

# **REQUEST FOR PROPOSAL**

Engineering Design Services

for the

Preliminary Engineering

of

## **Baker Road Intersections Project**

Section 7 of Scio Township

Washtenaw County, Michigan



March 2017

Prepared by:

Washtenaw County Road Commission  
555 North Zeeb Road  
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## TABLE OF CONTENTS

### SECTION 1

General Information.....	3-5
--------------------------	-----

### SECTION 2

Scope of Work.....	5-7
--------------------	-----

### SECTION 3

Scope of Services.....	7-11
------------------------	------

### SECTION 4

Project Administration.....	11-12
-----------------------------	-------

### SECTION 5

Proposal Rating Method .....	12-14
------------------------------	-------

# REQUEST FOR PROPOSAL

## SECTION 1: GENERAL INFORMATION

### I. Objective

The purpose of this Request for Proposal (“RFP”) is to provide a qualified engineering firm (“Consultant”) with specific information to prepare and submit a proposal to provide preliminary engineering services for the Baker Road Intersections project. Consultant shall provide the preliminary engineering for the project as further described in Sections 2 and 3 of this RFP. WCRC shall use the process as outlined in Section 5 of this RFP to select a Consultant.

### II. Issuing Office

The RFP is issued by the Washtenaw County Road Commission (“WCRC”) Engineering Department in cooperation with the City of Dexter. All correspondence, questions, and additional information regarding this RFP shall be addressed to:

Matthew MacDonell  
Washtenaw County Road Commission  
555 North Zeeb Road  
Ann Arbor, Michigan 48103  
Phone: 734-327-6688  
E-Mail: [macdonellm@wcroads.org](mailto:macdonellm@wcroads.org)

### III. Proposals

Five (5) copies of the proposal and a PDF of the proposal shall be submitted. The information included therein should be as concise as possible. The total submittal shall not be more than twenty (20) single pages of content (A size).

To be considered, each Consultant must submit a complete response to this RFP using the format provided in Section 5. No other distribution of proposals is to be made by the Consultant. The proposal must be signed by an official authorized to bind the Consultant to its provisions.

Each proposal must remain valid at least sixty (60) days from the due date of this RFP.

IV. Changes in RFP

Should any prospective Consultant be in doubt as to the true meaning of any portion of this RFP, or should the Consultant find any ambiguity, inconsistency, or omission therein, the Consultant shall make a written request for an official interpretation or correction. Such requests shall be submitted to the issuing office not less than five (5) business days prior to the final date of submittal of the proposal. The person making the request shall be held responsible for its prompt delivery.

Such interpretation or correction, as well as any additional RFP provisions that the WCRC may decide to include, will be made only as addenda, which will be emailed to each firm recorded as having received a copy of the RFP. Any addenda issued by the WCRC shall become a part of the RFP and shall be taken into account by each Consultant in preparing his or her proposal.

V. Proposal Receipt

Proposals must arrive at the WCRC on or before **3:00 p.m., Friday, April 7, 2017**. Each Consultant is responsible for the timely delivery of his or her proposal. Late proposals will not be considered.

VI. Disclosures

All information in a Consultant's proposal is subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act." This Act also provides for the complete disclosure of contracts and attachments thereto. All unsuccessful proposals will be retained for sixty (60) days after acceptance of the successful proposal.

VII. Type of Contract

An Engineering Services Agreement, prepared by WCRC, will be executed between the WCRC and the Consultant. The WCRC reserves the right to award the total proposal, to reject any and all proposals in whole or in part, and to waive any informality or technical defects if, in the WCRC's sole judgment, the best interests of the WCRC will be so served.

VIII. MDOT Pre-qualifications:

The following MDOT Prequalified Service Vendor classifications are required for the selected Consultant or Sub-consultants: Design-Geotechnical, Design-Hydraulics I, Design-Roadway, Design-Roadway Intermediate, Design-Traffic: Capacity & Geometric Analysis, Design-Traffic: Pavement Markings, Design-Traffic: Signal, Design-Traffic: Signal Operations, Design-Traffic: Signing-Non-

Freeway, Design-Traffic: Work Zone Maintenance of Traffic, Design-Utilities: Municipal, Surveying: Right of Way Surveys, Surveying: Road Design.

