

County of Ingham

Request for Proposals (RFP) Packet #1-19



2019 and 2020 Biennial Bridge Inspection Program for the Ingham County Road Department

**Sealed Proposals Due:
January 24, 2019 at 11:00 A.M.**

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

Phone: (517) 676-7222

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1.0 PURPOSE

Ingham County (herein referred to as “County”) solicits proposals from Michigan Department of Transportation (MDOT) prequalified and experienced engineering firms for the purpose of entering into a contract to provide professional engineering services for the 2019 and 2020 Biennial Bridge Inspection Program.

2.0 OWNER

County of Ingham
121 Maple St.
Mason, Michigan 48854

3.0 LOCATION

Ingham County Road Department
301 Bush Street
Mason, MI 48854

4.0 BACKGROUND

In accordance with the federal requirements, each bridge under the Ingham County Road Department jurisdiction is to be periodically inspected and the results reported in accordance with Federal Highway Administration (FHWA), National Bridge Inspection (NBI) Standards, and Michigan Department of Transportation (MDOT) Bridge Analysis Guide requirements. This RFP is for the inspection cycle beginning in June 2019 and extends until the next inspection cycle in May or June of 2021.

5.0 SUBMISSION REQUIREMENTS

5.1 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.

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.

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5.2 Pre-opening Inquires and Response

Any explanation desired by a proposer regarding the meaning or interpretation of this RFP 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 January 17, 2019**. In the subject line of the email reference the packet number and title of this RFP.

5.3 Due Date, Time & Location

Proposals will be received no later than **11:00 A.M., local time prevailing, on January 24, 2019**, 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

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

5.4 Submission of Proposals

Proposers are required to submit *an original (clearly marked) along with two (2) copies* by the date, time, and place designated above. Proposals must be submitted in a sealed, opaque envelope or package and be clearly marked on the outside **“Packet #1-19: Biennial Bridge Inspection”**. **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 proposal to packetresponse@ingham.org by the due date and time set. The electronic submittal must contain **“Your Firm’s Name & Pkt #1-19: Biennial Bridge Inspection”** in the subject line. If you have trouble submitting the electronic version please email Julie Buckmaster, jbuckmaster@ingham.org to upload your proposal.

Proposers shall complete and include with their submittals the following enclosed items:

- ✓ Local Purchasing Preference Form
- ✓ Addenda Form
- ✓ Legal Status of Bidder Form
- ✓ Non-Collusion Form
- ✓ Certificate Of Compliance With Public Act 517 Of 2012 Form
- ✓ Standards of Conduct for Ingham County Vendors Form (2 pages)
- ✓ Signature Form
- ✓ The Statistical Questionnaire is strictly optional.

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5.5 Timely Submittals

Time is of the essence and any proposal 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 proposals are time stamped by the Purchasing Department. Proposals 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 RFP precludes the County from requesting additional information at any time during the procurement process.

5.6 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.

5.7 Preparation of Proposal

All proposals must be made on the required forms prepared and executed fully and properly. Proposed prices shall be based on the selected proposer furnishing all labor, supervision, administration, design, incidentals, bonds, insurance, and any other services required to complete the work in strict accordance with this RFP. All fees and costs must be disclosed in the proposal.

5.8 Proposal Process

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

5.9 Authority to Bind Firm in Contract

Proposer shall provide the full legal firm name and address. Any proposal that has not been manually signed will be deemed non-responsive and excluded from consideration. Firm name and authorized signature must appear in the space provided on the enclosed Signature Sheet.

5.10 No Submittal

If you desire not to respond to this RFP, please forward your acknowledgment of “NO PROPOSAL SUBMITTED” via an email to jhudgins@ingham.org. Please also state the reason for not submitting a proposal. 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 RFP.**

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5.11 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.

6.0 GENERAL INFORMATION

6.1 Conflict of Interest

By submitting a proposal, the Proposer certifies that he/she has 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 RFP. 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.

6.2 Local Purchasing Preference Policy

The Ingham County Board of Commissioners (BOC) believes that its purchasing policies should encourage local vendors to provide goods and/or services to Ingham County government, resulting in increased economic activity through more local jobs, tax revenues, and expenditures, and to entice business relocations to the County. As such, in 2010, the BOC amended its purchasing policies to include a ten percent (10%) purchasing preference to qualified and registered local vendors who respond to solicitations for the purchase of goods and/or services.

In Ingham County, a local vendor is defined as a vendor that operates a business within the legally defined boundaries of Ingham County and pays Ingham County taxes. To be considered a local vendor, the vendor must provide a verifiable business address (not a PO Box) on the enclosed Local Purchasing Preference Form at which business is being conducted. The vendor must also agree to comply with all other policies and requirements of the County. More information about the Local Purchasing Preference Policy can be found at <http://pu.ingham.org/Home/Policies.aspx>

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6.3 Advice of Omission or Misstatement

In the event it is evident to a proposer responding to this RFP that the County has omitted or misstated a material requirement to this RFP and/or the services required by this RFP, 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 RFP.**

6.4 Notification of Withdrawal of Proposal

Proposals may be withdrawn prior to the date and time specified for proposal submission with a formal written notice by an authorized representative of the proposer. No proposer may withdraw a proposal after the opening for a minimum period of 90 days.

6.5 Rights to Pertinent Materials

All responses, inquires, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits and other documentation produced by the proposers that are submitted as part of the proposal shall become the property of the County after the proposal submission deadline.

6.6 Firm Pricing for County Acceptance

The proposal price must be firm for County acceptance for ninety (90) days from the proposal opening date, unless the proposer specifically notes otherwise.

6.7 Cost of Preparation

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

6.8 Standard Forms

Any preprinted contract forms the vendor proposes to include as part of the contract resulting from this solicitation must be submitted as part of the proposal. Any standard contract provisions not submitted as part of the proposal and subsequently presented for inclusion may be rejected. The County reserves the right to accept or reject in whole or in part any form contract submitted by a proposer and/or to require that amendments be made thereto, or that an agreement drafted by the County be utilized.

6.9 Addendum

If it becomes necessary to revise any part of this RFP or if additional data is necessary to enable an exact interpretation of provisions of this RFP, an addendum will be issued to all vendors known to

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have received a proposal. It is the responsibility of the proposer to ensure that he/she has received and signed all addendums prior to submitting a proposal. No oral explanation or instruction of any kind or nature whatsoever given before the award of a contract to a proposer shall be binding.

