

**REQUEST FOR PROPOSALS
FOR
THE DESIGN OF A
TRAFFIC SIGNAL MODERNIZATION
FOR
THE INTERSECTION OF
MORGAN RD AND NORTH AVENUE**

Sealed proposals will be received by email until **12:00 NOON Eastern Standard Time on Tuesday, February 15th, 2022.**

All proposals must be sent by email to kparsons@calhouncountymi.gov appropriately marked:

“Traffic Signal Modernization: Morgan Rd and North Avenue Intersection”

The right is reserved to reject any or all proposals and to make the award as may appear to be in the best interest of the Calhoun County Road Department and the County of Calhoun.

Sincerely,

Kristine O. Parsons, P. E.
Director of Engineering

REQUEST FOR PROPOSAL (RFP)

Morgan Rd and North Avenue Intersection

ISSUE DATE: January 25, 2022

PROPOSAL OPENING DATE: 12:00 Noon, Tuesday, February 15th, 2022

ISSUING OFFICE: Calhoun County Road Department

CONTACT: Kristine O. Parsons, P. E., Director of Engineering
(269) 781-9841 or kparsons@calhouncountymi.gov

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Should any of the required documents be missing from your packet, immediately notify the CCRD.

STATEMENT OF NO PROPOSAL

NOTE: If you do not intend to submit a proposal on this commodity or service, please return this form immediately.

The Calhoun County Road Department wishes to keep its vendors' list file up-to-date. If, for any reason, you cannot supply the commodity/service noted on the attached solicitation, please complete and return this form to remain on the particular vendor list for future projects of this type.

If you do not respond to this inquiry within the time set for the proposal opening date and time, we will assume that you can no longer supply this commodity/service, and your name will be removed from this vendors' list.

PLEASE COMPLETE AND RETURN

We, the undersigned have declined to submit a proposal on the following project:

Proposal: _____ Proposal Opening Date: _____

For the following reasons marked below:

- _____ Specifications too "tight", (i.e. geared toward one brand or Manufacturer only explain below).
- _____ Specifications are unclear (explain below).
- _____ We are unable to meet specifications.
- _____ Insufficient time to respond to the Request for Proposal.
- _____ Our schedule would not permit us to perform.
- _____ We are unable to meet bond requirements.
- _____ We are unable to meet insurance requirements.
- _____ We do not offer this product or service.
- _____ Remove us from your vendor' list for this commodity/service.
- _____ Other (specify below).

Remarks: _____

SIGNED: _____ TITLE: _____

FIRM: _____

ADDRESS: _____

DATE: _____ (Street) _____ (City) _____ (State) (Zip)
PHONE:(_____) _____ FAX(_____)

REQUEST FOR PROPOSAL

Morgan Rd and North Avenue Intersection

DATE: _____

PROPOSAL AND AWARD

The undersigned, having become thoroughly familiar with and understanding the entire proposal documents attached hereto, agrees to provide the services as specified herein, for the total fees as stipulated herein, subject to negotiation.

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this proposal which will become a binding contract if accepted by the Calhoun County Road Department. I hereby state that I have not communicated with, nor accepted anything of value from an official or employee of the Calhoun County Road Department that would tend to destroy or hinder free competition.

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

SIGNED: _____ NAME: _____
(Type or Print)

TITLE: _____ DATE: _____

FIRM NAME (if any): _____

ADDRESS: _____
(Street Address) (City) (State) (Zip)

PHONE NO. :() _____ FAX NO.:() _____

INSTRUCTIONS TO RESPONDENTS

TERMS AND CONDITIONS

Use of RFP Forms

These Documents represent the RFP format which is for the convenience of respondents. We request that either Page 3 "Statement of No Proposal" be returned, or Page 4 "Proposal and Award" be submitted with your proposal.