IX. Questions and Additional Information

There will not be a pre-proposal meeting. Please contact Matt MacDonell at 734-327-6688 or by email at [macdonellm@wcroads.org](mailto:macdonellm@wcroads.org) with questions regarding this RFP.

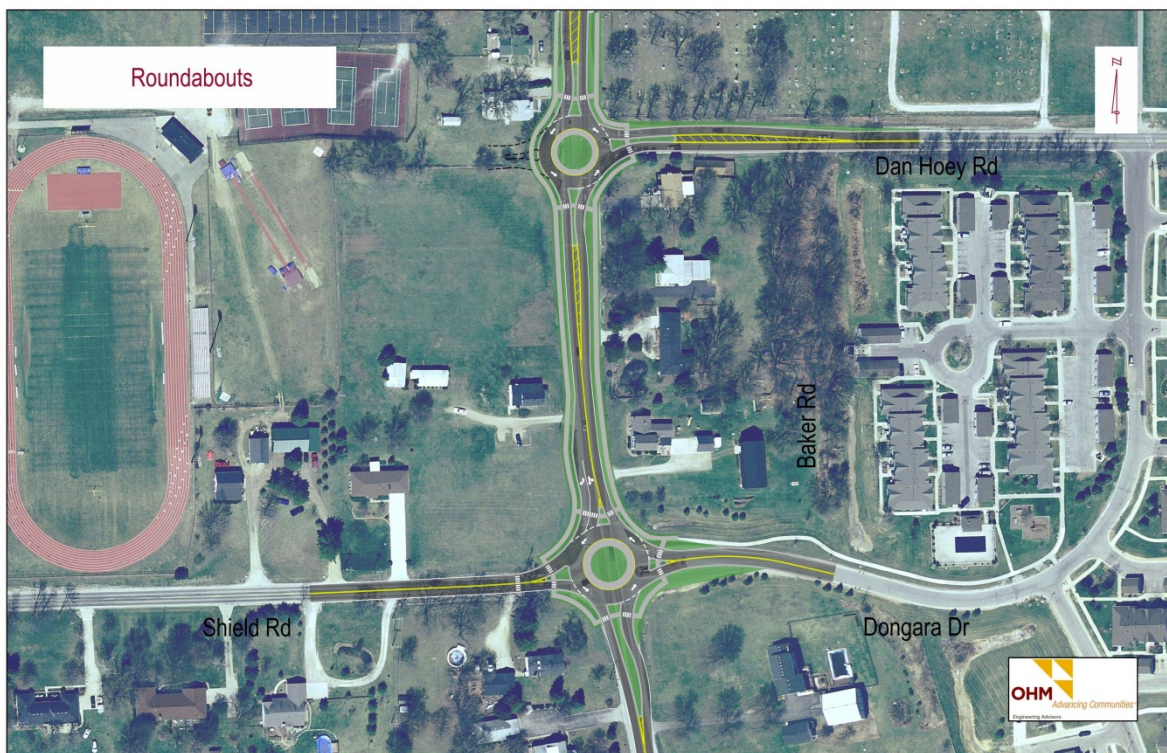
X. Cost Liability

The WCRC assumes no responsibility or liability for costs incurred by the Consultant prior to the execution of an Engineering Services Agreement. The liability of WCRC is described in the standard Engineering Services Agreement, a copy of which is available upon request.

