

REQUEST FOR PROPOSAL FOR AS NEEDED CONSTRUCTION ENGINEERING SERVICES

The Oceana County Road Commission (OCRC) is requesting proposals from qualified construction engineering firms to provide inspection and testing services covering three separate projects under a single contract:

1. **Polk Rd & 72nd Avenue – Single-Lane Roundabout**
    - Location: City of Hart and Hart Township
    - Scope: JN225442 Construction of a single-lane roundabout at the existing intersection.
2. **Polk Rd Reconstruction**
    - Location: City of Hart and Hart Township
    - Limits: Polk Rd from approximately 200 feet east of 64th Ave to 72nd Ave, Polk Rd from 72nd Ave to Water Rd
    - Scope:2 lane to 3 lane conversion from 64th Ave to 72nd Ave, 4 lane to 3 lane conversion from Water Rd to 72nd ave.
3. **Critical Bridge Preventative Maintenance**
    - Location: Various
    - Limits: JN223733, 226385 Preventative Maintenance work on 8 structures in Oceana County
    - Scope: Bridges are receiving various fixes that include deck patches joint resealing, healer sealer, epoxy overlay, and riprap installation.

Project 1 will be **Michigan Department of Transportation (MDOT)–administered** and will utilize a combination of **Safety Funds, STP funds, and Local Funds**. Bidding will occur through the **MDOT Local Agency Program (LAP)** and requires the use and knowledge of AASHTOware and all MDOT programs utilized to track construction activities.

Project 2 will be local agency administered and will utilize **100% local funds**. Bidding will occur through the **OCRC and will require the use and knowledge of Road Conductor to perform all materials and pay item tracking**.

Project 3 will be **Michigan Department of Transportation (MDOT)–administered** and will utilize a combination of **Critical Bridge Funds, STP funds, and Local Funds**. Bidding will occur through the **MDOT Local Agency Program (LAP) and** requires the use and knowledge of AASHTOware and all MDOT programs utilized to track construction activities.

Note Project 1 and Project 2 will be constructed concurrently and will utilize a combined work zone and a high level of coordination.

The OCRC desires to receive proposals from MDOT pre-qualified engineering firms for this work. The firms shall have the following MDOT prequalification's:

- Construction Inspection: Roadway
- Construction Inspection: Bridges & Ancillary Structures
- Construction Engineering: Assistance
- Construction Inspection: HMA Pavement
- Construction Inspection: Traffic & Safety
- Construction Services: Office Technician
- Construction Testing: Aggregates
- Construction Testing: Concrete
- Construction Testing: Density

Consultant Responsibilities

The responsibilities include but are not limited to the following:

1. **Project Timetable**
    - Anticipated Start Date: February 1, 2027
    - Anticipated Completion Date: June 1, 2028
    - Construction activities are anticipated from **April 2027 to November 2027**.
2. **Anticipated services**
    - Inspection and testing services are as follows: project administration; meeting coordination and attendance; reporting and record keeping; construction inspection and testing, contract change orders, and all other contract documentation; and finalizing all project documentation. The consultant must demonstrate that it has qualified individuals available to meet the schedule noted above. Weekend work may be required.
3. **Anticipated Work Hours**
    - The level of need is only an estimate and is therefore anticipated to fluctuate, the Consultant should anticipate the ability to provide an average of two (2) full-time Inspectors for project 1 and 2 and one (1) part-time inspector for project 3, and one (1) Office Technician to assist as needed on all 3 projects. The estimated total hours of need for inspectors and testers are 6,000 to 7,000 hours.

