



**MACOMB COUNTY DEPARTMENT OF ROADS
REQUEST FOR PROPOSAL**

PROPOSAL ITEM NO. : RFP 19-07

PROPOSAL TITLE: Professional Services Planning and Design of Innovate Mound Road project

The Macomb County Department of Roads (MCDR) will be receiving sealed proposals for Professional Services Planning and Design of Innovate Mound Road Project.

PROJECT DESCRIPTION

MCDR is seeking a qualified engineering firm to put together a group of professionals with varying skills to form a Project Management Team (PMT) for the Mound Road Industrial Corridor Technology and Innovation Program (referred to in the remainder of this RFP as INNOVATE MOUND), INFRA grant project. This would include all other duties necessary to initiate and finish the grant and to complete oversight of the construction project.

REASON FOR USING QUALIFICATION BASED SELECTION

In 1972, the U.S. Congress recognized the merits of competition based on qualifications. Congress established Public Law 92-582 (the Brooks Act), which declares it to be the policy of the federal government to base all procurements for architectural and engineering services on demonstrated competence and qualifications for the type of professional services required at a fair and reasonable price to the government. MCDR will follow these requirements as this project is largely funded by Federal dollars.



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SECTION I: INSTRUCTIONS FOR SUBMISSION

This procurement is subject to a financial assistance contract between MCDR, the U.S. Department of Transportation (USDOT), the Federal Highway Administration (FHWA), and the Michigan Department of Transportation (MDOT). The Project Management Team (PMT), will be required to comply with all terms and conditions under the provisions of [Federal Procurement Regulations, 48 CFR Part 31- Contract Cost Principles and Procedures](#).

Date Due: January 8, 2019 at 12:00 Noon EST

Proposals will be publicly opened and read.

DELIVER via FEDEX, USPS, or Hand Deliver to: MCDR Administration Office at 117 South Groesbeck Highway, Mount Clemens, Michigan 48043.

If USPS is utilized for submissions, there is no guarantee of a timely delivery.

NO LATE PROPOSALS WILL BE ACCEPTED.

Mail to: Macomb County Department of Roads
Attention: John Crumm – Planning Director
117 South Groesbeck Highway
Mt. Clemens, MI 48043

Return: One (1) printed hard copy original with signature of appropriate member of primary consultant group able to make agreements and sign contracts.
Six (6) copies of the Proposal.
One (1) PDF digital file with similar layout and formatting as original hard copy
Clearly mark on envelope: **SEALED PROPOSAL RFP #19-07 – Professional Services to Plan and Design the Innovate Mound Road Project.** Label all submission envelopes with the company name on the outside.

Complete and return all pages requiring vendor response, including forms at the end of this RFP.

All Proposals must be submitted in the format set forth in this RFP, including required forms, properly executed and with all items filled out in ink or typed. Do not change or add words to the forms. Unauthorized conditions, limitations, or provisions on or attached to the forms may be cause for rejection of the Proposal. Any Proposer information that is altered by erasure or by inter-lineation prior to submittal must be initialed and explained by notation above the signature of the Proposer.

Macomb County vendors should be registered on the Michigan Inter-governmental Trade Network (MITN) website www.mitn.info.

CONTACT AND DETAILS ON ASKING QUESTIONS

All Questions Due By Email by: **January 3, 2019 at 4:00 PM EST**

All Questions Must be Submitted by Email to: jcrumm@rcmcweb.org



ERRORS, OMISSIONS, AND/OR DISCREPANCIES

Proposer shall not be allowed to take advantage of errors, omissions, and/or discrepancies found in the Proposing Documents. In the event a conflict or omission is discovered in the Proposing Documents after the issuing of the last addendum such that an interpretation cannot be issued by Macomb County prior to proposing, the Proposer is directed to estimate on and provide the quantity and quality of material and labor consistent with the overall represented work so as to provide all materials, equipment, labor, and services necessary for the completion of the work.

TERMINATION

Macomb County reserves the right to terminate any award to the Proposer without any liability, upon a 30 day notice from Macomb County.

RIGHT TO REJECT

Macomb County reserves the right to reject any or all Proposals in whole or in part and to waive any informalities therein, or accept any Proposal it may deem in the best interest of the County.

Note: Past experience and performance will be a factor in making an award.

MODIFICATION AND WITHDRAWAL OF PROPOSALS

A Proposal may be withdrawn on personal requests received from Proposer prior to submission time. A Proposal being withdrawn may be re-submitted up to submission time. Negligence or error on the part of the Proposer in preparing his/her Proposal confers no right for withdrawal of the Proposal after it has been opened.

EXECUTION OF CONTRACT

Macomb County reserves the right to accept any and all Proposals or to negotiate contract terms with the various Proposers when such is deemed by Macomb County to be in Macomb County's best interest.

SALES AND EXCISE TAXES

The County of Macomb will base the subsequent contract generated from this selection process on the rules and procedures as described in the Federal Acquisition Regulations (FAR), compliant per 48 CFR Part 31 – Contract Cost Principles and Procedures.

PERMITS

Any needed city/township permits and bonds will be required prior to award of contract and commencement of work.

CONTRACTS WITH SUB-CONTRACTORS

All contracts made by the Proposer with Sub-Contractors shall be covered by the terms and conditions of the Contract. The Proposer shall inform all Sub-Contractors of these terms and conditions. Macomb County reserves the right to require of the Proposers tentatively selected for consideration in the awarding of the Contract, a list of the Sub-Contractors whom the Contractor intends to employ.

Macomb County reserves the right to disapprove the use of any proposed Sub-Contractor, and in such event, the Proposer submitting such Sub-Contractor shall submit another such Sub-Contractor in like manner within the time specified by Macomb County. Macomb County reserves the right to reject any Proposal if such information required by Macomb County is not submitted as above indicated.



INSURANCE

COMMERCIAL GENERAL LIABILITY INSURANCE

Shall be written on an occurrence basis with limits of Liability of not less than \$1,000,000 as combined single limit for each occurrence of bodily injury and personal injury with an annual aggregate of not less than \$2,000,000. The policy shall include:

- a. Contractual Liability
- b. Products and Completed Operations
- c. Independent Contractors Coverage
- d. Broad Form General Liability Extensions or equivalent

WORKERS' COMPENSATION

Workers' Compensation Insurance meeting Michigan statutory requirements. Employer's Liability Insurance with minimum limits of \$500,000 each accident, \$500,000 bodily injury by disease policy limit, \$500,000 bodily injury by disease each employee.

