

# REQUEST FOR PROPOSAL

**RFP # 960**

## **2016 and 2017 Construction Materials Testing Services**

City of Ann Arbor  
Public Services Area/Project Management



**Due Date: January 27, 2016 by 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 I - 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 2016 and 2017 construction seasons. This is intended to be a multiple year agreement. The consultant is expected to maintain the hourly rates up to two (2) years.

### **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 5:00 P.M. (Local Time), Wednesday, January 20, 2016** and should be addressed as follows:

Scope of Work/Proposal Content questions emailed to Jennifer Nelson, Project Engineer, at [jnelson@a2gov.org](mailto:jnelson@a2gov.org)

RFP Process and Compliance questions to Colin Spencer, Buyer, at [cspencer@a2gov.org](mailto:cspencer@a2gov.org)

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

All interpretations, corrections, or additions to this RFP will be made only as an official addendum that will be posted to [a2gov.org](http://a2gov.org) and [MITN.info](http://MITN.info) and it shall be the proposer'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. 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 respondent. 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 Respondent'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. The evaluation will be completed by a selection committee comprised of staff from the City of Ann Arbor.

The fee proposals will not be reviewed at the initial evaluation. 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.

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.

#### **F. SEALED PROPOSAL SUBMISSION**

**All Proposals are due and must be delivered to the City Procurement Unit on or before Wednesday, January 27, 2016 by 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 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. 960, 2016 and 2017 Construction Materials Testing Services” and then list the Proposer's name and address. Proposals must be addressed and delivered to:

City of Ann Arbor  
c/o Customer Service  
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

on the due date. No immediate decisions will be rendered.

Hand delivered Proposals must be date/time stamped by the Customer Services 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 Proposer for any unforeseen circumstances, delivery or postal delays. Postmarking on the Due Date will not substitute for receipt of the Proposal. Each Proposer is responsible for submission of their Proposal. Additional time will not be granted to a single Proposer; however, additional time may be granted to all Proposers at the discretion of the City.

**A Proposal will be disqualified if:**

1. the Fee Proposal is not contained within a separate sealed envelope.
2. the Fee Proposal is submitted as part of the digital copy. Provide Fee Proposal in hardcopy only.
3. the forms provided as Attachment B - City of Ann Arbor Non-Discrimination Declaration of Compliance, Attachment C - City of Ann Arbor Living Wage Declaration of Compliance, Attachment D - 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.*

**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 submitter'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 standard Professional Services Agreement (PSA) is included (Appendix A). Those who wish to submit a proposal to the City are required to carefully review the Professional Services Agreement. **The City will not entertain changes to its 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.

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

**I. HUMAN RIGHTS REQUIREMENTS**

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, 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. 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 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 Manager. The Purchasing Manager 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.

**P. 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 20, 2016, 5:00 p.m.
Proposal Due Date	January 27, 2016, 2:00 p.m.
Selection/Negotiations	The week of February 8, 2016
Expected City Council Authorizations	March 2016

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.

**Q. IRS FORM W-9**

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

**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 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 materials testing services for multiple construction projects throughout the City for the 2016 and 2017 Construction Seasons. The City intends to hire a *minimum* of two separate consultants to perform work on these projects in both the 2016 and 2017 Construction Seasons. Testing unit prices submitted through this RFP will be used for both the 2016 and 2017 Construction Seasons; the consultant is expected to maintain the hourly rates up to two (2) years. Firms may elect to submit a proposal that includes any or all of the projects described below:

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### **2016 CONSTRUCTION SEASON**

- **2016 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, pavement and 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, minor repairs and 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 2016. It is expected that construction will occur between April and November of 2016.

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

- **Springwater Subdivision Improvements Project – Phase II**

This project consists of the reconstruction of Redwood Avenue from Cardinal Avenue to Springbrook Avenue; Springbrook from Packard Road to Sharon; and Nordman Avenue from Redwood Avenue to Sharon. In addition to the street reconstruction, the project also includes replacing the existing water main and performing stormwater system improvements, including construction of sand filters within the Redwood Avenue, Springbrook Avenue and Nordman Avenue right-of-way. The project is expected to begin in April of 2016 and be completed by August of 2016.

