



**NOTICE TO ENGINEERING
CONSULTANTS
2024 ANNUAL LOCAL ROAD PROGRAM
CONTRACT**

DEPARTMENT OF PUBLIC WORKS & ENGINEERING

CHARTER TOWNSHIP OF MERIDIAN

INGHAM COUNTY, MICHIGAN

All Firms shall complete the Proposal & Award page and submit all information requested herein in this document in its entirety, in order for the proposal to be considered responsive. Failure to do so may result in the proposal being declared non-responsive and rejected.

2024 LOCAL ROAD PROGRAM CONTRACT

FOR
CHARTER TOWNSHIP OF MERIDIAN

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PROPOSAL & AWARD

The undersigned having become thoroughly familiar with and understanding all of the proposal documents attached hereto, agrees to provide the services as specified herein, at the unit costs stipulated herein, subject to negotiation.

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this proposal which will become a binding contract if accepted by Meridian Township.

I hereby state that I have read, understand and agree to be bound by all of the terms of this proposal document.

Signature: _____ Title: _____

Print Name: _____ Date: _____

Firm Name: _____

Address: _____

Telephone: _____

Fax No.: _____

E-mail: _____

Proposal: We propose to furnish all labor, materials, equipment, tools, and services required to complete engineering survey, design, and inspection services in accordance with the Township's construction standards and within SCOPE OF SERVICES identified on Pages 15-16 contained herein in consideration of the amounts stated in our Cost Proposal attached hereto and agree that this document will constitute the Contract if accepted by the Township.

Acceptance: This proposal is accepted by Meridian Township.

CHARTER TOWNSHIP OF MERIDIAN

By: _____
Dan Opsommer
Deputy Township Manager
Director of Engineering & Public Work

INSTRUCTIONS TO ENGINEERING CONSULTANTS TERMS & CONDITIONS

PROPOSALS

All proposals must be submitted following the proposal format supplied by Meridian Township in this document and shall be subject to all requirements of this document.

The Township may consider as irregular any proposal in which there is an alteration of, or departure from, the format stated in the RFP documents, and at its option may reject the same.

Each firm shall include in its proposal, in the form requested thereof, the cost of performing the work. This contract will be for the entire duration of the 2024 local road program schedule, as outlined in the annual schedules on Pages 20-22. The Township has the option to renew at the end of each year for up to five years. If the Township elects to renew the contract under Article VI of the contract, the rates provided in the cost proposal will increase based on the inflationary cost increases provided as part of the original bids.

Each firm will include in their proposal a listing of each principal and the names of any proposed subConsultant(s) and the name and address of each office, which may likely be involved in the potential projects.

Before executing any subcontract, the successful firm shall submit the name and principals of any proposed subConsultant for the Township's approval in accordance with this contract.

SUBMITTAL OF PROPOSALS

Three hard copies and one electronic copy of the proposal documents shall be submitted in a sealed envelope.

Copies of the contract documents for the work may be obtained from the Department of Public Works & Engineering at 5151 Marsh Road, Okemos, Michigan. There is a five-dollar (\$5.00) fee for mailing contract documents. Contract documents may be obtained via email free of charge. For questions regarding this contract, please contact the Department of Public Works & Engineering at 517.853.4440 or DPW@meridian.mi.us.

Sealed proposals will be received by Meridian Township, Ingham County, Michigan, at the Meridian Township Clerk's Office, Municipal Building, 5151 Marsh Road, Okemos, Michigan, 48864, Ph. (517) 853-4000, up to 11:00 a.m., local time on Tuesday, March 14, 2023.

The envelope shall be clearly marked on the exterior denoting the name of the firm submitting the proposal and the name of the particular contract for which the proposal is offered.

AWARD OF CONTRACT/REJECTION OF PROPOSALS

The contract will be awarded to the Consultant who provides a proposal that is most responsive to meeting both the needs of the project and Meridian Township.

In submitting this bid, it is understood that the right is reserved by the Township to reject any or all bids, to award the Contract to other than the low bidder, to award separate contracts for each project and/or phase, to waive irregularities and/or formalities, and in general, to make award in any manner deemed by it, in its sole discretion, to be in the best interest of the Township.

The firm(s) to whom the Award is made will be notified at the earliest possible date. All firms submitting proposals will be notified when the award is made.

The contract shall be considered executed after the Deputy Township Manager, or another designated official, has signed the document.

SIGNATURES

Prior to awarding a contract, all proposals, notifications, claims and statements must be signed as follows:

CORPORATIONS: Signature of official shall be accompanied by a certified copy of the resolution of the Board of Directors authorizing the individual signing to bind the corporation. Each signature must be witnessed and notarized.

PARTNERSHIPS: Signatures of one partner shall be accompanied by a certified copy of the Power of Attorney authorizing the signing to bind all partners. If all partners sign the proposal no authorization is needed. Each signature must be witnessed and notarized.

LIMITED LIABILITY COMPANY: Signature of a member, or if organized on a managing member basis, a certified copy of a resolution appointing the signer as the managing member.

INDIVIDUAL: No authorization is needed, but the signature must be witnessed and notarized.

TYPE OF CONTRACT

It is proposed that the contract(s) entered into as a result of this RFP will have hourly rates with not-to-exceed costs for each of the varying professional services anticipated. Negotiations may be undertaken with those firms whose proposals as to price and other factors show them to be qualified, responsible and capable of performing the work. The contract that may be entered into will be that one which is most advantageous to Meridian Township, price and other factors, considered. The Township reserves the right to consider proposals, or modifications thereof, received at any time before the award is made, if such action is deemed to be in the best interest of the Township.

