

**REQUEST FOR PROPOSALS
PROFESSIONAL ENGINEERING DESIGN SERVICES
JOCKEY ALLEY and LOT #2
CITY OF MT. PLEASANT ENGINEERING DEPARTMENT**

The City of Mt. Pleasant is seeking proposals from engineering firms capable of designing a 0.9 acre municipal parking lot and 430' x 20' alley.

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 Jockey Alley and Lot #2 Reconstruction project. A biddable plan and specification set are to be produced by 12/31/2012. The budget for the project is \$870,000. Construction is expected to take place during a twelve week period beginning 4/1/2013. 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.
- Evaluation of existing utility conditions and identification of needed repairs or replacement.
- Soil borings.
- Meetings as required with city staff.
- Administering and adhering to all grant requirements as set forth by Michigan Economic Development Corporation (MEDC) Community Development Block Grant. Including any future reporting requirements.
- Designs will include dumpster enclosures for the abutting businesses.
- Utilizing the preliminary conceptual design layout complete a biddable plan and specification set utilizing [city standard specifications](#) where applicable, and an engineer's estimate based on the design chosen by the city.
- 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, methodology and qualifications; including but not limited to: previous, similar parking lot designs, key personnel qualifications, availability, and ability to meet federal, state and MEDC grant 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 August 28, 2012. 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 September 4, 2012. It is the intent of the city to interview the highest-scored firm by September 11, 2012, and develop a contract with that firm deemed most qualified by September 12, 2012, to be approved by the City Commission on September 24, 2012. 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 - JOCKEY ALLEY and Lot #2**, and received by the City of Mt. Pleasant at the City Clerk's Office address listed below by 1:30 p.m., September 4, 2012. 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,

including CDBG grant administration. 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.

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.

GRANT REQUIREMENTS

All firms applying shall comply with:

- 24 CFR Part 58, "Environmental Review Procedures for Title 1 Community Development Block Grant Program," issued by the U.S. Department of Housing and Urban Development. Link to document can be found at: http://www.hud.gov/offices/lead/library/lead/24_CFRPART_85.pdf
- Federal Labor Standards (HUD 4010) <http://www.hud.gov/offices/adm/hudclips/forms/files/4010.pdf>
- Equal Employment Opportunity – Executive Order 11246 <http://www.dol.gov/compliance/laws/comp-eeo.htm#overview>

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 \$3,000,000 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 \$5,000,000 per occurrence and/or aggregate combined single limits, and errors and omissions.