

VILLAGE OF DUNDEE, MICHIGAN

REQUEST FOR QUALIFICATIONS (RFQ)
PROPOSAL FOR ENGINEERING SERVICES FOR
2021 MAJOR STREET IMPROVEMENTS
DUNHAM STREET AND TOLEDO STREET

All consultants shall complete the Proposal & Award page(s) and submit all information requested herein in this proposal document in this entirety, IN ORDER FOR THE PROPOSAL TO BE RESPONSIVE. FAILURE TO DO SO MAY RESULT IN THE PROPOSAL BEING DECLARED NON-RESPONSIVE AND REJECTED.

PROJECT NAME: Engineering Services for 2021 Major Street Improvements (Toledo Street and Dunham Street)

PROJECT NUMBER: RFQ 2021-010

DATE OF ISSUANCE: January 12, 2021

DATE PROPOSAL DUE: 10:00 A.M., Thursday January 28, 2021

ISSUING OFFICE: Village of Dundee
Engineering Department
350 W. Monroe St.
Dundee, MI 48131

PROPOSAL & AWARD

The undersigned having become thoroughly familiar with and understand the entire proposal documents attached hereto, agrees to provide the services as specified herein, for the unit prices as stipulated herein, subject to negotiation.

I hereby state that all of the information I have provided is true accurate and complete. I hereby state that I have authority to submit this proposal which will become a binding contract if accepted by the Village of Dundee. I hereby state that I have not accepted anything of value from an official or employee of the Village of Dundee that would tend to destroy or hinder free competition.

I hereby state that I have read, understand and agree to be bound by all the terms of this proposal document.

SIGNATURE: _____ DATE: _____

PRINT NAME: _____ TITLE: _____

FIRM NAME: _____

ADDRESS: _____

TELEPHONE No.: _____ E-MAIL: _____

Proposal: We propose to furnish all labor, materials, equipment, tools and services required to complete engineering survey and design services in accordance with Michigan Department of Transportation and Village of Dundee construction standards and within the Scope of Services identified on pages 10 and 11, contained herein in consideration of the amounts stated in our "Fee Proposal" attached hereto and agree that this document will constitute the Contract if accepted by the Village of Dundee.

Acceptance: This proposal is accepted by the Village of Dundee.

Dave Uhl, Village Manager

Date

INSTRUCTION TO CONSULTANTS

PROPOSALS

All proposals must be submitted following the proposal format supplied by the Village of Dundee in this document and shall be subject to all requirements of this document.

The Village may consider as irregular any proposal in which there is an alteration of or departure from the format stated in the RFQ documents, and at its option may reject the same.

Each consultant shall include in its proposal, in the form of a Fee Proposal, the hourly rates and fee for performing the varying tasks that may likely be anticipated. The prices set forth in the proposal submitted by each consultant shall remain in effect for 90 days.

Each consultant will include in their proposal a listing of each principal and the names of any proposed subcontractor(s) and the name and address of each office which may likely be involved in the project.

Before executing any subcontract, the successful consultant shall submit the name and principals of any proposed subcontractor for approval.

SUBMITTAL OF PROPOSALS

Three copies of the proposal documents shall be submitted in a sealed envelope. Deliver or send the proposal to Village of Dundee, Engineering Department, 350 W. Monroe Street, Dundee, MI 48131.

The envelope shall be clearly marked on the exterior denoting the name of the firm submitting the proposal and the name of the particular professional services contract for which the proposal is offered.

The proposals shall be submitted by no later than 10:00 A.M., January 28, 2021.

AWARD OF CONTRACT/REJECTION OF PROPOSALS

The contract will be awarded to the consultant who provides a proposal that is most responsive to meeting both the needs of the project and the Village of Dundee.

The Village reserves the right to reject any and all proposals and to waive any irregularity in proposals received whenever such rejection or waiver is in the best interest of the Village.

The consultant to whom the Award is made will be notified at the earliest possible date. All consultants submitting proposals will be notified when the award is made.

The contract shall be considered executed after the Village of Dundee Manager or another designated official has signed the document.

SIGNATURES

Prior to awarding a contract, all proposals, notifications, claims and statements must be signed as follows:

CORPORATIONS: Signature of official shall be accompanied by a certified copy of the resolution of the Board of Directors authorizing the individual signing to bind the corporation. Each signature must be witnessed and notarized.

PARTNERSHIPS: Signatures of one partner shall be accompanied by a certified copy of the Power of Attorney authorizing the signing to bind all partners. If all partners sign the proposal no authorization is needed. Each signature must be witnessed and notarized.

