

# MIDLAND COUNTY ROAD COMMISSION

## REQUEST FOR PROPOSALS (RFP)



### **Letts Road Connector Study and Conceptual Engineering Design Plan**

RFP Issue Date: February 16, 2023  
Proposal Due Date: March 9, 2023 at 2:00 P.M.

Issued By:

Midland County Road Commission  
2334 N. Meridian Road  
Sanford, Michigan 48657

Project Manager:

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## SECTION I - GENERAL INFORMATION

Proposal packets shall be submitted via email. Each email shall include in the subject line: “**Midland County Road Commission – Letts Road Study**”. The Consultant(s) will be selected using a qualification-based selection process. The selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected Consultant will then be contacted to confirm capacity. Upon confirmation, negotiations will be conducted with the vendor selected.

The proposals must be delivered to:

[bids@midlandroads.com](mailto:bids@midlandroads.com)

All questions regarding this request can be emailed to [bids@midlandroads.com](mailto:bids@midlandroads.com). Questions will be accepted until 4:00pm on March 7, 2023. Answers to the questions will be sent to those who submitted them in the form of an emailed response. The Road Commission would like to thank all interested vendors in advance for the preparation of their proposals.

Additional time will not be granted to a single vendor; however, additional time may be granted to all vendors when the Midland County Road Commission (MCRC) determines that circumstances warrant it.

### A. OBJECTIVE

The purpose of this Request for Proposal (RFP) is to select a firm to provide qualified professional transportation planning and engineering consulting services for the **Letts Road Connector Study and Conceptual Engineering Design Plan**. Services include vehicular traffic modeling and analysis, conceptual road design plans, public engagement process, vehicular traffic modeling and analysis, inclusion of non-motorized transportation options, public transit, and shared mobility users.

### B. PROPOSAL REQUIREMENTS

To be considered, each firm must submit a response to this RFP using the format provided in this Section. No other distribution of proposals is to be made by the submitter.

The proposal must be signed by an official authorized to bind the submitter to its provisions. Each proposal must remain valid for at least ninety days from the due date of this RFP.

**Each total submittal should not be more than 25 sheets**, not including any required attachments.

### C. SELECTION CRITERIA

Responses to this RFP will be evaluated using a point system, as shown in Section IV. The evaluation will be completed by a team of MCRC staff.

At the initial evaluation, the fee proposals will not be reviewed. After initial evaluation, the MCRC will determine top applicants, and open only those fee proposals. The MCRC will then determine which, if any, vendors will be interviewed. During the interviews, the selected

vendor(s) will be given the opportunity to discuss in more detail their proposal, qualifications, past experience, and their fee proposal. The MCRC further reserves the right to interview the key personnel assigned by the selected consultant to this project. If the MCRC chooses to interview any applicants, the interviews will be held as soon as they can be scheduled.

**D. CHANGES IN THE RFP**

Should any prospective proposer be in doubt as to the true meaning of any portion of this Request for Proposal, or should the proposer find any ambiguity, inconsistency, or omission therein, the Proposer shall make a written request for an official interpretation or correction. Such requests must be received not less than seven days prior to the final date of submittal of the proposals.

**E. DISCLOSURES**

Under the Freedom of Information Act (Public Act 442), the MCRC is obligated to permit review of its files, if requested by others. All information in a submitter’s proposal is subject to disclosure under this provision. This act also provides for a complete disclosure of contracts and attachments thereto.

**F. TYPE OF CONTRACT**

A standard Professional Services Agreement (PSA) will be required.

**G. COST LIABILITY**

The MCRC assumes no responsibility or liability for costs incurred by the consultant prior to the execution of a Professional Services Agreement. The liability of the MCRC is limited to the terms and conditions outlined in the Agreement.

**H. SCHEDULE**

The following is the solicitation schedule for this procurement: <b>Activity/Event</b>	<b>Anticipated Date</b>
Written inquiries/question deadline	March 7, 2023 4:00 pm
Proposal Due Date	March 9, 2023 2:00 pm
Staff Review	March 9 - 13, 2023
Interview Consultants (as needed)	March 13 - 15, 2023
Consultant Selection/Negotiate Final Professional Services Agreement	March 15, 2023
Board Approval	March 16, 2023
Study Completion	October 31, 2023

Note: The above schedule is for information purposes only and is subject to change.