NO THIRD-PARTY RIGHTS

It is agreed and understood that the contract is made solely for the benefit of Meridian Township and the Provider of Services; that it is not made for the benefit of any third party; and that no action or defense may be founded upon this contract except by the party's signatory hereto.

CONTRACT EXTENSIONS

This agreement will be for the entire duration of the 2024 local road program schedule, as outlined in the annual schedules on Pages 20-22. The Township has the option to renew at the end of each year for up to five years. If the Township elects to renew the contract under this article, the rates provided in the cost proposal will increase based on the inflationary cost increases provided as part of the original bids.

ACCEPTANCE OF PROPOSAL CONTENTS

The contents of the proposal of the successful Consultant will become contractual obligations, if a contract is issued. Failure of the successful Consultant to accept these obligations will result in cancellation of the award.

TOWNSHIP RESPONSIBILITIES

Meridian Township will provide information as to the Township's requirements for the project and make available pertinent information which may be useful in the project work.

The Township will designate a person to act as the Township's Project Manager with respect to the work to be performed. Such person will have the authority to transmit instructions, receive information, interpret and define the Township's policies and decisions with respect to elements pertinent to the project.

The Township will direct the Consultant in writing to furnish any special services, sub-Consultants and/or extra work that may be required on the various projects upon receipt of written evidence from the firm detailing as to cost, time schedule, and reason for such special service or extra work.

CONTRACT PAYMENT SCHEDULE

Payment for a contract entered into as a result of this request will be made monthly upon receipt of the firm's billing invoice. The firm's billing invoice should be based on the work completed to date at the unit prices bid. Only the specific items listed in the Schedule of Services and Fees are pay items.

REQUIRED INSURANCE

The Contractor shall not commence work under this Contract until he/she has obtained all the insurance required under this section and such insurance has been approved by the Owner, nor shall the Contractor allow any subcontractor to commence work on his/her subcontract until all similar insurance required of the subcontractor has been so obtained and approved. Contractors and subcontractors are required to file with the Owner completed certificates of insurance, as evidence that they carry adequate insurance to comply with the requirement of this section. New

Certificates of Insurance shall be furnished to the Owner at the renewal date of all policies named on these certificates.

A. Policies, Coverages, and Endorsements

The Contractor agrees to maintain, or to cause its personnel providing services under this Contract to maintain, at its sole cost and expense or the cost and expense of his personnel, the following insurance policies, with the specified coverages and limits, to protect and insure the Owner and Contractor against any claim for damages arising in connection with Contractors responsibilities or the responsibilities of Contractors personnel under this Contract and all extensions and amendments thereto.

1. Commercial General Liability

- a. General Aggregate \$2,000,000
- b. Each Occurrence \$1,000,000

Such insurance shall include, but not be limited to, coverage for:
Comprehensive form, Premises-operations, Explosion and collapse hazard, Underground hazard, Products/completed operations hazard, Contractual insurance, Broad form property damage, Independent contractor, Personal injury.

2. Workers' Compensation & Employer' Liability (if applicable)

- a. Medical & Indemnity Statutory Requirements
- b. Bodily Injury by Accident \$500,000 Each Accident
- c. Bodily Injury by Disease \$500,000 Each Employee
- d. Bodily Injury by Disease \$500,000 Policy Limit
- e. Employers Liability \$500,000

3. Automobile Liability

Including hired and non-owned Automobiles \$1,000,000 (Combined Single Limit)

Such insurance shall include, but not be limited to, coverage for:
Comprehensive form, Owned vehicles, Hired vehicles, Non-owned vehicles

B. Owner's Protective Liability

The Contractor shall procure and shall maintain during the life of this Contract Owner's/Contractor's Protective Liability Insurance, listing the Owner as the named insured. The minimum limit of liability shall be not less than \$1,000,000.00 per occurrence/aggregate.

C. Insured Parties

All policies shall contain a provision naming the Owner (and its officers, agents and employees) as Additional Insured parties on the original policy and all renewals or replacements during the term of this Contract.

D. Acceptable Insurance Companies

All insurance companies required by this section shall be: 1) acceptable to the Owner; 2) authorized to do business in the State of Michigan by the Michigan Department of Licensing & Regulatory Affairs Office of Financial and Insurance Regulations, and 3) have an A.M. Best

Company's Insurance reporting rating of no less than A- (Excellent). Upon request, the Contractor shall submit evidence of such insurance.

E. Indemnification and Hold Harmless

The Contractor shall, at its own expense, protect, defend, indemnify and hold harmless the Owner and its elected and appointed officers, employees, and agents from all claims, damages, costs, lawsuits and expenses, including, but not limited to, all costs for administrative proceedings, court costs and attorney fees that they may incur as a result of any acts, omissions, or negligence of the Contractor, its subcontractors, sub-subcontractors or any of their officers, employees, or agents. This includes but is not limited to injury or death to any person or persons, including the contractors employees, and damage to property. The furnishing by the Contractor of any insurance required by this Contract, or the acceptance or approval thereof by the Owner as provided in this Contract, or otherwise, shall not diminish the Contractor's obligation to fully indemnify the Owner, its elected and appointed officers, employees, and agents as required in this section.

The Contractor shall not cancel or reduce the coverage of any insurance required by this section without providing 30-day prior written notice to the Owner. All such insurance must include an endorsement whereby the insurer shall agree to notify the Owner immediately of any reduction by the Contractor. The Contractor shall cease operations on the occurrence of any such cancellation or reduction, and shall not resume operations until new insurance is in force.

2024 ANNUAL LOCAL ROAD PROGRAM CONTRACT

THIS CONTRACT, dated _____ by and between _____, hereinafter called the "CONSULTANT", and Meridian Charter Township, 5151 Marsh Road, Okemos, MI 48864, hereinafter called the "OWNER".

