

**MANISTEE COUNTY ROAD COMMISSION
MANISTEE, MICHIGAN**

Request for proposals to provide professional services for the design and construction engineering of the 13 Mile Road Bridge and Approaches over Bear Creek.

February 3, 2012

The Manistee County Road Commission is accepting proposals for professional design and construction-engineering services as described in this Request for Proposals. You are invited to submit a proposal describing your qualifications and work plan for completing this project.

BACKGROUND

The existing 13 Mile Road Bridge (see location map Attachment A) is presently posted with a 77-ton weight limit. The County desires to replace the bridge with a new pre-stressed concrete bridge. Funding is to come from Federal and State Critical Bridge funds and from local funds.

The roadway width for the approaches is anticipated to be 28 feet paved surface with a 28 foot roadway width carried across the structure. Final width of the roadways and bridge are in the process of being finalized by the County.

SCOPE OF SERVICES

The scope of services which the consultant will be expected to perform are outlined below:

DESIGN ENGINEERING PHASE

1. Determine the number, location and depth of soil borings to be taken along the alignment necessary to properly design the new bridge and approach roadways.
2. Field survey work as needed. Including all necessary field work and surveys required for DEQ permits and all approach work areas.
3. Complete all programming required for funding including the related environmental reviews. Complete appropriate agency submittals for clearance of the project. Perform hydraulic analyses and prepare all permit applications to appropriate agencies.
4. Complete all aspects of the design of the new bridge, approaches, and removal of the existing bridge.
5. Coordinate the design as necessary with the MDOT Local Agency Programs Unit in accordance with requirements for Federal and State Critical Bridge funding.
6. Prepare TS&L plans, preliminary plans, and, upon approval of MDOT and the County, final plans, special provisions, and cost estimates in a proposal format acceptable to MDOT for bidding through MDOT.
7. Answer questions by Contractors during the bidding phase.

CONSTRUCTION ENGINEERING PHASE

1. Provide construction staking required for the project.
2. Provide construction administration required for the project according to MDOT procedures. Provide any design clarifications required during the construction phase.
3. Observe construction on behalf of the County in accordance with MDOT procedures. The proposal should assume a full-time field representative required for 60 workdays. The consultant should add time for the project manager for miscellaneous items such as attendance at the pre-construction meeting, project record keeping, and project closeout activities.
4. Provide materials testing required for the project. On-site material testing is to be handled and included by the consultant. Off-site material testing is to be coordinated by the Consultant and paid directly by the County. The amounts estimated to be paid by the County should be shown as a separate item in the proposal and will require pre-approval of the actual amount at the time testing is required in the construction phase.
5. Review shop drawings and all materials required.

INFORMATION TO BE SUBMITTED

Those firms submitting a proposal should include the following information (six copies).

1. Development of the Consultant's project approach and detailed work plan.
2. A brief description of the firm, including office location and services offered.
3. A list of similar projects completed by the firm and staff using state and federal funds and coordinated through MDOT, including project description, location, and construction cost; and the name, title and phone number of persons to contact for reference checks.
4. Identification of the proposed project team for both the design and construction phases of the project along with the qualifications and experience of each member expected to work on the project. Identification and qualifications and experience of any sub-consultants proposed as part of the project team.
5. Description of required information, materials or services, which the Consultant would expect the County to supply or perform.

The following shall be submitted in a separate sealed envelope labeled with the name of the firm and the words "Proposed Professional Fees for the 13 Mile Road Bridge" (one copy):

6. A complete estimate of man-hours to perform all work elements described under "Scope of Services" or identified in the Consultant's project approach for personnel (by classification) to be involved in the project as outlined in this RFP. As a minimum the hours should be broken down as follows:

DESIGN ENGINEERING PHASE

Soil Borings (If performed by Consultant)

Survey

Design & Preparation of Plans, Special Provisions, Cost Estimates and Proposal for Bridge and Approaches Including Removal of Existing Thirteen Mile Road Bridge Structure

Permit Assistance

CONSTRUCTION ENGINEERING PHASE

Construction Staking
Construction Administration, Including Finalizing Out Project
“On-site Observation” (60 work days)
Other Observation Efforts
On-site Materials Testing (By Consultant)
Off-site Materials Testing (By County)

PROFESSIONAL QUALIFICATIONS & SELECTION CRITERIA

Proposals will be reviewed on the following items and each of the firms rated. After the rating of the below information is complete, the professional fees will be negotiated.

- Understanding of the project requirements and familiarity of the work.
- Completeness of work program and project approach.
- Experience and demonstrated successful results on similar projects and references from former clients.
- Qualifications and experience of personnel assigned to work on the project.
- Overall costs associated with completing the project

EVALUATION OF PROPOSALS

Proposals must be submitted by February 3, 2012 at 3:00 p.m.

The County may conduct such investigations and request such additional information from the Consultant(s) as the County deems necessary to assist in the evaluation of any proposal and to establish the responsibility, qualifications and ability of the Consultants to furnish services in accordance with this request for proposals and to the County’s satisfaction. The County expects that the top rated firm(s) may be required to complete an interview with County staff and/or Council prior to final selection.

The County reserves the right to accept or reject any or all proposals as a result of such an evaluation. The County also reserves the right to negotiate and/or waive any irregularities as it deems to be in its best interest. The County also reserves the right to award the contract to the next most qualified Consultant if the most qualified Consultant does not execute a contract after the acceptance of its proposal by the County within ten (10) days after receipt of the contract document.

If at such time as the County approves such a contract, the contract document shall represent the entire agreement between the parties.

The contract, if awarded, will be awarded to the Consultant, based upon the County’s evaluation, to which such contract award will be in the best interest of the County. The final decision regarding each proposal will be made solely by the County.