

# **REQUEST FOR QUALIFICATIONS ENGINEERING SERVICES:**

MATERIAL TESTING

WATER DISTRIBUTION

ELECTRICAL DISTRIBUTION

SANITARY SEWER SYSTEMS

BOAT LAUNCH AND MARINA DESIGN

CANAL AND MARINA DREDGING

STORM RUNOFF AND EROSION CONTROL

ARCHITECTURAL SERVICES

LANDSCAPE ARCHITECT SERVICES

GENERAL ENGINEERING SERVICES



**Mecosta County Park Commission**

**22250 Northland Drive**

**Paris, Michigan 49338**

**231-832-3246**

**February 22<sup>nd</sup>, 2018**

## NOTICE TO INTERESTED ENGINEERING FIRMS

### PROPOSALS FOR ENGINEERING SERVICES

The Mecosta County Park Commission (referred to as MCPC) will accept sealed proposals for ENGINEERING SERVICES including MATERIAL TESTING, WATER DISTRIBUTION SYSTEMS, ELECTRICAL DISTRIBUTION SYSTEMS, SANITARY SEWER SYSTEMS, BOAT LAUNCH AND MARINA DESIGN, CANAL AND MARINA DREDGING, STORM WATER RUNOFF/ERROSION CONTROL, ARCHITECTURAL SERVICES, LANDSCAPE ARCHITECT SERVICES, & GENERAL ENGINEERING SERVICES: until **2:00 p.m. local time, Friday, March 22<sup>nd</sup>, 2019.**

Information packets may be obtained from the MCPC Administration Office or online at: [www.mecostacountyparks.com](http://www.mecostacountyparks.com)

**Hard Copy Proposal Submission:** All proposals shall be clearly marked "2019 PROPOSAL FOR ENGINEERING SERVICES" and submitted to the MCPC Administration Office, 22250 Northland Drive, Paris, Michigan 49338.

**E-mail Proposal Submission:** Consultants may submit an electronic response (preferably single file PDF format) by e-mail to: [admin@mecostacountyparks.com](mailto:admin@mecostacountyparks.com) with the Subject line of: "2019 Proposal For Engineering Services." The Park Commission can receive email attachments up to 20 MB. Proposal documents larger than 20 MB should be sent in multiple emails with the subject line of: "2019 Proposal For Engineering Services, 1 of 2," etcetera. The Proposal Rate Sheet must be sent in a separate email with the subject line: "2019 Engineering Rate Sheet."

The MCPC reserves the right to accept or reject all or any proposals or to waive informalities, and to award the proposal in any manner deemed to be in the best interest of the Commission.

**QUESTIONS:** Consultants may submit questions and requests for clarification regarding this RFQ until March 15<sup>th</sup> at 2:00 pm. Consultants are encouraged to initiate preparation of proposals immediately upon receipt of this RFQ so that all relevant questions and information needs can be identified and answered in a manner that provides adequate time to prepare a comprehensive and complete response.

Responses to all questions and inquiries received by the MCPC will be issued on March 18<sup>th</sup> at 5:00 pm in the form of an Addendum and posted on the MCPC website ([www.MecostaCountyParks.com](http://www.MecostaCountyParks.com).) It shall be the responsibility of the Consultant to ensure they have received all addenda before submitting a proposal.

All requests for additional information or questions should be directed to Jeff Abel, Parks Superintendent at (231) 832 3246 or [admin@mecostacountyparks.com](mailto:admin@mecostacountyparks.com).

The MCPC is soliciting qualifications from engineering firms to provide engineering services in the areas listed above. General description of work includes but is not limited to design and construction related engineering, preparation of bid documents, preparation of cost estimates for various projects, administration of construction and material testing, and systems master planning.

The awarded Consultant will become an integral team member for all aspects of project development, implementation and oversight. This Consultant shall provide professional services for MCPC projects ranging from small repairs and renovations to select capital building projects and will be expected to supervise and manage the progress of each project to satisfactory completion. The awarded Consultant shall participate in progress and planning meetings with MCPC representatives as requested.

## **SCOPE OF SERVICES**

The MCPC is requesting qualifications from interested parties in order to demonstrate their effectiveness in completing the following scope of services.

