

**REQUEST FOR PROPOSAL (RFP)**  
**CONSULTANT – ENGINEERING DESIGN SERVICES**  
**FOR 2022, 2023 & 2024**

The Washtenaw County Road Commission (WCRC) invites qualified firms to submit proposals for **Consultant – Engineering Design Services for 2022, 2023 & 2024**. Professional services will include staffing of full-time/part-time engineer(s), surveyor(s), technician(s), and right of way agents as needed to perform duties regularly associated with all aspects of road & bridge design including permitting, miscellaneous traffic engineering, survey, and property acquisition and documentation associated with project right of way.

An electronic submittal in PDF format of the **Proposal for Consultant – Engineering Design Services** must be received no later than **3 p.m. on Monday February 28, 2022**.

The proposals must be sent to:

Nate Murphy, P.E.  
Washtenaw County Road Commission  
Email: [murphyn@wcroads.org](mailto:murphyn@wcroads.org)  
Phone: (734) 327-6647

**Proposal for Consultant – Engineering Design Services**  
**For 2022, 2023 & 2024**

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. WCRC 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 enter into a contract with an hourly rate schedule.

This RFP does not commit WCRC to pay any costs incurred prior to execution of a contract. Issuance of this material in no way obligates WCRC to award a contract or to pay any costs incurred in the preparation of a response. 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 WCRC, allowing the consultant to adjust the proposal accordingly.

Any inquiries relating to this RFP must be submitted in writing to Nate Murphy and received no later than, Wednesday, February 23, 2022, via email to [murphyn@wcroads.org](mailto:murphyn@wcroads.org).

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- 1. General Information:** The consultant shall furnish all labor, equipment, supplies, material, and incidentals necessary to conduct and complete the services described herein. The consultant agrees to demonstrate knowledge of, and performance in compliance with the standard design practices of the Michigan Department of Transportation (MDOT) and WCRC procedures & regulations.
  - 1.1 Purpose:** This RFP provides MDOT prequalified engineering firms with sufficient information to enable them to prepare and submit a **Proposal for Consultant – Engineering Design Services for 2022, 2023 and 2024**. Professional services will include staffing of full-time/part-time engineer(s), surveyor(s), technician(s), and qualified personnel as needed to perform duties regularly associated with all aspects of road & bridge design including permitting, miscellaneous traffic engineering, survey, and property acquisition and documentation associated with project right of way requirements.

**1.2 Issuing Office:** This RFP is issued by WCRC's Engineering Department on behalf of the Washtenaw County Board of County Road Commissioners. The contact person for this RFP is Nate Murphy.

**1.3 Proposed Projects:** The proposed work will consist of various road & bridge designs including permitting, miscellaneous traffic engineering, survey, and property acquisition and documentation associated with project right of way requirements. Permitting activities include, but may not be limited to: MDOT Office of Rail, National Environmental Policy Act (NEPA), Michigan Department of Environment, Great Lakes, and Energy (EGLE), Threatened & Endangered Species, and State Historic Preservation Office (SHPO), as necessary.

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

**1.4.1 Staffing:** The selected consultant(s) shall provide full-time/part-time staff to conduct the as needed services. The selected consultant will also identify one (1) project manager as a point of contact to administer the as needed services. The consultant shall notify WCRC, in writing, prior to any personnel changes from those specified in the consultant's original approved proposal for any as needed services. Any personnel substitutions are subject to the review and approval of WCRC.

**1.4.2 MDOT Prequalified Service Vendor Requirements:** The following MDOT Prequalified Service Vendor classifications are required for the selected consultant(s). If the consultant is prequalified in some but not all of the classifications, please indicate which classifications apply. Any consultant selected will only be utilized in the types of services for which it is prequalified.

- Design – Bridges
- Design – Bridges: Load Rating
- Design – Bridges: Railroad
- Design – Bridges: Safety Inspection
- Design – Bridges: Safety Inspection – Underwater
- Design – Bridges: Scoping
- Design – Geotechnical
- Design – Geotechnical: Advanced
- Design – Hydraulics I & II
- Design – Roadway: Intermediate & Complex
- Design – Traffic: Capacity & Geometric Analysis
- Design – Traffic: Pavement Markings
- Design – Traffic: Signal / Signal Operations
- Design – Traffic: Safety Studies
- Design – Traffic: Signing – Non-Freeway
- Design – Traffic: Work Zone Maintenance of Traffic
- Design – Traffic: Work Zone Mobility & Safety
- Design – Utilities: Municipal / Subsurface Utility Engineering
- Design – Wetlands
- Surveying: Geodetic Control and Leveling
- Surveying: Hydraulics
- Surveying: Right of Way
- Surveying: Road Design
- Surveying: Structures
- Right of Way: Acquisition/Negotiation
- Right of Way: Relocation
- Right of Way: Valuation
- Right of Way: Condemnation

