

CITY OF ANN ARBOR
REQUEST FOR PROPOSAL



Project Management Services Unit
General Civil Engineering and Surveying Services

RFP No. 897

Proposal Due Date: Monday, May 19, 2014
On or Before 10:00 A.M. (Local Time)

Public Services Area/Project Management

Issued By:
City of Ann Arbor
Procurement Unit
City Hall, 301 East Huron Street
Ann Arbor, Michigan 48107-8647

TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
Table of Contents	i
SECTION I	
General Information	1 thru 7
SECTION II	
Scope of Work	8 thru 11
SECTION III	
Minimum Information Required	12 thru 14
ATTACHEMENTS	
Attachment A - Living Wage Requirements	
Attachment B - Contract Compliance Forms	
Attachment C - Legal Status of Respondent	
Attachment D – Vendor Conflict of Interest Disclosure Form	
Attachment E – Standard Professional Services Agreement	

**SECTION I
GENERAL INFORMATION**

A. OBJECTIVE

The purpose of this Request for Proposal (RFP) is to select a firm or firms to provide professional consulting engineering services for: “General Engineering and Surveying Services.” It is anticipated that Inspection Services will include both private development work and capital projects with city and/or federal funding.

B. QUESTIONS ABOUT AND CLARIFICATIONS OF THE RFP

All questions regarding this RFP shall be submitted via email. Emailed questions and inquiries will be accepted from any and all prospective respondents in accordance with the terms and conditions of this RFP.

All questions shall be submitted on or before 10:00 A.M. (Local Time), Wednesday, May 14, 2014 and should be addressed as follows:

Scope of Work/Proposal Content questions emailed to Nicholas Hutchinson, P.E. at nhutchinson@a2gov.org

RFP Process and HR Compliance questions to Mark Berryman, Purchasing Manager at mberryman@a2gov.org

Should any prospective Respondent be in doubt as to the true meaning of any portion of this Request for Proposal, or should the Respondent find any ambiguity, inconsistency, or omission therein, the Respondent shall make a written request for an official interpretation or correction. Such requests must be received via email by nhutchinson@a2gov.org on or before Wednesday, May 14, 2014 by 10:00 A.M. (Local Time).

C. PRE-PROPOSAL MEETING

No pre-proposal meeting will be held for this project.

D. ADDENDUM

All interpretation or correction, as well as any additional RFP provisions that the City may decide to include, will be made only as an official addendum that will be posted to a2gov.org and MITN.info and it shall be the Respondent’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 will be incorporated in the Proposal

Each Respondent must in its proposal, to avoid any miscommunications, acknowledge all addenda which it has received, but the failure of a Respondent to receive or acknowledge receipt of any addenda shall not relieve the Respondent 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.

E. 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 Respondent. The proposal must be signed in ink by an official authorized to bind the Respondent to its provisions. Each proposal must remain valid for at least ninety (90) days from the due date of this RFP.

Proposals should be prepared simply and economically providing a straightforward, concise description of the Respondent's ability to meet the requirements of the RFP. Each total submittal should not be more than 30 sheets (60 sides), not including required attachments and resumes. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.

Each person signing the Proposal is required to certify that he/she is the person in the Respondent's firm/organization responsible for the decision as to the fees being offered in the Proposal and has not and will not participated in any action contrary to the terms of this provision.

F. SELECTION CRITERIA

Responses to this RFP will be evaluated using a point system as shown in Section III. The evaluation will be completed by a selection committee comprised of staff from the City of Ann Arbor.

At the initial evaluation, the fee proposals will not be reviewed. After initial evaluation the City will determine top respondents, 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 held on **May 28 or 29, 2014**. Applicants will be expected to 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 Respondent's response shall be documented and included as part of the final contract.