**Basic Services:** Consultant shall perform professional services including basic architecture, landscape architecture, and structural, mechanical, civil and electrical engineering service. Consultant shall represent that all tasks will be performed in accordance with generally acceptable professional standards and further represent that the advice and consultation provided shall be within its authority and capacity as a professional. Consultant will comply with the regulations, laws, ordinance and requirements of all levels of government applicable to any assigned project.

**Schematic Design and Design Development Phase:** Engineers & architects shall assist the MCPC in determining the scope of the project; perform necessary research and field survey work when requested; provide recommendations on solutions to solve a defined need; prepare preliminary design documents; prepare probable project cost estimates based on the preliminary design documents; and furnish all design documents and assist in obtaining approvals of all governmental agencies and authorities having jurisdiction over the scope of the project, as requested.

**Construction Document Phase:** Consultant shall prepare final project plans, specifications and contract documents including bid/proposal forms and, where applicable, local, state and federal compliance requirements; furnish all design documents and assist in obtaining approvals of all governmental agencies and authorities having jurisdiction over the scope of the project; and furnish a revised project cost estimate based on the final construction documents.

**Solicitations and Negotiation Phase:** Consultant shall coordinate all solicitation documents and processes within the MCPC purchasing policy, co-conduct with the MCPC a pre-bid/proposal meeting to encourage competent, responsive, competitive pricing and to clarify any questions that may arise about the project; coordinate with the MCPC the issuance of all addendums associated with the project to contractors; assist the MCPC in evaluating bids/proposals and the acceptability of the contractors; and consult with and advise the MCPC as to the acceptability of substitute materials and equipment proposed by the contractor.

**Construction Administration Phase:** Consultant shall review, approve and prepare all change orders associated with the project; make visits to the project site to observe the progress and quality of the executed work and to determine, in general, if the work is proceeding in accordance with the final plans specifications and contract documents; submit to the MCPC a written progress report of the work endeavoring to protect the MCPC against defects and deficiencies of the work by the contractor; disprove or reject work as failing to conform to the requirements of the final plans, specifications or contract documents; review and approve submittals of appropriate drawings, samples, test results, inspections and other data, which the contractor is required to submit; review and approval of contractor's progress billings, determine the acceptability of substitute materials or equipment proposed by the contractor; conduct a final inspection to determine if the project has been completed in accordance with the final plans, specifications and contract documents; provide "as-built" drawings to the MCPC at the completion of the project

**Construction As-Built Plan Review:** The Consultant shall perform a technical review of the as-built drawings prepared by others for completeness, accuracy and compliance with the standard of the MCPC. The Consultant shall report, in writing via checklist and marked drawings, to the MCPC of its findings of the condition of the as-built drawings, including a listing of all identified deficiencies and significant deviations from design/permit plans.

Services may include, but not be limited to:

- Prepare, review and revise project plans and specifications and construction administration.
- Prepare project cost estimates based on relative architectural, structural, mechanical and electrical systems, civil engineering, landscaping and other elements for budgeting purposes.
- Assist MCPC in developing a scope of work and construction documents for solicitation purposes.
- Provide evaluation and/or recommendation of building commissioning and recommissioning services.
- Assist MCPC in creating standards for building components.
- Assist MCPC with design work for in-house projects.
- Additional related services, as applicable.

Scope of work for assigned projects requiring architectural and engineering services shall include, but not be limited to the following:

- Collect and research information on each assigned project.
- Inspect the physical project site.
- Develop conceptual plans, design schemes, project budget and estimates, construction drawings and plan submission for approvals, processes and permits.
- Prepare specifications on assigned projects to be submitted to the MCPC for inspection and completeness of materials.
- Prepare specifications and drawing as required for solicitation purposes.
- Consult with designated MCPC personnel on projects and incorporate changes agreed upon into the specifications.
- Attend meetings and provide technical information as to the project to both the MCPC and possible project contractors/bidders.
- Design work in the areas of civil, structural, survey, soil testing, electrical, plumbing and mechanical work, as required.
- Evaluation on maintenance and smaller capital needs for equipment replacement, small renovations, repairs and special projects such as environment mediation.
- Evaluations, studies, advice and recommendations on an ongoing basis may be required.
- Attend pre-bid/proposal and pre-construction meetings.
- Provide supervision from contract solicitation through project completion.
- Check contractor references and provide award recommendations to the MCPC.
- Inspect each project bi-weekly or more frequently, as necessary, depending on the complexity and scope of the project.
- Provide feasibility studies and return on investment and/or payback analysis.

