

MACOMB COUNTY DEPARTMENT OF ROADS REQUEST FOR PROPOSAL (RFP #080719)

SCOPE OF SERVICES FOR BRIDGE QA/QC SERVICES

August 7, 2019

The Macomb County Department of Roads (MCDR) is seeking proposals from qualified consulting engineering firms (Consultant) to establish a bridge design QA/QC procedure for all structure rehabilitation and replacement projects. Work must conform to current American Association of State Highway and Transportation Officials (AASHTO), the Michigan Department of Transportation (MDOT), and Federal Highways Administration (FHWA) practices, guidelines, policies, and standards. The work outlined in this request for proposals is termed "Bridge QA/QC Services." This project will be under the direction of the MCDR Project Engineer (PE) identified below representing the bridge owner (Owner).

I. MCDR PROJECT ENGINEER

Scott Wanagat, P.E.
Macomb County Department of Roads
Project Engineer
Phone: (586) 463-8671
Email: swanagat@rcmcweb.org

II. WORK DESCRIPTION

The Bridge QA/QC Services work includes establishing a standard quality control design procedure work flow to be in conformance with Chapter 2.05 of the MDOT Bridge Design Manual. The selected consultant will also serve as the Quality Assurance Engineer for designs completed by MCDR staff.

III. CONSULTANT RESPONSIBILITIES

The Consultant will work with MCDR staff to develop and establish a Quality Control (QC) procedure to be followed throughout the course of every project. The procedure shall include measures to check the accuracy of calculations, drawings, and specifications for the purpose of detecting and correcting design omissions and errors to ultimately create a complete and error free set of plans and specifications.

The selected Consultant firm must be MDOT prequalified in the area of Design-Bridges, as well as sub-categories Complex and Load Rating as defined under MDOT's Service Prequalification Classifications and Descriptions. Consultant staff serving as the Checker and Reviewer, as defined in the MDOT Bridge Design Manual, Sec. 2.05.02, must possess a professional engineer license in Michigan with experience as a Bridge

Engineer, as outlined in the MDOT Bridge Design Manual, Sec. 2.05.03.

The Consultant will be required to sign and seal MDOT form #0258 – Program Application for Local Agency Projects – Bridge Projects for all MDOT Local Agency projects as the QA Engineer.

The Consultant will be required to serve as the Quality Assurance Engineer for designs completed by MCDR staff for a period of two (2) years. During this timeframe, additional services related to Bridge QA/QC Services may be required. These services will be considered “as-needed”. If requested, the Consultant will be required to provide a cost estimate for the related as-needed services, prior to beginning any additionally requested work.

The Consultant must furnish all services and labor necessary to conduct and complete the requirements for bridge services as described herein. The Consultant must furnish all materials, equipment, supplies, and incidentals necessary to perform this service.

At the start of the project, the Consultant must meet with the MCDR Project Engineer to review the project, available data, contact persons, and review of relevant MCDR operations. The Consultant must review and clarify project issues, data needs and availability, and the sequence of events and team meetings that are essential to complete the Bridge QA/QC Services by the project plan completion date.

The Consultant must deliver all computer files associated with the project in their native format (spreadsheets, Word documents, CAD files, etc.) as directed by the MCDR Project Engineer. It is preferred that the Consultant use the current version of Bentley Micro-Station for CAD applications.

The Bridge QA/QC Services must be performed to the satisfaction of MCDR and consistent with applicable professional standards as stated below:

- 1) The Consultant’s principal contact with the Department must be through the designated Project Engineer.
- 2) The services described herein are financed with public funds. The Consultant must comply with applicable Federal and State laws, rules, and regulations.
- 3) The Consultant will demonstrate knowledge of and performance in compliance with the standard practices of the Department, and all manuals and guidelines needed to carry out the work in an appropriate manner.
- 4) The Consultant will notify the Project Engineer, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal.

IV. CONSULTANT PAYMENT

Payment for the initial set up of the QC procedure will be “LUMP SUM“ with payment based upon the completion of all services required to establish a complete QC procedure in accordance with the MDOT Bridge Design Manual, Sec. 2.05.02. The Lump Sum price will include all of the engineering costs and expenses to prepare a complete turn-key QC design procedure. No added cost will be paid for overtime, weekend, or holiday work.

The Consultant will be required to submit a fee schedule for services and staff to be considered for the following QA and as-needed services.

For QA review/check services, at the beginning of each project, the Consultant will prepare a proposed cost estimate based upon hours required to complete the project in accordance with the Consultant’s fee schedule for personnel, equipment, and services.

MCDR reserves the right to request services related to the Bridge QA/QC Services under the conditions of “as-needed” services. Prior to beginning any additional work, the Consultant will prepare a proposed cost estimate based upon hours required to complete the project in accordance with the Consultant’s fee schedule for personnel, equipment, and services.

The Consultant will be required to obtain written authorization from MCDR prior to completing any additional work or hours beyond the initial price quote.

For as-needed services, full time services may not be required on all projects at all times as they will be based on the intermittent needs of MCDR. It must be noted that this is not a guarantee that MCDR will use the Consultant’s services for as-needed work.

The Consultant must submit all invoices to the MCDR Project Engineer for approval. Payment will be **monthly** based on work complete to that date. The Consultant will be required to submit a final invoice by October 1, 2019, for services completed but not paid through September 30, 2019, to coincide with MCDR fiscal year end.

All invoices will be numbered sequentially and will indicate the invoice period. They must also indicate the Macomb County Department of Roads Work Order number and the agreement number. All invoices include time sheets for all staff engaged on the project during that time period.

All invoices will be sent to: Macomb County Department of Roads
Attn: Scott Wanagat, P.E.
117 S. Groesbeck Hwy
Mt. Clemens, MI 48043
swanagat@rcmcweb.org

Questions pertaining to billing and payment may be directed to MCDR Project Engineer at 586-463-8671.

V. PROPOSAL DEADLINE

All proposals must be submitted electronically to the Project Engineer, Scott Wanagat at swanagat@rcmcweb.org no later than September 6, 2019, at 5:00 pm. Selection will be based on total fee of the QC design procedure work with consideration given to the Consultant's fee schedule for QA and as-needed services.