

REQUEST FOR PROPOSAL (RFP)

CONSULTANT - CONSTRUCTION ENGINEERING SERVICES

For 2024, 2025 & 2026

The Washtenaw County Road Commission (WCRC) invites qualified firms to submit Proposals for **Consultant - Construction Engineering and Surveying Services for 2024, 2025 & 2026**. Professional services for construction engineering may include staffing of a construction Project Manager/Engineer of Record or full-time/part-time technician(s) as needed to perform those duties regularly associated with the administration and inspection of road/bridge construction and permit activities within the road right-of-way. Professional services for construction surveying will include construction staking and remonumentation.

An electronic copy (pdf format) of the **Proposal for Consultant - Construction Engineering and Surveying Services** must be received no later than **3:30 p.m. on Tuesday, January 30, 2024**. The Proposals must be addressed as follows:

Mr. Kevin Dubnicki, P.E.
Project Manager
Washtenaw County Road Commission
555 N. Zeeb Road
Ann Arbor, Michigan 48103
dubnickik@wcroads.org

Proposal for Consultant - Construction Engineering and Surveying Services For 2024, 2025 & 2026

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 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, 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.

Submitting firms are not required to provide all services referenced in the RFP. Each firm shall clearly denote that portion of the RFP for which they are submitting.

Any inquiries relating to this RFP must be submitted to Mr. Kevin Dubnicki, P.E. and received no later than **12:00 Noon, Monday, January 22, 2024** via email to dubnickik@wcroads.org.

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 perform services in compliance with, the standard construction and materials testing practices of the Michigan Department of Transportation (MDOT) and the WCRC.

1.1 Purpose: This RFP provides MDOT prequalified road/bridge construction engineering and surveying firms with sufficient information to enable them to prepare and submit a

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Proposal for Consultant - Construction Engineering and Surveying Services for 2024, 2025 & 2026. Professional services for construction engineering may include staffing of a construction Project Manager/Engineer of Record or full-time/part-time technician(s) as needed to perform those duties regularly associated with the administration and inspection of road/bridge construction and permit activities within the road right-of-way. Professional services for construction surveying will include staffing of qualified survey personnel to perform plan interpretation; right of way staking; construction layout for road, bridge, sanitary sewer, and water improvements; and replacement of all monumentation.

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. Kevin Dubnicki, P.E.

1.3 Proposed Projects: The proposed projects will consist of road/bridge construction for Local Agency WCRC projects and WCRC permit activities.

The selected firm(s) will be contacted by the WCRC to provide a fee proposal and to confirm availability on an individual project basis as project schedules are confirmed.

1.4 Consultant Services: Provide full-time/part-time experienced project management, construction, and surveying services under the direction of the WCRC. The services required of the selected firm include, but may not be limited to:

1.4.1 MDOT Prequalified Service Vendor Requirements: The Consultant shall be prequalified for Construction Engineering Services and/or Surveying Services to be considered for the As-Needed Services Contract. While not all the following MDOT prequalified services are required, only those included in the Proposal will be considered for the As-Needed Contract for 2024, 2025 & 2026.

1.4.1.1 Construction Engineering Services:

- 1.4.1.1.1 Bituminous Pavement Inspection
- 1.4.1.1.2 Bridge & Ancillary Structures Construction Engineering
- 1.4.1.1.3 Bridge Painting Inspection
- 1.4.1.1.4 Road Construction Engineering
- 1.4.1.1.5 Traffic & Safety Inspection Services

1.4.1.2 Surveying Services:

- 1.4.1.2.1 Construction Staking

1.4.2 Staffing: The selected consultant will provide full-time/part-time project management, project Engineer of Record, technician(s) and/or surveyor(s). The selected consultant will also identify one (1) point of contact to schedule the as needed services. As stated above, the period for the Construction Engineering and Surveying Services covered by this RFP will be for the 2024, 2025 & 2026 calendar years. 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 to which the Consultant is assigned and will be on site as necessary during construction. Consultant staff will operate under the WCRC project manager in charge of the project's construction. The Consultant staff 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

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documents, permits, progress of work, and to clearly define roles and responsibilities.

The WCRC reserves the right to withdraw any personnel or halt any services no longer required. The Consultant will not be reimbursed for the cost of personnel charged to a project that the WCRC project manager had determined was unnecessary.

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

1.4.3.1 MDOT Bituminous Paving or Bituminous Paving Operations

1.4.3.2 Bridge Deck Construction Inspection & Bridge Rehabilitation Inspection

1.4.3.3 Michigan Concrete Field Testing - Level 1 (MCA or MCPA)

1.4.3.4 Michigan Certified Aggregate Technician

1.4.3.5 Soil Erosion & Sedimentation Control / Storm Water Operator

1.4.3.6 Field Manager Certification

1.4.3.7 MDOT Density Technology Certification

1.4.3.8 Computerized Office Technician Certification

- 1.4.4 Consultant Project Manager and Engineer of Record:** Provide full project management for and/or office services required for road and bridge construction and permit activities within the road right-of-way. The Consultant Project Manager shall perform all project administration in compliance with the standard construction practices of MDOT and WCRC Procedures & Regulations.