LIMITED LIABILITY COMPANY: Signature of a member, or if organized on a managing member basis, a certified copy of a resolution appointing the signer as the managing member.

INDIVIDUAL: No authorization is needed, but the signature must be witnessed and notarized.

TYPE OF CONTRACT

It is proposed that the contract entered into as a result of this RFQ will have hourly rates with not-to-exceed costs for each of the varying professional services anticipated. Negotiations may be undertaken with those firms whose proposals as to price and other factors show them to be

qualified, responsible and capable of performing the work. The contract that may be entered into will be that one which is most advantageous to the Village of Dundee, price and other factors, considered. The Village reserves the right to consider proposals, or modifications thereof, received at any time before the award is made, if such action is deemed to be in the best interest of the Village.

NO THIRD-PARTY RIGHTS

It is agreed and understood that the contract is made solely for the benefit of the Village of Dundee and the Provider of Services; that it is not made for the benefit of any third party; and that no action or defense may be founded upon this contract except by the parties signatory hereto.

CONTRACT EXTENSIONS

This agreement will be for the entire duration of the project, that includes engineering survey and design services. Extensions into subsequent fiscal years are subject to review and mutual agreement by the village and consultant.

ACCEPTANCE OF PROPOSAL CONTENTS

The contents of the proposal of the successful consultant will become contractual obligations, if a contract is issued. Failure of the successful consultant to accept these obligations will result in cancellation of the award.

VILLAGE RESPONSIBILITIES

The Village of Dundee will provide information as to the village's requirements for the project and make available pertinent information which may be useful in the project work.

The Village will designate a person to act as the Village's project manager with respect to the work to be performed. Such person will have the authority to transmit instructions, receive information, interpret and define the Village's policies and decisions with respect to elements pertinent to the project.

The Village will direct the consultant in writing to furnish any special services, sub-consultants and/or extra work that may be required on the project upon receipt of written evidence from the firm detailing as to cost, time schedule, and reason for such special service or extra work.

CONTRACT PAYMENT SCHEDULE

Payment for a contract entered into as a result of this request will be made monthly upon receipt of the consultant's billing invoice. The consultant's billing invoice should be based on the work completed to date at the unit prices bid. Only the specific items listed in the Scope of Services and fees are pay items.

VILLAGE CONTRACT REQUIREMENTS

The following Village of Dundee contract requirements must be included in the firm's contract (some exclusions may apply):

All Village of Dundee Policies, Ordinances and Charter Sections applicable to this RFQ are available at the Village Office for the Consultant's inspection and review, and the Consultant understands that it is its sole responsibility to understand and fully comply with all applicable Village of Dundee Policies, Ordinances and Charter Sections. Contractor agrees that it will comply with the State of Michigan's Elliott-Larsen Civil Rights Act, Act 453 of 1976.

Independent Contractors. The parties agree that Contractor is an independent contractor as that term is commonly used and Contractor's employees are not and shall not be considered subcontractors or employees of the Village and has no authority to bind the Village in any manner. Contractor shall be solely responsible for the withholding and reporting of all federal, state, and local income and employment taxes. Contractor acknowledges that it is not insured in any manner through the Village for any bodily injury, personal injury, or property loss whatsoever.

Limitation of Liability. Except for indemnification pursuant to this agreement, neither party shall be liable to the other, or any of their respective agents, representatives, or employees for any lost revenue, lost profits, loss of technology, rights or services, incidental, punitive, indirect, special or consequential damages, loss of data, or interruption or loss of use of service, even if advised of the possibility of such damages, whether under theory of contract, tort (including negligence), strict liability or otherwise.

Indemnity. Contractor shall, to the fullest extent permitted by law pursuant to MCL 691.991(2), defend, indemnify and hold harmless the Village, and its elected and appointed officers, agents, servants, and employees from any and all claims, damages, losses, expenses, liability, judgment, or liens, including reasonable attorney fees and other costs of defense arising out of any acts, errors or omissions or the discharge, release or escape of contaminants or hazardous substances by Contractor or by anyone acting on their behalf under or in any matter connected with this

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agreement. Contractor's obligations to indemnify the Village shall survive the expiration, non-renewal, or termination of this Agreement.

Liability Insurance. Contractor shall obtain and maintain in full force and effect during the entire term of this agreement a policy of comprehensive general liability insurance, including professional errors and omissions, with limits of liability of not less than \$1,000,000 and workers disability compensation insurance in compliance with Michigan's statutory limits, and shall provide a certificate of insurance to the Village naming the Village as a certificate holder, which certificate shall provide that the Village shall receive at least 30 days prior written notice of cancellation or nonrenewal of such insurance.

