

REQUEST FOR PROPOSALS

GENERAL CIVIL ENGINEERING AND PROFESSIONAL CONSULTING SERVICES FOR THE CHARTER TOWNSHIP OF INDEPENDENCE



Proposal Due Date: March 29th, 2019 at 2PM

Issued By:
THE CHARTER TOWNSHIP OF
INDEPENDENCE
6483 WALDON CENTER
CLARKSTON, MI 48346

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SECTION 1: INSTRUCTIONS TO RESPONDENTS

OBJECTIVE

The Charter Township of Independence located in Clarkston Michigan is hereby soliciting sealed proposals for selecting a qualified firm or firms to provide civil engineering and professional consulting services for the Charter Township of Independence on an as-needed basis. Each firm chosen through this process will be considered a “prequalified engineering firm” and may be assigned individual projects, or multiple projects and services on a rotating and/or discretionary basis as determined by the Township.

QUESTIONS OR CLARIFICATIONS OF RFP REQUIREMENTS

All questions regarding this RFP shall be submitted via email. Emailed questions and inquiries will be accepted from any and all prospective Respondents in accordance with the terms and conditions of this RFP.

All questions shall be submitted on or before **March 15th, 2019 by 5:00 P.M.** and should be addresses as follows:

Scope of Work/Proposal Content questions emailed to clerk@indtwp.com
RFP Process and HR Compliance questions emailed to clerk@indtwp.com

Should any prospective Respondent be in doubt as to the true meaning of any portion of this Request for Proposal, or should a prospective Respondent find any ambiguity, inconsistency or omission therein. The Respondent shall make a written request for an official interpretation or correction. Such requests must be submitted via email to clerk@indtwp.com.

All requests for Clarification are due on or before **March 20th, 2019 by 5:00 P.M.**

ADDENDUM

All interpretation or correction, as well as any additional RFP provisions that the Township may decide to include, will be made only as an official addendum that will be posted to Michigan Inter-governmental Trade Network (MITN) www.mitn.info and the Charter Township of Independence web site www.indtwp.com for all parties to download.

It shall be the Respondent’s responsibility to ensure they have received all addendums before submitting a proposal. Any addendum issued by the Township shall become part of the RFP and will be incorporated in the proposal.

Each Respondent must in its RFP, to avoid any miscommunications, acknowledge all addenda which it has received, but the failure of a Respondent to receive, or acknowledge receipt of; any addenda shall not relieve a Respondent of the responsibility for complying with the terms thereof.

The Township will not be bound by oral responses to inquiries or written responses other than written addenda.

PROPOSAL SUBMISSION

All Proposals are due and must be delivered to the Township Clerk's Office on or before **March 29th, 2019 by 2:00 P.M. (local time)**. Proposals submitted late or via oral, telephonic, telegraphic, electronic mail or facsimile **will not** be considered or accepted.

Each Respondent must submit one (1) original Proposal, and four (4) additional Proposal copies. Five (5) copies of the Proposal Fee shall be submitted in a separate sealed envelope contained within the Respondents sealed proposal. Proposal submitted must be clearly marked: **RFP General Civil Engineering and Professional Consulting Services for the Charter Township of Independence** and then list Respondents name and address.

Proposals must be addressed and delivered to:

**CHARTER TOWNSHIP OF INDEPENDENCE
6483 WALDON CENTER DR
CLARKSTON, MI 48346
ATTN: CLERK'S OFFICE**

All Proposals received on or before the Due Date will be publicly opened and recorded immediately. No immediate decisions are rendered.

Hand delivered Proposals will be date/time stamped/signed by the Clerk's Office at the address above in order to be considered. Normal business hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding Holidays. The Township will not be liable to any Respondent for any unforeseen circumstances, delivery or postal delays. Postmarking on the Due Date will not substitute for receipt of the Proposal. Each Respondent is responsible for submission of their Proposal.

Additional time will not be granted to a single Respondent; however, additional time may be granted to all Respondents when the Township determines that circumstances warrant it.

A Proposal will be disqualified if the Fee Proposal is not contained within a separate sealed envelope.

PROPOSAL TERMS AND REQUIREMENTS

The Township reserves the right to reject any and all proposals, to waive or not waive informalities or irregularities in the response procedures, and to accept or further negotiate cost, terms, or conditions of any proposal determined by the Township to be in the best interest of the Township. All agreements resulting from negotiations that differ from what is represented within the RFP or in the Respondent's response shall be documented and included as part of the final contract.

