

**REQUEST FOR PROPOSAL (RFP)**  
**AS NEEDED MATERIALS TESTING SERVICES**  
**FOR 2018, 2019 & 2020**

The Washtenaw County Road Commission (WCRC) is hereby inviting qualified firms to submit a **Proposal for As Needed Materials Testing Services for 2018, 2019 & 2020** construction seasons. Professional services shall include staffing as needed to perform those duties regularly associated with materials testing of road and/or bridge construction projects which may include concrete testing; HMA testing; and density testing on backfill, embankment, subbase, aggregate shoulders and aggregate base for the proposed projects.

Four (4) copies of the **Proposal for Materials Testing Services** must be received no later than **3:30 p.m. on Friday, February 9, 2018**. The Proposals must be addressed as follows:

Mr. Matt MacDonell, P.E.  
Assistant Director of Engineering  
Washtenaw County Road Commission  
555 N. Zeeb Road  
Ann Arbor, Michigan 48103

**Proposal for As Needed Materials Testing Services**  
**For 2018, 2019 & 2020**

The 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 RFP and intends the material provided only as a means of identifying the various consultant alternatives. The WCRC will base its selection(s) on a combination of competence, qualifications and other items as listed in *Section 4 Selection Criteria* of this RFP. The selected firm(s) will be contacted to confirm capacity. Upon confirmation, price negotiations will be conducted with the firm(s) selected.

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 any and 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 and received no later than 12:00 noon, Thursday, February 8, 2018 and may be directed to Mr. Matt MacDonell via email to [macdonellm@wcroads.org](mailto:macdonellm@wcroads.org).

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## Request For Proposal – Materials Testing Services

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1. **General Information:** The consultant shall furnish all services and labor necessary to conduct and complete the Materials Testing 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 and materials testing practices of the Michigan Department of Transportation (MDOT) and WCRC.
  - 1.1. **Purpose:** This RFP provides MDOT prequalified materials testing firms with sufficient information to enable them to prepare and submit a Proposal for Materials Testing Services for items such as HMA, concrete, earthwork, aggregate and soil borings required for the as needed services listed in *Section 1.3 Proposed Projects* below. The WCRC will evaluate Proposals using the Quality Based Selection (QBS) process.
  - 1.2. **Issuing Office:** This RFP is issued by the WCRC Engineering Department on behalf of the Washtenaw County Board of County Road Commissioners. The contact person for this RFP is Mr. Matt MacDonell, P.E.
  - 1.3. **Proposed Projects:** The proposed projects will consist of the various WCRC road and bridge construction projects for the 2018, 2019 & 2020 construction seasons. The planned construction projects include the following scopes of work: roundabouts, mill/pulverize & resurfacing, road reconstruction, gravel road improvements, bridge replacements, and bridge rehabilitations. The 2018-2022 Capital Improvement Plan is available on the WCRC website (<http://www.wcroads.org/road-work-construction/future-projects/>) and contains a list of the planned projects for review.

The selected firm(s) will be contacted directly to provide a fee proposal and to confirm availability on an individual project basis.
- 1.4. **Services Required:** The services required of the selected firm(s) include, but are not limited to:
  - 1.4.1. **Materials Testing:** The Consultant will be required to perform necessary materials and density testing services for the HMA, concrete, backfill, embankment, subbase, and aggregate. Additional items requiring testing may be added on a project-by-project basis. The Consultant is expected to perform HMA quality assurance testing in the plant such that issues associated with HMA production are identified and shared promptly with the HMA producer at the time of production. Project documentation will be submitted within 24 hours to the WCRC using ProjectWise, unless directed otherwise. The maximum charge to the project shall be 2 hours in the event material testing is cancelled after the Consultant is onsite. Otherwise, the Consultant shall charge actual hours and mileage to the project. If the Consultant is performing work on multiple projects, the mileage shall be prorated among all applicable projects.
  - 1.4.2. **MDOT Prequalified Service Vendor Requirements (updated 12/6/17):**
    - 1.4.2.1. Construction Testing: Aggregates
    - 1.4.2.2. Construction Testing: Concrete
    - 1.4.2.3. Construction Testing: Density
    - 1.4.2.4. Construction Testing: HMA
  - 1.4.3. **Certifications:** Per the current MDOT “Requirements for Performing Construction Engineering on Local Agency Projects”, the technicians assigned to these projects will need to have the following minimum certifications for the work operations listed.
    - 1.4.3.1. **Density (Earthwork or HMA Paving)**
      - 1.4.3.1.1. NRC Nuclear Density Gauge License
      - 1.4.3.1.2. Radiation Safety Training
      - 1.4.3.1.3. MDOT Density Technology Certification
      - 1.4.3.1.4. MDOT Bituminous Paving or Bituminous Paving Operations

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- 1.4.3.1.5. Michigan Certified Bituminous Laboratory Technician (Level 1)
      - 1.4.3.1.6. Michigan Bituminous QC/QA Technician (Level 2)
    - 1.4.3.2. **Concrete**
      - 1.4.3.2.1. Michigan Concrete Field Testing – Level 1 (MCA or MCPA)
    - 1.4.3.3. **Aggregate Testing and Sampling**
      - 1.4.3.3.1. Michigan Certified Aggregate Technician
  - 1.4.4. **Construction Standards:** Projects are in English units and are being constructed in accordance with the Michigan Department of Transportation 2012 Standard Specifications for Construction.
- 2. **Proposal Submittal:** WCRC is seeking proposals in the format as outlined in *Section 3 Information Required from Service Provider* of the RFP. 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 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 the 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.
  - 2.4. **Inquiries:** Any inquiries relating to the RFP must be submitted in writing via email and received no later than 12:00 Noon on Thursday, February 8, 2018. Any necessary request for clarification, delineation, or explanation of a firm's response will be made in writing by Mr. Matt MacDonell, or his representative.
  - 2.5. **Addenda to the RFP:** In the event it becomes necessary to revise any part of this document, addenda will be posted on the WCRC website and 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, four (4) copies of the Proposal for Materials Testing Services must arrive at the issuing office no later than 3:30 p.m. Friday, February 9, 2018. 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 that 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 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.

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- 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 the RFP. The contents of the Proposal of the selected service provider 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.
- 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:
- Mr. Matt MacDonell, P.E.  
Assistant Director of Engineering  
Washtenaw County Road Commission  
555 N. Zeeb Road  
Ann Arbor, Michigan 48103
- Proposal for As Needed Materials Testing Services  
For 2018, 2019 & 2020
- 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.

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- 3.2.2.** Name of the contact person or representative for the firm, their title, address, phone number and e-mail 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 manager and key personnel to be committed 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, material testing costs and date completed.
- 3.3.4.** A list of references complete with current names, e-mails, 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 for the 2018 construction season, at the office where this project will be accomplished, and on-site technical staff availability. Please complete MDOT form 5100D (11/17) "Request for Proposal Cover Sheet". **Only the key personnel who are expected to be assigned to the project shall be listed on 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 have professional responsibility? How much of each person's time will be committed to the project? 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 material testing equipment used by your company. Be sure to include a copy of the NRC Nuclear Density Gauge License for all nuclear density gauges to be used on this project.
- 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 Board of Road Commissioners which has been submitted in response to this RFP and which contemplates award of a professional contract.

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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 have the time to do the job and the completion of the current MDOT form 5100D (11/17) "Request for Proposal Cover Sheet".
- 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.