Work will not begin on any project without written authorization by the MCPC's representative. Project assignments will be on an as-needed basis. Not every project in the MCPC Masterplan will require the services of the awarded Consultant. The MCPC reserves the right to perform work in-house or to award projects on a separate, competitive or negotiated basis to the selected Consultant or to other firm(s), if in the best interest of the MCPC. For each project initiated, a scope of work and cost will be identified and negotiated by the MCPC and the awarded contractor. The agreed upon cost for each project and scope of work will include a detailed description of all professional charges, all additional services required and reimbursable expenses, including special permit fees, plan review fees, code review fees, engineering review fees and reproduction costs (blueprinting, photocopying, photographs, printing, binding, plans and specifications, other). The MCPC reserves the right to request a detailed breakdown of the negotiated lump sum.

## POTENTIAL PROJECTS ENVISIONED BY THE MCPC

Over the life of the contract, the MCPC may undertake one or more of the following projects. The projects are listed to demonstrate the range of expertise that the MCPC desires in the engineering firm that will be retained.

### Water Distribution:

- Design and construction of water distribution system to campsites additions
- Design, construction, or renovation of bathroom facilities within county parks

### Electrical Distribution:

- Design and facilitation of electrical system upgrades to campsites and park buildings.
- Plans as required to bring new electrical services into park grounds where necessary for expansion.

### Wastewater Distribution/Sanitary Sewer System:

- Design, permitting and construction of sanitary sewer systems for parks and campgrounds.
- Construction facilitation when tying additional facilities into existing sanitation systems.
- Engineering and permitting of septage receiving systems for campsite hook-up.
- Engineering plans and bid administration for replacement of any failing septic systems.
- Replace and/or repair lift stations

### Boat Launch & Marina Design

- Design, permitting and construction facilitation of boat launch ramps and launch docks.
- Design, permitting and construction facilitation of marina docking slips.
- Design, permitting and construction facilitation of river launch sites as water-trail trailheads.

### Canal & Marina Dredging

- Dredge plans and permitting for dredging of waterways as required for boating access sites.

### Storm Runoff & Erosion Control

- Design plans and permitting for erosion control where issues have become present.
- Design plans and permitting for storm water drainage in low water areas.

### Architecture

- Renovation of historic buildings for future commercialized use.
- Create change of use plans and submit appropriate permits for building renovations.
- Design and construction facilitation for group rental pavilions in parks.
- Creation of rental cabin design plans for use by construction contractors.
- Design and layout of new campsites including water and electrical connections.

### Landscape Architect Services

- Create long term landscape plans for tree plantings in parks/campgrounds.
- Incorporate natural plantings within erosion control plans.
- Ensure outdoor aesthetics blend with building designs and park improvements plans.
- Design of parking facilities for day use areas, trailheads and boat trailer parking areas.
- Repair plan for stone and concrete exterior ponds within Paris Park.
- ADA compliant sidewalk and facility access design plans.

## SELECTION OF CONSULTANT

Due to the complex demands associated with selecting a qualified Consultant for the MCPC, the following information is provided as a guide. Under no condition is the MCPC required to use the following information, in part or in full, as the sole basis for selecting a Consultant. Consultants are requested to submit information they feel is applicable and should be considered by the MCPC, whether specifically mentioned or implied.

*Professionalism* - As a representative of the MCPC, the Consultant will be required to maintain a positive image and to conduct their efforts in an ethical, moral and legal manner. Specific information regarding the main contact person, and the company as a whole, should be provided.

*Experience* - The MCPC will rely on the knowledge of the Consultant based on their ability to complete a wide range of projects and to make informed decisions. Experience should be shown with projects completed within the last two to five years for municipalities similar to Mecosta County Parks, whenever possible.

*Responsiveness* - The ability to complete projects in a timely manner and within the project budget is imperative.

