

# REQUEST FOR PROPOSAL

RFP # 18-02

## 2018 and 2019 Construction Materials Testing Services

City of Ann Arbor  
Public Services Area/Engineering



**Due Date: January 19, 2018 at 2:00 p.m. (local time)**

Issued By:

City of Ann Arbor  
Procurement Unit  
301 E. Huron Street  
Ann Arbor, MI 48104

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## **SECTION 1- GENERAL INFORMATION**

### **A. OBJECTIVE**

The purpose of this Request for Proposal (RFP) is to select a Firm or Firms to provide construction materials testing for several road construction, utility construction, and other miscellaneous projects throughout the City of Ann Arbor for the 2018 and 2019 construction seasons. This is intended to be a multiple year agreement. The consultant is expected to maintain the hourly rates for up to two (2) years.

### **B. QUESTIONS ABOUT AND CLARIFICATIONS OF THE REQUEST FOR PROPOSAL**

All questions regarding this Request for Proposal (RFP) shall be submitted via e-mail. Questions will be accepted and answered in accordance with the terms and conditions of this RFP.

**All questions shall be submitted on or before January 5, 2018 at 10:00 a.m.**, and should be addressed as follows:

Scope of Work/Proposal Content questions shall be e-mailed to Jane K Allen, Project Manager – Jallen2@a2gov.org

RFP Process and Compliance questions shall be e-mailed to Colin Spencer, Buyer - CSpencer@a2gov.org

Should any prospective consultant be in doubt as to the true meaning of any portion of this RFP, or should the consultant find any ambiguity, inconsistency, or omission therein, the consultant shall make a written request for an official interpretation or correction by the due date of questions above.

All interpretations, corrections, or additions to this RFP will be made only as an official addendum that will be posted to a2gov.org and MITN.info and it shall be the consultant's responsibility to ensure they have received all addenda before submitting a proposal. Any addendum issued by the City shall become part of the RFP, and must be incorporated in the proposal where applicable.

### **C. PRE-PROPOSAL MEETING**

No pre-proposal meeting will be held for this RFP. Please contact staff indicated above with general questions regarding the RFP. Plan review times are available as described in Section II.

## D. PROPOSAL FORMAT

To be considered, each firm must submit a response to this RFP using the format provided in Section III. No other distribution of proposals is to be made by the consultant. An official authorized to bind the consultant to its provisions must sign the proposal in ink. Each proposal must remain valid for at least ninety days from the due date of this RFP.

Proposals should be prepared simply and economically providing a straightforward, concise description of the consultant's ability to meet the requirements of the RFP. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.

## E. SELECTION CRITERIA

Responses to this RFP will be evaluated using a point system as shown in Section III. A selection committee comprised of staff from the City will complete the evaluation.

The fee proposals will not be reviewed at the initial evaluation. After initial evaluation, the City will determine top consultants, and open only those fee proposals. The City will then determine which, if any, firms will be interviewed. During the interviews, the selected firms will be given the opportunity to discuss their proposal, qualifications, past experience, and their fee proposal in more detail. The City further reserves the right to interview the key personnel assigned by the selected consultant to this project. If the City chooses to interview any respondents, the interviews will be tentatively held the **week of February 5, 2018**. Consultant must be available on these dates.

All proposals submitted may be subject to clarifications and further negotiation. All agreements resulting from negotiations that differ from what is represented within the RFP or in the consultant's response shall be documented and included as part of the final contract.

## F. SEALED PROPOSAL SUBMISSION

**All proposals are due and must be delivered to the City on or before, January 19, 2018 at 2:00 p.m. (local time).** Proposals submitted late or via oral, telephonic, telegraphic, electronic mail or facsimile **will not** be considered or accepted.

**Each respondent must submit in a sealed envelope**

- **one (1) original proposal**
- **four (4) additional proposal copies**
- **one (1) digital copy of the proposal preferably on a USB/flash drive as one file in PDF format**

**Each respondent must submit in a single separate sealed envelope marked Fee Proposal**

- two (2) copies of the fee proposal

**The fee proposal and all costs must be separate from the rest of the proposal.**

Proposals submitted must be clearly marked: “**RFP No.18-02 – 2018 and 2019 Construction Materials Testing Services**” and list the consultant’s name and address.

Proposals must be addressed and delivered to:  
City of Ann Arbor  
c/o Customer Service  
301 East Huron Street  
Ann Arbor, MI 48107

All proposals received on or before the due date will be publicly opened and recorded on the due date. No immediate decisions will be rendered.

Hand delivered proposals must be date/time stamped by the Customer Service Department at the address above in order to be considered. Delivery hours are 9:00 a.m. to 3:00 p.m. Monday through Friday, excluding Holidays.

The City will not be liable to any consultant for any unforeseen circumstances, delivery, or postal delays. Postmarking on the due date will not substitute for receipt of the proposal. Consultants are responsible for submission of their proposal. Additional time will not be granted to a single consultant. However, additional time may be granted to all consultants at the discretion of the City.

**A proposal will be disqualified if:**

**The forms provided as Attachment C - City of Ann Arbor Non-Discrimination Declaration of Compliance, Attachment D - City of Ann Arbor Living Wage Declaration of Compliance, Attachment E - Vendor Conflict of Interest Disclosure Form of the RFP Document must be included in submitted proposals.**

**Proposals that fail to provide these completed forms listed above upon proposal opening will be deemed non-responsive and will not be considered for award.**

**Please do not provide these forms outlined directly above within the separately sealed Fee Proposal envelope.**

## **G. DISCLOSURES**

Under the Freedom of Information Act (Public Act 442), the City is obligated to permit review of its files, if requested by others. All information in a consultant’s proposal is

subject to disclosure under this provision. This act also provides for a complete disclosure of contracts and attachments thereto.

## **H. TYPE OF CONTRACT**

A sample of the Professional Services Agreement is included as Appendix A. Those who wish to submit a proposal to the City are required to review the this sample agreement carefully. **The City will not entertain changes to its Professional Services Agreement.**

The City reserves the right to award the total proposal, to reject any or all proposals in whole or in part, and to waive any informality or technical defects if, in the City's sole judgment, the best interests of the City will be so served.

This RFP and the selected consultant's response thereto, shall constitute the basis of the scope of services in the contract by reference.

## **I. NONDISCRIMINATION**

All contractors proposing to do business with the City shall satisfy the contract compliance administrative policy adopted by the City Administrator in accordance with the Section 9:158 of the Ann Arbor City Code. Breach of the obligation not to discriminate as outlined in Attachment B shall be a material breach of the contract. Contractors are required to post a copy of Ann Arbor's Non-Discrimination Ordinance attached at all work locations where its employees provide services under a contract with the City.

## **J. WAGE REQUIREMENTS**

The Attachments provided herein outline the requirements for payment of prevailing wages or of a "living wage" to employees providing service to the City under this contract. The successful consultant must comply with all applicable requirements and provide documentary proof of compliance when requested.

## **K. CONFLICT OF INTEREST DISCLOSURE**

The City of Ann Arbor Purchasing Policy requires that the consultant complete a Conflict of Interest Disclosure form. A contract may not be awarded to the selected consultant unless and until the Procurement Unit and the City Administrator have reviewed the Disclosure form and determined that no conflict exists under applicable federal, state, or local law or administrative regulation. Not every relationship or situation disclosed on the Disclosure Form may be a disqualifying conflict. Depending on applicable law and regulations, some contracts may awarded on the recommendation of the City Administrator after full disclosure, where such action is allowed by law, if demonstrated competitive pricing exists and/or it is determined the

award is in the best interest of the City. A copy of the Conflict of Interest Disclosure Form is attached.

**L. COST LIABILITY**

The City of Ann Arbor assumes no responsibility or liability for costs incurred by the consultant prior to the execution of a Professional Services Agreement. The liability of the City is limited to the terms and conditions outlined in the Agreement. By submitting a proposal, consultant agrees to bear all costs incurred or related to the preparation, submission, and selection process for the proposal.

**M. DEBARMENT**

Submission of a proposal in response to this RFP is certification that the Respondent is not currently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal departments or agency. Submission is also agreement that the City will be notified of any changes in this status.

**N. PROPOSAL PROTEST**

All proposal protests must be in writing and filed with the Purchasing Manager within five (5) business days of the award action. The consultant must clearly state the reasons for the protest. If a consultant contacts a City Service Area/Unit and indicates a desire to protest an award, the Service Area/Unit shall refer the consultant to the Purchasing Manager. The Purchasing Manager will provide the consultant with the appropriate instructions for filing the protest. The protest shall be reviewed by the City Administrator or designee, whose decision shall be final.