Interpretations for Addenda

No oral interpretation will be made to any Respondent as to the meaning of the Documents or any part thereof. Any request for interpretation shall be made to scudney@calhouncountymi.gov by 12:00 NOON, EST Tuesday, February 15th, 2022. Any interpretation made to a Respondent shall be in the form of an Addendum to the Documents and, when issued, will be posted online at www.calhouncountyroads.com. All addenda will be online at www.calhouncountyroads.com. All such Addenda shall become part of the Contract Documents and all Respondents shall be bound by such Addenda, whether or not received by the Respondent. All addenda received shall be listed on the outside of the RFP envelope. Any proposal received without each addendum listed by number and date received on the outside of the RFP proposal envelope may be declared a non-responsive proposal.

RFPs

- A. All proposals must be submitted following the RFP Format supplied by the Calhoun County Road Department in this document using figures attached (when provided) and shall be subject to all requirements of this Document including the INSTRUCTION TO RESPONDENTS and GENERAL INFORMATION sections. All proposals must be regular in every respect and no interlineations, excisions, or special conditions shall be made or included in the RFP format by the Respondent.
- B. The Calhoun County Road Department may consider as irregular any proposal on which there is an alteration of or departure from this RFP format as provided in the RFP Documents, and at its option may reject the same.
- C. If a Contract is awarded, it will be awarded by the Calhoun County Road Department to the most qualified Respondent. The Contract will require the completion of the work pursuant to these documents.
- D. Each Respondent shall include in its proposal, in the format requested thereof, the cost of performing the work. The prices set forth in the proposal by the Respondent shall remain in effect 90 days from the time of the proposal opening.

E. Each Respondent shall include in its proposal the following minimum information:

Principals:

Name
Title
Email Address

Firm:

Name
Business Address
City, State and Zip Code and
Phone Number

COLLUSIVE AGREEMENTS

- A. Each Respondent submitting a proposal to the Calhoun County Road Department for any portion of the work required shall execute and attach an affidavit to the effect that it has not colluded with any other person, firm or corporation in regard to any proposal submitted.
- B. Before executing any subcontract, the successful Respondent shall submit the name of any proposed subcontractor for prior approval.

ORGANIZATION AND FINANCIAL STATEMENT

Each Respondent shall, upon request of the Calhoun County Road Department, submit the ORGANIZATION AND FINANCIAL STATEMENT contained herein. The Calhoun County Road Department shall have the right to take such steps as it deems necessary to determine the ability of the Respondent to perform its obligations under the Contract, and the Respondent shall furnish the Calhoun County Road Department all such information and data for this purpose as requested. The right is reserved to reject any proposal where an investigation of available evidence or information does not satisfy the Calhoun County Road Department that the Respondent is qualified to properly carry out the terms of the Contract, or where the Respondent refuses or fails to furnish the Calhoun County Road Department, with any evidence or information requested.

CORRECTIONS

Changes in the RFP form must be explained or noted by the signature of the Respondent.

TIME FOR RECEIVING PROPOSALS

Proposals received prior to the advertised hour of opening will be securely kept unopened. The officer whose duty it is to open them will decide when the specified time has arrived, and proposals received thereafter will not be considered.

OPENING PROPOSALS

At the time and place fixed for the opening of proposals, the Calhoun County Road Department will open every eligible, responsive proposal received within the time set for receiving proposals.

WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn on written request by the Respondent in time for delivery in the normal course of business prior to the time fixed for opening.

AWARD OF CONTRACTS/REJECTION OF PROPOSALS

- A. The Contract will be awarded to the most responsible Respondent, provided such proposal is responsive and it is in the best interest of the Calhoun County Road Department to accept said proposal.
- B. The Calhoun County Road Department reserves the right to reject any and all proposals and to waive any irregularity in proposals received whenever such rejection or waiver is in its best interest. The Respondent to whom the Award is made will be notified at the earliest possible date.
- C. The Calhoun County Road Department reserves the right to consider a Respondent as unqualified to perform the Contract who does not habitually perform with its own forces twenty-five (25%) of the work involved.
- D. The Contract shall not be considered executed unless signed by the Managing Director after approval by the Calhoun County Road Department and certification as to the availability of funds. Signatures on behalf of the CCRD other than those cited above shall not constitute contract execution by the CCRD and the contract shall be null and void.

