

**REQUEST FOR PROPOSALS
PROFESSIONAL ENGINEERING DESIGN SERVICES
MISSION CONNECTOR STREET #1
CITY OF MT. PLEASANT ENGINEERING DEPARTMENT**

The City of Mt. Pleasant is seeking proposals from engineering firms capable of designing a 400' connecting street between Mission Street (BUS-127) and East Campus Drive located on the [south side of 1416 S Mission](#).

Interested Professional Engineering Consultants are requested to submit statements of experience and qualifications to the City of Mt. Pleasant in regard to providing professional engineering design services for the Mission Connector Street #1 Construction Project. A biddable plan and specification set are to be produced by 3/8/13. The current estimate for the project is \$210,000. Construction is expected to take place during a six-week period beginning 6/10/13. A map of the existing facilities and a preliminary layout are attached.

Scope of Services

Services will include all aspects of design, including but not limited to the following:

- Topographical survey of site with established control points for future construction staking.
- Soil borings.
- Utilizing the preliminary conceptual design layout, develop final design plans with grading and storm water management features that meet any requirements of the MDOT.
- As this street will be connecting to East Campus Drive at the western end, the final design will take into account any requirements that CMU may have. For instance sidewalk will be required through the approach to East Campus Drive.
- Design will include the resurfacing of the entire project area as delineated in the following pages.
- Determine feasibility and cost of realigning Fairfield to the east for possible inclusion into the final design as an alternate construction element.
- Coordinate with utility owners for any necessary relocation of existing facilities within the project area.
- Meetings as required with city staff and other stakeholders from the vicinity of the proposed project. Adjacent property owner involvement and "buy in" will be a key aspect of this design project.
- A signed and sealed, biddable plan and specification set utilizing city standard supplemental specifications and the 2012 MDOT standard specifications where applicable.
- Engineers estimate of time and cost.
- Pre-bid meeting attendance for any clarification needed regarding the biddable design or specification set.
- Available for site consultation during construction if needed.

Firms will be ranked on experience, cost, and qualifications; including but not limited to: previous, similar designs, key personnel qualifications, availability, and ability to meet federal and state requirements.

IMPORTANT INFORMATION regarding questions about this RFP!

Any questions relative to the scope of services must be submitted by e-mail to engineering@mt-pleasant.org. Questions must be received by 10/5/12. Answers will be posted as questions are received.

Please visit <http://www.mt-pleasant.org> to receive up-to-date information regarding this RFP including answers to all questions submitted. It is the responsibility of the bidders to check the website for new questions and answers prior to submitting bids. The names of vendors submitting questions will not be disclosed. Personal visits and phone calls will not be allowed.

As stated below, proposals will be due by 1:30 p.m., on 10/9/12. It is the intent of the city to interview the highest-scored firm by 10/19/12, and develop a contract with that firm deemed most qualified by 10/26/12, to be approved by the City Commission on 11/12/12. These dates are not final and may change depending on the best interests of the City of Mt. Pleasant.

SUBMITTAL INSTRUCTIONS

Qualifications Based Selection – The City of Mt. Pleasant staff will review all Qualification Packages submitted for this project. To be considered as a qualified respondent, five copies of the Proposal Package must be submitted in a sealed envelope and clearly marked **RFP: PROFESSIONAL ENGINEERING DESIGN SERVICES - MISSION CONNECTOR STREET #1**, and received by the City of Mt. Pleasant at the City Clerk's Office address listed below by 1:30 p.m., 10/9/12. Proposal packages must be mailed or delivered to the following address:

City Clerk's Office
320 West Broadway Street
Mt. Pleasant, MI 48858-2447
(989) 779-5361

Any packages received after this date and time will be deemed unresponsive. The city reserves the right to accept or reject any and all proposals, to re-solicit proposals, to waive any irregularities, to negotiate pricing and to select the proposal deemed to be in the best interests of the city. Issuance of this RFP does not obligate the city to award a contract nor is the city liable for any costs incurred by the proponent in the preparation and submittal of the proposal. All proposals must include the following information in the order stated below:

1. **Corporate Profile:** Describe on one page the background of your company and why it is qualified to provide the requested services for the City of Mt. Pleasant.
2. **Understanding of the Project:** Describe in two pages or less your understanding of the project including a brief overview of your plan on accomplishing the services being requested by the City of Mt. Pleasant.
3. **Project Team:** Describe the qualifications of the key person(s) who will be responsible for providing the requested services. Resumes for key person(s) are required. (Limit resumes to two pages for each key person listed.)
4. **Experience:** Provide evidence of similar, past experience that demonstrates your ability to successfully provide the services being requested in this RFP. Include names and contact information from past projects for reference purposes.
5. **Cost:** List standard billing rates along with an estimate of the time involved in creating the design and other documents as requested. An estimate of cost to provide construction engineering services is also encouraged as a separate line item in any cost schedules.