6.10 Workplace Diversity

Ingham County encourages, but in no way requires, its vendors to develop and maintain a diverse workforce that is reflective of the population of Ingham County. According to the U.S. Census Bureau, the statistics of Ingham County's population in 2010 was comprised of the following:

- a) White persons – 76.2%
- b) Black or African American persons – 11.8%
- c) American Indian and Alaska Native persons - 0.6%
- d) Asian persons – 5.2%
- e) Native Hawaiian and other Pacific Islander - 0.1%
- f) Persons of Hispanic or Latino origin – 7.3%

Ingham County tracks vendor diversity information for statistical purposes with companies with which it does business. Reporting of this information to the County is optional and not all companies participate. Statistical information regarding workplace diversity is submitted to the County in a separate sealed envelope containing the notation “STATISTICAL INFORMATION-NOT TO BE OPENED UNTIL AFTER THE AWARD OF THE CONTRACT.” Upon receipt of these separate sealed envelopes, the Purchasing Department segregates the envelopes from the other proposal documentation. The envelopes containing the statistical information are not opened until the award of the contract, and are not considered, in any way, in the award of any contract.

6.11 Prime Contractor Responsibilities

The Contractor will be required to assume responsibility for all services offered in the proposal whether or not they possess them within their organization. Furthermore, Ingham County will consider the selected Contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

6.12 Independent Price Determination (Non-Collusion)

By submission of a proposal, the proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, that in connection with this proposal:

- The prices of the proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offer or with any competitor;

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- Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the offeror and will not be knowingly disclosed by the offeror to any competitor;
- No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition; and,
- The price quoted is not higher than that given to the general public for the same service.

6.13 Exceptions

Proposers must submit a listing of any and all exceptions to this RFP. Suggested substitutions, printed forms, sample contracts etc. may be provided with the listed exceptions.

7.0 CONTRACTUAL TERMS AND CONDITONS

7.1 Nondiscrimination Clause

The Proposer who is selected as the Contractor, as required by law, and/or the Equal Opportunity Employment and Non-Discrimination Policy of Ingham County, shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privilege of employment, or a matter directly or indirectly related to employment because of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, height, weight, marital status, age or political affiliation (except where age, sex or lack of disability constitutes a bona fide occupational qualification.)

The Contractor shall adhere to all applicable Federal, State and local laws, ordinances, rules and regulations prohibiting discrimination, including, but not limited to, the following:

- a) The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended.
- b) The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
- c) Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-112, 87 Stat. 394, as amended, and regulations promulgated there under.
- d) The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 328 (42 USCA §12101 et seq), as amended, and regulations promulgated there under.

Breach of this section shall be regarded as a material breach of the agreement.

Proposers shall disclose with their proposals any conclusive findings of violations of federal, state, or local equal opportunity statues, ordinances, rules, regulations, or policies within the past three (3) years.

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The County of Ingham, in accordance with *Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4* and *Title 49, Code of Federal Regulations, Department of Transportation, SubTitle A, Office the Secretary, Part 21, Nondiscrimination* for Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

7.2 Indemnification and Hold Harmless

The Proposer who is selected as the Contractor shall, at its own expense, protect, defend, indemnify, save and hold harmless the County of Ingham and its elected and appointed officers, employees, servants and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, all costs from administrative proceedings, court costs and attorney fees that the County of Ingham and its elected and appointed officers, employees, servants and agents may incur as a result of the acts, omissions or negligence of the Contractor or its employees, servants, agents or Subcontractors that may arise out of the agreement.

The Contractor's indemnification responsibility under this section shall include the sum of damages, costs and expenses which are in excess of the sum of damages, costs and expenses which are paid out in behalf of or reimbursed to the County, its officers, employees, servants and agents by the insurance coverage obtained and/or maintained by the Contractor.

7.3 Contractor Insurance Requirements

The Contractor, and any and all of his/her subcontractors, shall not commence work under this contract until he/she has obtained the insurance required under this paragraph and any subsequent contract. All coverage's shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverage's shall be with insurance carriers acceptable to the County of Ingham and rated A+ (Superior) or A or A- (Excellent) by the A.M. Best Company (www.ambest.com).

- a) Worker's Compensation Insurance: The Contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers Liability Coverage, in accordance with all applicable Statutes of the State of Michigan.
- b) Commercial General Liability Insurance: The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit for Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products

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and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable; (F) Per contract aggregate.

- c) Motor Vehicle Liability Insurance: The Contractor shall procure and maintain during the life of this contract, Motor Vehicle Liability Insurance, including applicable No-Fault coverage's, with limits of liability of not less than \$1,000,000 per occurrence combined single limit for Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles.
- d) Professional Liability/Errors and Omissions Insurance: The Contractor shall procure and maintain during the life of this contract, Professional Liability insurance in an amount not less than \$1,000,000 per occurrence and aggregate. If this policy is Claims Made Form, then the Contractor shall be required to keep the policy in force, or purchase "tail" coverage, for a minimum of three (3) years after the termination of this contract.
- e) Additional Insured: Commercial General Liability and Vehicle Liability, as described above, shall include an endorsement stating the following shall be "Additional Insured's: The County of Ingham, including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, including employees, and volunteers thereof. The coverage shall be primary to the Additional Insured's, and not contributing with any other insurance or similar protection available to the Additional Insured's, whether other available coverage is primary, contributing or excess." The appropriate boxes must be check under the "Addl Insr" heading on the Certificate of Insurance.
- f) Cancellation Notice: All insurances described above shall include an endorsement stating the following: "It is understood and agreed that thirty (30) days advanced written notice of cancellation, non-renewal, reduction and/or material change shall be sent to: Ingham County Purchasing Department, P.O. Box 319, Mason, Michigan 48854."
- g) Proof of Insurance: The Contractor shall provide the County of Ingham at the time the contracts are returned by him/her for execution, two (2) copies of the aforementioned Certificates of Insurance and/ Policies, acceptable to the County. If so requested, certified copies of all policies will be furnished. The Contractor shall provide the County evidence that all subcontractors are included under the contractor's policy.

