

QUANTITY	DESCRIPTION	PER M PRICE	TOTAL
	<p>PURSUANT TO MICHIGAN PUBLIC ACT 517 OF 2012, AN IRAN-LINKED BUSINESS IS NOT ELIGIBLE TO SUBMIT A BID FOR THIS RFP. FURTHER, EACH BID SUBMISSION <u>MUST</u> INCLUDE WRITTEN CERTIFICATION BY THE BIDDER THAT THE BIDDER IS NOT AN IRAN LINKED BUSINESS (SEE ATTACHED FORM). A BID SUBMISSION WITHOUT THE REQUIRED WRITTEN CERTIFICATION MAY BE REJECTED AS INCOMPLETE AND VIOLATIVE OF LAW. A SUSTAINED DETERMINATION BY THE COUNTY THAT A BIDDER HAS SUBMITTED A FALSE CERTIFICATION OF BEING AN IRAN LINKED BUSINESS MAY RESULT IN THE CANCELLATION OF AN EXISTING CONTRACT, A CANCELLATION OF INTENT TO ENTER INTO A NEW CONTRACT, AND/OR REPORTING OF THE BIDDER TO THE STATE ATTORNEY GENERAL, AND POSSIBLE FINES AND COSTS, AND BAR FROM FURTHER BIDDING ON COUNTY RFP'S FOR AN ADDITIONAL 3 YEARS, AS PROVIDED UNDER P.A. 517 OF 2012.</p> <p>MEMBER OF HPS (HOSPITAL PURCHASING SERVICES), STATE OF MICHIGAN MIDEAL PURCHASING PROGRAM, AND NATIONAL JOINT POWERS ALLIANCE</p> <p>ANY QUESTIONS REGARDING BID SPECIFICATIONS, PLEASE CONTACT Kevin Stack at 269-925-1196 ext 4421 or kstack@bcroad.org</p> <p>ALL OTHER QUESTIONS REGARDING THE BID PROCESS, PLEASE CONTACT THE PURCHASING DEPT. AT 269-983-7111 EXT. 8295</p>		

Jake Litaker

JAKE LITAKER
 jlitaker@berriencounty.org
 FINANCIAL ACCOUNTANT/ANALYST
 PHONE: 269-983-7111 EXT. 8295
 FAX 269-982-8668

BIDDERS NAME: _____

BIDDERS PHONE NUMBER: _____

BID DATE: _____



BERRIEN COUNTY

ROAD DEPARTMENT

SCOPE OF SERVICES FOR CULVERT INVENTORY AND INSPECTION

**Purchasing Department County of Berrien, Michigan
Administration Center
701 Main Street Saint
Joseph, MI 49085
1-269-983-7111
www.berriencounty.org**

The Berrien County Road Department (BCRD) is seeking a proposal from qualified consulting engineering firms (CONSULTANT) to perform Non-NBI Culvert Inventory and Inspection. This project will be under the direction of the BCRD Culvert Management Owner's Representative (CMOR), Mr. David Juntunen, Mott MacDonald, phone: (517) 512-3120, email: david.juntunen@mottmac.com .

I. LOCATION

The culverts for this project are in various locations within Berrien County, Michigan. Culverts included in the inventory and inspection are those crossing under BCRD owned and maintained roadways. A map of these culverts (approximately 900 structures) can be viewed at the BCRD GIS Map located at the following link:

<https://bcrd.maps.arcgis.com/apps/View/index.html?appid=13003e97299d43358717fa8752640e46>

Note: To view culverts turn on the "BCRD Culverts" layer.

The BCRD GIS Map is only to be used as a starting point, as the culvert locations and descriptions shown on the GIS map may not be accurately located or recorded.

II. PURPOSE

Culverts under BCRD jurisdiction will be inventoried and an initial condition inspection done in accordance to the Michigan Non-NBI Culvert Structure Inspection Guide, September 2021 (Culvert Inspection Guide), the American Association of State Highway Transportation Officials (AASHTO) Culvert and Storm Drain System Inspection Guide, and Berrien County Road Department direction. There are several steps in the process of this work and there may be a need for follow-up action.

The deliverable for this authorization will be a populated ArcGIS Culvert Inventory and Inspection tables on BCRD's ArcGIS system. BCRD will provide an ArcGIS Survey123 form for field use to collect the culvert inventory and condition data. The form will be demonstrated at a mandatory pre-bid virtual meeting described in Section VIII.