Proposals submitted shall define an appropriate project schedule in accordance with the requirements of the proposed work plan. The final schedule will be negotiated based on the final scope of work and work plan agreed to by the MCRC and the selected vendor.

**I. RESERVATION OF RIGHTS**

- a. The MCRC reserves the right in its sole and absolute discretion to accept or reject any or all Proposals or alternative Proposals, in whole or in part, with or without cause.
- b. The MCRC reserves the right to waive or not waive informalities or irregularities in the Proposals or fee schedules, and to accept or further negotiate cost, terms, or conditions of any submittal determined by the MCRC to be in the best interests of the MCRC.
- c. The MCRC reserves the right to request additional information from any or all vendors.
- d. The MCRC reserves the right not to consider any Proposal which it determines to be unresponsive and deficient in any of the information requested within the RFP.
- e. The MCRC reserves the right to determine whether the scope of the project will be entirely as described in this RFP, a portion of the scope, or that a revised scope be implemented.
- f. The MCRC reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the vendor of the conditions contained in this Request for Proposals, unless clearly and specifically noted in the proposal submitted.
- g. The MCRC reserves the right to disqualify Proposals that fail to respond to any requirements outlined in the RFP, or for failure to enclose copies of the required documents outlined within the RFP.

**J. ADDITIONAL ENGINEERING/PLANNING SERVICES**

At or prior to the conclusion of this contract, the MCRC may request additional engineering services to advance the conceptual design plans to final engineering design plan status, capable of being bid for construction. If requested, such services shall be negotiated between the MCRC and selected vendor as additional services under the Professional Services Agreement.

## **SECTION II - BACKGROUND AND GENERAL DESCRIPTION OF SERVICES**

### **BACKGROUND:**

#### **A. LOCATION AND GENERAL PLAN GOAL**

The project is located within Larkin Township, Midland County, Michigan, along a previously developed section of Letts Road right-of-way situated along the section line between section 26 and 35, T15N, R2E, as shown in Attachment A. Currently no certified roadway is located in the right-of-way. The study area includes all the surrounding area impacted by the current roadway configuration and all areas affected by the potential redevelopment of a through roadway along the project section line. Currently the road right-of-way has reverted to woodland, with residential neighborhoods along the connecting roads on both ends.

The Letts Road expansion project includes constructing a proposed two-lane roadway along the one mile segment of right-of-way from the current cul-de-sac at the end of Letts Road easterly to Waldo Road.

The Michigan Department of Transportation (MDOT) conducted traffic studies for the greater Midland area in 2017. Those studies included projections based on “build” conditions that included multiple new roadways, including the Letts Road study area. Since the study included multiple build out locations, the MCRC needs to isolate the effects of the proposed construction of the Letts Road expansion project.

#### **B. PRIOR STUDIES**

Material for the previously discussed MDOT planning study will be available prior to the commencement of this study and conceptual design.

#### **C. COORDINATION AND OUTREACH**

The study should consider the effects to multiple stakeholders and other local agencies. As part of the study, the selected vendor should include coordination and outreach to residents, Larkin Township, the city of Midland, local transit, and any other stakeholders that would be effected by the project.

### **GENERAL DESCRIPTION OF SERVICES**

Proposals will be accepted from qualified, professional transportation planning and civil engineering consulting firms to perform the necessary tasks to provide planning and engineering professional consulting services for the **Letts Road Connector Study and Conceptual Engineering Design Plan**. Services to include public engagement process, consideration of the vehicular traffic modeling and analysis, inclusion of non-motorized transportation options, and public transit.

Vendors may partner with sub-consultants as needed to assure that the proposed Project Team includes expertise in transportation planning, civil engineering, road and stormwater design, and public engagement.

The study will include development of conceptual designs, including alternatives for the design. One or more preferred alternatives that will enhance vehicle and non-motorized flow, improve safety, and create a functional corridor may be selected. A no-build option will be included. Final, conceptual engineering plans shall be developed in sufficient detail to establish a framework to guide future improvement projects and to create planning level cost estimates for such improvements.

