

**RFQ - ENGINEERING SERVICES
ENVIRONMENTAL ASSESSMENT AND EASEMENTS
NEIGHBORHOOD TRAIL, AND SHORELINE TRAIL/SELFRIDGE**

The Road Commission of Macomb County is seeking proposals for Professional Services for the project contained in the attached scope of services. The proposals will be evaluated using the Qualification Based Selection process and will require that a firm must **send the response and costs in two different sealed envelopes**. Anyone interested in submitting for this project must follow the following guidelines.

Any vendor interested in submitting a proposal must send a confirmation e-mail to John J. Crumm, Program Manager, Planning and Environmental Services (john.crumm@macombcountymi.gov) by 4PM EST, Friday, September 24, 2010. **Failure to send a confirmation e-mail, prior to the stated date and time will result in the consultant not being able to bid on the project.**

We are asking that the consultant firm provide five (5) paper copies of the proposal to the attention of Mr. Bob Hoepfner, County Highway Engineer; Road Commission of Macomb County; 117 South Groesbeck, Mount Clemens, Michigan 48043. These copies must be received by **11AM EST, Tuesday October 12, 2010**. Fax and electronic copies are not acceptable.

Any questions relative to the scope of services must be submitted by e-mail to John J. Crumm, Program Manager, Planning and Environmental Services, Macomb County Department of Planning and Economic Development at the above listed e-mail. Any questions must be submitted by e-mail at least four working days prior to the due date and time specified above.

The selection team will review the information submitted in the proposal and will rank the firms. Selected consultants may be asked to provide a presentation to the selection committee. The score of the presentation will be added to the written proposal score to determine the ranking of the qualified consultant firms.

Negotiations will proceed with the most qualified vendor. If a price cannot be negotiated with the first firm that bid will be closed and negotiations will begin with the firm that has the second highest scoring proposal. If the Road Commission and Macomb County Planning elect to begin negotiations with the second firm then the Macomb County Agency and Department can no longer have contact with the original firm related to this project.

MDOT is an equal opportunity employer and MDOT Disadvantaged Business Enterprise (DBE) firms, are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity and shall be listed in the proposal.

The scope of services is attached to this solicitation.

**ATTACHMENT
SCOPE OF SERVICES
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I. Project Location

The two trail projects are located in Harrison Township. The Harrison Township Neighborhood Trails is located along North River Road, Bridgeview, South River Road, Emerick, and Jefferson. The Selfridge ANGB Lake St. Clair Shoreline Trail begins at the northern terminus of the Harrison Township Neighborhood Trails and enters the base near the North River Road entrance. The trail will be located between Mac and Rays and the Selfridge Golf Course out to the shoreline. The trail will then follow the 2.2 miles of shoreline on the base. The trail will culminate on the property of the Michigan Department of Natural Resources and Environment Boat Launch. These sections of trail are part of the larger 70 mile trail loop. It should be noted, that the request is formatted to provide information and cost as two separate projects, however, the contract will only be awarded to one bid package.

II. SCOPE OF WORK

This RFQ is for the Environmental Assessment and Easement Acquisitions necessary to complete two trail projects (The Harrison Township Neighborhood Trails and the Lake St. Clair Shoreline Trail). The selected vendor must be able to obtain working clearance on Selfridge Air Force Base. Failure to gain clearance will allow the Road Commission of Macomb County to begin negotiations with the next highest ranked engineering firm. The clearance process will be coordinated by the Macomb County Planning and Environmental Services. The scope of work for this project includes, but is not necessarily limited to the tasks described as follows:

Harrison Township Neighborhood Trails

- A. Develop a scoping document that meets the requirements of Selfridge ANGB Engineering section that describes all the procedures and locations of action steps in the Environmental Assessment (EA). Include in this document the reasoning and justification of any and all sections of a typical EA that will not be performed because they are not relevant to the design and construction of a trail.
- B. Work with the Road Commission to determine the actual boundary of the easements. Selected vendor must be able to do survey work necessary to delineate and prepare legal descriptions of easement areas. The consultant will also determine all other easements (permanent and temporary construction or grading permits) that are necessary to complete the route of the entire Harrison Township Neighborhood Trails. Current estimate is between 40 and 50 easements.
- C. The selected vendor must have a knowledgeable staff person on the project team that can approach each property owner and negotiate an easement in a manner that meets all Macomb County, Michigan Department of Transportation, Federal Highway Administration guidelines and Federal Regulations. Failure of following the proper procedure in obtaining easements and any and all damages or lawsuits created by these mistakes will be the sole responsibility of the selected vendor.
- D. Create format for Environmental Assessment (EA) for the Southern boundary of Selfridge Base and the property included in the proposed easement for the Harrison Township Neighborhood Trails. Format must be acceptable to Macomb County and obtain the approval of the Selfridge ANGB Engineering section. Engineer must provide the Lake St. Clair Shoreline Trail EA in a format to meet the requirements of the United States Air Force, the Michigan Department of Transportation and the Federal Highway Administration.