**O. SCHEDULE**

The proposals submitted should define an appropriate schedule in accordance with the requirements of the Proposed Work Plan in Section III.

The following is the schedule for this RFP process.

<b>Activity/Event</b>	<b>Anticipated Date</b>
Written Question Deadline	January 5, 2018, 10:00 a.m.
Addenda Published (if needed)	Week of January 8, 2018
Proposal Due Date	January 19, 2018, 2:00 p.m. (Local Time)
Tentative Interviews (if needed)	The week of February 5, 2018
Selection/Negotiations	The week of February 12, 2018
Expected City Council Authorizations	March 2018

The above schedule is for information purposes only and is subject to change at the City's discretion.

Proposals submitted shall further define an appropriate project schedule in accordance with the requirements of the proposed work plan. The final schedule will be negotiated based on the final scope of work and work plan agreed to by the City and the selected Firm(s).

#### **P. IRS FORM W-9**

The selected consultant will be required to provide the City of Ann Arbor an IRS form W-9.

#### **Q. RESERVATION OF RIGHTS**

1. The City reserves the right in its sole and absolute discretion to accept or reject any or all proposals, or alternative proposals, in whole or in part, with or without cause.
2. The City reserves the right to waive, or not waive, informalities or irregularities in terms or conditions of any proposal if determined by the City to be in its best interest.
3. The City reserves the right to request additional information from any or all consultants.
4. The City reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested within RFP.
5. The City reserves the right to determine whether the scope of the project will be entirely as described in the RFP, a portion of the scope, or a revised scope be implemented.
6. The City reserves the right to select one or more consultants to perform services.
7. The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted.
8. The City reserves the right to disqualify proposals that fail to respond to any requirements outlined in the RFP, or failure to enclose copies of the required documents outlined within RFP.



## **SECTION II - SCOPE OF SERVICES**

The City is currently accepting proposals for construction materials testing services for multiple construction projects throughout the City for the 2018 and 2019 Construction Seasons. The City intends to hire a *minimum* of two separate consultants to perform work on these projects in both the 2018 and 2019 Construction Seasons. Testing unit prices submitted through this RFP on the attached Proposed Fee Schedule (Attachment A) will be used for both the 2018 and 2019 Construction Seasons; the consultant is expected to maintain the hourly rates for up to two (2) years. Firms may elect to submit a proposal that includes any or all of the projects described below for the 2018 Construction Season only:

### **2018 CONSTRUCTION SEASON**

- **2018 Street Resurfacing Project**

This project involves the resurfacing or rehabilitation of several major and minor (local/residential) streets located throughout the City. The work entails partial or full depth removal of the existing HMA pavement, HMA and concrete pavement and aggregate base repairs, as required, and the placement of one or multiple courses of new HMA. Additional work, as required, includes the removal and replacement of concrete curb and gutter segments, replacement of sidewalk ramps and other related sidewalk work, shoulder work, replacement, repairs and/or adjustments to utility structures, placement of permanent pavement markings, and restoration to areas disturbed by these activities. The project will consist of several major and local streets being under construction simultaneously. Therefore, the proposing Firm must have sufficient resources to provide testing staff at these multiple locations as required. The tentative list of streets and respective project limits can be found in Appendix B of this Request for Proposal. It is anticipated that estimated construction quantities will be available for review by the end of January 2018. It is expected that construction will occur between mid-April and mid-November of 2018.

Project Manager: David Dykman, P.E. ([ddykman@a2gov.org](mailto:ddykman@a2gov.org))

- **Pauline Blvd Water Main Replacement Project**

This project consists of the replacement of the old water main along Pauline Blvd from W Stadium Blvd to S Seventh Street. Work also includes removal and replacement of some concrete curb and gutter, full removal and replacement of the asphalt pavement, construction of some intersection bump-outs, and reconstruction of some storm sewer structures. Plans and specifications will be available for review. Construction is tentatively scheduled for May to August 2018. This is a federally funded project and the testing must conform to MDOT's guidelines and be provided on MDOT forms. Concrete cylinders, density, HMA testing, and HMA extractions and volumetrics will be required.

Project Manager: Igor Kotlyar, P.E. ([ikotlyar@a2gov.org](mailto:ikotlyar@a2gov.org))

- Riverview Drive Sanitary Sewer and Water Main Extension Project  
 This project consists of the installation of approximately 750 L.F. of 8" sanitary sewer and 850 L.F. of 12" ductile iron water main and 300 L.F. of 8" directionally-drilled HDPE water main and all appurtenances in Riverview Drive from Geddes Avenue northerly to a point south of Huntington Place. The work also includes the complete removal and replacement of the existing asphalt pavement, removal and replacement of some existing bituminous curbing, removal and replacement of affected concrete and bituminous drive approaches. The project may also include the removal and replacement of some of the existing storm sewer in Riverview Drive depending upon its actual location in the roadway as it is shown on existing plans to be laid on a radius and it is unclear at this time where the pipe is precisely located. Construction is tentatively scheduled from May through July 2018. Testing services that will be required consist of, but are not limited to; Concrete QA testing including air, slump, temperature, and compressive strength cylinders; obtaining aggregate proctor and sieve analysis; aggregate and HMA density testing; complete HMA QA testing and volumetric and extraction/gradation testing; and, any other related testing services will be required as well.  
 Project Engineer/Manager: Michael G Nearing, P.E. ([mnearing@a2gov.org](mailto:mnearing@a2gov.org))
- Crest, Buena Vista, Washington Water Main Replacement Project  
 This project involves the replacement of older water main along Crest Avenue from Buena Vista Avenue to Huron Street, Buena Vista Avenue from Crest Avenue to Washington Street, and Washington Street from Crest Avenue to S Seventh Street. Work also includes removal and replacement of asphalt pavement, construction of some intersection bump-outs, removal and replacement of some curb and gutter, underdrain installation, and reconstruction of some storm sewer structures. Plans and specifications will be available for review. Construction is tentatively scheduled from May 16 through September 1, 2018. Testing services that will be required consist of, but are not limited to; Concrete QA testing including air, slump, temperature, and compressive strength cylinders; obtaining aggregate proctor and sieve analysis; aggregate and HMA density testing; complete HMA QA testing and volumetric and extraction/gradation testing; and, any other related testing services as required.  
 Project Manager: Jane K Allen, P.E. ([jallen2@a2gov.org](mailto:jallen2@a2gov.org))
- Allen Creek Railroad Berm Opening Project  
 This project consists of the installation to two stormwater culverts and one pedestrian culvert beneath the railroad tracks at Depot Street and Main Street. In addition, this project includes the construction concrete retaining walls, installation of a prefabricated pedestrian bridge and an non-motorized asphalt path. Preliminary plans and specifications will be available for review. Construction is tentatively scheduled for Fall of 2018. This is a federally funded project and the testing must conform to MDOT's guidelines and be

provided on MDOT forms. Concrete cylinders, density, concrete culvert fabrication plant inspection, HMA testing, and HMA extractions will be required. Project Manager: Anne Warrow, P.E. ([awarrow@a2gov.org](mailto:awarrow@a2gov.org))

- North Fifth Avenue Reconstruction

This project consists of the reconstruction of North Fifth Avenue between Catherine and Kingsley, in addition to the reconstruction of Detroit Street between the same limits, and the resurfacing of Kinglsey between North Fifth and Detroit. Also included are utility upgrades including the replacement of the old water main, storm sewer, infiltration trenches, and streetlights. The roadways will be reconstructed full depth with new aggregate base, full depth HMA or brick paves on a concrete base, both with concrete curb and gutter. The project is a collaboration with the DDA, and will include their streetscape improvements, which includes removing and replacing all sidewalk, ramps, sidewalk extensions, and the plaza at the NW corner of North Fifth and Detroit. Plans and specifications are currently available on the City's purchasing webpage under item ITB 4519. Construction is tentatively scheduled for March 2018 to November 2018. Concrete cylinders, gradation analysis, density, HMA density and HMA extractions will be required.

Project Manager: Jennifer Nelson, P.E. ([jnelson@a2gov.org](mailto:jnelson@a2gov.org))

- Scio Church Road Improvements

This project consists of the resurfacing of Scio Church Road between Seventh Street and Main Street. Work includes removing and replacing pavement full depth, a road diet that will consist of constructing new curb and gutter on the south side of Scio Church Road approximately 5 feet north of its current location, paving sidewalk gaps, some storm sewer reconstruction, and infiltration basin installation. Preliminary plans and specifications are currently available for review, and will be posted on MDOT's Bid Letting Site for the March 2, 2018 letting. Construction is scheduled for June 2018 to September 2018. This is a federally funded project and therefore all testing must conform to MDOT's guidelines and specifications, and be performed by personnel and in laboratories meeting MDOT's certification requirements, and be provided on MDOT forms through ProjectWise. Concrete cylinders, gradation analysis, density, HMA density and HMA extractions will be required.

