



REQUEST FOR PROPOSAL FOR DESIGN ENGINEERING SERVICES

The Oceana County Road Commission (OCRC) is requesting a proposal from qualified design engineering firms to provide services covering two separate projects under a single contract:

1. Polk Rd & 72nd Avenue – Single-Lane Roundabout

- Location: City of Hart and Hart Township
- Scope: Construction of a single-lane roundabout at the existing intersection.
- Design elements to include:
 - Intersection alignment and geometry
 - Storm sewer design
 - Reconstruction of approach roadways
 - Roundabout Landscaping and Lighting

2. Polk Rd Reconstruction

- Location: City of Hart and Hart Township
- Limits: Polk Rd from approximately 200 feet east of 64th Ave to 72nd Ave, Polk Rd from 72nd Ave to Oceana Dr, and State St from Polk Rd to Johnson St
- Scope of work:
 - Polk Rd From Oceana Dr to State St curb and gutter repairs and milling and single course HMA resurfacing with drainage structure adjustments
 - Polk Rd from State St to 1700 ft east of 72nd Ave lane diet reducing from 2 thru lanes per bound to 1 thru lane per bound with a center left turn lane
 - 1. Storm Sewer Replacement
 - 2. Utility Replacement Coordination
 - 3. New Pavement Design, including curb and gutter
 - 4. Sidewalk, Lighting, and Landscaping along Polk Rd
 - Polk Rd from 72nd to 200 ft east of 64th Ave widening from 2 thru lanes to two thru lanes with a center left turn lane.
 - 1. Storm Sewer installation
 - 2. Utility Replacement Coordination
 - 3. New Pavement Design, including curb and gutter
 - 4. Sidewalk, Lighting, and Landscaping

Project 1 will be **Michigan Department of Transportation (MDOT)–administered** and will utilize a combination of **Safety Funds, STP funds, and Local Funds**. Bidding will occur through the **MDOT Local Agency Program (LAP)**.

Project 2 will be local agency administered and will utilize **100% local funds**. Bidding will occur through the **OCRC**.

The OCRC desires to receive proposals from MDOT pre-qualified engineering firms for this work. The firms shall have the following MDOT prequalification's:

- Design-Roadway: Intermediate
- Design-Geotechnical
- Design-Hydraulics I
- Design -Traffic: Capacity & Geometric Analysis
- Design-Traffic: Pavement Markings
- Design-Traffic: Work Zone Maintenance of Traffic
- Design-Traffic: Work Zone Mobility & Safety
- Design-Utilities: Roadway Lighting
- Design-Landscape Architecture
- Surveying-Right-of-Way
- Surveying-Road Design

Proposal Requirements

The proposal shall include the following:

1. **Topographical Survey**
2. **Project Timetable**
 - Preliminary layout completed by **May 1, 2026** to allow for any necessary right-of-way acquisition or grading easements.
 - Final design package submitted by **October 1, 2026**.
 - Construction is anticipated for **spring/summer 2027**.
3. **Environmental Documentation**
 - Preparation and submittal of **NEPA Form 5323** and **Section 106 documentation**.
4. **Permitting and Coordination**
 - Preparation and submittal of all required permits to **EGLE (Environment, Great Lakes, and Energy)** and any coordination with the **Oceana County Drain Commission, and City of Hart**.
5. **MDOT Submittals**
 - Preparation of programming application, plans, specifications, cost estimate, and all other required MDOT forms in accordance with **MDOT requirements** and **Oceana County Road Commission Design Requirements**.
 - Submittal of the Grade Inspection package and final package.
 - Attendance at design meetings, Grade Inspection, and Preconstruction meetings.
6. **OCRC Submittals**
 - Preparation of Contract Documents in accordance with OCRC standards
 - Submittal of preliminary contract plans and bidding package and submittal of final package.
 - Attendance of preliminary plan review meetings, design progress meetings, and preconstruction meeting.
7. **Utility Coordination**
 - Notify all utilities and provide plans to the appropriate utility contacts for any required relocation work.
 - Coordination with City of Hart's Utility engineers for any City utility facility being impacted or upgraded

Firms that wish to be considered for this project *must* submit a copy of the following information. Any proposal not containing the required qualification submittals or meeting the qualification criteria will be rejected:

- Firm name, address, email address, and telephone number;
- Name and title of contact person;
- A statement of the firm's understanding of the project;
- Proof of necessary MDOT prequalification's/Qualification's of the team;
- Proposed design schedule;
- Examples of five (5) prior similar type projects; if possible, the firm is to include references and telephone numbers of contact persons for these projects.
- Total design "not to exceed" fee for this project including all anticipated expenses.

All firms that submit a proposal shall have the following professional liability insurance limits:

Professional Liability	\$1,000,000 each occurrence; \$3,000,000 aggregate
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Submittals shall be limited to 20 pages including resumes. No marketing or advertising brochures shall be submitted.

*Right-of-way acquisition and construction engineering are **not** included in this proposal. Dates may need to be adjusted in accordance with the MDOT LAP FY 2027 project planning guide for project 1.*

Submission Details

- Please submit a complete proposal—including the above requirements—**with a not-to-exceed cost** to: Oceana County Road Commission at clerk@oceanacrc.org with the subject line "Polk Rd RFP for Design Services"
- **Proposal Due Date: 3:00 PM, October 30, 2025**
- **Anticipated Acceptance Date: November, 2025**

Submittal Information

The OCRC reserves the right to select a firm for the project based on its own evaluation of the proposals submitted for this project. The OCRC also reserves the right to waive any defect or informality in any proposal. The OCRC reserves the right to negotiate all aspects of the work with the selected Firm and any future agreement with the Firm of the OCRC's choice. The OCRC accepts no responsibility for expenses which may be incurred in the preparation of this proposal. The OCRC also reserves the right to photocopy, circulate or otherwise distribute any material submitted in response to this request for proposals. Materials submitted will not be returned.

Evaluation of Proposals

All proposals received shall be evaluated by the OCRC. The evaluation will be conducted in the manner that the OCRC deems appropriate for the selection of a design firm and will weigh factors such as experience and quality in addition to not to exceed costs.

The OCRC may invite firms that respond to this request to interview with the OCRC prior to the selection of a firm for the project. The OCRC does not intend to select a firm solely on the basis of price or any response to this request. The following facts, as well as any other information that the OCRC deems appropriate, will be considered:

- The Firm's expertise and experience relative to the requested work;
- Qualifications of the lead staff members;
- Response of references;
- Knowledge that the OCRC may have or may acquire about the responding Firm;
- Capabilities of the Firm;
- Knowledge and understanding of the project, applicable regulations, and familiarity with the type of work;
- Approach to the work;
- Clarity of the work plan;
- Total "not to exceed" cost for the work.