



ADDENDUM #4

RFP-12-03

For

Macomb County Highway Map Professional Services

Questions recently asked regarding the RFP:

1. [Is MCDOR wanting estimates of cost for printing quantities above and below 10,000?](#)

ANSWER

MCDOR is interested in a print run of 10,000 or greater. The exact quantities were not listed in the RFP because MCDOR would like the three quantities greater than 10,000 that provide a better price per unit. If in your case the quantities of 12,000, 15,000 and 20,000 are when you provide a price reduction per unit then use these numbers in your response packet.

2. [Would the county consider a smaller sheet size than the 30.75" x 44" as noted in RFP?](#)

ANSWER

No.

NOTE:

Please reference all listings regarding the Highway Map project that are posted on our web site www.rcmcweb.org. The informational PDF(s) regarding the answer to this question and others can be found under the heading **Contracts/Bids** on the homepage of our web site (this is located on the left side of web page included in other hot links to various pages of the rcmcweb.org). After following the hot link a new page will appear. Click on the first bullet listed in the middle of the page that reads **Bid Lists, Specifications and Tabs**.



Mark A. Hackel
County Executive

ADDENDUM #3

RFP-12-03

**For
Macomb County Highway Map Professional Services**

Questions recently asked regarding the RFP:

- 1. What were the specifications for the material/paper the last time the Macomb County Highway Map?**

ANSWER:

Specifications of paper used in last map print run:

Size of paper: 30.750" x 44.00" (Trim Size)

Stock: 50 lbs. Bright White Offset

The Macomb County Department of Roads (MCDOR) has listed the prior paper as the minimum requirement for this project. MCDOR staff is aware of new mediums and would like the selected vendor to provide recommendations if they believe there is a better stock. The response should be filled out using the paper listed above or an equivalent in quality and price. The final stock will be chosen by the Department with the cooperation of the selected vendor's input.

- 2. Was MCDOR happy with this material?**

ANSWER

Yes, MCDOR had no problems with this material.

- 3. Who was the printer for the last map?**

ANSWER

Wolverine Print Group of Grand Rapids, Michigan.

- 4. Is there a pre-approved/certified list of local printers that MCDOR uses or prefers?**

ANSWER

No

- 5. List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials Required**

ANSWER

Please reference the RFP and Addendums as these issues are all described/listed in that document.

- 6. Soft Coy of the Tender Document through email.**

ANSWER

Please access the digital form of the printable map on our web site www.rcmcweb.org.

ADDENDUM #3 (cont.)

RFP-12-03

For Macomb County Highway Map Professional Services

Questions recently asked regarding the RFP:

7. Names of countries that will be eligible to participate in this tender.

ANSWER

There are no countries excluded from submitting a response. All firms are open to bid on our projects.

8. Information about the Tendering Procedure and Guidelines.

ANSWER

There will be a contract generated and signed by the selected vendor and Macomb County Department of Roads.

9. Estimated Budget for this purchase?

ANSWER

The budget is generated based on what vendors estimate for the cost and will be compared to cost of the creation of past maps.

10. Any extension of Bidding Deadline?

ANSWER

No.

11. Any Addendum or Pre Bid meeting Minutes?

ANSWER

Any Addendums to this RFP are posted on our web site www.rcmcweb.org under the heading of Contracts/Bids. There was no Pre Bid meeting for this project.

NOTE:

Please reference all listings regarding the Highway Map project that are posted on our web site www.rcmcweb.org. The informational PDF(s) regarding the answer to this question and others can be found under the heading **Contracts/Bids** on the homepage of our web site (this is located on the left side of web page included in other hot links to various pages of the [rcmcweb.org](http://www.rcmcweb.org)). After following the hot link a new page will appear. Click on the first bullet listed in the middle of the page that reads **Bid Lists, Specifications and Tabs**.

FIELD	FIELD TYPE	DESCRIPTION
FID	Object ID	Unique ID
Shape	Geometry Type	All Features are POLYLINES
ObjectID	Double	Unique ID
Carto_Name	Text	Full Road Name
RD_Type	Text	A = Alley C = Condominium FED = TACOM GM = GM Tech Center H = State Highway IH = Interstate Highway IHR = Interstate Highway Ramp M = Major Road S = Subdivision TAR = Turn Around TP = Trailer Park
Cnty_Flg	Text	M = Macomb County S = St Clair County
RuleID	Double	1 = State Highway 2 = Interstate Highway 3 = Interstate Highway Ramp 4 = Primary – Paved 5 = Subdivision Street 6 = Condominium 7 = Trailer Parks 8 = Crossovers 9 = Local - Gravel 10 = Local – Paved 11 = Primary – Gravel 12 = Huron Clinton MetroParks 13 = Federal Reservation 14 = General Motors Tech Center 15 = Ford Proving Grounds 16 = County Complex 17 = Private Roads 18 = Outside Macomb County 21 = Alley 24 = City /Other Roads



Mark A. Hackel
County Executive

ADDENDUM #2

RFP-12-03

For

Macomb County Highway Map Professional Services

Questions recently asked regarding the RFP:

- 1. Will Macomb County Department of Roads (MCDOR) provide a dataset layout to be reviewed prior to bid?**

ANSWER:

Macomb County Planning and Economic Development Department will submit the dataset layout to MCDOR and it will be placed as an addendum to the RFP on our department website www.rcmcweb.org.

