

**KALKASKA COUNTY ROAD
COMMISSION
REQUEST FOR PROPOSAL
ENGINEER OF RECORD SERVICE**

I. GENERAL INFORMATION

A. INTRODUCTION

The Kalkaska County Road Commission (KCRC) is soliciting proposals for an Engineer of Record (Engineer) to provide engineering services as an independent contractor to KCRC. Services typically conducted by the Engineer include, but are not necessarily limited to the items listed in Article I.D of this RFP. Services may include supervising work produced by KCRC. Work shall be provided to KCRC on an as-needed basis, as authorized by the KCRC Manager.

Proposers shall be licensed to practice engineering in the State of Michigan. The KCRC will consider proposals from engineering firms as well as individual engineers.

B. BACKGROUND

The Board of Road Commissioners consists of five members appointed by the County Board of Commissioners. The KCRC operates under the direction of the Manager. The Kalkaska County Road Commission is responsible for maintenance of 851 miles of roads. The KCRC has an operating budget of \$7 million.

C. ANTICIPATED SELECTION SCHEDULE

The Kalkaska County Road Commission anticipates the following general timeline for its selection process. The KCRC reserves the right to change this schedule.

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| • RFP Advertised | March 14- May 3, 2016 |
| • Proposal Due Date | May 4, 2016 at 9:00 a.m. |
| • Selection Evaluation | May 5-10, 2016 |
| • Board Approval | May 11, 2016 at 9:30 a.m. |
| • Approval and Commencement of Contract | Beginning May 11, 2016 |

D. SCOPE OF SERVICES

- Serve as Engineer of Record for the Kalkaska County Road Commission.
- Under the direction of the Manager, oversee project design and construction.
- KCRC reserves the right to solicit for engineering services for any individual design or construction-engineering project.
- Provide required bridge inspections for 11 NBI bridges, 5 Non-NBI Bridges, and 2 tier 2 bridge load ratings.
- Provide detailed design and construction specifications for successful bidding and construction coordination of infrastructure improvements and maintenance projects when requested.
- Consult with state and federal agencies having jurisdictional authority over KCRC projects, as warranted.
- Perform engineering work pertaining to property acquisitions, condemnations, public right of way, easements, and matters related to special assessments and public utilities when requested.
- Suggest and comment on engineering related construction standards, and specification modifications.
- Work with KCRC staff to review or complete state and federal permits, applications, or agency notification.
- Work with KCRC staff and funding agencies to assist in developing funding proposals.
- Review preliminary design drawings and design calculations for compliance with local, county and state requirements and sound engineering practices.
- Attend pre-application, pre-construction, and KCRC meetings as requested by the Manager.
- Review final drawings and, after acceptance, stamp and sign the drawings. Periodically review project construction sites in an attempt to ensure compliance with plans and specifications.
- Review completed project sites, the as-built drawings, testing results, and as-built certifications.
- Perform additional basic engineering and special services that cannot be fully described at this time, as requested by the KCRC.

The Engineer reports directly to the KCRC Manager. Much of the work occurs via telephone conferences and e-mail. Inquiries from the general public and/or press are outside the purview of the Engineer. Any and all inquiries for the Engineer's time shall be channeled through the KCRC Manager who must authorize such request prior to the Engineer taking any action.

II. PROPOSAL INSTRUCTIONS

A. PROPOSAL SUBMITTAL AND DUE DATE

Proposers shall provide three hard copies of Proposer's proposal in a sealed container clearly marked "Engineer of Record Proposal". Proposals shall be submitted by 9:00 a.m. on May 4, 2016 to:

Kalkaska County Road Commission
1049 Island Lake Road
Kalkaska, MI 49646

Proposals shall be organized as specified in Article II.E, Proposal Contents. KCRC assumes no responsibility for delayed or undelivered mail or express packages. Proposals which are not delivered by the above specified time and date will not be considered. Faxed or electronically transmitted proposals will be rejected as non-responsive.

B. INQUIRIES

Questions concerning this RFP should be submitted in writing to:

John S. Rogers, Manager
Kalkaska County Road Commission
1049 Island Lake Road
Kalkaska, MI 49646
Phone: 231-258-2242 ext. 11
Fax: 231-258-8205
Email: jrogers@kalkaskaroad.org

C. RESERVATION OF RIGHTS

The KCRC reserves the right to:

- Seek clarifications of each proposal.
- Negotiate a final contract that is in the best interest of the KCRC and the public.
- Reject any or all proposals.
- Cancel this RFP at any time if doing so would be in the best interest of the public, as determined by KCRC in its sole discretion.
- Award the contract to any proposer based on the evaluation criteria set forth in this RFP.
- Waive minor informalities contained in any proposal, when, in the KCRC's sole judgment, it is in the KCRC's best interest to do so.
- Request any additional information the KCRC deems reasonably necessary to allow the KCRC to evaluate, rank and select the most qualified Proposer to perform the services described in this RFP.