If any of the above coverage's expires during the term of this contract, the Contractor shall deliver renewal certificates and/or policies to the County of Ingham at least ten (10) days prior to the expiration date.

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7.4 Applicable Law and Venue

Any agreement resulting from this RFP shall be construed according to the laws of the State of Michigan. The County and Contractor agree that the venue for any legal action under this agreement shall be the County of Ingham, State of Michigan. In the event that any action is brought under any agreement resulting from the RFP in Federal Court, the venue for such action shall be the Federal Judicial District of Michigan, Western District - Southern Division.

7.5 Compliance with the Law

Contractor shall render the services to be provided pursuant to this agreement in compliance with all applicable Federal, State, and local laws, ordinances, rules, and regulations.

7.6 Living Wage Requirement

Ingham County policy requires vendors contracting with the County primarily to perform services to pay their employees a living wage if the following two (2) conditions apply:

- a) The total expenditure of the contract or the total value of all contracts the vendor has with the County exceeds \$50,000 in a twelve-month calendar; and,
- b) The vendor employs five (5) or more employees.

In Ingham County, living wage is defined as an hourly wage rate which is equivalent to 125% of the federal poverty level for a family of four. For 2018, the living wage was \$15.69 per hour and is subject to change annually. Twenty percent (20%) of the living wage costs paid by the employer can be for an employee's health care benefits. This wage rate applies to part and full-time employees who work on County contracts.

See <http://pu.ingham.org/Home/TermsConditions/LivingWage.aspx> for more information.

7.7 Independent Contractor

The Proposer who is selected as the Contractor shall be an independent Contractor. The employees, servants and agents of the Contractor shall not be deemed to be and shall not hold themselves out as employees, servants, or agents of the County and shall not be entitled to any fringe benefits received by the County's personnel, such as, but not limited to, health and accident insurance, life insurance, longevity or paid sick or vacation leave.

The Contractor shall be responsible for paying all compensation to its personnel for services they have performed under this Contract and for withholding and payment of all applicable taxes to the proper Federal, State and local governments.

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8.0 EVALUATION, AWARD & TIMELINE

8.1 Proposal Evaluation Overview

Proposals will be examined by an Evaluation Committee to eliminate those, which are clearly non-responsive to stated requirements. Proposers should exercise particular care in reviewing the Response Format. The detailed evaluation may result in one or more finalists. At this point, presentations may be requested of the proposers and negotiation will be carried out to finalize the award of the project. Finalists shall be afforded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers.

Any response that takes exception to any mandatory items in this proposal process may be rejected and not considered.

8.2 Evaluation Methodology

Proposals will be evaluated using the criteria detailed below:

1. The proposer adheres to the instructions in this RFP on preparing and submitting the proposal.
2. The proposer's expertise regarding past experience and performance on comparable engagements.
3. The qualifications of the proposer's professional personnel to be assigned to the engagement and the quality of the proposer's management support personnel.
4. Cost of the proposal.
5. Contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

8.3 Award of Contract

Award shall be made to the most responsible and responsive proposer whose proposal is determined to be the most advantageous to the County provided that the proposal has been submitted in accordance with the terms and conditions of the RFP and does not exceed the budgeted funds available.

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8.4 Basis for Award

Information and/or factors gathered during interviews, negotiations and any reference checks, in addition to the evaluation methodology stated in the RFP and any other information or factors deemed relevant by the County shall be utilized in the final award.

8.5 Right of Rejection

The County reserves the right to reject any or all proposals, to waive any informalities or irregularities in proposals, and/or to negotiate separately the terms and conditions of all or any part of the proposals as determined to be in the County's best interests at its sole discretion even though not the lowest cost.

8.6 Contract Term

All work shall be completed within the 24-month anniversary of the bridge's previous inspection or within a timeframe acceptable, in writing, from the Michigan Department of Department. The contract is for this project only, and is not "open-ended".

8.7 Contract Approval

The Ingham County Board of Commissioners and other boards and committees must approve the contract resulting from this solicitation.

8.8 Contract Development & Preparations

1. Ingham County reserves the right to negotiate further with one or more responsible and responsive proposers. The content of the RFP and the successful proposer's proposal will become an integral part of the contract, but may be modified by the provisions of the contract.
2. By submission of proposals pursuant to this RFP, proposers acknowledge that they are amenable to the inclusion in a contract of any information provided either in response to this RFP or subsequently during the selection process. A proposal in response to an RFP is an offer to contract with the County based upon the terms, conditions, scope of work and specifications contained in this RFP. The County retains the right not to make any subsequent award.
3. Furthermore, all proposers, by submitting proposals, agree that they have read, are familiar with all the terms and conditions of the different documents and will abide by the terms and conditions thereof. The County has the right to use, as it determines to

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be appropriate and necessary, any information, documents, and anything else developed pursuant to the RFP and the proposal.

4. The County will prepare a formal contract, if one is awarded, specific to this solicitation for execution by the successful proposer.
5. The County reserves the right to accept or reject in whole or in part any form contract submitted by a proposer and/or to require that amendments be made thereto, or that an agreement drafted by the County be utilized.
6. The successful proposal shall be incorporated into a resulting contract and shall be a matter of public record subject to the provisions of Michigan law.

8.9 Notification of Award

Upon acceptance by the County, and approval by the Board of Commissioners, the successful proposer will be notified of award in writing by e-mail. Recommendations for awards will be posted on the County's website at <http://pu.ingham.org/Home/BidArchives.aspx>.

8.10 Contract Execution

The successful proposer shall commence work only after the transmittal of a fully executed contract and after receiving written notification to proceed from the County. A valid and enforceable contract exists when an agreement is fully executed between the parties.

The successful proposer will perform all the services indicated in the RFP and in the negotiated contract. The successful proposer shall within ten (10) days of commencement of work under contract furnish the required insurance. The Certificate of Insurance, as required shall be delivered to the Ingham County Purchasing Department, 121 E. Maple St., Mason MI 48854 and the Ingham County Road Department, 301 Bush St., Mason MI 48854.

8.11 Escalation Clause (for multi-year service contracts)

- The Ingham County Board of Commissioners (Board) recognizes the current difficult economic conditions and the subsequent minimal cost of living increases for County employees. As such, Contractors should fully understand that proposed contracts with cost increases greater than 1% will receive extra scrutiny from the Board and may be rejected and rebid.
- Price adjustments may be requested pursuant to the terms of the contract; however, the Contractor must notify the County within ninety (90) days prior to the current term's expiration date.

