



## **REQUEST FOR QUOTATIONS**

### **2018 - 2020 COMMUNITY DEVELOPMENT BLOCK GRANT PROJECTS**

#### **Background Summary**

The Charter Township of Shelby requests quotations from qualified civil engineering firms to coordinate and manage the implementation of projects using Community Development Block Grant (CDBG) funds for the 2018, 2019 and 2020 program years.

The township intends to use CDBG funds from these three years for the installation of sidewalks in the southwest quadrant of the township on the following streets: Wakefield, Cornwall, Kenmore, Cumberland, Joseph, Gable Inn and Melton (See attached map). Decisions on specific streets will be made each year depending on existing conditions, right-of-way availability, drainage and other pertinent factors impacting constructions costs. Projects are subject to change based on CDBG neighborhood eligibility. The proposed 2018 sidewalk project is planned for Wakefield Street and Melton Street.

#### **Scope of Services**

The scope of services required for the implementation of this project includes the following specific tasks:

1. Prepare and distribute bid documents, advertisements and other related bid package requirements. This includes advertising projects through MITN.
2. Coordinate the preparation of bid documents with the Macomb County Community Services Agency (MCCSA).
3. Verify that all bid documents comply with federal requirements pertaining to the use of CDBG funds.
4. Schedule and participate in pre-construction meetings.
5. Review certified payrolls for all contractors and subcontractors to assure compliance with Davis-Bacon federal wage compliance requirements including Section 3. The engineer will be required to assure compliance any other applicable Community Development policies and reporting requirements.
6. Coordinate the environmental clearance process with MCCSA as necessary.
7. Verify project completion and prepare project funding authorization documents. The engineer must certify that the project is complete to code and bid specifications.

### **Project Time Frame**

The annual CDBG program year begin on July 1<sup>st</sup> of the funding year, although funding may not be released until later in that calendar year. The township has 18 months to complete projects that were authorized on July 1<sup>st</sup>. The typical project schedule and sequencing is noted below and will apply to the 2018, 2019 and 2020 program years:

<b>Project Task</b>	<b>Time Frame</b>
• Prepare engineering plans and bid specifications	September – December
• Bidding process/award contract	January – March
• Construction	April - June

### **Project Experience**

The consultant shall provide a summary of experience with similar projects including administration of federal wage compliance requirements. Previous experience with Macomb County Community Development should be explained as well.

### **Submission Deadline**

Your sealed proposal should be delivered in an opaque envelope by 2:00 p.m., local time, on March 28, 2018 to the Clerk’s Office, Shelby Township, 52700 Van Dyke Ave., Shelby Township, MI 48316 at which time they shall be publically opened and read. The envelope should be labeled “**2018-2020 Community Development Block Grant Projects – Engineering Services**”. No faxed or emailed bids will be accepted. For further information contact the Planning Director Glenn Wynn at 586-726-7243.

### **Other Requirements**

**BUSINESS & INSURANCE REQUIREMENTS:** Vendors must be licensed and must submit Proof of Business Registration or DBA papers from the State of Michigan or County in which business is located. Vendor must be insured and must submit Proof of Liability Insurance and Worker’s Compensation Insurance.

The Charter Township of Shelby prefers that interested Vendors have a business located in the State of Michigan in Macomb, Oakland, or Wayne County. The Charter Township of Shelby reserves the right to accept any bid, to reject any or all bids, to waive any irregularities in the bidding, and to accept any bid in the best interest of the Township.