

**REQUEST FOR PROPOSALS  
PROFESSIONAL ENGINEERING DESIGN SERVICES  
BROADWAY STREET  
CITY OF MT. PLEASANT ENGINEERING DEPARTMENT**

The City of Mt. Pleasant is seeking proposals from engineering firms capable of designing a 4000' section of Broadway Street from Bradley Street to the Chippewa River. Construction of the section from Bradley to Harris (phase I) will utilize a grant from the MDOT Small Urban Program for 2014. The portion between Harris and the bridge (phase II) will be designed for possible future funding.

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 Broadway Street Construction Project. A biddable plan and specification set are to be produced for an MDOT letting during early spring of 2014 for phase I. Construction is expected to take place during the 2014 construction season. A map of the existing facilities is 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. A topographical survey has previously been conducted by city staff and could be used for design with proper verification.
- Provide an engineer of record and satisfy any design requirements of the MDOT.
- Soil borings.
- Coordinate with utility owners for any necessary relocation of existing facilities within the project area.
- Utilize "Complete Streets" design concepts to reduce traffic speeds and to increase safety for bicycle and pedestrian traffic.
- 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. Special attention will be needed in regard to Ganiard School and any concerns about parent parking in the area.
- A signed and sealed plan and specification set for each phase approved for an MDOT letting utilizing city standard supplemental specifications and the 2012 MDOT standard specifications where applicable.
- Engineer's estimate of time and cost for phases I and II.
- Pre-bid meeting attendance for any clarification needed regarding the biddable design or specification set.
- Available for site consultation during construction if needed.

- Phase I will include roughly 700' of 6" cast iron water main replacement.
- Phase II will include roughly 300' of sanitary sewer as well as 650' of 6" cast iron water main replacement.

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 any 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](mailto:engineering@mt-pleasant.org). Questions must be received by 6/20/13. 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 6/25/13. It is the intent of the city to interview the highest-scored firm by 7/12/13, make a recommendation to be approved by the City Commission on 7/22/13, and develop a contract with that firm deemed most qualified by 7/26/13,. 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 - BROADWAY STREET RECONSTRUCTION**, and received by the City of Mt. Pleasant at the City Clerk's Office address listed below by 1:30 p.m., 6/25/13. 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 interest 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 for each phase. An estimate of cost to provide construction engineering services for phase I 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.



