

**REQUEST FOR PROPOSALS  
PROFESSIONAL ENGINEERING DESIGN SERVICES  
REHABILITATION OF THE PICKARD AVENUE BRIDGE  
OVER THE CHIPPEWA RIVER  
CITY OF MT. PLEASANT DIVISION OF PUBLIC WORKS**

The City of Mt. Pleasant is seeking proposals for Engineering Services for the design of the following proposed project:

**Pickard Avenue over Chippewa River, Structure #4379  
Application Estimate: \$712,000  
Selected for Rehabilitation**

The bridge was selected for funding through the Local Bridge Program administered for the Michigan Department of Transportation (MDOT) for fiscal year 2017. It is anticipated that the projects will be let for construction in December of 2016.

The Pickard Avenue over the Chippewa River Bridge is a 133-foot long, 3-span structure and has four (4) lanes of traffic with sidewalks on each side, for a total width of 56'-5". The bridge superstructure is composed of adjacent concrete box beams with a concrete deck and raised sidewalks. The bridge approach consists of HMA pavement. The substructures consist of cast in place concrete abutments and piers. The structure was originally constructed in 1979 and widened in 1994. Rehabilitation of the Pickard Avenue over the Chippewa River Bridge would include a deck replacement (including railings), pier and abutment repair, and replacement of the approach pavement.

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 Rehabilitation of the Pickard Avenue Bridge over the Chippewa River Project. Construction on the project is expected to begin in June of 2017.

A site inspection is highly recommended prior to submittal of a proposal.

**Scope of Services**

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

1. Perform all necessary topographic and right-of-way surveys necessary to provide full plans and complete any required MDEQ permits. Survey shall reference the coordinate system and vertical datum specified by the City of Mount Pleasant at the time of the survey. Utilities in the area shall be identified and shown clearly on the drawings.
2. Any easements determined necessary throughout the course of design would be considered an additional service and the cost for which would be

- negotiated during the course of the design project. For purposes of clarifying the scope, it can be assumed that there will be no easements that will need to be obtained at this time.
3. Obtain soil borings and geotechnical evaluations as needed for design. Proper signing for lane closures will be required. Geotechnical evaluation should meet all requirements of MDOT.
  4. Perform all hydraulic computations as required by the MDEQ and MDOT.
  5. Complete and obtain necessary permits from MDEQ. Attend meetings as required.
  6. Coordinate all design and work with affected utilities and governmental agencies and obtain necessary permits.
  7. Prepare and submit all necessary information for SHPO Section 106 Environmental Review Application.
  8. Prepare and submit all necessary information for threatened and endangered species as required.
  9. Prepare and submit to MDOT all necessary information: program application, plans, cost estimates, special provisions, etc. for the type, size and location (TS&L) and grade inspection (G.I.) meetings and attend all applicable meetings.
  10. Complete the final plans, special provisions, quantities, estimates, and reproducible plans and submit to MDOT. Consultant will also be required to submit electronic copies of all contract documents and plans to MDOT as requested. Designs shall be in accordance with MDOT standard plans and specifications and design requirements and AASHTO design requirements.
  11. Consultant will be responsible for review and approval of all shop drawings and other related information for conformance with MDOT and MDEQ design standards.
  12. Provide electronic copies of: a.) Base drawing with all topographical survey information (.dwg format) b.) Final Reproducible plans to the city (.dwg and .pdf format) c.) Unique special provisions (.doc and .pdf format)
  13. Soil Erosion Control Plans consistent with Rule 1703 of Part 91.
  14. Attend the preconstruction meeting.
  15. Attend and present at one public information meeting.
  16. Provide a separate line item fee for construction services including: contract administration, construction observation and materials testing with a breakdown of hours and hourly rates.

Firms will be ranked on experience, cost, and qualifications; including but not limited to: previous similar designs, key personnel qualifications, availability, ability to meet schedules, 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 [stewari@mt-pleasant.org](mailto:stewari@mt-pleasant.org). Questions must be received by 12/1/15. Answers will be posted.

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 12/8/15. It is the intent of the City to interview the highest-scored firm by 12/22/15, make a recommendation to be approved by the City Commission in January of 2016, and develop a contract with that firm deemed most qualified by 2/1/16. 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 – REHABILITATION OF THE PICKARD AVENUE BRIDGE OVER THE CHIPPEWA RIVER**, and received by the City of Mt. Pleasant at the City Clerk's Office address listed below by 1:30 p.m., 12/8/15. 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:** Provide a lump sum fee for all of the services outlined in the scope of services with a breakdown of hours and hourly rates. Provide a separate lump sum line item for contract administration and construction services with a breakdown of hours and hourly rates.
6. **Schedule:** Include a project schedule based on the anticipated award date listed above.

### **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.