AUTOMOBILE LIABILITY INSURANCE

Motor Vehicle Liability Insurance including Michigan NO-FAULT Coverage for all vehicles, owned and non-owned, leased and hired used in the performance of this contract with limits of \$1,000,000 as the combined single limit for each occurrence for bodily injury and property damage.

PROFESSIONAL LIABILITY/ERRORS & OMISSIONS

Professional Liability Insurance with minimum limits of \$1,000,000 each occurrence and \$2,000,000 aggregate.

INSURANCE INSTRUCTIONS

All certificates of insurance and duplicate policies shall contain the following:

The County of Macomb shall be named additional insured on all policies (excluding Worker's Compensation) and the underwriters will have no right of recovery or subrogation against the County of Macomb including its agents, employees, elected and appointed officials and agencies. It being the intention of the parties that the insurance policy so effected will protect both parties in primary coverage for any and all losses covered by the subject policy. The insurance carrier(s) must have an A.M. Best rating of no less than an A-, VII.

The insurance company(s) issuing the policy or policies will have no recourse against the County of Macomb for payment of any premiums or for assessments under any form of policy.

PMT will assume any and all deductibles in the above any and all deductibles in the above-described insurance policies.

The term "INSURED" is used severally, not collectively, but the inclusion in this policy of more than one insured will not operate to increase the limit of the Owner's liability.

All certificates are to provide a thirty (30) day notice of material change or cancellation. Certificates of insurance must be provided no less than ten (10) working days before commencement of work to MCDR Administration Office, ATTN: John Crumm, 117 South Groesbeck Highway, Mt. Clemens, MI 48043.

SECTION II. BACKGROUND, TASKS, ASSIGN WORK TO PMT

A. Project Location:

The project is located on Mound Road in the cities of Warren and Sterling Heights, Macomb County. The project limits are from I-696 to M-59/Hall Road. The road is under the jurisdiction of MCDR. The Proposal shall include all associated intersections and geometrics located within the project limits.

B. Anticipated Starting Date: Late January 2019 to Early February 2019

An execution of a general professional services contract between the PMT and MCDR will occur to cover the entire term of the project. Actual details of specific scope of work, tasks, time frame of completion and deliverables will be detailed in task orders negotiated between selected PMT and MCDR and approved by MDOT with concurrence of FHWA.

C. Anticipated Finish Date: November 2024

D. General Project Information and Highlights:

- a. Overall safety improvements within the corridor. Develop means and methods for evaluating project on improved safety during and after project is complete.
- b. Fleet management priority to provide predictable, efficient, just in time deliveries from suppliers and to assembly plants outside the region and within the corridor.
- c. Intelligent Transportation System (ITS) infrastructure to facilitate corridor communication, optimized traffic operations and proactive incident management.
- d. High quality concrete pavement to provide improved ride quality, extended service life, and decreased funds being expended on this line item in the maintenance budget for this road.
- e. Improved signal and signing infrastructure.
- f. Improve energy efficient unified lighting to increase visibility and reduce energy consumption.
- g. New technologies to assist deicing of the roadway during winter months;
- h. Improved transit and non-motorized access.
- i. Improved access to and from the US Army's TACOM and TARDEC facilities.
- j. Improved access from large manufacturing plants of international firms and parts manufacturing plants.
- k. Standardized wayfinding within the corridor.
- l. Review and determine best bridge replacement/rehabilitation options.
- m. Review overall plan for corridor improvements to link neighborhoods and municipalities east and west side of Mound Road corridor and create a better sense of place.
- n. Implement storm water management techniques and drainage to reduce impacts from road water runoff being discharged into waterways regulated by Federal Clean Water Quality Act requirements within the Michigan Department of Environmental Quality (MDEQ), MS4 administered program.

E. Master Contract with PMT:

Selected PMT will enter into a Master Contract with MCDR that will stipulate the goals of the six (6) year project. Subsequent Work Orders (WOs) must include detailed expense of funds and will be developed for activities identified in these broad topics related to completion of the project:

- a. **Grant Management:** Understand the INFRA grant program and the administration of the grant by Federal Highway. Assist MCDR to meet all record keeping requirements, periodic status reports and any other reporting as required by the grant program. (Seek additional information from Federal Highway Administration). Efforts and recommendations should be made for MCDR to maximize the INFRA grant and matching funds that are accepted by FHWA. Further, all work under this grant management agreement must meet all rules and regulations for Federal Aid compliancy.
- b. **Assist MCDR to complete Task Agreement with Federal Highway:** MCDR is required to complete a Federal Highway Task Agreement describing the various components and delivery methods to comply with requirements as established by the U.S. Department of Transportation. Examples include but are not limited to: delivery method; acceptance of grant in one lump sum or multiple distributions; review objectives of grants and determine best delivery method (one described in grant or an alternative); coordination with grant fund draws from MDOT Planning and Local Agency; completion date of Environmental Review; closeout of project.
- c. **Innovative Product Delivery Selection:** PMT will educate MCDR on various innovative delivery options for completing Innovate Mound INFRA Grant project. Education will include but not limited to advantages and disadvantages of each method. Included in the review is the traditional design-bid-build method. MCDR does not rule out using the design-bid-build method for this project. The selection might include a combination of a number of product delivery methods for various smaller components of the larger project.
- d. **Day-to-Day Management:** Daily workflow with monthly reports, as stipulated in further requirements related to the INFRA grant program, as to achieving predefined milestones. Milestones to be determined with MCDR and documented by PMT. Establish a timeline from start to completion of the project in conjunction with MCDR. If the timeline is not being met, then PMT must provide reports describing reasons for delay and potential reasonable alternatives to return to the original schedule.
- e. **Environmental Clearance Support:** Assist MCDR in meeting all MDOT, FHWA requirements to meet NEPA requirements and any other environmental review processes. Also included in the process is to make sure MCDR meets any additional environmental requirements (such as Detailed Air Quality Analysis; Noise Study and Possible Abatement Review; State Historic Review; and/or Section 4f impacts) or other related construction permits such as storm water discharge, stream bank alterations, placement of structures in Macomb County drains or State of Michigan waterways.
- f. **Risk-Based Engineering:** Planning, Preliminary Engineering (PE) and supporting data collection focused on managing risk to achieve MCDR's goals. Areas of risk may include but not be limited to environmental (clearance and/or contamination), third-party agreements, utility conflicts (potential and actual), geotechnical conditions, and stakeholder support. Risk-based engineering will