Project Manager: Anne Warrow, P.E. (awarrow@a2gov.org)

- **Wheeler (Swift Run) Service Center PUD Non-motorized Improvements Project**

This project involves construction of a new concrete sidewalk along the south side of Ellsworth Road from the end of the existing sidewalk east of Stone School Road easterly to Platt Road, and a new HMA pathway along the east side of Stone School Road from the end of the existing path south of Addington Lane southerly to Morgan Road. Proposed work includes clearing, earthwork, grading and placement of aggregate base, and placement of concrete and HMA materials, as required, to construct approximately 4,920 feet of concrete sidewalk and related ramps, 1,600 feet of HMA path, and 350 feet of timber boardwalk. Presently, preliminary construction plans are available for review. Construction is expected to occur between May and August of 2016.

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



- **Observatory Street Improvements Project**

This project involves replacement of the old water main along Observatory Street from Ann Street to Geddes Ave. Work also includes removal and replacement of some concrete curb and gutter, full removal and replacement of the asphalt pavement, and reconstruction of some storm sewer structures. Preliminary plans and specifications will be available for review. Construction is tentatively scheduled for May to August 2016. Project Manager: Igor Kotlyar, P.E. (ikotlyar@a2gov.org)

- **Division Avenue Resurfacing**

This project involves the resurfacing of Division Avenue, between Packard Road and Huron Ave. The work entails partial depth removal of the existing HMA pavement, concrete pavement and base repairs, approximate 150 feet of water main construction, and the placement two courses of HMA. Additional work includes the removal and replacement of concrete curb and gutter segments, replacement of sidewalk ramps and other related sidewalk work, minor repairs and adjustments to utility structures, placement of permanent pavement markings, and restoration to areas disturbed by these activities. Plans will be available for review by the end of January 2016. It is expected that construction will occur between May and June of 2016. Project Manager: Jennifer Nelson, P.E. (jnleson@a2gov.org)

- **2016 Miscellaneous Construction Projects**

One consultant will be selected to perform testing on various small miscellaneous projects that may be constructed throughout the 2016 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 which may be included:

- **Huron River Drive Slope Stabilization**

This project involves the construction of a continual flight augered grout or concrete drilled shaft pile slope stabilizing wall. Approximately 70 piles will be constructed. Daily cylinders will be required and will be included with miscellaneous testing. Construction is expected to occur in May 2016. Project Manager: Jennifer Nelson, P.E. (jnleson@a2gov.org)

- **2016 Ramp and Sidewalk Repair Program**

This project will include the replacement of sidewalks and ramps in various locations throughout the City. Construction is tentatively scheduled to begin April 2016 and continue thru November 2016. Concrete testing will be performed randomly, approximately once per week, for the duration of the project. Project Manager: Brian Slizewski, P.E. (bslizewski@a2gov.org)

- **Downtown Valve Replacement Project**

This project will include the replacement of water main valves in various locations throughout the City. Construction is tentatively scheduled to begin April 2016 and continue thru November 2016. Density, asphalt and concrete testing will be performed randomly, at approximately 10 locations where the valves would be replaced. Project Manager: Igor Kotlyar, P.E. (ikotlyar@a2gov.org)

- **Geddes Avenue Guardrail**

This project involves the removal of the existing guardrail on both sides of Geddes

Avenue, east of Huron Parkway, trench widening and paving of the north shoulder, constructing HMA curb on the north shoulder, and replacement of the guardrail along both shoulders of Geddes Avenue. This is a federally funded project and the testing must conform to MDOT's guidelines and be provided on MDOT forms. Subbase density, HMA density, and HMA extractions will be required. Construction is expected to occur in August 2016.

