

# **REQUEST FOR QUALIFICATIONS (RFQ) FOR CONSULTING ENGINEERING SERVICES FOR TRAIL WORK IN UTICA AND SHELBY**

The Road Commission of Macomb County, Michigan (RCMC) is soliciting Qualification Statements to perform Professional Engineering Services on various federally, state and local funded trail projects from 2010 through 2012. The consultant may be requested to provide engineering services including trail design, survey, right-of-way acquisition, construction engineering, bridge inspection and bridge design, and other services on trail projects. RCMC will assign each project to one of the consultants based on the consultant's expertise, workload and familiarity with the project and local community.

When a consultant is requested to perform engineering services on a project, the RCMC will present the project scope to the selected consultant. The consultant will present the RCMC with a proposal including projected man-hours and cost. If the proposal is reasonably based on the scope and cost of the project, a contract will be prepared and either executed, or submitted to the Michigan Department of Transportation (MDOT) for approval, then executed. The contract will be either MDOT's standard ("Boiler Plate") Preliminary Engineering Agreement or standard RCMC contract, which may be reviewed by contacting the RCMC Engineering Department. If the proposal is deemed unreasonable by RCMC or MDOT, RCMC will attempt to negotiate a fair price with the preferred consultant.

If a price cannot be agreed upon by RCMC and the preferred consultant, RCMC will request a proposal from the other remaining qualified consultants obtained through this solicitation to perform the required engineering services.

**PRICES OR RATE SCHEDULES WILL NOT BE CONSIDERED IN THIS SELECTION PROCESS AND SHOULD NOT BE SUBMITTED WITH A CONSULTANT'S QUALIFICATION STATEMENT.**

The selected consultants may be requested to perform some of the following duties:

- Trail preliminary engineering, Construction engineering, and Inspection
- Topography of trail routes
- Preliminary and Construction survey
- Trail Bridge design
- Right-of-Way Acquisition, including appraisals
- Project Management
- Environmental Assessments and Impact Statements
- MDOT approval process for trail engineering and construction documents
- Other similar or related tasks

When the RCMC requests electronic drawing files that must be submitted in Microstation Version 8, ver. #8.05.02.55. All other geographic related data (such as survey point data), must be in a similar digital file format. In addition, engineer will provide an as-built plotline of trail center and a polygon depicting the easement boundary as readable ESRI shape files.

Proposals must comply with the following:

1. Proposals are to be organized according to the outline as defined in “INFORMATION REQUIRED” and will be no longer than **10 pages**. This does not include the pages for key personnel resumes, references and prior project descriptions, and the page that lists the representative with contracting authority for the consultant firm to sign the proposal.
2. Most pages should be 8 ½ X 11 inches.
3. Font must be a minimum of 12 point.
4. Pages must be numbered continuously throughout, and in the format of “Page 1 of \_\_.”
5. Staple Proposals in the upper left hand corner or provide binders.
6. Sections can be tabbed and numbered.
7. Graphics will be allowed within established page limits.

## **INFORMATION REQUIRED IN PROPOSALS**

### **A. General Information**

The first section of the Proposal shall provide the following general information. This section should not be numbered and will not be a basis of scoring. Information provided will determine if the vendor is eligible to submit the Proposal. In the event that the vendor includes sub-vendors as a part of its project team, all information requested must be provided for those sub-vendors within the same sections.

#### **1. Identification of Prime and Sub-contractors**

- a. Name of prime vendor submitting Proposal (this is the vendor that the Department will contract with).
- b. Name, address, telephone and fax numbers, and email address of the prime and sub-vendors, including a responsible contact person.
- c. Federal identification number of the prime and sub-vendors.
- d. For each required prequalification classification, state which vendor has the required prequalification.
- e. Approved negotiator for the prime vendor.

In addition, this information is required for all branch offices or other subordinate elements that will perform or assist in performing the services. Indicate whether the vendors operate as individuals, partnerships, or corporations. If a vendor is a corporation, include the state in which the vendor is incorporated. State whether vendors are licensed to operate in the State of Michigan and whether they are certified as a Disadvantaged, Minority, or Women Business Enterprise (DBE) by MDOT.

## **2. Other Interests (Conflict of Interest)**

Describe any other interests or connections that the prime or sub-vendors have had or will have with this service. This would include any activity, contract or business relationship that any of the vendors on the service team have with any city, township, village, county, company, governmental agency, community, steering committee or selection team, any of which are related to this service.

## **3. Other Request for Proposal Efforts**

Provide a list of other services that key vendor and sub-vendor team members are being proposed on and the status of these Requests for Proposals. These shall include Request for Proposal for service from MDOT or other potential clients.

## **Qualification Section**

The second section is the information that will be used to score the qualifications of each vendor's Proposal. The section numbering correlates to the score sheet. Therefore, the vendors should format their Proposals to match the outline provided.

### **1. Understanding of Service and Innovations (30 Points)**

Describe your understanding of the service and/or innovations you intend to propose. This information is to be based on the scope of services.

You may also include any work item that you believe should be added to the scope of services, or any work item that is in the current scope of services which you believe should be altered. Describe the benefit to the service, the increase/decrease in hours and the increase/decrease to the cost of construction due to the revision to this work item.

This section is limited to fourteen (14) pages.