FEE NEGOTIATIONS

At the time of awarding the contract to the successful firm, the City of Mt. Pleasant will negotiate a not-to-exceed fee for required services. If the City of Mt. Pleasant and the successful firm cannot agree on a firm cost, the city will solicit a fee from the next highest-scored firm. The city requests to be billed on a monthly basis for any services provided.

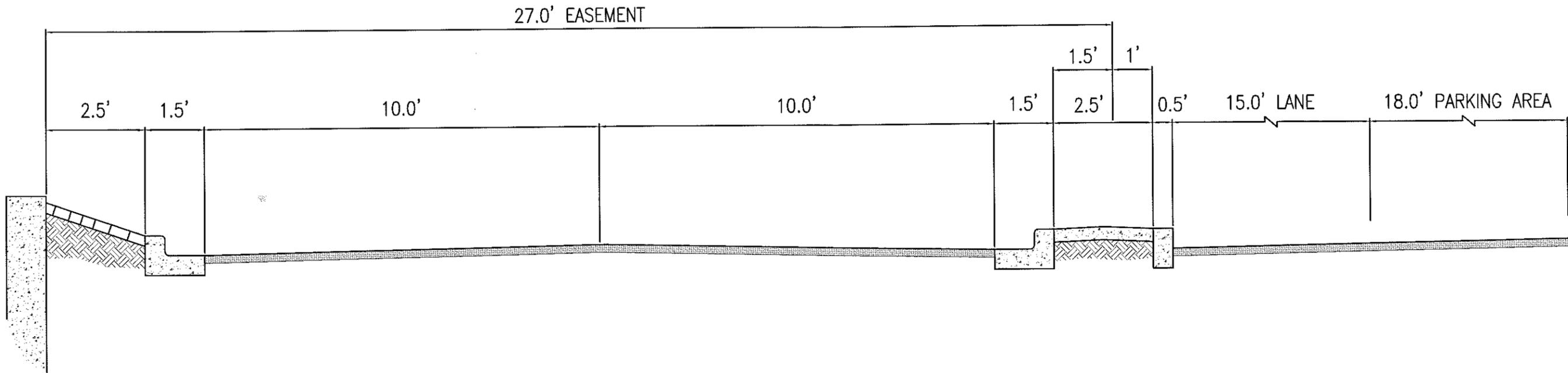
INSURANCE REQUIREMENTS

The engineering firm shall not begin any work under any contract until it has obtained the required insurance, and the City of Mt. Pleasant has approved such insurance. The successful firm shall not allow any subconsultant to commence work on its contract until all similar insurance required of the consultant has been so obtained and approved. Insurance requirements include:

- Workers Compensation Insurance including Employers Liability Coverage in accordance with all applicable statutes of the State of Michigan.
- Commercial General Liability Insurance on an “occurrence basis” with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, personal injury, bodily injury and property damage.

- Professional Liability Insurance for the life of the contract with limits of liability not less than \$2,000,000 per occurrence and/or aggregate combined single limits, and errors and omissions.

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3 FULL WORKING DAYS
BEFORE YOU DIG
 CALL MISS DIG
 1-800-482-7171
Member utilities are required to locate their facilities at no charge to the caller