Non-Assignment. The parties agree that there shall be no authority on the part of Contractor to subcontract, assign, or otherwise dispose of any portion of the services to be performed herein without the prior written approval of the Village. In the event that the Village approves a subcontract, assignment, or disposition, Contractor solely shall be responsible for managing, directing and paying the subcontractors or assignees, and the Village shall have no obligations whatsoever toward said subcontractors or assignees. Consent to subcontract, assign, or otherwise dispose of any portion of this Agreement shall not be construed to relieve Contractor of any responsibility for the fulfillment of this Agreement.

Criminal Background Investigation Requirement

The Village of Dundee requires satisfactory completion of a criminal background investigation for all persons having access to Village facilities under this Contract. The Contractor will be required to provide to the Owner a list of all employees and employees of Sub-Contractors who are proposed to be working under this Contract, within 10 days of award of Contract. This list shall include the full name and date of birth of each employee, any aliases of each employee including maiden names, and shall differentiate between employees proposed to have access to secure areas of Village Hall and those who will work in other areas of Village facilities. Secure areas of Village Hall are those areas utilized for the administration of criminal justice and the Police Department.

The Village of Dundee will investigate employees proposed to work under this Contract using the Michigan Internet Criminal History Access Tool (ICHAT), the Michigan Sexual Offenders Registry and the Michigan Corrections website. In addition, employees proposed to work under this Contract who will have access to secure areas of Village Hall will also be subject to investigation thru the Law Enforcement Information Network (LEIN).

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Any Contractor or employee of any Contractor, who have any felony convictions, misdemeanor convictions that involve crimes against persons, or drug offenses will not be allowed to work in any Village of Dundee facility. The Village of Dundee reserves the right to limit areas of access for individual employees, to prohibit certain employees work in Village facilities under this Contract, or to otherwise limit or eliminate any employees' access to any Village facility or portion of Village facility, based on the information collected, as the Village deems to be in its best interest.

SPECIFIC PROJECT INFORMATION

INTRODUCTION TO PROJECT

The Village of Dundee is requesting qualified civil engineering consultants to submit proposals for performing engineering survey and design services for the 2021 Major Street Improvements on Dunham Street and Toledo Street. Construction will include a combination of water main and water service replacement, sanitary sewer and sanitary lateral replacement, storm sewer replacement, pavement milling and surfacing, full depth pavement replacement and traffic signage replacement. Construction will be paid for with a combination of Village Water Funds, Village Sewer Funds, Village Major Highway Funds and Special Assessments. The scope of work includes a topographic survey of existing conditions, drainage structure evaluations, water main, sanitary sewer and storm sewer evaluations, design and preparing final plans and assistance in preparing bid quantities and engineering estimates of project costs.

The existing roadways are major street routes with the National Functional Classification (NFC) as minor arterial. Dunham Street connects the eastern side of the industrial park with Main Street and although not a truck route does see heavy non-truck traffic. Toledo Street is not designated as an emergency route for U.S. 23 but does serve as such during emergencies on NB U.S. 23. Toledo Street connects Lloyd Rd (which has an exit ramp on NB U.S. 23) through the southern tier of the Village to Monroe Street (M-50).

The project length for Dunham Street is approximately 2550 feet (0.97 Lane Miles) and may include alternatives to reduce traffic speeds. The future classification of the street will be decided at a later date but will possibly have one section of local street classification and one section of major street classification.

The project length for Toledo Street is approximately 2370 feet (0.90 Lane Miles). The original water plant is adjacent to Toledo Street and can be used for staging during all phases of design and construction.

SCOPE OF SERVICES

The scope of services to be performed by the Consultant shall be divided into tasks and the work for each task shall be divided into three separate phases.

SURVEY

Task: Topographic Survey

The consultant shall collect all topographic information necessary for design of the project and to prepare contract documents. Survey shall be conducted and entered into AutoCAD in accordance with the Village of Dundee standards and provide a digital AutoCAD copy to the Village. Surveys shall be tied to USGS and MDOT monuments as well as other monuments in the general area.

Task: Soil Borings

The consultant shall collect soil boring information necessary for the design of the project and to prepare contract documents. All soil testing shall conform to ASTM standards. A report of soil borings and test results shall be prepared by the consultant and submitted to the Village prior to initiation of design work.