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- Prior to commencement of subsequent renewal terms, the County may entertain a request for escalation in accordance with the current Consumer Price Index (CPI) at the time of the request or up to a maximum 1% increase on the current pricing, whichever is lower. For purposes of this section, “Consumer Price Index” shall mean the Consumer Price Index-All Urban Consumers-United States Average-All Items (CPI-U), as published by the United States Department of Labor, Bureau of Labor Statistics.
- The County reserves the right to accept or reject the request for a price increase. If the price increase is approved, the price will remain firm for one (1) year from the date of the increase or whatever term was previously authorized by the Board.

9.0 PRICES

Prices quoted must remain firm for the period covered by this contract, unless price escalation is herein specified. Prices quoted shall be inclusive of all costs involved with the services contained in this RFP.

10.0 SCOPE OF SERVICES

10.1 Overview

The successful engineering firm (Consultant) will be responsible for providing bridge inspection services “as needed”. The Consultant will work under the direction of the Project Coordinator (Director of Engineering). Bridge inspections shall include, but are not limited to, mandated inspections of 67 bridges (see Appendix A) within the confines of Ingham County. The biennial inspections are to be completed and submitted to MDOT on or before the prescribed anniversary of the bridge’s previous inspection. The initial project deliverable is due on or before November 30, 2019, unless otherwise approved. The remaining project deliverable is due on or before November 30, 2020, unless otherwise approved. Subsequent 6- and 12-month inspections are included in this work and shall be performed until the next biennial inspection cycle begins in May or June of 2021.

Each bridge must be inspected and the MDOT quality assurance requirements satisfied by a Consultant team that possess the following qualifications:

- Documented experience in the in-service safety inspection of bridges.
- Licensed Professional Engineer, licensed to practice in the State of Michigan.
- The ability to input bridge inspection data into the internet based Michigan Bridge Inspection System (MiBridge).
- Completed the FHWA approved bridge inspection training per 23 CFR Part 650.

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10.2 Phased Approach

For the purposes of this project, bridge inspection is broken into three phases: inspection of the bridge in the field, completion of the reports, and communication of the findings to Ingham County Road Department, and responding to review, audit or evaluation comments. Each of these phases must be completed and approved for successful completion of the project.

10.3 Phase 1 – Field Inspection

The Consultant shall:

1. Observations and Measurements

The Consultant shall visit each bridge site and evaluate the structure according to the current and applicable NBI standards, NBE standards, and MDOT bridge inspection policies. This will be performed with a visual inspection and non-destructive tests utilizing proper safety measures. The inspection process may not require a lot of testing but sounding concrete for delamination, checking for suspected cracks in steel and measuring for section loss in areas of heavy corrosion is required.

The Consultant shall clean, as necessary, to observe all of the bridge elements and record their findings in red ink on the appropriate inspection report. This information will then be entered immediately into the Michigan Bridge Inspection System. There must be sufficient comments for each element to outline its condition and to justify the rating given. Some previous reports may not have complete comments. The lack of previous information does not exempt the Consultant from providing sufficient comments for each

If there is a crack or suspected crack in a structural steel element the Consultant is required to do a dye test on the affected area. This must be clearly documented on paper with narrative and photographs. The Consultant must inform the Project Coordinator before the testing so that arrangements may be made to witness the process. The Project Coordinator will not delay the consultant in doing this work and will not require a return trip to do the test.

The Consultant shall render a professional judgment as to the need for further analysis of the given structure and recommend any temporary load restrictions, except when the crack occurs in an area that requires traffic control to test for the crack. In this instance, the Consultant shall notify the Project Coordinator with a Request for Action (RFA) letter documenting the location of the crack and indicating how quickly the examination must take place (See Section “Notification for Unusual Situations” below).

The Consultant shall inform the Project Coordinator, using a RFA letter, of the need to do Supplemental In-Depth Inspections and/or Supplemental Analysis on structures. Detailed Inspections may be warranted:

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- Where there are many structural members that are in need of measurement for excessive loss of section or NDT.
- Where there is a need to mechanically remove much scale to get measurements.
- Where there is a need to coordinate with others to examine the structure closely.

The Consultant shall perform the routine inspection in the best manner possible on these structures and will document the areas that need the in-depth inspection.

The Consultant shall evaluate stream and riverbed scour to ensure that the foundation for the bridge has adequate support. The Consultant shall perform a scour check around all structural elements that are found in water following FHWA inspection and reporting guidelines. The consultant shall also measure and report channel cross-sections for all bridges over water. If there is unacceptable loss of bearing or undermining of a footing, the information shall be reported to the Project Coordinator using an RFA letter. If the loss of bearing is sufficient to cause concern for the structural element to support the bridge, the Consultant shall notify the Project Coordinator immediately and subsequently submit written notification per the “Notification for Unusual Situations” section of this document.

2. Notification for Unusual Situations

The primary reason for bridge inspection is to find out if any unusual circumstances or situations could affect the continued safe operation of the bridge, whether there is a concern for public safety, or where it could be costly if repair action is delayed. The Consultant shall determine whether the bridge can safely remain in service until the next inspection date. The Consultant shall identify the cause of any unusual circumstances or situations and notify the Project Coordinator immediately via the telephone, fax, or email.

Written notification of the situation between the Consultant and Project Coordinator must occur. The Consultant shall submit a “Request for Action” (RFA) letter to the Project Coordinator within three working days to ensure that corrective actions can be enacted. An RFA letter should not be used to convey the ordinary information that belongs on the Bridge Inspection Report. Below are some situations, other than those previously discussed that may require submittal of a RFA letter:

- Deficient structural conditions

If a condition exists regarding a structural element that appears to warrant a structural analysis or further investigation because the structural capacity of the element has diminished.

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- Functional problems

Functional Problems are conditions that exist in and around the structure, but are not part of a structural element, that could require immediate attention. Some examples of these are a damaged guardrail, erosion of the shoulder, settled approach pavement, missing load posting or height restriction signs, damaged or broken light poles, and sign supports.

