CITY OF FERRYSBURG

168th AVENUE STREET PROJECT

Sealed bids for the 168th Avenue Street Project in accordance with the attached specifications, terms, and conditions will be received by the City of Ferrysburg, 17520 Ridge Avenue, P.O. Box 38, Ferrysburg, MI 49409-0038, until 10:00 a.m. local time on Wednesday, August 16, 2023, at which time all bids will opened and read. Bids must be submitted in sealed envelopes to the attention of Amber Schaner, City Clerk, marked as “Ferrysburg 168th Avenue Street Project.” The City of Ferrysburg reserves the right to reject any or all bids and to waive any irregularities in the bidding process.
Request for Proposal
2024 168th Avenue Street Reconstruction Project

The City of Ferrysburg requests a proposal for engineering and construction services for the 2024 168th Avenue Street Reconstruction project. The project has been approved for partial funding by MDOT during the 2024/25 fiscal year.

Project Limits:

168th Avenue from West Spring Lake Road to VanWagoner Road

Services Requested:

Design and construction engineering services which include complete project management and construction inspection services.

Project Schedule:

Design engineering and along with all required construction documents must be completed by and include any pre-construction requirements that are necessary for compliance with the state funding sources to allow for the project to be completed by November 15, 2024.

Project Scope:

1) The project shall include reconstruction of the road way.
2) No additional storm sewer infrastructure is anticipated, however, any storm sewer adjustments shall be included.
3) No water or waste water improvements are anticipated.
4) Drainage work desired at the intersection of Virginia Avenue and 168th Avenue.
5) Inspection and review of culvert north of Bridlepath Drive.

Preliminary design will include but not be limited to:

1. Survey work, including topographic survey and aerial mapping, to the extent necessary to provide full design plans. The aerial mapping should contain ground contours at 1-foot intervals with an accuracy of +/- 6 inches.
2. Soil borings and pavement cores shall be included to a depth that you judge necessary to provide the information necessary to design this project.
3. Utilities identified and clearly shown on the plans.
4. Property lines and road ROW shown on the drawings and any land purchase or easements necessary for construction.
5. Legal descriptions for above as necessary.
6. Develop traffic plans, staging plans, signage plans, road and utility work and special provisions.
7. Prepare required plans, typical cross-sections, details, specifications and cost estimates required for design and construction. The construction drawings should be at a scale of 1” = 40’.
8. Utilities in conflict clearly identified on the plans and necessary coordination addressed with the appropriate agency or company prior to grade inspection.
9. Apply for and obtain all permits as required from any applicable state or local agency (soil erosion), etc.
10. Meet with City staff on one (1) occasion on an as-needed basis in addition to the grade inspection.

**Final design** will include but not limited to:

1. The engineer shall advertise the project for bids and answer questions from prospective bidders during the advertisement period.
2. The engineer shall issue any necessary addendums to the construction bid documents.
3. The City does not plan to solicit bids from a prequalified list of contractors.
4. The engineer shall provide an appropriate number of copies of plans and specifications to prospective bidders in either electronic or paper format.
5. The engineer shall be present at the opening of bids, review and tabulate the bids and recommend award of the construction contract.
6. The engineer shall review bonds and insurance certificates and prepare contract documents for signature.
7. All necessary changes to estimates, drawings and special provisions as determined at the time of grade inspection or otherwise negotiated.
8. Appropriate material submitted to the City for bidding purposes.
9. Review and approval of all structural shop drawings, whether temporary or permanent as required.
10. Budget compliance: Any budget increases must be discussed, justified and approved by the City.

The final-design phase shall be completed and a bid package for construction bids be completed to allow for the contractor to complete the project by November 15, 2024.

**Construction Phase**

**Construction Engineering** shall include but not be limited to:

1. The engineer shall chair the preconstruction meeting, provide meeting agendas and prepare and distribute meeting minutes.
2. The engineer shall complete a preconstruction video of the project area.
3. Construction staking and layout as needed. The benchmark and elevations used for construction staking shall be under NAVD 1988 Datum to match the other newer utilities and street work in the City.
4. Day-to-day inspection. Inspection of underground construction, road construction and restoration shall be at a level that ensures that the project will be completed pursuant to the construction contract.
5. Onsite and offsite materials inspection. Density testing of backfill and aggregate shall be done pursuant to MDOT standards. The onsite and laboratory inspection of concrete shall be done pursuant to MDOT standards.
6. Shop drawing review and approvals.
7. Preparation of progress reports, change orders, recommendations, applications for payment and estimates. The written progress reports shall be provided to the City every two weeks and can be in the form of an e-mail.
8. The engineer shall keep daily inspection reports.
9. Final review of project records, punch lists and input in any contractor-claim proceedings.
10. Preparation of three (3) copies of as-built plans in hard copy and PDF formats.

Indicate the capability and willingness of your firm to provide design- and construction-engineering services for this project. At a minimum include:

1. References for similar size projects you have done during the last three years. Include professional fees and construction costs.
2. Names and qualifications of key individuals who would be assigned to the project and evidence of qualifications and experience.
3. Proposals should be complete but brief.

The criteria for selection will include but not be limited to:

1. Extent and quality of experience with similar projects.
2. Understanding of services needed.
3. Ability to complete project on time and on budget.
4. Availability and qualifications of your team.
5. Demonstrated experience working with Federal, State and Local agencies.
6. Location of your offices.
7. Cost of services.

Please submit your bid in a separate sealed envelope with a cost proposal in the following format:

Design Engineering: $______________

Construction Engineering: $______________

Total Engineering Costs: $______________

Proposal Requirements:

The proposals shall include at the minimum:

1) A not to exceed itemized cost of services for the services requested.
2) A list of hourly personnel costs to be billed for services in the case that the project scope is widened.
3) A list and professional biographies of the entire project team that will be servicing the project.
4) A list of projects that are similar in nature to what the firm has completed within the last five years.
5) A list of sub-contractors that the firm would potentially employ for the proposed project.
6) A list of municipal references that the firm has worked with in the past five years.

The City of Ferrysburg reserves the right to select the firm they deem most qualified for the project, not merely based on the lowest proposal costs.

Proposals shall be submitted no later than 10 AM, August 16, 2023.