*Cost of Professional Services* - Due to the wide range of classifications typically associated with the engineering field, a standard rate sheet has been included. All applicants will be required to have the enclosed form completed and submitted in a **sealed** envelope along with the remaining information. In addition to this form, provide a list of projects completed within the last two to five years that illustrate total Consulting related services/estimates compared to final construction cost.

*Project Team* - One method of providing quality Consulting services includes having a team assigned to complete tasks for the MCPC. Consultant will include a detailed list of people that will be routinely involved with various projects, and the qualifications of each member. A primary contact person should be specifically named as well as a principal in charge.

*References* - A list of projects completed for various governmental agencies should be included along with contact names and phone numbers. A brief description of the project should be included. Projects should mirror the areas listed in the Notice to Interested Engineering Firms.

*Accessibility* – The ability to show a routine presence in the Mecosta County area is important. A list of clients, or projects located close to the county should be provided as well as a brief description of actual projects completed or currently progressing. Please include county parks experience, including political and financial involvement, and note where realistic, how practical solutions were employed to solve problems.

*Questions* - If you have any questions about this RFQ, please contact Jeff Abel at 231-832-3246.

Evaluation of the qualifications of the Consulting firms will be conducted by some or all of the following individuals or such other individuals as the MCPC may deem appropriate:

- Mecosta County Park Commission (as a whole or committee)
- Parks Superintendent
- Parks Operations Manager
- Parks Maintenance and Administrative Staff
- Mecosta County Board of Commissioners (as a whole or committee)
- Mecosta County Administrator

The MCPC intends to select no more than four firms for an interview by committee. Each committee member will complete a rating sheet for each firm based on the interview. Following the interview rating process, the Committee will open and evaluate the sealed rate sheet and compare pricing to each firm's interview rating. Notification will be provided to the first-choice firm of the committee's recommendation. Award of the contract will be made by the full Park Commission.

## **SUBMISSION OF QUALIFICATIONS**

**Submission Deadline is: March 22<sup>nd</sup> at 2:00 pm**

**Hard Copy Proposal Submission:** All proposals shall be clearly marked "2019 PROPOSAL FOR ENGINEERING SERVICES" and submitted to the MCPC Administration Office, 22250 Northland Drive, Paris, Michigan 49338.

**E-mail Proposal Submission:** Consultant may submit an electronic response (preferably single file PDF format) by e-mail to: admin@mecostacountyparks.com with the Subject line of: "2019 Proposal For Engineering Services." The Park Commission can receive email attachments up to 20 MB. Proposal documents larger than 20 MB should be sent in multiple emails with the subject line of: "2019 Proposal For Engineering Services, 1 of 2," etcetera. The Proposal Rate Sheet must be sent in a separate email with the subject line: "2019 Engineering Rate Sheet."

The MCPC reserves the right to accept or reject all or any proposals or to waive informalities, and to award the proposal in any manner deemed to be in the best interest of the MCPC.

## **ESTIMATED SEQUENCE OF EVENTS**

The following information has been provided as a guideline. The MCPC reserves the right to alter the sequence, or duration of any or all of the following events based on information submitted by consultants.

Packages sent to consultants	02/22/19
Packages submitted to MCPC by consultants	03/22/19
Evaluation by Committee and notification to selected firms	03/27/19
Interviews	04/09/19
Approval by MCPC	04/16/19
Notification of selected consultant (not later than)	04/18/19
Contract signed (not later than)	04/24/19
Commence Engineering Services	05/01/19

## **RATE SHEET**

Consultants are requested to provide standard rates for each classification associated with the project team. The MCPC expect to be billed on an hourly basis for actual hours spent. Rates should include, but are not limited to, travel time, outside consultant fees (material testing labs, soil borings, etc.), business overhead, all machinery such as survey equipment, computers, and general office supplies. In other words, all expenses incurred by the consultant to complete projects should be included in the fixed rate on the attached schedule. Consultants are required to include one fixed amount for each category; ranges for each classification are not acceptable. *As noted earlier, rates are to be submitted in a separate, sealed envelope.*

## **ENGINEERING CONTRACT**

Consultants are advised that the MCPC expect to receive a proposal from the consultant for each project anticipated by the parks. The proposal shall define the scope of the project and provide a work plan for the project. The work plan shall identify the work required, staff involved in accomplishing the work, and an estimate of cost, including all supporting services, for the project. Proposals will then be reviewed by commission staff/committee and approved by the MCPC before the consultant begins the project. Consultants are advised, however, that the MCPC reserves the right during the course of the engineering contract to seek proposals from other firms for a project being considered by the MCPC.