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

**2017 CONSTRUCTION SEASON** – Plans for these projects will not be available for review during the RFP process. The list is incomplete and the descriptions are for information only. Additional projects will likely be included for the 2017 season. Estimated quantities will not be required for the RFP process.

- **2017 Street Resurfacing Project**

This project will involve the resurfacing or rehabilitation of several major and minor (local) streets located throughout the City. The work will entail partial or full depth removal of the existing HMA pavement, pavement and base repairs, as required, and the placement of one or multiple courses of new HMA. Additional work may include the removal and replacement of concrete curb and gutter segments, replacement of sidewalk ramps and other related sidewalk work, shoulder work, and minor repairs and adjustments to utility structures. 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.

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

- **Liberty Street Reconstruction**

This project will involve the full reconstruction of Liberty Street, between First Street and Main Street. Work will include pavement removal, utility replacement, stormwater quality improvements, concrete curb and gutter and sidewalk construction, and full depth aggregate base and HMA construction.

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

- **Nixon/Green/Dhu Varren Intersection Improvements Project**

This project will include the reconstruction of the intersection of Nixon/Green/Dhu Varren. Work also includes placement of concrete sidewalk and concrete curb and gutter, removal and replacement of asphalt pavement, removal and replacement of the roadway base and subbase, construction of some storm sewer sections, and relocation of existing 20" water main.

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

- **2017 Miscellaneous Construction Projects**

One consultant will be selected to perform testing on various small miscellaneous projects that may be constructed throughout the 2017 Construction Season. These projects may include road construction; sidewalk/ADA ramps; and water main, storm sewer, or sanitary sewer replacement or lining projects. Separate Professionals Services Agreements may be employed for each individual project as they come up.

- **2017 Sidewalk Repair Program**

It is anticipated that the City may perform a sidewalk repair program in 2017. This project would include the replacement of sidewalks in various locations throughout the City. Concrete testing would be performed randomly, approximately once per

week, for the duration of the project.

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

- o Stone School Sidewalk

This project involves the construction of concrete sidewalk and sidewalk ramps along Stone School Rd between Birch Hollow and Pebble Creek Drives. Approximately 1700 lft of sidewalk will be constructed in the gaps within this area. Additional construction includes curb and gutter and some HMA. 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 density, and HMA extractions will be required.

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

Proposing Firms should submit one proposal for the above projects as described in Section III. In the form on Page 16, the proposer shall enter their proposed unit prices for the 2016 and 2017 construction seasons, as well as estimated quantities for each project they intend to propose on.

The Consultant selected for each project shall perform field inspections, field and laboratory testing of construction materials, and engineering services to support, control, document, and assure the high quality construction of concrete curbs, sidewalks, and drives; the backfilling and compaction of underground utilities and embankments; placement and compaction of sand subbase and aggregate base courses; the placement of bituminous concrete pavements; and other related activities as necessary.

The testing to be performed by the selected Consultants shall include, but is not limited to, in-place density testing of aggregates and HMA pavement; slump, air content, temperature, unit weight, and compressive strength testing of Portland cement concrete; geotechnical and/or environmental engineering as required; sampling and testing at asphalt production plants, including VMA, VFA,  $G_{mm}$ ,  $G_{mb}$ , air voids, percentage of crushed material, fines to binder ratio, percent of asphalt; laboratory testing of sampled materials; and the preparation and submittal in a timely manner of all test results and reports.

Failing test results shall be reported to the Engineer within 24 hours of the completion of the test, and immediately to the City's representative in the field.

All sampling, testing, and other services shall be performed in compliance with all applicable standards including ASTM, ACI, MDOT, and the City of Ann Arbor, as well as any and all specifications of the subject project. Any references to the MDOT Standard Specifications for Construction shall be to 2012 edition. All testing and inspection shall be performed by certified personnel, under the direct supervision of a professional engineer registered in the State of Michigan and directly employed by the selected Firm.