Proposals must be signed in ink by an official authorized to bind the Respondent to its provisions for at least a period of one hundred eighty (180) days from the due date of this RFP. Failure of the successful respondent to accept the obligation of the contract may result in the cancellation of any award.

In the event it becomes necessary to revise any part of the RFP, Addenda will be provided. Deadlines for submission of RFP's may be adjusted to allow for revisions.

Proposals should be prepared simply and economically providing a straightforward, concise description of the Respondent's ability to meet the requirements of the RFP. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal. The proposal shall be no more than **40 pages total** in length (20 sheets, not including Contract Compliance), printed in a double-sided format. Fee proposals must be submitted in a separate sealed envelope at the same time. All envelopes for technical proposal and separate fee proposals must be clearly marked "**RFP General Civil Engineering and Professional Consulting Services for the Charter Township of Independence**"

All proposals become the property of the Township of Independence once reviewed, whether awarded or rejected.

To be considered, each Respondent must submit a response to this RFP using the format provided in Section 3. No other distribution of proposals is to be made by the respondent. Respondents must submit five (5) copies of the Proposal fees in a separate sealed envelope. Price Quotations stated in the Fee Proposal will not be subject to any price increase from the date on which the proposal is opened by the Township to the mutually agreed to date of the contract. Fees other than those stated in the Fee Proposal will not be allowed unless authorized by contract.

All information in a respondent's Proposal is subjected to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act". This act also provides for the complete disclosure of contracts and attachments thereto except where specifically exempted under the Freedom of Information Act.

The selected Respondent will be required to provide the Charter Township of Independence an IRS form W-9 before a payment order can be issued.

The Township is tax exempt from all taxes. The Respondent, if awarded a contract for this work, shall be responsible for all "sales taxes" and "use taxes" as applicable to this work.

SELECTION CRITERIA

Responses to this RFP will be evaluated using a point system, described in Section 3. The evaluation will be completed by a Selection Committee composed of staff members from various units of the Township.

At the initial evaluation, the fee proposals will not be reviewed. The initial evaluation is to determine which, if any, Respondents are to be interviewed. Respondent fee proposals will only be opened for Respondents selected for interview, if the Township elects to conduct interviews.

During interviews, selected Respondent(s) will have the opportunity to discuss in more detail their qualifications, experience, proposed work plan, and fee proposal during the interview process. The Charter Township of Independence further reserves the right to interview the key personnel anticipated to be assigned if the firm is selected. To decide the most qualified, capable and cost-effective Respondent, the Selection Committee will evaluate the proposal(s) and interview(s) using the point system described in Section 3 of this RFP.

INTERVIEW

The Township has the right to request interviews with selected Respondents when necessary. The selected Respondents will be given the opportunity to discuss in more detail their qualifications, experience, proposed work plan and fee proposal. The interview must include the project team members expected to complete a majority of work on the project, but no more than 6 members total. The interview shall consist of a presentation by the Respondent, including the person who will be the project manager on this Contract, followed by questions and answers. Audiovisual aids may be used during the oral interviews. The oral interviews may be recorded on tape by the Evaluation Team.

If the Township chooses to interview any respondents, the interviews will be held **April 4th, 2019**. Respondents selected for interview will be expected to be available that week.

TYPE OF CONTRACT

Consultants selected to do business with the Charter Township of Independence will be required to execute the standard Professional Services Agreement with the Township. Those who wish to submit a proposal to the Township are required to carefully review the Professional Services Agreement. The Professional Services Agreement shall be considered a **“non-exclusive”** agreement. **The Township will not entertain requests to revise, amend, or change the language of the standard Professional Services Agreement** Respondents must base their proposal on the assumption that, if selected, they will execute the Professional Services Agreement.

COST LIABILITY

The Charter Township of Independence assumes no responsibility or liability for costs incurred by a respondent prior to the execution of a Professional Services Agreement. The liability of the Township is limited to the terms and conditions outlined in the Agreement. By submitting a proposal, Respondent agrees to bear all costs incurred or related to the preparation, submission and selection process for the proposal.

SCHEDULE

The following is the solicitation schedule for this procurement:

Activity/Event	Anticipated Date
Proposal Due Date	March 29th, 2019
Interview Consultants	April 4th, 2019
Consultant Selection/Negotiate Scope of Professional Services Agreement (PSA)	April 5th, 2019
PSA Execution, Award and Notice to Proceed	April 23rd, 2019

Note: The above schedule is for informational purposes only and is subject to change at the Townships discretion.