## SECTION 2: SCOPE OF WORK

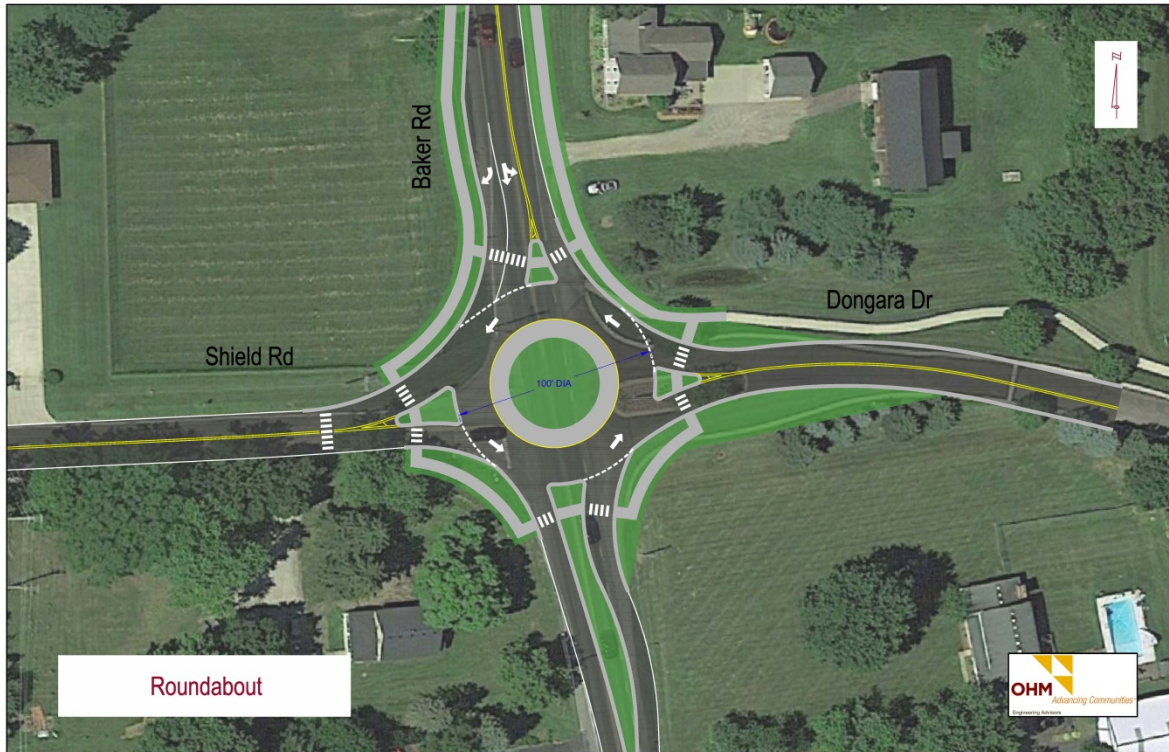
WCRC in cooperation with the City of Dexter is planning to reconstruct the Baker Road intersections at Shield Road and Dan Hoey Road as single lane roundabouts. WCRC and the City of Dexter performed a Baker Road Intersection Improvement Study that was completed by OHM in June of 2016 and is included as a reference to this RFP. Below are design concept drawings for the proposed intersection improvements.

Overall View of Baker Road intersections at Shield Road and Dan Hoey Road:

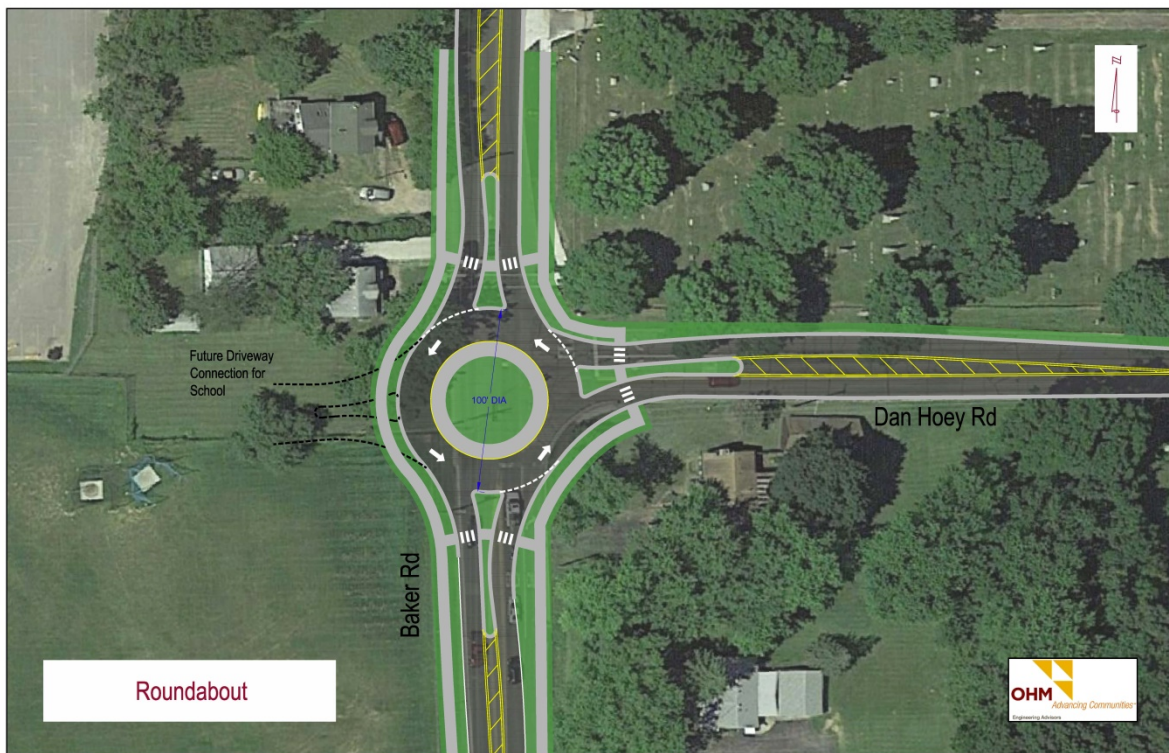




Baker Road at Shield Road:



Baker Road at Dan Hoey Road:



Baker Road is a north-south two lane county primary up to Dan Hoey Road. North of Dan Hoey Road, Baker Road is under the jurisdiction of the City of Dexter and is a city major roadway. The Baker Road Intersections project shall be designed in accordance with MDOT's Local Agency Program (LAP) and 4R requirements.

### **SECTION 3: SCOPE OF SERVICES**

The Consultant shall perform the preliminary engineering for the Baker Road intersections at Shield Road and Dan Hoey Road. The services to be provided by the Consultant shall include, but are not necessarily limited to the following:

#### **I. Design Details & Tasks**

- A. The Consultant shall provide a full set of biddable documents (plan, proposal, and cost estimate) to design a roundabout for these intersection locations. The project will be bid through MDOT LAP.

WCRC has hired MSA Professional Services, Inc., doing business as Ourston, of Madison, Wisconsin. Mark Lenters is the point of contact for Ourston and is currently designing a two-dimensional footprint for the proposed roundabouts for these two intersections. CAD files of the roundabout preliminary alignment and geometrics will be provided by Ourston to the Consultant for the preparation of Base Plans. Mr. Lenters shall provide a review of the project review milestones and provide general roundabout design guidance as needed by WCRC or the Consultant.

- B. General Design Standards: The current version of AASHTO Policy on Geometric Design of Highways and Streets, AASHTO Roadside Design Guide, Roundabouts An Informational Guide (FHWA-RD-00-067 where applicable), FHWA mini-roundabout guide (FHWA SA-10-007 where applicable), MDOT Standard Plans, MDOT Road Design Manual, MDOT Drainage Manual, the current Michigan Manual of Uniform Traffic Control Devices ("MMUTCD"), MDOT Access Management Guidebook, Washtenaw County Water Resources Commissioner ("WCWRC") Procedures and Design Criteria for Storm Water Management Systems and Green Infrastructure, Michigan Department of Environmental Quality ("MDEQ") permit requirements (where applicable), and WCRC Procedures & Regulations for Permit Activities ("PRPA"),
- C. Specifications: The current version of the MDOT Standard Specifications for Construction (including the latest MDOT Supplemental Specifications and Special Provisions) will apply along with project specific WCRC Special Provisions.
- D. Project Funding: This project is anticipated to be funded via a Congestion Mitigation and Air Quality ("CMAQ") grant and is programmed with \$1,200,000.

Preliminary engineering shall be performed in order to facilitate construction of the roadway in a cost-effective and efficient manner.