## **GENERAL**

Consultants are forewarned that the individuals listed as the project team should have their respective rates included. The MCPC reserves the right to call on any of the team members at any time during the length of contract and will be billed according to the rates provided. No additional classifications will be justified during the term of contract unless agreed upon by parks commission personnel. The MCPC shall be notified of employee promotions that will change their billing classifications. Please provide resumes for individuals of each classification.

## **CONSULTANT REQUIREMENTS**

The awarded consultant will be responsible for the professional quality and technical accuracy of its advice and other services. The consultant will perform services with the degree of skill that is normally exercised by recognized professionals as the standard of care with respect to the services provided. The awarded consultant will be expected to supervise and manage the progress of all assigned projects to satisfactory completion. All data collected or developed for any projects resulting from this agreement will be considered the property of MCPC. This data will be delivered to MCPC both in its native format and in any format into which it has been transformed prior to final invoice.

## **SUBCONTRACTORS**

Since the contract is made pursuant to the proposal submitted by the consultant and in reliance upon the consultant's qualification and responsibility, the consultant shall not sublet or assign the contract, nor shall any subcontractor commence performance of any part of the work included in the contract without the previous written consent by an authorized MCPC representative. In making application for subletting any portion of the work, which each subcontractor is to do and/or the material which he is to furnish, information may be required by the MCPC to ascertain whether such subcontractor is responsible, reliable and able to perform the work or furnish the material as called for in the contract. Subletting, if permitted, shall not relieve the consultant of any of his obligations under the contract.



## **TERMS AND CONDITIONS**

All proposals are intended for the sole proprietary use of MCPC. MCPC reserves the right to accept or reject any or all submitted proposals for any reason or no reason. The MCPC may make a determination that the rejection of all proposals is in its best interest.

MCPC will not be responsible for any expense related to your response. All responses in entirety, produced by the consultant, that are submitted to the MCPC shall become the property of the MCPC and may be considered public information under applicable law. Michigan FOIA requires the disclosure, upon request, of all public records; therefore, confidentiality of information submitted in response to this RFQ is not assured. All applicants, by the submission of their proposal, agree not to seek any claim, compensation, damages, or any other consideration whatsoever.

By submission of a response, the consultant agrees to all stated terms and conditions of the request for qualifications.

## **VENUE**

This RFQ and resulting Agreement shall be deemed to have been made and performed in the County of Mecosta, Michigan. For the purposes of venue, all suits or causes of action arising out of this RFQ and resulting Agreement shall be brought in the general courts of justice in the County of Mecosta, Michigan.

## **AGREEMENT**

The MCPC intends to award a contract for three (3) years with an option to renew for up to two (2) additional 12-month terms. Original contract commencing May 1st, 2019 through April 30th, 2023. After a consultant is selected, a formal written agreement, with specifications, will be entered into between the parties. The proposal, or any part thereof, submitted by the successful vendor may be attached to and become a part of the agreement. The agreement will not be binding or in force until signed by both parties.

CONSULTANT/ENGINEERING RATE SHEET FOR PROJECT TEAM MEMBERS

Principal Engineer	\$	/hour
Project Manager (Michigan P.E. required)	\$	/hour
Project Engineer	\$	/hour
Hydraulics Engineer	\$	/hour
Licensed Surveyor	\$	/hour
Survey Technician	\$	/hour
2 - person survey crew	\$	/hour
3 - person survey crew	\$	/hour
Drafting	\$	/hour
Construction Manager	\$	/hour
Testing Technician	\$	/hour
Clerk Typist	\$	/hour
Other Categories:		
Storm Water Review	\$	/per review
Grant Writing	\$	/hour
Permit Application Work	\$	/hour
Other: _____	\$	/hour

Please provide an attachment detailing rates indicated in the "other categories" including a general job description for each listing.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Phone \_\_\_\_\_ Company \_\_\_\_\_

Fax \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Consultant hereby agrees to abide by the following requirements for affirmative action with respect to the work to be performed under this Contract.

