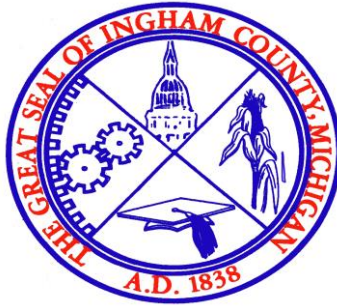


County of Ingham

**Request for Qualifications (RFQ)
Packet #18-18**



**Okemos Road Bridge Replacement - Environmental
Assessment and Programmatic Section 4(f) Evaluation**

**Sealed Proposals Due:
February 15, 2018 at 11:00 A.M.**

**Sealed Qualifications shall be delivered to the:
Ingham County Purchasing Department
121 E. Maple St.
Mason, Michigan 48854**

Phone: (517) 676-7222

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Okemos Road Bridge Replacement - Environmental Assessment &
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1.0 PURPOSE

Ingham County is accepting Qualification Statements from competent firms, consultants, or teams with established knowledge of Environmental Assessments (EA) requirements, demonstrated knowledge of Programmatic Section 4(f) requirements, extensive knowledge of Section 106 historic reviews, expertise navigating National Environment Policy Act (NEPA) and Programmatic Section 4(f) processes, and experience with historical bridge replacement projects.

The Qualification Statements are for the purpose of conducting an Environmental Assessment, Programmatic Section 4(f) evaluation, and Section 106 review for the Ingham County Road Department's Okemos Road Bridge replacement project. There are two existing bridges conveying Okemos Road traffic (28,540 ADT) over the Red Cedar River. Both bridges are functionally obsolete and structurally deficient. To the east of the northbound bridge is Meridian Township's Ferguson Park and to the west of the southbound bridge is Meridian Township's Wonch Park. Immediately west of the southbound bridge is a steel box-truss pedestrian bridge owned by Meridian Township.

The Ingham County Road Department wishes to replace the two existing vehicular bridges with a single structure. The result of the requested services is to produce a document, or documents, satisfying the Michigan Department of Transportation, the Federal Highway Administration, and the Michigan Historic Preservation Office to enable the Ingham County Road Department to replace the existing functionally obsolete and structurally deficient bridges.

The selected firm, consultant, or team will be most likely responsible for preparation of an Environmental Assessment, Programmatic Section 4(f) evaluation, Section 106 review, and other relevant related documents in the effort to gain FHWA clearance for the bridge replacement project. A Finding of No Significant Impact (FONSI) is expected.

The Environmental Assessment, Programmatic Section 4(f) evaluation, and Section 106 review work shall be in accordance with the requirements of the *National Environmental Policy Act of 1969* (NEPA); *The National Historic Preservation Act of 1966* (NHPA); the Council on Environmental Quality (CEQ) regulations in the Code of Federal Regulations (CFR) (40 CFR 1500-1508); FHWA regulations in 23 CFR 771, 23CFR 772, and 23 CFR 774; and guidelines in FHWA's Technical Advisory T-6640.8A, Guidance for Preparing and Processing Environmental and Section 4(f) Documents. In addition, the work shall follow the guidance contained within the NCHRP's Project 25-25, Task 1 report and AASHTO's, IQED-1 publication, Improving the Quality of Environmental Documents publication.

The Ingham County Road Department will be responsible for bridge inspection reports, topographic surveys, roadway design, horizontal and vertical alignments, and right-of-way determinations.

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The intent of these regulations and guidelines are to ensure that all factors are considered in the transportation decision-making process, including a concern for the environment and the involvement of the public (FHWA, 1987).

1.1 QUALIFICATIONS BASED SELECTION

The intent of this Request for Qualifications (RFQ) is to determine a short list of the top three (3) firms, consultants, or teams that offer the best fit in assisting the County in this endeavor. The County will then negotiate a contract with the highest qualified respondent at compensation which the County determines is fair and reasonable. In making such determination, the County shall take into account the estimated value of the services to be rendered, the scope, complexity, and professional nature thereof.

Should the County be unable to negotiate a satisfactory contract with the respondent considered to be the most qualified, at a price it determines to be fair and reasonable, negotiations with that respondent will be terminated. The County will then undertake negotiations with the second most qualified respondent. Failing accord with the second most qualified respondent, the County will terminate negotiations. The County will then undertake negotiations with the third most qualified respondent.

Should the County be unable to negotiate a satisfactory contract with any of the short listed respondents, the County may, or may not, select additional firms in order of their competence and qualification and continue negotiations until an agreement is reached.

2.0 OWNER

County of Ingham
121 Maple Street
Mason, Michigan 48854

3.0 PROJECT LOCATION

Okemos Road Bridges over the Red Cedar River between Mt. Hope Road and Hamilton Road
Meridian Township, Ingham County, Michigan 48864

4.0 BACKGROUND / EXISTING BRIDGE INFORMATION

The Ingham County Road Department secured 2019 Federal Surface Transportation Program funding as match and made application for both 2019 regional and large bridge Local Bridge Program funding. We were not successful, but reapplied the next cycle and received 2020 Local Bridge Program funding for the bridge replacement project. The procured 2019 Federal Surface

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Transportation Program funding and 2020 Local Bridge Program funding for the bridge replacement project totals approximately \$5,450,000.

