

Request for Proposal  
For  
Design- and Construction-Engineering Services for  
**County Road 571**  
improvement project Kalkaska County Road  
Commission  
Kalkaska, MI

County Road 571 improvement project including improvements near Starvation Lake Road and within Coldsprings Township, Kalkaska County. The desired project includes but not limited to reconstructing and raising the road in the wetlands, providing cross drainage and HMA crush/shape approximately one mile.

**Request for Proposal**  
Design- and Construction- Engineering Services

The Kalkaska County Road Commission is soliciting written proposals from selected engineering firms to provide design and construction engineering services for the following proposed project:

**County Road 571 near Starvation Lake Road, totaling approximately 1 mile, depending on budgeted amount, within Coldsprings Township, Kalkaska County. This project will be funded by 2021 STP funds and KCRC funds. Work will include but is not limited to HMA crush and shape, raising road in wetland and installing drainage, and pavement markings.**

Design for the project shall be completed to obtain a MDOT letting not later than August 2021 or sooner. Construction is anticipated to be completed no later than October 31, 2021. The project is included as 2021 STP funding for roadway rehabilitation along County Road 571. This will include Federal funds and match dollars from the Kalkaska County Road Commission.

One copy of sealed proposals by engineering firms shall be submitted by Wednesday, February 3, 2021 by 9:00 am. The proposal shall contain the bidder's qualifications, experience references and any other information that would highlight the bidder's ability to perform the services requested in this Request for Proposals. The second part shall contain the bidder's not to exceed fee to provide design-engineering services, and the bidder's estimated fee to provide construction-engineering services and a total fee, as outlined below in this Request for Proposals.

Proposals may be mailed in advance and plainly labeled "Proposal for Design- and Construction- Engineering Services for County Road 571 Project" to:

John S. Rogers, Manager  
Kalkaska County Road Commission  
1049 Island Lake Road  
Kalkaska, MI 49646

The Board of Kalkaska County Road Commissioners reserves the right to reject any or all proposals, waive any requirements or irregularities in the bidding, and to award in the best interest of the Kalkaska County Road Commission. The Road Commission is not liable for any costs incurred by the bidding firm prior to the issuance of any contract. Notwithstanding its selection as the successful bidder, no contract or other binding agreement of any sort will exist between the Road Commission and the selected bidder until the final contract(s) are signed by the Board and the selected bidder.

## COUNTY ROAD 571 IMPROVEMENT PROJECT

PROJECT OVERVIEW: County Road 571 improvements from Starvation Lake Road to the south approximately 1 mile. The existing surface is a two lane rural asphalt road with an average of 11 foot wide lanes with 4 foot paved shoulder. The reconstructed road shall match existing widths. The road is currently closed due to high water levels.

Work will include but is not limited to HMA crush and shape, raising road in wetland and installing drainage, and pavement markings.

### *Design-Engineering Services*

1. Preliminary design services shall include, but are not limited to:
  - a. Field data collection, survey or topographic collection, to the extent necessary to provide plans and specifications in accordance with MDOT-LAP requirements. **Survey is complete and files will be provided to successful bidder in Auto Cad or Text format.**
  - b. Pavement cores.
  - c. Identify utilities within project limits and any conflicts.
  - d. Complete NEPA research and documentation required for MDOT-LAP projects.
  - e. Complete SHPO Section 106 research and obtain clearance.
  - f. All required MDOT-LAP paperwork, permits and approvals.
  - g. Develop maintaining traffic plans, staging plans, signage plans, road work and special provisions.
  - h. Prepare required plans, typical cross-sections, details, specifications, and cost estimates required for design and construction.
  - i. Apply for and obtain all permits as required from any applicable state or local agency.
  - j. Coordinate and attend GI meeting.
2. Final design services shall include, but are not limited to:
  - a. The engineer shall ensure that all documents needed for MDOT letting are completed and submitted in a timely fashion.
  - b. All necessary changes to estimates, drawings and special provisions as determined at the time of the grade inspection or otherwise negotiated.
  - c. Budget compliance: Any budget increases must be discussed, justified and approved by the Kankaska County Road Commission Manager.
  - d. Final documents shall be completed, and all necessary paperwork filed for a **August 2021 letting or earlier.**

### *Construction-Engineering Services*

1. Construction Phase shall include full-time construction observation, contract administration, construction engineering and staking services in accordance with MDOT requirements for LAP projects consisting of, but not limited to, the following:
  - a. Coordinate, prepare agenda and chair the preconstruction meeting including the preparation and distribution of the meeting minutes.
  - b. Construction staking (stationing, centerline offset, radius points).
  - c. Assign one employee to administer Field Manager and ProjectWise files. That individual must have current MDOT Office Tech certification.
  - d. Daily construction observation and daily inspection reports using MDOT FieldManager software to monitor the contractor's compliance with the plans and specifications. *(For the purpose of bid comparison, a minimum of 24 days at 10 hours per day shall be included for construction observation.)*
  - e. Engineer will be required to be the project's storm water operator and to track and document storm events and weekly soil erosion control inspections, as required by MDOT.
  - f. Onsite and offsite materials inspection and testing as required by MDOT. All testing must be done by individuals holding proper certifications for testing such materials, using properly calibrated equipment meeting MDOT requirements.
  - g. Provide bi-weekly estimates of contract pay items and contract modifications for Kankaska County Road Commission Manager review and approval, utilizing the ProjectWise file network.
  - h. Review the contractor's certified payroll and complete MDOT compliance forms.
  - i. All required MDOT paperwork including final acceptance review, MDOT file review, and project closeout.
  - j. Be available to assist Kankaska County Road Commission staff in review of project vouchers, and/or MDOT invoices.
  - k. Provide any input and assistance in any contractor claim proceedings.
  - l. Provide any input and assistance in any meetings resulting from Contractor Performance Evaluations.

### *Related Experience*

1. Indicate the capability and willingness of your firm to provide design- and construction-engineering services for this project. At a minimum include:
  - a. References for similar size/type projects you have done during the last three years.
  - b. Names and qualifications of key individuals who would be assigned to the project and evidence of qualifications and experience.
2. Selection Criteria- The selection criteria will include but not be limited to:
  - a. Extent and quality of experience on similar projects.
  - b. Understanding of services needed.
  - c. Ability to complete project on time and on budget
  - d. Availability and qualifications of your teams.
  - e. Demonstrated experience working with Federal, State and Local agencies.
  - f. Location of your office in relation to the project site.
  - g. Cost of services.

The undersigned wishes to submit the following proposal for the Design-Engineering and Construction-Engineering for County Road 571 to the Kalkaska County Road Commission.

**County Road 571**

Design-Engineering Services (Not to exceed) \$ \_\_\_\_\_

Construction –Engineering Services \$ \_\_\_\_\_

Hourly Rate for Construction Observation\* \$ \_\_\_\_\_  
*\*in excess of 24 days included in RFP*

For any additional costs or hourly cost rates or qualifications to the above the quoted cost, please attach to this sheet.

Bids are due by Wednesday, February 3, 2021 by 9:00 am.at the Kalkaska County Road Commission where they will be opened and read aloud.

Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

All bids shall be irrevocable for sixty (60) days from **Wednesday, February 3, 2021**. All bid proposals must be submitted by **Wednesday, February 3, 2021 by 9:00 am**. An award is expected to be made on **Wednesday, February 10, 2021**.

Please submit any questions in writing to the Kalkaska County Road Commission prior to **February 1, 2021**.