

**REQUEST FOR PROPOSAL
N. CASS STREET. & S. UNION STREET BRIDGES PROJECT
PROFESSIONAL SERVICES FOR CONSTRUCTION ADMINISTRATION
USING MDOT FIELD MANAGER**

BACKGROUND:

The City of Traverse City has 2 bridge projects funded through MDOT, attached is MDOT's Notice of Advertisement.

The project includes bridge rehabilitation including superstructure replacement with steel beams and approach work on North Cass Street over Boardman River and South Union Street over Boardman River.

The work is being funded and contracted through the Michigan Department of Transportation. A Consultant Agreement for Professional Services for Construction Testing is anticipated to be authorized at the January 16, 2023 City Commission meeting. Construction is anticipated to occur between February 27, 2023 and June 30, 2023. The project was let by MDOT in the December 2, 2022 letting as item 64. The plans and proposal can be obtained from MDOT's bid letting website.

SCOPE OF WORK:

Your work would entail all required work for using Field Manager including but not limited to:

Processing IDR's that the City prepares in Field Book, processing pay estimates, review contractor payroll as needed, assist with change orders when applicable, process tested material information, progress meeting as applicable, and assist the City as may be required to ensure compliance with MDOT requirements. In the past this work has been variable from a few hours to several days per week (start up and close out) depending on the project. We anticipate that the individuals would work remotely and not have to staff hours at the City. The work includes work associated with the final project file review by MDOT after construction.

Based on our recent projects, we have determined that the 220 hours will be used for the cost determination

Attached is the MDOT Notice of Advertisement for your reference of project # 207712A & 208117A.

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Field Manager

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Work shall be performed in accordance with standard professional care and incorporate the following references:

- 2020 MDOT Standard Specifications for Construction
- MDOT Construction Manual
- MDOT HMA Production Manual
- Applicable Michigan Test Methods
- MDOT Road and Bridge Standard Plans
- Density Control Handbook
- Procedures for Aggregate Inspection
- MDOT Materials Quality Assurance Procedures Manual
- MDOT Hot Mix Asphalt QC/QA Procedures Manual
- Field Manager

SUBMISSION OF PROPOSALS:

Interested firms must submit two (2) copies of sealed proposals which should include at a minimum the following information:

1. Firm name and introduction.
2. Narrative in which the firm delineates their understanding of what is being requested by the City in this proposal including the items of work they will accomplish for the City, noting any work items they may feel should normally be accomplished under or related to this request, but in their opinion are beyond the scope of what is being requested and therefore not part of this proposal. Include a statement that the firm has reviewed the site conditions, Project Manual and Plans.
3. The methodology, approach or work plan, including timelines, which would be used to complete the project. The total hours anticipated for the work is 220 hours.
4. Proposal Sheet with "Estimated Costs".

Sealed proposals must be submitted to Timothy J. Lodge, City Engineer, 400 Boardman Avenue, Traverse City, Michigan, 49684, no later than 2:00 p.m., January 4, 2023. "N. Cass Street. & S. Union Street Bridges Project testing" shall be clearly marked on the outside of the sealed envelope. Submittals sent by email or telefax will not be accepted. Questions may be addressed to **Timothy J. Lodge, City Engineer**, 231-922-4455.

EVALUATION OF PROPOSALS:

All proposals received shall be subject to evaluation by the City of Traverse City. This evaluation will be conducted in the manner appropriate, as may be deemed by the City, for the selection of a firm for the purpose of entering into a contract to perform this project. Price alone shall not be the basis for the award of this work, but shall be only one of the components considered. The City does not intend to award a contract for this work solely on the basis of any response made to this request. The following facts, along with other items, will be considered:

1. The firm's expertise and experience as related to the required work.
2. The firm's understanding of the project scope and quality of the firm's project approach.
3. The cost and time schedule as proposed.
4. Qualifications and availability of the key staff members proposed to work on this project.
5. Involvement of the firm in similar types of projects, reference responses and quality of work on previous projects.

