

# Northville Township & Plymouth Township



## Request for Qualifications for

## Engineering Consulting Services for Public Infrastructure The Michigan International Technology Center Redevelopment Authority (MITCRA)

**Contact: Gary D. Roberts, AIA**

**Phone: 734.604.4628**

**E-mail: [groberts.us@gmail.com](mailto:groberts.us@gmail.com)**

**Contact: Robert A. Belair, PE**

**Phone: (248) 662-0498**

**E-mail: [bbelair@twp.northville.mi.us](mailto:bbelair@twp.northville.mi.us)**

**Date Issued: 11/7/2022**

**Due Date & Time: 2:00 p.m., Wednesday, November 30, 2022**

The deadline established for the receipt of your sealed proposal is [11/30/22](#) at 2:00 p.m. The proposal is to be submitted to the Northville Township Clerk's Office, 44405 Six Mile Road, Northville, Michigan 48168. Address the proposal to:

Northville Township - Clerk's Office  
**ENGINEERING CONSULTING SERVICES**

**DUE 11/30/22 AT 2:00 P.M.**

44405 Six Mile Road  
Northville, MI 48168

## **GENERAL REQUIREMENTS & INSTRUCTIONS**

1. **SUBMISSION OF OFFERS:** All proposals should be submitted in a sealed envelope or package. The invitation title and opening date shall be clearly displayed on the outside of the sealed envelope or package. The delivery of responses to the Northville Township Clerk's Office prior to the specified date and time is solely and strictly the responsibility of the offeror. Any submittal received in the Clerk's Office after the specified date and time will not be considered. Additional information may be attached to the submittal. Facsimile submissions are NOT acceptable. No offer may be modified after acceptance. No offer may be withdrawn after opening for a period of sixty days unless otherwise specified. **All offers must include the original and 3 copies.**
2. **EXECUTION OF OFFER:** Proposals shall contain a manual signature of a representative authorized to legally bind the offeror to the provisions therein.
3. **EXECUTION OF ACCEPTANCE:** MITCRA legally recognizes acceptance of formal offer when a written contract is signed by both parties. Offeror is not to assume that the MITCRA resolution approving the bid or proposal is a binding contract.
4. **OPENING & RECORDING:** Opening shall be public in the Northville Township Clerk's Office immediately following the advertised deadline date and time for receipt of submittals.
5. **INTEGRITY:** Northville Township does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.
6. **TABULATION:** Proposal results will be posted on the MITC website at: <https://www.mitc-usa.org>
7. **BOARD AWARDS:** As the best interest of MITCRA may require, MITCRA reserves the right to make award(s) by an individual item, group of items, all or none, or a combination thereof; on a geographical basis and/or on a countrywide basis with one or more supplier(s) or provider(s); to reject any and all offers or waive any irregularity or technicality in offers received. Offerors are cautioned to make no assumptions. Any or all awards made as a result of this invitation shall conform to applicable ordinances and policies of the MITCRA, Northville Township and Plymouth Township.
8. **BRAND NAME OR EQUAL:** If items requested by this invitation have been identified in the specifications by a brand name "OR EQUAL" description, such identification is intended to be descriptive and not restrictive and is to indicate the quality and characteristics of products that will be acceptable. Offers proposing "equal" products will be considered for award if such products are clearly identified in the offer and are determined by MITCRA to meet fully the salient characteristic requirements listed in the specifications.
9. **PRICING:** Unless otherwise specified, prices offered shall remain firm for a period of at least sixty (60) days; all pricing of goods shall include FOB Northville Township, all packing, handling, shipping charges and delivery to any point(s) within Northville to a secure area or inside delivery.