III. DURATION & SCHEDULE

The CONSULTANT is required to develop a project schedule for the inventory and inspection of culverts shown on BCRD GIS Map within the overall time constraints of the project. Any changes to the schedule must be submitted to the CMOR for approval prior to the change. Failure to progress in alignment with the schedule will be considered as failing to meet the terms of this authorization and may result in the cancellation of the contract.

The CONSULTANT must be prepared to begin the field inspection work within one week after receiving the notice to proceed or an executed contract.

All culvert inspections will be completed within 12 months from notice to proceed.

IV. STAFF QUALIFICATION REQUIREMENTS

The Consultant project manager will have experience in bridge or culvert inspection and will direct the Consultant inspectors. Each culvert on the BCRD GIS Map must be inspected by a CONSULTANT inspector familiar with the Michigan Non-NBI Culvert Structure Inspection Guide, September 2021 and received the one-day BCRD training in use of the BCRD ArcGIS Survey123 Culvert Inspection form. The training will be provided virtually at the kick-off meeting for the project. The CONSULTANT may utilize additional personnel, but the Berrien County Road Department will not pay for the additional staff. The CONSULTANT is required to have as many inspectors as necessary to complete the inspections by the required dates.

V. GENERAL DESCRIPTION OF THE WORK

The Consultant is responsible for managing and developing the culvert inventory and inspection process, but the general process is divided into the following phases:

1. Identify location of culverts. This can be done by reviewing the BCRD GIS Map, review of Google Maps or other mapping websites, or driving routes to confirm location of culverts and/or identify new locations.
2. Inventory and inspect culverts and complete the ArcGIS Survey123 form provided by BCRD.
3. If a high priority repair or safety issue is observed, communicate finding to Berrien County Road Department.

Each of these phases must be completed for successful completion of the project.

VI. CULVERT INSPECTION EQUIPMENT

The Consultant is responsible for providing all equipment needed to inspect and record the culvert inventory and condition information as described in Section 1.4 of the Culvert Inspection Guide. This includes Personal Protective Equipment (PPE) and smart phones or field tablets used to run Survey123 with the BCRD culvert inventory and inspection form.

VII. CULVERT INSPECTION PROCEDURES

The Consultant is responsible developing and following all culvert inspection procedures including safety procedures. Section 1.5 of the Culvert Inspection Guide provides safety

resources. The Consultant is responsible for doing this work in a safe manner for their inspectors and the public.

The CONSULTANT inspector will observe all the culvert component and vicinity categories provided in Survey123 form. There must be sufficient comments for each category in the form to outline its condition and to justify the rating given. Photographs should be made of the transverse view of the roadway, elevation of the structure at the inlet and outlet, and any component categories that experienced a rating change from the previous inspection or that are in poor or worse condition.

In the event that the culvert condition rating tables are unable to facilitate an adequate assessment of component distress criteria, the culvert condition rating for a component or characteristic may be based on Table 3-1's "Action Indicated" of the Culvert Inspection Guide and an inspector's judgement.

If there is an area of concern that requires traffic control or special inspection / testing, the CONSULTANT must notify the Berrien County Road Department PM.

The inspector will recommend the interval until next inspection using Section 1.3 and Table 1-1 of the Culvert Inspection Guide. A field in the Survey123 form is provided for this purpose.

VIII. BCRD ACRGIS SURVEY123 FORM AND PRE-BID MEETING

The consultant will use an ArcGIS Survey123 form developed by BCRD and made available to the Consultant. The form will be demonstrated at a mandatory pre-bid virtual meeting held on **February 13th at 1 p.m. via zoom.** To sign up for the pre-bid meeting, contact Adri Boone at 269-925-119, ex 4410 or at aboone@bcroad.org.

IX. CONTRACT ADMINISTRATION

A. Project Quality Control

The CONSULTANT will submit a project quality control plan with their proposal that will accomplish at a minimum the following:

1. Confirm that culvert inspectors are familiar with the culvert inspection procedures contained in the Culvert Inspection Guide and resources listed within the guide.
2. Confirm that the inspection process and procedures meet the requirements of this project.
3. Review 5% of the completed work to ensure that all forms are complete, accurate, and consistent.