The ideal timeline for completion of this project and receipt of a FONSI is about April 1, 2019. That date would allow for the bridge replacement design effort and obligation of the already procured 2019 Federal Surface Transportation Program funding within fiscal year 2019.

Structure 3879, Southbound over the Red Cedar River:

Bridge Type: 180 foot long, 3-span, steel stringer with concrete deck
Roadway: Urban Principal Arterial (NHS route)
Built: 1959; bolted repairs 2016
Posted: 36/45/53 tons
ADT: 12,868 (2007)
Speed (85th): 37 MPH Posted: 30 MPH

Structure 3880, Northbound over the Red Cedar River:

Bridge Type: 90 foot long, single span, concrete camelback thru-truss with attached sidewalk
Roadway: Urban Principal Arterial (NHS route)
Built: 1924; enhancement work 2000
Posted: 42/65/71 tons
ADT: 15,669 (2008)
Speed (85th): 37 MPH Posted: 30 MPH

MiBridge inspection information is provided for the two bridges within the county's Purchasing Department website: <http://pu.ingham.org/Home/CurrentBids.aspx>.

5.0 SUPPLEMENTAL INFORMATION

The project's Early Preliminary Engineering, Preliminary Engineering, and Construction Engineering effort may be funded with Federal NHS funds. That being the case, selection of the Environmental Assessment and Programmatic Section 4(f) evaluation firm, consultant, or team must follow the Brooks Act (Public Act 92-582) protocol.

6.0 SUBMISSION REQUIREMENTS

6.1 Registering as a Vendor with Ingham County

Proposers who have not registered their company with Ingham County are requested to do so by visiting <https://apps.ingham.org/vendorreg/> or by emailing Julie Buckmaster at jbuckmaster@ingham.org for assistance.

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Vendors registering to provide goods and services to Ingham County under contract shall certify to their knowledge of the County's Equal Opportunity Employment / Nondiscrimination Policy, and of their agreement to comply, and shall disclose any conclusive findings of violations of Federal, State, or local equal opportunity statutes, ordinances, rules/regulations, or policies within the past three (3) years.

6.2 Pre-opening Inquires and Response

Any explanation desired by a proposer regarding the meaning or interpretation of this RFQ and attachments must be requested to the Ingham County Purchasing Department, attention Bobbie Mayes at bmayes@ingham.org. **The deadline for submitting final questions is no later than 3:00 P.M. on February 7, 2018. In the subject line of the email reference the packet number and title of this RFQ.**

6.3 Due Date, Time & Location

Qualifications will be received no later than **11:00 A.M., local time prevailing, on February 15, 2018**, at which time they will be opened in public and read aloud in the:

Ingham County Purchasing Department
Attention: James C. Hudgins, Jr., Director of Purchasing
121 E. Maple St., Room 203
Mason, Michigan 48854

Qualifications received at other locations or delivered after the due date and time will not be accepted and will be returned to the proposer.

6.4 Submission of Qualifications

Proposers are required to submit *an original (clearly marked) along with two (2) copies* by the date, time, and place designated above. Qualifications must be submitted in a sealed, opaque envelope or package and be clearly marked on the outside “**Packet #18-18 Okemos Road Bridge Replacement - Environmental Assessment and Programmatic Section 4(f) Evaluation**”. Be sure to include the name of your firm on the outside of the envelope or package.

Proposers are also required to submit an electronic version of their qualifications to packetresponse@ingham.org by the due date and time set. The electronic submittal must contain your firm's name and “**Packet #18-18 Okemos Road Bridge Replacement - Environmental Assessment and Programmatic Section 4(f) Evaluation**” in the subject line. If you have trouble

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submitting the electronic version please email Julie Buckmaster, jbuckmaster@ingham.org to upload your submittal.

6.5 Timely Submittals

Time is of the essence and any qualifications or addenda pertaining thereto received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. It is the sole responsibility of the proposers for ensuring that their qualifications are time stamped by the Purchasing Department. Qualifications and/or any addenda pertaining thereto received after the announced time and date of receipt, by mail or otherwise, will be returned to the proposer. However, nothing in this RFQ precludes the County from requesting additional information at any time during the procurement process.

6.6 Deliveries

Should you decide to utilize an express delivery service, please note that the Ingham County Purchasing Department/Hilliard Building is located near the intersection of Maple Street and Jefferson Street within the City of Mason.

6.7 Request For Qualification Process

Submittals which do not completely address all the solicitation requirements will be considered non-responsive and will be excluded from consideration. Any exceptions shall be duly noted in the submittal.

6.8 No Submittal

If you desire not to respond to this RFQ, please forward your acknowledgment of “NO PROPOSAL SUBMITTED” via an email to jhudgins@ingham.org. Please also state the reason for not submitting. Failure to comply may be cause for removal of your company's name from the vendor list for subject commodity. **In the subject line of the email reference the packet number and title of this RFQ.**

6.9 Special Accommodations

If you are an individual with a disability and require a reasonable accommodation, please notify the Purchasing Department at (517) 676-7222, three (3) working days prior to need.