- E. Conduct an appraisal and appraisal review to determine the value of the proposed easement. Appraisal procedure will be determined by the requirements set forth by Selfridge Air Force Base command. Based on the appraisal review determine an estimated just compensation to offer the U.S. Air Force for this easement. All negotiations, documents, and final purchase must be done in a manner that meets the requirements of Michigan Department of Transportation and the Federal Highway Administration.
- F. Selected vendor will prepare documents in recordable form and record the original signed documents at the Macomb County Register of Deeds office.
- G. Develop any additional related documents to meet the United States Air Force's property leasing process so that at the end of this process, if necessary, Macomb County can submit a request to lease a portion of property on the Selfridge ANGB property.
- H. The selected vendor will be hired by the Road Commission of Macomb County but will also need to meet and coordinate requirements from Macomb County Planning, Selfridge Air National Guard Base (ANGB) engineers, and the Harrison Township government. Selected vendor may have to do presentations and progress reports before these groups.

Lake St. Clair Shoreline Trail

- A. Develop a scoping document that meets the requirements of Selfridge ANGB Engineering section that describes all the procedures and locations of action steps in the Environmental Assessment (EA). Include in this document the reasoning and justification of any and all sections of a typical EA that will not be performed because they are not relevant to the design and construction of a trail.
- B. Selected vendor is encouraged to explain previous experience with projects that include shoreline and bottom lands of the Great Lakes. The vendor is solely responsible in obtaining any and all consent letters and permits necessary to complete the task. Vendor must report any and all permits that are necessary to complete construction of the trail.

- C. Work with Macomb County Planning, Harrison Township and Selfridge ANGB to determine the actual boundary of the easement. Selected vendor must be able to do survey work necessary to delineate and prepare legal description of the easement area. Particularly, the delineation between Selfridge Air Force Base property and the property owned by Mac and Rays and the Michigan Department of Natural Resources and Environment. Include in the process all temporary construction easements that are necessary to complete the hike/bike trail along the shoreline of the base.

Determine all easements needed for the completion of the Harrison Township Neighborhood Trail system and for the Lake St. Clair Shoreline Trail. Create all documents necessary to obtain the easement, and obtain Title commitments to determine ownership and record the original easement at the Macomb County Register of Deeds.

Selected firm will have a professional staff member that can meet with property owners and explain the easement process in the manner that meets all requirements set forth by the Federal Highway Administration, and the Michigan Department of Transportation. The Lake St. Clair Shoreline Trail must meet the required timeline and rules as set forth by the Michigan Department of Natural Resources – Environment and the statutes of the Michigan Natural Resources Trust Fund grant program.

- D. Develop a format and produce an Environmental Assessment (EA) for the Selfridge Lake St. Clair Shoreline Trail. The format of the document must be acceptable to Macomb County and meet the approval of the Selfridge ANGB Engineering section and the Michigan Natural Resources Trust Fund grant requirements (determination of meeting the Michigan Natural Resources Trust Fund requirements will be made by the Michigan Department of Natural Resources and Environment).
- E. Conduct an appraisal and appraisal review to determine the value of the proposed easement. Appraisal procedure will be determined by the requirements set forth by Selfridge Air Force Base command. Based on the appraisal determine an estimated just compensation for the U.S. Air Force easement. All negotiations, documents, and final purchase must be done in a manner that meets the requirements of the Michigan Department of Transportation, Michigan Department of Natural Resources and Environment Department, the Michigan Natural Resources Trust Fund Commission and the Federal Highway Administration.
- F. Develop any additional related documents to meet the United States Air Force's property leasing process so that at the end of this work Macomb County can

submit a lease request for the 2.2 miles of shoreline of the Selfridge ANGB property.

