

**CITY OF SAULT STE. MARIE**  
REQUEST FOR PROPOSAL  
CONSTRUCTION and TESTING ENGINEERING SERVICES  
**B-11-24**

The City of Sault Ste. Marie will receive sealed bids in the office of the City Clerk, City Hall - 225 East Portage Ave., Sault Ste. Marie, Michigan 49783, for Construction and Testing Engineering Services – Meridian Street, W. Easterday Ave. to 8<sup>th</sup> Ave.

Sealed bids will be publicly opened on **Monday, March 18, 2024, at 3pm** in the City Clerk's office.

To order bid documents or for questions regarding the bidding process please contact the City Clerk's Office at (906) 632-5715 or visit [www.saultcity.com](http://www.saultcity.com).

The City reserves the right to reject any and all bids and to waive irregularities in bids and to accept any bids which in the opinion of the City Commission may be most advantageous to the City of Sault Ste. Marie and in accordance with the City's "Award Process" and other bidding documents.

**ROBIN R. TROYER MMC, DEPUTY CITY MANAGER**

**CITY OF SAULT STE. MARIE**  
REQUEST FOR PROPOSAL  
CONSTRUCTION and TESTING ENGINEERING SERVICES  
**B-11-24**

Meridian Street, W. Easterday Ave. to 8th Ave. Reconstruction Project  
MDOT Project 17000-208179-3

**A. DESCRIPTION OF PROPOSAL**

1. The City of Sault Ste. Marie is requesting proposals from qualified engineering firms to provide **Construction and Testing Engineering Services** for a street reconstruction project. This project consists of street, bike path, utility reconstruction, and other related improvements. The construction engineering services shall include the work necessary to construction observation/inspection, administrative documentation, and as-built information and material testing for the following project:

**PROJECT LOCATION: Meridian Street, W. Easterday Ave. to 8th Ave.**

This project is multi-funded with funding coming from the Michigan Department of Transportation, Small Urban and federal repurposed earmark funds, and local funds. The project is designed utilizing the MDOT 2020 Standard Specifications for Construction with incorporation of City Standards, Specifications and Special Provisions as applicable.

The project includes the complete reconstruction of the existing roadway within the limits indicated. Construction includes subbase, aggregate base, concrete curb and gutter, HMA paving, reconstruction of HMA bike path on the west side, ADA sidewalk ramps at street intersections, restoration and traffic control for this roadway. Also included is the complete replacement of the existing water main and water service laterals; sanitary sewer main and related sewer laterals; construction of new storm sewer and drainage structures as necessary. This project has a street centerline length of approximately 2,855 feet.

2. The construction engineering services for this project also includes the monitoring of construction traffic control as necessary (in accordance with the current Michigan Manual of Uniform Traffic Control Devices and the project plans and proposal/specifications).
3. The City will perform the Office Tech and Project Engineer roles for the project.

4. The construction project plan and proposal are provided for downloading on the same website as this RFP.
5. The construction project schedule is May 6<sup>th</sup> to October 18, 2024.
6. This Request for Proposals (RFP) shall be prepared with two components:
  - (1) Construction Engineering Services.
  - (2) Materials Testing Services including gradations, density testing, concrete materials and strength, HMA materials and compaction testing as required for this project by MDOT.

#### B. SCOPE OF SERVICES

1. The Construction Engineering Services shall include the following:
  - a. Full-time observation/inspection services to meet the criteria as required by the MDOT. Inspection and documentation shall include verification that the construction progress on the project is in compliance with the project plans, specifications, proposal and associated requirements as prepared by the city.
  - b. Attend utility and preconstruction meetings and work with the city as may be necessary during the construction of the project. This will be via Teams or you can participate in person. Construction progress meetings will be held every other week. Utility meeting is set for March 19<sup>th</sup> and Precon is set for March 26<sup>th</sup>.
  - c. Other work includes - verify that work is being done in accordance with any approved permits, closeout documents and marked-up as-constructed plan sets with verification and measurements for all utility locations, elevations, fittings, valves, manholes, traffic signals, pavement marking and installation of electric conduit for future safety improvement project, etc. as well as roadway and appurtenant locations and deviations from the original plan set.
  - d. Generally, it is required that the Construction Engineering consultant utilize MDOT Field Book/Field Manager for this project. This is an MDOT oversight project, and the project files shall be kept in conformance with MDOT policies and procedures to ensure adequate documentation is maintained.
  - e. The inspector's daily reports shall include sufficient detail to verify the contractor's work operations on the project. All daily reports, test reports and all other project documentation shall be compiled for use in contractor

payments and project record keeping.