G. SEALED PROPOSAL SUBMISSION

All Proposals are due and must be delivered to the City Procurement Unit c/o Customer Service on, or before, **Monday, May 19, 2014 by 10:00 a.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, and two (2) copies of the Fee Proposal in a separate sealed envelope marked fee proposal contained within respondent's sealed proposal.** Proposals submitted must be clearly marked: RFP No. 897 - General Engineering and Surveying Services and then list Respondents name and address.

Proposals must be addressed and delivered to:

City of Ann Arbor
Procurement Unit
c/o Customer Service Desk,
First Floor, Guy C. Larcom Building
301 East Huron Street
P.O. Box 8647
Ann Arbor, MI 48107

All Proposals received on or before the Due Date will be publicly opened and recorded immediately. No immediate decisions are rendered.

Hand delivered Proposals will be date/time stamped by the Procurement Unit 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 Respondent for any unforeseen circumstances, delivery, or postal delays. Postmarking on the Due Date will not substitute for receipt of the Proposal. Each Respondent is responsible for submission of their Proposal. Additional time will not be granted to a single Respondent; however, additional time may be granted to all Respondents when the City determines that circumstances warrant it.

A Proposal will be disqualified if:

1. If the Fee Proposal is not contained within a separate sealed envelope.
2. If the Fee Proposal is submitted as part of the digital copy. Provide Fee Proposal in hardcopy only.

H. 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 Respondent's proposal is subject to disclosure under this provision. This act also provides for a complete disclosure of contracts and attachments thereto.

I. TYPE OF CONTRACT

A sample of the standard Professional Services Agreement (PSA) is included as Appendix A. Those who wish to submit a proposal to the City are required to carefully review the Professional Services Agreement. Respondents should specifically note that the insurance requirements under a City contract are listed in Exhibit C of the sample Professional Services Agreement. **The City will not entertain changes to terms and conditions of the standard Professional Services Agreement.**

The City reserves the right to award the total proposal, to reject any and 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.

J. NONDISCRIMINATION AND LIVING WAGE REQUIREMENTS

The City's standard Professional Services Agreement outlines the requirements for fair employment practices under City of Ann Arbor contracts. To establish compliance with this requirement, the respondent should complete and return with its proposal completed copies of the Human Rights Division Contract Compliance forms.

All respondents proposing to do business with the City of Ann Arbor, except those specifically exempted by regulations by the Administrator and approved by City Council, agree to comply with the living wage provisions of Chapter 23 of the Ann Arbor City Code and, if a "covered employer" as defined therein, to pay those employees providing services to the City under this agreement a "living wage" as defined in Chapter 23 of the Ann Arbor City Code; and, if requested by the City, provide documentation to verify compliance. Living Wage forms should be submitted with the proposal

The following forms are attached:

- Contract compliance form to report employment data (Appendix B).
- Living wage declaration form (Appendix A)
- Copy of the current living wage poster (Appendix A).

If Contract Compliance and Living Wage forms are not submitted with the proposal, a respondent will have 24 hours from the City's request to return completed forms.

K. CONFLICT OF INTEREST DISCLOSURE

The City of Ann Arbor Purchasing Policy requires that prospective Vendors complete a Conflict of Interest Disclosure form. A contract may not be awarded to the selected Vendor 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 Vendor Conflict of Interest Disclosure Form is found in Appendix D.

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, Respondent 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. AWARD PROTEST

All Proposal protests must be in writing and filed with the Purchasing Agent within five (5) business days of the award action. The respondent must clearly state the reasons for the protest. If a respondent contacts a City Service Area/Unit and indicates a desire to protest an award, the Service Area/Unit shall refer the respondent to the Purchasing Agent. The Purchasing Agent will provide the respondent 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 solicitation schedule for this procurement:

Activity/Event	Anticipated Date
Written Question Deadline	May 14, 2014 by 10:00am
Proposal Due Date	May 19, 2014 by 10:00am
Interview Consultants	May 28 or 29, 2014
Consultant Selection/Negotiate Final Professional Services Agreement (PSA)	May 30, 2014
Expected City Council Authorization of PSA	July 7, 2014
PSA Execution, Award and Notice to Proceed	mid July

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.

