

**REQUEST FOR PROPOSAL**

Engineering Services for the

Grove Road Stabilization Plan – Phase 2

Ypsilanti Township, Washtenaw County, Michigan



September 2022

WASHTENAW COUNTY ROAD COMMISSION

REQUEST FOR PROPOSAL

1. **Objective**

The purpose of this Request for Proposal (“RFP”) is to provide invited qualified consultants with specific information to prepare and submit a proposal to provide preliminary engineering services for the Grove Road Stabilization Plan – Phase 2 Project between Margarita Street and Loon Feather Point Park in Ypsilanti Township, Washtenaw County. The Consultant shall provide a stabilization plan for the slope along Grove Road, complete design plans, program application, specifications, and engineer’s estimate, identify ROW needs, secure all necessary permits, and provide the required bid and construction documents as described herein (the “Project”).

2. **Issuing Office**

The RFP is issued by the Washtenaw County Road Commission (“WCRC”). All correspondence, questions, and additional information regarding this RFP shall be addressed to:

Nate Murphy, PE  
Design & Construction  
Washtenaw County Road Commission  
555 North Zeeb Road  
Ann Arbor, Michigan 48103  
Phone: 734-327-6647  
E-Mail: [murphyn@wcroads.org](mailto:murphyn@wcroads.org)

3. **Project Information**

The Washtenaw County Road Commission is requesting proposals for slope stability evaluation and stabilization design along Grove Rd near Loon Feather Point Park in Ypsilanti Township, Washtenaw County. A portion of the roadway embankment situated close to the Huron River experienced distress in year 2019 and a repair was designed. In 2019, the slope stabilization measures were installed, including 220 Lft of steel sheeting, drainage upgrades, roadwork, and rip rap slope protection. Relatively large slope and wall movements have continued with the top of the sheet pile wall moving outward by 4 to 6 inches with resulting settlements of relatively new sidewalk, stormwater outlet, pavement and guardrail in the affected area. An existing watermain is present in the impacted area. The Consultant shall evaluate the existing slope and roadway conditions and prepare a complete Stabilization and Construction Plan, specifications, engineer’s estimate, bid and construction documents, and all necessary permits for the Project.

The Consultant is requested to provide a Proposal to perform the engineering for the Project on behalf of the WCRC. Please reference the following enclosed documents that describe the Project’s scope in further detail:

- G2 Geotechnical Investigation (July 26, 2019)
- Grove Road Sheeting Plan (July 2019)
- Grove Road Plan (August 21, 2019)
- G2 Data Report on Inclinator Readings (December 30, 2021)

4. **Design Details (where applicable)**

- A. General Design Standards: AASHTO LRFD Bridge Design Specifications, most current edition plus interims, FHWA Manual on Subsurface Investigations, most current edition,

the current version of AASHTO Policy on Geometric Design of Highways and Streets, AASHTO Roadside Design Guide, AASHTO Guide for Planning, Design, and Operation of Pedestrian Facilities, AASHTO A Guide for Development Bicycle Facilities, ADA Standards for Accessible Design, MDOT Standard Plans, MDOT Road Design Manual, MDOT Drainage Manual, MDOT Bridge Design Manual, MDOT Bridge Design Guide, the current Michigan Manual of Uniform Traffic Control Devices (“MMUTCD”), Washtenaw County Water Resources Commissioners (“WCWRC”) Procedures and Design Criteria for Storm Water Management Systems, EGLE Permit requirements, WCRC Procedures & Regulations for Permit Activities (“PRPA”).

- B. MDOT Prequalified Requirements: The following MDOT Prequalified Service Vendor classifications are required for the selected consultant.
- Design – Geotechnical
  - Design – Geotechnical: Advanced
  - Design – Roadway: Intermediate & Complex
  - Design – Utilities: Municipal / Subsurface Utility Engineering
  - Design – Wetlands
  - Surveying: Geodetic Control and Leveling
  - Surveying: Hydraulics
  - Surveying: Right of Way
  - Surveying: Road Design
  - Surveying: Structures
- 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 Special Provisions.
- D. Soil Conditions: A supplemental geotechnical evaluation shall be conducted by the Consultant and recommendations on all aspects of the Project shall be provided. At a minimum, provide two lightweight GEOPROBE device type test holes to a depth of 30 feet immediately behind the sheeting and near the watermain in the critical area and leave one in place to monitor groundwater levels occurring behind the retaining wall. Provide a minimum of four (4) hand-auger test holes to a depth of at least 4 feet within the front slope zone in front of the steel sheet pile wall.
- E. Topographic Survey: Survey information collected during Phase 1 of the project will be provided to the Consultant. Additional survey information necessary for Project will be collected by the Consultant. All survey information will be provided to the WCRC electronically in AutoCAD format with supporting coordinate ASCII files.
- F. The Consultant shall prepare a draft Slope Stability Evaluation and Stabilization Plan (approximately 30% of the design) outlining analysis results, solution options and associated opinions of costs. The Slope Stability Evaluation shall provide a detailed back-analysis of apparent existing resistance factors (or factors of safety) and soil parameters that closely match the observed and measured behavior for the slope and retaining wall system. Obtain detailed slope angle survey information at 25-ft intervals through the zone that is experiencing movements for use in the slope stability and retaining wall analyses. Extend river bottom ground surface elevation shots at least 50 feet into Ford Lake.

