

# NOTICE OF REQUEST FOR PROPOSALS

## *Construction Engineering Services*

### **Decker Road Rehabilitation**

#### **14 Mile Road to E. West Maple Road**

City of Walled Lake, Oakland County, Michigan

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### **GENERAL STATEMENT**

The **City of Walled Lake**, in compliance with the Michigan Department of Transportation (MDOT) required qualified bidding selection process and the Brooks Act, is accepting sealed requests for proposals from qualified firms to perform full construction engineering services on a federal aid road project for the City of Walled Lake. The intent of this solicitation is to determine the most qualified candidate for the project using a selection criteria format developed by the City of Walled Lake in conjunction with MDOT requirements.

### **DESCRIPTION OF THE PROJECT**

A north/south section (~0.9 miles) of Decker Road between 14 Mile Road from the south and E. West Maple Road to the north and located within the corporate limits of the City of Walled Lake is a major street that is rapidly deteriorating and requires rehabilitation. The majority of rehabilitation (approx. 60%) will involve crush and shape of deep base Hot Mix Asphalt (HMA) but will also include sections of road widening with curb & gutter and underground storm sewer work. The other portion of the project will involve Mill and Overlay (approx. 40%). The existing road section varies in width and will be completed as a 3-lane roadway with 2-way traffic lanes and a center turn lane. Local traffic and driveway access shall be maintained during construction with detours in place for through traffic. This project shall follow related MDOT requirements and the 2020 Specifications for Construction.

ESTIMATED CONSTRUCTION COST: \$1.18M

ANTICIPATED START DATE: May 2021

ANTICIPATED COMPLETION DATE: August 2021

The desired schedule of work will include:

- All MDOT requirements for federal aid full Construction Engineering services with full-time inspection from Bid letting through project completion per MDOT standards. Anticipated construction to commence in May 2022 with substantial completion in July 2022 with standard project final completion and closeout estimated on a periodic basis by August 2022.

## SUBMISSION OF PROPOSALS

Firms desiring to be considered and who are registered to practice in the State of Michigan, are invited to submit proposals in accordance with the terms as set forth within this request. Each firm submitting a proposal shall make themselves familiar with the project described within and/or per the attached draft plan drawings and draft special provisions. The City shall consider all applicants fully informed, unless the City is specifically notified in writing of all factors that would affect their proposal. Proposals shall be sealed and submitted in full detail, and all entries legibly made. An authorized corporate officer from the submitting firm must sign the proposal. It is encouraged for Firms to submit their sealed proposals and statements of qualification along with any additional information the firm wishes to submit up to 3:00 pm, January 19, 2022 by mail or hand delivery at the Walled Lake City Hall main entrance, 1499 E. West Maple Road, Walled Lake, MI 48390, or using the Walled Lake City Hall drop box at the main entrance if City Hall is closed or not open to the public. Awards shall be made after review as set forth within. Firms applying for consideration shall prepare and submit three (3) paper copies of the proposal to:

Assistant City Manager's Office

CITY OF WALLED LAKE

C/O Chelsea Pesta

1499 E. West Maple Road

Walled Lake, Michigan 48390

Submission of a proposal will be construed as conclusive presumption that the applicant is thoroughly familiar with the proposal and specifications, and that the applicant understands and agrees to abide by each, and all of the stipulations and requirements contained therein. Delivered proposals can be in person or sent via mail or similar currier, as addressed above. The outside of the entire package shall be sealed and clearly marked “**DECKER ROAD REHABILITATION CONSTRUCTION ENGINEERING PROPOSAL**”.

Proposals will not be accepted after the time designated for the opening of the proposals **January 19, 2022**. The applicant shall assume full responsibility for delivery of proposals prior to the specified time and date and shall assume the risk of late delivery or non-delivery regardless of the manner the applicant employs for the transmission thereof. The City shall accept proposals only during normal business hours, said hours being 8:00 A.M. to 5:00 P.M., Monday through Thursday, legal holidays excepted.

All requests regarding this solicitation are to be sent via email to Bradd Maki PE, City Engineering Consultant, Boss Engineering at [braddm@bosseng.com](mailto:braddm@bosseng.com).

## **RIGHT TO REJECT**

The City reserves the right to reject any or all proposals, or any part of the same, to waive any irregularities or informalities, and to make the award in part or entirety as may appear to the City to be in the best interest of the City.