- inform the base project final delivery method for the final design and construction.
- g. **Procurement Document Creation, Administration, and Review:** Development of procurement documents to select a final design team (in an innovative product delivery method) or any other necessary documents to assist the MCDR with selection and award of contracts to construct the Innovate Mound INFRA grant project.
 - h. **Management Oversight during Design and Construction:** Review of design packages, quality oversight of construction activities, change management activities, and full construction engineering throughout construction completion of the program. All work and tasks must meet the established day-to-day practices that have been adopted by the MDOT Planning and Local Agency Program.
 - i. **Testing During Construction:** Provide MDOT prequalified experts to provide all testing during construction phase.
 - j. **Public Outreach/Business Outreach:** Provide assistance to maintain public and business communication throughout project. Includes updates on progress of project as well as any required public hearings or public meetings that must happen to fulfill requirements of FHWA and allow MCDR to bid the project.
 - k. **DBE determination for each work order:** Assist MCDR to determine where and when DBE options can occur in the PMT's work and then in the construction phase of the project. Develop percentage for each phase that will allow MCDR to be in compliance with MDOT and FHWA requirements.
 - l. **Other Duties that May Arise in the Planning and Implementation of this project.**

F. Work Orders Defined:

The MCDR staff will request through written documentation specific tasks and work to be performed by the PMT. The PMT will respond to that request through a letter and scope of work detailed with specific tasks and timeframes required. The process will generate WOs and will be issued as work is identified throughout the six (6) year contract.

If an extension is needed, MCDR staff and PMT representatives will meet to discuss the justification for more time, period of extension and other details qualifying the extension. It is possible that some of the tasks will be conducted on an expedited schedule and the PMT will be required to provide adequate expert staff to meet or exceed the schedule.

The WO creation will start with a written request by MCDR to complete specific tasks within the major segments previously identified. The WO will consist of the PMT's proposed work tasks and staffing plan to successfully accomplish the tasks. The WO will also detail the expected materials needed and tasks the PMT assumes must be completed to meet MCDR's stated objectives and timeframes. The PMT response will usually be completed within two weeks. MCDR will review the tasks, staff, means and methods, and deliverables and collaborate with the PMT to modify if needed. MCDR or the PMT may request a meeting prior to acceptance of the final plan of work.

The Response by the PMT will include:

1. Each plan should have the person identified as the lead or contact for oversight on the task.
2. A list of all MDOT prequalifications needed to perform the task(s) will be listed in the WO
3. The names of all personnel, including key staff chosen and available to provide the specified tasks.
 - a. The names of the sub-consultants, their personnel and role in the task completion.
 - b. Staff member identification information in the WO will include the current prequalifications that have been identified to be needed for this phase in WO-Step 2. If there is no one prequalified for a particular task that task must be listed and identified as not covered.
4. A method detailing how the tasks will be completed, delivered and maintained within the schedule, including MCDR staff involvement and the estimated dates for milestone events.
5. A conflict of interest statement covering the PMT and sub-consultant(s).
6. A list of what is needed from MCDR and when it is needed to meet the specific tasks and schedules.

MCDR reserves the right to approve or deny the final plan of work based on the PMT's understanding of the specific project tasks and proposed personnel.

G. Scope of Work under larger contract and within WO process

All work performed by the PMT will be assigned using WO based on a multi-phase contract. It is MCDR's intent to issue work orders for all necessary activities to complete the services, however, issuance shall be based on sufficient funding.

The selected PMT will include work at both the broad project administration level and specific WO level. Tasks throughout the life of the project may include grant management; assist with all levels of engineering including early preliminary engineering and subsequent engineering phases; planning and other related services based on the needs of the project such as: grant oversight, grant paperwork from beginning to end, development of financial plan, assistance in determining the delivery method for this project, risk assessment of selected plan, NEPA analysis and documentation of public involvement, written history of review of public comments and reason as to why action was or was not taken on the suggestion, stakeholder coordination and public education, business participation in the corridor, prepare documents required for to advertise a design-build contract or to prepare a design-bid-build contract, general utility coordination, budget and cost documentation, assistance with FHWA requirements, and other assistance as required by MCDR.

It should be noted that all contracted activities will need to be in FHWA compliance at every stage and phase of development.

The scope of work is generally comprised of the following elements:

PHASE I

- **Project Development:** perform work in order to assist MCDR to obtain obligation of the INFRA Grant funds through the completion of the mandatory FHWA INFRA Grant Term Sheet for the Mound Road project (Reference the attached copy of Grant Term Sheet). The work associated with Phase I will be non-Federal participating.

All Phase II work will include Federal Participation in the funding.

PHASE II

- **Program Management:** risk management, procurement, contract administration, project controls, quality assurance services, communication services, and administrative support. This also includes assisting MCDR with utility coordination, and coordination with other agencies.
- **Final Determination of level of NEPA Review for Project:** initial evaluation of the corridor and project scope is expected to be an individual project categorical exclusion (to include Air Quality Review, Noise Analysis and Possible Abatement Plan, and 4F impact review). If within the research and scoping of the project there is a determination that a more detailed Environmental Assessment (EA), then work hours required to complete this task will be negotiated and amended to the scope of the services requested by this proposal. **The proposal response should not include budgeting staff hours to conduct a detailed EA. The detailed EA description is only included within this document to allow the responder to understand the potential of how the time line of the project may grow in length if a higher level of NEPA review is deemed necessary.**
- **Preliminary and final engineering:** scoping and data collection focused on managing items of greatest risk to achieving MCDR's goals. Identification of all permits and coordination requirements and determine which permits and coordination to perform during preliminary engineering and which to assign to the construction phase. Assistance in the permitting process, development of plans and/or contract in preparation for project letting.
- **Method(s) of Procurement:** determine method of procuring from contractors through either a design-bid-build or using innovative contracting delivery options such as Design-Build (DB), Design-Build-Finance (DBF), and/or other delivery options necessary to assist MCDR with selection and award of a contract to construct the Innovate Mound project.
- **Design assistance:** provide Design Assistance During Construction (DADC) engineering services to provide support on the project.
- **Construction engineering:** furnish all services and labor necessary to conduct and complete the Construction Engineering if an innovative delivery method is selected.

H. Programming Project Development

The purpose of this activity is to review traditional and innovative delivery options, which includes evaluation of risks, cost, and schedule, development of INFRA grant term sheet, assistance to help rewrite the descriptions in the short and long range Transportation Improvement Plan (TIP) so that the tasks and objectives of the project align with the TIP as required by FHWA.