- 2. Will MCDOR be creating the layout for the cover of the map?**

ANSWER:

In the original RFP, MCDOR has asked the selected company to take photos and these are intended to be used in the layout. MCDOR expects the company to layout the map cover but MCDOR reserves the right to do this portion of the work in-house if the proposed cost is deemed too expensive. Any county seals or logos that will be placed on the map will be provided in an acceptable digital format that will easily be inserted/embedded into the digital map file.

- 3. Would MCDOR accept a process of adding edits to the map if it would show to reduce costs?**

ANSWER:

MCDOR is willing to review and consider any process that will reduce costs in the editing of the map. However, please explain in detail what the process would include and how it is different than the editing process described in the original RFP for this project.

- 4. What did MCDOR like and dislike in the creation of the 2008 Macomb County Highway Map?**

ANSWER:

Please reference all listings regarding the Highway Map project that are posted on our web site www.rcmcweb.org. The informational PDF(s) regarding the answer to this question and others can be found under the heading **Contracts/Bids** on the homepage of our web site (this is located on the left side of web page included in other hot links to various pages of the [rcmcweb.org](http://www.rcmcweb.org)). After following the hot link a new page will appear. Click on the first bullet listed in the middle of the page that reads **Bid Lists, Specifications and Tabs**.



ADDENDUM #1

RFP-12-03

**For
Macomb County Highway Map Professional Services**

Questions recently asked regarding the RFP:

1. **Please send me a copy of the 2008 map to the address below.**

ANSWER:

If a hard copy is desired, please send an email to jcrumm@rcrcweb.org.

2. **Will the data used for the 2008 map be made available to the selected consultant?**

ANSWER:

No. The 2008 map was generated from proprietary data owned by the vendor that generated the map. The 2012 process will be based on a digital road file that is maintained and updated by the Macomb County Planning and Economic Development Department – GIS Division.

3. **Is the 2008 map and data available in digital form?**

ANSWER:

No. The 2008 digital data and digital map are property of the vendor that generated the map.

4. **What format is the data in?**

ANSWER:

The 2012 map will be generated using the Macomb Planning and Economic Development Department – GIS Division road file. The file is currently stored in an ARCGIS geodatabase. The file can be provided in the native format or in a shapefile.

5. **Except for updates is the client satisfied with the 2008 map?**

ANSWER:

The client was not satisfied with the many incorrect spelling of road names. To avoid this situation the 2012 production of the map will require the vendor to label the roads by connecting the digital map to the road names in the GIS file. The road names and spellings in the GIS file have been checked and so there is no need of the vendor to retype each name.

In addition, the 2008 map did not have a map index of the location of roads. The current RFP is requesting the selected vendor to create a road index that will be printed on the back of the new 2012 map. While the index will take up the majority of the back of the map there will still need to be room left to create a map cover that is seen when the map is folded to the specifications listed in the RFP.

MACOMB COUNTY DEPARTMENT OF ROADS

DIRECTOR OF ROADS

Robert Hoepfner, P.E.

FINANCE DIRECTOR

Michelle M Mykytiak

PURCHASING DIRECTOR

JoAnna K. Strizic

Request for Proposal on: **Macomb County Highway Map Professional Services**

Sealed RFP's will be publicly opened at **11:00** A.M., E.S.T. on **Wednesday, January 18, 2012**, at the office of the Macomb County Department of Roads, 117 S. Groesbeck, Mt. Clemens, Michigan, 48043 for the furnishing of the above materials, services, equipment, work and/or supplies in accordance with the terms, conditions and specifications as stated herein and hereto attached. Macomb County Department of Roads will not be responsible for premature opening of responses not properly labeled.