Project Manager: Jennifer Nelson, P.E. ([jnelson@a2gov.org](mailto:jnelson@a2gov.org))

- Wheeler (Swift Run) Service Center PUD Non-motorized Improvements – Phase 2

This project involves work along the east side of Stone School Road to construct a new HMA pathway from the end of the existing path south of Addington Lane southerly to Morgan Road. Proposed work includes clearing, earthwork, drainage construction, grading and placement of sand subbase and aggregate base, and placement of HMA materials, tree planting, and slope restoration to complete the approximately 1,600 foot long HMA path. Presently, preliminary

construction plans are available for review. Construction is expected to occur from late March through June of 2018.

Project Manager: David Dykman, P.E. ([ddykman@a2gov.org](mailto:ddykman@a2gov.org))

- Seventh Street (Scio Church Rd to Miller Ave) Preventative Maintenance and Pavement Marking Improvements

This project involves the resurfacing of Seventh Street between Scio Church Rd and W Stadium Blvd, which includes partial depth removal of the existing HMA pavement surface; pavement and base repairs, as required; removal and replacement of concrete curb and gutter segments; construction of new concrete sidewalk; minor replacement of sidewalk ramps and related sidewalk work; replacement, repairs and/or adjustments to utility structures; placement of a new HMA surface; and restoration to areas disturbed by these activities. I also includes safety improvements though the project corridor from Scio Church Rd to Miller Ave involving permanent pavement marking work to install buffered bike lanes, modern high visibility pedestrian crosswalks, and shared vehicle-bike lanes at major intersections. Preliminary construction plans will be available for review in mid-December 2017. Construction is expected to occur from late June through early August of 2018.

Project Manager: David Dykman, P.E. ([ddykman@a2gov.org](mailto:ddykman@a2gov.org))

- Federal Blvd/Commerce and Green Rd Sidewalk Gap Project

This project involves the installation of sidewalk along Federal Blvd / Commerce Drive between W Stadium Blvd and 2030 Commerce Drive, and along Green Road from Burbank Drive to Gettysburg Road. Work also includes ADA ramps, a mid-block crossing, and removal and replacement of curb and gutter. Plans and specifications will be available for review. Construction is tentatively scheduled from May to September, 2018. Testing services that will be required consist of, but are not limited to; Concrete QA testing including air, slump, temperature, and compressive strength cylinders; obtaining aggregate proctor and sieve analysis; aggregate density testing; and, any other related testing services as required.

Project Manager: Jane K Allen, P.E. ([jallen2@a2gov.org](mailto:jallen2@a2gov.org))

- Various Water Main and Sanitary Sewer Project

This project include water main replacement or sanitary sewer replacement of existing utilities on multiple roads in the City of Ann Arbor. The work entails partial removal of HMA pavement and some curb and gutter, installation of the water main or sanitary sewer, backfill, and the placement of aggregate base and HMA pavement and new curb and gutter. These various roads will be constructed throughout the 2018 Construction Season. The following are locations and lengths of each road:

1. Brookwood Water Main, White to Packard (700 ft)
2. Forest Sanitary Sewer, Horman to north of Minerva (400 ft)
3. Horman Ct Sanitary Sewer & Water Main, Forest to Olivia (400 ft)
4. Lafayette Sanitary Sewer, Concord to Lenawee (500 ft)
5. Stone School Sanitary Sewer, Ticknor to Packard (800 ft)
6. Sycamore Water Main, White to Park (500 ft)

7. 2780 Packard Sanitary Sewer (200 ft in easement)

This project will require density, asphalt, and concrete testing.

Project Manager: Brian Slizewski, P.E. ([bslizewski@a2gov.org](mailto:bslizewski@a2gov.org))

- 2018 Miscellaneous Construction Projects

One consultant will be selected to perform testing on various small miscellaneous projects that may be constructed throughout the 2018 Construction Season.

These projects may include road construction; sidewalk / ADA ramps; and water main, storm sewer, or sanitary sewer replacement or lining projects. Listed below are some of the known projects that may be included:

- 2018 Ramp and Sidewalk Repair Program

This project will include the replacement of sidewalk and ramps in various locations throughout the City. Construction is tentatively scheduled to begin April 2018 and continue through November 2018. Concrete testing will be performed randomly approximately once per week, for the duration of the project.

Project Manager: Jane K Allen, P.E. ([jallen2@a2gov.org](mailto:jallen2@a2gov.org))

- 2018 Street Surface Treatment Project

This project involves hot mix asphalt (HMA) patching and surface seal treatments on numerous major and minor (local/residential) streets located throughout the City. The work entails partial or full depth HMA removal and patching of locally failed pavement areas and the application of either a micro-surface, cape seal, or slurry seal over the existing HMA pavement. The project will consist of several major and local streets being under construction simultaneously. Therefore, the proposing Firm must have sufficient resources to provide testing staff at these multiple locations as required. It is anticipated that a tentative list of streets and respective project limits will be available in late December 2017/early January 2018, and estimated construction quantities will be available for review by the end of January 2018. It is expected that construction will occur between July of 2018 and June of 2019.

Project Manager: David Dykman, P.E. ([ddykman@a2gov.org](mailto:ddykman@a2gov.org))

- Annual Sewer Lining Project

This project include the CIPP lining of sanitary sewer and rehabilitation of the sewer manholes in approximately 25 locations throughout the City of Ann Arbor. Construction is expected begin in the spring of 2018 and last throughout 2019. The Acceptance Testing for flexural strength and delamination is to be done in accordance with ASTM F1216 (including appendices) and ASTM D5813.

Project Manager: Igor Kotlyar, P.E. ([ikotlyar@a2gov.org](mailto:ikotlyar@a2gov.org))

- Village Oaks Project

This project include the construction of approximately 1200 feet of 18 inch storm sewer in Village Oaks Subdivision and along Ann Arbor Saline

Road. Construction is expected to last for four weeks and tentatively is scheduled for summer of 2018. Density, asphalt and concrete testing will be performed randomly for the duration of the project.

Project Manager: Igor Kotlyar, P.E. ([ikotlyar@a2gov.org](mailto:ikotlyar@a2gov.org))

### 2019 CONSTRUCTION SEASON

The following is a list of anticipated projects for the 2019 Construction Season. As these are not scheduled yet, and their construction is only proposed at this time, the Proposed Fee Schedule (Attachment A) does NOT include them. The testing unit prices submitted through this RFP for the 2018 Projects will be used for 2019 Construction Season Projects; the consultant is expected to maintain the hourly rates for up to two (2) years.

- 2019 Street Resurfacing Project

This project involves the resurfacing or rehabilitation of several major and minor (local) streets located throughout the City. The work entails partial or full depth removal of the existing HMA pavement, HMA and concrete pavement and aggregate base repairs, as required, and the placement of one or multiple courses of new HMA. Additional work, as required, includes the removal and replacement of concrete curb and gutter segments, replacement of sidewalk ramps and other related sidewalk work, shoulder work, replacement, repairs and/or adjustments to utility structures, placement of permanent pavement markings, and restoration to areas disturbed by these activities. The project will consist of several major and local streets being under construction simultaneously. Therefore, the proposing Firm must have sufficient resources to provide testing staff at these multiple locations as required. It is anticipated that a tentative list of streets and respective project limits will be available in late spring/early summer 2018, and estimated construction quantities will be available for review by the end of January 2019. It is expected that construction will occur between mid-April and mid-November of 2019.

Project Manager: David Dykman, P.E. ([ddykman@a2gov.org](mailto:ddykman@a2gov.org))

- South State Street (Oakbrook Dr to Stimson St) Concrete Pavement Repair Project

This project involves intermittent repairs to the existing composite "whitetopped" pavement on South State Street between Oakbrook Dr and Stimson St. The proposed work includes removing areas of the visibly distressed composite (concrete over HMA) pavement, performing aggregate base corrections, as required, and placing new full depth concrete pavement. It is anticipated that preliminary construction plans will be available for review in late fall of 2018. Construction is expected to occur from early May through June of 2019.