1. Education of MCDR staff and government officials on the various methods to structure the financial and construction package for large scale project like Mound Road. Consultant will devise a method for reviewing all improvements proposed to meet the grant's objectives and recommend application where appropriate. All final decisions will be controlled by MCDR as to whether the recommendations will be used to meet the grant and choices for delivery and has final approval to adopt all innovative methods presented by the PMT.
2. Completion of Federal Highway Administration Term Sheet that must be approved prior to any Federal funds being awarded to the project. The term sheet work includes confirmation of items listed in the grant proposal will be constructed and provide information on any value engineering changes selected to meet intent of grant but provide deliverable at a lower cost. This FHWA Term Sheet must also include a detailed description of the project deliverable approach selected to complete the project (i.e. Design-Bid-Build, Design-Build, or any other accepted approach).
3. Creation, submittal, and adoption of a TIP/STIP amendment to SEMCOG and MDOT for the construction portion of the Mound Road Project. Current TIP includes only early preliminary engineering and preliminary engineering. Amendment will describe selected project deliverable approach (consistent with the approved FHWA Term Sheet) and all other items necessary to obtain an approved amendment. Amendment will include funding and details to the percentage of grant funds and local matching funds for each year project will need to occur in the TIP/STIP. FHWA Term Sheet must be completed and approved prior to submittal of amendment. Submittal must be complete and meet acceptance into the May 2019 TIP/STIP amendment cycle.
4. Initiate public outreach portion of project. Adopted program will include outreach to businesses in the corridor and methods for keeping general public updated on progress of project.
5. Initiate search for alternative funds to secure for the financing of the project. Search will include meeting with representatives from prospective funding sources and proposing a step-be-step method with time frame to approach to secure these WO will develop scope of funding to research and hours allocated to seeking securing these funds.

Deliverables: Executed INFRA Grant Term Sheet, FHWA approved STIP/TIP, education, pros and cons analysis of using various delivery options with final selection of deliverable(s) methods for this project, seek alternative funding sources in a limited amount of hours assigned to this task (hours and list of potential funding to research to be determined with MCDR before task is started or finally approved by MCDR).

The work associated with this Phase I will be non-Federal participating. All remaining work in Phase II will be Federal Participating.

I. Program Management

The purpose of this activity is to provide overall direction, establish cost and schedule-control procedures and identify the requirements for providing oversight for the Innovate Mound Project. Program management incorporates all tasks relating to team coordination, implementation of quality control measures, program reporting and documentation, stakeholder engagement, and for overall performance of the project. The tasks in this activity are based on the following general categories: manage and administer the procurement activities, manage risks, establish specific project control procedures, provide quality control requirements, monitor and assure compliance, and participate in dispute resolution process between the contractor and MCDR.

Deliverables: Program cost estimates, schedule monitoring reports and evaluations, progress reports.

J. Preliminary Engineering and Final Engineering

Develop the Innovate Mound Road Project preliminary engineering/design. To minimize risk on the project, all potential risks shall be identified and reviewed at the construction contract packaging level. Tasks may include survey, preliminary roadway and structure design, draft transportation management plan development, confirmation of Categorical Exclusion and required additional studies of Noise, Air Quality, public involvement and documentation to meet NEPA process. If while completing the anticipated Categorical Exclusion there is a determination that an EA is needed, this work will be negotiated between PMT and MCDR as a separate task (described in more detail in Scope of Work in Larger Contract section (paragraph II. G.) of what to include in projected cost of anticipated environmental services). This task will also include geotechnical investigations, environmental/hazardous material testing, utility investigations, third party agreements, field reconnaissance.

Deliverable: A project risk registry, risk allocation and assessment reports. Associated preliminary and final engineering work products which may include but not limited to survey data, geotechnical/environmental testing reports, horizontal and vertical alignments, typical sections, preliminary slope stake lines, ROW lines, structure studies, drainage studies, traffic/safety studies, any environmental documents along with supporting materials, identification of known utilities and potential utility conflicts, and public engagement materials.

K. Procurement

Develop all materials necessary for the selection of contractors for the appropriate procurement method. This work includes but is not limited to the preparation of any or all stages of final plans for Design-Bid-Build packages, Request for Qualifications (RFQ), Request for Proposals (RFP), Statement of Qualification and Proposal evaluation manuals, and assisting with the RFQ and RFP evaluation process for Design-Build procurements. Also included will be the preparation of Contract Documents and addenda. MCDR expects the procurement phase documents to incorporate lessons learned from other large-scale projects delivered.

Deliverables: Procurement documents, RFQ's, SOQ evaluation manuals, materials for training sessions, SOQ evaluation reports, signed confidentiality statements, documentation of debriefing sessions and meetings with proposers, draft/final contract documents including addenda (if required), Proposal evaluation reports, and

documentation of selection notifications and final selection reports.

L. Design Assistance

The purpose of this activity is to provide design review and coordination to verify agreement with contract requirements, field change design reviews, project website design, development, deployment and training, project administration and document control, schedule analysis, reviewing pricing, tracking comments, attending project meetings, and miscellaneous engineering assistance.

Deliverables: Progress reports, meeting minutes, final Design Assistance Project Record of the Project Website, review comments and recommendations, opinions and analysis of requested change orders, project website and users guide, website hosting, technical support, public outreach materials and public comments, raw database content stored on a portable hard drive and any all materials completed to fulfill the grant and complete the construction project.

M. Construction Engineering

The purpose of this activity is to provide contract administration during post award to include design verification/oversight for conformance to the Contract Document requirements, staking, quality assurance testing and reporting, measurement, computation, documentation of quantities, reporting and record keeping, processing progress pay estimates, contract modifications, and all other contract documentation and finalizing all project documentation.

Deliverables: Design verification records, work order/change order analysis and documentation, field documentation, design and construction meeting minutes, construction reports, project files including applicable material and data stored like in ProjectWise, Field Manager or any other software platform and Innovate Mound project contract(s) records maintained on a web-based program/project control site.

N. PMT Responsibilities During Completion of WO

The responsibilities will be to complete the scope and specified work tasks, per federal and state requirements, ensuring FHWA compliance.

The PMT must meet with MCDR staff to review project tasks, location of data sources and contact persons, and review relevant MCDR operations. The PMT shall review and clarify project issues, data needs and availability, and the sequence of events and team meetings that are essential to complete the WO by the completion date.