1. The Director of Roads reserves the right to accept any and all alternate proposals, bids or quotes and to award the contract to other than the lowest bidder, waive any irregularities or informalities or both, to reject any and all bids, quotes and proposals, and in general to make the award of the contract in any manner deemed by the Director of Roads, at his sole discretion, to be in the Department of Roads best interest. In case of error in the extension of prices in the bid or other arithmetical error, the unit prices will govern.
2. The proposal must be delivered in person or sent by mail to the Macomb County Department of Roads, 117 S. Groesbeck, Mt. Clemens, Michigan, 48043. **It shall be in a sealed envelope marked with the name and address of the vendor on the outside of the envelope. The above referenced RFP number should also be highlighted on the outside of the envelope. In addition, if the RFP is to be express mailed, "RFP Documents Enclosed" must be conspicuously marked on the package.** Facsimile and/or e-mail transmitted proposals will **not** be accepted.
3. The vendor shall assume full responsibility for delivery of proposals prior to the appointed hour for opening same and shall assume the risk of late delivery or non-delivery regardless of the manner employed for the transmission thereof. RFP's shall be accepted at any time during the normal course of business only, said hours being 8:00 am to 4:30 pm, Monday through Friday, legal holidays excepted. A vendor may withdraw their response by written request at any time prior to the scheduled RFP opening. Any proposal received after the scheduled opening time will **not** be accepted and will be returned unopened. No proposal may be withdrawn, changed, or modified in any way for a period of sixty (60) calendar days from the date of the RFP opening.
4. IT IS UNDERSTOOD THAT THE BOARD OF MACOMB COUNTY DEPARTMENT OF ROADS IS A GOVERNMENTAL UNIT AND AS SUCH IS EXEMPT FROM THE PAYMENT OF ALL STATE AND FEDERAL TAXES APPLYING ON THE ABOVE MENTIONED ITEM AND ALL PRICES QUOTED SHALL NOT INCLUDE ANY SUCH TAX.
5. The total price quoted by the vendor must be the total cost delivered to the location(s). All goods are to be shipped F.O.B. Shipments sent C.O.D. without the Department of Roads consent will not be accepted and will, at the Contractor's risk and expense, be returned. Unauthorized shipments are subject to rejection and returned at the Contractor's expense.
6. The vendor by execution of the proposal thereby declares that the proposal is made without collusion with any other person, firm or corporation making any other proposal, or who otherwise would make a proposal, and agrees to furnish all items in strict accordance with all Federal Regulatory Measures.

7. All proposals must be submitted on the Department of Roads blank form. The proposal shall be legibly prepared in ink or typewriter. Erasures or alterations must be initialed by the vendor.
8. Submission of a proposal will be construed as a conclusive presumption that the vendor is thoroughly familiar with the Proposal and Specifications and that he understands and agrees to abide by each and all of the stipulations and requirements contained therein.
9. In the specifications, whenever an article or material is defined by brand name, the name and catalog number of a particular manufacturer, vendor or a limited description, the term "OR APPROVED EQUAL" is written. Any reference to a particular manufacturer's product either by brand name or limited description is only for purposes of setting a standard of performance, quality, composition, construction or size.
10. The Macomb County Department of Roads reserves the right to award the proposal for the equipment which best fits our needs and appears to be in the best interest of the Macomb County Department of Roads at the time the proposals are evaluated.
11. The Macomb County Department of Roads reserves the right to terminate the contract without penalty upon thirty (30) days written notice, due to poor performance or for reasons deemed to be in its best interest. The Macomb County Department of Roads reserves the right to re-award the contract to the second most qualified vendor, re-propose, re-quote or re-bid the contract or do whatever is deemed to be in its best interest.
12. Vendors aggrieved by an award of any resulting contract may file a written notice of protest with the Purchasing Director within seven (7) calendar days of the award by the Macomb County Department of Roads.
13. When applicable, contractor must furnish material safety data sheets for their products.
14. VENDORS ARE REQUIRED TO SUBMIT COMPLETE AND COMPREHENSIVE DATA AND DESCRIPTIVE LITERATURE COVERING THE ITEM PROPOSED TO BE FURNISHED. VENDORS SUBMITTING ALTERNATE PROPOSALS MUST PROVIDE SPECIFICATIONS DOCUMENTING PRODUCT IS EQUAL TO SPECIFIED ITEM. PROPOSALS SUBMITTED WITHOUT THE ABOVE DOCUMENTATION WILL BE CONSIDERED NON-RESPONSIVE AND REJECTED.
15. THIS RFP, BY MUTUAL AGREEMENT OF BOTH PARTIES, may be extended for additional one (1) year periods, each year hereafter, but not to exceed a maximum of two (2) additional years.
16. Prior to furnishing the requested products and services, it shall be the responsibility of the awarded vendor to obtain all licenses and permits required to complete this contractual service, at no cost to the Macomb County Department of Roads. These licenses and permits shall be readily available for review by the Administration and Purchasing Personnel.
17. Vendors will provide a general history, description and status of their company.
18. All applicable Federal and State laws and rules and regulation over the project shall apply to the project contract throughout and will be deemed to be included in the contract herein written out in full.
19. The Macomb County Department of Roads adheres to Title VI related requirements as outlined in USDOT Regulation 49 CFR-Part 26, Appendix A of MDOT Bidding Specifications, and the MCDR Policy #407. The Macomb County Department of Roads is an Equal Opportunity Agency.

20. The Macomb County Department of Roads will not pay fuel surcharges.
21. The only **official** document is available over the internet at www.rcmcweb.org or www.mitn.info.
22. All documents and correspondence submitted to the Macomb County Department of Roads becomes the property of the Macomb County Department of Roads and is subject to disclosure under the "Freedom of Information Act". This Act provides for the complete disclosure of contract and attachments.

JoAnna Strizic
Purchasing Director
jstrizic@rcmcweb.org

John Crumm
Planning Director
jcrumm@rcmcweb.org

Copies of RFP's and Tabs are available on the following websites:
www.mitn.info or www.rcmcweb.org/viewpage/bids.cgi

PROPOSAL

WE, THE UNDERSIGNED, agree to furnish to the Macomb County Department of Roads **Macomb County Highway Map Professional Services**, conforming to the attached specifications at the pricing indicated as noted. F.O.B., 34592 Nova, Clinton Township, Michigan.