- E. Design Speed: The design speed for Baker Road shall be 30 mph and note that south of Shield Road the posted speed is 45 mph. The design speed for Shield Road is 45 mph and the design speed for Dan Hoey Road is 35 mph.
- F. Design Vehicle: The design vehicle for intersections shall be a WB-50 truck. Details will be discussed at the kickoff meeting.
- G. Environmental: Context sensitive designs shall be utilized where possible. A complete list of trees to be removed, including type, size and location, shall be prepared by the Consultant.
- H. Survey: Survey data shall be provided to the Consultant prior to beginning design services. The Consultant will be responsible for field checking the point data file to determine if any irregularities exist. The Consultant shall be responsible for creating the TIN. Should additional survey data be needed, WCRC will provide the information to the Consultant.
- I. Drainage: WCRC desires to use curb and gutter typical cross section. Any enclosed drainage sewers shall be sized to handle a ten-year design storm and meet the requirements of the MDOT Drainage Manual. The storm water management system shall also be designed in accordance with the WCWRC Procedures and Design Criteria for Storm Water Management Systems.
- J. Soil Conditions: A geotechnical evaluation shall be conducted by the Consultant and recommendations on a pavement design shall be provided. All future and existing lanes shall be included in the soil investigation through both soil borings and pavement cores. The borings shall be at least five feet below the depth of any proposed pavement structure and 10 feet below the depth of the existing ground otherwise. The geotechnical evaluation shall also include the necessary borings to investigate the feasibility of storm water infiltration for Green Infrastructure. All traffic control required to perform the soil investigation shall be in accordance with the MMUTCD and WCRC standards. Miss Dig must be notified at least three (3) working days prior to any exploration.
- K. Pavement Structural Design: Based upon the geotechnical evaluation, the Consultant shall provide a recommendation for the pavement cross section and submit required documentation to MDOT Local Agency Programs. Details will be discussed at the kickoff meeting.



- L. Program Application: The Consultant shall assist in preparing and submit the MDOT programming application. The Consultant shall also be responsible for updating this document for all MDOT LAP submittals.
- M. Base Plans: The Consultant shall prepare base plan geometrics (approximately 30% complete). These plans shall provide the horizontal and vertical layout of the road improvement. The Consultant shall also provide a base plan construction estimate for the project. To the extent possible, preliminary right-of-way impacts shall be identified so preliminary discussions can occur with property owners. WCRC shall review and approve the geometric layout prior to proceeding.
- N. Maintenance of Traffic: A complete construction staging plan will be required for the project. The construction of the project will occur during the summer of 2018. The roads will likely be closed to thru traffic. Details will be discussed at the kickoff meeting.
- O. Permanent Signage and Pavement Marking: All permanent sign locations and pavement markings will be included in the construction plans. The current MDOT Standard Pavement Marking Plans and the current MMUTCD shall be used.
- P. Utility Coordination: After the project kickoff meeting, the Consultant shall submit a Miss Dig design ticket and request mapping for all utilities within the project limits. This information shall be shown on the Base Plans and shall be sent to all utility companies with facilities within the project limits to confirm location. Prior to the Grade Inspection ("GI") plan submittal, the Consultant shall identify possible utility conflicts and schedule a utility coordination meeting to discuss conflicts and related utility relocations. The Consultant shall work with utility companies on behalf of WCRC to identify underground and overhead impacts and assist in determining how to mitigate. The utility coordination meeting shall be held prior to the GI plan review meeting. The GI plan review meeting will be an opportunity to review the status of conflicts with utility companies and any necessary relocation efforts. It is important that an appropriate amount of hours be included in the Consultant's work plan proposal to account for this task. The utility coordination task may extend beyond Final Plan submittal to MDOT.
- Q. Right-of-Way/Grading Easements: A complete right-of-way plan shall be prepared by the Consultant and incorporated into the project's plan set. The right-of-way plan shall identify all the required right-of-way acquisitions and any necessary easements and/or temporary grading permits. WCRC will prepare all required right-of-way acquisition documents (conveyance document, legal description, and drawing) and/or grading easements. The Consultant shall assist WCRC by providing the CAD drawings necessary for

the right-of-way acquisition documents. WCRC will be responsible for the acquisition of all the required right-of-way and grading easements.