CITY OF MOUNT PLEASANT
 MISSION STREET CONNECTOR ROAD

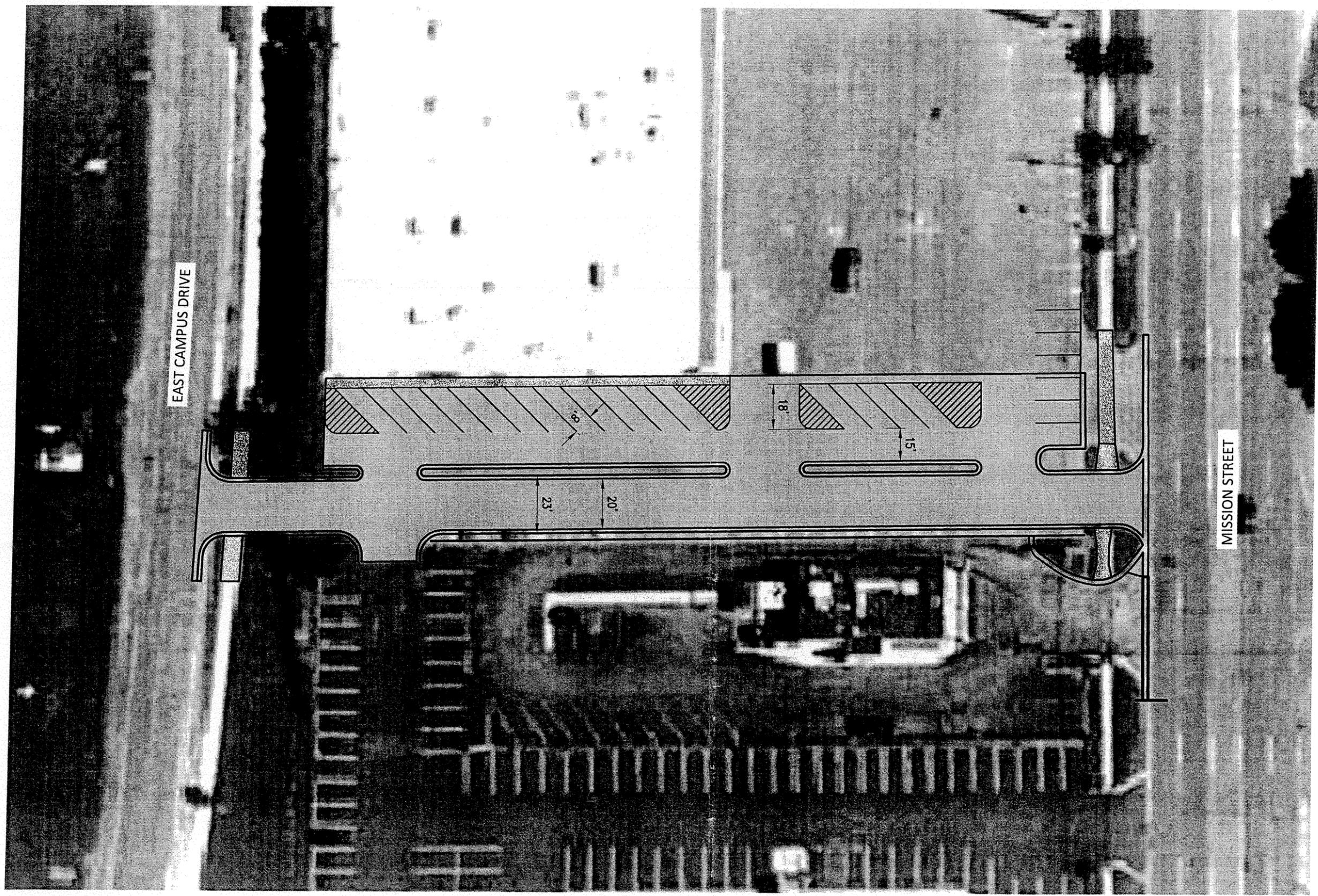
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DATE	JOB	ENG	ARCH	PROJ	SECTION	TOWN	RANGE	CLIENT	COUNTY	CITY/TOWNSHIP	HORIZ	SCALE	VERT
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REVISIONS:										JOB #		0080120011	
REVISIONS:										WWW.OHM-ADVISORS.COM			
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EAST CAMPUS DRIVE

MISSION STREET



3 FULL WORKING DAYS
BEFORE YOU DIG
CALL MISS DIG
1-800-482-7171
Member utilities are required to locate
their facilities at no charge to the caller

CITY OF MOUNT PLEASANT
MISSION STREET CONNECTOR ROAD

DATE	CADD C/S	ENGR/ARCH C/S	PROJ/GR C/S	SECTION	TOWN	RANGE	COUNTY ISABELLA	CITY/VILLAGE/TOWNSHIP ISABELLA	H: 1"=40' V: 1"=40'	SCALE	PROJECT # 0080120011	REVISIONS
CLIENT: CITY OF MOUNT PLEASANT REVISIONS:												
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