10. **PAYMENT TERMS:** MITCRA will remit full payment on all undisputed invoices within thirty (30) days from receipt by the appropriate person(s) of the invoice or receipt of all products or services ordered.
11. **INCURRED EXPENSE:** This invitation does not commit MITCRA to make an award nor shall MITCRA be responsible for any cost or expense which may be incurred by any respondent in preparing and submitting a reply, or any cost or expense incurred by any respondent prior to the execution of a purchase order or contract agreement.
12. **QUESTIONS/ ADDENDA:** Any questions concerning the conditions or specifications shall be directed to the designated contact person. Addenda items will be posted on the MITCRA website. It is the bidder's responsibility to check and verify that addenda have been issued. Failure to acknowledge addenda may result in the offer not being considered.
13. **CLARIFICATION/CORRECTION OF ENTRY:** MITCRA reserves the right to allow for the clarification of questionable entries and the correction of OBVIOUS MISTAKES.
14. **INSURANCE:** The successful bidder is required to furnish evidence of the following insurance requirements in accordance with Northville Township requirements. Work may not commence until the Certificates of Insurance have been received. The coverage requirements are as follows:

Commercial General Liability – Limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury, and Property Damage. Coverage shall include the following extensions: Contractual Liability, Products and Completed Operations, Independent Contractor Coverage Broad Form General Liability Extensions, Deletion of all Explosion, Collapse, and Underground Exclusions, if applicable.  
Northville Township, Plymouth Township and MITCRA shall be additionally insured and designated as primary.

Motor Vehicle Liability - Limits of liability not less than \$1,000,000 per occurrence combined single limit, Bodily Injury, and Property damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles. Northville Township, Plymouth Township and MITCRA shall be additionally insured.

Worker's Compensation Insurance – The successful bidder shall procure and maintain workers compensation insurance, including Employers Liability Coverage in accordance with all applicable statutes of the State of Michigan

## TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGES</u>
Part I - General Information and Requirements	3
Part II - Proposal Format	6
Part III - Project Description	8

## PART I

### General Information and Requirements

- A. Purpose  
The purpose of this "Request for Qualifications" (RFQ) is to inform Consultants of this project. In return, the Consultants are requested to express interest formally and submit a proposal relative to the expected work. After the submittals have been received, they will be evaluated by MITCRA. The successful Consultant will be selected by a review committee who will recommend a consultant to the MITCRA Board, based on the evaluation of the submitted proposal and subsequent interviews.
- B. Issuing office  
This RFQ was prepared by the Northville Township Municipal Services Department on behalf of the MITCRA. Questions relating to the project and its contents shall be addressed to Robert Belair, P.E. at (248) 662-0498 or [bbelair@twp.northville.mi.us](mailto:bbelair@twp.northville.mi.us) or Gary D. Roberts AIA at (734) 604-4628 or [groberts.us@gmail.com](mailto:groberts.us@gmail.com) MITC Planner
- C. Scope of Services  
The expected work to be performed by the Consultant is described in Part III, "Project Description."
- D. Rejection of Proposals  
MITCRA reserves the right to reject any and all proposals received as a result of this RFQ, or to negotiate separately with any source whatsoever, in any manner necessary to serve in its best interest. The MITCRA does not intend to award a contract solely on the basis of responses to this RFQ or otherwise pay for the information solicited or obtained.
- E. Incurred Cost  
MITCRA will not be liable for any cost incurred by the Consultant for any work performed through and including the execution of a contract for professional services, prior to the execution of a contract for professional services.
- F. Addenda to the RFQ  
In the event it becomes necessary to revise any part of this RFQ, a copy of all addenda will be posted to the MITC website. [www.mitc-usa.org](http://www.mitc-usa.org) Consultant must include in their proposal confirmation that they have reviewed any addendum for this project.
- G. Completeness of the Proposal
1. The proposal shall address all items completely and thoroughly in accordance with the format provided in Part II and shall be signed by an officer of the firm authorized to bind the proponent to its provisions.
  2. The contents and commitments in the proposal shall remain firm for sixty (60) calendar days from the submittal due date.

