

REQUEST FOR INFORMATION
RFI 22/23-06 REQUEST FOR QUALIFICATIONS FROM CONSTRUCTION
ENGINEERING FIRMS - MDOT PROJECT

Deadline for Submission of Information - October 26, 2022

The City of Romulus, Michigan is seeking information from qualified firms, as defined herein, regarding their past performance and experience in providing Consulting Engineering and Testing services for the resurfacing of Huron River Drive Road from Eureka Road to Pennsylvania. The City will be following the MDOT (LAP) Vendor Selection Guidelines for Service Contracts most recent revisions. Proposals submitted and availability of staff and services described in the proposals shall not be withdrawn for one hundred twenty days (120), after the submittal deadline (please see schedule section).

The City of Romulus will be contracting the firms based on the results of the City's Quality Based Selection process. The fee consideration for the services shall not be part of the selection criteria set forth, and shall not exceed the MDOT threshold for construction services after a firm has been selected. Once a firm has accepted, a Tri-Party agreement based on the MDOT format shall be drafted and executed. Any programming and agreement documentation effort expended by the Consultant shall be considered incidental to acceptance of the project by the firm.

- (1) Qualified firms wishing to submit information must use the forms provided by the City. Official RFI forms may be obtained from the MITN Purchasing Group page of BidNet Direct (<http://www.mitn.info/>). Submittals may be rejected unless made on the forms included with the request for information. Copies of documents obtained from any other source are not considered official copies.
- (2) Engineers must be on MDOT's pre-qualification list for road construction engineering and have working experience with Field Manager software and the MERL Program.
- (3) 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 Purchasing Group page of BidNet Direct. All interested parties are instructed to view the MITN website regularly for any issued addenda. It is the responsibility of the developer/firm 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 RFI documents.
- (4) A total of three copies (one marked "Original" and two marked "Copy") of the submittal must be submitted together in one sealed package/envelope and returned to the City Clerk's Office no later than 2:00 PM October 26, 2022. Submittals should be addressed using the RFI package label provided in the RFI documents. Submittals should be addressed using the RFI package label provided in the solicitation documents or submitted electronically on the MITN Purchasing Group page of BidNet Direct.
- (5) At approximately 3:00 p.m., local time all timely received submittals will be publicly acknowledged as received.
- (6) The Company that is awarded the contract will be required to submit proof of all insurance required by the RFI documents and copies of all required endorsements.
- (7) Proposals submitted and availability of staff and services described in the proposals shall not be withdrawn for one hundred twenty days (120), after the submittal deadline (please see schedule section).
- (8) The City reserves the right to postpone the deadline for the submission of information without notification and also reserves the right to reject all submittals and to waive any minor informality or irregularity in submittals received and to award the contract in whole or in part.
- (9) The fee consideration for the services shall not be part of the selection criteria set forth, and shall not exceed the MDOT threshold for construction services after a firm has been selected. Once a firm has accepted, a Tri-Party agreement based on the MDOT format shall be drafted and executed.
- (10) The City reserves the right to cancel this solicitation, in whole or in part, as well as reject any or all submittals and to waive any minor informality or irregularity in submittals received if it is determined that the best interest of the City will be served by so doing.
- (11) Written questions regarding the substance of the RFI documents or scope of services must be submitted via e-mail, by 12:00 pm, October 14, 2022 to Gary Harris, City of Romulus, Purchasing Director Purchasing@romulusgov.com.
- (12) The City of Romulus strictly prohibits the reproduction or publishing of any published document or solicitation without the express written consent of the City of Romulus. Unauthorized posting of any notice of these documents or reference to said documents or solicitations is strictly prohibited.