

**City of Lincoln Park
1355 Southfield
Lincoln Park, MI 48146**

INVITATION TO BID FOR ENGINEERING SERVICES

To whom it may concern:

The City of Lincoln Park is accepting sealed bids for Engineering Services. The City reserves the right to accept or reject any portion of bids. **The contract shall commence July 1, 2011 and continue for a term of three years.**

The purpose of this bid is to secure one or more firms to provide engineering services. The City reserves the right to reject any/or all bids and to accept/reject partial bids. The City reserves the right to split any/all bids. The bid award may not be based solely upon the lowest pricing, other factors such as references, equipment, qualifications, and the needs of the City may be considered.

Insurance Requirements

All successful bidders must provide the City of Lincoln Park with a certificate of insurance that meets all City of Lincoln Park requirements. Bidder must also provide all licenses as required by law.

Subcontracting

The Contractor shall not subcontract any or all portions of the work unless prior written approval is granted by the City. Any subcontractor, so approved, shall be bound by all the terms and conditions. If you plan to use a subcontractor, you must include that firms rates along with yours.

Bid Instructions

All pricing must include all costs (delivery, fuel charge, etc...)

(Number –12) of the bid form has been provided for any/all rate increases for services over the term of the contract. Increases may be displayed as a percentage of overall price or you may provide your own methodology.

The City of Lincoln Park is tax exempt.

All bids are to be submitted on the attached forms.

Conditions

Your submission should include the following information:

1. General outline of your organization.
 - a. Number and qualifications of your staff
 - b. Brief history of firm
 - c. Location of office(s)
 - d. List of references
2. An overview of services available and a description of your organization's expertise.
3. A list of municipalities for which you have provided on-going engineering services that have characteristics similar to the City of Lincoln Park and summary of five (5) relevant projects.
4. Name and qualifications of staff person(s) who will be assigned primary responsibility for the City of Lincoln Park and their expected role.
5. Structure of fees for professional services and related activities.

This work may include such items as:

1. Attendance at City Council meetings or other such meetings as requested. Engineering fees shall be based on Chapter 226 of the Codified Ordinance, of the City of Lincoln Park.

\$_____ per council meeting for city representative

\$_____ per hour per staff meeting for city representative

\$_____ per hour for meetings with county, state, or other governmental agency on city related business for city representative.

Comments:

2. Provide consulting services on various engineering issues on an as needed basis.

\$ _____ per hour of service for city representative

Comments:

3. Preparation of cost estimates for proposed projects.

\$ _____ per hour of service for city representative

Comments:

4. Preparation of plans and specifications for a variety of civil engineering projects which may include the performance of necessary field work including surveying, design, soil borings, and coordination. Engineering fees shall be based on Chapter 226 of the Codified Ordinance, of the City of Lincoln Park and will be paid on a percentage of the fixed sum of the construction costs using the ASCE manual.

Comments:

5. Review of plans by a registered professional engineer for general development of subdivision and industrial/commercial projects, including the review of water supply, storm drainage, sanitary sewer, site grading, and paving plans.

_____ % of construction costs

Comments:

6. Provide construction inspection on all public improvement and private development projects.

\$_____ per construction day (8 hours) for public improvement projects

\$_____ % of construction costs for private development projects

Comments:

7. Provide construction quality control testing services for public improvement and private development projects. These services shall consist of compaction tests on utility trenches, pavement base, and asphalt pavement and air, slump, cylinder, and unit weight tests for concrete pavement per applicable MDOT and ASTM Standards. Testing technicians must be certified by Troxler Laboratories, for compaction testing and the Michigan Concrete Paving Association for concrete testing.

_____ % of construction costs for public improvement projects

_____ % of construction costs for private development projects

Comments:

8. Provide construction management services for the contract administration of public improvement projects and construction management of public improvement and private development projects.

_____ % of construction costs for public improvement projects

_____ % of construction costs for private development projects

Comments:

9. Provide construction staking for various phases of public improvement projects.

_____ % of construction costs

Comments:

10. Cost associated with mileage, secretarial time, computer/plotter equipment, surveying equipment, and copying services for city related matters.

\$_____ per mile for mileage

\$_____ per hour for secretarial time

\$_____ per hour for computer/plotter equipment

\$_____ per hour for surveying equipment

\$_____ per hour for copying services

Comments:

11. Provide professional engineering services for the design and construction inspection quality control testing, staking, and management services for projects

that are being federally funded under the Community Development Block Grant Program.

\$ _____ per hour of service for city representative

\$ _____ per hour of service for professional surveyor

\$ _____ per hour of service for 2-person survey crew

\$ _____ per hour of service for 3-person survey crew

\$ _____ per hour for construction manager/engineer

\$ _____ per hour for construction inspector

\$ _____ per hour for quality control testing technician

\$ _____ per hour for design/project engineer

\$ _____ per hour for CAD Operator

\$ _____ per mile for mileage

\$ _____ per hour for secretarial time

\$ _____ per hour for computer/plotter equipment

\$ _____ per hour for surveying equipment

\$ _____ per hour for copying services

12. Rate Increases

2012 _____% 2013 _____% 2014 _____%

REVIEW PROCESS

If necessary, interviews may be held by the city and will be determined by a combination of the following:

1. Total services that can be provided to the City of Lincoln Park
2. Project experience in municipal engineering similar to the concerns of the City of Lincoln Park
3. Costs associated with engineering services

Bids may be reviewed and evaluated by a “weighted” or scoring system. This system may include, but not limited to, experience, competency, ability, location, etc...

Company Name

Authorized Representative
(Please type or print)

Address

Title

City, State, Zip

Authorizing Signature

Telephone Number

Send all bids to:
Donna Breeding, City Clerk
City of Lincoln Park
1355 Southfield Road
Lincoln Park, MI 48146

Deadline for receiving bids is 3:00 p.m. Friday May 13, 2011. No late bids will be accepted.

***All bids should be sealed and clearly marked "Engineering Services". Also include the company name on the outside of any submittals.**

Bids shall be publicly opened and read at:
7:30 p.m. (local time), Monday May 16, 2011
City of Lincoln Park
City Council Chambers
1355 Southfield Road
Lincoln Park, MI 48146