On federally and/or State funded projects, Firms must submit copies of testing certifications obtained by personnel assigned to the projects and also certificates or documentation that the lab is qualified per MDOT or AASHTO accredited for testing.

Assignment of testing personnel (temporary or permanent) to these projects is subject to approval by the City. Once approved, assigned personnel shall remain on the project until their services are no longer needed. Replacement of assigned personnel (temporary or permanent) with those who are not familiar with the project or with City or Contractor personnel is not

permitted, and may be considered cause to terminate the Professional Services Agreement. Due to the nature of some of these projects, multiple testing personnel may need to be assigned to the project at any given time in order to adequately perform the required tasks.

Field time verification forms will be required to be signed daily by a City of Ann Arbor representative assigned to the project.

The City does not guarantee either a minimum volume of work or a specific volume of work if a contract is awarded. The City may take into account a consultant's work load on existing City projects when determining how to divide projects among the selected Firms.

It is understood that the quantities of service items may vary and/or be changed by the City to any other quantity, including zero. The Proposer may also propose and quote unit prices for additional service items in the proposal as deemed necessary, or suggest alternative tests to the ones presented above. If additional or alternative items are presented, the Proposer shall describe in detail their justifications for such alternatives.

### **PLAN REVIEW**

When available, Project Plans, Specifications, and Quantities, as indicated above, will be posted to MITN.info and a2gov.org as Addenda.

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

### **PROPOSAL FORMAT**

Consultants should organize Proposals into the following Sections:

- A. Professional Qualifications
- B. Proposed Work Plan
- C. Past Performance
- 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**

- a. State the full name and address of the 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 the state in which it is incorporated. If appropriate, indicate whether it is licensed to operate in the State of Michigan.
- b. Include the number of 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.** Résumés including 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 shall also be included.
- c. Identify projects and provide detailed references for related work.
- d. 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 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 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 SCHEDULE - 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 & CONTACT PERSON**

Include the name, phone number, **and e-mail address** of a person(s) in the organization authorized to negotiate the Professional Services Agreement with the City. Also provide the same information for a designated contact person should the City have any questions regarding the proposal, or to follow up with should the Firm be select, 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 C) 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. 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.

### **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.

## 2016 and 2017 Construction Seasons Proposed Fee Schedule

Description of Service Item	Unit	Unit Price	2016 and 2017 Construction Season		2016 Street Resurfacing Project		Wheeler (Swift Run) Service Center PUD Non-motorized Improvements Project		2016 Ramp and Sidewalk Repair Program		Observatory Street Improvements Project		Division Avenue Resurfacing		Springwater Subdivision Improvements Project - Ph II		Total Quantity	Price Extension (\$)
			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 <sup>(5)</sup>	Hour	\$ _____																\$ _____
Concrete Cylinder Mold, Cure, and Compressive Strength Test <sup>(4)</sup>	Each	\$ _____																\$ _____
Sieve Analysis	Each	\$ _____																\$ _____
Modified Proctor Test	Each	\$ _____																\$ _____
Extraction Test <sup>(3)</sup>	Each	\$ _____																\$ _____
Review Concrete or Asphalt Mix Design	Each	\$ _____																\$ _____
<b>Notes:</b>															<b>Total Price</b>	<b>\$</b>		

<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

<sup>(4)</sup> The City will require 4 cylinders be molded per sample location, unless otherwise specified. Temperature, slump and air content to be measured for each set of cylinders.

<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.



## **SECTION IV - ATTACHMENTS**

Attachment A: - Legal Status of Respondent

Attachment B – Non-Discrimination Ordinance Declaration of Compliance Form

Attachment C – Living Wage Declaration of Compliance Form

Attachment D – Vendor Conflict of Interest Disclosure Form

Attachment E – Non-Discrimination Ordinance Poster

Attachment F – Living Wage Ordinance Poster

**ATTACHMENT A  
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**

<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 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.