B. Responsibilities of Berrien County Road Department

The following activities and information will be provided by the Berrien County Road Department PM, where applicable, to the CONSULTANT.

- Provide usernames and passwords for access to Berrien County’s ArcGIS online system
- Provide the BCRD culvert inventory and inspection form
- Provide access to the BCRD GIS MAP with a culvert layer for initial identification of culverts to be inventoried and inspected.

The Consultant will be responsible for performing QC evaluations on five percent of the culverts inspected. These evaluations are to be forwarded to the Berrien County Road Department upon completion.

Provide access for the CONSULTANT to any pertinent information in the Berrien County Road Department culvert files and database that may be necessary to complete the inspection. See Section VII-D, **Release of Information**, for restrictions on dissemination of the material.

X. PROPOSAL AND AUTHORIZATION GUIDELINES

A. Contract Terms

Lump Sum Authorization

This will be a “LUMP SUM” type of contract based on each structure shown on the “Work Package List” below, with payment upon the completion of all services required on each culvert. The Lump Sum price will include all of the engineering costs and expenses to inventory and inspect a given culvert and populate the ArcGIS Survey123 form. No added cost will be paid for overtime, weekend, or holiday work.

It is recognized that the inspection process may uncover the need for additional investigation requiring special non-destructive testing and traffic control. The CONSULTANT will submit a recommendation with justification and documentation of the need for this work, and an estimated cost for the additional work. If approved by the Berrien County Road Department Project Manager, a separate contract for this work will be issued. The CONSULTANT will be required to perform this work expeditiously. Failure to respond in the necessary time frame will cause Berrien County Road Department to get the work done by other means and could result in cancellation of the remaining work of this contract. The Berrien County Road Department reserves the right to seek a new RFP for this work.

B. Proposal Requirements

The following information is required of the CONSULTANT in response to this Scope of Services. Failure to provide all of the information will be cause to consider the proposal non-responsive and reject the proposal.

1. Proposal Letter and Fee Estimate

The CONSULTANT must submit a letter agreeing to the stipulations in this Scope of Services. The letter must be signed by officer of the company as stated in the “Guidelines”

2. Resumes

Resumes of the CONSULTANT’s staff who will be assigned to the project must be appended to the Proposal Letter. These resumes must document the requirements stated in Section IV, STAFF QUALIFICATION REQUIREMENTS.

Previous project information should not be included.

3. Equipment

Appended to the Proposal Letter must be a description or fact sheet of the equipment that will be used during the inspection.

4. Schedule

The CONSULTANT must develop a schedule for the inspections as stated in Section III-A, “Schedule of dates and milestones” and append this to the Proposal Letter.

C. Billing Submittals

The CONSULTANT must submit all invoices to the Berrien County Road Department for approval. Payment will be monthly based on the work complete to that date.

All invoices will be numbered sequentially and will indicate the invoice period. They must also indicate the Work Package number and the Berrien County Road Department work order number. All invoices are to include the specific culverts completed and a listing of hours and rates for additional services. Invoices must separate Primary Road Culverts and Local Road Culverts for the Berrien County Road Department to clearly see the invoice amount for all Primary and Local culverts.

All invoices will be sent to: Kevin Stack
Berrien County Road Department
2860 E Napier Avenue
Benton Harbor, MI 49022

Questions pertaining to billing and payment may be directed to Berrien County Road Department.

XII. GENERAL

A. Personal Safety Equipment

The CONSULTANT will be required to provide all personal safety equipment for those people working in the field. Some of the required items are hardhats, safety shoes, safety vests, gloves, safety harnesses, eye protection, etc.

Any person found to not have the required safety equipment will be asked to leave the Berrien County Road Department right of way. If there are repeated cases of this, the authorization with the CONSULTANT will be terminated.

B. Inspection Equipment

The CONSULTANT must provide the following equipment as suitable for the inspection of the culvert. The use of this equipment during the inspection is considered part of the Lump Sum price.

1. Inspection Vehicle

The CONSULTANT will provide a vehicle with high visibility marking and or lighting for use during inspection. This vehicle will provide transportation for the inspection staff and the necessary equipment.

