

## **Request For Proposal (RFP) As Needed Independent Contractor Engineering Services**

### **INSTRUCTIONS TO RESPONDENTS**

#### **OBJECTIVE**

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. Services to include project administration; meeting coordination and attendance; design; construction inspection; material inspection; construction, staking; quality assurance testing and reporting; measurement, computation and documentation of quantities; load rating and initial inspection; reporting and record keeping; processing pay estimates; processing contract modifications; finalizing all project documentation; applying for Federal and State funding; updating the ICRD Asset Management Plan; and other services as may be requested. The contractor shall certify that all services, and materials, if any, meet current Michigan Department of Transportation specifications.

It is intended that the term of the Consultant Services Agreement will be negotiated during the selection process but shall be for a term of not less than 4 years.

#### **BACKGROUND**

The County of Ionia is governed by a Board of Commissioners consisting of seven elected members. This Board is responsible for the acceptance of the proposal and award of a contract. The ICRD Managing Director operates under the general direction of the County Administrator. The ICRD outsources engineering services and does not have an engineer or engineer technicians on staff.

The ICRD is responsible for 389 miles of Primary roads of which 66 are unpaved; 684 miles of Local roads of which 630 are unpaved; 67 bridges of over 20 feet; and 320 lane miles maintained under contract with MDOT.

The ICRD uses Roadsoft

#### **QUESTIONS OR CLARIFICATION OF RFP REQUIREMENTS**

All questions regarding this RFP shall be submitted via email. Emailed questions and inquiries will be accepted from prospective Respondents as follows. All questions shall be submitted on or before September 16, 2024 by 5:00 P.M. and should be addressed to [lpigue@ioniacountyroads.org](mailto:lpigue@ioniacountyroads.org) and [cwaite@ioniacountyroads.org](mailto:cwaite@ioniacountyroads.org).

## **ADDENDUM**

All responses to questions and any additional RFP provisions that the County may decide to include will be made only as an official addendum that will be posted to the Ionia County Road Department web site <https://ioniacountyroads.org> for all parties to download.

It shall be the Respondent's responsibility to ensure they have received all addendums before submitting a proposal. Any addendum issued by the County shall become part of the RFP and will be incorporated in the proposal.

Each Respondent must in its RFP, to avoid any miscommunications, acknowledge all addenda which it has received, but the failure of a Respondent to receive, or acknowledge receipt of; any addenda shall not relieve a respondent of the responsibility for complying with the terms thereof. The County will not be bound by oral responses to inquiries or written responses other than written addenda.

## **PROPOSAL SUBMISSION**

All Proposals are due and must be delivered to the Ionia County Road Department, 170 E. Riverside Drive, Ionia, Michigan 48846 on or before **Monday, September 23, 2024, by noon (Local Time)**. Proposals submitted late or via oral, telephonic, electronic mail or facsimile will **not** be considered or accepted.

Each Respondent must submit one (1) Proposal. The proposal must be submitted in a sealed envelope clearly marked **RFP Independent Contractor Engineering Services for County of Ionia (ICRD) and then list Respondent's name & address.**

**Proposals must be addressed and delivered between the hours of 8:00 A.M. to 4:00 P.M. Monday through Thursday to:**

Ionia County Road Department  
170 E. Riverside Drive  
Ionia, Michigan 48846

All proposals received on or before the Due Date will be publicly opened and recorded at the Ionia County Road Department at 2:00 P.M. on Monday, September 23, 2024. No immediate decisions will be rendered.

To be considered, hand delivered Proposals must be date/time stamped by the ICRD Receptionist at the address above. Normal hours of business for delivery are 8:00 A.M. to 4:00 P.M. Monday through Thursday, excluding holidays. The County and ICRD will not be liable to any Respondent for any unforeseen circumstances, delivery or postal delays. Postmarking on the Due Date will not substitute for receipt of the Proposal. Each Respondent is responsible for the submission of their Proposal.

Additional time will not be granted to a single Respondent; however, additional time may be granted to all Respondents when the County determines that circumstances warrant it.