### **2. Organization of Service Team & Key Personnel (15 Points)**

#### **2a.) Organization Chart**

Provide an organization chart of your service team including sub-vendor(s). This chart must include the names of the key personnel selected for this service, their roles on the service, the name of the vendor with which they are employed, and lines of communication. The Proposal shall include a list of required key personnel for this service. The organization chart should show the personnel who meet these requirements. Also, indicate the people who will be points of contact with the Road Commission of Macomb County and Macomb County Planning contact people.

This organization chart is limited to one (1) page (or one 11" X 17").

#### **2b.) Structure of Project Team (Personnel and Roles)**

Describe the structure of the project team including the roles of all key personnel and sub-vendors. For each sub-vendor, describe his/her role in service and include what percent of the named role that the sub vendor is expected to provide.

The vendor is contractually obligated to supply the key personnel proposed for this service. This includes maintaining them at the capacity level proposed. Any change in key personnel or their capacity level must have written approval of the Road Commission of Macomb County.

Provide a communication plan of how the service team will communicate services information and resolve issues.

This section is limited to three (3) pages.

### **3. Staff Service Experience (20 Points)**

#### **3a) Key Staff Resumes**

Provide resumes for each of the key staff of the prime and sub vendors stated in section 2. The format shown in Exhibit A of the *Vendor Selection Guidelines for Service Contracts for MDOT* (Oct. 2004) can be used for reference. In addition to general resume information, the following information shall be provided for service experience that is similar to the service being solicited:

1. General description of the service and role of person in the service.
2. Service budget.
3. Year service was completed.
4. Name of client (agency or company).
5. Role of vendors in the service (It is not required that the submitting vendors have a role.)
6. Name and phone number of person to contact for client.
7. If the service is a service related to a construction project, provide the following:
  - a. Route name
  - b. Limits of construction
  - c. The construction budget
  - d. General description of type of construction

This section is limited to two (2) pages per key staff member.

#### **3b) Service (Project) Resumes**

A vendor can provide, in addition to staff resumes described above, a listing of service experience of key members of the proposed team. This section is limited to a maximum of three (3) services (projects) and up to three (3) services (projects) for the sub-vendors and only one (1) page per service (project). Graphics are allowed within the page limits.

### **4. References/Past Performance (25 Points)**

The Road Commission of Macomb County, Macomb County Planning, and Harrison Township government will review relevant performance evaluations for prime and sub-vendors that are being proposed. If the vendor has not previously worked for MDOT or has only had a few services opportunities that have been evaluated, this area can be used

to provide other references for the selection team to contact. These would be in addition to those provided in the resumes in Section 3.

This section is not required, but if reported, limited to two (2) pages. Vendors are not required to submit prior evaluations with Proposals, but should be aware that MCPED is checking prior evaluations.

**5. Capacity (30 Points)**

List any other services to which the proposed key personnel from Section 4 are currently obligated, or any service the vendor anticipates a key person's effort will be obligated during the performance of this service. State any service the vendor anticipates offering these key personnel during the performance of this service. This includes any work for which the vendor has been selected, but for which a contract/authorization has not yet been executed. Further, this must include work for all clients, not just MDOT.

If the vendor is selected for this service, you must obtain written approval from the Road Commission of Macomb County for any changes in the role key personnel have throughout the delivery of the service.

There is no page limit to this section. All work commitments must be listed.

**6. Quality Assurance/Quality Control Plan (10 Points)**

Outline your vendor's QA/QC plan for this service. Include background information of your selected QA/QC manager for this service. The person performing the quality control review must have extensive experience with MDOT standards and practices.

This section is limited to one (1) page, not including any checklist provided.

**7. Location and Availability to Answer Questions (15 Points)**

Location will ONLY be a factor on services where vendor personnel are expected to be on site for the majority of the service (on site inspection, survey work, etc.). This will be indicated in the Request for Proposal. For those services, provide the location of the office(s) and key staff and where the service work will be managed/coordinated. If the work will be performed at various locations, provide this information.

**8. Safety Program (5 Points)**

For some services, a safety program is a factor in selection. This will be indicated in the Proposal. For those services, provide an outline of your vendor's safety program for the service, as appropriate. This section is limited to one (1) page.

**TOTAL POINTS = 150**

The top rated firms will be requested to interview. The interview will focus on the above criteria as well as the consultant's projected workload, experience with MDOT audits, equal employment practices and disadvantaged business enterprise participation. Interested consulting engineers should submit four copies of the Qualification Statements no later than 11:00 A.M. EST Tuesday October 12, 2010.

Robert Hoepfner  
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Road Commission of Macomb County  
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Questions regarding this RFQ or the Consultant Selection process should be directed to

John Crumm, AICP,  
Program Manager Planning and Environmental Services  
Macomb County Planning and Economic Development Department  
1 South Main, 7<sup>th</sup> Floor  
Mount Clemens, Michigan 48043  
Phone: 469-5065  
e-mail: [john.crumm@macombcountymi.gov](mailto:john.crumm@macombcountymi.gov)

The Road Commission of Macomb County reserves the right to reject any or all of the Qualification Statements received and re-solicit engineering services at its sole discretion. Qualification Statements received after the above described deadline will not be opened for consideration. The Road Commission of Macomb County will not pay for the information solicited, nor any costs incurred by consultants submitting Qualification Statements or presentations or interviews.