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7.0 GENERAL INFORMATION

7.1 Conflict of Interest

By submitting your qualifications, you are certifying that you have no business, professional, personal, or other interest, including, but not limited to, the representation of other clients, that would conflict in any manner or degree with the performance of its obligations under any subsequent agreement with respect to this RFQ. If at any time during the bidding process or subsequent contractual period, an actual or potential conflict of interest arises, the proposer/contractor shall immediately disclose in writing the conflict of interest to the County. The County reserves the right to immediately terminate in writing to the Contractor any subsequent agreement where, in the reasonable judgment of the County, such conflict poses a material conflict to the performance of the Contractor's obligations under the agreement; such termination of the agreement shall be effective upon the receipt of such notice by the Contractor.

7.2 Advice of Omission or Misstatement

In the event it is evident to a proposer responding to this RFQ that the County has omitted or misstated a material requirement to this RFQ and/or the services required by this RFQ, the responding vendor shall advise Mr. James C. Hudgins, Jr., Director of Purchasing, at jhudgins@ingham.org of such omission or misstatement. **In the subject line of the email reference the packet number and title of this RFQ.**

7.3 Rights to Pertinent Materials

All responses, inquires, and correspondence relating to this RFQ and all reports, charts, displays, schedules, exhibits and other documentation produced by the proposers shall become the property of the County after the submission deadline.

7.4 Cost of Preparation

The County will not pay any costs incurred in the qualification preparation, printing or demonstration process. All costs shall be borne by the proposers.

7.5 Addendum

If it becomes necessary to revise any part of this RFQ or if additional data is necessary to enable an exact interpretation of provisions of this RFQ, an addendum will be issued to all vendors known to have received the RFQ. It is the responsibility of the proposer to ensure that he/she has received and signed all addendums prior to submitting a response. No oral explanation or instruction of any kind or nature whatsoever given before the award of a contract to a proposer shall be binding.

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8.0 VENDOR'S RESPONSE

The following format and sequence should be followed in order to provide consistency in the submissions and to ensure each firm receives full consideration. All proposals should be bound, tabbed and all pages should be consecutively numbered.

1. Cover Letter of Introduction

Provide full legal name of the primary firm, address, telephone number, email and indication of whether the firm is an individual, partnership or corporation. Provide your understanding of the scope of this project.

2. Presentation of Credentials

Include a description of services to be rendered, familiarity with applicable standards, experience in similar projects, firm or team's philosophy and approach, core capacities, responsibilities of principals and team members, resumes and professional registrations of principals and team members, list of clients, experience in budgeting and forecasting, and any other materials deemed appropriate for consideration.

Subcontractors

If applicable, list all sub-consultant(s), including individual team members, resumes and professional registrations of individual team members, subcontractor name, phone number, address, experience, and role in regard to the project.

3. Contact

Provide the name, title, phone, and email contact information for the person authorized to answer questions in regards to the primary firm's qualifications response and content.

4. References

Provide at least three (3) governmental entities with which the firm has completed similar services for in the past five (5) years either as the primary or subcontractor (for each project cited as a reference, indicate if your firm acted as the primary or subcontractor). For each entity, include the name of the contact person, his/her title, role on the project and telephone number. Include the project budget and any cost overruns. Identify persons on the proposed project team who worked on each of the projects listed and their respective roles. Include pictures of projects where applicable.

5. Work Plan and Timeline

Present a one-page outline of your preliminary work plan for completing the Environmental Assessment, Programmatic Section 4(f) evaluation, and Section 106 review process with key project tasks and milestones.

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9.0 RESPONSE REVIEW

9.1 Review Committee

The review of submitted Qualification Statements will be by a committee comprised of representatives from the Road Department, representatives from Ingham County, representatives from the Charter Township of Meridian, and other stakeholders.

9.2 Review and Selection

The Review Committee will assess all submissions against the criteria identified below. Submissions not meeting the criteria will be rejected without further consideration. Submissions that do meet all the criteria will then be assessed and scored against the evaluation criteria outlined below in Section 9.3. The review criteria are listed in no particular order, nor do they have any assigned significance, weight or value.

The review committee may elect to conduct 30 minute interviews, or allow 30 minute presentations from the short listed firms, consultants, or teams. If requested, interviews shall include key staff members of the Environmental Assessment, Programmatic Section 4(f) evaluation, and Section 106 review team.

9.3 Review Criteria

The Review Committee will meet to review all qualified submissions, with the express intent of selecting the most qualified firms. The Committee will consider the following criteria in making its selection:

1. Experience and success rate of Environmental Assessments, Programmatic Section 4(f) evaluations, and Section 106 reviews related to bridge replacement projects.
2. Qualifications, skills and expertise of the firm, consultant, or team and its staff.
3. Recent experience with, and a familiarity of, applicable standards, requirements, regulations, and guidance.
4. Responses from references the firm, consultant, or team provides for similar projects.
5. Experience and skill with project budgeting, cost estimating and projections.
6. Project work plan and delivery timeline.