## **PROPOSAL TERMS AND REQUIREMENTS**

The County reserves the right to reject all proposals, to waive or not waive informalities or irregularities in the response procedures, and to accept or further negotiate cost, terms, or conditions of any proposal determined by the County to be in the best interest of the County. All agreements resulting from negotiations that differ from what is represented within the RFP or in the Respondent's response shall be documented and included as part of the final contract.

Proposals must be signed in ink by an official authorized to bind the Respondent to its provisions for at least a period of one hundred eighty (180) days from the due date of this RFP. Failure of the successful respondent to accept the obligation of the contract may result in the cancellation of any award.

In the event it becomes necessary to revise any part of the RFP, Addenda will be provided. Deadlines for submission of RFP's may be adjusted to allow for revisions.

Proposals should be prepared simply and economically providing a straightforward, concise description of the Respondent's ability to meet the requirements of the RFP. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal. The proposal shall be no more than 40 pages total in length (20 sheets). All envelopes must be clearly marked "**RFP Independent Contractor Engineering Services for County of Ionia (ICRD) and then list Respondents name & address**".

All proposals become the property of the County of Ionia once reviewed, whether awarded or rejected.

All information in a respondent's Proposal is subjected to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act". This act also provides for the complete disclosure of contracts and attachments thereto except where specifically exempted under the Freedom of Information Act.

The selected Respondent will be required to provide the County an IRS form W-9 before a payment can be issued.

The County is tax exempt from all taxes. The Respondent, if awarded a contract for this work, shall be responsible for all "sales taxes" and "use taxes" as applicable to this work.

## **INTERVIEW**

The County has the right to request interviews with selected Respondents when necessary. The selected Respondents will be given the opportunity to discuss in more detail their qualifications, experience, proposed work plan and fee proposal. The interview must include the project team members expected to complete a majority of work on the project, but no more than 6 members total. The interview shall consist of a presentation by the Respondent, including the person who will be the project manager on this Contract, followed by questions and answers. Audiovisual aids may be used during the oral interviews. The oral interviews may be recorded on tape by the Evaluation Team.

## **TYPE OF CONTRACT**

Consultants selected to do business with the County will be required to execute a Consultant Services Agreement with the County. It is intended that the term of the Consultant Services Agreement will be negotiated during the selection process but shall be for a term of not less than 4 years.

## **COST LIABILITY**

The County assumes no responsibility or liability for costs incurred by a respondent prior to the execution of a Consultant Services Agreement. The liability of the County is limited to the terms and conditions outlined in the Agreement. By submitting a proposal, Respondent agrees to bear all costs incurred or related to the preparation, submission and selection process for the proposal.

## **SCHEDULE**

The ICRD shall endeavor to present the Consultant Services Agreement to the County Board of Commissioners on October 22, 2024. Note: This is for informational purposes only and is subject to change at the County's discretion.

## **AWARD PROTESTS**

All Proposal protests must be in writing and filed with the ICRD Managing Director within five (5) business days of the award action email. The Respondent must clearly state the reasons for the protest. If a Respondent contacts the ICRD Managing Director and indicates a desire to protest an award, the Managing Director will provide the Respondent with the appropriate instructions for filing the protest. The protest shall be reviewed by the County Administrator or designee whose decision shall be final.

## **DEBARMENT**

Submission of a Proposal in response to this RFP is certification that the Respondent is not currently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal departments or agency. Submission is also agreement that the County will be notified of any changes in this status.

## **RESERVATION OF RIGHTS**

The County reserves the right to accept any Proposal or alternative Proposal proposed in whole or in part, to reject any or all Proposals or alternative Proposals in whole or in part and to waive irregularity and/or informalities in any Proposal and to make the award in any manner deemed in the best interest of the County.

The County reserves the right not to consider any Proposal which it determines to be unresponsive and deficient in any of the information requested within the RFP.

The County reserves the right to determine whether the scope of the project will be entirely as described in the RFP, a portion of the scope, or that a revised scope be

## **SCOPE OF SERVICES**

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. Services to include project administration; meeting coordination and attendance; design; construction inspection; material inspection; construction, staking; quality assurance testing and reporting; measurement, computation and documentation of quantities; load rating and initial inspection; reporting and record keeping; processing pay estimates; processing contract modifications; finalizing all project documentation; applying for Federal and State funding; updating the ICRD Asset Management Plan ;and other services as may be requested. The contractor shall certify that all services, and materials, if any, meet current Michigan Department of Transportation specifications.