**Certification:** I hereby certify that to my knowledge, there is no conflict of interest involving the vendor named 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:

Vendor Name	Vendor Phone Number
<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 <input type="checkbox"/> Interest in vendor's company <input type="checkbox"/> Other

\*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.

I certify that the information provided is true and correct by my signature below:

Signature of Vendor Authorized Representative	Date	Printed Name of Vendor Authorized Representative
---	------	--

**PROCUREMENT USE ONLY**

- Yes, named employee was involved in Bid / Proposal process.
- No, named employee was not involved in procurement process or decision.

**ATTACHMENT E**  
**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 at [aahumanrightscommission@gmail.com](mailto:aahumanrightscommission@gmail.com), 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.

## ATTACHMENT F

### CITY OF ANN ARBOR LIVING WAGE ORDINANCE

**RATE EFFECTIVE APRIL 30, 2015 - ENDING APRIL 29, 2016**

**\$12.81** per hour

If the employer provides health care benefits\*

**\$14.30** 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  
Mark Berryman at 734/794-6500 or [mberryman@a2gov.org](mailto:mberryman@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 48104 ("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 48104

### **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.

## **XVI. 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**

\_\_\_\_\_  
Tom Crawford, Interim 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 have, at a minimum, the following insurance, including all endorsements necessary for Contractor to have or provide the required coverage.

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. 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 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 and A.4 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 and endorsements to the Administering Service Area/Unit at least ten days prior to the expiration date.

**APPENDIX B**  
**2016 STREET RESURFACING PROJECT**  
**TENTATIVE STREET LIST**

<b><u>Major Streets</u></b>	<b><u>Project Limits</u></b>	<b><u>Type of Work</u></b>
Depot Street	N Main St to Carey St	Resurfacing (M)
Dexter Avenue	Western City Limits to Maple Rd	Resurfacing (S)
Dhu Varren Road	Pontiac Tr to RR	Resurfacing (S)
Eisenhower Parkway	Stone School Rd to Packard Rd	Resurfacing (S)
Green Road	Nixon Rd to Burbank Dr/Gettysburg Rd	Resurfacing (M)
Huron River Drive	Bird Rd to N Main St	Resurfacing (S)
Packard Road	1000 ft NW of Eisenhower Pkwy to Eisenhower Pkwy	Resurfacing (S)
Pauline Boulevard	Maple Rd to Stadium Blvd	Resurfacing (S)
Pontiac Trail	John A Woods Dr to Skydale Dr	Resurfacing (S)

<b><u>Minor (Local) Streets</u></b>	<b><u>Project Limits</u></b>	<b><u>Type of Work</u></b>
Beaconsfield Drive	Pebble Creek Rd to N Baylis Dr	Rehabilitation
Birch Hollow Dr	Stone School Rd to Chelsea Cir (south)	Rehabilitation
Birch Hollow Dr	Chelsea Cir (north) to Chelsea Cir (north)/Mary Beth Doyle Park Entrance	Rehabilitation
Brentwood Court	Southerly End (cul-de-sac) to King George Blvd	Rehabilitation
North Baylis Drive	Westerly End (cul-de-sac) to Beaconsfield Dr	Rehabilitation
Page Avenue	Southeasterly End (cul-de-sac) to King George Blvd	Rehabilitation
Pebble Creek Road	Birch Hollow Dr to Stone School Rd	Rehabilitation
Quail Hollow Court	Northwesterly End (cul-de-sac) to Pebble Creek Dr	Rehabilitation
Service Drive	Stadium Blvd to Washtenaw Ave	Rehabilitation
Sussex Court	Southwesterly End (cul-de-sac) to Tacoma Cir	Rehabilitation
Tacoma Circle	King George Blvd to King George Blvd	Rehabilitation
Ticknor Court	Northwesterly End (cul-de-sac) to Stone School Rd	Rehabilitation
Wexford Court	Southerly End (cul-de-sac) to King George Blvd	Rehabilitation

**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