

CITY OF ROMULUS RFP 18/19-18
REQUEST FOR PROPOSALS FROM CONSULTING ENGINEERING FIRMS
FOR PROFESSIONAL SERVICES ASSOCIATED WITH THE AT GRADE
CROSSING BLOCKAGE RESOLUTION STRATEGY

The City of Romulus, Michigan is seeking proposals from qualified consulting engineering firms for the development of a strategy to resolve the at-grade blockage issues in City of Romulus and the Huron Township corporate limits. Any contract resulting from this request for proposals is subject to the financial assistance contract between the South East Michigan Council of Governments (SEMCOG) and the City of Romulus. Grant proceeds will be utilized to compensate the funding of this project.

- (1) Qualified individuals and firms wishing to submit a proposal must use the forms provided by the City. Proposal forms and specifications may be obtained from the MITN system at <http://www.mitn.info/>. Copies of documents obtained from any other source are not considered official copies. Proposals may be rejected unless made on the forms included with the bidding documents.
- (2) **Non-Discriminatory Practices** - This project is federally funded through the South East Michigan Council of Governments (SEMCOG). The City of Romulus per SEMCOG policies encourage participation by disadvantaged business enterprises (DBE), including women business enterprises (WBE), and minority business enterprises (MBE). Certification(s) of such status must be included with any proposal submitted. Pursuant to Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, the City shall insure that minority business enterprises will be afforded full opportunity to submit proposals in response to this request for proposals and will not discriminate against any company on the grounds of race, color, or national origin in consideration of this award of any contract entered into pursuant to this advertisement.
- (3) Any company and any subcontractor under the terms of the awarded contract covenants not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. When required by the funding body (indicated in proposal documents) the awarded company shall not only observe the provisions of the Davis-Bacon Act, but the letter and spirit of the just compensation standards for all wage earners. (City of Romulus Resolution #92-315)
- (4) Technical inquiries and questions regarding the procurement procedures must be emailed to Purchasing@romulusgov.com and received no later than Wednesday, January 9, 2019 by 12:00 P.M., local time
- (5) Clarifications, modifications, or amendments may be made to this solicitation at the discretion of the City. Any and all addenda issued by the City will be posted on the MITN system. All interested parties are instructed to view the MITN website regularly for any issued addenda. It is the responsibility of the company to obtain all issued addenda and acknowledge receipt of said addenda by including a printed copy of each addendum as part of the required documents for this solicitation and to list the addendum and sign and date the "Acknowledgment of Receipt Addenda Form: supplied in the RFP documents.
- (6) A total of four (4) copies (One marked "Original" and three additional marked "Copy") of the proposal must be submitted together in a sealed envelope or package and returned to the City Clerk's Office no later than 2:30 P.M., January 23, 2019. The original proposal may be clipped but should not be stapled or bound. Copies may be stapled and bound. The original and copies should be identical, excluding the obvious difference in labeling.
- (7) At approximately 2:45 p.m. local time, following the deadline for the submission of proposals, the receipt of all timely received proposals shall be publically acknowledged following a cursory review of the contents of each proposals for responsiveness.
- (8) Prior to the execution of the contract by the City the successful Contractor will be required to enter into a contract, and submit proof of all insurance required by the request for proposal documents and originals of all required endorsements acceptable to the City.
- (9) The successful Contractor will be required to enter into a contract, and provide all bonds and submit proof of all insurance required by the request for proposal documents and originals of all required endorsements acceptable to the City.
- (10) The City reserves the right to postpone the opening without notification and also reserves the right to reject any or all proposals and to waive any minor informality or irregularity in proposals received.
- (11) The City further reserves to right to negotiate the terms of and award only one phase, both phases or any portion of the requested services with the selected consultant. Ultimately, a contract may be awarded to the lowest most responsive and responsible company, as determined in the sole discretion of the City of Romulus or otherwise in a manner deemed by the City to be in its own best interest.
- (12) For additional information contact Lynn A, Conway, City of Romulus, Purchasing Director, by calling (734) 955-4568 or by emailing purchasing@romulusgov.com.