- e. Provide Materials Testing Services including gradations, density testing, concrete materials, and strength, HMA materials and compaction testing as required for this project. Testing provided needs to meet the minimum MDOT requirements for material documentation and making payments for quantities placed.

### C. CONTENTS OF PROPOSAL

- A. A Statement of Qualifications shall be included in the Proposal. This statement shall include, as a minimum, the following information:
  - 1. Firm name, address, telephone, contact person, organization and legal status (corporation or partnership, etc.). Describe the services that your firm provides. This should include the location of the offices, stating which office would be providing the services on this project, and should include a listing of the staff that will provide the engineering services requested, with their resume indicating educational and professional background. Status of certifications (including certifying agency) as required for MDOT type projects. This should also include the sub-consultants that would be used.
  - 2. A listing of similar projects which the firm has designed, including the name, address and phone number of the client involved.
  - 3. Appropriate references.
  - 4. Provide a brief description of your understanding of the project. Provide a description of the engineering, environmental and public involvement problems that you anticipate on the various project segments and how you propose to overcome them.
  - 5. Furnish a current Rate Schedule for your firm. The Rate Schedule shall include the rate per hour for each job classification as well as hourly rental rates for equipment which may be necessary. The rate schedule should also include rates for such items as per diem, travel and other miscellaneous supplies which may be necessary on the project. The rates listed in the rate schedule shall include all direct and indirect costs including overhead and profit.
  - 6. Furnish a summary of cost for the proposed Construction Engineering on this project, along with the associated costs. The cost should be based on providing one on-site person, 8 hours a day, 5 days a week from the start of construction in May to the end of September. Part time services in October to the completion of

the project.

Also furnish a summary of the cost for the proposed Testing Services for the project. Testing provided needs to meet the minimum MDOT requirements for material documentation and for making payments for quantities placed.

These summaries (Construction Engineering and Materials Testing) shall be tabulated and listed separately.

7. The engineering firm eventually selected will be required to provide insurance coverage as shown on the attached "City of Sault Ste. Marie, Consultant Insurance Requirements." (Pages 6-8)

#### D. RFP SUBMITTAL REQUIREMENTS AND REVIEW PROCESS

- A. Proposals to be considered must be received by or before **3:00 p.m. on Monday, March 18, 2024**, at the office of the City Clerk in a sealed envelope. We anticipate that a contract award for the Construction Engineering Services for this project will be considered and approved at the City Commission meeting of April 1, 2024. Make sure to break out the fees for Construction and Testing separately.
- B. One (1) complete proposal shall be submitted. All proposals shall be clearly marked "Construction and Testing Engineering Services - Meridian Street, W. Easterday Ave. to 8th Ave.: B-11-24" to:

City Clerk's Office  
City of Sault Ste. Marie  
225 E. Portage Avenue  
Sault Ste. Marie, Michigan 49783  
Phone: (906) 632-5715

- C. Upon receiving all responses to the RFP, the City of Sault Ste. Marie will evaluate the proposals based upon the following general criteria:
  - a. Relevant Experiences
  - b. Experience with administering MDOT construction projects.
  - c. Project Understanding and Approach.
  - d. Current capacity to accomplish the work in the time required.
  - e. Consultant Fee for Construction Engineering and Materials Testing
- D. After review of the proposals has been completed, firms may be requested to meet with City Staff to review your proposal.
- E. It is our intent to provide the successful consultant with an authorization to proceed

after the City Commission meeting of April 1, 2024. The project has been let by MDOT; Team Elmer's is the contractor. The actual construction activity on this project is anticipated to start around May 6, 2024, but is dependent on the contractor's scheduling.

- F. The City reserves the right to reduce the scope of services required under this proposal. The City also reserves the right to reject any or all Proposals, waive irregularities in any Proposal and make the award in the best interest of the City.
- G. To ensure you receive any addendums be issued for this proposal, make sure to let us know you are a bid holder. Proposals that are missing addenda items or that do not appear to have a full understanding of the project and work required may not be considered for award of the project.