1. Complete WO, assigned by MCDR staff.
2. Prepare required plans, illustrations, evaluations, details, graphics, presentation materials, and others as needed.
3. Provide solutions to any unique problems that may arise completing the WO.
4. Maintain a project record of how the WO was completed that includes a history of significant events (changes, comments, etc).
5. Record and submit type-written meeting summaries for all major project related meetings. The selected PMT will complete and submit this summary to MCDR within two weeks of the meeting.

6. Provide MCDR a WO of scheduled milestone dates, copies of drafts and final plans, information data, etc. as needed. Electronic copies in Word format will also be required to fulfill grant requirements for reporting and periodic update submittals.
7. Prepare and submit electronically (native format or Adobe PDF) any information, reports, illustrations, associated analysis or drawings.
8. Attend any project-related meetings as directed by the MCDR.
9. Attend any other meetings as directed to assist in responding to concerns and/or questions, if needed. This may require assistance with preparation of graphics, maps, etc.
10. Incorporate pertinent information as required in the specific deliverable.
11. The MCDR Coordinator shall be the official MDOT contact person for the PMT and shall be made aware of all communications. The PMT must either address or send a copy of all correspondence to the MCDR Coordinator. This includes all sub correspondence and verbal contact records.
12. Contact MCDR staff whenever discoveries have the potential to require changes in the scope of the WO or may alter meeting milestones identified within the WO.

O. DBE Requirement

PMT, MCDR and MDOT will review tasks and determine percentage for each created WO.

P. Summary of Current Funding

The preliminary cost estimate for the Mound Road Corridor Program was listed in the grant application as \$216.9 Million. The Innovate Mound project was awarded \$97.86 Million in INFRA grant from US DOT and FHWA in June 2018. MCDR and the Cities of Sterling Heights and Warren have committed the required match of the grant of \$86.7 Million. The remaining \$32 Million must be identified or met by valued engineering or a combination of both. For further background, review information at www.innovatemound.org.

Q. Service Period

It is anticipated that one engineering consultant will be selected as the PMT for services supporting the Innovate Mound INFRA grant project. This PMT will be selected to assist and support MCDR in developing and administering all or portions of the Innovate Mound Project, as defined and described in the SEMCOG long-range plan.

This selection process is for a term of six years. Within the five year period, the PMT will complete various WOs, each with their own specific scope of work with distinct work tasks and job numbers assigned to them, contingent upon satisfactory performance, assistance needed and available funding.

Except for Phase I that is non-participating, all other phases will be initiated through the previously-described creation of WOs that once finished will be sent to MDOT for a recommendation to approve or reject, and once approved by MDOT will be sent to FHWA for concurrence. Each phase will have specific deliverables and these deliverables must be submitted and approved by FHWA prior to funding of the next phase of work. At the completion of any phase, MCDR and FHWA will review progress of PMT and has the right to determine to continue or dissolve the overall contract and seek other PMT consulting representation.

There may be the potential for multiple extensions to the overall multi-year contract. Extensions will be based on performance and need at the sole discretion of MCDR. MCDR will also have sole discretion over the extension timeframes. The amount of work assigned to the PMT will be determined by project needs, workload and the MCDR staff.

Team Continuity and Changes to Organization Structure

After submittal of a RFP response, Key Personnel may be not be removed, replaced, or added without the written approval of the MCDR Project Manager. It is expected that Key Personnel presented in the SOS will be available for the duration of the project. Any changes to Key Personnel will require approval from the MCDR Project Manager and may result in termination of the contract. By submitting a SOS and completing the key personnel section, this action deems affirmation that all companies and members of the team adhere to this policy.

R. PMT Payment Method (actual cost plus fixed fee)

Unless otherwise determined by MCDR, compensation shall be on an actual cost plus fixed fee basis. This basis of payment typically includes actual labor hours by classification or employee, hourly labor rates, certified overhead, other direct costs, sub-consultant costs, and applied fixed fee.

The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead. All billings for services must be directed to MCDR and follow the current guidelines. Payment may be delayed or decreased if the instructions are not followed. Payment to the PMT for services rendered shall not exceed the maximum amount listed in the contract unless an increase is approved in accordance with the contract and PMT.

Typically, billings must be submitted within thirty (30) days after the completion of services for the current billing. The final billing must be received within sixty (60) days of the completion of services. Additionally, each year at the MCDR fiscal year end (September 30th of each year), all services provided prior to the fiscal year end must be billed to MCDR no later than five (5) business days following the year end date.

Direct expenses, if applicable, will not be paid in excess of that allowed by MCDR for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses in accordance with the "Reimbursement Guidelines". The only hours that will be considered allowable charges for this contract are those that are directly attributable to the tasks and activities specified in the contract.

S. Specific Prequalification held by PMT

The PMT will be expected to provide qualified and experienced personnel for various services to assist MCDR in identifying all necessary projects to implement the jointly developed WO between selected PMT and MCDR. These services will include activities from the pre-awarded phase through the post award phase.

The following MDOT prequalification categories must be held by the PMT team. Prequalification status can be verified here:

<https://mdotboss.state.mi.us/PSVR/PSVRhome.htm>



**T. Primary Prequalification Classification(s)
(These classifications must be held by the Proposer)**

Design: Project Development Studies
Design: Roadway: Complex
Design: Bridges
Design: Traffic: ITS-Design and System Manager
Construction Engineering: Roadway – Local Agency
Construction Engineering: Bridges & Ancillary Structures

**U. Secondary Prequalification Classification(s):
(May be held by the Proposer or a sub-consultant team member assigned to that task)**

Design – Geotechnical: Advanced
Maintaining Traffic Plans and Provisions
Design - Traffic: Work zone mobility and safety
Design – Traffic: Capacity and Geometric Analysis
Design – Traffic Signal Operations – Complex
Design – Traffic: Signing – Non-Freeway
Design – Traffic: Pavement Markings
Design – Hydraulics II
Design – Utilities Municipal
Design – Roadway Lighting
Design – Utilities: Subsurface Utility Engineering – Quality Level B
Design - Landscape Architecture
Environmental: Noise Assessment
Environmental: Contamination
Environmental: Historic Assessment
Environmental: Wetland Assessment
Surveying: Road Design
Surveying: Structure
Surveying: Hydraulics
Surveying: Right of Way
Surveying: Construction Staking
Construction Inspection: Bridges and Ancillary Structures
Construction Inspection: Roadway
Construction inspection: HMA Pavement
Construction Inspection: Concrete Pavement
Construction Inspection: Traffic and Safety
Construction Services: Office Technician
Construction Testing: Aggregates
Construction Testing: Concrete
Construction Testing – Density
Construction Testing – HMA

*Additional Secondary Prequalification classifications will be identified as specified in approved WOs as generated.