Role	Number of Staff	Hours Per Day	Days per Week
Road Inspector	**2**	**10**	**6**
Bridge Inspector	**1**	**10**	**6**
Office Technician	**1**	**2**	**3**
Material Testing	**1**	**8**	**4**

4. **Consultant Responsibilities**
    - Provide full-time experience inspection and testing services as-needed. The inspector(s) assigned to this project will report and be directly responsible to the Project Manager who is in charge of the project's construction. Provide computer equipment necessary to run AASHTOWare and Road Conductor.
    - All work under the contract must be performed in compliance with the standard practices of the 2020 MDOT Standard Specifications for Construction. Sampling

frequencies for inspection and testing will be as prescribed by the Specifications, proposal, MDOT Materials Quality Assurance Procedures Manual and/ or other applicable references, guidelines, and procedures manuals or as directed by the Engineer.

- The inspector(s) will accurately report, measure, compute, and document all quantities of items of work and all inspection and/ or testing work in accordance with the Specifications, plans, proposal, Materials Quality Assurance Procedures Manual and any and all other applicable references, guidelines, and procedures manuals prescribed by the project.
- Soil Erosion and Sedimentation Control (SESC), have a thorough working knowledge of the Department's SESC Manual and other contract documents regarding soil erosion and sedimentation control. Assign personnel that possess a current SESC training certificate and NPDES construction stormwater operator certification to perform inspection on areas where soil erosion and sedimentation controls are needed. Ensure that a person in possession of a current SESC training certificate is onsite at all times during normal working hours and available to meet with MDEGLE personnel who may visit the site. Request that the MDEGLE personnel provide a copy of any inspection report that may be generated as a result of the visit to the Project Manager.

Firms that wish to be considered for this project *must* submit a copy of the following information. Any proposal not containing the required qualification submittals or meeting the qualification criteria will be rejected:

- Firm name, address, email address, and telephone number;
- Name and title of contact person;
- A statement of the firm's understanding of the project;
- Proof of necessary MDOT prequalification's/Qualification's of the team;
- Examples of five (5) prior similar type projects; if possible, the firm is to include references and telephone numbers of contact persons for these projects.
- Total "not to exceed" fee for this project including all anticipated expenses.

All firms that submit a proposal shall have the following professional liability insurance limits:

Professional Liability	$1,000,000 each occurrence; $3,000,000 aggregate

Submittals shall be limited to 20 pages including resumes. No marketing or advertising brochures shall be submitted.

Submission Details

- Please submit a complete proposal—including the above requirements—**with a not-to-exceed cost** to: Oceana County Road Commission at bids@oceanacrc.org with the subject line "RFP for As Needed Construction Services"
- **Proposal Due Date: 3:00 PM, November 17, 2026**
- **Anticipated Acceptance Date: December 30, 2026**

Submittal Information

The OCRC reserves the right to select a firm for the project based on its own evaluation of the proposals submitted for this project. The OCRC also reserves the right to waive any defect or informality in any proposal. The OCRC reserves the right to negotiate all aspects of the work with the selected Firm and any future agreement with the Firm of the OCRC's choice. The OCRC accepts no responsibility for expenses which may be incurred in the preparation of this proposal. The OCRC also reserves the right to photocopy, circulate or otherwise distribute any material submitted in response to this request for proposals. Materials submitted will not be returned.

Evaluation of Proposals

All proposals received shall be evaluated by the OCRC. The evaluation will be conducted in the manner that the OCRC deems appropriate for the selection of a firm and will weigh factors such as past experience and quality, understanding of project services in addition to not to exceed costs.

The OCRC may invite firms that respond to this request to interview with the OCRC prior to the selection of a firm for the project. The OCRC does not intend to select a firm solely on the basis of price or any response to this request. The following facts, as well as any other information that the OCRC deems appropriate, will be considered:

- The Firm's expertise and experience relative to the requested work;
- Qualifications of the lead staff members;
- Response of references;
- Knowledge that the OCRC may have or may acquire about the responding Firm;
- Capabilities of the Firm;
- Knowledge and understanding of the project, applicable regulations, and familiarity with the type of work;
- Approach to the work;
- Clarity of the work plan;
- Total "not to exceed" cost for the work.