



November 7, 2022

Subject: Request for Statements of Qualification Professional Engineering Services

Your firm is invited to submit your Statements of Qualification to become eligible for consideration to provide professional engineering services for Clare County Road Commission.

### **Instructions**

Your Statements of Qualification should be forwarded directly to the **Clare County Road Commission office at 3900 E. Mannsiding Road, Harrison, MI 48625** in a sealed envelope clearly marked "Engineering Services" and should be received no later than **3:30 pm on December 2nd, 2022**. An electronic (PDF) version of submittals will also be accepted no later than said date.

Electronic submittals should be sent to [manager@clarecrc.com](mailto:manager@clarecrc.com) and [adminassist@clarecrc.com](mailto:adminassist@clarecrc.com)

Proposals should be concise, particularly with respect to past experience on other projects and the resumes of key personnel. Related experience is essential. Be specific on past and current assignments and responsibilities.

Your labor rates for the provision of the various services should also be included in the sealed envelope with the proposal. Indicate hourly fees by staff classification.

### **Scope of Work**

*General.* Clare CRC is seeking qualification statements from qualified professional engineering firms so that the Clare CRC may retain a full-service professional engineer to provide a variety of services. The engineering services desired include, but are not limited to, technical guidance and advice, development of detailed studies on specific subjects, design of public infrastructure projects, conducting investigations and engineering and construction observation, preparation of reports, project management, grant material preparation and submittal, and on-site representation during construction of projects. The areas of expertise that will be required will be civil engineering, environmental engineering services, traffic engineering, structural engineering, and bridge inspection. The statement of qualifications should clearly explain which of these services would be provided by the consultant's professional engineer and which would be provided by other staff members if needed. Other staff members should be named and the qualifications of each staff member described.

The duties of the consultant are expected to generally fall within the following categories

- Site Plan Review
- Design Engineering
- Construction and Inspection
- Project Administration
- General Civil Support
- Record Retention and Maintenance
- Bridge Scoping
- Bridge Safety Inspection

Typical issues and projects may include but not excluded to:

- 1.Site plan engineering coordinated with the Managing Director and Engineering Technician of the Clare CRC.
- 2.Contract review and recommendation on all projects.
- 3.Research, review and other assistance in drafting road, culvert and bridge projects.
- 4.Assistance in establishing asset management plans.
- 5.As requested, attend Road Commission board meetings to represent the interests of the Clare CRC and provide professional advice on engineering matters.
- 6.Provide bridge safety inspection services per NBIS and AASHTO routine inspection guidelines.
- 7.Assist Clare CRC with grant applications and grant compliance activities.
- 8.Provide project management and construction observation services during the construction of the projects.
- 9.Work with MDOT and provide all necessary documentation to MDOT for future projects, force account projects, safety projects and bridge bundling projects.

### **Selection Process**

The selection team will evaluate all qualifications and proposals received. The selection of the engineering firm will be based on qualifications for the as-needed services. Selection will also be based on the ability of the proposed professional engineer to provide all or most of the required services. The necessity of other staff members from the engineering firm should be minimal.