D. PROTESTS

Any protests must be submitted to the KCRC within 10 days of award.

E. PROPOSAL CONTENTS

Proposals shall include, at a minimum, the following items:

- The name of the person(s) authorized to represent the Proposer in negotiating and signing any agreement which may result from the proposal.
- Qualifications:
 - Name and qualifications of the individual who will serve as the Engineer.
 - The names of professional persons who will assist the Engineer in performing the work and a current résumé for each, including a description of qualifications, skills, and responsibilities. The KCRC is interested in professionals with experience serving road commissions.
 - Specifically address Proposer's familiarity with laws and regulations governing public water, storm water, and transportation systems, including operations, construction and maintenance of roads (MDEQ, MDNR, MDOT).
- Description of Proposer's expertise in the following areas:
 - Civil and Transportation Engineering
 - MiWater and NPDES permit regulations and compliance
 - STP, Fed D, State D funding requirements
 - Road maintenance techniques and applications
 - Right of Way acquisitioning

- Explanation of Proposer's workload capacity and level of experience commensurate with the level of service required by the KCRC.
- Explanation of Proposer's facilities and availability of support staff.
- Proof of Insurance of \$2 million professional liability insurance and \$2 million comprehensive and automobile liability insurance. Proof of coverage by Workers' Compensation Insurance or exemption is also required.
- A list of at least three references from government clients of similar size for whom similar services have recently been provided. (For all references, please include names, phone numbers, and description of work performed.)
- A list of the tasks, responsibilities, and qualifications of any sub consultants proposed to be used on a routine basis and proof of adequate professional liability insurance for any sub consultants.
- Written affirmation that the firm has a policy of nondiscrimination in employment because of race, age, color, sex, religion, national origin, mental or physical handicap, political affiliation, marital status or other protected class, and has a drug-free workplace policy.
- Confirmation that the Proposer is a civil engineer licensed to work in the State of Michigan.
- Hourly rates of the Engineer and all professional persons who will assist the Engineer in performing the work.
- Sample Contract for services.

F. PUBLIC RECORDS

All proposals submitted are the property of the KCRC, thus subject to disclosure pursuant to the Freedom of Information Act. Accordingly, proposals received and opened shall not be available for public inspection until after KCRC's notice of intent to award this contract is issued. Thereafter, all documents received by KCRC shall be available for public disclosure.

G. COSTS

Proposers responding to this RFP do so solely at their own expense.

III. PROPOSAL EVALUATION

A. MINIMUM QUALIFICATIONS

The KCRC will review proposals received to determine whether or not each Proposer meets the following minimum qualifications:

- A Civil Engineer licensed to work in the State of Michigan.
- Ability to provide the engineering work needed by the KCRC to the standards required.
- Has the financial resources for the performance of the desired engineer services, or the ability to obtain such resources.
- An Equal Opportunity Employer

B. SELECTION

In addition to price, the KCRC is using a qualification-based selection. As a result, selection will not solely be based on price.

The KCRC reserves the right to interview one or more candidates. Upon completion of its selection process, the Manager shall make a recommendation to the Board of Road Commissioners.

If the KCRC and the selected candidate are unable for any reason to negotiate a contract that is reasonable and fair to the KCRC, the KCRC shall, either orally or in writing, formally terminate negotiations with the selected candidate. The KCRC may then negotiate with the next most qualified candidate. The negotiation process may continue in this manner through successive candidates until an agreement is reached or the KCRC terminates this RFP.

It is the desire of the KCRC to have a new engineering contract in place no later than May 31, 2016.

C. CONTRACT

The KCRC desires to enter into a professional services agreement, which includes all services necessary for this position, whether or not the services are specifically outlined in this RFP.

The selected proposer will be expected to sign a written agreement, which will incorporate this RFP and awardee's proposal. Submittal of a proposal indicates a Proposer's agreement with the terms of this RFP.

The KCRC anticipates payment for services on an hourly basis. However, the KCRC will also consider alternative proposals. The KCRC reserves the right to request a not to exceed cost for specific projects.

It is anticipated that the KCRC will enter into a one (1) year agreement, which thereafter may

be extended upon written consent of both parties for additional one (1) year.

The agreement requires that awardee will comply with all applicable federal and state laws, rules and regulations.

The Kaskaska County Road Commission is an Equal Opportunity Employer.