The Consultant Project Manager is responsible to manage and maintain the construction contract administration for federal and state funded transportation projects as well as locally funded projects. This position is responsible for managing and coordinating the construction/testing staff including Engineers, Inspectors, Surveyors, Testing Lab, and support staff for the project and overseeing all phases of road and bridge construction, fulfilling the role of Engineer of Record. They shall also be responsible for receiving, reviewing, and processing all contract modifications, contractor claim engagement, overseeing contractor evaluation processes, including contractor appeal engagement; overseeing and conducting project record reviews; overseeing and monitoring wage and labor compliance program including LCP tracker, contractors' on-the-job training program, and construction subcontract compliance. They shall attend and oversee project pre-construction meetings and progress meetings to review utility conflict problems, project time schedule, traffic, and safety.

- 1.4.5 Technician(s) Responsibilities:** Provide inspection and/or office services required for road and bridge construction and permit activities within the road right-of-way. The technician(s) shall accurately perform all reporting, measurement, computation, and documentation required for each project in compliance with the standard construction practices and specifications of the MDOT and the WCRC.

The technician(s) shall immediately bring to the attention of the 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 technician(s) shall provide their own transportation to, from and on the project site to perform the services outlined herein. Additionally, a laptop computer (or equivalent) with Field Manager and/or Field Book software may be

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required to produce daily inspection reports in this format. The technician(s) shall deliver completed inspection reports and supporting documentation on a daily basis.

- 1.4.6 Surveyor(s) Responsibilities:** The location, alignment, elevation, and grade of the work will be determined by the Consultant Surveyor who will set such controls as are necessary to properly mark these elements. The Contractor shall assume full responsibility for detail dimensions and elevations measured from the lines, grades, and elevations so established. The Consultant Surveyor will provide grade and alignment stakes as needed for normal progress of the work by the Contractor.

The Consultant Surveyor will be required to replace all property controlling monuments, PLSS corners, and right of way property monuments in accordance with current State of Michigan laws regulating such activities. Copies of any recorded Land Corner Recordation Certificates (LCRC's) required for the project will be submitted to the WCRC project manager. In addition, property controlling corners (PI's) will be re-established using 1" x 24" iron pipes in monument boxes and witnessed in at least four quadrants. Copies of the witnesses and a sketch of the traverse of their relocation in relation to two PLSS corners will be submitted to the WCRC project manager.

- 1.4.7 Recordkeeping:** The Consultant shall keep records and track materials per the MDOT Construction Manual, the current MDOT Standard Specifications for Construction, the Materials Quality Assurance Procedures Manual, the Material Source Guide, and use standard MDOT or WCRC forms while reporting applicable construction items or activities.

- 1.4.8 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:** 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: Submitting firms are not required to provide all services referenced herein. Each firm shall clearly denote that portion of the RFP for which they are submitting. The firm shall provide an electronic copy (pdf format) of the Proposal submittal. The provider shall digitally sign the Proposal. Required information for the Proposal is included herein.

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 submitting firm prior to the issuance of a contract.

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- 2.4 Inquiries:** Any inquiries relating to the RFP must be submitted via email and received no later than **12:00 Noon, Friday, January 26, 2024**. Any necessary clarification, delineation, or explanation will be made via email by Mr. Kevin Dubnicki, P.E. 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 to the WCRC website and provided to all known firms who received the document prior to the RFP response date. A new RFP response date, if necessary, will be similarly announced.
- 2.6 Response Date:** To be considered, the Proposal must be sent via email no later than 3:30 p.m. on Tuesday, January 30, 2024.
- 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, submitting firms must submit a complete response to this RFP. 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.
- 2.9 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:** Submitting consultants may be required to make an oral presentation of their firm's qualifications to the WCRC selection committee and/or the Washtenaw County Board of County Road Commissioners. These presentations provide an opportunity for the submitting consultants to clarify their qualifications to ensure mutual understanding. The WCRC will schedule these presentations, if needed.
- 2.11 Selection:** The WCRC selection committee will review the Proposals submitted and conduct oral presentations, if necessary. Based on this review, the WCRC 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 Selected Firm Responsibilities: The selected firm(s) will be required to assume responsibility for all services offered in the Proposal, whether or not the selected firm provides said services. Further, the WCRC will consider the selected firm(s) to be the sole point of contact about contractual matters, including payment of any and all charges resulting from the contract.

3. Information Required from Submitting Consultants: Please provide the Proposal using the following format:

3.1 Cover Citation: Submitted to:

Mr. Kevin Dubnicki, P.E.
Project Manager
Washtenaw County Road Commission
555 N. Zeeb Road
Ann Arbor, Michigan 48103
dubnickik@wcroads.org

Proposal for Consultant - Construction Engineering and
Surveying Services for 2024, 2025 & 2026

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 submitting firm 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 contract 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 with approximate construction 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 firm 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 2024 construction season, at the firm's office location(s), and technical staff availability.

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3.4 Statement of Work: Identify and outline services provided by the firm. Describe your firm's approach to performing the specific services referenced in the RFP.

3.5 Method: Describe the firm's substantive approach to providing these services. What services are to be performed? What kind of specialized services are offered? What data will be collected, analyzed, and documented? What equipment and methods will be used? How will information be checked for accuracy (quality control / quality assurance)? Who will bear professional responsibility? How much of each individual's time will be committed in providing these services? 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 firm.

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 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 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 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 understands the service, innovations, management plan, safety program, instrumentation, and methods to be used. 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 (05/20) "Request for Proposal Cover Sheet".

4.4. Past Performance: The extent to which the firm has demonstrated competence in performing similar work or the extent of former client satisfaction, including previous performance with the WCRC and other governmental clients.