Project Manager: David Dykman, P.E. ([ddykman@a2gov.org](mailto:ddykman@a2gov.org))

- 2019 Street Surface Treatment Project  
 This project involves hot mix asphalt (HMA) patching and surface seal treatments on numerous major and minor (local/residential) streets located throughout the City. The work entails partial or full depth HMA removal and patching of locally failed pavement areas and the application of either a micro-surface, cape seal, or slurry seal over the existing HMA pavement. The project will consist of several major and local streets being under construction simultaneously. Therefore, the proposing Firm must have sufficient resources to provide testing staff at these multiple locations as required. It is anticipated that a tentative list of streets and respective project limits will be available in late December 2018/early January 2019, and estimated construction quantities will be available for review by the end of January 2019. It is expected that construction will occur between July of 2019 and June of 2020.  
 Project Manager: David Dykman, P.E. ([ddykman@a2gov.org](mailto:ddykman@a2gov.org))
- Edgewood-Snyder Storm Improvement Project  
 This project will involve the replacement of existing storm sewers on Edgewood and Snyder to eliminate existing flooding in that area. Work will include pavement removal, utility replacement, stormwater quality improvements, concrete curb and gutter, and full depth aggregate base and HMA construction.
- Hoover / Hill / Mosely / Third / Wilder Water Main Replacement Project  
 This project will involve the replacement of existing water mains on Hoover between State and Main, on Hill between Adams and Fifth, Mosely between Main to Third, on Third between Mosely and Madison, and on Wilder between Hoover and Davis. Work will include pavement removal, utility replacement, concrete curb and gutter, and full depth aggregate base and HMA construction.
- Longshore / Indianola / Ottawa / Amherst / Argo Water Main Replacement Project  
 This project will involve the replacement of existing water mains on Longshore Dr. between 2000 Longshore Dr. and Argo Dr., on Indianola Ave. between Longshore Dr. and Pontiac Trail, on Ottawa Rd between Argo Dr. and Indianola Ave., on Amherst Ave. between Longshore Dr. and Pontiac Trail, and on Argo Dr. between Longshore Dr. and Chandler Rd. Work will include pavement removal, utility replacement, concrete curb and gutter, and full depth aggregate base and HMA construction.
- Dunmore / Waverly / Weldon Water Main Replacement Project  
 This project will involve the replacement of existing water mains on Dunmore between Sanford Pl. and Waverly, on Waverly between Dunmore and Weldon, and on Weldon between Waverly and Winsted. Work will include pavement removal, utility replacement, concrete curb and gutter, and full depth aggregate base and HMA construction.

- Northside STEAM Safe Routes to School Sidewalk Project  
This project will involve the installation of sidewalks in the Northside neighborhood where sidewalk gaps exist. Work also includes ADA ramps, and removal and replacement of curb and gutter. Construction is tentatively scheduled from May to September, 2019. Testing services that will be required consist of, but are not limited to; Concrete QA testing including air, slump, temperature, and compressive strength cylinders; obtaining aggregate proctor and sieve analysis; aggregate density testing; and, any other related testing services as required.
- Plymouth Road Retaining Wall Project  
This project will involve the installation of retaining walls across from 1621 Plymouth Road, Between Broadway and Barton Drive. Work consists of installing a precast concrete panel retaining wall on the inside of the curve and a wood retaining wall between the road and the railroad tracks.



## **SECTION III - MINIMUM INFORMATION REQUIRED**

### **PROPOSAL FORMAT**

Consultants should organize Proposals into the following Sections:

- A. Professional Qualifications
- B. Past Involvement with Similar Projects
- C. Proposed Work Plan
- D. Fee Proposal (include in a separate sealed envelope clearly marked "Fee Proposal")
- E. Authorized Negotiator
- F. Attachments

The following describes the elements that should be included in each of the proposal sections and the weighted point system that will be used for evaluation of the proposals.

#### A. Professional Qualifications – 15 points

1. State the full name and address of your organization and, if applicable, the branch office or other subsidiary element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation. If as a corporation, include whether it is licensed to operate in the State of Michigan.
2. Include the name of executive and professional personnel by skill and qualification that will be assigned to the work. Indicate which of these individuals you consider key to the successful completion of the project. Identify individuals who will do the majority of the work on each project by name and title. Resumes and qualifications and related project experience are required for all proposed project personnel who will be assigned to the project (maximum one page per individual). On federally and/or State funded projects, personnel must have appropriate MDOT certifications for the tasks they will perform. Qualifications and capabilities of any sub-consultants must also be included.
3. Identify projects and provide detailed references for related work.
4. State history of the firm, in terms of length of existence, types of services provided, etc. Identify the technical details that make the firm uniquely qualified for this work.

#### B. Proposed Work Plan – 25 points

Provide a detailed and comprehensive description of how the Consultant intends to provide the services requested in the RFP. This discussion shall include, but

not be limited to: how the project(s) will be managed and scheduled, how and when data will be delivered to the City and the company's general philosophy in regards to providing testing services. Consultants shall be evaluated on the clarity, thoroughness, and content of their responses to the above items.

C. Past Performance – 40 points

Firms shall also be rated based on their past performance on City of Ann Arbor projects. Firms *without* previous or recent experience working on City of Ann Arbor projects shall receive a neutral score of 20 points. Firms *with* recent experience on City of Ann Arbor projects will receive a higher or lower score based upon the quality of their services on those projects.

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

D. Fee Proposal - 20 points

Proposals must include quantities estimated by the Consultant and quotes of unit prices for the service items listed on the following page. Separate quantities shall be provided for each project; unit prices for services will be the same for each project. The proposing Firm shall indicate in their proposal which project(s) they are proposing to perform work on. **Fee quotations shall be submitted in a single separate sealed envelope with the proposal. Any proposal not complying with this requirement may be subject to disqualification.**

Scoring for the Fee Schedule will take into account whether the quantities listed in the proposal reflect a reasonable estimate of the work required for the project. Total Prices for the Proposals will be evaluated based on an average of the quantities received, or on some other set of uniform quantities.

E. Authorized Negotiator

Include the name, phone number, and e-mail address of persons(s) in your organization authorized to negotiate the agreement with the City. Also provide the same information for the designated contact person should the City have any questions regarding the proposal, or to follow up with should the Firm be selected, if that person is different from the Authorized Negotiator.

## F. Attachments

Legal Status of Consultant, Conflict of Interest Form, Living Wage Compliance Form, and the Non-Discrimination Form must be completed and returned with the proposal. These elements should be included as attachments to the proposal submission.

## PROPOSAL EVALUATION

1. The selection committee will evaluate each proposal by the above-described criteria and point system (A through D) to select a short-list of firms for further consideration. The City reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested for evaluation. A proposal with all the requested information does not guarantee the proposing firm to be a candidate for an interview. The committee may contact references to verify material submitted by the consultants.
2. The committee then will schedule interviews with the selected firms if necessary. The selected firms will be given the opportunity to discuss in more detail their qualifications, past experience, proposed work plan and fee proposal.
3. The interview must include the project team members expected to complete a majority of work on the project, but no more than six members total. The interview shall consist of a presentation of up to thirty minutes (or the length provided by the committee) by the consultant, including the person who will be the project manager on this contract, followed by approximately thirty minutes of questions and answers. Audiovisual aids may be used during the oral interviews. The committee may record the oral interviews.
4. The firms interviewed will then be re-evaluated by the above criteria (A through D), and adjustments to scoring will be made as appropriate. After evaluation of the proposals, further negotiation with the selected firm may be pursued leading to the award of a contract by City Council, if suitable proposals are received.

The City reserves the right to waive the interview process and evaluate the consultants based on their proposals and fee schedules alone and open fee schedules before or prior to interviews.

The City will determine whether the final scope of the project to be negotiated will be entirely as described in this RFP, a portion of the scope, or a revised scope.

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

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

## **PREPARATION OF PROPOSALS**

Proposals should have no plastic bindings but will not be rejected as non-responsive for being bound. Staples or binder clips are acceptable. Proposals should be printed double sided on recycled paper. Proposals should not be more than 20 sheets (40 sides), not including required attachments and resumes.

Each person signing the proposal certifies that he or she is the person in the consultant's firm/organization responsible for the decision as to the fees being offered in the Proposal and has not and will not participate in any action contrary to the terms of this provision.

## **ADDENDA**

If it becomes necessary to revise any part of the RFP, notice of the addendum will be posted to Michigan Inter-governmental Trade Network (MITN) [www.mitn.info](http://www.mitn.info) and/or the City of Ann Arbor web site [www.A2gov.org](http://www.A2gov.org) for all parties to download.

Each consultant must acknowledge in its proposal all addenda it has received. The failure of a consultant to receive or acknowledge receipt of any addenda shall not relieve the consultant of the responsibility for complying with the terms thereof. The City will not be bound by oral responses to inquiries or written responses other than official written addenda.