3. Equipment

The Consultant must provide all equipment required to thoroughly and safely perform the bridge inspections. All costs associated with the use of the equipment during the inspection shall be included in the Not to Exceed Price.

- Computer

The Consultant shall use a computer that can operate the MiBridge / NBI Field Application software. The computer shall also be able to utilize useful MDOT electronic forms.

- Camera

The Consultant shall use a camera that can clearly document existing bridge conditions. One color copy of the pictures shall be included as part of the Inspection Report along with the digital image files. Additional pictures may be requested and subsequently taken as directed by the Project Coordinator.

10.4 Phase 2 – Reports

The deliverable for this scope of work will be the 2019 Ingham County Road Department Bridge Inspection Report and the 2020 Ingham County Road Department Bridge Inspection Report. Both conforming to MDOT submittal requirements and previous biennial inspection reports. Each bridge report shall consist of at least the BIR, MBIS reports, the SI&A form, appropriate photographs, and channel cross-sections. Bridges on NHS routes shall also include an element report in accordance with federal and state requirements. All of the NBIS rules and guidelines, and MDOT policies and guidelines shall be followed in completing and reporting these documents. In addition, a tabulation of all existing structure deficiencies shall be compiled with recommended strategies to address the deficiencies.

1. Structure Inventory & Appraisal (SI&A) Form

A copy of the latest SI&A form will be provided to the Consultant. The inspection rating Items on this form must be checked for accuracy and any changes since the last inspection noted, including Road Department supplied Average Daily Traffic (ADT) information.

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2. Element Report

Element level inspections for NHS route structures are new to the State of Michigan. Follow applicable state and federal reporting requirements for the five NHS route structures within Ingham County Road Department jurisdiction.

3. Photographs

Photographs shall be taken and submitted to the Project Coordinator to document any of the unusual conditions noted above. The photographs must be high quality, mounted on 8 ½ x 11" medium and must be captioned with a description of what the photo is showing. Photos that are over or under exposed so that the details in question cannot be seen clearly, will be returned to the Consultant. Photos shall be taken again until the photos are acceptable to the Project Coordinator.

4. Channel Cross-Section Report

Cross-section reports for all bridges over water shall be compiled and added to the bridge inspection files. Cross-section reports shall clearly depict the channel bottom from reproducible locations so that future cross-section reports can be compared with the 2015 report. Cross-section reports shall conform to MDOT guidelines or requirements.

5. Structure Deficiency Tabulation

The intent of the tabulation is to assess each deficient structure and determine a prudent course of action to remedy the deficiency, whether the remedy is replacement, rehabilitation, or preventative maintenance in nature. For example, a structure may be structurally deficient, but based on the Consultant's inspection and judgment, the substructure may be adequate for reuse and a superstructure replacement is the prudent course of action, rather than complete replacement. Or maybe that same structure's useful life could be extended dramatically from some preventative maintenance work, even though it would remain structurally deficient. The intent is to recommend remedies that will lengthen each bridge's service life.

Presently, the County has 24 load posted bridges. Three are scheduled for rehabilitation work during the 2019 construction season. Therefore, 21 structures could benefit from detailed deficiency evaluations and Local Bridge Program funding application recommendations. Evaluations for normal maintenance recommendations shall be provided as part of the "Work Recommendations" portion of the SIA Report.

The deliverable for this portion of the program is structure deficiency tabulation, for both local road and primary road structures. Each entry is to include an adequate description of each deficiency, whether the remedy is a replacement, rehabilitation, or preventative maintenance remedy. Provide concise recommendations to remedy each structure's deficiencies, if any, and a scoping level cost estimate for those recommend for replacement, rehabilitation, and preventative maintenance remedies.

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If load-rating analysis is recommended and authorized, the deliverable for that work will be the 2019 and 2020 Ingham County Road Department Bridge Load Rating Analysis Reports. Load-rating analysis shall utilize Load & Resistance Factor Rating (LRFR) methods.

10.5 Phase 3 – Meetings

The following meetings are anticipated during this project. The meeting location will be at the offices of the Ingham County Road Department. Attendance, travel and subsistence costs are considered part of the Not to Exceed Price.

- Pre-Inspection Meeting

This meeting is intended to exchange information regarding the general procedures for communication, review the schedule, discuss emergency procedures and communication, and discuss any open questions to that point before the first inspection begins.

- Project Closeout Meeting

This meeting is intended as a review of any outstanding contract requirements and presentation of the program deliverables. Final Project Coordinator review comments and concerns will be generated from this submittal. The Consultant will keep notes of the meeting and submit meeting minutes within one week of the meeting.

10.6 Additional Inspection Needs

It is recognized that the inspection process may uncover the need for additional investigation and analysis requiring measurements, special non-destructive testing, unique services and possibly traffic control. The Consultant shall submit a justification letter, with documentation, explaining the need for additional inspection work, schedule for the work, and proposed cost for the work if substantially different from the supplemental unit prices contained in the proposal. If approved by the Project Coordinator, the Consultant will be required to do this work using the same inspection team.

10.7 Deliverables

The Consultant shall plan to provide enough resources to satisfactorily present the approach, methods, findings, and recommendations to the Ingham County Road Department.

The following are the minimum milestones to be included:

1. On-site evaluations of each bridge site
2. Notification of any unusual situations to the Project Coordinator
3. Consultant must provide his own equipment
4. Attend project kick-off and progress meetings
5. 2019/2020 Ingham County Road Department Inspection Report
6. Channel cross-section report.

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10.8 County Responsibilities

The County shall provide the following to assist the Consultant with the project and its completion:

The Road Department will assign the Consultant, the ability to access and input Ingham County bridge data on the MiBridge database system. Also, the Road Department Project Coordinator will provide the following information to the Consultant, if requested.

- Provide access to our 2017 - 2018 Bridge Inspection Reports, existing Load Rating Analyses and MiBridge database files.
- Provide access for the Consultant to any pertinent information in the Road Department files that may help complete the inspections, including available Average Daily Traffic (ADT) information and construction drawings.

10.9 Timeline

The County desires to have the Consultant commence work no later than one week after the pre-inspection meeting. It is assumed that the Consultant will work closely with the Project Coordinator in preparing a schedule to complete this project as expeditiously as possible.