Once the firm or firms are approved through the proposal process, projects may be assigned on an as-needed or case-by-case basis within the Township’s discretion. At the time each project is assigned, an appropriate project scope of work, work plan, and project schedule will be developed by the Township and the firm selected for the particular project or projects.

DEBARMENT

Submission of a Proposal in response to this RFP is certification that the Respondent is not currently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal departments or agency. Submission is also agreement that the Township will be notified of any changes in this status.

INDEPENDENT FEE DETERMINATION

1. By submission of a proposal, the respondent certifies, and in the case of joint proposal, each party thereto certifies as to its own organization, that in connection with this proposal:
 - a) They have arrived at the fees in the proposal independently, without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such fees with any other proposal respondent or with any competitor.
 - b) Unless otherwise required by law, the fees which have been quoted in the proposal have not been knowingly disclosed by the respondent and will not knowingly be disclosed by the respondent prior to award directly or indirectly to any other prospective respondent or to any competitor.
 - c) No attempt has been made or shall be made by the proposal respondent to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.
 - d) Each person signing the proposal certifies that she or he is the person in the proposal respondent's organization responsible within that organization for the decision as to the fees being offered in the proposal and has not participated (and will not participate) in any action contrary to 1.a), b), or c) above.
2. A proposal will not be considered for award if the sense of the statement required in the Fee Analysis portion of the proposal has been altered so as to delete or modify 1.a), c), or 2 above. If 1.b) has been modified or deleted, the proposal will not be considered for award unless the respondent furnishes with the proposal a signed statement which sets forth in detail the circumstances of the disclosure and the Issuing Office determines that such disclosure was not made for the purpose of restricting competition.

RESERVATION OF RIGHTS

1. The Charter Township of Independence reserves the right to accept any Proposal, to accept multiple Proposals, alternative Proposals proposed in whole or in part, to reject any or all Proposals or alternatives Proposals in whole or in part and to waive irregularity and/or informalities in any Proposal and to make the award in any manner deemed in the best interest of the Township.
2. The Township reserves the right not to consider any Proposal which it determines to be unresponsive and deficient in any of the information requested within the RFP.
3. The Township reserves the right to determine whether the scope of the project will be entirely as described in the RFP, a portion of the scope, or that a revised scope be implemented.

SECTION 2: SCOPE OF WORK

INTRODUCTION

The Charter Township of Independence is requesting proposals from professional civil engineering firms able to provide a variety of engineering services required by the Charter Township of Independence. The engineering services desired include but are not limited to preparation and review of plans, specifications and estimates of costs for construction projects, detailed studies on specific items, conducting investigations, preparation of reports, land surveying activities, construction inspection, and construction contract administration. It is expected that the Township will select up to 3 firms to act as “prequalified engineering firms,” each of which may be assigned individual or multiple projects on a case-by-case, as needed, and/or rotating basis, by the Township at its discretion.

DESCRIPTION

Civil engineering and consulting services to be provided may include:

1. Preparation of plans and specifications for construction projects varying in complexity, for a portion or the entire project. Services may include preliminary plans and cost estimates, necessary field work, drafting, design, surveying, bid assistance, construction inspection, and project management.
2. Preparation of specialized engineering studies on a variety of subjects including, but not limited to drainage studies, construction feasibility studies and Park Facility Evaluations and Needs Assessments.
3. Preparation of MDEQ Act 399 and Part 41 Permit Applications for public water main and sanitary sewer construction, respectively.
4. Preparation of MDEQ/USCE Joint Permit Applications and Part 301 Permit Applications for construction or alteration of Waters of the State and wetlands, respectively.
5. Coordinate, facilitate and/or attend project-related meetings, such as pre-bid, pre-construction and project progress meetings.
6. Construction administration and engineering including, but not limited to review and approval of material submittals, daily construction observation and documentation, coordinating contractor’s work and preparation of Engineer’s Certificates.
7. Surveying activities including, but not limited to topographic survey, title search, easement legal description preparation, construction staking and cut-sheet preparation.
8. At the direction of the Planning & Zoning Manager or Building Department Director, review submitted plans for development review for compliance with the Township’s Engineering Design Standards.