## **SECTION IV - ATTACHMENTS**

Attachment A – Proposed Fee Schedule

Attachment B - Legal Status of Respondent

Attachment C – Non-Discrimination Ordinance Declaration of Compliance Form

Attachment D – Living Wage Declaration of Compliance Form

Attachment E – Vendor Conflict of Interest Disclosure Form

Attachment F – Non-Discrimination Ordinance Poster

Attachment G – Living Wage Ordinance Poster

**ATTACHMENT A**  
**2018 and 2019 Construction Seasons Proposed Fee Schedule**

Description of Service Item	Unit	Unit Price	<div style="display: flex; justify-content: space-between;"> <span style="writing-mode: vertical-rl; transform: rotate(180deg);">2018 and 2019 Construction Season</span> <span style="writing-mode: vertical-rl; transform: rotate(180deg);">2018 Street Resurfacing Project</span> <span style="writing-mode: vertical-rl; transform: rotate(180deg);">Pauline Water Main Replacement Project</span> <span style="writing-mode: vertical-rl; transform: rotate(180deg);">Riverview Dr Sanitray and Water Extension Project</span> <span style="writing-mode: vertical-rl; transform: rotate(180deg);">Crest Buena Vista, Washington Water Main Replacement Project</span> <span style="writing-mode: vertical-rl; transform: rotate(180deg);">Allen Creek Railroad Opening Project</span> <span style="writing-mode: vertical-rl; transform: rotate(180deg);">North Fifth Avenue Reconstruction</span> <span style="writing-mode: vertical-rl; transform: rotate(180deg);">Scio Church Road Improvements</span> <span style="writing-mode: vertical-rl; transform: rotate(180deg);">Wheeler Service Center PUD Non-Motorized Improvements</span> <span style="writing-mode: vertical-rl; transform: rotate(180deg);">Seventh Street PM and Pavement Marking Improvements</span> <span style="writing-mode: vertical-rl; transform: rotate(180deg);">Federal Commerce Green Sidewalk Gap Project</span> <span style="writing-mode: vertical-rl; transform: rotate(180deg);">Various Water Main and Sanitary Sewer Project</span> <span style="writing-mode: vertical-rl; transform: rotate(180deg);">2018 Miscellaneous Testing</span> </div>													Estimated Quantity	Total Quantity	Price Extension (\$)
			Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity			
Technician Including Nuclear Densometer – Straight Time <sup>(1)</sup>	Hour	\$ _____															\$ _____	
Technician Including Nuclear Densometer – Overtime <sup>(1) (2)</sup>	Hour	\$ _____															\$ _____	
Technician Daily Mobilization (includes travel time to and from the project site)	Day	\$ _____															\$ _____	
Additional Professional Engineering Services, as Requested by the City <sup>(5)</sup>	Hour	\$ _____															\$ _____	
Concrete Cylinder Mold, Cure, Pickup, and Compressive Strength Test <sup>(4)</sup>	Each	\$ _____															\$ _____	
Sieve Analysis	Each	\$ _____															\$ _____	
Modified Proctor Test	Each	\$ _____															\$ _____	
HMA Volumetric Test <sup>(3)</sup>	Each	\$ _____															\$ _____	
PG Binder Verification Test	Each	\$ _____															\$ _____	
Review Concrete or Asphalt Mix Design	Each	\$ _____															\$ _____	
<b>Total Price</b>															<b>\$ _____</b>			

Notes:

<sup>(1)</sup> Unit prices for all technician service items shall include all vehicle costs, equipment costs, project management, and office support, including engineering review and secretarial services. No minimum hour charge will be paid, unless work for the day is cancelled by the City without advance notice. Minimum "cancellation charges" will be limited to four hours. This item shall also be used for all cylinder and sample pick-ups.

<sup>(2)</sup> Overtime rates shall be applied only to hours worked beyond an eight (8) hour workday (Monday through Friday) or to any hours worked on Saturdays. Double-time rates (2 times the straight time rate) shall be applied to hours worked on Sundays and City holidays.

<sup>(3)</sup> Includes sieve analysis, VMA, VFA, Gmm, Gmb, air voids, percentage of crushed material, fines to binder ratio, and percent of asphalt. Results to be submitted to the City within 5 business days of placement.

<sup>(4)</sup> The City will require 4 cylinders be molded per sample location, unless otherwise specified.

<sup>(5)</sup> This item shall also include Project Manager and/or Project Engineer time for attending preconstruction meetings, construction progress meetings, and any other meetings as requested by the City.

**ATTACHMENT B  
LEGAL STATUS OF RESPONDENT**

(The Respondent shall fill out the provision and strike out the remaining ones.)

The Respondent is:

- A corporation organized and doing business under the laws of the state of \_\_\_\_\_, for whom \_\_\_\_\_ bearing the office title of \_\_\_\_\_, whose signature is affixed to this proposal, is authorized to execute contracts on behalf of respondent.\*

\*If not incorporated in Michigan, please attach the corporation's Certificate of Authority

- A limited liability company doing business under the laws of the State of \_\_\_\_\_, whom \_\_\_\_\_ bearing the title of \_\_\_\_\_ whose signature is affixed to this proposal, is authorized to execute contract on behalf of the LLC.
- A partnership organized under the laws of the State of \_\_\_\_\_ and filed with the County of \_\_\_\_\_, whose members are (attach list including street and mailing address for each.)
- An individual, whose signature with address, is affixed to this RFP.

Respondent has examined the basic requirements of this RFP and its scope of services, including all Addendum (if applicable) and hereby agrees to offer the services as specified in the RFP.

\_\_\_\_\_  
Signature \_\_\_\_\_ Date: \_\_\_\_\_,

(Print) Name \_\_\_\_\_ Title \_\_\_\_\_

Firm: \_\_\_\_\_

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

Contact Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_





**ATTACHMENT D  
CITY OF ANN ARBOR  
LIVING WAGE ORDINANCE DECLARATION OF COMPLIANCE**

The Ann Arbor Living Wage Ordinance (Section 1:811-1:821 of Chapter 23 of Title I of the Code) requires that an employer who is (a) a contractor providing services to or for the City for a value greater than \$10,000 for any twelve-month contract term, or (b) a recipient of federal, state, or local grant funding administered by the City for a value greater than \$10,000, or (c) a recipient of financial assistance awarded by the City for a value greater than \$10,000, shall pay its employees a prescribed minimum level of compensation (i.e., Living Wage) for the time those employees perform work on the contract or in connection with the grant or financial assistance. The Living Wage must be paid to these employees for the length of the contract/program.

*Companies employing fewer than 5 persons and non-profits employing fewer than 10 persons are exempt from compliance with the Living Wage Ordinance. If this exemption applies to your company/non-profit agency please check here  No. of employees*

The Contractor or Grantee agrees:

- (a) To pay each of its employees whose wage level is not required to comply with federal, state or local prevailing wage law, for work covered or funded by a contract with or grant from the City, no less than the Living Wage. The current Living Wage is defined as \$13.13/hour for those employers that provide employee health care (as defined in the Ordinance at Section 1:815 Sec. 1 (a)), or no less than \$14.65/hour for those employers that do not provide health care. The Contractor or Grantor understands that the Living Wage is adjusted and established annually on April 30 in accordance with the Ordinance and covered employers shall be required to pay the adjusted amount thereafter to be in compliance (Section 1:815(3)).

**Check the applicable box below which applies to your workforce**

Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage without health benefits

Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage with health benefits

- (b) To post a notice approved by the City regarding the applicability of the Living Wage Ordinance in every work place or other location in which employees or other persons contracting for employment are working.
- (c) To provide to the City payroll records or other documentation within ten (10) business days from the receipt of a request by the City.
- (d) To permit access to work sites to City representatives for the purposes of monitoring compliance, and investigating complaints or non-compliance.
- (e) To take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee covered by the Living Wage Ordinance or any person contracted for employment and covered by the Living Wage Ordinance in order to pay the living wage required by the Living Wage Ordinance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services or agrees to accept financial assistance in accordance with the terms of the Living Wage Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Living Wage Ordinance, obligates the Employer/Grantee to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract or grant of financial assistance.

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

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
City, State, Zip

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

\_\_\_\_\_  
Phone/Email address



**ATTACHMENT E**

<b>VENDOR CONFLICT OF INTEREST DISCLOSURE FORM</b>
--

All vendors interested in conducting business with the City of Ann Arbor must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the City of Ann Arbor's conflict of interest policies as stated within the certification section below.

If a vendor has a relationship with a City of Ann Arbor official or employee, an immediate family member of a City of Ann Arbor official or employee, the vendor shall disclose the information required below.

1. No City official or employee or City employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor's Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.
5. Please note any exceptions below:

<b>Conflict of Interest Disclosure*</b>	
Name of City of Ann Arbor employees, elected officials or immediate family members with whom there may be a potential conflict of interest.	<input type="checkbox"/> Relationship to employee <hr/> <input type="checkbox"/> Interest in vendor's company <input type="checkbox"/> Other (please describe in box below)

\*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City, vendor will be exempt from doing business with the City.