DEFAULT TO THE CCRD

It is understood that any Respondent who is in default to the Calhoun County Road Department at the time of opening the proposal shall have the proposal declared null and void.

TAX LIABILITY

When the terms of this contract involve the lease of property, real or personal, to the Calhoun County Road Department, it is understood that the Lessor shall be solely responsible for the payment of all taxes of any nature whatsoever that accrue on the property during the term of the lease. Sales Tax and Use Tax are applicable in this contract and are the sole responsibility of the Provider of services.

STATE LAW, COUNTY ORDINANCE AND ROAD DEPARTMENT POLICY

The Respondent understands that it is its sole responsibility to understand and fully comply with all applicable State Law, County Ordinance and Calhoun County Road Department Policy.

TYPE OF CONTRACT

It is proposed that a contract entered into as a result of this RFP will have a fee structure with a specified maximum, not to be exceeded, cost. Negotiations may be

undertaken with those Respondents whose proposals as to price and other factors show them to be qualified, responsible and capable of performing the work and in accord with the applicable laws of the State of Michigan. The contract that may be entered into will be that one which is most advantageous to the Calhoun County Road Department, price and other factors considered. The Calhoun County Road Department reserves the right to consider proposals of modifications thereof received at any time before the award is made, if such action is deemed to be in the best interest of the Calhoun County Road Department.

INCURRING COST

The Calhoun County Road Department shall not be liable for any costs, including any travel, by the proposer prior to award of contract. The Calhoun County Road Department does not intend to pay for any information obtained, though such may be utilized in determining the award.

NO THIRD-PARTY RIGHTS

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

DISCLOSURE OF PROPOSAL CONTENTS

After contract award, a summary of total price information for all submissions may be furnished upon demand to those Respondents participating in this request. If a proposal contains any information that the Respondent does not want disclosed to the public or used by the Calhoun County Road Department for any purpose other than proposal evaluation, each sheet of such information must be marked with the following legend: "This information shall not be disclosed outside the Calhoun County Road Department or be duplicated, used or disclosed in whole or in part for any purpose other than to evaluate the proposal; provided, that if a contract is awarded to the respondent, or as a result of, or in connection with the submission of such information, the Calhoun County Road Department shall have the right to duplicate, use or disclose this information to the extent provided in the contract. This restriction does not limit the Calhoun County Road Department's right to use information contained herein if obtained from another source."

ORAL PRESENTATION

Respondents who submit a proposal may be required to make an oral presentation of their proposal to the Issuing Office. These presentations will provide an opportunity for the respondent to clarify his proposal to ensure mutual understanding of its contents. The issuing Office will schedule any such presentations.

CONTRACT EXTENSION

This agreement will be for a period of one year with the option to extend for an additional year. An extension is subject to review by the Calhoun County Road Department thirty (30) days prior to the expiration of the contract.

ACCEPTANCE OF PROPOSAL CONTENT

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

PROJECT CONTROL

- A. The consultant will perform the work under the direction and control of a Project Supervisor designated by the Issuing Office.
- B. The Project Supervisor will meet on at least a bi-weekly basis with the consultant's Project Manager for the purpose of reviewing progress and providing necessary guidance to the consultant in solving problems which may arise.
- C. The consultant will submit written, weekly summaries of progress which outlines the work accomplished during the reporting period, work to be accomplished during the subsequent reporting period problems which have arisen or may arise which should be brought to the attention of the Calhoun County Road Department's Project Supervisor, and to request approval for significant deviation from previously agreed upon work plans. In addition, a summary of project costs for completed work, and expected costs for the remainder of the work will be included.

CONTRACT PAYMENT SCHEDULE

Payment for a contract entered into as a result of this request will be made monthly upon receipt of the consultant's billing statement and progress reports. The consultant's billing statement should include detailed information regarding person-hours expended by classification and by task, as well as information regarding such items as mileage, materials, and other non-overhead costs.