- Under the direction of the Managing Director, oversee project design and construction.
- ICRD reserves the right to solicit for engineering services for any individual design or construction-engineering project.
- Provide or provide specifications for contracting for required bridge inspections.
- Provide detailed design and construction specifications for successful bidding and construction coordination of infrastructure improvements and maintenance projects when requested.
- Consult with state and federal agencies having jurisdictional authority over ICRD projects, as warranted.
- Perform engineering work pertaining to property acquisitions, condemnations, public right of way, easements, and matters related to special assessments and public utilities when requested.
- Suggest and comment on engineering related construction standards, and specification modifications.
- Work with ICRD staff to review or complete state and federal permits, applications, or agency notification.
- Work with ICRD staff and funding agencies to assist in developing funding proposals.
- Review preliminary design drawings and design calculations for compliance with local, county and state requirements and sound engineering practices.
- Attend pre-application, pre-construction, and ICRD meetings as requested by the Managing Director.
- Review final drawings and, after acceptance, stamp and sign the drawings. Periodically review project construction sites in an attempt to ensure compliance with plans and specifications.
- Review completed project sites, the as-built drawings, testing results, and as-built certifications.
- Perform additional basic engineering and special services that cannot be fully described at this time, as requested by the ICRD.

The Project Manager reports directly to the ICRD Managing Director. Much of the work occurs via telephone conferences and e-mail. Inquiries from the general public and/or press are outside the purview of the Consultant. All inquiries for the Consultant's time from non-ICRD staff shall be channeled through the ICRD Managing Director who must authorize such request prior to the Consultant taking any action.

### **SERVICES REQUESTED**

Provide full-time/part-time staff under the direction of ICRD. Relevant documents, reports, designs, data, and records pertaining to ICRD will be the sole property of ICRD and will be stored at the offices of ICRD. Services required of the selected firm include, but are not limited to:

### **STAFFING**

The selected consultant(s) shall provide full-time/part-time staff to conduct the as needed services. The selected consultant will also identify one (1) project manager as a point of contact to administer the as needed services. The consultant shall notify ICRD, in writing, prior to any personnel changes from those specified in the consultant's original approved proposal for any as needed services. Any personnel substitutions are subject to the review and approval of the ICRD.



## **PRE-QUALIFICATIONS**

**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.**

1. Design – Bridges
2. Design – Bridges: Load Rating
3. Design – Bridges: Railroad
4. Design – Bridges: Safety Inspection
5. Design – Bridges: Safety Inspection – Underwater
6. Design – Bridges: Scoping
7. Design – Geotechnical
8. Design – Hydraulics I & II
9. Design – Roadway: Intermediate & Complex
10. Design – Traffic: Capacity & Geometric Analysis
11. Design – Traffic: Pavement Markings
12. Design – Traffic: Signal / Signal Operations
13. Design – Traffic: Safety Studies
14. Design – Traffic: Signing – Non-Freeway
15. Design – Traffic: Work Zone Maintenance of Traffic
16. Design – Traffic: Work Zone Mobility & Safety
17. Design – Utilities: Municipal / Subsurface Utility Engineering
18. Design – Wetlands
19. Surveying: Geodetic Control and Leveling
20. Surveying: Hydraulics
21. Surveying: Right of Way
22. Surveying: Road Design
23. Surveying: Structures

## **ROAD DESIGN**

Consultants in this category may be requested to perform some or all the following services:

1. Project management and coordination
2. Preliminary surveying
3. Utility research and coordination
4. Obtaining permits and clearances, as needed. These include, but are not limited to, the National Environmental Policy Act (NEPA), the State Historic Preservation Office (SHPO), the Michigan Department of Environment, Great Lakes, and Energy (EGLE), and the MDOT Office of Rail.
5. Traffic engineering
6. Prepare preliminary and final plans for road projects
7. Prepare estimates of probable costs
8. Prepare special provisions
9. Right-of-way appraisals and acquisition