<b>I certify that this Conflict of Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the Vendor by my signature below:</b>		
<b>Vendor Name</b>		<b>Vendor Phone Number</b>
<b>Signature of Vendor Authorized Representative</b>	<b>Date</b>	<b>Printed Name of Vendor Authorized Representative</b>

**ATTACHMENT F  
CITY OF ANN ARBOR NON-DISCRIMINATION ORDINANCE**

Relevant provisions of Chapter 112, Nondiscrimination, of the Ann Arbor City Code are included below. You can review the entire ordinance at [www.a2gov.org/departments/city-clerk](http://www.a2gov.org/departments/city-clerk)

Intent: It is the intent of the city that no individual be denied equal protection of the laws; nor shall any individual be denied the enjoyment of his or her civil or political rights or be discriminated against because of actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight.

Discriminatory Employment Practices: No person shall discriminate in the hire, employment, compensation, work classifications, conditions or terms, promotion or demotion, or termination of employment of any individual. No person shall discriminate in limiting membership, conditions of membership or termination of membership in any labor union or apprenticeship program.

Discriminatory Effects: No person shall adopt, enforce or employ any policy or requirement which has the effect of creating unequal opportunities according to actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight for an individual to obtain housing, employment or public accommodation, except for a bona fide business necessity. Such a necessity does not arise due to a mere inconvenience or because of suspected objection to such a person by neighbors, customers or other persons.

Nondiscrimination by City Contractors: All contractors proposing to do business with the City of Ann Arbor shall satisfy the contract compliance administrative policy adopted by the City Administrator in accordance with the guidelines of this section. All city contractors shall ensure that applicants are employed and that employees are treated during employment in a manner which provides equal employment opportunity and tends to eliminate inequality based upon any classification protected by this chapter. All contractors shall agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of any applicable protected classification. All contractors shall be required to post a copy of Ann Arbor's Non-Discrimination Ordinance at all work locations where its employees provide services under a contract with the city.

Complaint Procedure: If any individual has a grievance alleging a violation of this chapter, he/she has 180 calendar days from the date of the individual's knowledge of the allegedly discriminatory action or 180 calendar days from the date when the individual should have known of the alleged discriminatory action to file a complaint with the city's Human Rights Commission. If an individual fails to file a complaint alleging a violation of this chapter within the specified time frame, the complaint will not be considered by the Human Rights Commission. The complaint should be made in writing to the Human Rights Commission. The complaint may be filed in person with the City Clerk, by e-mail ([hrc@a2gov.org](mailto:hrc@a2gov.org)), by phone (734-794-6141) or by mail (Ann Arbor Human Rights Commission, PO Box 8647, Ann Arbor, MI 48107). The complaint must contain information about the alleged discrimination, such as name, address, phone number of the complainant and location, date and description of the alleged violation of this chapter.

Private Actions For Damages or Injunctive Relief: To the extent allowed by law, an individual who is the victim of discriminatory action in violation of this chapter may bring a civil action for appropriate injunctive relief or damages or both against the person(s) who acted in violation of this chapter.

**THIS IS AN OFFICIAL GOVERNMENT NOTICE AND  
MUST BE DISPLAYED WHERE EMPLOYEES CAN READILY SEE IT.**

ATTACHMENT G

CITY OF ANN ARBOR LIVING WAGE ORDINANCE

RATE EFFECTIVE APRIL 30, 2017 - ENDING APRIL 29, 2018

**\$13.13** per hour

If the employer provides health care benefits\*

**\$14.65** per hour

If the employer does **NOT** provide health care benefits\*

Employers providing services to or for the City of Ann Arbor or recipients of grants or financial assistance from the City of Ann Arbor for a value of more than \$10,000 in a twelve-month period of time must pay those employees performing work on a City of Ann Arbor contract or grant, the above living wage.

## ENFORCEMENT

The City of Ann Arbor may recover back wages either administratively or through court action for the employees that have been underpaid in violation of the law. Persons denied payment of the living wage have the right to bring a civil action for damages in addition to any action taken by the City.

Violation of this Ordinance is punishable by fines of not more than \$500/violation plus costs, with each day being considered a separate violation. Additionally, the City of Ann Arbor has the right to modify, terminate, cancel or suspend a contract in the event of a violation of the Ordinance.

\* Health Care benefits include those paid for by the employer or making an employer contribution toward the purchase of health care. The employee contribution must not exceed \$.50 an hour for an average work week; and the employer cost or contribution must equal no less than \$1/hr for the average work week.

**The Law Requires Employers to Display This Poster Where Employees Can Readily See It.**

**For Additional Information or to File a Complaint Contact  
Colin Spencer at 734/794-6500 or [cspencer@a2gov.org](mailto:cspencer@a2gov.org)**

**APPENDIX A: SAMPLE PROFESSIONAL SERVICES AGREEMENT**

*If a contract is awarded, the selected Firm(s) will be required to adhere to a set of general contract provisions which will become a part of any formal agreement. These provisions are general principles which apply to all contractors/service providers to the City of Ann Arbor. The required provisions are:*

**SAMPLE PROFESSIONAL SERVICES AGREEMENT BETWEEN  
\_\_\_\_\_  
AND THE CITY OF ANN ARBOR  
FOR \_\_\_\_\_**

The City of Ann Arbor, a Michigan municipal corporation, having its offices at 301 E. Huron St. Ann Arbor, Michigan 48103 ("City"), and \_\_\_\_\_

(“Contractor”) a(n) \_\_\_\_\_  
(State where organized) (Partnership, Sole Proprietorship, or Corporation)

with its address at \_\_\_\_\_  
agree as follows on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

The Contractor agrees to provide services to the City under the following terms and conditions:

**I. DEFINITIONS**

Administering Service Area/Unit means \_\_\_\_\_.

Contract Administrator means \_\_\_\_\_, acting personally or through any assistants authorized by the Administrator/Manager of the Administering Service Area/Unit.

Deliverables means all Plans, Specifications, Reports, Recommendations, and other materials developed for and delivered to City by Contractor under this Agreement

Project means \_\_\_\_\_.  
Project name

**II. DURATION**

This Agreement shall become effective on \_\_\_\_\_, 20\_\_\_\_, and shall remain in effect until satisfactory completion of the Services specified below unless terminated as provided for in Article XI.

**III. SERVICES**

A. The Contractor agrees to provide \_\_\_\_\_  
type of service

("Services") in connection with the Project as described in Exhibit A. The City retains the right to make changes to the quantities of service within the general scope of the Agreement at any time by a written order. If the changes add to or deduct from the extent of the services, the

contract sum shall be adjusted accordingly. All such changes shall be executed under the conditions of the original Agreement.

- B. Quality of Services under this Agreement shall be of the level of quality performed by persons regularly rendering this type of service. Determination of acceptable quality shall be made solely by the Contract Administrator.
- C. The Contractor shall perform its Services for the Project in compliance with all statutory, regulatory and contractual requirements now or hereafter in effect as may be applicable to the rights and obligations set forth in the Agreement.
- D. The Contractor may rely upon the accuracy of reports and surveys provided to it by the City (if any) except when defects should have been apparent to a reasonably competent professional or when it has actual notice of any defects in the reports and surveys.

#### **IV. INDEPENDENT CONTRACTOR**

The Parties agree that at all times and for all purposes under the terms of this Agreement each Party's relationship to any other Party shall be that of an independent contractor. Each Party will be solely responsible for the acts of its own employees, agents, and servants. No liability, right, or benefit arising out of any employer/employee relationship, either express or implied, shall arise or accrue to any Party as a result of this Agreement.

#### **V. COMPENSATION OF CONTRACTOR**

- A. The Contractor shall be paid in the manner set forth in Exhibit B. Payment shall be made monthly, unless another payment term is specified in Exhibit B, following receipt of invoices submitted by the Contractor, and approved by the Contract Administrator.
- B. The Contractor will be compensated for Services performed in addition to the Services described in Section III, only when the scope of and compensation for those additional Services have received prior written approval of the Contract Administrator.
- C. The Contractor shall keep complete records of work performed (e.g. tasks performed/hours allocated) so that the City may verify invoices submitted by the Contractor. Such records shall be made available to the City upon request and submitted in summary form with each invoice.