WITNESSETH, that the CONSULTANT and the OWNER for the consideration herein agree as follows:

ARTICLE I. SCOPE OF WORK.

The CONSULTANT shall perform everything required to be performed and shall provide and furnish all labor, materials, necessary tools, expendable equipment and all utility and transportation services required to perform and complete in a workmanlike manner all the work required for completing the tasks as described in the Proposal documents, and for performing all related work for the OWNER, required by and in strict accordance with the requirements and specifications, including any and all addenda, and other Contract Documents mentioned and made a part hereof. **ARTICLE II. THE CONTRACT PRICE.** The OWNER shall pay for the contract work, with all labor, materials, equipment, and appurtenances in strict accord with the Proposal and specifications, ready for use, the unit prices as listed in the Proposal and herein made a part of this Contract. Payment shall be made to the CONSULTANT in accordance with and subject to the conditions specified under General Conditions.

ARTICLE III. TIME.

Time is of the essence in the performance of this contract. The CONSULTANT agrees to start work within ten (10) days of issuance of the Notice to Proceed and to fully complete the work so as to permit use of the project by the OWNER within the number of calendar days or by the completion date listed herein.

ARTICLE IV. DELAYS AND DAMAGES.

If the CONSULTANT refuses or fails to prosecute the work, or any separate part thereof, with such diligence as will insure its substantial completion, ready for operation within the number of consecutive calendar days specified herein, or any extension thereof, or fails to complete said work within such time, the OWNER may, by written notice to the CONSULTANT, terminate the CONSULTANT's right to proceed with the work or such part of the work as to which there has been delay. In such event, the OWNER may take over the work and prosecute the same to completion by contract or otherwise, and the CONSULTANT shall be liable to the OWNER for any excess cost occasioned thereby. If the CONSULTANT's right to proceed is so terminated, the OWNER will take possession of and utilize in completing work such materials, appliances, and plant as may be on the site of the work and necessary therefore.

If the OWNER does not terminate the right of the CONSULTANT to proceed, the CONSULTANT shall continue to work, in which event the actual damages for the delay will be impossible to determine and in lieu thereof the CONSULTANT shall pay the OWNER the sum of one thousand, five hundred dollars (\$1,500.00) per day as fixed, agreed, and liquidated damages for each calendar day of delay until the work is substantially completed, ready for operation and the CONSULTANT shall be liable for the amount thereof. However, the right of the CONSULTANT to proceed shall not be terminated or the CONSULTANT charged with liquidated damages because

of any delays in the completion of the work due to unforeseeable causes beyond control and without the fault or negligence of the CONSULTANT, including, but not restricted to acts of God, or of the public enemy, acts of the OWNER, fires, floods, epidemics, quarantine restrictions, delays of subcontractors due to such causes, if the CONSULTANT shall, within ten (10) days from the beginning of any such delay (unless the OWNER shall grant a further period of time prior to the date of final settlement of the Contract) notify the OWNER in writing of the cause of delay and extend the time for completing the work when, in OWNER's judgement, the finding of fact justify such an extension and OWNER's findings of fact thereon shall be final and conclusive on the parties thereto. In no event shall bankruptcy or labor disputes, or the like, either of CONSULTANT or any of its subcontractors or suppliers, be considered as an unforeseeable cause beyond the control and without the fault or negligence of the CONSULTANT.

ARTICLE V. ANNUAL CONTRACT SCHEDULE

The Township will provide a map of the streets selected for reconstruction by May 31 of each calendar year preceding the construction year. The Consultant shall provide monthly updates, and additional updates at the request of the Township, on the status of the survey, design and engineering services. The Consultant shall have the bid-ready draft RFP/s submitted to the Township by November 15 of each calendar year preceding the construction year to ensure the Township and Ingham County Road Department have adequate time to review the draft prior to going out to bid. If any modifications that the Township requests during the course of this work, June 1 to November 15, that will, or may, materially delay the delivery of the bid-ready by November 15 preceding the construction year, the Consultant shall notify the Township in writing within two weeks of receiving the request for modifications from the Township. After the Township approves the RFP, the project shall go out to bid from January 1-31 of the construction year. The substantial completion date listed in the RFPs shall be October 15 of the construction year, or another date as determined by the Township. If the Township fails to meet a deadline by a specific number of days, the subsequent deadlines will be extended by the same number of days.

ARTICLE VI. ANNUAL RENEWAL

This agreement will be for the entire duration of the 2024 local road program schedule, as outlined under Article V. The Township has the option to renew at the end of each year for up to five years. If the Township elects to renew the contract under this article, the rates provided in the cost proposal will increase based on the inflationary cost increases provided as part of the original bids.

ARTICLE VII. COMPONENT PARTS OF THIS CONTRACT.

This Contract consists of the following component parts, all of which are as fully a part of the Contract as if herein set out verbatim, or, if not attached: 1) Proposal & Award, 2) Terms & Conditions, 3) Contract, 4) any Addenda, 5) Specific Project Information, 6) Contents of Proposal, 7) Scope of Services, 8) Evaluation of Proposals, 9) Cost Proposal, 10) Annual Schedules, and 11) Cost Proposal Spreadsheet.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in one (1) original counterpart the day and year first above written.

CONTRACTOR

WITNESS:

By: _____

Title: _____

Date: _____

CHARTER TOWNSHIP OF MERIDIAN

OWNER

WITNESS:

By: _____

Dan Opsommer

Title: Deputy Township Manager
Director of Public Works & Engineering

Date: _____

SPECIFIC PROJECT INFORMATION

INTRODUCTION

Meridian Township is requesting qualified civil engineering Consultants to submit proposals for performing survey, design, and construction inspection services for the Township's annual local road program.