Questions regarding this request for proposals should be directed to:

David S. Boyle, P.E.  
City Engineer  
225 E. Portage Ave.  
Sault Ste. Marie, MI 49783  
Phone: (906) 632-5733  
[dboyle@saultcity.com](mailto:dboyle@saultcity.com)

Tracey Laitinen  
Engineering Project Specialist  
225 E. Portage Ave.  
Sault Ste. Marie, MI 49783  
Phone: (906) 632-5734  
[tlaitinen@saultcity.com](mailto:tlaitinen@saultcity.com)

## **CITY OF SAULT STE. MARIE PROJECT INSURANCE REQUIREMENTS**

The Contractor/Consultant shall not commence work under this contract until he/she has obtained the insurance required as outlined following this paragraph. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverage shall be with the insurance carriers rated A- or better with A. M. Best Company and acceptable to the City of Sault Ste. Marie, Michigan.

1. **Worker's Compensation Insurance:** The Contractor/Consultant shall procure and maintain during the life of this contract, Worker's Compensation and Employers Liability Coverage, including waiver of subrogation in accordance with all applicable Statutes of the State of Michigan. Limits of liability for Employers Liability shall be:

\$500,000 Bodily Injury Each Accident  
\$500,000 Disease Policy Limit and  
\$500,000 Disease Each Employee

2. **Commercial General Liability and Umbrella Liability Insurance:** The Contractor/Consultant shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" including a per project aggregate with the following limits:

General Aggregate (other products/completed operations)	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Personal and Advertising Injury Limit	\$1,000,000
Each Occurrence	\$1,000,000
Damage to Rented Premises	\$500,000
Medical Expense	\$5,000

The Contractor/Consultant shall continue to carry Completed Operations Liability Insurance for at least three (3) years after either 90 days following Substantial Completion of the Work or final payment to the Contractor on any individual Project, whichever is later. Coverage shall include the following:

- a. Contractual Liability
- b. Products and Completed Operations
- c. Independent Contractors Coverage
- d. Broad Form General Liability Extensions or equivalent
- e. Explosion, Collapse and Underground (XCU) shall not be excluded.
- f. Coverage shall be Primary and Noncontributory

3. **Business Auto and Umbrella Liability Insurance:** The Contractor/Consultant shall

procure and maintain during the life of this contract Business Auto Liability Insurance, including Michigan No-Fault Coverage, and if necessary, umbrella liability, with limits of liability of not less than \$1,000,000.00 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles (Symbol 1).

4. Additional Insured: Commercial General Liability, Business Auto and Umbrella Insurance, as described above, shall include an endorsement stating the following shall be “Additional Insureds”: the City of Sault Ste. Marie, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. Policies shall contain the following Additional Insured forms (and/or equivalent):
  - a. General Liability: On-Going Operations form CG 2010 07/04 or equivalent, Completed Operations form CG 2037 07/04 or equivalent.
  - b. Business Auto: CA 20 48
5. Professional Liability (Errors and Omissions) Insurance (Professional Architectural and Engineering Services Only): The Consultant shall procure and maintain during the life of this contract Professional Liability (Errors and Omissions) Insurance, with limits of liability of not less than \$1,000,000.00 per claim.
6. Cancellation Notice: Worker’s Compensation Insurance, Commercial General Liability Insurance and Business Auto Liability Insurance and Umbrella Liability Insurance, Professional Liability Insurance (if applicable), as described above, shall include an endorsement stating the following: “It is understood and agreed that Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction and/or Material Change shall be sent to:  
  
City Clerk  
City of Sault Ste. Marie  
225 E. Portage Ave.  
Sault Ste. Marie, MI 49783
7. Waiver of Subrogation: Contractor/Consultant shall obtain and provide waiver of subrogation on Commercial General Liability, Auto Liability, Workers Compensation and Umbrella in favor of City of Sault Ste. Marie with respect to losses arising out of or in connection with the work.
8. Proof of Insurance Coverage: The Contractor/Consultant shall provide the City of Sault Ste. Marie at the time the contracts are returned by him/her for execution, certificates and policies as listed below:



- a. Two (2) copies of Certificate of Liability Insurance (ACORD 25) for Worker's Compensation Insurance, Commercial General Liability Insurance, Business Auto Liability Insurance and Umbrella Liability Insurance. This Certificate shall cite the specific endorsement(s) relative to the "Additional Insured" and "Cancellation Notice" as required above.

If any of the above coverages expire during the term of this contract, the Contractor/Consultant shall deliver renewal certificates and/or policies to the City of Sault Ste. Marie at least ten (10) days prior to the expiration date.

The Contractor/Consultant shall not cancel or reduce the coverage of any insurance without providing written notice to the City and consent of the City. The Consultant shall cease operations immediately on the occurrence of any such reduction or cancellation and shall not resume operations until new insurance, approved by the City, is in force.

Contractors/Consultants on City projects shall furnish certificates of insurance **before** work has begun.

Revised 11/17/2023