V. Conflict of Interest

The primary and secondary consultants working on this project and under this contract will not be allowed to bid or join any team to bid on any design-build proposal. If the project follows a design-bid-build the construction engineering services may not be completed by those firms working on the PE portion of the project.

W. MCDR Project Contact:

John J. Crumm, AICP, Program Manager/Planning Director
MCDR
117 South Groesbeck Highway
Mount Clemens, Michigan 48043
Office Number (586) 463-8671
Email: jcrumm@rcmcweb.org

X. Selection Process and Selection Committee:

The MCDR Selection Committee will make a recommendation to Macomb County Executive's Office consistent with MCDR's procurement process. MCDR in coordination with the Macomb County Executive Director's office will then seek final approval by the Macomb County Board of Commissioners.

The Selection Committee is composed of representative(s) from Macomb County Executive or designee(s), MCDR Administration Staff, and the Macomb County Department of Planning and Economic Development designee(s).

Y. Schedule

The proposed schedule for this procurement is as follows:

RFP Issued – Friday, December 14, 2018

Last day to submit questions to MCDR – Thursday, January 3, 2019, 4:00 PM EST

Proposal(s) due date – Tuesday, January 8, 2019 at 12:00 Noon EST.

Selection – Process will begin immediately following collection of submittals in January, 2019

Contract Executed and Notice to Proceed – Late January 2019 or Early February 2019

Cost Liability - All costs incurred in the submission of proposals or in making necessary studies, designs, or computer benchmarks of estimates for preparation of the Proposals are the sole responsibilities of the Proposer.



Z. Proposals and Non-Discriminatory Practices

One (1) printed hard copy with original signature; six (6) copies of the proposal one (1) PDF digital file with similar layout and format as original hard copy shall be submitted no later than 12 Noon EST on Thursday, January 8, 2019, to John Crumm at the Macomb County Department of Roads, 117 South Groesbeck Highway, Mt Clemens, MI 48043. The proposals should indicate the proposed scope of work, consultant qualifications and experience, required forms, and a three to four paragraph executive summary.

Proposal Receipt

All proposals become the property of MCDR and will not be returned. MCDR is a public body as defined by Michigan's Freedom of Information Act (FOIA). Upon receipt by MCDR all technical proposals become "public records open to disclosure" under FOIA.

Proposals received after the date and time shall not be opened or reviewed and will be returned to the person and address listed on the package. Deadlines are important to this project, and the failure to meet the proposal cutoff time and date will put into questions the firm's ability to meet other more serious and consequential deadlines over the course of this work. The RFP and cost information must be submitted in separate sealed envelope. Failure to follow these guidelines will be immediate disqualification from further review or consideration.

Non-Discriminatory Practices

MCDR policies encourage participation by disadvantaged business enterprises (DBE), including women business enterprises (WBE), and minority business enterprises (MBE). Please include certification(s) in proposal. MCDR, in accordance with [Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4](#) and [Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation](#) issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration of this award.

SECTION III: SELECTION PROCESS, CRITERIA, AND, SCORING

Basis of Selection Methodology:

This selection process will be using a Qualified Base System (QBS) that provides MCDR with a selection process that is straightforward and easy to implement. The process is objective and fair, can be well documented, and is open to audit.

QBS has received national and state attention in the public sector through legislation for many years. In October 1972, the federal government enacted Public Law 92-582 covering the selection of architects and engineers based on qualifications. The Michigan QBS Coalition was formed in 1984.

The QBS process recommended by the QBS Coalition of Michigan includes the following steps:

1. The owner determines the preliminary scope of work.
2. The projected time frame is established.
3. The project is announced to the public when appropriate.
4. RFP for SOS packages are requested, received, and reviewed.
5. MCDR will undertake the option, if deemed in the best interest of MCDR, to follow the current MDOT accepted selection process of selecting a firm and forgo the interviewing process. This will only happen if one firm's submission is outstanding above the other submissions.
6. If interviews are deemed necessary MCDR and review committee members will select not more than three (3) firms to be interviewed.
7. Interviews will be conducted with the review committee with the three (3) qualified firms.
8. The most qualified firm is selected combining the written submittal and the interview.
9. A master contract is then negotiated with the selected firm.
10. Post-selection notifications are made to all firms that were interviewed.
11. Selected firm and MCDR engage in development of Master Contract.
12. Work will commence as soon as possible with MCDR and selected firm.

Evaluation and Scoring:

Proposers that submit a proposal to this RFP will be evaluated using the following criteria and point system to score and rank the proposals:

- **Understanding of Requested Service (30 Points):** Describe the Proposer's understanding of the service. This information is to be based on the scope of services described herein and in relation to the particular project. Include the Proposer's understanding of innovative contracting experience specifically done through the MDOT format.
- **Past Performance of Similar Types of Service (20 Points):** MCDR will consider examples of similar work and any references offered by the consultant. Similar work is defined as projects with same size, complexity of scope, and dollar amount. Work experience of the prime consultant should include past work on INFRA or TIGER Grants or similar large scale road construction grants.



- **Key Personnel Available for Immediate Work as well as all staff assumed to eventually to play a major role in the task of completing this project (40 Points):** Provide one page that explains the program staff structure either in a flow chart or some other type of graphical representation. Include staff names assigned to major areas.

The project team chart will be followed with personnel resumes. Resumes will include summary of similar experience to the task the person is assigned within this project. The resumes should be no more than two pages and organized under the various types of work requested in this RFP.

- **Safety Improvement Methods (25 Points):** Describe methods to consider in this project to improve safety for everyone accessing the corridor. Further describe a means and measures of tracking the implemented safety solutions and describe how this will be documented over the course of the entire project from acceptance of grant funds to completion of final grant paperwork and closeout of the project.
- **Public Outreach and Communication of the Project (25 points):** Provide a broad explanation of the plan to include public outreach and communication in all aspects of the project from beginning to end.
- **Quality Assurance/Quality Control (QA/QC) Personnel Available for Immediate Work (15 Points):** Describe the plan for completing QA/QC services including the background information of selected staff for this service. Person(s) performing the QA/QC must have extensive experience with FHWA and MDOT standards and practices.
- **Location (5 Points):** Proximity of all PMT firms to MCDR main administration offices in Mount Clemens, Michigan.
- **Interviews (50 Points):** If interviews are deemed necessary, then the presentation of approach and skills, abilities, and past experience of selected team will be incorporated into the project.