#### **VI. INSURANCE/INDEMNIFICATION**

- A. The Contractor shall procure and maintain during the life of this contract such insurance policies, including those set forth in Exhibit C, as will protect itself and the City from all claims for bodily injuries, death or property damage which may arise under this contract; whether the act(s) or omission(s) giving rise to the claim

were made by the Contractor, any subcontractor or anyone employed by them directly or indirectly. In the case of all contracts involving on-site work, the Contractor shall provide to the City, before the commencement of any work under this contract, documentation satisfactory to the City demonstrating it has obtained the policies and endorsements required by Exhibit C.

- B. Any insurance provider of Contractor shall be admitted and authorized to do business in the State of Michigan and shall carry and maintain a minimum rating assigned by A.M. Best & Company's Key Rating Guide of "A-" Overall and a minimum Financial Size Category of "V". Insurance policies and certificates issued by non-admitted insurance companies are not acceptable unless approved in writing by the City.
- C. To the fullest extent permitted by law, Contractor shall indemnify, defend and hold the City, its officers, employees and agents harmless from all suits, claims, judgments and expenses, including attorney's fees, resulting or alleged to result, from any acts or omissions by Contractor or its employees and agents occurring in the performance of or breach in this Agreement, except to the extent that any suit, claim, judgment or expense are finally judicially determined to have resulted from the City's negligence or willful misconduct or its failure to comply with any of its material obligations set forth in this Agreement.

## **VII. COMPLIANCE REQUIREMENTS**

- A. Nondiscrimination. The Contractor agrees to comply, and to require its subcontractor(s) to comply, with the nondiscrimination provisions of MCL 37.2209. The Contractor further agrees to comply with the provisions of Section 9:158 of Chapter 112 of the Ann Arbor City Code and to assure that applicants are employed and that employees are treated during employment in a manner which provides equal employment opportunity.
- B. Living Wage. If the Contractor is a "covered employer" as defined in Chapter 23 of the Ann Arbor City Code, the Contractor agrees to comply with the living wage provisions of Chapter 23 of the Ann Arbor City Code. The Contractor agrees to pay those employees providing Services to the City under this Agreement a "living wage," as defined in Section 1:815 of the Ann Arbor City Code, as adjusted in accordance with Section 1:815(3); to post a notice approved by the City of the applicability of Chapter 23 in every location in which regular or contract employees providing services under this Agreement are working; to maintain records of compliance; if requested by the City, to provide documentation to verify compliance; to take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee or person contracted for employment in order to pay the living wage required by Section 1:815; and otherwise to comply with the requirements of Chapter 23.

## **VIII. WARRANTIES BY THE CONTRACTOR**

- A. The Contractor warrants that the quality of its Services under this Agreement shall conform to the level of quality performed by persons regularly rendering this type of service.

- B. The Contractor warrants that it has all the skills, experience, and professional licenses necessary to perform the Services specified in this Agreement.
- C. The Contractor warrants that it has available, or will engage, at its own expense, sufficient trained employees to provide the Services specified in this Agreement.
- D. The Contractor warrants that it is not, and shall not become overdue or in default to the City for any contract, debt, or any other obligation to the City including real and personal property taxes.
- E. The Contractor warrants that its proposal for services was made in good faith, it arrived at the costs of its proposal independently, without consultation, communication or agreement, for the purpose of restricting completion as to any matter relating to such fees with any competitor for these Services; and no attempt has been made or shall be made by the Contractor to induce any other perform or firm to submit or not to submit a proposal for the purpose of restricting competition.

**IX. OBLIGATIONS OF THE CITY**

- A. The City agrees to give the Contractor access to the Project area and other City-owned properties as required to perform the necessary Services under this Agreement.
- B. The City shall notify the Contractor of any defects in the Services of which the Contract Administrator has actual notice.

**X. ASSIGNMENT**

- A. The Contractor shall not subcontract or assign any portion of any right or obligation under this Agreement without prior written consent from the City. Notwithstanding any consent by the City to any assignment, Contractor shall at all times remain bound to all warranties, certifications, indemnifications, promises and performances, however described, as are required of it under the Agreement unless specifically released from the requirement, in writing, by the City.
- B. The Contractor shall retain the right to pledge payment(s) due and payable under this Agreement to third parties.

**XI. TERMINATION OF AGREEMENT**

- A. If either party is in breach of this Agreement for a period of fifteen (15) days following receipt of notice from the non-breaching party with respect to a breach, the non-breaching party may pursue any remedies available to it against the breaching party under applicable law, including but not limited to, the right to terminate this Agreement without further notice. The waiver of any breach by any party to this Agreement shall not waive any subsequent breach by any party.
- B. The City may terminate this Agreement, on at least thirty (30) days advance notice, for any reason, including convenience, without incurring any penalty, expense or



liability to Contractor, except the obligation to pay for Services actually performed under the Agreement before the termination date.

- C. Contractor acknowledges that, if this Agreement extends for several fiscal years, continuation of this Agreement is subject to appropriation of funds for this Project. If funds to enable the City to effect continued payment under this Agreement are not appropriated or otherwise made available, the City shall have the right to terminate this Agreement without penalty at the end of the last period for which funds have been appropriated or otherwise made available by giving written notice of termination to Contractor. The Contract Administrator shall give Contractor written notice of such non-appropriation within thirty (30) days after it receives notice of such non-appropriation.
- D. The provisions of Articles VI and VIII shall survive the expiration or earlier termination of this Agreement for any reason. The expiration or termination of this Agreement, for any reason, shall not release either party from any obligation or liability to the other party, including any payment obligation that has already accrued and Contractor's obligation to deliver all Deliverables due as of the date of termination of the Agreement.

## **XII. REMEDIES**

- A. This Agreement does not, and is not intended to, impair, divest, delegate or contravene any constitutional, statutory and/or other legal right, privilege, power, obligation, duty or immunity of the Parties.
- B. All rights and remedies provided in this Agreement are cumulative and not exclusive, and the exercise by either party of any right or remedy does not preclude the exercise of any other rights or remedies that may now or subsequently be available at law, in equity, by statute, in any agreement between the parties or otherwise.
- C. Absent a written waiver, no act, failure, or delay by a Party to pursue or enforce any rights or remedies under this Agreement shall constitute a waiver of those rights with regard to any existing or subsequent breach of this Agreement. No waiver of any term, condition, or provision of this Agreement, whether by conduct or otherwise, in one or more instances, shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Agreement. No waiver by either Party shall subsequently effect its right to require strict performance of this Agreement.

### **XIII. NOTICE**

All notices and submissions required under this Agreement shall be delivered to the respective party in the manner described herein to the address stated in this Agreement or such other address as either party may designate by prior written notice to the other. Notices given under this Agreement shall be in writing and shall be personally delivered, sent by next day express delivery service, certified mail, or first class U.S. mail postage prepaid, and addressed to the person listed below. Notice will be deemed given on the date when one of the following first occur: (1) the date of actual receipt; (2) the next business day when notice is sent next day express delivery service or personal delivery; or (3) three days after mailing first class or certified U.S. mail.

If Notice is sent to the CONTRACTOR, it shall be addressed and sent to:

If Notice is sent to the CITY, it shall be addressed and sent to:

City of Ann Arbor

\_\_\_\_\_  
(insert name of Administering Service Area Administrator)

301 E. Huron St.  
Ann Arbor, Michigan 48103

### **XIV. CHOICE OF LAW AND FORUM**

This Agreement will be governed and controlled in all respects by the laws of the State of Michigan, including interpretation, enforceability, validity and construction, excepting the principles of conflicts of law. The parties submit to the jurisdiction and venue of the Circuit Court for Washtenaw County, State of Michigan, or, if original jurisdiction can be established, the United States District Court for the Eastern District of Michigan, Southern Division, with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient and waive any claim of non-convenience.

### **XV. OWNERSHIP OF DOCUMENTS**

Upon completion or termination of this Agreement, all documents (i.e., Deliverables) prepared by or obtained by the Contractor as provided under the terms of this Agreement shall be delivered to and become the property of the City. Original basic survey notes, sketches, charts, drawings, partially completed drawings, computations, quantities and other data shall remain in

the possession of the Contractor as instruments of service unless specifically incorporated in a deliverable, but shall be made available, upon request, to the City without restriction or limitation on their use. The City acknowledges that the documents are prepared only for the Project. Prior to completion of the contracted Services the City shall have a recognized proprietary interest in the work product of the Contractor.

Unless otherwise stated in this Agreement, any intellectual property owned by Contractor prior to the effective date of this Agreement (i.e., Preexisting Information) shall remain the exclusive property of Contractor even if such Preexisting Information is embedded or otherwise incorporated in materials or products first produced as a result of this Agreement or used to develop Deliverables. The City's right under this provision shall not apply to any Preexisting Information or any component thereof regardless of form or media.