- R. GI Plans: The Consultant shall submit GI Plans and documents (approximately 80% complete) in accordance with MDOT Local Agency Program requirements. WCRC shall be provided five (5) sets of printed copies to review and comment on prior to submitting GI documents to MDOT.
- S. Street Lighting: The Consultant shall coordinate with DTE-Electric Community Lighting group for the design of the proposed street lights for the roundabouts.
- T. Permits: The Consultant must obtain approvals or waiver letters for permit applications from the following regulatory agencies where applicable:
  - 1. State Historic Preservation Office ("SHPO")
  - 2. NPDES

This list of permits may not be all inclusive. The Consultant is responsible for securing approvals or waiver letters from all applicable agencies required by law for design and construction of project.

- U. Final Plans: The Consultant shall submit final plans, proposal, estimate, and permits documentation to MDOT in accordance with MDOT Local Agency Program requirements. WCRC shall be provided five (5) sets of printed copies to review and comment on prior to submitting Final documents to MDOT.

## II. Project Meetings & Public Participation

- A. Kickoff Meeting: The Consultant shall schedule a kickoff meeting to be held with representatives from WCRC and the City of Dexter to refine the concept of the project as stated in this RFP and the Consultant's proposal and to coordinate the design schedule.
- B. Meeting with representatives from WCRC, the City, Scio Township, & Dexter Community Schools. It is anticipated that up to two (2) meetings will be required to meet with these representatives to discuss scope of work and impacts.
- C. Utility Coordination Meeting: A formal utility coordination meeting will be held prior to the GI meeting with MDOT.
- D. Progress Meetings: The Consultant and WCRC shall determine the necessary progress meetings required with WCRC staff to accomplish the work within the project schedule. These meetings can be accomplished via conference call. The Consultant shall attend and document with meeting minutes all project progress and plan review meetings.

- E. GI Plan Review Meeting: A formal plan review meeting will be held for the GI meeting with MDOT.
- F. Public Information Meeting: It is anticipated that one (1) public information meetings will be held to inform the public of the proposed project and potential impacts to the surrounding area. This meeting will likely be held using a standard open house format in the evening.

### III. Deliverables

- A. Design Report: The design report shall include all computations, program application, geotechnical report, pavement design, design exceptions, notes, meeting minutes, utility coordination correspondence, permit applications, permits and related correspondence and other documentation relating to the design of the project. All CAD files and PDF of plans shall also be provided to WCRC.
- B. Final Bid Documents: The final bid documents submittal to WCRC shall include; three (3) paper sets of both full size plans on 36" X 24" and half size plans on 11"x17", proposal, and cost estimate. The final bid documents set shall also be sent electronically as a PDF for both full size plans on 36" X 24" and half size plans on 11"x17", proposal, and cost estimate.
- C. Public Information Meeting: Display boards, (number to be determined at a later date) shall be provided for the public information meeting.
- D. Survey Point Data File: For construction staking.
- E. Printed and electronic drawings for right-of-way acquisition documents shall be provided to WCRC. These shall be area dimensions per parcel and will not be the legal documents.
- F. Electronic Data Files: All electronic data should be provided to the WCRC including, but not limited to; estimate (MERL), grade book, storm calculations, proposal, and final plans, both in AutoCAD (v. 2016) and PDF formats.

## **SECTION 4: PROJECT ADMINISTRATION**

### I. Project Schedule

The selected proposal is scheduled to be approved at the April 18, 2017 Board meeting of the Washtenaw County Board of County Road Commissioners. WCRC staff anticipates the following tentative schedule to meet a January 2018 MDOT letting date.

ITEM	COMPLETION DATE
Kick-Off Meeting	May 2017
Base Plans / Right-of-Way Plans	June/July 2017
Public Information Meeting	July 2017
Utility Coordination Meeting	August 2017
Grade Inspection Submittal	August 2017
Grade Inspection Meeting	September 2017
Final Plans, Proposal and Estimate	October 2017
Letting Date	January 2018
Assist in Utility Relocations	Up to Start of Construction

If the reviews and approvals by WCRC are delayed, the schedule will be adjusted accordingly.

## II. Fee

Once the Consultant is selected, the WCRC will negotiate a fee for engineering services that considers all work and staff required, including appropriate overhead and fixed fee (profit). Unless the scope of the project changes, this fee will be considered a "Not to Exceed Amount". The fee shall be divided into partial amounts by major elements as provided on the project schedule. An agreement, prepared by WCRC, shall be signed by both parties prior to beginning the design.