Develop conceptual design plans for stabilizing the Grove Road slope and retaining wall system such that a design geotechnical resistance factor of less than 0.65 (approximate factor of safety greater than 1.54) for the roadway retaining wall sidewalk guardrail and watermain system. Evaluate existing front slope angles in detail and determine what will be necessary, if anything, to establish 1:2 or flatter front slopes in front of the existing sheet pile wall. Inspect the affected utilities and determine if the existing watermain and stormwater outlet pipe within the moving slope zone can be saved or require replacement.

WCRC shall review and approve the plan prior to proceeding. Upon approval of the draft stabilization plan, the Consultant shall prepare a Final Draft Stabilization Plan, specifications, and estimate (approximately 95% of the design). The Consultant shall submit the 95% package for review and comment to WCRC. Following the WCRC review the Consultant shall address all the comments and prepare the Final Stabilization Plan, specifications, engineer's estimate, bid and construction documents, and all necessary permits for the Project. The Consultant shall submit the Final package for review and comment to WCRC.

- G. 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 Draft Stabilization Plan and shall be sent to all utility companies with facilities within the project limits to confirm location. Prior to the Draft Stabilization 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 Draft Stabilization Plan submittal. The Draft Stabilization Plan 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 Stabilization Plan submittal.
- H. Permits: The Consultant shall obtain all required permits for the Project on behalf of the WCRC including, but not necessarily limited to, the following:
1. Michigan Department of Environment, Great Lakes, and Energy (EGLE)
  2. United States Fish & Wildlife Service (USFWS)
  3. Washtenaw County Water Resources Commissioner's office
  4. National Pollutant Discharge Elimination System (NPDES)
- I. Maintenance of Traffic: A complete construction staging plan will be required for the Project. MOT details will be discussed at the kickoff meeting.
- J. Permanent Signing and Pavement Marking: All permanent sign locations including wayfinding, informational, and sponsorship signage and pavement markings will be included in the construction plans. Survey: A base survey has been completed by OHM and CAD files will be made available to the selected consultant. Supplemental survey and related work may be required and will be the responsibility of the Consultant.

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K. Right-of-Way: Consultant to assist WCRC in identifying Right of Way needs outside existing ROW. The Consultant to identify Proposed ROW and Grading Permit areas. WCRC will provide the legal descriptions, sketches, and perform acquisition negotiation with property owners.

L. Meetings:

Kick-Off Meeting: A kick-off meeting will be held with WCRC staff to refine and confirm the scope of the Project as stated in this RFP and the Consultant's proposal and to coordinate the design schedule.

Stakeholder Meeting: A meeting with project stakeholders will be held with WCRC staff, Ypsilanti Township, Ypsilanti Community Utilities Authority (YCUA), and Washtenaw County Water Resources Commission (WCWRC).

Project Review Meeting(s): It is anticipated that several design review meetings will be necessary with WCRC staff to verify the project is progressing in the manner and timeframe anticipated.

Slope Stability Evaluation and Draft Stabilization Plan Meeting: Present the results of detailed back-analyses for the observed slope and retaining wall behaviors and show design options for stabilization and required repairs.

Utility Coordination Meeting: A formal utility coordination meeting will be held prior to the Draft Stabilization Plan meeting.

M. Public Information Meeting: A Public meeting will be held for the public to provide information concerning the status and direction of the Project. Consultant to provide necessary graphics/drawings for presentation. WCRC staff to review presentation information prior to meeting.

The meeting shall be presented virtually using the WCRC online platform.

N. Deliverables:

All plan submittals shall be in 11 x 17 format.

Design Report: The design report shall include all computations, design exceptions, notes, minutes, utility coordination correspondence, permit applications, permits, MDOT program application, and other documentation relating to the design of the Project.

Final Bid Documents: The final bid documents shall be submitted to WCRC in an electronic file format as detailed in the most current version of the "Items Required for E-Proposal Final Plan Submission" document. This submittal shall include the Stabilization Plan; final plans; the engineer's estimate; the proposal that contains all relevant special provisions, supplemental specifications, standard details and other related bid information; and any other documents, including permits, to complete a full bid package for the project.

Electronic Data Files: All electronic data shall be provided to WCRC including, but not limited to, Draft Stabilization Plan, final plans and proposal in AutoCAD (v. 2018 or later) and PDF formats and the proposal in Microsoft Word and PDF formats.

**5. Project Schedule**

The selected proposal is scheduled to be approved at the November meeting of the Washtenaw County Board of County Road Commissioners.

**6. Proposals**

A Qualifications Based Selection (QBS) will be used to select a Consultant for the project. The proposal shall be submitted in an PDF electronic file format. The information included therein should be as concise as possible. The total submittal shall not be more than ten (10) single pages of content, excluding cover sheet and staff resumes. The 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.

Proposals must be received at the WCRC on or before **12:00 p.m., Tuesday, November 8, 2022.**

**A. Professional Qualifications:**

- 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.
- Include the number of executive and professional staff who will be employed in the work by skill and qualification. 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 and title. Resumes or qualifications are required for key personnel. Please list which Sub-Consultants will be utilized for the Proposal.
- Identify the technical details that make the firm uniquely qualified for this work.

**B. Past Performance with Similar Projects:**

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 with the original deadline and cost estimate versus the actual design completion date and final cost of the design is appropriate in this section.

**C. Proposed Work Plan:**

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 timeline 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.

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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.

D. Design Fees:

While the review of the proposals are based on QBS, the overall design fee will be reviewed and factored into the review of the proposal.

E. Authorized Negotiator:

Include the name and contact information of the person(s) in the organization authorized to negotiate the price proposal with WCRC.