#### **XV. CONFLICTS OF INTEREST OR REPRESENTATION**

Contractor certifies it has no financial interest in the Services to be provided under this Agreement other than the compensation specified herein. Contractor further certifies that it presently has no personal or financial interest, and shall not acquire any such interest, direct or indirect, which would conflict in any manner with its performance of the Services under this Agreement.

Contractor agrees to advise the City if Contractor has been or is retained to handle any matter in which its representation is adverse to the City. The City's prospective consent to the Contractor's representation of a client in matters adverse to the City, as identified above, will not apply in any instance where, as the result of Contractor's representation, the Contractor has obtained sensitive, proprietary or otherwise confidential information of a non-public nature that, if known to another client of the Contractor, could be used in any such other matter by the other client to the material disadvantage of the City. Each matter will be reviewed on a case by case basis.

#### **XVII. SEVERABILITY OF PROVISIONS**

Whenever possible, each provision of this Agreement will be interpreted in a manner as to be effective and valid under applicable law. However, if any provision of this Agreement or the application of any provision to any party or circumstance will be prohibited by or invalid under applicable law, that provision will be ineffective to the extent of the prohibition or invalidity without invalidating the remainder of the provisions of this Agreement or the application of the provision to other parties and circumstances.

#### **XVIII. EXTENT OF AGREEMENT**

This Agreement, together with any affixed exhibits, schedules or other documentation, constitutes the entire understanding between the City and the Contractor with respect to the subject matter of the Agreement and it supersedes, unless otherwise incorporated by reference herein, all prior representations, negotiations, agreements or understandings whether written or

oral. Neither party has relied on any prior representations, of any kind or nature, in entering into this Agreement. No terms or conditions of either party's invoice, purchase order or other administrative document shall modify the terms and conditions of this Agreement, regardless of the other party's failure to object to such form. This Agreement shall be binding on and shall inure to the benefit of the parties to this Agreement and their permitted successors and permitted assigns and nothing in this Agreement, express or implied, is intended to or shall confer on any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement. This Agreement may only be altered, amended or modified by written amendment signed by the Contractor and the City. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement.

**FOR CONTRACTOR**

By \_\_\_\_\_  
Type Name  
Its

**FOR THE CITY OF ANN ARBOR**

By \_\_\_\_\_  
Christopher Taylor, Mayor  
By \_\_\_\_\_  
Jacqueline Beaudry, City Clerk

**Approved as to substance**

\_\_\_\_\_  
City Administrator  
\_\_\_\_\_  
Type Name  
Service Area Administrator

**Approved as to form and content**

\_\_\_\_\_  
Stephen K. Postema, City Attorney

**EXHIBIT A  
SCOPE OF SERVICES**

**(Insert/Attach Scope of Work & Deliverables Schedule)**

## **EXHIBIT B**

### **COMPENSATION**

#### General

Contractor shall be paid for those Services performed pursuant to this Agreement inclusive of all reimbursable expenses (if applicable), in accordance with the terms and conditions herein. The Compensation Schedule below/attached states nature and amount of compensation the Contractor may charge the City:

(insert/Attach Negotiated Fee Arrangement)

**EXHIBIT C  
INSURANCE REQUIREMENTS**

Effective the date of this Agreement, and continuing without interruption during the term of this Agreement, Contractor shall provide certificates of insurance to the City on behalf of itself, and when requested any subcontractor(s). The certificates of insurance shall meet the following minimum requirements.

A. The Contractor shall have insurance that meets the following minimum requirements:

1. Professional Liability Insurance or Errors and Omissions Insurance protecting the Contractor and its employees in an amount not less than \$1,000,000.
  
2. Worker's Compensation Insurance in accordance with all applicable state and federal statutes. Further, Employers Liability Coverage shall be obtained in the following minimum amounts:  
  
Bodily Injury by Accident - \$500,000 each accident  
Bodily Injury by Disease - \$500,000 each employee  
Bodily Injury by Disease - \$500,000 each policy limit
  
3. Commercial General Liability Insurance equivalent to, as a minimum, Insurance Services Office form CG 00 01 07 98 or current equivalent. The City of Ann Arbor shall be an additional insured. There shall be no added exclusions or limiting endorsements which diminish the City's protections as an additional insured under the policy. Further, the following minimum limits of liability are required:  
  
\$1,000,000 Each occurrence as respect Bodily Injury Liability or Property Damage Liability, or both combined  
\$2,000,000 Per Job General Aggregate  
\$1,000,000 Personal and Advertising Injury
  
4. Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, equivalent to, as a minimum, Insurance Services Office form CA 00 01 07 97 or current equivalent. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles. Further, the limits of liability shall be \$1,000,000 for each occurrence as respects Bodily Injury Liability or Property Damage Liability, or both combined.
  
5. Umbrella/Excess Liability Insurance shall be provided to apply in excess of the Commercial General Liability, Employers Liability and the Motor Vehicle coverage enumerated above, for each occurrence and for aggregate in the amount of \$1,000,000.

- B. Insurance required under A.3 above shall be considered primary as respects any other valid or collectible insurance that the City may possess, including any self-insured retentions the City may have; and any other insurance the City does possess shall be considered excess insurance only and shall not be required to contribute with this insurance. Further, the Contractor agrees to waive any right of recovery by its insurer against the City.
  
- C. Insurance companies and policy forms are subject to approval of the City Attorney, which approval shall not be unreasonably withheld. Documentation must provide and demonstrate an unconditional 30 day written notice of cancellation in favor of the City of Ann Arbor. Further, the documentation must explicitly state the following: (a) the policy number; name of insurance company; name and address of the agent or authorized representative; name and address of insured; project name; policy expiration date; and specific coverage amounts; (b) any deductibles or self-insured retentions which shall be approved by the City, in its sole discretion; (c) that the policy conforms to the requirements specified. Contractor shall furnish the City with satisfactory certificates of insurance and endorsements prior to commencement of any work. Upon request, the Contractor shall provide within 30 days a copy of the policy(ies) to the City. If any of the above coverages expire by their terms during the term of this contract, the Contractor shall deliver proof of renewal and/or new policies to the Administering Service Area/Unit at least ten days prior to the expiration date.



## APPENDIX B

### 2018 STREET RESURFACING PROJECT PRELIMINARY STREET LIST

<b><u>Major Streets</u></b>	<b><u>Project Limits</u></b>	<b><u>Type of Work</u></b>
Greene Street	E Keech Ave/Kipke Dr to Hill St	Rehabilitation
Jackson Avenue	Wagner Rd to City/MDOT Jurisdiction Change	Resurfacing (M)
South State Street	Hoover Ave to Packard St	Resurfacing (M)
Stone School Road	E Eisenhower Pkwy to Packard St	Resurfacing (M)

<b><u>Minor (Local) Streets</u></b>	<b><u>Project Limits</u></b>	<b><u>Type of Work</u></b>
Bardstown Trail	Charter PI to Middleton Dr	Rehabilitation
Barrister Drive	Windemere Dr to Larchmont Dr	Rehabilitation
East Dobson Place	W Dobson PI/Wolverhampton Ln to Easterly End (Cul-de-sac)	Rehabilitation
Fairmont Drive	Kipling Dr to Southerly End (Cul-de-sac)	Rehabilitation
Frederick Drive	Green Rd to Greenbrier Dr	Rehabilitation
Kipling Drive	Earhart Rd to Fairmont Dr	Rehabilitation
McGregor Lane	Larchmont Dr to Chatham Way	Rehabilitation
Prestwick Court	MacGregor Ln to Westerly End (Cul-de-sac)	Rehabilitation
Severn Court	Wynnstone Dr to Northerly End (Cul-de-sac)	Rehabilitation
Stanton Court	Green Rd to Easterly End (Cul-de-sac)	Rehabilitation
Sturbridge Court	Bardstown Trl to Westerly End (Cul-de-sac)	Rehabilitation
Sulgrave Place	Barrister Dr to Westerly End (Cul-de-sac)	Rehabilitation
West Dobson Place	Wolverhampton Ln/E Dobson PI to Westerly End (Cul-de-sac)	Rehabilitation
Windemere Drive	Green Rd to Easterly End (Cul-de-sac)	Rehabilitation
Wolverhampton Lane	Glazier Way to Northerly End (Cul-de-sac)	Resurfacing (S)
Wynnstone Drive	Folkstone Ct to Easterly End (Cul-de-sac)	Resurfacing (S)

#### Type of Work Definitions

- 1) Resurfacing (S) = partial depth HMA removal and replacement; single course of new HMA
- 2) Resurfacing (M) = partial depth HMA removal and replacement; multiple courses of new HMA
- 3) Rehabilitation = full depth HMA removal and replacement