NEWS RELEASES

News releases pertaining to this request or the work to which it relates, will not be made without prior written approval of the Project Supervisor from the issuing office.

INDEPENDENT PRICE DETERMINATION

1. 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:
 - A. The prices in 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 offeror, or with any competitor: and
 - B. 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 knowingly be disclosed by the offeror prior to award directly or indirectly to any other offeror; or to any competitor; and
 - C. No attempt has been made or will be made by the proposer, to entice any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
2. Each person signing the proposal certifies either:
 - A. They are the person(s) in the proposer's organization responsible for the decision as to the prices being offered in the proposal, and that they have not participated and will not participate in any action contrary to "1-A, B, and C" above; or
 - B. They are not the person(s) in the proposer's organization responsible for the decision as to the prices being offered in the proposal, but that they have been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to "1-A, B, and C" above, and as their agent does hereby so certify, and that they have not participated and will not participate in any action contrary to "1-A, B and C" above.
 - C. A proposal will not be considered for award if the sense of the statement required in the Cost and Price Analysis portion of the proposal has been altered, so as to delete or modify "1-A and B" or "2", above. If "1-B" has been modified or deleted, the proposal will not be considered for award unless the offeror furnishes with the proposal a signed statement which sets forth in detail the circumstances of the disclosure and the Issuing Office determines that such disclosure was not made for the purpose of restricting competition.

HOLD HARMLESS:

The successful proposer agrees to indemnify, defend, and hold harmless Calhoun County Road Department and the Calhoun County Board of Commissioners, their governing body, officers, employees, and insurance carriers, individually and collectively, from all losses, claims, suits, demands, expenses, subrogation, attorneys' fees, or actions of any kind in nature resulting from personal injury to any person (including bodily injury and death), or damage to any property, arising or alleged to have arisen out of proposer's negligent acts, errors, omissions, for provision of the products and/or services specified under this contract. The amount and type of insurance coverage requirements set forth herein, or lack thereof, will in no way be construed as limiting the scope of indemnity in this paragraph.

INSURANCE

The selected firm will be responsible for providing certificates of insurance to the Calhoun County Road Department which prove the firm has not less than \$500,000 coverage for Personal Liability and Property Damage and proof of Worker's Compensation Insurance. The Personal Liability and Property Damage certificate shall name the Calhoun County Road Department and the Calhoun County Board of Commissioners as additionally insured and shall carry a twenty (20) day Notice of Cancellation. Proof of insurance, as stipulated above, shall be provided to the Calhoun County Road Department within ten 10 working days of issuance by the Calhoun County Road Department of an Award of Contract. When the Calhoun County Road Department receives proof of insurance, if everything is in order, it will issue a "Notice to Proceed" to the consultant.

The consultant shall also provide proof of professional liability insurance which shall insure against acts which are in the nature of professional services performed by architects and engineers. If a contract is entered into, the consultant shall maintain such professional liability insurance during the life of the contract.

GENERAL INFORMATION

INTRODUCTION

The Calhoun County Road Department is currently inviting qualified consulting firms to submit proposals for the purpose of providing design and engineering services for the modernization of a traffic signal at the intersection of Morgan Rd and North Avenue, Section 25, Bedford Township, and Section 30, Pennfield Township. The Calhoun County Road Department intends to begin construction on the project in the summer of 2023 for the Morgan Rd and North Avenue Signal Modernization.

The proposed work in this Request for Proposal (RFP) will include the following items:

The consultant will:

- A. Perform a walk-through inspection of the designated work site.
- B. Perform the survey necessary to prepare the preliminary plans required for the MDOT Grade Inspection (GI) meeting and final plans necessary for bidding. CCRD has completed topographical surveying (including 5 survey monuments) and would like this data used to the extent possible during the design process. Survey information shall be in a format compatible with the survey equipment and design software utilized by the CCRD.
- C. Conduct a field survey and prepare a general plan of a site based on the attached preliminary path and written description.
- D. Supply the CCRD with site plan drawings compatible with AutoCAD software utilized by the CCRD.
- E. Manage the right of way acquisition process, including necessary subconsultants & coordination with MDOT.
- F. Design the traffic signal in accordance with the latest MDOT and AASHTO standards. The consultant will prepare all plans and specifications.