11.0 INVOICING

1. The Contractor shall invoice the Ingham County Road Department, attention Bobbie Mayes, Purchasing Agent, unless otherwise advised, upon satisfactory receipt of an itemized invoice detailing at a minimum services rendered, dates of services, hourly rates, invoice number, and remit to address.
2. Payment will be made within thirty (30) days following receipt of invoice and upon complete satisfactory receipt of services.
3. The County shall notify the Contractor of any adjustments required to invoice.
4. Invoices shall only be issued by the Contractor who is awarded a contract.
5. Payments will be issued to and invoices must be received from the same Contractor whose name is specified on the agreement.

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12.0 RESPONSE FORMAT

The items listed below shall be submitted with each proposal and shall be submitted in the order shown. Each section should be clearly labeled with pages numbered and separated by tabs. Include a title page and table of contents. Failure by a proposer to include all listed items may result in the rejection of its proposal.

Tab I – Transmittal Letter

Provide a transmittal letter indicating your firm's understanding of the requirements of this specific job proposal. The letter must be a brief formal letter (1-2 pages) that provides information regarding the firm's interest in and ability to perform the requirements of this RFP. A person who is authorized to commit the firm's organization to perform the work included in the proposal must sign the letter in ink.

Tab II – Company Profile

Provide a company profile describing firm and include all of the following:

1. The official name of firm;
2. Firm's organizational structure (e.g. corporation, partnership, Limited Liability Company, etc.);
3. The jurisdiction in which firm is organized and the date of such organization;
4. The address of firm's headquarters, any local office involved with the contract; and the address/location where the actual production of goods and/or services will be performed;
5. Firm's Federal Tax Identification Number;
6. The name, address, telephone, fax numbers and e-mail address of the person(s) who will serve as the contact(s) to the County, with regards to the RFP response, and with authorization to make representations on behalf of and to bind firm; and,
7. A representation that the firm is in good standing in the state in which its located and will have all necessary licenses, permits, certifications, approvals and authorizations necessary in order to perform all of its obligations in connection with this RFP.

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Tab III – Executive Summary

Provide a synopsis of the highlights of the proposal and overall benefits of the proposal to the County. This synopsis should not exceed two pages in length and should be easily understood.

Tab IV – Project Approach

Use this section to describe in detail including a timeline of how you would approach this project.

Tab V – Project Team Qualifications and Experiences

Responses shall include a complete list of and resumes for all key personnel associated with the RFP. This list must include all key personnel who will provide services/training to County staff and all key personnel who will provide maintenance and support services.

For each person on the list, the following information shall be included:

1. The person's relationship with firm, including job title and years of employment with firm;
2. The role that the person will play in connection with the RFP;
3. Address, telephone, fax numbers, and e-mail address;
4. The person's educational background;
5. The person's relevant experience; and,
6. Relevant awards, certificates or other achievements.

This section of the response should include no more than two pages of information for each listed person.

Tab VI – References

Each proposer must provide at least three (3) references of similar size and scope serviced during the past five years. References must be satisfactory as deemed solely by the County. References should have similar scope, volume and requirements to those outlined in these specifications, terms and conditions.

Reference information shall include:

1. Company/Agency name
2. Contact person (name and title), contact person is to be someone directly involved with the services
3. Email of contact person

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4. Complete street address
5. Telephone number
6. Type of business
7. Dates of service

The County reserves the right to contact any of the references provided in order to determine proposer's performance record on work similar to that described in this request. The County reserves the right to contact references other than those provided in the response and to use the information gained from them in the evaluation process.

Tab VII – Proposed Costs

Use this section to describe your fees that will cover all services necessary for the complete and successful execution of this project.

Tab VIII – Identification of Anticipated and/or, Potential Project Problems

Use this section to identify and describe any anticipated and/or potential project problems, the firm's approach to resolving these problems, and any special assistance that will be requested from the County.

Tab IX – Acceptance of Conditions

Provide a definitive statement of intent to comply with the Contractual Terms and Conditions as delineated in this RFP. If proposed terms and conditions are not acceptable as described, note and explain any exceptions; however, failure to agree to the terms required by law or County purchasing and contractual requirements may be grounds for disqualification of the proposal.

Tab X – Forms

Use this section to include the following required forms:

- ✓ Local Purchasing Preference Form
- ✓ Addenda Form
- ✓ Legal Status of Bidder Form
- ✓ Non-Collusion Form
- ✓ Certificate Of Compliance With Public Act 517 Of 2012 Form
- ✓ The Statistical Questionnaire is strictly optional.
- ✓ Standards of Conduct for Ingham County Vendors Form
- ✓ Signature Form

Proposers shall also submit a current copy of their insurance certificate, and if applicable, State of Michigan business license.

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TAB XI – Litigation

Proposers must identify and describe any current, pending or threatened litigation against them related to their business.

Tab XII – Appendices

The content of this tab is left to the proposer's discretion. However, the proposer should limit materials included here to those that will be helpful to the Evaluation Committee in understanding the services to be provided for this specific contract.

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Appendix A - LIST OF BRIDGES

<u>A. Local Road Bridges</u>	<u>Inspection Frequency (Mo)</u>
1. Allen Road over Wolf Creek	24
2. Base Line Road over Thornapple Creek	24
3. Base Line Road over Cahoagan Creek	24
4. Brown Road over Deer Creek	24
5. Clark Road over Deer Creek	24
6. Columbia Road over Deer Creek	24
7. Columbia Road over Doan Creek	24
8. Columbia Road over Mud Creek	24
9. Dennis Road over West Cedar Creek	12
10. Dennis Road over Doan Creek	12
11. Frost Road over Deer Creek	12
12. Gale Road over Columbia Creek	12
13. Gale Road over the Grand River	24
14. Gale Road over Willow Creek	24
15. Green Road over Lowe Lake Drain	24
16. Harper Road over Sycamore Creek	24
17. Harper Road over Mud Creek Drain	24
18. Hoxie Road over Wolf Creek	24
19. Hull Road over Sycamore Creek	24
20. Kane Road over West Cedar Drain	24
21. Kipp Road over Willow Creek	24
22. Linn Road over Doan Creek	12
23. Meech Road over Doan Creek	24
24. Moyer Road over Wolf Creek	24
25. Nakoma Drive over the Red Cedar River	24
26. Noble Road over Doan Creek	24
27. Noble Road over Deer Creek	12
28. Olds Road over Huntoon Lake Ext. Drain	12*
29. Olds Road over Perry Creek	12*
30. Pine Tree Road over Sycamore Creek	24
31. Small Acres Lane over Pine Lake Drain	12
32. Tihart Road Bridge over Mud Lake Drain	24
33. Van Atta Road over the Red Cedar River	24
34. Waldo Road over Deer Creek Drain	24
35. West Service Road over Sycamore Creek	24
36. Willoughby Road over Sycamore Creek	24
37. Zimmer Road over Deer Creek	24