The undersigned herein submitted this bid or proposal and agrees to enter into an agreement with the Macomb County Department of Roads in accordance with the RFP documents. In submitting this complete and signed proposal, it is understood that the right is reserved by the Macomb County Department of Roads to reject any or all bids or proposals and to make such award that is in the best interest of the Macomb County Department of Roads

2008 Version of the map is available at
http://www.rcmcweb.org/files/MacombCoFinal8_07_05.pdf

COMPANY NAME: _____ ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PRINTED NAME: _____ SIGNATURE: _____

TITLE: _____ DATE: _____

PHONE NO.: _____ FAX NO.: _____

E-MAIL ADDRESS: _____ TERMS: _____

INDEMNIFICATION

Macomb County Department of Roads will not be responsible for injury to contractor’s employees, sub-contractors, or to third parties caused by the contractor’s agents, servants or employees. Therefore, the contractor agrees to incorporate the below hold harmless agreement into the required insurance and to be evidenced by being contained in the certificate of insurance. Further, the below listed indemnification is incorporated and is part of the subject contract.

“The contractor agrees to protect, defend, indemnify and hold the Macomb County Department of Roads and its Directors, officers, employees and agents free and harmless from and against any and losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, legal fees, liens, demands, court costs, obligation, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance hereof. Without limiting the generality of the foregoing, any and all such claims, etc. relating to personal injury, death, damage to property, defects in materials or workmanship, or any actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder”.

“The contractor further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc. at his sole expense and agrees to bear all other costs and expenses related hereto, even if it (claims, etc.) is groundless, false or fraudulent. In any case in which this indemnification would violate legal prohibition, the foregoing provision concerning indemnification shall not be construed to indemnify the MCDR for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the MCDR, its directors, officers, employees or agents”.

WORK REFERENCES

Name of Company	Location	Name of Person Approving Work and Telephone No.	Time Period of Project

INSURANCE

The following insurance shall be obtained:

- | | | |
|----|---|--|
| A. | Comprehensive General Liability including | \$1,000,000 per occurrence and
\$2,000,000 aggregate |
| | 1. Products and completed operations | |
| | 2. Broad form property damage | |
| | 3. Premises operations | |
| | 4. Broad form contractual | |
| | 5. Personal injury | |
| B. | Workers' Compensation Employers Liability Statutory
Coverage and Employer's Liability Limits of: | \$500,000/\$500,000/\$500,000 |
| C. | Automobile liability including hired and leased
vehicles owned and non-owned autos | \$1,000,000 CSL or \$500,000 per person
\$1,000,000 per accident \$500,000
property damage |

Personal Injury Protection – Statutory Limits and Property Protection Insurance - \$1,000,000 Limit.

Supplemental Environmental Auto Liability (SEAL) coverage or insurance that covers the loading and unloading of scheduled pollutants is required.

CERTIFICATES OF INSURANCE (GENERAL)

All certificates of insurance and duplicate policies of an outsider, vendor or contractor shall contain the following clauses:

- A. "Underwriters shall have no right of recovery or subrogation against the MCDR (including its agents and agencies as aforesaid), it being the intention of the parties that the insurance policy so effected shall protect both parties in primary coverage for any and all losses covered by the subject policy."
- B. "Any coverage afforded the MCDR shall apply as primary and not excess to any insurance issued in the name of the MCDR, et al."
- C. "The insurance company(s) issuing the policy or policies shall have no recourse against the MCDR for payment of any premiums or for assessments under any form of policy."
- D. "The term 'insured' is used severally, not collectively but the inclusion in this policy of more than one insured shall not operate to increase the limit of the MCDR's liability."

All certificates are to provide thirty (30) days written notice of material change or cancellation. Certificates of Insurance and insurance binders must be provided not less than ten (10) working days before commencement of work to the Macomb County Department of Roads, 117 S. Groesbeck Hwy., Mt. Clemens, MI 48043. Insurance carriers are subject to the approval of MCDR.

FEDERAL EMPLOYER IDENTIFICATION

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PRINTED NAME: _____ SIGNATURE: _____

TITLE: _____ DATE: _____

PHONE NO.: _____ FAX NO.: _____

E-MAIL ADDRESS: _____ TERMS: _____

FEDERAL EMPLOYER IDENTIFICATION NUMBER: _____

Which is (check one of the following :)

() Corporation, incorporated under the laws of the State of: _____

() Partnership, consisting of (list partners): _____

() Assumed Name (register no.) _____

() Individual _____

When payment on such order or contract is to be directed to the same company at an address different from above, fill in the following address:

Statement of Non-Submission of Proposal

Macomb County Department of Roads

RFP Number: 12-03

Title: Macomb County Highway Map Professional Services

Please Send or Fax To:

Macomb County Department of Roads

Attn: Purchasing Department

34592 Nova Drive

Clinton Twp., MI 48035

Fax Number: (586) 791-5860

We, the undersigned, have declined to submit a proposal for the following reasons:

Check All That Apply	Reason
<input type="checkbox"/>	Our company does not handle the type of product/service
<input type="checkbox"/>	We cannot meet the specifications nor provide an approved alternate – please explain below
<input type="checkbox"/>	Our company is not interested in submitting a proposal at this time
<input type="checkbox"/>	Job is too small
<input type="checkbox"/>	Job is too large
<input type="checkbox"/>	Cannot be competitive
<input type="checkbox"/>	Liability issues such as insurance, bonding, indemnification, hold harmless
<input type="checkbox"/>	Insufficient time to respond – please explain below
<input type="checkbox"/>	Our company's schedule would not permit performance of the specifications
<input type="checkbox"/>	Other – describe below

Remarks: _____

Company Information:

Company Name: _____

Signature of Authorized Company Representative: _____

Printed Name: _____

Title: _____

Company Address: _____

Fax Number: _____

Telephone Number: _____

Important Note: To qualify as a respondent to the proposal, the vendor must submit a proposal or return this completed form.

VENDOR REGISTRATION: The Macomb County Department of Roads uses the MITN website for vendor registration, proposal and tabulation posting, award information and other processes. Final proposal results will be posted on the MITN website after award. Please register to see results – www.mitn.info.

Cost Response Form

Macomb County Highway Map Professional Services

ITEMS	COST
Section 4.2 of RFP	
1. Map Content Professional Services	\$
2. Complete Road Index and other Non-Map Content Professional Services	\$
3. Required Scoping Meeting	\$
4. Two (2) Approved Copies of Each Proof [Front and Back side (cover and index)]	\$
Section 4.3 of RFP	
5. Macomb County Highway Maps Folded	10,000 \$
6. Macomb County Highway Maps Flat	75 \$
7. Macomb County Highway Map PDF Format	1 \$
8. Macomb County Highway Map Adobe Illustrator Format	1 \$
9. GIS Layers Created in the Process	All \$
10. Estimated Shipping Costs	All \$
TOTAL COST OF PROJECT	
Add Items 1 thru 10	\$

Macomb County Highway Maps Folded
Please provide three costs estimates that reflect the best price your company can deliver if the quantity of delivered folded maps changes.

Estimate 1	Quantity	\$
Estimate 2	Quantity	\$
Estimate 3	Quantity	\$

Macomb County Highway Maps Flat
Please provide three costs estimates that reflect the best price your company can deliver if the quantity of delivered folded maps changes.

Estimate 1	Quantity	\$
Estimate 2	Quantity	\$
Estimate 3	Quantity	\$

1.0 INTRODUCTION

Macomb County Department of Roads is distributing this Request for Proposal (RFP) and soliciting responses to obtain professional services which will assist in the development and creation of an **Official Macomb County Highway Map**. The remainder of this RFP will reference the final product as the County Highway Map. The last Macomb County Map was created in 2008. It is anticipated that this project may take up to seven months and will result in the publishing of an updated map to disperse in September 2012.

The purpose of this document is to provide interested parties with enough information to enable them to prepare and submit a proposal for services. Macomb County Department of Roads will use the results of this process to award a Professional Services Contract for development and printing of the County Highway Map.

2.0 PROFILE OF MACOMB COUNTY

Population

Macomb County is the ninth smallest of Michigan's 83 counties (with 482 square miles), yet it ranks third in population with 840,000 residents. It is one of three counties that comprise the Detroit Metropolitan area (one of the top 10 metro areas in the US). Among the county's 27 municipalities are included 3 of the 10 largest communities in Michigan; Warren (3rd), Sterling Heights (6th), and Clinton Township (10th).

Business Environment

Manufacturing is Macomb County's leading industry, employing roughly one-third of the workforce. Major manufacturers alone have invested over \$2 billion in the county since 1990. Macomb County is their "location of choice" because they recognize that the business environment, quality infrastructure, and productive workforce make for a smart investment that will pay handsome dividends well into the future.

2.1 THE MACOMB COUNTY DEPARTMENT OF ROADS (MCDR)

On May 6, 2008, residents of Macomb County voted in favor of creating a charter commission. Commissioners were elected the following November and began drafting the charter one month later. Gov. Jennifer Granholm subsequently approved the charter, and it was placed on the November 2009 ballot, where it passed vote of 60 percent to 40 percent.

The passage of the charter in 2009 resulted in the creation of a Macomb County Executive Office; the decrease of Macomb County Board of Commissioners from 27 to 13; and the reorganization of the Road Commission. Under this transition, the Road Commission of Macomb County became the Macomb County Department of Roads (MCDR), with a new organizational chart that replaced the three person Road Commission Board with a Director of Roads that reports directly to the Macomb County Executive.

MCDR maintains more than 1,700 miles of road with more than 900 traffic signals and 60,000 signs. MCDR is responsible for the public road system (except State highways) outside incorporated cities and villages. In many counties, including Macomb, certain primary roads in Cities are under County jurisdiction. These important roads are continuous throughout a County and are usually made contiguous with adjoining counties. Examples of such roads are Metropolitan Parkway (Big Beaver Road in Oakland County) and 14 Mile Road.

MCDR's primary source of funding is the Michigan Transportation Fund. This fund is supported by the state fuel tax and vehicle registration fees. Macomb's allocation is based on a formula, which includes factors such as population, miles of certified road and vehicle registration fees.