The scope of work for the Township's annual local road program includes completing, as necessary, a topographic survey of existing conditions, drainage structure evaluations, design, preparing final plans, specifications, engineering estimate, office tech administration, construction inspection of the project, and record drawings upon project completion. The full Scope of Services is outlined in greater detail on Pages 15-16 of this RFP.

ANNUAL PROJECT TIMELINE

The deadlines for the annual local road program, unless otherwise agreed to by the Township in writing, are as follows:

- The Township will provide a map of the streets selected for reconstruction by May 31 of each calendar year.
- The Consultant shall provide monthly updates, and additional updates at the request of the Township, on the status of the survey, design and engineering services.
- The Consultant shall have the bid-ready draft RFP/s submitted to the Township by November 15 of each calendar year to ensure the Township and Ingham County Road Department have adequate time to review the draft prior to going out to bid.
- If any modifications that the Township requests during the course of this work, June 1 to November 14, that will, or may, materially delay the delivery of the bid-ready by November 15 preceding the construction year, the Consultant shall notify the Township in writing within two weeks of receiving the written request for modifications from the Township.
- The RFPs shall go out to bid between January 1-31 of the following calendar year.
- The substantial completion date listed in the resultant contract(s) shall be October 15, or another date as determined by the Township.

The Township will strongly consider imposing liquidated damages in accordance with Article IV of the contract if these deadlines are not met.

PROJECT BACKGROUND

The Township passed a road millage to fund improvements of the Township's 147 miles of local roads in 2019. The millage provides \$2.5 million to 4.5 million in revenue annually for reconstruction of local roads. The Township may increase this amount with general fund or other appropriations.

Nearly all of the road work occurs on neighborhood roads. Please refer to attachments 2-4 of this RFP, which are the maps for the 2020, 2021, and 2022 local road program.

The Township currently does three types of road treatments under the local road program:

1. Mill and fill for curb and gutter roads
2. Crush-and-shape for ditch roads
3. Texas underseal for ditch roads

REQUIRED GUIDELINES AND STANDARDS

All of the roads covered by this RFP are county local roads and are under the ownership and authority of the Ingham County Road Department (ICRD). Review and approval of all construction plans and specifications will be required from ICRD prior to issuance for bid.

Work shall conform to current ICRD, MDOT, FHWA and AASHTO practices, guidelines, policies and standards (i.e., Ingham County Procedures and Guidelines for Developing Public Roads, Road Design Manual, Standard Plans, Published MDOT Design Advisories, Roadside Design Guide, A Policy on Geometric Design of Highways and Streets, Michigan Manual of Uniform Traffic Control Devices, etc.).

TOWNSHIP RESPONSIBILITIES

Meridian Township will assist and provide information as to the Township's requirements for the project and make available pertinent information which may be useful in completion of the project tasks. Responsibilities include:

1. Schedule and/or conduct the following:
 - a) Project related meetings
 - b) Interim base plan and specification review
 - c) Final plan, specification and estimate review
2. Storm and sanitary sewer televising.
3. Water valve and curb stop identification and exercising.
4. Furnish pertinent reference materials.
5. Furnish atlases and plans of the project areas, if available.
6. Conduct final reviews and provide comments on all proposal documents.

The Township will designate a person to act as the Township's project manager with respect to the work to be performed. Such person will have the authority to transmit instructions, receive information, interpret and define the Township's policies and decisions with respect to elements pertinent to the projects.

CONTENTS OF PROPOSAL

Proposals should be brief. Listings and descriptions of projects, lengthy resumes, and other information shall be condensed where possible. As a minimum, each proposal shall include the following items:

BUSINESS ORGANIZATION

State the full name and address of your organization, and if applicable, any branch offices or other subordinate elements that will perform or assist in performing the work. Indicate whether you operate as an individual, partnership, limited liability company or corporation. If a corporation or limited liability company, indicate the State in which you are incorporated. State that you are licensed to operate in the State of Michigan.

APPLICABLE EXPERIENCE

Include a brief description of similar major street improvement projects that your firm has participated in in the last 5 years. Note any innovative approaches, or other highlights incorporated into the projects.

PROJECT STAFFING

Indicate the key professional personnel by skill and qualifications that will be assigned to the projects and include their resumes. Indicate where these individual personnel will be physically located during the time they are engaged in the work.

AUTHORIZED NEGOTIATIONS

Include the names and telephone numbers of those persons in your organization authorized to negotiate the proposed contract with Meridian Township.

ADDITIONAL INFORMATION

The firm may also include any additional information and/or comments believed to be pertinent but not specifically requested elsewhere in the document.

CONTRACT TERMS

Provide a copy of your standard Professional Engineering Services contract that you would propose using for these services.

SCOPE OF SERVICES

OVERVIEW

The Consultant shall perform the necessary work to develop a set of construction drawings and specifications for bidding the type of work identified in this proposal. It is anticipated that the Consultant will provide construction inspection services for this project.

Category 1: Field Survey & Utility Investigation

Perform the remaining field survey of the area to develop a complete set of design drawings. The utility evaluation includes storm drainage structure assessments to identify any conditions that may require correction prior to road construction⁷. Consultant shall coordinate with various utilities (gas, electric, street lighting, storm sewer, etc.) to determine if any conflicts exist, or if any upgrades are required.

Sufficient pavement cores should also be performed to verify pavement thickness.

Category 2: Construction Plans and Specifications

The Consultant shall develop bid documents for road rehabilitation. The bid documents shall include the technical specifications and drawings. The Township will prepare the front-end documents and will bid out the project.