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<u>B. Primary Road Bridges</u>	<u>Inspection Frequency (Mo)</u>
1. College Road over Sycamore Creek	24
2. Columbia Road over the Grand River	16
3. Dietz Road over the Red Cedar River	24
4. Dobie Road over the Red Cedar River	24
5. Fitchburg Road over Batteese Creek	24
6. Fitchburg Road over Cahaogan Creek	24
7. Gramer Road over the Red Cedar River	24
8. Hagadorn Road over Mud Creek	12
9. Hagadorn Road over the Red Cedar River	24
10. Holt Road over Deer Creek	24
11. Holt Road over Doan Creek	12
12. Holt Road over Sycamore Creek	24 [^]
13. Howell Road over Deer Creek	24
14. Howell Road over Doan Creek	12 [*]
15. Howell Road over Mud Creek	24
16. Howell Road over Sycamore Creek	24
17. Kinneville Road over the Grand River	24
18. Kirby Road over Huntoon Drain	24
19. Linn Road over Deer Creek	12
20. Marsh Road over G.T.W. Railroad	24
21. Okemos Road over Mud Creek	24
22. N.B. Okemos Road over the Red Cedar River	12 [^]
23. S.B. Okemos Road over the Red Cedar River	12 [^]
24. Old Plank Road over the Grand River	24
25. Onondaga Road over the Grand River	24
26. Waverly Road over the Grand River (at Pleasant River Dr.)	24 [*]
27. Waverly Road over the Grand River (at Moores River Dr.)	24 [^]
28. Waverly Road over the Grand River (north of Willow St.)	24 [^]
29. Webberville Road over the Red Cedar River	24
30. Wood Street over Penn Central Railroad (Removed 2005)	
31. Zimmer Road over the Red Cedar River	24

* Denotes bridges scheduled for total replacement, superstructure replacement, or preventative maintenance work in 2019 or 2020.

[^] Denotes NHS bridges that require element level inspections.

Note: Primary Road Bridge No. 30 was removed in October 2005, but Road Department would like to continue that place holder in the report so that Primary Road Bridge No. 31 is Zimmer Road over the Red Cedar River.

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PRICING FORM (Page 1 of 2)
(Please Type or Print Clearly in Ink)

Item I – Local Road Bridge Inspections:				
<u>Work Item</u>	<u>Unit</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Total Cost</u>
One to Three (1-3) span with steel superstructure	Ea.	23		
One to Three (1-3) span with concrete superstructure	Ea.	17		
Four or more (4+) span with timber superstructure	Ea.	1		
Structure Deficiency Tabulation	LS	1		

Item II – Primary Road Bridge Inspections:				
<u>Work Item</u>	<u>Unit</u>	<u>Qty</u>	<u>Unit Price</u>	<u>Total Cost</u>
One to Three (1-3) span with steel superstructure	Ea.	11		
Four or More (4+) span with steel superstructure	Ea.	2		
One to Three (1-3) span with concrete superstructure	Ea.	16		
Four or More (4+) span with concrete superstructure	Ea.	1		
NHS Element Level Report (Complement to inspections)	Ea.	5		
Structure Deficiency Tabulation	LS	1		

***Total Inspection Amount: \$ _____**

Item III – Supplemental Analysis:		
<u>Work Item</u>	<u>Unit</u>	<u>Unit Price</u>
Load Analysis – One to Three (1 to 3) spans with a steel superstructure	Ea.	
Load Analysis – Four or More (4+) spans with a steel superstructure	Ea.	
Load Analysis – One to Three (1-3) spans with a concrete superstructure	Ea.	
Load Analysis – Four or More (4+) spans with a concrete superstructure	Ea.	
Load Analysis – Four or More (4+) spans with a timber superstructure	Ea.	

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PRICING FORM (Page 2 of 2)
(Please Type or Print Clearly in Ink)

<u>Item IV – Supplemental In-Depth Inspections:</u>		
<u>Work Item</u>	<u>Unit</u>	<u>Unit Price</u>
Detailed Inspection – One to Three (1-3) spans with steel superstructure	Ea.	
Detailed Inspection – Four or More (4+) spans with steel superstructure	Ea.	
Detailed Inspection – One to Three (1-3) spans with concrete superstructure	Ea.	
Detailed Inspection – Four or More (4+) spans with concrete superstructure	Ea.	
Detailed Inspection – Four or More (4+) spans with timber superstructure	Ea.	

<u>Item V – Underwater Inspections:</u>		
<u>Work Item</u>	<u>Unit</u>	<u>Unit Price</u>
Underwater Inspection & Report (December 2016 Underwater Inspections are on file for Primary Road Bridges #17 and #27)	Ea.	N/A

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LOCAL PURCHASING PREFERENCE FORM

(Please type or print clearly in ink only)

1. Do you desire to have your company considered a “local vendor” and therefore have your bid evaluated with the 10% local purchasing preference? ___ Yes ___ No

If yes, please provide below the verifiable business address (not a PO Box) at which your business is being conducted.

2. Complete Legal Firm Name: _____

3. Company Address: _____

4. Company Phone: () _____

5. Email: _____

6. Name and title of person authorized to sign on behalf of your company:

7. Signature: _____

8. Date: _____

Note

Local vendors who utilize non-local vendors as subcontractors for more than 50% of the work in a specific proposal are not entitled to the preference for that specific proposal.

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ADDENDA FORM

(Please Type or Print Clearly in Ink)

The following addenda have been received and acknowledged:

#1 date _____ #2 date _____ #3 date _____

SIGNED THIS _____ DAY OF _____, 2018

Respectfully Submitted,

BY: _____
Authorized Signature of Proposer

TITLE: _____

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LEGAL STATUS OF PROPOSER FORM

(Please Type or Print Clearly in Ink)

(The Proposal shall check and fill out the appropriate form.)