PRELIMINARY DESIGN

Task: Water Main Evaluation, Storm and Sanitary Sewer Inspection

The consultant shall perform a video inspection of all gravity sewers and an evaluation of the water mains contained within the project limits and provide a written report concerning the condition of said sewers and water mains and make recommendations concerning any necessary repairs or replacements. Necessary repairs and replacements shall be included in the design of the project and added to construction plans.

Task: Preparation of Plans, Specifications and Engineer's Estimate

The consultant shall prepare plans, specifications and an engineer's estimate of construction costs in accordance with the standards and requirements of Village of Dundee Construction Standards, MDOT and other governing agencies.

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For those items not included in the Village of Dundee Standards or MDOT Standard Specifications, the Village of Dundee's Special Provisions shall be used. The consultant will generate Special Provisions only for those items not otherwise specified.

Engineer's Estimate shall be prepared using MERL software. Plans shall be prepared using AutoCAD according to the Village of Dundee drafting standards.

Attend progress meetings as necessary for the review of preliminary plans, specifications and engineer's estimate.

FINAL DESIGN & PERMITTING

Task: Final Design

The consultant shall make changes and prepare final construction and permit plans and specifications following feedback from the Village.

Task: Permitting

Following approval by the Village the consultant shall prepare and submit applications for applicable MDOT right-of-way permits and advance warning and detour signage, EGLE for water supply and sanitary sewer permits, Monroe County Part 91 SESC permit.

Task: Bid Assistance

The consultant shall provide as-needed assistance to the Village in the preparation of the complete bid package, publishing for bidding and bid opening.

CRITERIA FOR SELECTION

All Qualifications received shall be subject to an evaluation by the Village of Dundee Manager and Engineering Department assisted by other Village personnel. The following factors will be considered in making the selection:

PROPOSAL FORMAT

Qualifications – 30%

- State the full name and address of your organization and, if applicable, the branch office or other subsidiary element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation. If as a corporation, include whether it is licensed to operate in the State of Michigan.
- Include the name of executive and professional personnel by skill and qualification that will be employed in the work. Show where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the project. Identify only individuals who will do the work on this project by name and title. Resumes and qualifications are required for all proposed project personnel, including all subcontractors. Qualifications and capabilities of any subcontractors must also be included.
- State history of the firm, in terms of length of existence, types of services provided, etc. Identify the technical details that make the firm uniquely qualified for this work.

Past Involvement with Similar Projects – 40%

- The written proposal must include a list of specific experience in the project area and indicate proven ability in implementing similar projects for the firm and the individuals to be involved in the project. A complete list of client references must be provided for similar projects recently completed. The list shall include the firm/agency name, address, telephone number, project title, and contact person.

Proposed Work Plan – 30%

- Provide a detailed and comprehensive description of how the offeror intends to provide the services requested in this RFP. This description shall include, but not be limited to: how the project(s) will be managed and scheduled, how and when data and materials will be delivered to the Village, communication and coordination, the working relationship between the consultant and Village staff, and the company's general philosophy in regards to providing the requested services.
- Consultants shall be evaluated on the clarity, thoroughness, and content of their responses to the above items.

Fee Proposal

- Fee schedules shall be submitted in a separate, sealed, envelope as part of the proposal. Fee quotations are to include the names, title, hourly rates, overhead factors, and any other relevant details. The proposal should highlight key staff and positions that would likely be involved with projects. Consultants shall be capable of justifying the details of the fee proposal relative to personnel costs, overhead, material and time.

PROPOSAL EVALUATION

The Village Manager and Engineering Department will evaluate each proposal by the above-described criteria. Each firm will be ranked based on those criteria and may be asked to submit additional information if deemed necessary. The Fee Proposal will only be used in the selection process in the event that multiple firms have the same rank.

Work to be done under this contract is generally described through the detailed specifications and must be completed fully in accordance with the contract documents.

Any proposal that does not conform fully to these instructions may be rejected.

PREPARATION OF PROPOSALS

Proposals should have no plastic bindings but will not be rejected as non-responsive for being bound. Staples or binder clips are acceptable. Proposals should be printed double sided on recycled paper. Proposals should not be more than 30 sheets (60 sides), not including required attachments and resumes. Each person signing the proposal certifies that they are a person in the offeror's firm/organization responsible for the decisions

regarding the fees being offered in the Proposal and has not and will not participate in any action contrary to the terms of this provision.

ADDENDA

If it becomes necessary to revise any part of the RFQ, notice of the addendum will be posted to Michigan Inter-governmental Trade Network (MITN) www.mitn.info and/or the Village of Dundee web site for all parties to download.