



REQUEST FOR PROPOSALS (RFP)

NORTH SHORES MOBILE HOME COMMUNITY

LAKESHORE REVETMENT AND EROSION CONTROL PROJECT

Village of Lexington

7227 Huron Ste. 100

Lexington, MI 48450

810-359-8631

Alexandria Sutton, Interim Village Manager

manager@villageoflexington.com

Issue Date: April 19th, 2022

Proposal Due Date: May 13th, 2022

REQUEST FOR PROPOSALS (RFP)
North Shores Mobile Home Community
Lakeshore Revetment and Stabilization Project
Lexington, MI

Lakeshore Revetment and Erosion Control Project

BACKGROUND AND INFORMATION

The Village of Lexington is requesting proposals (RFPs) for design and engineering services in relation to a lake shore erosion control project. Approximately 1,100 LF of lake shore frontage of the North Shores Mobile Home Community is suffering from significant erosion. This is threatening the safety of the community and its structures. The 1,100LF revetment shall be constructed over two phases. Phase 1, approximately 650 LF in length, and Phase 2 being approximately 450 LF in length. Phase 1 will stabilize the most critical areas of erosion first. Attached to this RFP includes a map with limits of work and a brief Erosion study conducted by Edgewater resources in 2020.

The Village of Lexington will be funding this project. Shoreline revetment projects require permits from Michigan's Department of Environment, Great Lakes & Energy (EGLE) and the United States Army Corps of Engineers (USACE). A General Permit under Part 325 (Great Lakes Submerged Lands) will be submitted and review by EGLE and USACE. A soil erosion and control permit will be required by Sanilac County.

The consultant scope of engineering services will include the development of an existing site topographic survey, set of design drawings, relevant permits for construction and documents for bidding the project. As mentioned earlier the project will be designed at one time. Construction will be split into two distinct phases. Each phase will have its own bidding documents.

PROPOSALS WILL BE ACCEPTED AT THE VILLAGE HALL OFFICE, 7227 Huron Ste. 100, Lexington, MI 48450 UNTIL 3:30PM ON May 13th, 2022. BIDS WILL BE OPENED AT THE MONTHLY COUNCIL MEETING. THIS MEETING IS TYPICALLY HELD ON THE 4TH MONDAY OF EACH MONTH.

If any changes are made to this RFP, addenda will be issued. Addenda will be mailed or faxed to all bidders on record. Please submit your contact information to Vicki Scott, Village Clerk via the email clerk@villageoflexington.com to be added to bidders on record. All questions regarding this RFP must be submitted in writing. Verbal responses by village staff or others are not valid. Submitters must submit all questions in writing no LATER THAN March 9th 2022. Questions in writing should be submitted to Alexandria Sutton, Interim Village Manager, via the email manager@villageoflexington.com

A response to all questions submitted in writing will be provided in form of an RFP addendum to all bidders of record. To facilitate this process, questions and responses will be transmitted by fax and/or email.

A bidder may correct, modify, or withdraw a proposal by written notice received by the village prior to the deadline set for the proposal submittal.

The village may cancel this RFP or reject in whole or in part any and all bids, if the village determines that cancelation or rejection serves the best interests of the village.

Any bid prices submitted must remain firm for one hundred twenty (120) days following the bid opening.

DESCRIPTION OF SERVICES

The Village of Lexington is seeking a consultant to provide engineering services to prepare construction documents for the stabilization and revetment along Lake Huron for the North Shores Mobile Home Community in Lexington Michigan. The successful consultant will provide the following services:

1. Field reconnaissance
2. Preliminary Design
3. Environmental assessment and permitting via EGLE and USACE
4. Joint Permit Application under Part 325 of Great Lakes Submerged Lands
5. Soil Erosion and Sedimentation Control (SESC) Permit from Sanilac County
6. High-Risk Erosion Areas (HREA) Permit per Part 323 Shorelands Protection and Management under EGLE
7. Final design
8. Phase 1 Bid Package and Negotiation
9. Phase 2 Bid Package and Negotiation

PROJECT LIMITS

The project extends along the North Shore mobile home communities' frontage of Lake Huron in Lexington Michigan. The attached appendix has a location map with the project split into Northern and Southern phases. The northern project area (Phase 1) 650 LF of Lakeshore is currently in most urgent need of stabilization. The southern project area (Phase 2) 450 LF of lakeshore will follow after completion of Phase 1.