Final Goal of Selection Process

The contract shall be awarded to the Proposer whose proposal offers MCDR the greatest advantage in terms of completion and meeting goals for the project, as well as, technical and any other factors considered by MCDR, as specified in Section II. MCDR reserves the right to reject any or all proposals, or parts thereof, and to negotiate the requested services and contract terms with the selected consultant.

SECTION IV. RFP RESPONSE LAYOUT, FORMAT, AND CONTENT:

Mandatory Layout and Sections of SOS Submittal Package

1. Cover
2. Table of Contents
 - *Use tabs to identify major subject areas of SOS
3. Information on Contact and Authorized Signature of Primary Consultant
4. Information on Current Bonding Rate and Legal Disclosure
5. Understanding of Requested Services
6. Past Performance of Similar Type of Projects
7. Organizational Chart of Primary Staff and Resumes
8. Safety Improvement Methods
9. Public Outreach and Communication of the Project
10. QA/QC
11. Location

***Topics** 1,2,3,4,8,10 are not counted in maximum fifteen (15) page length of response.

Proposal Formatting Requirements:

- Language: All information shall be in English.
- Font: All narrative text shall be a minimum of twelve (12) points in size and single spaced. The style and size of headings and figures are not prescribed.
- Page Size: With the exception of charts, exhibits, and other illustrative material, all information shall be printed on 8.5-inch x 11-inch paper. Charts, exhibits, and other illustrative material may be printed on 11-inch x 17-inch paper, but shall be folded to 8.5- inch x 11-inch and will be counted as one (1) sheet.
- Page Margins: Page margins shall be set at 0.75 inches minimum, not including headers or footers.
- Table of Contents: Include a Table of Contents that provides page number references.
- Tabs: Tabs must be included for each major action step required in the submittal.
- Page Limit: Proposals shall not exceed fifteen (15) pages in length. Table of contents, staff resumes, and required forms are not included in page limits.
 - Page Limit on Staff Resumes: Each resume will be thorough but concise and include only information relevant to tasks needed for the Innovate Mound project. Each resume shall be no longer than two (2) pages – front and back of one (1) page is considered two (2) pages.

**PROPOSAL ITEM RFP 19-07
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REQUIRED FORMS

INSTRUCTIONS

All Proposals must be submitted with the following required forms provided, properly executed and with all items filled out in ink or typed. Do not change or add words to the forms. Unauthorized conditions, limitations, or provisions on or attached to the forms may cause for rejection of the proposal. Any Proposer information that is altered by erasure or by inter-lineation prior to submittal must be initialed and explained by notation above the signature of the Proposer.

LIST

The following is a list of forms that are to be completed and returned:

County Vendor Disclosure Form	Page 22
Non-Collusion Affidavit	Page 24
General Information	Page 25
Work References	Page 26
Federal E-Verify Program	Page 27
Iran Economic Sanction Act	Page 28
Debarment Form	Page 29
Proposal Signature Form	Page 30

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County of Macomb, Michigan

VENDOR DISCLOSURE FORM

The Macomb County ethics ordinance requires vendors of the County to complete and file a disclosure statement, the purpose of which is to disclose any financial relationships or other conflicts of interest that may exist between vendors and employees or elected officials (or their appointees) of the County. Once filed, the disclosure form does not need to be updated unless there is a change in circumstance that would cause the answer to any of the questions to change, at which time an amended disclosure form must be filed. Filing of the disclosure form is considered a condition of payment.

VENDOR NAME: _____

1. Does the vendor currently employ a relative of any employee, elected official or appointee of an elected official of Macomb County? Relative is defined as husband or wife, father or mother, son or daughter, brother or sister, uncle or aunt, first cousin, nephew or niece, great uncle or great aunt, grandfather or grandmother, grandson or granddaughter, father-in-law or mother-in-law, son-in-law or daughter-in-law, brother-in-law or sister-in-law, stepfather or stepmother, stepson or stepdaughter, stepbrother or stepsister, half-brother or half-sister, the parents or grandparents of the individual's fiancée.
- YES NO

If yes, please answer the following:

- A. Name of County employee or elected official (or appointee): _____
- B. County Position/Title: _____
County Department or _____
- C. Agency: _____

2. Does any employee or elected official of Macomb County have an interest in the vendor organization in any of the following capacities, either compensated or non-compensated: director, officer, partner, beneficiary, trustee, member, employee or contractor.
- YES NO

If yes, please answer the following:

- A. Name of County employee or elected official (or appointee): _____
- B. County Position/Title: _____
- C. County Department or Agency: _____
- D. Position/Title with Vendor: _____

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3. Does any current employee or elected official of Macomb County have legal or beneficial ownership of 10% or more of the outstanding stock of the vendor organization?

YES NO

If yes, please answer the following:

- A. Name of County employee or elected official (or appointee): _____
- B. County Position/Title: _____
- C. County Department or Agency: _____
% of Ownership of Vendor
- D. Organization: _____

4. In the last five calendar years, has the vendor failed to perform or otherwise deliver on the terms of a contract or agreement with Macomb County, or any other public entity, including suspensions or debarments?

YES NO

If yes, please provide further explanation:

I hereby certify that the information included on this form is complete, true and accurate to the best of my knowledge and belief. I understand that either myself or the organization to which this form applies may be subject to sanctions and/or penalties as set forth in the ethics ordinance if any information has been falsified or omitted.

Name (Please Print)

Title

Signature

Date

PROPOSAL ITEM RFP 19-07
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GENERAL INFORMATION

In further description of this Proposal, we desire to submit sheets marked as follows:

Proposing under the name of: _____

DUNS Number: _____
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

AUTHORIZED SIGNATURE: _____

Printed or typed signature: _____

Title: _____

Address: _____

City, State: _____

Date: _____

Telephone Number: _____

Fax Number: _____

Email: _____

When payment on such order or contract is to be directed to the same company at an address different from above, please list the address to be used below:

PROPOSAL ITEM RFP 19-07
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WORK REFERENCES

PROPOSER'S COMPANY NAME _____
Please list at least three (3) companies or public agencies for which you have done similar work.

Macomb County reserves the right to reject low Proposals for poor past performance or inadequate references.