9. At the direction of the Planning & Zoning Manager or Building Department Director, attend Planning Commission and/or Township Board for development review projects.
10. At the direction of the Planning & Zoning Manager, Building Department Director, or Department of Public Works Director, review the Township's Engineering Design Standards and propose updates to the Ordinance in relation to new engineering practices and technologies.
11. Preparation of Park and Recreation Grants including, but not limited to, Michigan Department of Natural Resources Trust Fund Grants; Land and Water Conservation Fund Grants; and Recreation Passport Grants.
12. Parks and recreation master planning; park planning and design; trail planning and design; park facility planning and design; and forestry planning all in relation to land development engineering that focuses on environmentally green sustainability including grading/drainage design, lighting layouts, amenities detailing (Decorative pavements, walls and fences, water features, tree wells), and irrigation system design.

REQUIREMENTS

1. Ability to work effectively with Township staff with respect to any of the civil engineering services required by the Township.
2. Ability to work effectively with the public and regulatory agencies.
3. The ability to function in a supporting role to Township Departments if directed by Township staff.

TASKS

1. Construction Projects

Engineering or project management services as requested on public works projects, commercial and residential projects, Parks and Recreation projects and any other general Township projects including, but not limited to sanitary sewer, storm sewer, water mains, street paving, sidewalks, bridges, drainage projects, building repairs and Park facility projects in accordance with Township Standards and Procedures.

2. Topographic Survey

Perform various topographical surveying tasks as requested for the preparation of civil engineering construction plans. The desired surveying services will include, but not be limited to the gathering of topographical survey data and providing digital submissions. It is understood that the final work product will be a complete survey that will contain all known site features and will be ready for use as a base drawing for final engineering plans.

4. *Digital Submission*

- a) A digital/electronic copy of plans shall be submitted on CD/DVD-ROM, or equivalent media, in AutoCAD format tied to State Plan Coordinate System, NAD 1983 Michigan South, FIPS 2113. If submitted files are embedded with external references (“xref’s”) such (xref) drawings shall be included on the submitted CD/DVD-ROM or other digital media. Cryptic naming for layers/files shall include a “definition key”. All digital /electronic files shall be drawn in “feet” at a 1:1 scale.
- b) A digital/electronic copy of the drawing shall not be required for the following:
 - R3 Occupancies
 - R4 Occupancies
 - Single Family residences
 - Other buildings or structures accessory to and located on the same lot with one- and two-family dwellings
 - Projects not required to submit drawings to obtain a permit
- c) Coordinate with other Township service areas, local agencies, etc.

5. *Plans and Specifications*

Preparation of plans and specifications shall include preliminary reports, identification of alternatives, cost estimates and contract documents. The consultant shall also secure all necessary permits from all approving agencies including, but not limited to the Michigan Department of Environmental Quality (MDEQ) and the Michigan Department of Transportation (MDOT).

6. *Supervision and Administration*

Contract administration shall require the performance of all general field services required on construction projects such as construction staking, continuous monitoring of the project, coordination and supervision of testing services, approval and correction of shop drawings, attendance at meetings and conferences, final inspection and measurement, periodic reporting of progress, preparation of progress payments, review and recommendation of claims, preparation of change orders and preparation of final payment.

7. *Supervision and Inspection*

At the direction of the Planning & Zoning Manager, Building Department Director, Parks and Recreation Director or Department of Public Works Director, engineering supervision and full-time inspection services shall be provided on all construction work on which this task is assigned to the consulting engineer. Sufficient personnel as agreed upon by the Township shall be assigned to the construction project to assure that each element of the project is constructed in keeping with the plans and specifications approved by the Township.

Activities associated with this task will be dedicated to verifying that all materials provided, and work performed is in conformance with the project plans and specifications and they include:

- a. Providing inspection personnel that possess the necessary, current accreditations;
- b. Thorough review of the plans and specifications, and other project related documents prior to construction start up;
- c. Daily communication with contractor supervision to coordinate inspection activities and to properly inspect, test, measure and document the work;
- d. Daily communication with the contractor advising of needed corrections to the work – i.e. traffic control, soil erosion, device maintenance, etc.;
- e. Daily communication with the survey crew(s) to obtain proper interpretation of stakes and coordinate daily staking needs;
- f. Daily communication with testing personnel to properly sample and test the materials and work;
- g. Attend progress/planning meetings;
- h. Inspect materials to be used in the work, verifying they meet the project specifications;
- i. Document material usage and quantities on Daily Observation Reports;
- j. Review/inspect the Contractor's equipment to confirm it meets the project specifications and document the specific type and amount of equipment used on the Daily Observation Reports;
- k. Inspect the Contractor's workmanship to verify that it meets the methods, tolerances, time requirements, temperature requirements, etc., of the specifications and document this on Daily Observation Reports;
- l. Inspect and document that the work is performed and completed to the lines, grades and elevations required by the project plans and specifications;
- m. Document daily Contractor workforce and weather conditions on the Daily Observation Reports;
- n. Document daily Contractor activities, including any description and explanation of downtime, damage to the work, any actions taken by others including private utilities, Township forces, adjacent property owners, etc., on the Daily Observation Reports;
- o. Where possible, final measure work as it's done by the contractor, calculate quantities and document this on the Daily Observation Report;

