or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the WCRC. The WCRC does not intend to pay for the information solicited or obtained through any response.

2.3 Incurring Cost: The WCRC is not liable for any cost incurred by the service provider prior to the issuance of a contract.

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- 2.4 Inquiries:** Any inquiries relating to the RFP must be submitted in writing and received no later than 12:00 Noon, Monday, May 24, 2010. Any necessary request for clarification, delineation, or explanation of a firm's response will be made in writing by Ms. Sheryl Soderholm Siddall, or her representative.
- 2.5 Addenda to the RFP:** In the event it becomes necessary to revise any part of this document, addenda will be provided to all service providers who received the document prior to the response date and a new response date, if necessary, will be announced.
- 2.6 Response Date:** To be considered, the Proposal for Construction Engineering Services must arrive at the issuing office no later than 3:30 p.m. Tuesday, May 25, 2010. Service providers mailing their response should allow normal mail delivery time to ensure timely receipt of their response.
- 2.7 Type of Contract:** The WCRC uses its own professional services agreement in contracting for professional services. This agreement is modeled upon that used by the MDOT for similar services. The characteristics of the WCRC agreement include:
- 2.7.1** An indemnification provision holding the WCRC harmless for negligence on the part of the service provider, the service provider's employees, agents and/or consultants.
 - 2.7.2** A requirement that the service provider comply with all applicable laws, ordinances, and regulations and is responsible for obtaining all applicable permits, licenses and reviews relating to the project.
 - 2.7.3** A requirement that the service provider carry and show proof of comprehensive general liability insurance, professional liability insurance, worker's compensation, and any other insurance as required by law.
 - 2.7.4** A requirement that prevailing wages are being paid according to the appropriate laws.
- 2.8 Acceptance of the Proposal Content:** To be considered, service providers must submit a complete response to this RFP. The contents of the Proposal of the selected service provider(s) may become a contractual obligation if a contract ensues. The Proposal must be signed by an official authorized to bind the firm to its provisions. The service provider will make no other distribution of this document.
- 2.9 Proposal Preparation:** The Proposal should be prepared providing a straightforward, concise description of the respondent's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of content. The proposal shall be limited to a total of five (5) content-related pages, not including personnel resumes.
- 2.10 Oral Presentation:** Service providers who submit Proposals may be required to make an oral presentation of their qualifications to the selection committee and/or the Washtenaw County Board of County Road Commissioners. These presentations provide an opportunity for the respondents to clarify their qualifications to ensure mutual understanding. The issuing office will schedule these presentations if needed.
- 2.11 Selection:** The selection committee will review the Proposals submitted and conduct oral presentations if necessary. Based on this review, the selection committee will select the firm(s) considered most qualified to perform the services. The selected firm(s) will be contacted to confirm capacity. Upon confirmation, the firm(s) will be asked to prepare a price proposal. Negotiations will be conducted with the firm(s) selected.

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- 2.12 Prime Contractor Responsibilities:** The selected service provider(s) will be required to assume responsibility for all services offered in the Proposal whether or not the service provider produces them. Further, the WCRC will consider the selected service provider(s) to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.
- 3. Information Required from Service Provider:** Please provide the Proposal using the following format:
- 3.1 Cover Citation:** Submitted to:
- Ms. Sheryl Soderholm Siddall, P.E.
Washtenaw County Road Commission
555 N. Zeeb Road
Ann Arbor, Michigan 48103
- Proposal for Construction Engineering Services
As Needed Inspection Services
Date of Submittal
- 3.2 Letter of Transmittal:** The transmittal letter must include the following:
- 3.2.1** Brief statement of understanding of the work to be performed and a positive commitment to perform the work within the time period.
- 3.2.2** Name of the contact person or representative for the firm, their title, address, phone number and email address. State whether the contact person is authorized to bind the firm. If not, indicate who is authorized to sign on behalf of the firm.
- 3.3 Service Provider Information:** The respondent will provide information about the firm and the personnel to be assigned to this project. Be sure to include:
- 3.3.1** The name and business address of the firm and principal who would be responsible for the work.
- 3.3.2** Current resumes of the proposed project engineer and construction technicians to be assigned to the project.
- 3.3.3** A list of projects recently completed or underway by the firm of similar scope to that proposed with approximate construction costs and date completed.
- 3.3.4** A list of references complete with current names, addresses, and phone numbers.
- 3.3.5** A statement of the extent to which the organization qualifies as a women and/or minority owned business.
- 3.3.6** A statement quantifying the percentage of the firm's work completed annually in the State of Michigan and the percentage of the firm's work completed in Washtenaw County. Identify the location of the office where the assigned team will be operating from.
- 3.3.7** An assessment of the present workload at the office where this project will be accomplished, including number of projects by size and on-site technical staff availability. Please complete MDOT form 5100G(12/07) "Certification of Availability of Key Personnel". **Only the key personnel who are expected to be assigned to the project shall be listed on the form.** The hours provided on

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the form shall represent the reasonably estimated workload expected on average per week for key personnel. An example of the completed MDOT form 5100G has been attached to this RFP to aid in the proper completion of the form.

- 3.4 Statement of Work:** Identify and outline what the firm proposes to do. Describe your firm's approach to performing the specific services required in this project as noted in *Section 1.4 Services Required*.
 - 3.5 Method:** The respondent is asked to describe his/her substantive approach to providing the services. What services are to be performed? What kind of specialized services are needed? What kinds of data are to be collected and analyzed? What equipment and methods will be utilized? How will information be checked for accuracy? Who will oversee the quality control/quality assurance plan? Also in this section, identify any constraints native to the method proposed.
 - 3.6 Hardware/Software Capabilities:** Please provide a current listing of construction inspection and documentation hardware and software equipment used by your company.
- 4. Selection Criteria:** It is the policy of the WCRC to discourage any unsolicited verbal or written communications from competing companies which may pertain or relate directly or indirectly to any Proposal being evaluated by the selection committee or Washtenaw County Board of Road Commissioners which has been submitted in response to this RFP and which contemplates award of a professional contract.

Negotiations may be undertaken with the service provider(s) whose Proposal best addresses the needs of the proposed project and demonstrates the ability and experience of the firm to perform the work. Award of the contract will be to the responsive service provider(s) whose Proposal is most advantageous to the WCRC.

Proposals will be evaluated on evidence of understanding of the project, the objectives to be achieved, and the technical and administrative capabilities in relation to the needs of the project. The following criteria are those that will be applied in evaluation of the Proposal:

- 4.1 Understanding of Service:** The extent to which the firm has an understanding of the service, innovations, management plan, safety program, instrumentation and methods to be utilized. This information is to be based on the scope of services.
- 4.2 Qualifications of Team:** The structure of the project team including the roles of all key personnel. Evaluation of provided resumes for each of the key staff, with special emphasis on experience and demonstration of competence in performing similar work.
- 4.3 Availability:** The extent to which the assigned personnel has the time to meet the demands of the project and completion of MDOT form 5100G (12/07) "Certification of Availability of Key Personnel".
- 4.4 Past Performance:** The extent to which the service provider has demonstrated competence in performing similar work or the extent of former client satisfaction, including previous performance with the WCRC and other governmental clients.
- 4.5 Location:** The extent to which the firm has established business within Washtenaw County and the ability to respond to the site in a reasonable time.