All proposals submitted must include "Estimated Cost and Separate Cost Breakdown by Hours and Cost" for the "N. Cass Street. & S. Union Street Bridges Project testing"

INSURANCE:

The Firm is required to provide and maintain at all times during this project the following insurance. Certified copies, setting forth the limits and coverage, shall be furnished to the City Engineer before commencing with any work. The policy shall contain endorsements stating that a 10-day notice will be given to the City prior to termination or any change in the policy and shall describe the project and provide coverage for the following terms:

- A. Comprehensive General Liability Insurance with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit with the City listed as an additional insured. Professional liability insurance coverage in the amount of \$1,000,000 minimum.
- B. Motor Vehicle Liability Insurance, including applicable no-fault coverage, combined single limit bodily injury and property damage shall be maintained during the life of the contract. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- C. Workers Compensation Insurance, including Employers' Liability Coverage in accordance with all applicable statutes of the State of Michigan.
- D. If any of the insurance is canceled, the Firm shall cease operations, and shall not resume until new insurance is obtained.

SUPPLEMENTAL INFORMATION AND REQUIREMENTS:

The City of Traverse City reserves the right to waive any informality or defect in any proposal, to accept any proposal or parts thereof or to reject any or all proposals, should it deem it to be in the best interest of the City of Traverse City to do so. The City reserves the right to revise the contents of the proposal and to negotiate all aspects of this proposal and any future agreement with the successful firm of the City's choice. The City further accepts no responsibility for expenses which may be incurred in the preparation of such proposals. The selected firm shall be expected to comply with all applicable State and Federal laws in the performance of services. Submittals to the City are considered public information. The City has the right to disclose information contained in the submittals. The City further reserves the right to photocopy, circulate or otherwise distribute any material submitted in response to the Request for Proposal (R.F.P.). Original materials which the consultant may wish returned shall be clearly marked to be returned to them.

The selection of the successful Firm shall be made without regard to race, color, sex, age, religion, sexual preferences, handicap, political affiliation, veteran status, or national origin. The City is an Equal Opportunity Employer.

The selected Firm will be required to enter into a Consultant Agreement for this project. A sample agreement is attached.

Any questions regarding this request for proposal shall be submitted in writing to the City Engineer at least seven (7) days prior to the deadline for submitting the request for proposal. Written answers to questions, which in the opinion of the City may change or substantially clarify the request for proposal, will be submitted to all prospective firms.

PROPOSAL SHEET

TITLE: N. Cass Street. & S. Union Street Bridges Project Construction Testing

DUE DATE: **2:00 p.m., January 4, 2023**

Having carefully examined the attached R.F.P. and any other applicable information, the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this proposal.

The undersigned understands and agrees that they must be licensed to do business as Professional Engineers in the State of Michigan.

The undersigned submits this proposal and agrees to meet or exceed all requirements and specifications listed on the R.F.P., unless otherwise indicated in writing and attached hereto.

The undersigned certifies, as of the date of this proposal, not to be in arrears to the City of Traverse City for debt or contract or is in any way a defaulter as provided for in Section 152, Chapter XVI of the Charter of the City of Traverse City.

The undersigned understands and agrees, if selected to be awarded this work, to enter into an agreement with the City to supply this work.

The undersigned understands that the City reserves the right to accept any or all proposals in whole or in part and to waive irregularities in any proposal in the interest of the City. The Proposal will be evaluated and awarded on the basis of best value to the City. The decision criteria to be used, but will not be limited to, is price, accessories, options and overall capability to meet the needs of the City. The undersigned agrees that the proposal may not be withdrawn for a period of 60 days from the actual date of the opening of proposals.

		Hourly Rate	Total Cost
Field Manager	220 Hours	\$_____	\$_____

Not to Exceed Project Cost **\$_____**
(Attach Separate cost breakdown by hour and cost)

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Submitted by:

(Signature)

(Name & Title - print)

(Company Name)

(Company Address)

(Telephone Number)

(City, State, Zip Code)



Notice of Advertisement

Report v1

Letting of: 221202

10:30 AM, Local Time

425 W. OTTAWA ST., LANSING, MI 48933

Call Number	Contract ID	Control Section	Project Number	Federal Project Number
064	28000-207712	MCS 28000	207712A	N/A
		MCS 28000	208117A	N/A

Description: Bridge rehabilitation including superstructure replacement with steel beams and approach work on North Cass Street over Boardman River and South Union Street over Boardman River in the city of Traverse City, Grand Traverse County. This is a Local Agency project.

Required DBE Participation: 0.00%**Net Classification Required For This Project:** ** 2905 Fa ****Estimated Pages For Plans:** 109**Completion Date:** 6/30/2023**Date Advertised:** 11/11/2022

See proposal for bidder guaranty information.

Proposal and plans, if applicable, are available for examination online at
<<http://mdotcf.state.mi.us/public/eprop/login/index.cfm>>