- p. Conduct daily review/inspection of temporary traffic control devices and the maintenance of traffic throughout the construction influence area;
- q. Conduct periodic nighttime review/inspection of temporary traffic control devices and the maintenance of traffic throughout the construction influence area, as needed;
- r. Provide certified storm water operators and conduct daily inspection of all soil erosion and sedimentation control devices for proper maintenance and effectiveness as placed;
- s. Perform and document NPDES inspections at the required frequencies, suspend any work and/or reject any materials not conforming to the contract requirements;
- t. Perform and document wage rate interviews on Federally funded projects;
- u. Document changes, extra work, "revisions to" notes, etc., on the plans provided to the inspector to assist in preparation of "as built" plans;
- v. Develop and maintain the project "punch list";
- w. Keep all needed force account documentation, as required.

The Consultant shall furnish its inspectors with equipment and materials as necessary to properly perform their work. This will include, but is not limited to cell phones, copy of proposal, plans, MDOT Standard Specifications for Construction, Township standard plans and specifications, MDOT standard plans and any other tools needed to inspect the work.

Once assigned to the project, inspection personnel will not be removed from, or added to a project without written authorization of the Township's project manager.

8. As-Built Construction Plans

The specific tasks associated with the development of the "as-built" plans include:

- a. Obtain "original" electronic format contract plans from the Township;
- b. Document all plan changes, extra work, "revisions to" notes, etc. as project work progresses;
- c. Collect and confirm all field changes, develop the appropriate "as-constructed" notes;
- d. Develop/draft the "as-built" drawings, review and approve the "as-built" plans.

The "as-built" plans will conform to the Township's Specifications and will be provided to the Township on CD or other digital media. As-built plans shall be provided within one month of completion of the project.

MINIMUM REQUIREMENTS

In keeping with the objective, the description, the requirements, and the consultant's tasks as previously indicated in this Request for Proposal, the consultants submitting proposals shall outline, in detail, the manner in which the consultant shall work with the Township to fulfill the Townships needs.

The outline, at a minimum, shall address:

1. Staffing and personnel.
2. Communication and coordination.
3. Compatibility with the Townships standards, goals and objectives.
4. Working relationship between consultant and Township staff.
5. Information which will assist the Township to determine the consultant's capability of performing the work.
6. Detailed scope of services to demonstrate the consultant's ability to produce bid documents for a full array of civil engineering projects including, but not limited to underground utility design and construction, surface-level storm water handling design and construction, feasibility studies, road design and construction, repair of existing buildings and other structures, and retrofitting of existing infrastructure to meet regulatory requirements.

SECTION 3: MINIMUM INFORMATION REQUIRED EVALUATION CRITERIA

Respondents should organize Proposals into the following Sections:

- A. Professional Qualifications
- B. Past Involvement with Similar Projects
- C. Fee Proposal (include in a separate sealed envelope)
- D. Authorized Negotiator
- E. Appendices

The following Section describes the elements that should be included in each of these proposal sections and the weighted point system that will be used for evaluation of the proposals.

A. Professional Qualifications – 30 points

1. State the full name and address of your organization and, if applicable, the branch office or other subordinate element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation. If as a corporation, include the state in which it is incorporated. If appropriate, indicate whether it is licensed to operate in the State of Michigan.
2. Include the number of executive and professional personnel by skill and qualification that will be employed in the work. Show where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the project. Identify only individuals who will do the work on this project by name and title. Resumes or qualifications are required for proposed project personnel who will be assigned to the project. Qualifications and capabilities of any sub-consultants must also be included.
3. State history of the firm, in terms of length of existence, types of services provided, etc. Identify the technical details which make the firm qualified for this work.

B. Past involvement with Similar Projects - 30 points

The written proposal must include a list of specific experience in the project area and indicate proven ability in developing detailed designs and implementing similar projects for the firm and the individuals to be involved in the project. The proposal must also indicate proven ability to have projects completed within the budgeted amounts. A summary of related projects with the original deadline and cost estimate versus the actual completion date and final cost of the design is to be included in this section. A complete list of client references must be provided for similar projects recently completed. The list shall include firm/agency's name, contact name, project title, owner name, address, and phone number.

