

ADDENDUM

Ionia County Road Department RFP for as Needed Independent Contractor Engineering Services: Questions and Responses

Question: The section on pre-qualifications notes that, "Any consultant selected will only be utilized in the types of services for which it is prequalified." Could you clarify if that means that consultants may submit an acceptable proposal without possessing *all* of the prequalifications (in essence, submitting for only their prequalified services)? Or is the expectation that a single firm—or a team of firms—will submit only if they can cover the entire list of prequalifications?

Response: The RFP states, "If the consultant is prequalified in some but not all of the classifications, please indicate which classifications apply. Any consultant selected will only be utilized in the types of services for which it is prequalified." Consultants may submit a proposal without possessing all the qualifications, but the proposal should indicate for each classification whether pre-qualified or not.

Question: Is it the intent for the road department to award the as-needed contract to 1 firm or multiple as the RFP is not clear. Page 1, first paragraph states "The County of Ionia (County), Ionia County Road department (ICRD) is soliciting sealed proposals for the purpose of selecting a **qualified firm** to provide engineering services as an independent contractor to ICRD on an as needed basis" implying singular firm, while page 6 states "The following MDOT Prequalified Service Vendor classifications are required for the selected **consultant(s)**. If the consultant is prequalified in some but not all of the classifications, please indicate which classifications apply. **Any consultant selected** will only be utilized in the types of services for which it is prequalified" implying multiple. Please confirm.

Response: The intent is to hire a single firm that best meets the requirements.

Question: What level of effort do they anticipate for our key staff (hours/week or hours/month)?

Response: The RFP states: "The ICRD outsources engineering services and does not have an engineer or engineer technicians on staff." The RFP also contains a section on "Scope of Services". The intent was to define what needs to be done without defining the specific number or type of staff or hours required.

Question: Is P&N expected to submit on this?

Response: ICRD cannot speak for P&N.

Question: If we are selected, how does their process work for each assignment?

Response: ICRD expects the selected firm will be a team member and as such be aware of operations and workload as opposed to being given daily or project by project assignments.

Question: How many projects do you anticipate per year.

Response: The number of projects varies greatly from year to year. ICRD receives approximately \$1.6 million in millage money for primary road and bridge projects. In 2024 a significant portion of the funds were used for matching funds on four projects which included federal funds. In 2023, the funds were used on several Chip & Fog Seal and Crack Seal projects which were handled by our consulting engineers using ICRD contracted vendors to perform the chip and fog seal and crack seal.

Question: What is your standard CAD requirements (AutoCAD, MicroStation, or either)?

Response: We do not have a standard

Question: What is your bidding process, front ends, etc? Do you provide the front end documents and post for bidding or do we.

Response: RFPS will be issued and posted by ICRD, but development of the RFP will be a joint effort.

Question: Is it accurate that MDOT prequalification in the Construction categories is not a requirement.

Response: See answer to the first question.

Question: Is MDOT prequalification for the design and survey categories a requirement, or if the Consultant indicates adequate qualifications in their submittal could that be waived?

Response: See answer to first question.