

2019-8  
LAPEER COUNTY ROAD COMMISSION  
ANNUAL BID  
ENGINEERING - CONTRACTED SERVICES

**Instructions: Please use the attached worksheet for Engineering related Contracted Services.**

**INSURANCE REQUIREMENTS**

**Workers Compensation (Must comply with one of the following):**

- 1) **Workers' Compensation coverage.** The contractor shall, provide with their bid, a certificate that he carries Worker's Compensation Insurance, with a 10-day notice of cancellation clause included. The Employers Liability amounts shall be \$500,000/\$500,000/\$500,000.
- 2) **Excluded under the Workers' Disability Compensation Act.** The contractor shall, prior to the execution of the contract, file with the Road Commission, Exclusion Form MDL 337, provided by the Bureau of Workers' Disability Compensation.
- 3) **Sole Proprietor with no employees, casual labor and or contractors.** The contractor shall, provide with their bid, a Sole Proprietor Statement.

**General Liability**

The contractor shall save harmless and indemnify the Board of County Road Commissioners of the County of Lapeer against all claims for damage to the public or private property and for injuries to the persons arising out of and during the progress and to the completion of the work.

The contractor shall, provide with their bid, a certificate that he carries General Liability coverage with the Lapeer County Road Commission added as additionally insured, with a 10 day notice of cancellation clause. General Liability amounts shall be \$1,000,000 each occurrence/\$2,000,000 aggregate including products/completed operations.

**Automobile Liability (If applicable)**

The contractor shall, provide with their bid, a certificate that he carries Automobile Liability coverage with a 10 day notice of cancellation clause. Automobile Liability amounts shall be \$1,000,000 for owned, non-owned and hired vehicles.

***Operations shall not commence until insurance is in force and will cease if it is canceled.***

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Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

By my signature on this document, I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have not communicated with, nor otherwise colluded with any other bidder, nor have I made any agreement with, nor offered or accepted anything of value from any official or employee of the Lapeer County Road Commission.

**\*Annual Bids received without a signature will NOT be acknowledged by Lapeer County Road Commission. A signature is required for your product or service to be considered.**

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**LAPEER COUNTY ROAD COMMISSION**

**CONFLICT OF INTEREST DISCLOSURE FORM**

(Pursuant to Lapeer County Road Commission Conflict of Interest Policy dated 12/05/07)

In the event that any Elected Official, Appointed Director, Employee or Committee member of the Road Commission shall have any direct or indirect interest in, or relationship with, any individual or organization which proposes to enter into any transaction with the Road Commission, including, but not limited to transactions involving:

- a. The sale, purchase, lease or rental of any property or other asset;
- b. Employment, or rendition of services, personal or otherwise;
- c. The award of any grant, contract, or subcontract;
- d. The investment or deposit of any funds of the Road Commission.

Said individual or organization shall give notice of such interest or relationship to the Road Commission on the form below to be reviewed by the Managing Director or Chief Financial Officer for approval at a public meeting.

Name:
Nature of Business:
Interest or Relationship to Road Commission:

Date Presented:	Date Approved:
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12/07/07

LAPEER COUNTY ROAD COMMISSION  
ANNUAL BIDS  
AS-NEEDED ENGINEERING SERVICES WORKSHEET

**You may bid on any or all of the below categories, but they will be awarded on an individual basis and will be selected based on rates, past experience, and qualifications.**

**In the interest of uniformity, submitted hourly rates below shall comply with the following provisions:**

1. Hourly rates shall include mileage, vehicle costs, on-site testing equipment (except as listed below), reporting, deliverables, and documentation unless otherwise noted.
2. Travel time shall be from the closest business office (or point of origin if closer) to the job location and shall be paid at the hourly rate submitted.
3. Overtime rates shall only apply for hours per employee in excess of 40 per calendar week on project.
4. Monthly invoicing for performed work is expected and will be paid upon receipt, review and approval.
5. All administrative work shall be included in the following rates and provided to The County Highway Engineer the next day.
6. Regarding Engineering Assistance, most design services and specialist work will be handled through RFPs. Please only submit prices for the necessary staff for a minor design project.