All conceptual engineering elements shall be designed in accordance with the applicable MCRC, AASHTO, MDOT, EGGLE, ADA, and any other relevant design guidelines.

## **SECTION III SCOPE OF WORK**

### **TASK 1 - COMMUNITY ENGAGEMENT AND COMMUNICATION**

The community engagement process should be designed to allow the general public and a variety of stakeholders to contribute to the understanding of the current challenges in the study area, develop an understanding of the transportation and engineering planning process, provide input on design alternatives, and seek consensus for the proposed alternative.

This engagement process is intended to provide the community with the appropriate information to shape options as well as to understand the pros and cons of the various options under consideration during the planning process. It should afford the community the opportunity to learn about and participate in the development of this project.

A communication plan is needed to assure project information will be available in a timely and relevant manner. The community engagement and communications component of this process should be designed to continue throughout the duration of the project. It should enable the MCRC to provide information to businesses, employees, commuters, residents and other interests regarding public meetings and opportunities to provide input in the planning process. The communications plan should provide ample opportunity for stakeholders to engage in the project and also learn of potential costs, benefits, and impacts of design alternatives.

Key elements of the community engagement task will include:

#### **1.1 Development of a Guiding Community Engagement Plan**

The Consultant will develop a Community Engagement Plan (CEP) at the onset of the Plan effort. The CEP will define the goals and objectives of the community engagement effort, identify key stakeholders, and discuss the community engagement techniques and materials that will be used such as social media, newsletters, fact-sheets, and graphical displays. The CEP will address methods proposed for distribution of information.

MCRC staff will: provide addresses and contacts for stakeholders, coordinate meeting locations, and lead promotions and invitations to stakeholder and community meetings. Successful consultant will provide leadership of the meetings, visual materials and information gathering components, and report of findings upon completion of community portion.

#### **1.2 Stakeholder Identification**

The Vendor will undertake an effort to develop an outreach program including all the appropriate stakeholders in the project area. The vendor will work with MCRC staff to establish an initial stakeholder database. It will include, among others, merchants, community groups, organizations, residents, and individuals affected by or interested in the Letts Road development. Specific efforts will be made to involve the general public throughout the process.

### 1.3 Public Meetings and Schedule

While MCRC staff will be in attendance, the vendor's community engagement specialist will conduct all community meetings. This scope assumes at least two major meetings related to key milestones: Project Introduction and Conceptual Designs, and Design Selection and Next Steps. Vendor's CEP shall also include any other public meetings which are, in its professional judgment, needed to engage the community in project development.

The Vendor will also provide technical background materials, visual aids, and other on-site assistance as needed. Meetings with the general public, and other identified groups if needed, will be designed and scheduled to facilitate information exchange and listening opportunities at key intervals throughout the process. A tentative schedule for public meetings will be developed as part of the CEP.

### 1.4 Project Website

A project website hosted on the MCRC's web page will be managed by the MCRC and utilized as one means of providing the community with information about the project. It may also possibly be used to solicit information on project issues. The vendor will be expected to provide content on a regular basis for the MCRC to review and then have included as updates in the MCRC's website.

## **TASK 2 – PRELIMINARY DESIGN PLANS**

It is anticipated that the improvements outlined for Letts Road may be implemented utilizing funds from a variety of funding sources. Recognizing Federal, State and Local resources may ultimately be used to implement the Plan, all efforts must be consistent with requirements of the potential funding agencies. Possible utilization of federal funds requires that this work be planned and designed consistent with the requirements for use of such funding.

Key elements of the preliminary design plans task will include:

#### 2.1 Preparation of Preliminary Design Plans

Vendor shall prepare preliminary design plans based upon available data and supplemental information, including results of the community engagement process. We anticipate that the preliminary concept plans will be based off projected traffic data, good engineering judgement, and supplemented as needed by other design information. Any additional counts needed to finalize study will be the responsibility of the selected consultant.

#### 2.2 Presentation of Preliminary Design Plans

Vendor shall review preliminary design plans with MCRC staff for comments.