P. IRS FORM W-9

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

Q. INDEPENDENT FEE DETERMINATION

1. By submission of a proposal, the Respondent certifies, and in the case of joint proposal, each party thereto certifies as to its own organization, that in connection with this proposal:
 - a) They have arrived at the fees in the proposal independently, without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such fees with any other proposal Respondent or with any competitor.
 - b) Unless otherwise required by law, the fees which have been quoted in the proposal have not been knowingly disclosed by the Respondent and will not knowingly be disclosed by the Respondent prior to award directly or indirectly to any other prospective Respondent or to any competitor.
 - c) No attempt has been made or shall be made by the proposal Respondent to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

- d) Each person signing the proposal certifies that she or he is the person in the proposal Respondent's organization responsible within that organization for the decision as to the fees being offered in the proposal and has not participated (and will not participate) in any action contrary to 1.a), b), or c) above.
2. A proposal will not be considered for award if the sense of the statement required in the Fee Analysis portion of the proposal has been altered so as to delete or modify 1.a), c), or 2 above. If 1.b) has been modified or deleted, the proposal will not be considered for award unless the Respondent furnishes with the proposal a signed statement which sets forth in detail the circumstances of the disclosure and the Issuing Office determines that such disclosure was not made for the purpose of restricting competition.

R. 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 bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the City to be in the best interests of the City even though not the lowest bid.
3. The City reserves the right to request additional information from any or all Respondents.
4. The City reserves the right not to consider any Proposal which 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 respondents 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 Request for Proposals, 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

A. OBJECTIVE

The City of Ann Arbor is requesting proposals from professional civil engineering firms able to provide a variety of engineering related services required by the City of Ann Arbor to assist the Project Management Services Unit on an as-needed basis. The services desired include but are not limited to: civil engineering design services; traffic engineering and analysis; landscape architecture; preparation of plans, specifications and cost estimates; detailed studies on specific items; preparation of reports; land surveying activities; and construction contract administration.

B. DESCRIPTION

1. Preparation of plans and specifications for capital improvement projects varying in complexity, for portions of projects or entire projects. Services may include civil engineering and structural design work, preparation of preliminary plans and cost estimates, necessary field work, drafting, design, surveying, project management and other civil engineering related work as needed.
2. Landscape architecture design and construction support for City projects, which may include preparation of plans and specifications, tree inventory and assessment, coordination and communication with the public, review of contractor submittals, and inspection of materials and installations.
3. Preparation of applications for grants.
4. Engineering reports and studies on a variety of subjects including but not limited to traffic engineering studies and road pavement condition evaluations.
5. Peer review of public utility, sidewalk, and road construction plans.
6. Preparation of the MDEQ Act 399 and Part 41 Permit Applications for public water main and sanitary sewers, respectively.
7. Coordination, facilitation and/or attendance at project-related meetings, such as design review, pre-bid, and pre-construction meetings.
8. Construction engineering, including, but not limited to, review and approval of cut sheets, resolution of field conflicts, review of pay estimates, etc.
9. Coordination with other City service areas, local agencies, private utility companies, and members of the public.

C. REQUIREMENTS

1. Ability to work effectively with the City's Project Management staff with respect to any of the civil engineering services required by the City.
2. Ability to work effectively with the public and the public agencies.
3. Ability to function in a support role to the Project Management Services Unit. The consultants' services will be utilized for the civil engineering activities that exceed the staffing level or the expertise of the Project Management Services Unit.
4. Ability to work with developers, other consulting engineers, builders, contractors, property owners, and the public in general.

D. TASKS

1. Engineering Services

Engineering, Landscape Architecture, and/or Project Management services as requested on public works projects including but not limited to sanitary sewer, storm sewer, street paving, street resurfacing, water mains, sidewalks, and bridges in accordance with City Standards and procedures.