## **DISQUALIFICATION OF APPLICANT**

Although not intended to be an exhaustive list of causes for disqualification, any one or more of the following events, among others, may be considered sufficient for the disqualification of an applicant and the rejection of the applicant's proposal:

1. Evidence of collusion among applicants.
2. Lack of competency, incomplete submittals.
3. Misrepresentation.
4. Fraud or fraudulent statements.
5. Not in good standing with any Federal, State or County government entities; included on the Debarment and Suspension List

## SUBMISSION CRITERIA

The statement of qualifications shall, at a minimum, include the following information:

1. A letter of transmittal containing the following information:
  - a) A brief discussion outlining the firm's understanding of the requested services.
  - b) The name, title, address, and telephone number of the person authorized to represent submitting firm.
2. Firm's profile, including:
  - a) Organization, size, Michigan office location(s).
  - b) Identify the person directly responsible for managing and supervising projects and relationships with City staff, elected officials and MDOT. Submit resumes (two pages maximum per person) of all professionals likely to be assigned to this project.
  - c) Submit a list of municipal clients, including at least three of which have a similar project as the City of Walled Lake for whom you have performed general engineering services for at least two years. Submit the name and telephone number of the local contact person.
  - d) Submit a communication plan addressing how the firm/project manager will communicate with the City and MDOT.
  - e) Provide any other information considered important, not discussed in the RFP, limited to one (1) page, which may help the City better understand the firm.
  - f) RFP's must be sealed. The outside of the entire package shall be clearly marked "**DECKER ROAD REHABILITATION CONSTRUCTION ENGINEERING PROPOSAL**".
3. The submitting firm is required to be prequalified (at a minimum "provisional" status) with the Michigan Department of Transportation (MDOT), by the proposal opening date **January 19, 2022** in ALL of the following categories:
  - Bituminous Pavement Inspection
  - Bituminous Testing
  - Aggregate Testing
  - Construction Staking
  - Density Inspection & Testing
  - Portland Cement Concrete Inspection & Testing

- Road Construction Engineering
- Municipal Utilities
- Roads & Streets

The classifications listed above are considered “Primary Prequalification Classifications”, in that; the submitting consultant MUST provide prequalifications in all of the categories listed above. The use of Sub-consultant prequalification’s is allowable if approved per MDOT requirements and may be considered “Primary Prequalification Classifications” and shall be accepted as a method to fulfill prequalification requirements listed.

## **SUBMISSION EVALUATION**

The City will review the proposals independent of rate schedules. Do not submit any rates or similar quotes with proposals.

After review of the submitted qualification statement packages, the top-rated firm or firms may be requested to interview. The interview will focus on the criteria referenced herein and may include other consultant qualifications, projected workload, experience with MDOT audits, equal employment practices and disadvantaged business enterprise participation.

Selection is expected prior to ***January 31, 2022.***

Evaluations are based on the following criteria:

1. Ability to provide the service required
2. Qualifications of personnel assigned
3. Quality of the communication plan
4. Professionalism
5. Compatibility of submission with respect to the RFP requirements
6. Reference analysis from other communities
7. Past experience on related projects

Evaluations will be scored using the following relative weights:

<u>Criteria</u>	<u>Number of points</u>
1. Understanding Services & MDOT Process:	30
2. Qualifications of Team:	20
3. Project Understanding & Past Performance	20
4. Quality Assurance/Quality Control:	20
5. Professionalism:	10
Maximum	100 points

## GENERAL SCOPE OF CONSTRUCTION ENGINEERING SERVICES

The Consultant must provide, to the satisfaction of the City of Walled Lake (City), full Construction Engineering (CE) Services as generally described herein: Project for construction work to be performed by the Construction Contractor until completion of work by the Construction Contractor and acceptance of the Project and Construction Engineering Services by the City per MDOT requirements for federal aid projects.

The full CE Services are as follows: **project administration; meeting coordination and attendance; inspection; staking; quality assurance testing and reporting; measurement, computation, and documentation of quantities; reporting and record keeping; processing progress pay estimates, contract modifications, and all other contract documentation; complete Pavement Historical Database input; and finalizing all project documentation.** The Consultant shall be MDOT prequalified and must furnish all services and labor necessary to conduct and complete the Construction Engineering Services described herein. The Consultant must also furnish all materials, equipment, supplies, and incidentals necessary to perform the Services and check, test, and maintain the materials, equipment, supplies, and incidentals as necessary in carrying out this work. The Services must be performed to the satisfaction of the City of Walled Lake and MDOT consistent with applicable professional standards.