In addition to Michigan Transportation funds, MCDR receives Federal and State Aid for specific construction projects, as well as, cost sharing with townships and cities in Macomb County on road projects. The Macomb County Department of Roads also has a contract with the Michigan Department of Transportation to maintain most of Macomb County's State Trunk lines.

Macomb County's network of roads and bridges continues to be the basic building block of our success as a community. Macomb County's economic health depends on a system of transportation that serves every aspect of our community's needs. It assures jobs, business activity, education and an opportunity to improve the quality of life for all of our citizens.

2.2 RFP Review Team Overview

A review team has been assembled to guide the selection of a qualified bidder for the County Highway Map project. The Project Review Team will be responsible for the evaluation of RFP responses and the selection of a qualified service provider.

3.0 RESPONSE SUBMISSION REQUIREMENTS

The following administrative requirements shall govern the preparation and submission of every proposal response.

3.1 Response Submission Deadline

All responses must be submitted in a bound paper format. No proposals in any other format, such as faxed or e-mailed, will be acceptable. The submitting of a proposal in the incorrect format will result in the immediate rejection of the proposal without being opened or reviewed.

Respondents must submit the following bound paper Raps:

One (1) "marked" original and five (5) copies for a total of six (6) proposals, clearly marked "Macomb County Highway Map RFP Response".

The entire submittal package must be received and stamped by the Macomb County Department of Roads no later than **Wednesday, January 18, 2012 at 3:00 p.m. E.S.T. NO LATE PROPOSALS WILL BE ACCEPTED.** Responses should be addressed to the project contact person at the following address:

Macomb County Department of Roads
117 South Groesbeck Highway
Mount Clemens, Michigan 48043
Macomb County Highway Map Professional Services
RFP 12-03

Responses must be mailed or hand-delivered. Technical and price responses must be shipped in one box or package. The Respondent shall be responsible for the timely delivery of any response sent by mail or commercial express service.

All responses become the property of Macomb County. The content of all responses will be held confidential and sealed until after the submission deadline.

3.2 Late Responses, Modification, or Withdrawal

Responses received after the date and time indicated will not be considered.

Responses may be withdrawn or modified in writing prior to the response submission deadline. Responses that are resubmitted or modified shall be sealed and submitted to the MCDR contact person as noted in Section 3.1 prior to the response submission deadline.

3.3 Packaging and Format

Each response must be sealed to provide confidentiality of the information prior to the submission date and time. Macomb County Department of Roads will not be responsible for premature opening of responses not properly labeled. Clearly mark one response copy as the "Master Proposal" and enclose originals of the required forms. The response shall be accompanied by a transmittal letter signed in ink by an authorized company representative empowered with the right to bind the Respondent. Each response must contain the following information:

Cover Letter: Include the original signed cover letter with the original proposal and a copy of the cover letter with each copy of the proposal. The cover letter should provide the following: a) brief statement of the Respondent understands of the project, b) name, title, phone number, fax number, e-mail address, and street address of the company representative, and c) highlights of the Respondent's qualifications and ability to perform the project services.

Company Overview: Include the following information about the Respondent's firm: a) company name, address, phone number, fax number and email address, b) year the firm was established and any former names of the firm if applicable, c) type of ownership and parent company if applicable, d) location of the office or offices that will provide the project services, and e) brief statement of the firm's background demonstrating longevity and financial stability.

Highway Map: In this section, describe the Respondent's expertise, understanding and experience using GIS technologies to develop and print highway maps similar to the project described in this RFP.

Project Team: Include a project team organizational chart and clearly identify the project manager and project team. A resume for the project manager should be included and a brief description of the project teams related experience.

Project References: For up to three (3) relevant projects, include a one or two paragraph project description that demonstrates capabilities in the project services, experience with similar clients, and/or local project experience. Include the name of the client organization and the contact person for a reference.

Proposed Fee: Complete the Fee Schedule, Page10 of the RFP, and include it in this section.

Additional Information: Include any appropriate additional information that supports your proposal such as sample maps, management plans, etc.

3.4 Price Quotations

All prices shall be quoted in U.S. dollars. Unless Respondents specifically note otherwise, any and all quoted prices will be firm. The prices quoted in this response will be good for one year from the award date. In case of error in the extension of prices in the response, the unit prices shall govern (Fill out all lines on page 10).

3.5 Acceptance of Response Content

Provisions of this RFP and the contents of the successful response will be used for establishment of final contractual obligations. MCDR retains the option of retracting the award if the successful Respondent fails to accept such obligations. MCDR and the successful Respondent shall enter into a written contract for the work to be performed. It is expressly understood that this RFP and the Respondent's proposal will be attached and/or included by reference in an Agreement signed by Macomb County Department of Roads and the successful Respondent.

3.6 Duly Authorized Signature

The response must contain the signature of a duly authorized officer of the Respondent empowered with the right to bind the Respondent.

3.7 Response Costs

The Respondent shall be responsible for all costs incurred in the development and submission of this response. MCDR assumes no contractual obligation as a result of the issuance of this RFP, the preparation or submission of a response by a Respondent, the evaluation of an accepted response, or the selection of finalists. MCDR shall not be contractually bound until MCDR and the successful Respondent have executed a written contract for performance of the work.