2. Topographic Survey

Perform various topographical surveying tasks as requested for the preparation of civil engineering construction plans. The desired surveying services will include, but not be limited to, the gathering of topographical survey data and providing digital submissions. It is understood that the final work product will be a complete survey that will contain all known site features and will be ready for use as a base drawing for final engineering plans.

a) Data collection:

- i. State Plane Coordinate system and City of Ann Arbor datum is to be used. Datum to be in the City's official vertical datum of NAVD88 and horizontal datum of NAD83 (Michigan State Plane coordinates, international feet).
- ii. All topographic features on a project site will be located. This includes man-made and natural terrain features that the surveyor will come across. Elevation data will be obtained as needed for sufficient project design, quantity computations and drainage studies.
 1. Locate all surface features within and a minimum of 25' beyond the right-of-way along a street.
 2. All public and private utilities located and identified.
 3. Driveways - locate to a minimum of 40 feet beyond right-of-way or sidewalk for grading design.

4. Intersecting streets - Sidewalks to a sufficient distance beyond first driveway/lead walk; minimum 20 feet. Roadway to 200 feet from intersection.
 5. Curb ramps should have all 4 corners of the “turning space” and 10 adjacent flags of the walk transition located.
 6. Sufficient ground elevations for creation of a digital terrain model (DTM) for one (1) foot contours, including around curb radii and through intersections.
 7. Survey feature lines, 3D break lines, shall be included as part of the final digital submittal.
 8. All ground door locations and elevations are to be included survey and shown pictorially in the base drawing (typical in areas where buildings are at or near ROW).
 9. Retaining walls (top and both sides at bottom) and steps (top and bottom steps, at both ends of each) are to be included.
- iii. Surface and underground drainage information is to be assembled by the surveyor. The surveyor should obtain record plans of any City utilities crossing the project and report any observed differences, and potential drainage problems.
1. The composition, size, and invert elevation of each pipe at each drainage structure is required for design of improvements in critical areas.
 2. The construction type and condition of each structure and connecting pipe shall be fully described. Connections between manholes and catch basins must be determined.
 3. The location of all structures and drainage pipes, as found, are to be shown on a base map. Prepare separate, hard-copy, 1=20' scale plots to show measurements of underground storm drain systems and include with the project notes. Show direction of pipe flow.
 4. Include type and size of structure, measured casting elevations, measured invert elevations of sewers, and top of pipe elevation for water main.
 5. Obtain structure and connecting pipe information outside the project limits; locate nearest downstream/upstream structures that tie into project area.
 6. Overhead utility information shall include location and type of utility.
- iv. All ROW lines, easements, adjacent property boundaries, found property corners and monumentation to be located and shown.
1. Copies of all records, measurement data, and calculations used to determine the alignment shall be part of the survey notes.
 2. Right-of-ways and centerlines are shown and dimensioned.
- v. All trees within project limits located:
1. Include trunk diameter at breast height (DBH) and canopy diameter - 6" or greater DBH or a canopy that may impact the project.

- vi. Minimum of 1 on-site bench mark for every 600' of utility shall be shown and described (minimum of 2 per project).

b) Digital submission:

The City of Ann Arbor currently uses AutoCAD Civil 3D 2013 software.

- 1) If using Civil 3D, a base template drawing, provided by the City of Ann Arbor, is to be used for importing survey data. Request a copy of the current template file upon award of survey.
- 2) If not using Civil 3D, imported points and feature lines must be in an AutoCAD 2013 drawing file format. Provide an AutoCAD drawing file containing the points, feature lines used to create 3D break lines, and the final surface. The preferred formats for data collection point files are “.fbk” or “.txt” file (PNEZD comma delimited); point description key to be provided by City of Ann Arbor.
- 3) Planimetrics to be AutoCAD 2013 or earlier, layering standards to be provided by the City of Ann Arbor. All linework in the base topographic drawing are to be comprised of polylines with an elevation of 0. Text heights for labels are to be Simplex with a paper space height of 0.08”.
- 4) Coordinate with other city service areas, local agencies, etc.