PROPOSALS

To be considered, consultants must submit a complete response to this RFP, using the format indicated in the "SCOPE OF SERVICES " section of this RFP. Each proposal must be submitted via email to kparsons@calhouncountymi.gov, no later than 12:00 NOON, EST Tuesday February 15th, 2022 appropriately marked "Traffic Signal Modernization: Morgan Rd and North Avenue Intersection".

No other distribution of proposals will be made by the consultant. Proposals must be signed by an authorized official to bind the consultant to its provisions. Proposals must include a statement as to the period during which the proposal remains valid. For this project, the proposal must remain valid for at least ninety (90) days from the time of proposal opening.

ECONOMY OF PREPARATION

Proposals should be prepared simply and economically, providing a concise description of the consultant's ability to meet the requirements of the RFP.

Calhoun County Road Department Responsibilities

The Calhoun County Road Department will have the following responsibilities in conjunction with a contract resulting from this RFP.

1. Provide information as to the Calhoun County Road Department's requirements for the project and make available all pertinent information which may be useful in the project work, including any previous reports or data relative to the project.
2. Designate in writing a person to act as the Calhoun County Road Department's Project Supervisor with respect to the work to be performed. Such person will have the authority to transmit instructions, receive information, interpret and define the CCRD's policies and decisions with respect to materials, equipment and other such elements pertinent to the work.
3. Coordinate as necessary the efforts of the consultant to make provisions to enter upon public or private land as required to perform his work.
4. Examine all studies, reports, estimates, proposals and other documents prepared by the consultant and render in writing, if necessary, decisions pertinent thereto within a reasonable time.
5. Direct the consultant in writing to begin the work on each phase of the project upon receipt of written evidence from the consultant of the appropriateness of such action.
6. Direct the consultant in writing to furnish any special services, sub-consultants and/or extra work that may be required on the project upon receipt of written evidence from the consultant detailing as to cost, time (schedule), and reason for such special service or extra work.

The consultant will develop or obtain from other agencies all other material, information and data necessary to perform the work.

SCOPE OF SERVICES

Contract proposals must be submitted in the format outlined below:

BUSINESS ORGANIZATION

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

WORK PLAN

Describe in narrative form your technical plan for accomplishing the work. Explain the choice of methodology, particularly its strengths and weaknesses. Indicate the number of man-hours you have allocated for each task, provide a time line indicating in a bar chart display, time related, showing each event, task and decision points in your work plan, including the Critical Path.

PROJECT STAFF DESCRIPTION

Include the 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 key individuals by name and title and include resumes for proposed project personnel.

AUTHORIZED NEGOTIATIONS

Include the names and phone numbers of personnel of your organization authorized to negotiate the proposed contract with the Issuing Office.

ADDITIONAL INFORMATION

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

The scope of services to be performed by the consultant should be divided into items as outlined below. As a MINIMUM, these items should be addressed:

TASK I: DESIGN DETAILS AND TASKS

- A. Signal Modernization Design consists of the design for upgrading the existing traffic signal equipment including but not limited to the signal

support poles, box span design, traffic signal controller, LED type vehicular signals, LED countdown type pedestrian signals (if necessary), LED case signs, vehicle detection, railroad pre-empt, pedestrian pushbuttons (if necessary) and underground infrastructure.