Category 3: Permits:

The Consultant will be required to prepare all permits required for the construction of the various facets of the projects, excluding road right-of-way permits, which will be required from the contractor(s).

Category 4: Bidding

The Consultant will provide an electronic set of construction documents (plans and technical specifications) for bidding. The plans will be distributed by Meridian Township. The Consultant will conduct a pre-bid meeting; respond to all questions during bidding; prepare any addenda; tabulate all bids; and provide a recommendation for award to the Director of Public Works.

Category 5: Construction Inspection & Contract Administration

The Consultant shall perform office technician, contract administration, construction inspection, and material testing services for the duration of project construction. This task includes, as a minimum, the following items:

- a. Schedule, attend, and lead a preconstruction meeting.
- b. Project staking and markup of removals in the field.
- c. Take preconstruction pictures of all work areas.
- d. Perform material testing, including any necessary testing of non-prequalified aggregate sources, concrete and HMA testing, and density testing.

- e. Complete inspector daily reports, including field calculations to serve as IDR attachments (yield calcs, utility records/inverts, removal/material placement limits for record drawings).
- f. Track contract progress, generate pay estimates and contract modifications, and coordinate scheduling with the contractor.
- g. Attend any necessary scheduled construction progress meetings.
- h. Communicate with residents and property owners, related to the project(s).
- i. General Construction Engineering support.
- j. Perform warranty inspections and follow up prior to the expiration of the warranty period.

For purposes of this proposal, Consultants shall anticipate a 24 to 28-week construction duration and the Consultant working 6 days a week for 10-12 hours per day.

Category 6: Record Drawings

This task will consist of incorporating information from the field inspection services into a final as-built record drawing. This task includes the following items:

- a. As-built log of the project, for mill and fill contracts.
- b. As-built plans for crush and shape, and Texas underseal contracts.
- c. Identification of removal/replacement limits.
- d. Final utility repair locations.
- e. Any unique issues encountered during construction.
- f. Complete revisions to plan and profile sheets and provide AutoCAD and pdf record drawings to the Township.

EVALUATION OF PROPOSALS

All proposals received shall be subject to an evaluation by representatives of the Township. The following factors will be considered in making the selection.

EXPERIENCE

Will be based upon applicable experience of the firm and key team members with similar type road improvement projects recently completed.

UNDERSTANDING OF THE PROJECT

Will be based upon the understanding exhibited by the firm in providing the professional engineering services included under this proposal. The following may be used if applicable:

1. A detailed narrative statement of the work.
2. An explanation as to the choice of methodology including its strengths and weaknesses.
3. A timeline indicating in a bar chart display each event task and decision points in their work plan.

TIME & EFFORT

Will be based upon a review of the Consultant's commitment to provide the professional engineering services in a timely and cost-effective manner.

Will also be based upon a review of the timeline for each task (presented in chart form), designated decision points, the critical path, and the total time necessary to accomplish the work, and the Consultant's acknowledgement of any critical deadlines. Each Consultant will provide a summary of anticipated man-hours to complete each task.

ACCESSIBILITY

Will be based upon the ability of the Consultant to work closely with the Township staff for the duration of the project.

PRICE/VALUE

Meridian Township reserves the right to negotiate a final project price and scope that provides the greatest value in regards to cost vs. services provided.

BUSINESS ORGANIZATION

State the full name and address of your organization, and if applicable, any branch offices or other subordinate elements that will perform or assist in performing the work. Indicate

whether you operate as an individual, partnership, limited liability company or corporation. If a corporation or limited liability company, indicate the State in which you are incorporated. State that you are licensed to operate in the State of Michigan.

PROJECT STAFFING

Indicate the key professional personnel by skill and qualifications that will be assigned to the project and include their resumes. Indicate where these individual personnel will be physically located during the time they are engaged in the work.

ADDITIONAL INFORMATION

The firm may also include any additional information and/or comments believed to be pertinent but not specifically requested elsewhere in the document.

COST PROPOSAL

COST & PRICE ANALYSIS

The information requested in this section is required to support the reasonableness of your bid. The information requested in this section will be held in confidence and will not be revealed to or discussed with competitors.

This portion of the proposal must be submitted in a separate sealed envelope inside your submittal and clearly marked "RFP COST PROPOSAL". Please refer to attachment 1 of this RFP for the cost proposal spreadsheet. Each bidder must provide three Cost Proposals, one for each treatment type listed in the project background on page 12 of this RFP, based on one mile of roadwork:

1. Mill and fill
2. Crush-and-shape
3. Texas underseal

The three Cost Proposals must provide the following information for each category of work listed under the Scope of Services on Pages 15-16 of this RFP:

- A. Manpower Costs: Itemize to show the following for each category of personnel with a different rate per hour:
 - a. Category of personnel (i.e. project manager, project engineer, technician, surveyor, inspector, etc.)
 - b. Estimated hours for one mile of roadwork among this category of personnel
 - c. Rate per hour for each category of personnel
 - d. Total cost for each category of personnel and a total for all personnel
- B. General and Administrative Burden or Overhead: Indicate percentage and total cost.
- C. Cost of Supplies and Materials: Itemize.
- D. Other Direct Costs: Itemize.
- E. Transportation Costs: Show travel costs and per diem separately.
- F. Total Bid Price for the Project.
- G. Inflationary Cost Increases: Indicate annual hourly rate increases for each Section of work, by year.

PRICE/VALUE

Meridian Township reserves the right to negotiate a final project price and scope that provides the greatest value in regards to cost vs. services provided.

