BOARD OF COUNTY ROAD COMMISSIONERS
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NOTICE TO BIDDERS

The Board of County Road Commissioners of Van Buren County is accepting sealed Proposals for Professional Engineering Services at the Road Commission office, 325 W. James St., P.O. Box 156, Lawrence, MI 49064 until **4:00 PM on April 4, 2023** as follows:

- 13th Avenue over Deerlick Creek in South Haven Township; Baseline Road over the Black River in South Haven Township; 45th Street over the Paw Paw River in Paw Paw Township

All Proposals must be in a sealed envelope and plainly marked as set forth above and include the name of the bidder. All unmarked Proposals and/or Proposals received after the submitted deadline may be rejected.

A Request for Proposals containing the proposal requirements may be obtained at the office of the Road Commission.

The Road Commission reserves the right to reject any or all Proposals, to waive irregularities in the bidding, and to award the contract in any manner deemed to be in the best interest of the Van Buren County Road Commission.

AN EQUAL OPPORTUNITY EMPLOYER
VAN BUREN COUNTY ROAD COMMISSION

REQUEST FOR PROPOSALS
Professional Engineering Services

Project:

- 13th Avenue over Deerlick Creek, South Haven Township
- Baseline Road over the Black River, South Haven Township
- 45th Street over the Paw Paw River, Paw Paw Township

I. Project Descriptions and Locations

The Van Buren County Road Commission has been awarded funding through the MDOT Local Bridge Program for the preventative maintenance of the bridges that carry 13th Avenue over Deerlick Creek in South Haven Township, Baseline Road over the Black River in South Haven Township, and 45th Street over the Paw Paw River in Paw Paw Township in fiscal year **2024** (collectively referred to as the "project").

This proposal is for the preliminary design and final design for preventative maintenance work to include joints, concrete pile repairs, rip rap and scour protection, waterproof membrane, guardrail and new HMA surface. The Final Project Scope and budget would be reviewed, coordinated and finalized in a meeting(s) with the Road Commission's Highway Engineer, Barry Anttila,

The Consultant will be required to work directly with the Van Buren County Road Commission, MDOT, EGLE, and other applicable agencies to acquire all necessary approvals for the proposed work. Coordination and cooperation with the various entities is of the utmost importance so as to let the project for bid in a timely manner.

Our intent is to have this project in a bid letting so that the project can be constructed during the 2024 construction season.

II. Proposal Requirements

A. Qualifications. Names and a brief resume of all personnel who will actually perform the design services are required. List all sub-consultants that will also be used on the project.
B. Quality Control and Quality Assurance (QC/QA). QC/QA Certification is required with the Project Programming Application (MDOT Form 0258). The Proposal shall include the procedures, qualifications of the designer, checker and reviewer along with certification that the design computations/calculations and checks/reviews will be completed and documented for the design project.
C. A list of similar projects completed in the last five years which were handled by the key personnel listed above who are assigned to this project.
D. A statement of degree of familiarity with the MDOT design process.
E. Your technical approach to the project.
F. Your ability to respond timely to requests from the Van Buren County Road Commission.

G. Proposed Schedule. The Consultant shall provide a detailed proposed schedule outlining the proposed dates for completion of each task.
H. Cost and Billing. The Consultant shall provide a detailed cost estimate for engineering services with breakdowns of Type, Size and Location (TS&L), Preliminary and Final Design hours. A separate line item shall be included for field survey work. The Van Buren County Road Commission reserves the right to terminate this project at any time, upon written notice to Consultant. Any outstanding payment shall be prorated to actual services performed.
I. Reasons your firm should be selected to complete this work.

II. **Proposal Evaluation**

The Van Buren County Road Commission will be selecting a consultant based upon the cost estimate, proposed schedule, proposed coordination and cooperation efforts, experience and qualification of firm, project manager and staff, familiarity with federal, state and local regulations, capacity, ability to meet the proposed schedule, and recent successful completion of similar projects.

The Van Buren County Road Commission reserves the right to request additional information regarding Consultant qualifications, and clarification of pricing information. Failure to provide all information requested shall be sufficient reason for the Van Buren County Road Commission to eliminate a Consultant from further consideration in the selection process. The Van Buren County Road Commission reserves the right to reject any or all bids, to waive irregularities in the bidding, and to award the contract in any manner deemed to be in the best interest of the Van Buren County Road Commission.

III. **Design Services**

A. Conduct a complete field survey.
B. Complete Bridge Material Asbestos Testing for structure.
C. Conduct and prepare any coordination and permitting for Endangered Species.
D. Conduct and prepare any coordination and permitting for SHPO.
E. Type, Size & Location (TS&L) submittal.
F. Prepare Preliminary Plans and Engineer's Estimate.
G. Prepare Final Design Plans (i.e., final plans, specifications and estimate).

H. Conduct necessary liaison with MDOT Engineering Services Division to receive their approval, including Engineering Services project programming.
I. Attend the grade inspection and other meetings.
J. Coordinate design plans as may be required with applicable agencies to insure completeness of the project design (i.e., Drain Commission, utilities, MDOT, NEPA, EGLE, etc.).
K. Provide cross-sections and quantity computations.
L. Any other applicable permits, as required.
M. Perform necessary hydraulic and scour analysis.
N. All work necessary for the review and approvals of any required prefabrication shop drawings and also determination of haunch and screed grades, if needed.

All bridge and roadway improvements shall meet all applicable AASHTO and MDOT design requirements. Where required by the design, the Consultant shall prepare and furnish legal descriptions for required easements.

IV. Construction Phase

A. Attendance at pre-construction meeting.
B. Shop drawing review and approval.
C. Availability for potential constructability/design concerns.

V. Proposal Due Date

The Van Buren County Road Commission is accepting proposals at the Road Commission office, 325 W. James St., P.O. Box 156, Lawrence, MI 49064 until **4:00 PM on April 4, 2023.** Any bid(s) received after the submitted deadline may be rejected.

VI. Title VI, Non-Discrimination

The Van Buren County Road Commission, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of 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 gender, disability, race, color, or national origin in consideration for an award.

VII. For Further Information Contact

Barry J. Anttila, Highway Engineer
Van Buren County Road Commission
325 West James Street, PO Box 156
Lawrence, Michigan 49064

269-674-8011, Extension 224 -or- BarryAnttila@vbcrc.org