- Right of Way: Documentation

**1.4.3 General Design Standards:** The selected consultant shall use the current version of the applicable design standards:

- AASHTO: Policy on Geometric Design of Highways and Streets, Roadside Design Guide, Guide for the Planning, Design, and Operation of Pedestrian Facilities, Guide for the Development of Bicycle Facilities,
- MDOT: Standard Plans, Road & Bridge Design Manuals, Drainage Manual, Design Survey Manual, MOT Plans, Traffic & Safety Guidelines, Access Management Guidebook, Real Estate Procedure Manual
- Michigan Manual of Uniform Traffic Control Devices (MMUTCD),
- Highway Capacity Manual,
- Washtenaw County Water Resources Commissioners (WCWRC) Procedures and Design Criteria for Storm Water Management Systems,
- WCRC Procedures & Regulations for Permit Activities (PRPA), and Procedures & Regulations for Developing Public Roads,
- MDOT Real Estate Procedure Manual
- 49 CFR Part 24, Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act)
- 23 CFR Parts 635, 710 and 810, Right-of-Way and Real Estate
- The Uniform Condemnation Procedures Act, Act 87 of 1980, as amended (UCPA)

**1.4.4 WCRC Responsibilities:** On a project-by-project basis, WCRC shall assign a project manager who shall furnish or make available for review to the consultant all the specific project information deemed necessary for the services required herein. The WCRC project manager will also provide general monitoring to assure that the project has been completed in reasonable conformance with the applicable design standards 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 progress meetings.

**2. Proposal Submittal:** WCRC is seeking proposals in the format as outlined herein. For the purposes of this RFP, the submitted document shall be referred to as the proposal.

**2.1 Requirements:** A firm shall submit for all or portions of the above-described services, provided it is qualified to perform the services described. Each firm shall clearly denote that portion of the RFP for which they are submitting. The firm shall provide an electronic submittal in PDF format of the proposal submittal. Required information for the proposal is included in *Section 3 Information Required from Consultant*.

**2.2 Rejection of Proposals:** 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. WCRC does not intend to pay for the information solicited or obtained through any response.

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

**2.4 Inquiries:** Any necessary request for clarification, delineation, or explanation of a firm's response will be made in writing to Nate Murphy.

**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 consultants who received the document prior to the response date and a new response date, if necessary, will be announced.

**2.6 Type of Contract:** 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. An example of the contract is included below.

**2.7 Acceptance of the Proposal Content:** To be considered, consultants must submit a response to this RFP detailing the portions being submitted. The contents of the proposal of the selected consultant(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 consultant will make no other distribution of this document.

**2.8 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) single sided content-related pages, not including personnel resumes.

**2.11 Selection:** The selection committee will review the proposals submitted. 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 enter into a contract with an hourly rate schedule.

**2.12 Prime Consultant Responsibilities:** The selected consultant(s) will be required to assume responsibility for all services offered in the proposal whether or not the consultant produces them. Further, WCRC will consider the selected consultant(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 Consultant:** Please provide the proposal using the following format:

**3.1 Cover Citation:** Submitted to:  
Nate Murphy, P.E.  
Washtenaw County Road Commission  
555 N. Zeeb Road  
Ann Arbor, Michigan 48103  
Proposal for Consultant – Engineering Design Services

Services for 2022, 2023 & 2024  
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 allotted time.

**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 Consultant Information:** The submitting firm will provide information about the firm and the personnel to be assigned to this contract. 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 key personnel.
  - 3.3.3 A list of projects recently completed or underway by the firm of similar scope to that proposed.
  - 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.
- 3.4 **Statement of Work:** Identify and outline what the firm proposes to do and which of the services noted in *Section 1.4 Consultant Services* it is proposing to provide. Describe your firm's approach to performing the specific services required in this contract as noted in *Section 1.4 Consultant Services*.
- 3.5 **Method:** The consultant is asked to describe their substantive approach to providing the services. What services are to be performed? 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 inherent to the method proposed.
- 3.6 **Hardware/Software Capabilities:** Please provide a current listing of hardware and software equipment used by your company.
4. **Selection Criteria:** WCRC policy discourages any unsolicited verbal or written communications from competing firms which may pertain or relate directly or indirectly to any proposal being evaluated by the WCRC selection committee or the WCRC Board which has been submitted in response to this RFP and which contemplates award of a professional contract.

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

Proposals will be evaluated on evidence of understanding of the work, the objectives to be achieved, and the technical and administrative capabilities in relation to the needs of the work. 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, 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 **Past Performance:** The extent to which the consultant has demonstrated competence in performing similar work or the extent of former client satisfaction, including previous performance with the WCRC and other governmental clients.