1. Consultant shall not discriminate against any employee or applicant for employment because of race, religion, creed, color, national origin or sex and will take affirmative action to prevent such discrimination. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.
2. In soliciting or advertising for employees placed by or on behalf of the Consultant, Consultant shall state that all qualified applicants will receive consideration for employment without regard to race, creed, color, national origin or sex. For this purpose, it shall suffice to place the words "An Equal Opportunity Employer" in a predominant place at the office of said Consultant.
3. Consultant shall send notice of the MCPC policy regarding affirmative action to each labor union or representative of workers with which Consultant has any agreement, contract or other understanding.
4. Consultant shall furnish information and reports as requested by the MCPC in accordance with this policy. Consultant shall provide access to his or her employment books, records and accounts to any duly authorized representative of the MCPC in order to allow such representative to ascertain whether or not this policy is being complied with by the Consultant.

The undersigned has examined the requirements herein and is prepared to perform all work in strict accordance with the stipulations contained in the EQUAL EMPLOYMENT OPPORTUNITY STATEMENT.

NAME OF COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

NAME, ADDRESS, LEGAL STATUS  
AND  
SIGNATURE OF ENGINEERING FIRM

This Proposal is submitted in the name of: \_\_\_\_\_

The undersigned hereby designates below his business to which all notices, directions or other communications may be served or mailed:

Street \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_

The undersigned hereby declares that he has the legal status checked below:

- INDIVIDUAL
- INDIVIDUAL DOING BUSINESS UNDER AN ASSUMED NAME
- PARTNERSHIP registered in \_\_\_\_\_ County, Michigan
  - Limited Liability Company (LLC) under the name of \_\_\_\_\_  
\_\_\_\_\_ organized under the laws of the  
State of \_\_\_\_\_
  - CORPORATION INCORPORATED UNDER THE LAWS OF THE STATE  
of \_\_\_\_\_

The Corporation or Limited Liability Company is:

- LICENSED TO DO BUSINESS IN MICHIGAN
- NOT NOW LICENSED TO DO BUSINESS IN MICHIGAN

The name, titles and home addresses of all persons who are Owners, Officers, Partners or members in the organization are as follows:

NAME AND TITLE	HOME ADDRESS
_____	_____
_____	_____
_____	_____

SIGNED AND SEALED This \_\_\_\_\_ day of \_\_\_\_\_

BY \_\_\_\_\_ (Signature) PRINTED NAME OF SIGNER

\_\_\_\_\_  
TITLE TELEPHONE NUMBER

## CERTIFICATION FOR INDEMNITY AND INSURANCE REQUIREMENTS

Potential contractors must understand and agree that financial responsibility for claims or damages to any person or to companies and agents shall rest with the consultant. The consultant must affect and maintain any and all insurance coverage, including, but not limited to, Worker's Compensation, Employer's Liability and General, Contractual and Professional Liability, to support such financial obligations. The indemnification obligation, however, shall not be reduced in any way by existence or non-existence, limitation, amount or type of damages, compensation or benefits payable under Worker's Compensation laws or other insurance.

Compliance with Government Requirements – the consultant shall evidence satisfactory compliance for Unemployment Compensation and Social Security reporting as required by federal and state laws.

Evidence of Insurance – Evidence of Worker's Compensation and Employers' Liability, Commercial General Liability and Automobile (if applicable) and Professional Liability Insurances shall be provided to the MCPC by a certificate naming the MCPC as an additional insured on general coverage and automobile liability and providing a waiver of subrogation on Worker's Compensation in favor of the MCPC and certificate holder on all policies affording a thirty (30) day written notice of cancellation, non-renewal, or known material change for the duration of the contract.

The successful consultant shall purchase and maintain policies of insurance and proof of financial responsibility to cover costs as may arrive from claims of tort, statutes, and benefits under Worker's Compensation laws, as respects damages to persons or property and third parties in such coverages and amounts as required and approved by the MCPC. Acceptable proof of such coverages shall be furnished to the MCPC prior to service under the contract.