- Corporation
- Partnership
- Individual
- Limited Liability Corporation

Name

Title

Address

Phone #

Email

Fax #

Federal Tax I.D. Number

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CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 517 OF 2012
(Please type or print clearly in ink only)

I certify that neither _____ (Company), nor any of its successors, parent companies, subsidiaries, or companies under common control, is an “Iran Linked Business” engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this solicitation, Company will not become an “Iran linked business” during the course of performing the work under the Contract.

NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN \$250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

(Name of Company)

By: _____

Date: _____

Title: _____

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STANDARDS OF CONDUCT FOR INGHAM COUNTY VENDORS

(Please type or print clearly in ink only)

The County of Ingham conducts business with businesses, vendors and contractors under a set of rules to ensure that all County officials and employees discharge their duties in a manner designed to promote public trust and confidence in our County. The County wants you to be aware of the rules that you and its employees are required to follow. A violation of state or federal statutes may occur if these rules are broken. It is hoped that by providing these rules for you, your experience in dealing with the County will be both rewarding and satisfactory.

Providing Gifts or Gratuities:

Providing gifts or gratuities to employees in consideration for the performance of their duties, or as an appreciation for their performance, is strictly prohibited.

- Do not offer employees any gifts or loans.
- Employees may not receive any fee or compensation for their services from any source other than the County, so do not offer them.
- Buying meals for employees is only permissible during a working lunch or dinner where business is discussed and you are a current contractor (no alcohol). Employees may accept coffee, tea, soft drinks, snacks, etc. when attending meetings in your office.
- Letters to supervisors recognizing exceptional service by County employees are always welcome.

Conflicts of Interest:

- Do not ask employees for any special favor or consideration that is not available to every other citizen.
- Do not ask employees to disclose any information that is not available to every other citizen through normal public information channels unless necessary for the business you are hired for.
- Do not offer to compensate employees by offering to hire, or to do business with any business entity of the employees or their immediate family members.
- Do not ask employees to represent you or your company other than as part of their official duties with the County.
- Do not ask employees to endorse the products or services of your company.
- Do not ask employees to hand out or post advertising materials.

Vendor shall report if the following occurs:

Solicitation by County Employees:

Employees may not solicit gifts, loans, or any other items of value from people doing County business that will be used by them personally.

- If you are asked to pay a fee for services that you believe are improper or illegal, contact the County Controller/Administrator at (517) 676-7203 or Board Coordinator at (517)

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676-7200. Employees are prohibited from taking retaliatory action against you for failing to comply with any request unless the request is within the scope of the employee's official duties for the County.

Use of County Equipment, Facilities and Resources:

Use of County equipment, facilities and resources is authorized only for County purposes.

- Do not ask employees to use County equipment to run errands or perform tasks for your benefit.

Your Rights and Expectations:

When dealing with employees of the County you have the right to honest, fair and impartial treatment. You may expect prompt, courteous and professional service from our employees who are expected to understand and practice good customer service skills. Employees are tasked to uphold the public trust through the ethical performance of their duties. We understand that the enforcement of regulatory guidelines and codes may sometimes be a cause for concern; however, you may rest assured that we are responsible to all of the citizens of Ingham and our goal is to serve them to the best of our ability. Should you have any concerns or questions concerning this information or the conduct of any of our employees, contact the County Controller/Administrator at (517) 676-7203 or Board Coordinator at (517) 676-7200.

Please acknowledge your receipt and acceptance of the aforementioned Standards of Conduct for Ingham County Vendors by signing below and returning with your submittal.

Company Name

Phone #

Address, City, State, Zip Code

Email address

Signature

Date

Print Name

Title

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SIGNATURE FORM

(Please type or print clearly in ink only)

My signature certifies that the Proposal as submitted complies with all terms and conditions as set forth in this solicitation, except as noted herein. My signature also certifies that the accompanying Proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce.

I hereby certify that I am authorized to sign as a representative for the firm:

Complete Legal Name of Firm: _____

Order from Address: _____

Remit to Address: _____

Fed ID No.: _____

Signature: _____

Name (type/print): _____

Title: _____

Telephone: (____) _____ Fax No.: (____) _____

Date: _____

Send Notification of Award to: _____
(First and Last Name)

E-mail of Person Receiving Award Notification: _____

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STATISTICAL QUESTIONNAIRE FORM - OPTIONAL

(Please type or print clearly in ink only)

The Ingham County Board of Commissioners monitors workplace demographics of proposers and vendors for statistical purposes and to indicate the need for inclusive outreach efforts to ensure that members of underutilized groups have equal opportunity to contract with the affected departments.

To that end, the County requests vendors to submit as part of their response to any formal solicitations, the following workplace diversity information. Vendors are encouraged to complete as much information as possible. This information will be used for statistical purposes only. Statistical information shall be submitted to the County in a separate sealed envelope containing the notation "STATISTICAL INFORMATION-NOT TO BE OPENED UNTIL AFTER THE AWARD OF THE CONTRACT". Upon receipt of these separate sealed envelopes, the Purchasing Department segregates the envelopes from the other Proposal documentation. The envelopes containing the statistical information are not opened until the award of the contract, and are not considered, in any way, in the award of any contract.

1. What percentage of your firm's workforce is?

Female	_____%		
Physically-disabled	_____%		
Veteran	_____%		
African-American	_____%	Caucasian	_____%
Asian-Indian American	_____%	Hispanic-American	_____%
Asian-Pacific American	_____%	Native-American	_____%

2. If your business is at least 51% owned by one of the following individuals, please check all that apply:

<input type="checkbox"/> Female	<input type="checkbox"/> African-American	<input type="checkbox"/> Caucasian
<input type="checkbox"/> Disabled	<input type="checkbox"/> Asian-Indian American	<input type="checkbox"/> Hispanic-American
<input type="checkbox"/> Veteran	<input type="checkbox"/> Asian-Pacific American	<input type="checkbox"/> Native-American

3. Complete Legal Firm Name: _____

4. Company Address: _____

5. Company Phone: () _____ Email: _____

6. Name and title of person authorized to sign on behalf of your company:

7. Signature/date: _____