DESCRIPTION OF IMPROVEMENTS

The design services will include the following:

1. Design of SESC measures as required by EGLE, USACE, and Sanilac County
2. Removal plan of existing revetment structure, underdrain, and soils
3. Proposed grading scheme for bluff and lakeshore to accommodate new revetment, underdrain, and integration of existing storm system
4. Proposed revetment cross section at each distinct lakeshore cross section
5. Evaluate and prepare recommendations for options of the most cost-effective top elevation of the revetment considering lake level forecasts
6. Proposed grading plan for site
7. Proposed stabilization plan after construction is complete

Existing Topographic Survey

The consultant shall conduct a topographic survey within the project limits to include the following:

1. Establish horizontal and vertical control
2. Locate surface detail including signs, utility poles, driveways, trees, fences, mailboxes, walks, and existing lakeshore erosion control measures
3. Determine existing ground cross sections at multiple stations along the lakeshore and bluff up to and including the trailers on Wheaton Drive overlooking the Lake
4. Locate utilities that are visible or marked in the field (Miss DIG design tickets)
5. Reduce, check, and plot survey data at appropriate scale. Surface detail shall include buildings, utility poles, utility covers, and rights of way

Utility Research

The consultant will obtain plans from private and public utilities within the project limits and plot the information on the prepared base plans.

PRELIMINARY ENGINEERING

Preliminary Design

The consultant will prepare a preliminary lake shore stabilization plan. The consultant shall perform the following services:

1. Prepare a topographic survey of existing lakeshore, bluff, and include residences east of Wheaton drive
2. Design a typical revetment section and grading plan
3. Define project limits, construction, materials, and conceptual details
4. Provide 2 sets of preliminary plans

Preliminary Estimate

Two preliminary cost estimates will be completed for Phases 1 and 2 of this project as delineated by the attached phasing map.

ENVIROMENTAL ASSESMENT AND PERMITTING

The proposed project lies within the jurisdiction of EGLE, USACE, and Sanilac County. Permitting from each of the three entities is required for this project to proceed.

The consultant will prepare and submit all required permits by the following agencies:

1. EGLE & USACE – Part 325, Great Lakes Submerged Lands Permit
2. EGLE – Part 323, High Risk Erosion Areas (HREA) Permit
3. EGLE – stormwater and outlet permit
4. Sanilac County Building and Zoning – Soil Erosion Permitting
5. Village of Lexington – no permits required

Note: This list is based on our current knowledge of existing site conditions and permitting process. Additional permits may be required and should be confirmed by the consulting engineer awarded this contract.

FINAL ENGINEERING

Then consultant shall proceed with final engineering tasks as outlined below.

Final Design – Plans and Specifications

The consultant shall prepare the 100 percent design submissions for review and comment by the village. Comments shall be considered and incorporated during this task. In the development of the final design documents and the preparation of the contract plans and specifications, the consultant shall perform the following project tasks:

Revetment Design – Provide design plans for:

1. Construction/materials layout
2. Alignment, grading and drainage

3. Typical revetment cross section and grading plan per lakeshore station
4. Prepare and evaluate options for the most effective top elevation of the revetment considering lake level forecasts
5. Cross sections to identify property impacts and grading
6. Construction details

Provide two (2) sets of full-size plans and two (2) sets of half size plans for final design. Provide all electronic files, including CAD and the proposed surface file.

Utilities

Coordinate with municipal and private utility companies to establish relocation and/or modification procedures and schedule for existing utilities to be compatible with proposed improvements. Proposed design changes to avoid utility conflicts the require relocation when possible.