- A. The Consultant shall provide their principal contact for the City and MDOT.
- B. The Services described herein are financed with public funds. The Consultant must comply with all applicable federal and state laws, rules, and regulations.
- C. The Consultant will be MDOT Prequalified and agrees to demonstrate knowledge of, and performance in compliance with, MDOT standard construction practices; the Project construction contract, proposal, and plans; the MDOT 2020 Standard Specifications for Construction and all applicable State publications referenced within, including but not limited to: the Michigan Construction Manual; the Materials Source Guide; the Materials Quality Assurance Procedures Manual; the Minimum Documentation Guide; the Density Testing and Inspection Manual; the Soil Erosion and Sedimentation Control Manual; and all other Local and State references, guidelines, and procedures manuals necessary to carry out the work described herein in an appropriate and acceptable manner.

## Detailed Consultant Responsibilities and Requirements

*Note: The below responsibilities and requirements are a tool to assist with the RFP submittal related to federal aid granted MDOT Local Agency Program projects. They are not exhaustive and may vary in formatting. It is the responsibility of the consultant to understand the actual MDOT and Local responsibilities and requirements for the services requested.*

### CONSULTANT RESPONSIBILITIES:

**A. Safety:** The Consultant must perform field operations in accordance with the MDOT Personal Protective Equipment (PPE) Policy as stated in the MDOT Guidance Document #10118. A current copy of MDOT's PPE Policy is available on the MDOT website under the "Doing Business" link then under the "Vendor/Consultant Services" link. The PPE document link is under the Vendor/Consultant Contracts heading. The Consultant must perform field operations in accordance with MIOSHA regulations and accepted safety practices.

**B. Project Engineer:** Perform as the Project Engineer for the Project consistent with the MDOT practices and in accordance with the Specifications, Plans, Proposal, the MDOT Construction Manual, and any and all other applicable references, guidelines, and/or procedures manuals. Assign the Project Engineer as liaison between the Consultant, the City and MDOT.

**C. Inspectors:** Perform as the Inspector for the Project consistent with the MDOT practices and in accordance with the Specifications, Plans, Proposal, the MDOT Construction Manual, and any and all other applicable references, guidelines, and/or procedures manuals. The consultant must assign a sufficient number of qualified and experienced inspectors to this Project to perform the services in a quality manner to avoid any delay to the Construction Contractor. Personnel performing inspection and testing on hot mix asphalt, concrete, aggregate or for density must have the appropriate certification and level for the inspection and testing that is being performed.

**D. Office Support and Equipment:** Provide an experienced and qualified office technician knowledgeable about all aspects of the current MDOT construction administration software platform, and procedures regarding project record documentation. Provide administrative support. Provide all computers, mobile devices, and related equipment necessary to run the MDOT construction administration software. Provide construction administration, field implementation and record keeping per the most current Special Provision for Construction Document Management and MDOT procedures.



**E. Meetings:** Arrange and conduct meetings required for carrying out the services and as may be additionally required by the City. Prepare and distribute minutes of all meetings except the preconstruction meeting unless required per MDOT guidelines or requested otherwise by the City.

**F. Coordination:** Provide appropriate coordination/contact, public relations, and cooperation with all affected local, and state agencies; other Consultants and other Contractors; the general public; utilities; and local police, fire, and emergency services which may be affected by the Project and which are deemed to be the responsibility of the Consultant by the City and per standard MDOT requirements.

**G. Progress:** Keep daily diaries, sketches, logs, and records consistent with MDOT practices as may be needed to record the Contractor's progress and support Contractor payment. Notify and coordinate with the City any anticipated Contractor's requests for extensions of time. Notify and coordinate with the City upon receipt of any Contractor's requests for extensions of time. MDOT notification and/or coordination is also required.

**H. Changes/Extras/Adjustments:** Notify the City immediately of any unanticipated project conditions and any changes, extras, or adjustments to the contract before processing a Work Order, Extensions of Time, and/or Contract Modification. MDOT notification and/or coordination is also required.

**I. Contentious Issues:** Resolve any problems, issues, discrepancies, or other items brought to the attention of the Consultant by the Contractor. Coordinate any related activities with the City. Provide documented resolution of such issues. Inform the City of all such issues. Any contentious issues that affect changes, extras, adjustments, etc. shall be coordinated with the City prior to processing and related work. MDOT notification and/or coordination is also required.