- G. The selected vendor will be hired by the Road Commission of Macomb County but will also need to meet and coordinate requirements from Macomb County Planning, Selfridge Air National Guard Base (ANGB) engineers, and representatives from Harrison Township government. Selected vendor may have to do presentations and progress reports before these groups.

III. Detail on Data Gathering and Product Creation

General Information

1. Use of Drawings/Documents

It is understood that the County may reproduce the drawings/documents and distribute the prints in connection with the use or disposition of the property without incurring obligation for further payment.

2. Laws, Regulations, and Permissions

The survey and work methods shall conform to all applicable laws and regulations. Obtain permissions, passes, etc., as required for property entry. Legal recording in public office shall be performed as required by law.

3. Final Submittals:

1. Survey Report

- Hard copy printed one-sided, on 8.5" x 11" bond paper, bound.
- Electronic spreadsheet files on removable media (CD ROM) in *.xls, readable by Excel 2000 as manufactured by Microsoft for Windows.

2. Final Drawings

- Provide reproducible drawings, at a scale of 1"=40'. Sealed and signed by a land surveyor registered in the State Of Michigan. Certify on the drawings that all information thereon is true and is accurately shown.
- Electronic drawing files on removable media (DVD or CD ROM) in *.dgn or *.dwg format, readable by Micro Station 'V8' 2004 Edition as manufactured by Bentley Systems, Inc.
- Topographic features shall be referenced to the MDOT Standard Drawing Levels.

B. Wetland Determination: Prepare and submit to the Michigan Department of Resources and Environment (MDNRE) Land Water Management Division (LWMD) a written request for determination of any wetlands that may be adversely impacted by these projects.

C. Threatened and Endangered Species Determination

Prepare and submit to the United States Department of the Interior (USDI), Fish and Wildlife Service, and the Michigan Natural Features Inventory (housed in the Michigan Department of Natural Resources and Environment) written request for site review and written determination of any Federally listed, threatened, endangered, proposed, or candidate species or critical habitat that may be adversely impacted by this project.

D. State Historic Preservation Office

Submit proper paperwork and summary for all potentially historic structures and objects that are located in the proposed easement or within a reasonable distance of the area. Selected vendor is responsible to obtain a clearance or an approved historic preservation protection/mitigation plan from SHPO.

F. U.S. and Michigan Department of Agriculture, Farmland Preservation

Contact the Michigan Department of Agriculture and determine if there are and farmland preservation contracts that would be impacted by the easement areas.

E. Permit Applications

Secure all permits that are necessary to complete the tasks listed in this Request for Proposal.

F. Utilities

1. Prepare and submit to all local municipalities, written requests for site review and written determination of required utility relocations.
2. Prepare and submit to all private utility owners, a written request for site review and written verification of utility locations.
3. Include the required utility relocations as part of the construction contract.

IV. PROPOSAL FORMAT

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.

V. 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.

VI. 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.
2. Role of person in the service.
3. Service budget.
4. Year service was completed.
5. Name of client (agency or company).
6. Role of vendors in the service (It is not required that the submitting vendors have a role.)
7. Name and phone number of person to contact for client.
8. 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

ATTACHMENT A SAMPLE COST SHEET

(The cost sheet must be submitted in a separate envelope from the proposal and be formatted in the following manner. Failure to submit cost proposal in a separate envelope will result in the consultant not being considered for the project)

- | | | |
|-----|---|-------|
| 1. | Cost of Environmental Assessment
(Harrison Neighborhood Trails) | _____ |
| 2. | Cost of Environmental Assessment
(Lake St. Clair Shoreline Trail) | _____ |
| 3. | Cost of Survey for Harrison Neighborhood Trails | _____ |
| 4. | Cost of Survey for Lake St. Clair Shoreline Trail | _____ |
| 5. | Cost of Obtaining, Creating and Registering Easements
(Harrison Neighborhood Trails) | _____ |
| 6. | Cost of Obtaining, Creating and Registering Easements
(Lake St. Clair Shoreline Trail) | _____ |
| 7. | Cost of Appraisal Harrison Neighborhood Trails | _____ |
| 8. | Cost of Appraisal Harrison Neighborhood Trails | _____ |
| 9. | Cost for other documents for lease package
(Harrison Neighborhood Trails) | _____ |
| 10. | Cost for other documents for lease package
(Lake St. Clair Shoreline Trail) | _____ |

Cost of Harrison Neighborhood Trail Project _____

Cost of Selfridge Shoreline Trail Project _____

TOTAL PROJECT COSTS _____