2024-2029 LOCAL ROAD PROGRAM SCHEDULES

2024 LOCAL ROAD PROGRAM SCHEDULE

Issue RFP	February 17, 2023
RFP Due	March 14, 2023 at 11:00 a.m.
Township Provides Map of 2024 Roads by	May 31, 2023
Consultant shall provide monthly updates, and additional updates at the request of the Township, on the status of the survey, design and engineering services during this period of time*	June 1, 2023 – November 14, 2023
Consultant shall have the bid-ready draft of the RFP/s submitted to the Township for our review by*	November 15, 2023
Construction Start Date	April or May 2024
Construction Duration	April or May – October 2024

* If any modifications that the Township requests during the course of this work, June 1 to November 14, that will, or may, materially delay the delivery of the bid-ready draft of the RFP/s by November 15 preceding the construction year, the Consultant shall notify the Township in writing within two weeks of receiving the written request for modifications from the Township.

2025 LOCAL ROAD PROGRAM SCHEDULE

Renew Contract by	February 28, 2024
Township Provides Map of 2024 Roads by	May 31, 2024
Consultant shall provide monthly updates, and additional updates at the request of the Township, on the status of the survey, design and engineering services during this period of time*	June 1, 2024 – November 14, 2024
Consultant shall have the bid-ready draft of the RFP/s submitted to the Township for our review by*	November 15, 2024
Construction Start Date	April or May 2025
Construction Duration	April or May – October 2025

* If any modifications that the Township requests during the course of this work, June 1 to November 14, that will, or may, materially delay the delivery of the bid-ready draft of the

RFP/s by November 15 preceding the construction year, the Consultant shall notify the Township in writing within two weeks of receiving the written request for modifications from the Township.

2026 LOCAL ROAD PROGRAM SCHEDULE

Renew Contract by	February 28, 2025
Township Provides Map of 2024 Roads by	May 31, 2025
Consultant shall provide monthly updates, and additional updates at the request of the Township, on the status of the survey, design and engineering services during this period of time*	June 1, 2025 – November 14, 2025
Consultant shall have the bid-ready draft of the RFP/s submitted to the Township for our review by*	November 15, 2025
Construction Start Date	April or May 2026
Construction Duration	April or May – October 2026

* If any modifications that the Township requests during the course of this work, June 1 to November 14, that will, or may, materially delay the delivery of the bid-ready draft of the RFP/s by November 15 preceding the construction year, the Consultant shall notify the Township in writing within two weeks of receiving the written request for modifications from the Township.

2027 LOCAL ROAD PROGRAM SCHEDULE

Renew Contract by	February 28, 2026
Township Provides Map of 2024 Roads by	May 31, 2026
Consultant shall provide monthly updates, and additional updates at the request of the Township, on the status of the survey, design and engineering services during this period of time*	June 1, 2026 – November 14, 2026
Consultant shall have the bid-ready draft of the RFP/s submitted to the Township for our review by*	November 15, 2026
Construction Start Date	April or May 2027
Construction Duration	April or May – October 2027

* If any modifications that the Township requests during the course of this work, June 1 to November 14, that will, or may, materially delay the delivery of the bid-ready draft of the RFP/s by November 15 preceding the construction year, the Consultant shall notify the Township in writing within two weeks of receiving the written request for modifications from

the Township.

2028 LOCAL ROAD PROGRAM SCHEDULE

Renew Contract by	February 28, 2027
Township Provides Map of 2024 Roads by	May 31, 2027
Consultant shall provide monthly updates, and additional updates at the request of the Township, on the status of the survey, design and engineering services during this period of time*	June 1, 2027 – November 14, 2027
Consultant shall have the bid-ready draft of the RFP/s submitted to the Township for our review by*	November 15, 2027
Construction Start Date	April or May 2028
Construction Duration	April or May – October 2028