3.8 Complete Services/Products

The successful Respondent shall be required to a) furnish all tools, equipment, supplies, supervision, local transportation and other accessories, services, and facilities necessary to provide the products and services; b) furnish all materials, supplies, and equipment specified and required to be incorporated in and form a permanent part of the completed work; c) provide and perform all necessary labor; and d) perform and complete the work in accordance with good technical practice, with due diligence, and in accordance with the requirements, stipulations, provisions, and conditions of this RFP and the resultant agreement. The final products shall be delivered to MCDR.

3.9 Selection Criteria

Macomb County Department of Roads will use the following criteria to evaluate the RFP proposals:

Staff Qualifications & Technical Expertise: The Respondent's demonstrated technical ability and staff qualifications will be evaluated.

Similar Project Experience: Similar project experience will be evaluated. Technical nature, complexity, geographic size, and project references will be considered.

Geographic Information Systems and Adobe Creative Suite 4: The Respondent's specific experience in ESRI's GIS products, file structures and database schemes will be considered. As well as, the respondent will be evaluated on the ability to transfer GIS data into Adobe Creative Suite 4 or higher.

Service Capacity & Accountability: The firm's capacity to provide the requested GIS and map production services will be evaluated. Resource levels, management practices and project accountability will also be considered.

Compliance with RFP Instructions: Compliance with the instructions set forth in Section 3 of the RFP will be evaluated. Significant non-compliance may be grounds for disqualification.

The criteria stated above are not a comprehensive list, nor does the arrangement imply order of importance. Points assigned to each section:

- Staff Qualifications and Technical Expertise (10 Points)
- Similar Project Experience (25 Points)
- Geographic Information Systems and Adobe Creative Suite 4 (5 Points)
- Services Capacity and Accountability (5 Points)
- Compliance with RFP Instructions (5 Points)

3.10 Selection Process

The RFP Review Team will use standardized evaluation criteria to score the RFP responses. Once the individual scores have been completed, a cumulative score will be tallied. The Review Team may then choose to schedule presentations from a select group of high scoring Respondents. The cumulative scores and results of the Respondent presentations will be used to select a successful Professional Service firm.

4.0 COUNTY HIGHWAY MAP AND PROFESSIONAL SERVICE AREAS

The Macomb County Department of Roads has generated a county highway map for decades. The last update and printing of the map was in 2008. The selected firm will be asked to develop a similar map in size, look and feel, symbolization, and inclusion of all roads within county boundaries regardless if the road is under the control or maintenance of Macomb County Department of Roads. This will include roads but will not be limited to the following: Federal Interstates, State of Michigan Roads, Macomb County Roads, City Roads, Subdivision Roads, Private Roads and any other road that does not fall into one of these categories but has historically been considered part of the Macomb County road network. In addition, MCDR requests the correct placement and naming of the large non-motorized trails.

The development of the Macomb County Highway Map is divided into two phases. The first phase will be the development of a County Highway Map Proof while the second phase will be the production printing of the County Highway Map. The second phase will not begin without written approval of the Highway Map Proof by the Director of Roads.

All design documents, program plans, data designs, map proofs, and project "works", that are developed as a part of this Professional Service engagement will become the property of Macomb County Department of Roads. This will include any ESRI files that are generated to complete the project (i.e. grid for creating the road name index). Upon completion of this project, the Respondent must transfer the rights and use of all deliverable products. Any appropriate copyrights must be assigned in writing. The

commercial use of the road map without the express, written consent of Macomb County is strictly prohibited. To be considered, firms must respond to the services requested below.

4.1 Required Project Scoping Meeting

The selected firm will schedule a project scoping meeting with representatives of the MCDR. The scoping meeting will include but not be limited to the following items.

- Structure of GIS road file and the use of the classification field to stylize various road types.
- Color scheme for the creation of the map
- Color scheme and format of the map cover and back page
- Decision on the look of the road indexing system
- Format and indexing of all road names to be placed on the back of the map
- Other layers of information to include on the map (i.e. rivers, parks, etc.). Majority of data can be provided by MCDR
- Amount of road network to include from adjacent counties and the City of Detroit
- Stylization of all elements (i.e. legend, community names, roads, rivers and drains, parks, hospitals, etc.)
- Schedule for delivering proofs in PDF format. Discussion to include size of tiles to review and agreed upon symbols for marking various errors. An agreement on the subsequent process of rechecking submittals that are sent back to respondent for needed corrections.
- Discussion and approval of any automated methods of checking data by the selected firm
- Various formats of deliverables (i.e. print ready map file, Adobe Illustrator file with similar data on individual layers, etc.)
- Determine proper weight, finish, dimensions of paper used in the 2008 production of the map.
- Look at alternative paper that is similar in cost to the 2008 map production.
- Determine acceptable folding scheme to create the front and back cover of the map and to fold the map down to the acceptable distribution size.

MCDR will consider any suggestions by the selected Respondent that will result in cost savings to the overall project.