3. Plans and Specifications

Preparation of construction plans and specifications shall include preliminary reports, identification of alternatives, cost estimates, and contract documents. The consultants shall also secure all necessary permits from all approving agencies including but not limited to the Michigan State Department of Environmental Quality and Michigan Department of Transportation.

4. Capital Improvements Plan

Participate in the establishment of project scope, preparation of cost estimates, and construction schedules in terms of project planning for the City's Capital Improvement Program.

5. Construction Administration

Construction Administration shall include general construction management services required on projects to coordinate and document activities such as construction staking, continuous monitoring of projects, coordination and supervision of testing services, approval and correction of shop drawings, attendance at meetings, final inspection and measurement, periodic reporting of progress, preparation of progress payments, review and recommendation of claims, preparation of change orders and preparation of final payment.

SECTION III
MINIMUM INFORMATION REQUIRED

Respondents 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

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 – 30 points

1. State the full name and address of your organization and, if applicable, the branch office or other subordinate 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. State history of the firm, in terms of length of existence, types of services provided, etc. Identify the technical details which make the firm qualified for this work.
3. Include the name of the professional personnel by skill and qualification that will be employed in the work, and specify the person that will act as the project manager and point of contact for the City. Show where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the different types of work that may be assigned. Resumes and qualifications are required for all proposed project personnel, including all subconsultants. Qualifications and capabilities of any subconsultants must also be included.

B. Past involvement with Similar Projects – 15 points

The written proposal must include a list of specific experience and indicate proven ability in implementing similar projects for the firm and the individuals to be involved in the project. The proposal should also indicate the ability to have projects completed within the budgeted amounts. A summary of related projects with the original deadline and cost estimate versus the actual design completion date and final cost of the design is required with this section. 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.

C. Proposed Work Plan – 20 points

Provide a detailed and comprehensive description of how the Consultant intends to provide the services requested in this 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, communication and coordination, the working relationship between the consultant and City staff, and the company's general philosophy in regards to providing the requested services.

Consultants shall be evaluated on the clarity, thoroughness, and content of their responses to the above items.

D. Fee Proposal - 35 points

Fee schedules shall be submitted in a separate, sealed, envelope as part of the proposal. Fee quotations are to include the names, title, hourly rates, overhead factors, and any other relevant details. Consultants shall be capable of justifying the details of the fee proposal relative to personnel costs, overhead, how the overhead rate is derived, material and time.

A sample of the required Professional Services Agreement is included Appendix E.

E. Authorized Negotiator

Include the name, phone number, and e-mail address of persons(s) in your organization authorized to negotiate the Professional Services Agreement with the City.

F. Proposal Evaluation

A selection committee composed of City staff will evaluate each proposal by the above described criteria and point system (A through C, based on 65 points) to select a short list of firms for further consideration. The City reserves the right to not consider any proposal which 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 further consideration. The City may contact references to verify material submitted by the Respondents.

Interviews with the selected firms will be scheduled if deemed necessary by the City. At the interviews, the selected firms will be given the opportunity to discuss in more detail their qualifications, past experience, proposed work plan, and fee proposal. The interview must include the project team members expected to complete a majority of work on the project. The interview shall consist of a presentation of up to thirty (30) minutes by the Respondent, including the person who will be the project manager on this Contract, followed by up to forty-five (45) minutes of questions and answers. Audiovisual aids may be used during the oral interviews. The oral interviews may be recorded on tape by the Evaluation Team.

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 not consider any proposal which is determined to be unresponsive and deficient in any of the information requested for evaluation. The City also reserves the right to waive the interview process and evaluate the consultants based on their proposals and fee schedules alone.

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