#### 2.3 Development of Estimates of Probable Cost

Vendor shall prepare conceptual level estimates of probable cost for the preliminary design plans. While a more detailed estimate will be prepared for the chosen



alternative, this task is intended to be utilized as part of the cost-benefit component of the evaluation of the alternatives.

#### 2.4 Development of No-Build Scenario

The no build transportation systems alternative is first to be modeled and evaluated to determine how existing motorized and non-motorized facilities will function with future travel demands. This facilitates understanding the implications of a do-nothing strategy.

Intersection modeling appropriate to evaluate the operations of each Corridor intersection must be part of this and all alternatives and present visual information regarding traffic flow in a form suitable for public understanding of the future conditions.

Intersection modeling can be accomplished using various software tools. Tools shall include micro-simulation and animation. Vendor should identify which modeling technique they anticipate relying on to support the analysis and provide an explanation regarding their preferred tools.

#### 2.5 Selection of a Preferred Alternative

A written report outlining the basis for selecting the preferred alternative should contain sufficient detail to enable the community to understand the selection. The selected approach should respond to the needs for a multi-modal design accommodating the mobility needs for all modes. Tradeoffs, if any, need to be explicitly stated.

### **TASK 3 –DEVELOP CONCEPTUAL ENGINEERING DESIGN PLANS AND FINAL SUMMARY REPORT**

Conceptual Engineering Design shall be undertaken for the selected alternative. The goals of such design plan development are:

- To demonstrate engineering feasibility of the proposed alternative
- To assess how and to what degree non-motorized goals can be implemented
- To identify significant anticipated impacts on parcels abutting any corridor, particularly identifying any parcels that will be uniquely impacted
- To provide additional detail needed to prepare a more accurate Estimate of Probable Cost for the preferred alternative to enable more accurate projections of capital improvements needed in any corridor

#### 3.1 Prepare Conceptual Engineering Design Plan for Preferred Alternative

- Plans shall be prepared on the Base Plan. Preferred scale is 1" = 20' for conceptual. Final Engineering plans shall be 1"=40'.
- Conceptual Engineering Design Plans shall include elements such as:
  - Cover sheet and general notes
  - Plan view with elements including, but not limited to, proposed pavement geometrics and pavement markings, traffic signal locations,

locations of existing and proposed non-motorized facilities including such elements as sidewalks, crossing signals, crosswalks, pedestrian refuge islands, and bicycle lanes, and depiction of any proposed utility relocations

- Typical cross sections at key locations
- Early preliminary profile for the proposed road centerline
- Right of way line to demonstrate feasibility of the proposed conceptual design
- Identification on the plan view of any areas where it is anticipated that acquisition of additional permanent right of way would be necessary; plans need not identify areas where temporary grading easements might be needed as such identification assumes engineering detail beyond the scope of this task

### 3.2 Preparation of Refined Preliminary Estimate of Cost

The Estimates of Probable Cost developed earlier shall be further refined based on additional detail developed in the Conceptual Engineering Design Plan. It is understood that this estimate will represent a planning level of cost only.

### 3.3 Preparation of Final Summary Plan Report

A Final Summary Plan Report shall be prepared to synthesize the results of the work undertaken in preparation of this Plan with emphasis on discussion of the preferred alternative. This document, along with the Conceptual Engineering Design Plan, will serve as a tool to guide capital planning and fund seeking for future improvements in the corridors. Discussion should address identified challenges to implementation of that alternative (such as need for acquiring additional right of way) and set forth the Probable Estimate of Cost.

## SECTION IV

### MINIMUM PROPOSAL INFORMATION AND PROPOSAL EVALUATION

Respondents should organize Proposals into the following Sections:

- A. Professional Qualifications
- B. Past Involvement with Similar Projects
- C. Proposed Work Plan
- D. Authorized Negotiator
- E. Attachments

The following describes the elements that should be included in each of the proposal sections and the weighted point system that will be used for evaluation of the proposals. The evaluation will be completed by MCRC staff who will provide a recommendation for contract award.