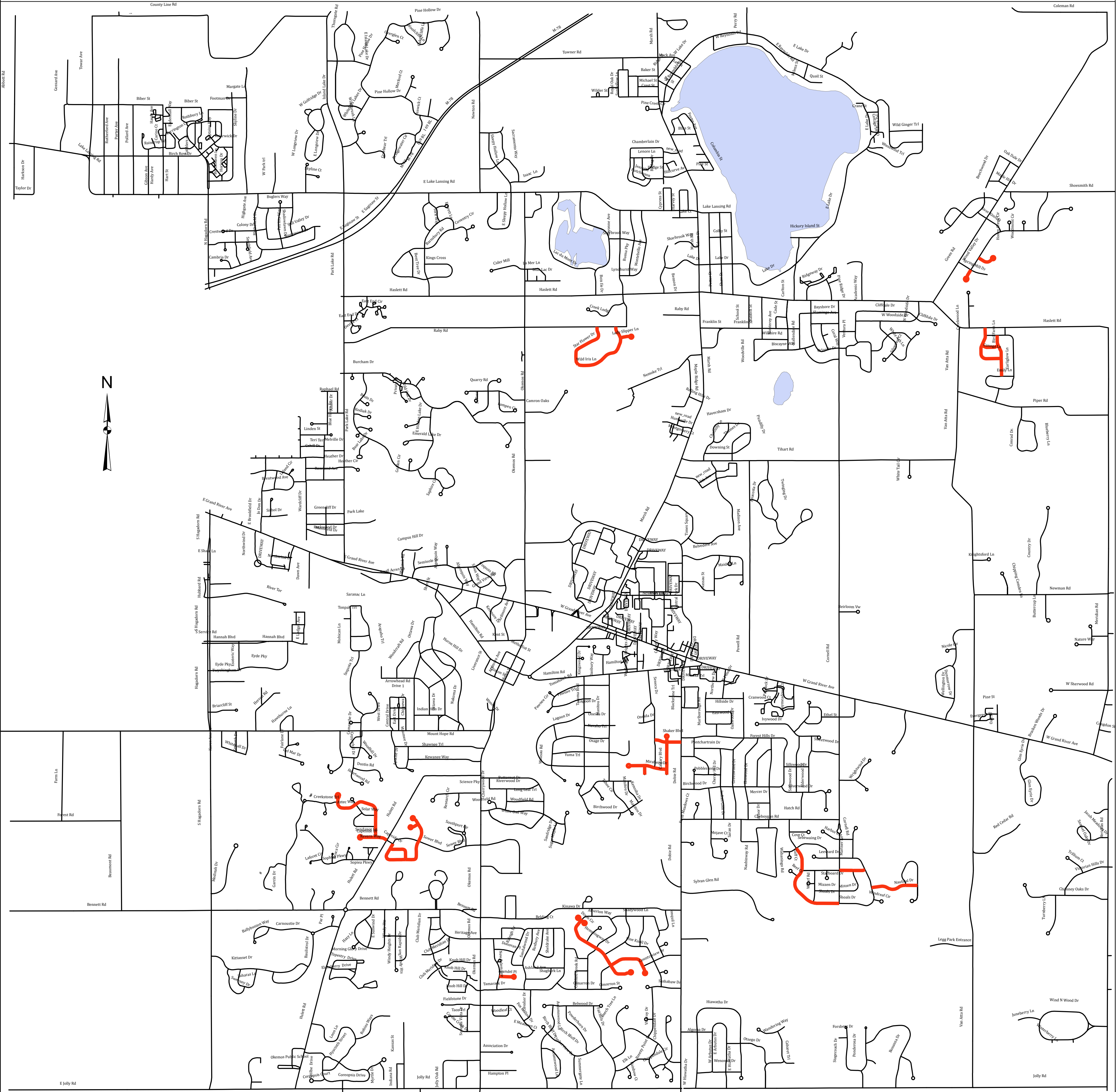
* If any modifications that the Township requests during the course of this work, June 1 to November 14, that will, or may, materially delay the delivery of the bid-ready draft of the RFP/s by November 15 preceding the construction year, the Consultant shall notify the Township in writing within two weeks of receiving the written request for modifications from the Township.

2029 LOCAL ROAD PROGRAM SCHEDULE

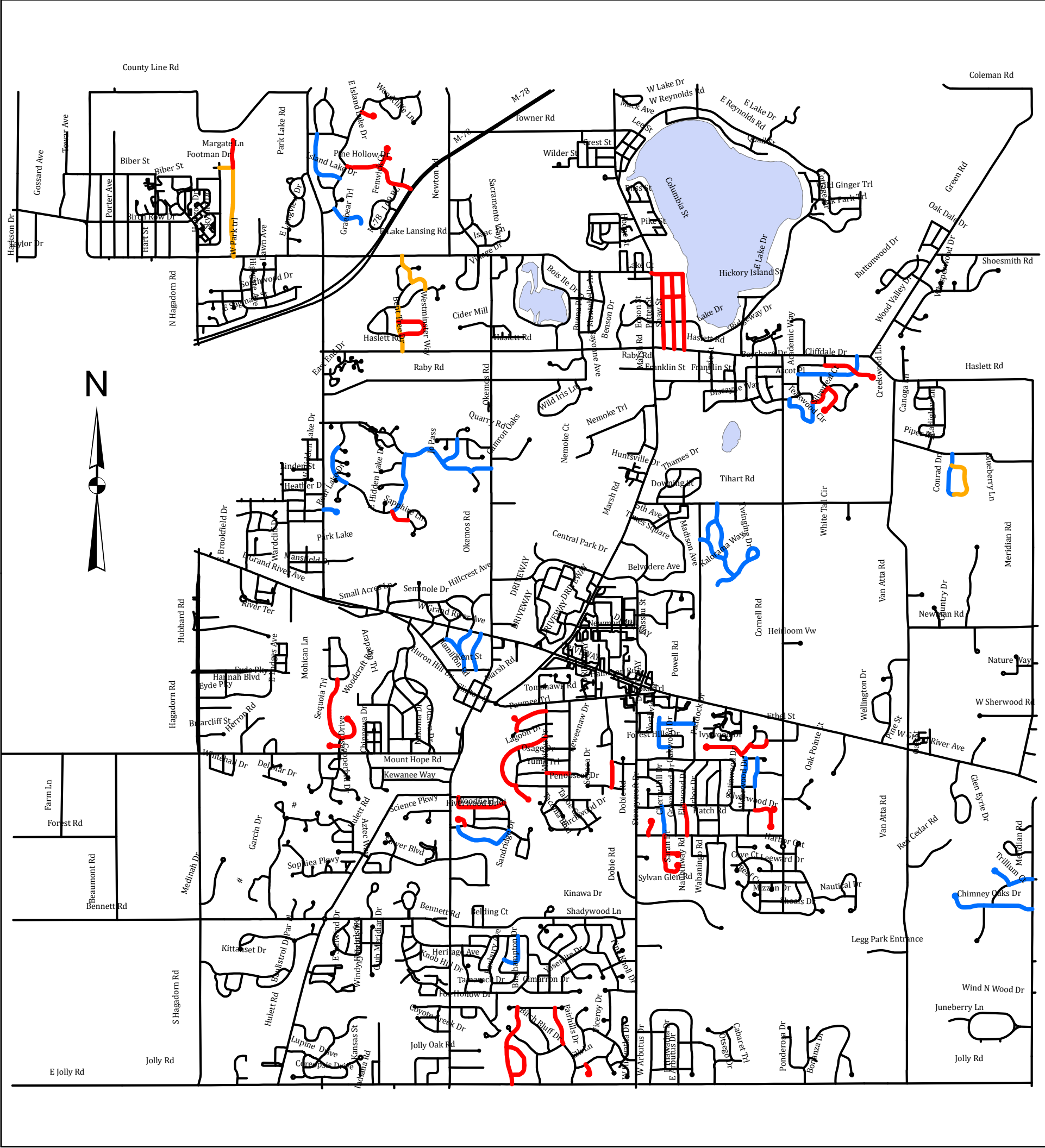
Renew Contract by	February 28, 2028
Township Provides Map of 2024 Roads by	May 31, 2028
Consultant shall provide monthly updates, and additional updates at the request of the Township, on the status of the survey, design and engineering services during this period of time*	June 1, 2028 – November 14, 2028
Consultant shall have the bid-ready draft of the RFP/s submitted to the Township for our review by*	November 15, 2028
Construction Start Date	April or May 2029
Construction Duration	April or May – October 2029