- B. Consultant shall obtain and review the current signal timing plans. It may be necessary for the consultant to obtain and review the signal timing plans of the existing signals immediately upstream/adjacent to the project signals to evaluate continued progression along a given corridor. The consultant will work directly with the CCRD to obtain any local agency signal timing plans within the project limits.
- C. Perform a full topographical survey of the project limits including but not limited to: lane geometry, posted speed limits, intersection widths, travel distance between signalized locations, grades, lane widths, no turn on red signs, pedestrian facilities (heads and pushbuttons) will be required. A review of the ambient light at each location shall also be noted. CCRD has completed initial topographical survey, including 5 survey monuments, and would like this data used to the extent possible.
- D. Consultant shall perform 24 hour machine counts for each intersection approach and shall be used to determine schedules for peak periods, nighttime periods and flash schedules. Six hour turning movement counts are considered the minimum to be collected, two hours each of the A.M., P.M. peak, and the noon peak. All intersections will require development of timings plans for the A.M. peak, P.M. peak, noon peak and nighttime periods to optimize traffic signal operations and to improve traffic flow and reduce delay at each intersection.
- E. Design the plans according to MDOT, FHWA, and AASHTO practices, guidelines, policies and standards. The current version of the MDOT Standard Specifications for Construction (including the latest MDOT Supplemental Specifications and Special Provisions) will apply along with project specific Special Provisions.
- F. Attend a pre-design meeting with the CCRD to establish the concept of the project based on the "Scope of Work" and to coordinate design schedules.
- G. The Consultant shall submit Grade Inspection ("GI") Plans (preferably greater than 80% design) in accordance with MDOT and CCRD plan requirements and attend the GI meeting. CCRD and MDOT shall review and the Consultant shall incorporate review comments for the Final Plan submittal.
- H. Right-of-Way/Grading Easements: If necessary, the right-of-way plan shall identify all the required right-of-way acquisitions and/or grading easements.

The Consultant will prepare all required right-of-way acquisition documents and/or grading easements. Consultant will be responsible for the acquisition of all the required right-of-way and grading easements.

- I. Utility Coordination: All utility agencies must be notified of the project and plans and their existing and proposed facilities within the project limits must be obtained and incorporated into the design of the project. Utility meetings are not anticipated but shall be conducted if necessary to determine utility conflicts, identify where exploration holes will be taken, coordinate resolution of conflicts, and timing of relocations.
- J. Maintenance of Traffic: A complete construction staging plan will be required for the project. Construction signing plans and detour routes shall also be required if applicable. A work zone mobility analysis shall be completed and included with the project files.
- K. Where necessary, the selected consultant shall obtain all approvals or waiver letters for permit applications from agencies; CCRD shall cover the permit fees directly associated. The consultant shall prepare all necessary construction permit applications and MDOT programming data to be submitted with the preliminary plans. The preparation shall include, not necessarily limited to, the following:
 - SHPO Clearance
 - NEPA Clearance
 - FAA Clearance
 - MDEQ Permit Application
 - MDOT Permit Application
 - Preliminary Plans
 - Preliminary Construction Cost Estimate
 - Attend Grade Inspection

TASK II: DELIVERABLES

- A. Design Survey: Where applicable, the design survey shall include a scaled drawing of existing topographic features tied to the existing survey centerline, existing right of way lines, property lines, a minimum of two site benchmarks (NAVD88 Datum - list source), three physical control monuments with MCS83 state plane coordinates (using CCRD approved methodology), field notes for all level loops, and adjustment notes for horizontal and vertical control. An AutoCAD digital copy of the drawing file shall be provided to the CCRD.
- B. Design Report: The design report should include all computations, design exceptions, notes, minutes, utility coordination correspondence, permit applications, permits and related correspondence and other documentation

relating to the design of the project. These files shall also be provided in electronic format when possible.

- C. Final Bid Documents: The consultant shall provide to the CCRD, 80% complete plans in PDF format including proposal package and engineers estimate for CCRD review. The plan documents will be 1"=30' scale when plotted to 11"x 17". The consultant will coordinate and attend a plan review meeting if necessary or as requested by the CCRD and will provide meeting minutes to all attendees. The consultant will address the review comments and make final changes. Upon completion of design services for this project and final approval by the CCRD. Deliver to the CCRD final plans, proposal and supporting documents. The final deliverables package will consist of one 11" x 17" paper copy of the title sheet with original stamps and signatures including a map of the area with work locations identified, Electronic (pdf) 11" x17" plan file, Electronic (pdf) proposal file and electronic (pdf) files of supporting documents.