## III. Progress Payments

Monthly progress payments will be processed upon providing justification of the actual hours and expenses. Progress payments will be processed utilizing the following guidelines:

<u>Schedule Milestone</u>	<u>% of Total</u>
Base Plans .....	30% of Design
Grade Inspection Plans .....	80% of Design
Final Plans, Proposal and Estimate .....	100% of Design

## SECTION 5: PROPOSAL RATING METHOD

A Qualifications Based Selection process (QBS) rating system will be used to select a Consultant for the Road Improvement. The entire proposal submitted by the Consultant shall not exceed 20 pages, excluding resumes. WCRC reserves the right to not consider any proposal that it determines to be unresponsive and deficient in any of the information requested for evaluation. The Selection Committee will contact references

to verify material submitted by the Consultants. WCRC will determine whether the final scope of the project to be negotiated will be entirely as described in this RFP, a portion of the project, or a revision.

I. Professional Qualifications - 35 points

- A. State the full name and address of the organization and, if applicable, the branch office or other subordinates that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership or corporation. If as a corporation, include the state in which it is incorporated. If appropriate, indicate whether it is licensed to operate in the State of Michigan.
- B. Include the number of executive and professional staff who will be employed in the work by skill and qualification. Show where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals are considered key to the successful completion of the project. Identify individuals who will do the work on this project by name / title and include their resumes with applicable project experience. Please list which sub-Consultants that will be utilized for the Proposal. The Consultant must submit a written request to substitute key personnel or Sub-Consultants.
- C. Please complete the current MDOT 5100D RFP form which includes the certification of availability of key personnel. Key personnel who are expected to be assigned to the services identified in the RFP shall be listed on the form. The hours provided on the form shall represent the reasonably estimated availability on average per week for key personnel.
- D. State the history of the firm in terms of length of experience, types of services provided and other relevant information. Identify the technical details that make the firm uniquely qualified for this work.

II. Past Performance with Similar Projects - 25 points

The written proposal shall include a list of specific experience in this area and indicate the firm's ability to have projects completed within the budgeted amounts as well as references. A summary of related projects of similar scope with the original deadline and cost estimate versus the actual design completion date and final cost of the design is appropriate in this section. All personnel shall be listed with their applicable design experience.

III. Proposed Work Plan - 40 points

A detailed work plan is to be presented which lists all tasks determined to be necessary to accomplish the work of this project. **The work plan shall define resources needed for each task (title and person hours) and the staff person completing the project element tasks.** Please be sure to include a



resume for staff listed in the work plan. In addition, the work plan shall include a time line schedule depicting the sequence and duration of tasks and showing how the work will be organized and executed.

The work plan shall be sufficiently detailed and clear to identify the progress milestones (i.e. when project elements, measures and deliverables are to be completed). Additional project elements suggested by the Consultant are to be included in the work plan and identified as Consultant suggested elements.

The Consultant shall also submit, as part of the work plan, a sheet entitled "Consultant's Understanding of the Project." The Consultant shall include specific items that were omitted from the RFP and, in particular, any "Gray Areas" of the RFP that will need to be addressed during the project. The "Consultant's Understanding of the Project" shall become part of the contract and a basis for negotiating extra work. Any item sufficiently addressed in the RFP shall supersede the "Consultant's Understanding of the Project."

Include any other information believed to be pertinent but not specifically requested elsewhere.

#### IV. Authorized Negotiator

Include the name and contact information of the person(s) in the organization authorized to negotiate the Engineering Services Agreement with WCRC.

#### V. Interview

Members of the Selection Committee will evaluate each proposal by the above-described criteria and point system (I through III) to select the Consultant for this project. The Selection Committee may schedule interviews, if necessary, with the selected firms. The selected firms will be given the opportunity to discuss in greater detail their qualifications, experience, and proposed work plan. The interview shall consist of a presentation of no longer than thirty (30) minutes by no more than five (5) representatives of the firm. The authorized negotiator, project manager, and lead design engineer are required to attend. The presentation will be followed by no more than one (1) hour of questions and answers. Audiovisual aids may be used during the oral interviews. The Selection Committee may record the oral interviews.

The firms interviewed will be re-evaluated using the above criteria (I through V), after the interview and a final decision made.