C. Fee Proposal - 40 points

Fee proposals shall be submitted in a single separate sealed envelope with the proposal. Any proposal not complying with this requirement may be subject to disqualification.

Fee proposals are to include the names, title, hourly rates, overhead factors, and any other details by which the overall and project element costs have been derived. The fee proposal is to relate in detail to each item of the proposed work plan, including the respondent- suggested project elements and respondent-suggested contingencies, if any.

The total fee proposal may be adjusted after negotiations with the Township and prior to signing a formal contract, if justified. The Professional Services Agreement is included in Attachment A of this RFP.

D. Authorized Negotiator

Include the name and phone number of persons(s) in your organization authorized to negotiate the Scope of Work with the Township.

E. Appendices

1. Appendix A (Legal Status of Respondent), Living Wage Compliance Form and the Contract Compliance Form must be completed and returned with the proposal.
This element should be included as attachments to the proposal submission.

Proposal Evaluation

1. The Selection Committee will evaluate each proposal by the above described criteria and point system (A through C) to select a short list of firms for further consideration. A proposal with all the requested information does not guarantee the proposing firm to be a candidate for an interview. The Committee may contact references to verify material submitted by the Respondents. The Township will determine whether the final scope of the project to be negotiated will be entirely as described in this RFP, a portion of the scope, or a revised scope.
2. If needed, the Committee then will schedule the interviews with the selected firms. The selected firms will be given the opportunity to discuss in more detail their qualifications, past experience, proposed work plan and fee proposal. The interview must include the project team members expected to complete a majority of work on the project, but no more than 6 members total. The interview shall consist of a presentation of approximately thirty (30) minutes by the Respondent, including the person who will be the project manager on this Contract, followed by approximately thirty (30) minutes of questions and answers. Audiovisual aids may be used during the oral interviews. The oral interviews may be recorded on tape by the Evaluation Team.

3. The firms interviewed will then be re-evaluated by the described criteria (A through C) and adjustments to scoring will be made as appropriate. After evaluation of the proposals.
4. After evaluation of the proposals, further negotiation with the selected firm may be pursued leading to the award of a contract by The Township Board of Trustees if suitable proposals are received.

The Township reserves the right to not consider any proposal which is determined to be unresponsive and deficient in any of the information requested for evaluation. The Township also reserves the right to waive the interview process and evaluate the consultants based on their proposals and fee schedules alone.

The Township will determine whether the final scope of the services to be negotiated will be entirely as described in this Request for Proposal, a portion of the scope, or a revised scope.

**SECTION 4:
APPENDICIES**

Appendix A - Legal Status of Respondent

Appendix B - Fee Proposal

APPENDIX A

LEGAL STATUS OF RESPONDENT

(The Respondent shall fill out the appropriate form and strike out the other two.)

By signing below the authorized representative of the Respondent hereby certifies that: The Respondent is:

- A corporation organized and doing business under the laws of the State of _____*, for whom bearing the office title of _____, whose signature is affixed to this proposal, is authorized to execute contracts on behalf of respondent.

(*If not incorporated in Michigan, please attach the corporation’s Certificate of Authority)

- A partnership organized under the laws of the State of _____ and filed with the County of _____, whose members are (attach list including street and mailing address for each)

- A limited liability company doing business under the laws of the State of _____, whom _____ bearing the title of _____ whose signature is affixed to this proposal, is authorized to execute contract on behalf of the LLC.

- A partnership organized under the laws of the State of _____ and filed with the County of _____, whose members are (attach list including street and mailing address for each)

- An individual, whose signature and address, is affixed to this RFP. Respondent has examined the basic requirements of this RFP and its scope of

• An individual, whose signature with address, is affixed to this RFP. Respondent has examined the basic requirements of this RFP and its scope of services, including all Addendum (if applicable) and hereby agrees to offer the services as specified in the RFP.

_____ Date: _____
Signature

(Print) Name: _____

Title: _____

Firm: _____

Address: _____

Contact Phone: _____

Fax: _____

Email _____

**APPENDIX B
FEE PROPOSAL**

Certification

As an awarded contract, the respondent agrees to provide the scope of work in this Request for Proposal, including all terms and conditions, instruction to respondents, special provisions, specifications, addenda, questions and corresponding answers, and the RFP as set forth in these Contract Documents. The parties intend for this to constitute the final and complete agreement between The Charter Township of Independence and the Respondent.