**J. Contractor Claims:** Represent the City as the Project Engineer on any and all claims and denied extensions of time requests filed on behalf of the Construction Contractor and/or Subcontractor on the Project against the City. These claims must be represented by the Consultant in accordance with the most current Standard Specifications for Construction, and/or applicable State documented Claim or Dispute Review Board Procedures, and/or applicable City standards and procedures in effect at the time the Construction Contractor files the claim. MDOT notification and/or coordination is also required.

**K. Staff Reductions:** Withdraw any personnel or halt any services no longer required, at the request of the City, or within a reasonable time after the lack of need becomes apparent to the Consultant or the City. The consultant will not be reimbursed for the cost of personnel

charged to a project that the City has determined was unnecessary. Consultant shall coordinate staffing needs with the City daily or as reasonably determined by the City.

**L. Consultant Deliverables:** Collect, properly label or identify, and electronically (where applicable) provide or deliver to the City and MDOT all original diaries, logs, notebooks, accounts, records, reports, other documents, and Project files prepared by the Consultant in the performance of the Agreement, upon completion or termination of the Agreement. The Consultant is responsible for returning documents and materials provided by MDOT or the City to accommodate CE services.

**M. Plan Revisions:** The consultant is responsible for coordination and incorporation of all necessary plan revisions per MDOT standards with approval from the City and per MDOT approval as needed.

**N. Soil Erosion and Sedimentation Control (SESC):** The Consultant must have a comprehensive knowledge of Part 91, Soil Erosion and Sedimentation Control, of Public Act 451 of 1994, Natural Resources and Environmental Protection Act, MDOT's current Soil Erosion and Sedimentation Control Manual, The City's Soil Erosion and Sedimentation Control requirements, and the City's obligation as an Authorized Public Agency (APA).

The Consultant must assign a Construction Storm Water Operator (CSWO), who possesses a current Construction Storm Water Operator Certification (CSWOC), to perform documented site inspections to determine compliance with the Soil Erosion and Sedimentation Control Plan and report inspections and any deficiencies on Form 1126, National Pollutant Discharge Elimination System (NPDES), if required, and Soil Erosion Sedimentation Control (SESC) Inspection Report.

A CSWO is defined as an individual who has taken Michigan Department of Environment, Great Lakes, and Energy (EGLE) Construction Storm Water Operator/Soil Erosion Inspector Training (covering Units 1-5) and holds a valid, current CSWO Certification. The CSWO duties consist of performing inspections of the construction site to ensure SESC measures are implemented and maintained per the SESC plan and are effective in minimizing soil erosion and preventing sedimentation from leaving the site. The CSWO must inspect the project for SESC compliance every 7 days or within 24 hours, including weekend days regardless if the Contractor is working or not, after a precipitation event that results in a discharge from the site unless otherwise other provisions are coordinated with the City. The CSWO must be available to meet with the City, MDOT staff or EGLE personnel. The CSWO must make available any SESC inspection report to the City for field review.

Individuals who are responsible for administering and enforcing Part 91 or revising SESC plan measures before or during construction must hold a valid Comprehensive Soil Erosion and Sedimentation Control Training Certificate. Only an individual holding this certificate may develop, modify, or change prescribed SESC measures. The City must have access to the revised SESC plan for approval. The Consultant must immediately report to the City the Contractor's failure to complete SESC corrective actions within the required time frames. Deficiencies are to be documented on Form 1126. Form 1126 is to be distributed to the City.

**O. Storm Water Control:** The Consultant must have a thorough working knowledge of the control of storm water runoff on the project. Perform inspection of the construction site to ensure that Contractor's operation is following pollution prevention and good housekeeping best management practices. Notify the City immediately of the occurrence of, or potential for, release of polluting material to the ground, groundwater, surface water, or storm water drainage system including open ditches, culverts, and enclosed storm sewers.

**P. Environmental Permits:** The Consultant must have a thorough working knowledge of the construction requirements of all project specific environmental permits issued to MDOT by EGLE or other permitting agency. Inspect project areas covered by these permits and assure that the Contractor complies with the permit requirements. Report to the City any potential for or occurrence of violation of these permits. Fully document all site conditions and actions taken regarding potential or actual violations of the permit requirements.

**Q. Other Environmental Issues:** Have a thorough working knowledge of the State specifications of hazardous materials containment and cleanup. Ensure that the Contractor complies with these specifications. Maintain proper documentation.

**R. Inspection Reports:** Complete inspection reports, including but not limited to, Inspector's Daily Report (IDR) and NPDES/SESC Inspection Report (Form 1126) to fully document all site conditions and any corrective action required and completed related to environmental issues. Provide digital photos as necessary to document conditions and all corrective actions.