Resumes furnished per A. below, together with evidence of past involvement with similar projects per B. below should demonstrate that the proposed Consulting Team includes individuals competent in:

- Transportation Planning
- Roadway Design
- Traffic Engineering
- Knowledge of State and Federal funding sources
- Intersection Design
- Community Engagement

A. Professional Qualifications – 20 points

- State the full name and address of your organization and, if applicable, the branch office or other subordinate element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation. If as a corporation, include whether it is licensed to operate in the State of Michigan.
- Include the name of executive and professional personnel by skill and qualification that will be employed in the work. Show where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the project. Identify only individuals who will do the work on this project by name and title. Resumes and qualifications are required for all proposed project personnel, including all sub consultants. Qualifications and capabilities of any sub consultants must also be included.
- State history of the firm, in terms of length of existence, types of services provided, etc. Identify the technical details which make the firm uniquely qualified for this work.

B. Past Involvement with Similar Projects – 35 points

- The written proposal must include a list of specific experience in the project area and indicate proven ability in developing detailed designs and implementing similar projects for the firm **and** the individuals to be involved in the project. A summary of related projects with the original deadline and cost estimate versus the actual design

completion date and final cost of the design is required with this section. A complete list of client references must be provided for similar projects recently completed. It shall include the firm/agency name, address, telephone number, project title, and contact person.

C. Proposed Work Plan – 35 points

- A detailed work plan is to be presented which lists all tasks determined to be necessary to accomplish the work of this project. The work plan shall define resources needed for each task (title and individual person-hours) and the firm's staff person completing the project task. In addition, the work plan shall include a timeline schedule depicting the sequence and duration of tasks showing how the work will be organized and executed.
- The work plan shall be sufficiently detailed and clear to identify the progress milestones (i.e., when project elements, measures, and deliverables are to be completed) and the extent and timing of the MCRC personnel involvement. Additional project elements suggested by the Vendor are to be included in the work plan and identified as Vendor suggested elements.
- The work plan must identify information the Vendor will need from MCRC staff in order to complete the project. Include estimated time and resource commitment from MCRC staff.
- The work plan shall include any other information that the Vendor believes to be pertinent but not specifically asked for elsewhere.
- Also include in the work plan all proposed steps, if any, to expedite completion of the project. This will be given due consideration during evaluation of proposals.
- In the scoring for this section, consultants shall be evaluated on the clarity, thoroughness, and content of their responses to the above items.

D. Authorized Negotiator

- Include the name, phone number, and e-mail address of persons(s) in your organization authorized to negotiate the Scope of Work with the MCRC.

G. Proposal Evaluation

- The Selection Committee will evaluate each proposal by the above described criteria and point system (A through C, based on 90 points) to select a short list of firms for further consideration. Fee proposals will then be discussed for those proposals making the short list and each proposal re-scored to include the fee proposal (10 points). A proposal with all the requested information does not guarantee the proposing firm to be a candidate for an interview. The Committee may contact references to verify material submitted by the Proposers.

H. Interview

MCRC staff reserves the right to schedule the interviews with selected firms if necessary. The selected firms will be given the opportunity to discuss in more detail their qualifications, past experience, proposed work plan and fee proposal. The interview must include the Project Team members expected to complete a majority of work on the project, but no more than 6 members total. The interview shall consist of a presentation of up to thirty-five (35) minutes by the Proposer, including the person who will be the project manager on this Contract, followed by approximately forty-five (45) minutes of questions and answers. Audiovisual aids may be used during the oral interviews. The oral interviews may be recorded on tape by the Evaluation Team. This interview may take place via an online meeting platform to minimize time, travel and expense.

I. Final Scoring

The firms interviewed will then be re-evaluated by the above criteria, and adjustments to scoring will be made as appropriate. After evaluation of the proposals, further negotiation with the selected firm may be pursued leading to the award of a contract by MCRC Board, if suitable proposals are received.

The MCRC reserves the right to not consider any proposal which is determined to be unresponsive and deficient in any of the information requested for evaluation. The MCRC also reserves the right to waive the interview process and evaluate the consultants based on their proposals and fee schedules alone.

The MCRC will determine whether the final scope of the project to be negotiated will be entirely as described in this Request for Proposal, a portion of the scope, or a revised scope.

# Attachment A: Location Map