* If any modifications that the Township requests during the course of this work, June 1 to November 14, that will, or may, materially delay the delivery of the bid-ready draft of the RFP/s by November 15 preceding the construction year, the Consultant shall notify the Township in writing within two weeks of receiving the written request for modifications from the Township.

MERIDIAN TOWNSHIP
LOCAL ROADS



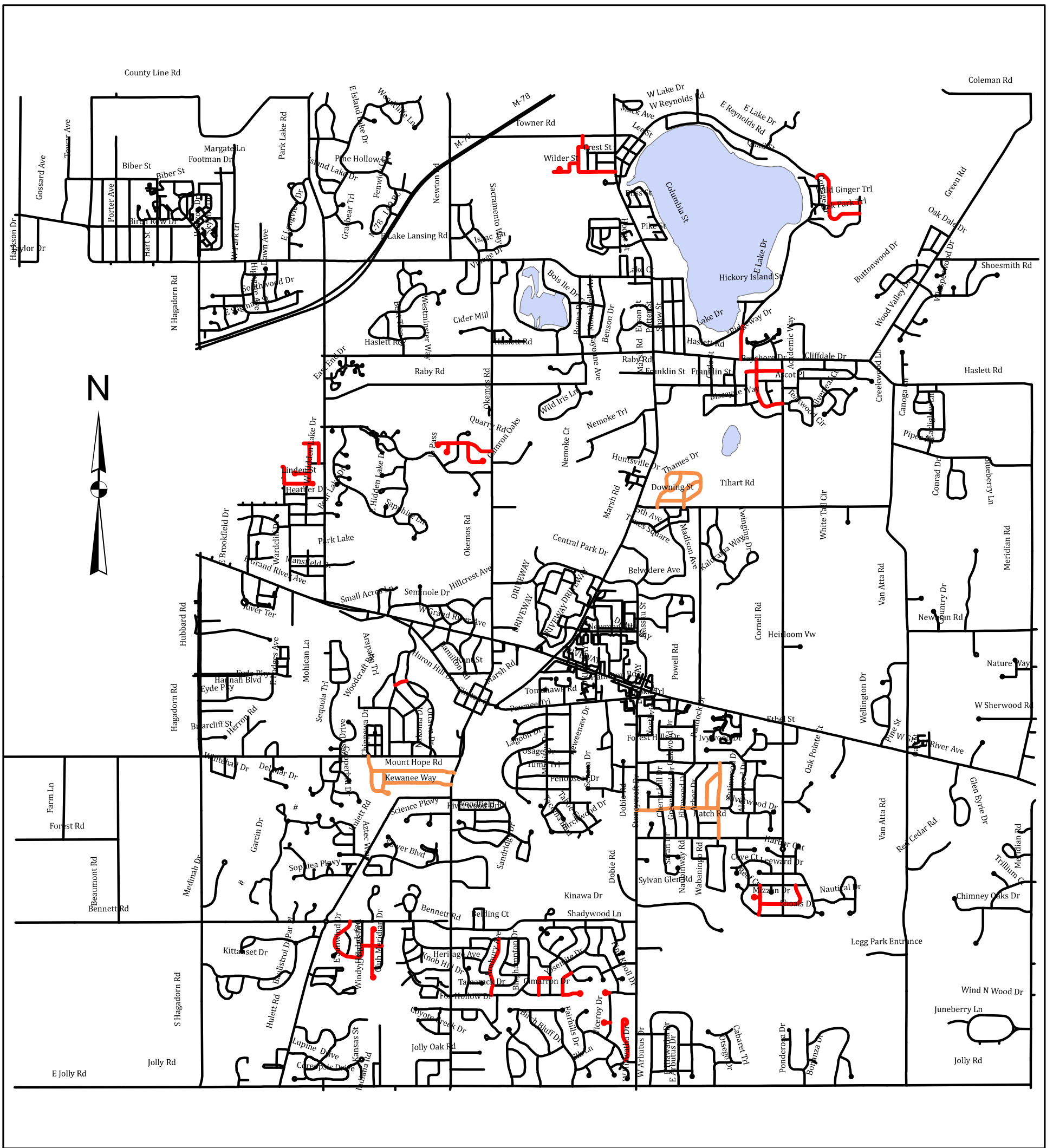
MERIDIAN TOWNSHIP 2021 LOCAL ROAD CONSTRUCTION



2021 Local Road Construction

- 2021 Resurfacing - 8.87mi
- 2021 Cape Seal - 1.50mi
- 2021 Crack Fill - 7.61mi

MERIDIAN TOWNSHIP 2022 LOCAL ROAD CONSTRUCTION



2022 Local Road Construction	
—	2022 Resurfacing - 6.84 mi
—	2022 Cape Seal - 3.74 mi