## PROJECT INSPECTION

**A. Ongoing Inspection:** Provide inspection of all Contractor field construction work, perform quality assurance sampling and/or testing, and confirm substantial conformance with the Specifications, Plans, and Proposal. Coordinate with the City and arrange for noncompliance work to be made whole by the Contractor or to find the non-compliance

work acceptable to the Consultant and, where necessary, to the City. Inform the City of non-compliance work and trends toward borderline compliance.

**B. Final Inspection:** Complete a final inspection of all work included in the Project, or such portions thereof eligible for acceptance, after notification by the Contractor that the work is completed or after the Consultant's records show the work is completed. The final inspection must include documented communication notifying the Contractor of particular defects to be remedied if work is not acceptable to the Consultant or the City.

**C. Final Acceptance:** Ascertain that every part of the Project has been completed in accordance with the plans and specifications, or such modifications thereof as may have been approved. Invite the City and other necessary personnel, as directed by current MDOT and City policies, to participate in the final acceptance review.

**D. Overdue Final:** The City and MDOT has 120 days from the actual project completion date to final the project and issue the final pay estimate. After this time period the project will be placed into overdue final status. The Consultant should close the project within this time period and issue the final estimate to avoid the project falling into overdue final status.

## TESTING AND REPORTING

**A. Material Quality Assurance Sampling and/or Testing and Density Control:** Conduct quality assurance sampling and/or testing of materials including but not limited to, hot mix asphalt, concrete, aggregates, and density testing and reporting in accordance with MDOT's Materials Source Guide, Materials Quality Assurance Procedures Manual, Density Testing and Inspection Manual, and any or all other applicable referenced or included Contract Documents. Determine the acceptability of materials based on their respective specification requirements. Immediately inform the City and Department Project Manager of non-compliance work and trends toward borderline compliance. Reject Contractor's work and materials not in compliance with the Contract Documents or as directed by the City per MDOT requirements. The Consultant will be held accountable for all quality assurance activities and will be reimbursed for these activities.

**B. Material Certification:** Ensure that accurate and acceptable test reports and/or material certifications from the Contractor have been received, prior to the incorporation of materials in the work and before payment is issued.

**C. Material Reports:** Submit all material test reports according to their respective distribution list within two days of the testing.

The selected Consultant will be contracted by the City to perform density testing services with portable nuclear density gauges regulated by the U.S. Nuclear Regulatory Commission (NRC). The Consultant is responsible of these services regardless of whether they subcontract the related services. They must:

1. Possess a valid Materials License issued by the NRC, or recognized Agreement State, that is issued to the consultant performing the work for ownership and use of sealed radioactive sources contained within the portable nuclear density gauges.
2. Provide the MDOT Radiation Safety Officer (RSO) and the City with a copy of the aforementioned license.
3. Comply with all rules and regulations set forth by Titles 10 CFR (Energy) and 49 CFR (Transportation).

Failure of any of the above will result in the Consultant being in noncompliance with the contract.

## MEASUREMENT, COMPUTATION AND DOCUMENTATION OF QUANTITIES

**A. Documentation:** Measure and compute quantities, provide appropriate documentation of all materials incorporated in the work and items of work completed and maintain an item record account using the most current MDOT construction administration software. Documentation is to be maintained in electronic format per the most current MDOT documentation guidance. This is applicable per any Contractor directed special provisions or guidance issued by the City to construction oversight staff.

**For Projects using FieldManager, the Consultant must obtain and be able to use the most current FieldManager suite of software. Contact Info Tech, Inc. at (352) 381-4400 or fax (888) 971-3916 or ([www.fieldmanager.com](http://www.fieldmanager.com)) to obtain software and information on training. As this software is used on all MDOT projects, the cost of this software cannot be charged as a direct expense for this project. Consultants must maintain the most current version of the software used by the State to administer construction contracts.**

**B. Insufficient Tested Materials:** Track insufficient material documentation and notify the Contractor on a bi-weekly basis. Copies of this documentation shall be provided to the City.