2. Smart phone or Tablet PC with GPS locator capability and camera

The CONSULTANT is required to have a smart phone or tablet PC with cellular internet service, Global Positioning Satellite (GPS) locator, camera, and software needed to run ArcGIS Survey123.

3. Non-Destructive Testing (NDT)

The inspection process does not require a lot of testing but spot checking by sounding concrete for delamination's, checking for suspected cracks in steel, and measuring for section loss in areas of heavy corrosion is required.

The following equipment is necessary to perform these tests:

- Calipers and thickness gauges
- Chain drag or sounding rod or hammer

5. Cell Phone

While in the field, the QTL must have a cellular telephone. The phone numbers must be provided to the Berrien County Road Department CMOR.

6. Hand Tools

The CONSULTANT must provide the hand tools necessary to complete the inspection. Some of these are waders, hammers, lighting, marking paint, measuring tapes, etc.

C. Traffic Control

Traffic control for closing a lane is not required for this project. The inspection is expected to be done from the shoulders or the median. Some safety equipment for working on the shoulder is necessary such as traffic cones, flashers on the vehicles, flexible roll-up sign for “Men Working Ahead”, etc. If the shoulders are too narrow to do the inspection safely, the CONSULTANT is to recommend a supplemental in-depth inspection.

D. Release of Information

The CONSULTANT may not release any information about the culvert or the inspection to anyone outside of Berrien County Road Department or the CMOR.

The CONSULTANT is not allowed to make copies of the information in the culvert files unless given written approval from the Berrien County Road Department.

E. References

The CONSULTANT is to have the following reference material and be familiar with the content.

1. Michigan Non-NBI Culvert structure Inspection Guide, September 2021.
2. American Association of State Highway Transportation Officials (AASHTO) Culvert and Storm Drain System Inspection Guide, 1st Edition, 2020.

F. Terms and definitions

The following terms and definitions apply to this Scope of Services

1. Culvert Owner (Owner)
The person within BCRD responsible for their culvert structures
2. Berrien County Road Department (BCRD)
The local government agency issuing the contract.
3. Berrien County Road Department PM (Project Manager)
The person administering the contract for the local government agency.

4. CONSULTANT PM (Project Manager)
The person responsible for administration of the contract for the consulting firm.
5. Culvert Inspector
Person responsible for doing the culvert inspection.
6. Culvert Inspection Guide
Michigan Non-NBI Culvert Structure Inspection Guide, September 2021
7. Culvert Inspection
Periodic inspection of culvert structures
8. NBI
National Bridge Inventory

APPENDICES

TITLE VI

The Berrien County Road Department, in accordance with Title VI of 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 Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of gender, disability, race, color, or national origin in consideration for an award.

TITLE VI CONTRACT REQUIREMENTS:

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation, Title 49, code of Federal Regulations, Part 21 as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulation, including employment practices when the contractor covers a program set forth in Appendix B of the Regulations.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the **BERRIEN COUNTY ROAD DEPARTMENT** to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the State highway department, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Non-compliance:** In the event of the contractor's non-compliance with the nondiscrimination provisions of this contract, the **BERRIEN COUNTY ROAD DEPARTMENT** shall

TITLE VI CONTINUED

6. impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - (a) Withholding of payments to the contractor under the contract until the contractor complies, and/or
 - (b) Cancellation, termination or suspension of the contract, in whole or in part.

7. **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the **BERRIEN COUNTY ROAD DEPARTMENT** may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the **BERRIEN COUNTY ROAD DEPARTMENT** to enter into such litigation to protect the interests of the County, and, in addition, the contractor may request the State highway department to enter into such litigation to protect the interests of the State and/or the United States to enter into such litigation to protect the interests of the United States.

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. §4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
 - Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 4 71, Section 4 7123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.P.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);

TITLE VI CONTINUED

- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to -ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

Cost Estimating Worksheet

CULVERT STRUCTURES ON PRIMARY ROUTES

2023 Culvert Inventory, Inspection, and Report 600 each @ \$ _____ = \$ _____

Meetings 1 lump sum @ \$ _____ = \$ _____

TOTAL \$ _____

CULVERT STRUCTURES ON SECONDARY ROUTES

2023 Culvert Inventory, Inspection, and Reports 600 each @\$ _____ = \$ _____

Meetings 1 lump sum @\$ _____ =\$ _____

TOTAL \$ _____