**Survey**

One Man Crew \$\_\_\_\_\_ / Hr    Two Man Crew \$\_\_\_\_\_ / Hr    Three Man Crew \$\_\_\_\_\_ / Hr

**Construction**

Please attach resumes for all proposed construction inspectors/observers.

MDOT-Certified Construction Observer/Technician \$\_\_\_\_\_ / Hr    Overtime \$\_\_\_\_\_ / Hr

Permit Inspector or Construction Inspector/Technician \$\_\_\_\_\_ / Hr    Overtime \$\_\_\_\_\_ / Hr

Nuclear Density Gauge \$\_\_\_\_\_ / Day    Coring Equipment \$\_\_\_\_\_ / Hr

\*Sieve Analysis (Granular, Fine, Dense, or Open Graded) \$\_\_\_\_\_ / Each

\*Lab Proctor (Granular, Fine, Dense, or Open Graded) (ASTM D698 or D1557) \$\_\_\_\_\_ / Each

\*Bituminous Extraction/Testing/Gradation \$\_\_\_\_\_ / Each

\*Unit Weight of Asphalt Core \$\_\_\_\_\_ / Each

\*Concrete Compressive Strength of Cylinders \$\_\_\_\_\_ / Each    of Cores \$\_\_\_\_\_ / Each

**\*Technician Time and Reporting Shall Be Included in Quoted Price**

**Engineering Assistance**

Licensed Engineer \$\_\_\_\_\_ / Hr    Licensed Surveyor \$\_\_\_\_\_ / Hr

Engineering Technician - Design \$\_\_\_\_\_ / Hr    Overtime \$\_\_\_\_\_ / Hr

Survey Technician \$\_\_\_\_\_ / Hr    Overtime \$\_\_\_\_\_ / Hr

**Road/Soil Borings**

Work shall include borings up to 8 foot in depth, and include everything necessary for the geo-technical investigation, boring work, and detailed report including pavement design. All borings shall be plugged with an appropriate material.

Road/Soil Borings: Total of 4 or Less Borings      \$ \_\_\_\_\_ / Each

Road/Soil Borings: Total of 5 to 9 Borings      \$ \_\_\_\_\_ / Each

Road/Soil Borings: Total of 10 or More Borings      \$ \_\_\_\_\_ / Each

**Bridge Inspections & As-Needed Services**

Inspection/Documentation of approx. 94 structures greater than 20 feet in length      \$ \_\_\_\_\_ / Each

Additional Charge for any Load Rating recommended and LCRC approved:      \$ \_\_\_\_\_ / Each

- Structures are located throughout Lapeer County and are listed in the MBIS. One structure is on a 6-month inspection cycle and will be inspected twice.
- Stream bed cross-sections will be required for approx. 92 structures.
- Work shall be completed by a NBI qualified team leader. Please provide a list of the team leader and the key staff to be assigned to the project; as well as a copy of all certifications.
- All work shall be completed near, but before the current inspection expires on MBIS, or earlier if required by MDOT or FHWA rules and regulations. Bridges shall be identified by the LCRC Engineer.
- Inspections shall include color digital photographs, MDOT Form P2502, MDOT SIA Form, a review and update of the bridge load ratings as necessary, updating of the inspection data via the MDOT Michigan Bridge Inspection System, and a brief narrative for each structure describing the general condition, any deficiencies/load ratings, and any recommendations for the structure. These shall be submitted in PDF format to the LCRC Engineer.

Inspection/Documentation of approx. 50 structures less than 20 feet in length      \$ \_\_\_\_\_ / Each

- Structures are located throughout Lapeer County. The LCRC Engineer will identify the bridges to the awarded consultant prior to authorization.
- Work shall be completed by a NBI qualified team leader. Please provide a list of the team leader and the key staff to be assigned to the project; as well as a copy of all certifications.
- Inspections shall include color digital photographs, MDOT Form P2502 (or similar), a review and update of the bridge load ratings as necessary, and a brief narrative for each structure describing the general condition, any deficiencies/load ratings, and any recommendations for the structure. These shall be submitted in PDF format to the LCRC Engineer.

As-Needed Bridge Services      Bridge Engineer      \$ \_\_\_\_\_ / Hr