## REPORTING AND RECORD KEEPING

**A. Consultant Reports:** Prepare such periodic, intermediate and final reports and records as may be required by the City and as applicable to the Project, which may include, but are not limited to:

- a. Inspector's Daily Reports,
- b. Work Orders,
- c. Construction Item and Tested Material Records,
- d. Transfer of Tested Materials,
- e. Shipment of Tested Stock (Form 1922)
- f. Moisture and Density Determination Reports (Form 582B)
- g. Inspector's Report of Concrete Placed (Form 1174R or S)
- h. National Pollutant Discharge Elimination System (NPDES) and/or Soil Erosion and Sedimentation Control (SESC) Inspection Report (Form 1126) as required.
- i. Labor Compliance, such as the Weekly Employment and OJT Report (Form 1199),
- j. Final Acceptance/Certification Report (Form 1120)
- k. Weekly Statement of Work Days Charged
- l. Force Accounts
- m. Contract Modifications
- n. Extension of Time and Liquidated Damages
- o. Contractor Evaluation (Form 1182)
- p. Commercial Useful Function (Form 4109)
- q. Post Certification of Subcontract Compliance (Form 1386)
- r. Complete Post Construction Review
- s. Other records and/or reports as required for the individual Project by the City and MDOT and/or as required by Specifications, Plans, Proposal, the Construction Manual, and any and all other applicable references, guidelines, and/or procedures manuals.

**B. Reports-Contractor Generated:** Review, process, and/or approve Construction Contractor submittal of records and reports required by the City per MDOT standards as applicable to the Project which may include, but not limited to:

- a. Working and Shop Drawings,
- b. Weekly Employment Reports, Certified Payrolls
- c. Contractor's claims for additional compensation and extension(s) of time, and
- d. Other reports and records as required for the individual Project by the Project Manager.

**C. Project Files:** Maintain project files in accordance with the most current MDOT documentation guidance and the most current version of the Special Provision for Construction Document Management.

#### CLOSING ALL PROJECT DOCUMENTATION

**A. Final Measure and Summarize:** Final field measure applicable items of work. Prepare final summaries for applicable items of work.

**B. Project Review/Certification:** Participate in and resolve items determined to be insufficient during the City and MDOT review(s) of project records and/or during the Certification Process prior to submitting the Final Estimate. Within 45 calendar days of the actual project completion date, the project records must be ready for the Final Records Review.

**C. Final Documents:** Prepare and submit the Final Estimate, Final Quantity Sheets, and Final Marked As-Constructed Plans. The Final Estimate Package must be submitted to the City and MDOT within 30 days of the Final Records Review.

#### ADDITIONAL RESPONSIBILITIES:

**A.** The City will furnish to the Consultant all Project-specific construction contracts, proposals, plans, plan revisions, and other information and/or data as deemed necessary by the City per MDOT requirements for the Services required herein unless such information is available to be downloaded on the City web site. The Consultant is responsible for documentation to all MDOT related documentation and related applicable documents needed by the City or elsewhere to provide Services for this project.

**B.** The Consultant will coordinate with the City the use of off-site inspections and tests of bituminous mixtures designs or other materials customarily tested in State laboratories and utilizing the Materials Quality Assurance Manual as a source unless exceptions are provided in the Specifications, Plans, and Proposal. The Consultant is responsible for the sampling and transportation of all the materials to be tested per MDOT requirements and/or by State personnel.

**C.** The City will provide general monitoring and inspection oversight of the Project to determine that the work performed to date by the Consultant for Services rendered is



reasonable and appropriate before approving the Consultant's requests for progress payments. The Consultant shall assure that the Project has been completed in reasonable conformance with the plans and specifications and make the necessary documents available for Project acceptance.

**D.** The Consultant will coordinate with the City, arrange, and conduct the preconstruction meeting as well as prepare and distribute the meeting minutes unless otherwise directed.

## CONSULTANT PAYMENT

Compensation for this project will be per MDOT standard reimbursement guidelines and as coordinated with the City and MDOT.

The selected consultant will present the City with a proposal including project staff-hours and costs. If the proposal is reasonable based on the scope and expected cost of the project, a contract will be prepared and either executed, or submitted to the Michigan Department of Transportation (MDOT) for approval, then executed. If a proposal is deemed unreasonable by the City or MDOT, the City will attempt to negotiate a fair price with the preferred consultant. If a price cannot be agreed upon by the City and the preferred consultant, the City will request a proposal from one of the remaining consultants obtained through this solicitation.

The selected consultant will submit their proposal will be provided for Construction Engineering (CE) Services, as described

Contracts for work shall be by local agreement or MDOT standard language and will require a 3<sup>rd</sup> party agreement. Payment for services shall be by municipal check or via the MDOT reimbursement system.

***The City of Walled Lake is an Equal Opportunity Employer***