4.2 Highway Map Proof Development

The checking process will occur until MCDR is satisfied with the proof. The successful firm must then develop one full color, double-sided, "production-ready" proof. The Highway Map Proof must be 30.75" x 44" (trim size) in size and include the map on one side of the product and a complete road index on the backside.

4.2.1 Map Content Development

The Macomb County Department of Roads will provide native GIS data in ESRI format (shapefile or personal geodatabase) and the successful firm will use the County's GIS data to render the map content. The firm will supplement the data provided by the County with other data resources to make sure all elements of the map are represented. The MCDR will supply the following data: roads, rivers and drains, parks, section corners and section numbers, municipal boundaries, adjacent county and city boundaries, adjacent county and city roads with names and hospitals.

When all changes and corrections have been made to the map, the Respondent will receive a Macomb County GIS file that will include all roads and road names constructed from the time the project started to the time the map is ready to print. The most recent updated GIS data and provide these components to the successful firm for inclusion in the production printing process. The updated map components must be used during production printing.

Macomb County will openly entertain any value-added alternative(s) to the approaches mentioned above. Note: Alternatives will only be considered if they leverage the County's GIS data.

4.2.2 Non Map Content Development

The successful respondent will provide graphic artist resources to develop the non-map content of the proofs. The non-map content may include: 10 to 15 photographs (varying in size from 1-1/2 x 2-1/2 to 8 x 8 inches), map legend, map title, map date, major road index, and descriptive information about Macomb County. The firm will be responsible for developing 2 to 3 alternatives for the non-map content and presenting them to the project team for review. The non-map content will include graphic artist resources to develop the front and back covers of the County Highway Map Proof. The Road Map Proof must be designed with folds that support the creation of a front and back cover of the map. The selected respondent will need to show how the map cover will layout with the complete road index. Any changes that arise from the project team's review will be completed by the firm's graphic artist prior to preparation of the final proof.

The successful firm must provide a copy of the proof to the Macomb County Director of Roads. MCDR will review and approve the final proofs prior to the start of the map production printing.

4.3 HIGHWAY MAP PRINTING

The successful firm will use the approved production-ready proof to mass produce the **Official Macomb County Highway Map**. The product must be produced using an ink and paper that minimizes tears and fading brought on by sunlight and use. The selected Respondent will show MCDR at least 4 different types of base paper products and explain the pros and cons for each. The project team will select one of the four that the respondent will use. Reproduction of the map will be as follows:

DELIVERABLES

Product	Quantity
Folded Copies of Road Map	10,000
Flat Copies of Road Map	75
Digital Copy of Road Map in PDF Format	1
Digital Copy of Road Map in Adobe Illustrator Format	1
GIS Data Layers Created in the Process*	n/a

*All GIS layers must be submitted in ESRI standard format (i.e. shapefile, layer, geodatabase).

MCDR reserves the right to order additional quantities of the products mentioned above. Costs for additional quantities should be included in Appendix A of the RFP. Any shipping costs associated with the delivery of the products mentioned above should also be included in Appendix A of the RFP.

5.0 QUALITY CONTROL STANDARDS

Specific quality control procedures that will be used by the Respondent should be described in the RFP response. Project management methods, project scope management methods and application development processes should be described in detail.

MCDR will develop in-house procedures to track the quality and timeliness of all professional services. At a minimum, project performance, the quality of deliverables, adherence to project timelines, adherence to project budget, and project acceptance methods will be monitored and reported.

6.0 PROJECT TIMING

The following is a high-level RFP response timeline that is subject to change. Specific project timelines will be developed with the successful Respondent after selection.

**MAJOR BENCHMARKS
TOWARD PROJECT COMPLETION**

Description of Task	Estimated Date of Completion
Request for Proposal Released	December 14, 2011
Requests for Clarification Due	December 28, 2011
Last Day for Clarification Responses Issued	January 10, 2012
Proposals Due	January 18, 2012
Successful Respondent(s) Selected	February 1, 2012
Potential Interviews	February 9, 2012
Selected Vendor	February 18, 2012
Professional Services Contract Completed	March 4, 2012
Required Project Meeting	March 10, 2012
Proofs of Sections of Maps Completed	August 19, 2012
County Road Map Approved by MCDR	August 26, 2012
Final Road Map Ready for Print	September 9, 2012
Production Printing of Road Maps	September 30, 2012

Time extensions will only be considered in circumstances beyond the Respondent or County's control. If for any reason the proposed delivery schedule cannot be met, the Respondent must notify the County immediately and demonstrate cause and the extent of delay.

7.0 CONTACTS FOR RFP PROCESS

Any requests for clarification and/or additional information regarding the RFP and bidding processes shall be directed through email to MCDR at the following address:

JoAnna Strizic
E-Mail: jstrizic@rcmcweb.org

8.0 OTHER RELATED MATTERS

Specific points of clarification must be sent via email to John Crumm at jcrumm@rcmcweb.org should include the specific section(s) of the RFP that is in question. All questions will be answered and submitted to all participating firms in the form of an amendment to the RFP. The amendment(s) will also be made available on the department's web site at: <http://www.rcmcweb.org> and www.mitn.info.