- H. Consultant Responsibilities  
The Consultant shall be capable of providing all professional services as described under Part III, “Project Description” and to maintain those capabilities until notification of the fact that their proposal was unsuccessful. Exclusion of any requested service in the proposal may serve as cause for rejection.
- I. Acceptance of Proposal  
Award of this contract will be based on the review and determination of the appointed MITCRA review committee. Each consultant will be considered separately.
- J. Schedule Dates  
The following is an anticipated schedule for the selection process. Canton Township reserves the right to modify any part of this schedule.
- |                                  |                                    |
|----------------------------------|------------------------------------|
| 1. Request for Proposals Issued: | <b>November 7, 2022</b>            |
| 2. Questions by:                 | <b>November 14, 2022</b>           |
| 3. Proposal Due:                 | <b>November 30, 2022 @ 2:00 PM</b> |
| 4. Interview Panel               | <b>As Determined by MITCRA</b>     |
| 5. Contract Award:               | <b>January 2023</b>                |
- K. Agreement  
Once a Consultant(s) is chosen and they are awarded the contract, a Professional Service Agreement will be entered into between the township and consultant.
- L. Responses  
To be considered, **FOUR** copies of the Qualifications proposal must be submitted to The Northville Township Clerk’s office, 44405 Six Mile Road, Northville, MI 48168 by **2 p.m. on or before Wednesday, November 30, 2022.**
- M. Disclosure of Contents  
All information provided in the Proposal will be held in confidence and will not be revealed or discussed with competitors until after award of the contract.
- N. Professional Services Agreement  
The enclosed Professional Services Agreement will be signed by the consultant after the project has been awarded. No other service agreement will be accepted by the Township.

## PART II

### Proposal Format

The Proposal shall be simple and in an 8<sup>1/2</sup>" x 11" format. Three copies of the Proposal are required for submittal.

A. Consultants will be evaluated based on the following criteria:

1. **30% - Prior Project Experience:**

Indicate prior experience of your firm, which you consider relevant to your ability to successfully manage a contract for the services defined by this Proposal. Include sufficient detail to demonstrate the relevance of this experience.

Provide at least three local references for your firm.

2. **30% - Staffing:**

Indicate the competence of the personnel you intend to assign to the project.

Resumes must be included in the formal proposal documents.

Provide project team members that will be assigned to these projects, and any sub-consultants or sub-contractors.

3. **20% - Location:**

State the location of the office that the work will be performed out of.

4. **20% - Fee:**

A current Schedule of Fees for the described services must be supplied in the proposal.

5. **Fair Employment Practices:**

Fair employment practices by persons doing business with MITCRA, Northville Township and Plymouth Township shall be provided to ensure equal employment opportunity for all citizens and end employment discrimination because of race, creed, color, age, sex or national origin.

It is the policy of MITCRA, as well as all levels of government, to require of, and to provide for, equal opportunity to all persons while such businesses are performing Township contracts.

B. The submission of additional pertinent information beyond the requirements of this RFQ is acceptable, provided that it is limited to five (5) typewritten pages.

C. The Proposal shall designate a single representative or prime contact for the Consultant, through whom the Township may communicate with.

D. Proposals should be prepared simply and economically, providing a straightforward, concise description of the proponent's ability to meet the requirements of the proposed contract. Fancy bindings, colored displays, promotional materials and the like are not

desired. Emphasis should be placed upon completeness and clarity of content.



## **PART III**

### Project Description

MITCRA frequently requires the assistance of an Engineering Consultant to perform various professional tasks. The following professional services and background are requested:

- 1) Public Infrastructure with emphasis on Wayne County Road design standards
- 2) Understanding of the goals and objectives of the MITCRA
- 3) Material testing
- 4) Construction Inspection
- 5) Civil design reviews
- 6) Survey and staking
- 7) Construction Administration & Management
- 8) Road / bridge and rail crossing rehabilitation and design
- 9) Water and Sewer modeling
- 10) Other services including environmental impact as needed

The consultant must demonstrate experience in municipal operations and services with an emphasis in municipal infrastructure design, assessment, rehabilitation and capital improvement planning. Considerable knowledge of local, county, and state requirements must also be demonstrated. The intention of this contract will be to provide on-going services to the MITCRA for a period of three (3) years, with the possibility of extensions dependant on performance. More than one consultant may be selected to provide the requested services. Fees will be based on a schedule of rates provided by the selected consultant(s), which will be updated on an annual basis.

Proposals shall clearly demonstrate what tasks the consultant has the capability of performing in-house and which services will need to be subcontracted. A list providing the names of the subcontractors shall be included in the proposal, along with the subcontractors' schedules of fees.