Construction Phasing

This project may impact homes, so the consultant shall develop a traffic management plan that will permit access to adjacent properties during construction and manage traffic through and or around the construction zone.

As mentioned previously, this project will be constructed in two distinct phases. Residents should be notified of this phasing and the plan should consider the integration of both phases as part of the design

PROJECT MEETINGS

The consultant will attend three (3) project meetings with the village to present its design. Services include preparation, travel, attendance, supporting graphics and documentation in the form of meeting notes

Public meetings/hearings

The consultant will attend public meetings/hearings with the village as required.

BIDDING AND NEGOTIATING

The consultant shall assist the village by advertising for the project publicly to solicit construction bids. The consultant shall maintain a record of prospective bidders to whom bidding documents have been issued, attend a pre-bid conference, and receive and process deposits for bidding documents.

The consultant will also issue addenda to interpret and/or clarify the bidding documents; assist the village in attending the bid opening, prepare bid tabulations, and assist the village in evaluating the bids received. The consultant shall also assist the village in selecting a contractor and awarding of the construction contract.

QUALIFICATIONS

The consultant shall be qualified in the areas of lakeshore erosion control design, revetment design, and storm drainage design. Additionally, environmental permitting and construction administration sufficient to execute the project scope as outlined above.

PROPOSAL FORMAT

Proposals must not exceed a total of 50 pages, double sided or 100 single sided pages of print, including all resumes and qualifications. Proposals shall be organized according to the following format.

1. Cover Letter – Consultant/ team introductions, name, address of the contact person, names of other team members, availability, experience, and role in the project team. In addition, three client references shall be supplied.
2. Experience shall be included in this section
3. Location – Location of the team, team member offices and project manager
4. Approach – Prepare a brief recommended project approach
5. Project Schedule – Propose a work schedule based on construction taking place during the summer of 2023
6. Sealed bid price proposal shall be broken down by the following – A lump sum price for preliminary engineering and preliminary cost estimate and a lump sum for final engineering and design. Also provide a schedule of professional rates for follow on-services as needed. In addition, the presented bid proposal will need to be split into two parts according to the construction Phases 1 and 2.

PROPOSAL REVIEW PROCESS

1. This document will become the proposal when it is filled out, signed and submitted by a potential consultant to the Village at the listed address.
2. Proposals must be signed by an official authorized to bind the Contractor to the provisions of the proposal.
3. The Village may consider any proposal on which there is an alteration of or departure from this format, as provided, and at its option, may reject the same. The Village reserves the right to reject any and all proposals and to waive any irregularity in proposals received whenever such rejection or waiver is in its best interest.
4. The Village may interview selected contractors prior to awarding a contract.
5. The contract will be awarded to the contractor who, in the Village's sole discretion, provides a proposal that is most responsive to the needs of the Village.
6. The Contractor to whom the Award is made will be notified at the earliest possible date.

PROJECT REQUIREMENTS

1. The consultant is responsible for maintaining insurance and for providing certificates of liability insurance to the Village, including proof of Workers' Compensation insurance. Insurance limits of liability shall not be less than \$1,000,000 and policies will provide that no cancellation or reduction in coverage for any reason. Village of Lexington must be named additional insured. Automobile Insurance covering all owned, hired, and no owned vehicles with personal protection insurance and property protection insurance to comply with provisions of the Michigan No Fault Insurance Law.
2. The consultant will ensure that its employees adhere to professional code of conduct while engaged in Village work, including, but not limited to, the following: no smoking or drinking alcohol, no use of drugs. In addition, proper attire including shirts must be worn at all times. The consultant's employees shall not use profane or vulgar language and shall behave in a courteous and respectful manner when dealing with members of the public or property owners with whom they come in contact while performing work authorized by this contract.
3. The consultant shall indemnify, defend, and hold harmless the Village of Lexington against all damages or alleged damages to any structure or injury to any individuals as result of his/her operations.
4. The consultant shall not sublet, assign or transfer services being provided without the written consent of the Village of Lexington.
5. Pricing must include the cost of all labor and materials, fuel, tools, equipment, transportation and all other expenses as may be necessary for the proper execution and completion of the work.

