

REQUEST FOR PROPOSAL (RFP)
CONSULTANT - CONSTRUCTION TESTING SERVICES
FOR 2024, 2025 & 2026

The Washtenaw County Road Commission (WCRC) is hereby inviting qualified firms to submit a **Proposal for Consultant - Construction Testing Services for 2024, 2025 & 2026**. Professional services shall include as-needed staffing to perform those duties associated with road and/or bridge construction projects which may include concrete testing; hot mix asphalt (HMA) testing; testing of backfill, embankment, subbase, aggregate shoulders, and aggregate base materials; fabrication inspection; soil borings, pavement cores, and geotechnical analysis.

An electronic copy (pdf format) of the **Proposal for Consultant - Construction Testing Services** must be received no later than **3:30 p.m. on Tuesday, January 30, 2023**. 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 Testing 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 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.

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, Tuesday, January 30, 2024** via email to dubnickik@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 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 consultants with sufficient information to enable them to prepare and submit a Proposal for Consultant - Construction Testing Services as detailed herein. Consultant proposals will be evaluated using the Qualifications-Based Selection (QBS) method.

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 the various WCRC road and bridge construction projects in the calendar years 2024, 2025 & 2026. The projects may include the following: mill/pulverize and HMA resurfacing; road reconstruction; intersection reconstruction and signalization; gravel road improvements; bridge replacement, rehabilitation, and preventative maintenance.

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: The services requested of the selected firm(s) include, but may not be limited to, the following:

1.4.1. Materials Testing: The Consultant will be required to perform those materials and density testing services associated with concrete; hot mix asphalt (HMA); backfill, embankment, subbase, aggregate shoulders, and aggregate base. 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 WCRC and the HMA producer at the time of production.

Project documentation will be submitted within twenty-four (24) hours to the WCRC using ProjectWise, unless directed otherwise.

The maximum charge to the project shall be two (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 pro-rated among all applicable projects.

1.4.2. Fabrication Inspection: The Consultant shall provide in-plant fabrication inspection of various structural elements, in accordance with MDOT requirements.

1.4.3. Soil Borings, Pavement Cores, Geotechnical Analysis: The Consultant shall provide geotechnical related services.

1.4.4. MDOT Prequalified Service Vendor Requirements (as applicable):

1.4.4.1. Construction Testing: Aggregates

1.4.4.2. Construction Testing: Concrete

1.4.4.3. Construction Testing: Density

1.4.4.4. Construction Testing: HMA

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1.4.5. Certifications (as applicable): Per the current MDOT “Requirements for Performing Construction Engineering on Local Agency Projects”, consultant staff assigned to WCRC projects shall possess the following minimum certifications for the work operations listed.

Independent Assurance Testing (IAT) certification is required for technicians working on National Highway System (NHS) routes.

1.4.5.1. Density (Earthwork or HMA Paving)

1.4.5.1.1. NRC Nuclear Density Gauge License

1.4.5.1.2. Radiation Safety Training

1.4.5.1.3. MDOT Density Technology Certification

1.4.5.1.4. MDOT Bituminous Paving or Bituminous Paving Operations

1.4.5.1.5. Michigan Certified Bituminous Laboratory Technician (Level 1)

1.4.5.1.6. Michigan Bituminous QC/QA Technician (Level 2)

1.4.5.2. Concrete

1.4.5.2.1. Michigan Concrete Field Testing – Level 1 (MCA or MCPA)

1.4.5.3. Aggregate Testing and Sampling

1.4.5.3.1. Michigan Certified Aggregate Technician

1.4.6. Construction Standards: Projects are in English units and are being constructed in accordance with project specific plans, specifications, and current MDOT Standard Specifications for Construction, Standard Plans, and Special Details.

2. Proposal Submittal: The 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 firm 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 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 submitting firm prior to the issuance of a contract.

2.4. Inquiries: Any inquiries relating to the RFP must be submitted via email to Mr. Kevin Dubnicki, P.E. 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 on the WCRC website and provided to all known firms 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, the Proposal must be submitted 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 MDOT for similar services. The characteristics of the agreement include:

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- 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.
- 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 the RFP. The contents of the Proposal of the submitting firm 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 submitting firm will make no other distribution of this document.
- 2.9. Proposal Preparation:** The Proposal should be prepared providing a straightforward, concise description of the submitting firm'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 firms may be required to make an oral presentation of their qualifications to the WCRC selection committee and/or the Washtenaw County Board of County Road Commissioners. These presentations provide an opportunity for the submitting firms 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.
- 2.12. Consultant Responsibilities:** The selected firm(s) will be required to assume responsibility for all services offered in the Proposal, whether or not the firm produces said services. Further, the WCRC will consider the selected firm(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 Submitting Firms:** Please provide the Proposal using this 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 Testing Services
For 2024, 2025 & 2026
- Date of Submittal

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- 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, including title, address, phone number and e-mail address. State whether the contact person is authorized to bind the firm. If not, indicate that individual authorized to sign on behalf of the firm.
- 3.3. Service Provider Information:** Submitting firms shall provide information about the firm and the personnel to be assigned.
- 3.3.1.** The name and business address of the firm and principal 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 with approximate construction costs, consultant costs and date completed.
 - 3.3.4.** A list of references including names, e-mails, addresses, and phone numbers.
 - 3.3.5.** A statement of the extent to which the firm qualifies as a woman 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 from which the assigned team will be operating.
 - 3.3.7.** An assessment of the present workload for the 2024 construction season, at the aforementioned office location, and technical staff availability. Please complete MDOT form 5100D (05/20) "Request for Proposal Cover Sheet". **Only the key personnel reasonably expected to provide the consultant services shall be listed on the form.**
- 3.4. Statement of Work:** Identify and outline services provided by the firm. Describe the 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. Equipment/Software Capabilities:** Please provide a current listing of equipment and software used by your firm. The firm will be expected to maintain current NRC Nuclear Density Gauge Licenses for all nuclear density gauges to be used in providing related services.
- 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 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 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.