NAME OF COMPANY _____

CONTACT PERSON _____

ADDRESS _____

TELEPHONE NO. _____

NAME OF COMPANY _____

CONTACT PERSON _____

ADDRESS _____

TELEPHONE NO. _____

NAME OF COMPANY _____

CONTACT PERSON _____

ADDRESS _____

TELEPHONE NO. _____

NAME OF COMPANY _____

CONTACT PERSON _____

ADDRESS _____

TELEPHONE NO. _____



FEDERAL E-VERIFY PROGRAM

The Macomb County Board of Commissioners has established a policy regarding the Federal E-Verify Program. This policy states that future contracts (including both new and reviewing contracts) between Macomb County and contractors and vendors who provide services in excess of twenty-thousand dollars (\$20,000) shall require the contractors and vendors to register with, participate in, and utilize the E-Verify Program (or any successor program implemented by the federal Department of Homeland Security and Social Security Administration) when hiring their employees and require the County's Human Resources Department to utilize the E-Verify Program (or any successor program implemented by the federal Department of Homeland Security and Social Security Administration) when hiring new employees.

For more information about E-Verify, go to www.uscis.gov. Click on the E-Verify icon on the bottom left-hand corner of page.

**ACKNOWLEDGMENT OF MACOMB COUNTY'S POLICY
REQUIRING PARTICIPATION IN THE FEDERAL E-VERIFY PROGRAM
AND CERTIFICATION OF COMPLIANCE**

The undersigned hereby acknowledges receipt of a copy of the policy of the Macomb County Board of Commissioners requiring contractors, including those providing professional services, who provide services **in excess of \$20,000 a year** to the County to register and participate in the Federal E-Verify Program.

The undersigned hereby certifies that (he/she/it) will comply with this policy and will register with, participate in and utilize the E-Verify Program or any successor program implemented by the Federal Department of Homeland Security and Social Security Administration when hiring employees.

DATED: _____

Authorized Signature

Printed or Typed Signature

Name of Company



CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT

Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of the below-named Proposer _____, hereby certifies, represents and warrants that the Proposer, including its officers, directors and employees, is not an “Iran linked business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event Proposer is awarded a contract, the Proposer will not become an “Iran linked business” at any time during the course of performing any services under the contract.

PROPOSER: _____
Name of Proposer

By: _____

Its: _____

Date: _____



VENDOR CERTIFICATION DEBARMENT

All information requested in this section must be completed and the document notarized. Any information omitted, or erroneously reported, may result in disqualification for current or future bidding and supply on behalf of the Macomb County Department of Roads.

The undersigned warrants and presents that they have full complete authority to make representations for and on behalf of the undersigned company and that their representations are fully binding upon the undersigned company.

1. The undersigned are not presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from transactions by any federal department or agency, or any state, county or local municipality, department or agency.
2. The undersigned has not within a three (3) year period preceding this bid been convicted of, or had a civil judgment rendered against them for the commission of fraud, a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction, or a contract a public transaction, violation of federal or state antitrust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
3. The undersigned are not presently indicted for or otherwise criminally or civilly charged by any governmental entity (federal, state or local) with commission of any of the offenses set forth in paragraph 2.
4. The undersigned have not within a three (3) year period preceding this bid, had one or more public transactions (federal, state or local) terminated or attempted to be terminated for cause or default.

IF THE APPLICANT IS UNABLE TO CERTIFY TO ANY OF THE STATEMENTS IN THIS CERTIFICATION, CERTIFICATION AND EXPLANATION SHALL BE ATTACHED AND PRESENTED WITH THIS CERTIFICATION.

THE UNDERSIGNED CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED MADE ON BEHALF OF THE UNDERSIGNED BIDDER.

Proposer/Company Name: _____

Proposer Address: _____

Name of Proposer Representative: _____

Signature of Proposer Representative: _____

Subscribed and sworn to before me this
_____ day of _____, 20____.

Notary Public

County of _____,

State of _____

My Commission expires: _____

**PROPOSAL ITEM RFP 19-07
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PROPOSAL SIGNATURE FORM

**Proposal Item 19-07
Professional Services Planning and Design of Mound Road Project**

Proposer : _____

Owner: _____

Phone Number: _____ Email: _____

GENERAL AGREEMENTS

- A. The Proposer acknowledges that he/she has had the opportunity to examine the site and locality where the Work is to be performed and has become familiar with the legal requirements, laws, rules, regulations and conditions affecting the cost, progress and performance of the Work; and has made such independent investigations as Proposer deemed necessary to prepare the Proposal. Further, Proposer hereby states that the Base Proposal set forth in this Proposal Response is true and correct.
- B. The Proposer agrees that this Proposal shall not be withdrawn for a period of 120 calendar days after the scheduled closing time for receiving Proposals.
- C. The Proposer declares that in preparing this Proposal, Proposer is assured of the availability of all labor, materials and products to meet the substantial completion date.
- D. The Proposer agrees to execute a Contract for work covered by this Proposal, provided that he/she is notified of its acceptance within 120 days after the opening of Proposals.

SCHEDULE - TIME OF COMPLETION

The undersigned agrees to commence the Work of the Contract Documents on a date specified in a written "Notice to Proceed", and shall fully complete the Work within the required time allowed. Owner requires work to be substantially complete no later than the *agreed upon completion date*. *The proposed Proposal is in full consideration of this.*

ACKNOWLEDGEMENT OF ADDENDA

The Proposer acknowledges receipt of and use of the following Addenda in the preparation of this Proposal:

Addendum No. 1, dated _____, Addendum No. 2, dated _____

Addendum No. 3, dated _____, Addendum No. 4, dated _____

PROPOSAL FORM SUPPLEMENTS

Attached to this Proposal Form and incorporated herein are the following documents, completed in full by the undersigned:

PROPOSAL ITEM RFP 19-07

Professional Services Planning and Design of Innovate Mound Road Project



BASE PROPOSAL

The undersigned Proposer, having carefully examined the Proposing and Contract Requirements, Conditions of the Contract, Drawings, Specifications, and all subsequent Addenda, all as issued by the Owner, and being familiar with all conditions and requirements of the Work, hereby proposes and agrees to furnish all material, labor, equipment, tools and supervision; and to furnish all services necessary to complete the Work required in accordance with the Proposing Documents for the following projects:

Respectfully submitted this ____ day of _____, 20____.

By: _____
(Name of Proposing firm or corporation)

Witness:

By: _____
(Signature)

Attest: _____
(Signature)

(Type or print name)

By: _____
(Type or print name)

Title: _____
(Owner/Partner/President/Vice Pres.)

Title: _____

Address: _____

Phone: _____

License: _____

Federal ID No.: _____

(Affix Corporate Seal Here)

Company Name

Company Representative

Title