The consultant is indemnifying and holding harmless the County of Mecosta, MCPC, its employees, agents and volunteers against and from all claims, judgments, losses, damages, payments, costs and expenses of every nature and description including attorney's fees arising out of or resulting from the consultant's performance or nonperformance of the work described.

Types of Coverage and Limits of Liability - The consultant shall provide evidence of the following coverages and minimum amounts prior to the implementation of services. Consultant must maintain the following insurance during the term of the contract:

### Worker's Compensation and Employers' Liability

Workers' Compensation Limits	Michigan Statutory
Employers' Liability Limits	\$500,000 Each Accident
	\$500,000 Each Employee
	\$500,000 Policy Limit

Commercial General Liability- There shall be no Products/Completed Operations or Contractual Liability exclusion. The General Aggregate limit shall apply separately per location or project.

Each Occurrence	\$2,000,000
Personal & Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000

### Automobile (if applicable)

Residual Liability Limit	\$1,000,000 Each Accident
Personal Injury Protection	Michigan Statutory
Property Protection Insurance	Michigan Statutory

Coverage shall apply to any auto, including owned, non-owned, and hired. There shall be no Contractual Liability exclusion.

### Professional Liability

Limit of Liability	\$1,000,000 Aggregate Limit
--------------------	-----------------------------

A certificate of insurance detailing your coverage which meets the above requirements may be requested as a part of this RFQ. The certificate must indicate that insurers will provide us written notice thirty (30) days prior to terminating any policy.

Additional Insured Endorsement to the Commercial General Liability policy must accompany the certificate, OR the Certificate must state that the General Liability policy includes a blanket additional insured provision on the primary basis for any entity required by contract or agreement to be an additional insured.

A certificate of insurance shall be submitted for review to the MCPC for each successive period of coverage for the duration of this agreement.

The undersigned certifies and represents an understanding of the MCPC's Insurance and Indemnification requirements. The undersigned acknowledges that the MCPC is, in part, relying on the information contained in this proposal in order to evaluate and compare the response to the RFQ.

---

Authorized Representatives Signature Date

---

Authorized Representative's Printed Name and Title

---

Company Name (and Legal Name) for Business

REQUEST FOR QUALIFICATIONS FOR “ENGINEERING SERVICES” was sent to the following firms:

Capital Consultants, Inc  
725 Prudden Street  
Lansing, MI 48906

Fishbeck, Thomas, Carr & Huber  
1515 Arboretum Drive, SE  
Grand Rapids, MI 49546

Fleis & VandenBrink Engineering, Inc  
2960 Lucerne Dr SE  
Grand Rapids, MI 49546

Mid-Michigan Engineering  
302 S. Warren  
Big Rapids, MI 49307

OMM Engineering  
1680 East Paris Ave, SE Suite 1  
Grand Rapids, MI 49546

Progressive AE  
1811 4 Mile Road NE  
Grand Rapids, MI. 49525-2442

Rowe Professional Service Company  
127 S Main St  
Mt Pleasant, MI 48858

Spicer Group  
230 S Washington Ave  
Saginaw, MI 48607-1286

Lapham Associates  
116 South Third Street  
West Branch, MI 48661

PEA  
7927 Nemco Way, Suite 115  
Brighton, MI 48116

Beckett & Raeder  
535 W. William Street, Suite 101  
Ann Arbor, MI 48103

Hubbell Roth & Clark Inc.  
555 Hulet Drive  
Bloomfield Hills, MI 48302

The DK Design Group  
1104 S. Mitchell St.  
Cadillac, MI 49601

Prein & Newhof  
3355 Evergreen Drive NE  
Grand Rapids, MI 49525

Stantec  
2321 Club Meridian Drive, Suite E  
Okemos, MI 48864-4588

MCSA Group, Inc.  
529 Greenwood Avenue S.E.  
East Grand Rapids, MI 49506

Wade Trim  
2851 Charlevoix Drive SE, Suite 108  
Grand Rapids, MI 49546

Holland Engineering  
220 Hoover Boulevard  
Holland, MI 49423

Mannick Smith Group  
1345 Monroe Ave NW, Suite 334  
Grand Rapids, Michigan 49505