## **BRIDGE AND CULVERT DESIGN**

Consultants in this category may be requested to perform some or all the following services:

1. Project management and coordination
2. Preliminary surveying
3. Utility research and coordination
4. Obtaining permits and clearances, as needed. These include, but are not limited to: National Environmental Policy Act (NEPA), State Historic Preservation Office (SHPO), and Michigan Department of Environment, Great Lakes, and Energy (EGLE)
5. Hydraulic modeling
6. Prepare preliminary and final plans for bridge projects
7. Prepare estimates of probable costs
8. Prepare social provisions
9. Right-of-way appraisals and acquisition

## **CONSTRUCTION AND ENGINEERING INSPECTION**

Consultants in this category may be requested to perform some or all the following services:

1. Project management and coordination
2. Construction staking
3. Construction inspection
4. SESC inspections
5. Quality assurance sampling and testing of materials including hot mix asphalt, Portland cement concrete, and aggregates
6. Density testing with nuclear gauge
7. Construction administration and record keeping
8. Project close-out

## **GEOTECHNICAL ENGINEERING AND MATERIALS TESTING**

Consultants in this category may be requested to perform some or all the following services:

1. Quality assurance sampling and testing of materials including hot mix asphalt, Portland cement concrete, and aggregates
2. Density testing with nuclear gauge
3. Soil borings and geotechnical reports
4. Lead-based paint surveys
5. Asbestos surveys
6. Inventory of materials housed at ICRD properties via UAV or comparable

## **BRIDGE AND CULVERT INSPECTIONS**

Consultants in this category may be requested to perform some or all the following services:

1. Culvert inspection
2. Bridge inspection
3. Underwater inspection
4. Concrete sounding
5. Concrete scanning
6. Load raging
7. Scour analysis
8. Scoping reports
9. MiBridge management

## **CONSULTANT PAYMENT**

Compensation for the Consultant's services shall be the actual costs based on the billing rates submitted with the proposal. Invoices for the services provided shall include labor hours by classification or employee, hourly labor rates, equipment rental rates and Sub consultant costs, if applicable.

The Consultant shall invoice the Ionia County Road Department for their services. The invoices shall be addressed to:

Ionia County Road Department  
170 E. Riverside Drive  
Ionia Mi, 48846

Alternatively, the invoices may be emailed to the ICRD Accounts Payable at [rdaccountspayable@ioniacountyroads.org](mailto:rdaccountspayable@ioniacountyroads.org)

Payment to the Consultant for services rendered shall not exceed the price submitted with the proposal unless an increase is negotiated with the County.

## **GENERAL TERMS**

The typical duties stated herein are intended to describe the general nature and level of work to be performed. They are not to be constructed as an exhaustive list of all duties and responsibilities. The Consultant's principal contact with the Ionia County Road Department shall be through the Managing Director:

Linda Pigue Managing Director  
Ionia County Road Department  
170E. Riverside Drive Ionia, MI 48846  
Phone: 616-902-0742  
Email: [Lpigue@ioniacountyroads.org](mailto:Lpigue@ioniacountyroads.org)



**Indemnification:** Contractor agrees to hold harmless and indemnify the County Of Ionia, its board members, the Ionia County Road Department, officers, agents and employees from any and all claims, suits and judgments to which the County Of Ionia, its board members, the Ionia County Road Department, officers, agents or employees may be subject and for all costs and actual attorney fees which may be incurred arising out of any injury to persons or damage to property, including property of the County of Ionia, its board members or the Ionia County Road Department, whether due to negligence of the contractor or the joint negligence of the contractor, the County of Ionia, its board members and the Ionia County Road Department, arising out of the work specified in this proposal, or in connection with work not authorized in this proposal, or resulting from failure to comply with the terms of this proposal. Contractor will not be obligated to indemnify the County of Ionia, its board members or the Ionia County Road Department for any injury or property damage arising out of the sole negligence of the County of Ionia, its board members or the Ionia County Road Department, its Board members, officers, agents or employees.

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Authorized Signature

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Date

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Print Name / Title

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Phone Number

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Company Name

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