CRITERIA FOR SELECTION

All proposals received shall be subject to an evaluation by the Issuing Office. The following factors will be considered in making the selection:

UNDERSTANDING OF THE SCOPE OF WORK

Based upon prior experience with traffic signal design and the Michigan Department of Transportation design and letting process.

METHOD OF APPROACH

Referring to the technical soundness of the consultant's stated approach to the project, the comprehensiveness of the proposed work tasks, the techniques to be used and the products to be delivered.

TIME/EFFORT

Based upon a review of the number of man-hours allocated to each task in a bar chart display, designating decision points, the Critical Path and the total time necessary to accomplish the design, and the consultant's acknowledgment of the critical deadlines.

ACCESSIBILITY

Ability of consultant to work closely with Calhoun County Road Department staff for the complete duration of the project.

PRICE

The Issuing Office reserves the right to negotiate a final project price and scope in accordance with applicable State Laws.

COST PROPOSAL AND PRICE ANALYSIS

The information requested in this section is required to support the reasonableness of your proposal. The data will be held in confidence and will not be revealed to or discussed with the competitors. This portion of the proposal must be submitted in a sealed and separate envelope inside your submittal and clearly marked "Traffic Signal Modernization: Morgan Rd and North Avenue" and submitted with your RFP. The Cost Proposal portion must include a task-by-task summary of costs in a readable format as indicated in Figures 1 & 2 of this document (Figure 1 should also be included, in the format provided, at the end of "Work Plan Proposal" in your RFP document), and a task-by-task breakdown of costs in a format as described below:

1. Manpower Costs: Itemize to show the following for each category of personnel with a different rate per hour:
 - a. Category (i.e., project manager, senior analyst, etc.)
 - b. Estimate hours
 - c. Rate per hour
 - d. Total cost for each category and for all staff needs
2. General and Administrative Burden or Overhead: Indicate percentage and total.
3. Costs of Supplies and Materials: Itemize
4. Other Direct Costs: Itemize
5. Transportation Costs: Show travel costs and per diem separately
6. Total Price Bid for Project
7. Independent Price Determination: Include a statement substantially as follows: "This cost and price analysis is submitted in full compliance with the provisions of the paragraph titled "Independent Price Determination" in the **Instructions, Terms & Conditions** section of the RFP to which this proposal is a response."

**SUMMARY OF COSTS
FIGURE 1**

RFP TITLE:

FIRM: _____
 NAME OF COMPANY AUTHORIZED SIGNATURE

DATE: _____

ITEM NO.	ITEM DESCRIPTION	LABOR	OVERHEAD	SUPPLIES & MATERIALS	OTHER DIRECT COSTS	TRANSPORTATION	PROFIT	TOTAL
TOTAL	NOT TO EXCEED COST							

NOTE: CONSULTANT SHALL SUMMARIZE ALL APPLICABLE COSTS IN DIFFERENT ITEMS INTO THE ABOVE FIGURE

**SUMMARY OF STAFF-HOUR DISTRIBUTION
FIGURE 2**

RFP TITLE:

FIRM: _____
Name of Company

_____ Date: _____
Authorized Signature

STAFF LEVEL AND TASK BREAKDOWN				
NAME OF PRINCIPAL STAFF MEMBERS	ROLE IN STUDY	TASK I	TASK II	TOTAL
SERVICES BY CONSULTANT				
SERVICES BY OTHERS				
TOTAL				

NOTE: ALL TIMES SHALL BE GIVEN IN PERSON-HOURS
BIOGRAPHIES OF EACH MEMBER SHALL BE INCLUDED IN THE STAFFING PROPOSAL