Example:

a. LUMP SUM PRICE FOR PRELIMANRY DESIGN AND PRELIMANRY COST, PHASE 1

\$ _____

b. LUMP SUM PRICE FOR DESIGN AND ENGINEERING, PHASE 1

\$ _____

c. Hourly Rates for professional services, PHASE 1

Example:

d. LUMP SUM PRICE FOR PRELIMANRY DESIGN AND PRELIMANRY COST, PHASE 2

\$ _____

e. LUMP SUM PRICE FOR DESIGN AND ENGINEERING, PHASE 2

\$ _____

f. Hourly Rates for professional services, PHASE 2

SUBMITTALS

Submit (2) copies and (1) electronic copy to:

Village of Lexington
7227 Huron Ste. 100
Lexington, MI 48450
Attn: Vicki Scott, Village Clerk
clerk@villageoflexington.com

**PROPOSALS ARE DUE ON MAY 13th, 2022 @ 3:30PM EST. QUESTIONS
BY MAY 9th, 2022**

PROPOSALS RECEIVED AFTER THIS TIME WILL NOT BE CONSIDERED. THE VILLAGE OF LEXINGTON RESERVES THE RIGHT TO ACCEPT A PROPOSAL THAT IS IN THE BEST INTEREST OF THE VILLAGE OR REJECT ALL BIDS.

ALSO, THE VILLAGE RESERVES THE RIGHT TO PREPARE A SHORT LIST OF ELIGIBLE PROPOSALS THAT MAY REQUIRE CONSULTANT/TEAM INTERVIEWS. THE VILLAGE RESERVES THE RIGHT TO MOVE FORWARD WITH ONLY THE PRELIMINARY PLAN AND PRELIMINARY COST ESTIMATE DUE TO FUNDS AVAILABLE.

SCHEDULE

The village intends to publicly open bids on MAY 23rd, 2022 . The council will then proceed for approval. If all is successful, the Village of Lexington would issue a notice to proceed.

Preliminary schedule

1. Advertise for bids April 19th, 2022
2. Final question date May 9th, 2022
3. Receive and open bids May 23rd, 2022
4. Evaluate and review bids May 2022
5. Award project May 2022
6. Notice to proceed May 2022
7. Preliminary engineering and cost estimate June 2022
8. Final engineering, permitting and plan reviews June 2022 – October 2022
9. Final plans and specs October 2022 – December 2022
10. Advertise for bids January 2023
11. Receive bids March 2023
12. Award bids April 2023
13. Preconstruction meeting May 2023
14. Begin Construction May 2023
15. End construction fall 2023
16. Close out project 2024

This schedule is just an example, but the village is looking at 2023 for construction.

EVALUATION CRITERIA

1. Responses to this RFP will help the Village identify the most qualified consultant and will be indicative of the level of the firm's commitment. The Village will evaluate the qualifications, references, overall fit with the Village, as well as the pricing structure and cost to determine the most qualified consultant.

SELECTION PROCESS

The selection process will involve the following phases:

Phase 1: A Village review team will evaluate consultant submittals. The initial review will determine conformance to submission requirements and whether responses meet the criteria established. The review will include the consultant's acceptance of RFP terms and completeness of submissions.

Phase 2: Interview of the most qualified applicant(s)

Phase 3: Review team will check references given

Phase 4: The Village will enter into negotiations leading to a professional service agreement

SITE VISITS AND/OR QUESTIONS

Site visits and or questions can be arranged by contacting Alexandria Sutton, Interim Village Manager, at 810-359-8631. Contact the village via email at manager@villageoflexington.com.

Attachments:

- *Village of Lexington, Contractor Requirement Checklist*
- *Map of project area*
- *Lexington Bank Erosion Presentation, 2022*
- *Edgewater Erosion Study, 2020*