



REQUEST FOR QUALIFICATIONS POTHOLE PATCHING RFQ#115-19

1.0 INTRODUCTION

Jackson and Calhoun Counties are soliciting Statements of Qualifications from reputable contractors to patch potholes on roads located within Jackson and/or Calhoun Counties during the 2020 road season. Contractors qualifying under this RFQ will be selected to participate in the patching of potholes as assigned by Jackson or Calhoun Counties Road Department staff on a daily basis. Jackson or Calhoun Counties may choose to recommend the award of an agreement with the respondents whose submission of information and qualifications most responsibly meets the expectations of the County. The Contractor is an independent contractor, and neither the Contractor nor the Contractor's employees (if applicable) are, or shall be deemed to be, employees of Jackson or Calhoun Counties. Work completed by awarded Contractors as a result of this solicitation shall be in compliance with the latest Michigan Department of Transportation (MDOT) Standard Specifications for Construction and Michigan Manual of Uniform Traffic Control Device guidelines. Questions regarding this request should be submitted in writing via email to:

Leslie R. Obrig, Purchasing Coordinator
(269) 781-0981
lobrig@calhouncountymi.gov

Jackson County is located in southern Michigan, midway between Chicago and Detroit, with interstate I-94 running directly through the center of the county. Jackson County sits between Calhoun County and Washtenaw County. Jackson is our largest city, and it sits in the middle of the county. The rest of the county is mainly agricultural. Jackson County has 19 townships as well.

Calhoun County is located in southern Michigan, midway between Chicago and Detroit, at the junction of two major interstate freeways, I-94 (east/west) and I-69 (north/south). There are three population areas within the County: the City of Albion in the eastern portion of the County, the City of Marshall in the center and the City of Battle Creek in the northwest corner. The City of Battle Creek is the largest metropolitan area in the County. The remainder of the County is primarily agricultural. There are 19 townships, four incorporated cities and four villages within the boundaries of the County.

Contractors shall submit *three (3) copies and one original* of their Statement of Qualifications no later than **MONDAY, OCTOBER 14, 2019: 3:00 P.M. LOCAL TIME**, to the following physical location: Administrative Services, Purchasing Division, County Building, 315 West Green Street, Marshall, MI 49068. The sealed envelope containing your response shall be clearly noted ***JACKSON COUNTY POTHOLE PATCHING or CALHOUN COUNTY POTHOLE PATCHING "***. Responses must be signed and dated by the authorized party.

LATE RESPONSES WILL NOT BE ACCEPTED.

The County reserves the right to accept or reject any or all Statements of Qualification and to waive informalities and irregularities in responses, and to accept any response determined by the County to be in the best interests of the County.

2.0 SCOPE OF PROJECT

Qualified contractors will be required to provide the following material and services:

- 2.1 Contractor must provide two workers (per truck) and a truck with the correct Gross Vehicle Weight and two ton asphalt hauling capacity minimum. No trailers will be allowed. The truck's GVW must be rated sufficient to handle required equipment plus the two tons of asphalt material. All Contractor trucks used for pot hole patching must be registered under the FMCSA and have USDOT Numbers on both sides of the truck required for commercial use.
- 2.2 **FOR JACKSON COUNTY ROAD DEPARTMENT ONLY** The Contractor must be able to provide a truck with a mounted propane or diesel heated hot box rated to haul two tons of asphalt material. The truck's GVW must be rated high enough to support the weight of the hot box plus two tons of asphalt. No trailers will be allowed.
- 2.3 The Contractor's truck drivers must possess the required licensing necessary to operate the specified vehicles.
- 2.4 Contractors must provide all tools and equipment necessary to patch potholes including, but not limited to, shovels, lutes, leaf blowers, brooms, and hand tamps. All equipment must be secured to the truck during transport.
- 2.5 JCDOT or CCRD will provide and deliver hot or cold asphalt material to a central staging area at the County expense. Contractor must pick up material at the location designated by the JCDOT and the CCRD.

- 2.6 All vehicles used shall be equipped with a tarp or piece of carpet to cover the asphalt to keep it hot.
- 2.7 All Contractor vehicles, crews, and equipment shall conform to applicable federal regulations for working in the road or road right of way and shall comply with all related MIOSHA safety regulations and requirements
- 2.8 All Contractor crew members must wear work boots, long pants, and a class three vest or shirt at all times.
- 2.9 All Contractor vehicles used for patching potholes shall be equipped with multi-flashing beacons that must be visible 360 degrees and backup alarms.
- 2.10 The County does not guarantee a specific number of projects or work crew hours to be assigned to the Contractor.
- 2.11 The Contractor shall keep a daily log of patching operations to include hours worked at each location and the quantity of material used and shall provide JCDOT/CCRD with a copy of this log on a daily basis. The contractor shall also provide names and phone numbers of responsible persons who can be reached at any time by JCDOT/CCRD. The supervisor of the contractor's personnel will be responsible for the completion of the daily log naming the person performing the work. JCDOT/CCRD will monitor progress and perform daily inspections. Work will be evaluated for quality and consistency. Any work not meeting the above mentioned standards and specifications will be corrected at the contractor's expense.

3.0 STANDARD OPERATING PROCEDURES

- 3.1 All holes will be cleaned of all debris with a leaf blower. All debris will be blown off from the traveling roadway. All large chunks of blacktop must be removed and dumped back at the yard where you are getting material for the day.
- 3.2 All holes with a diameter of three inches or larger will be patched. All shell outs deeper than one inch will be patched.
- 3.3 All patches will be compacted with the truck wheels or a hand tamp. All holes will be left flush with the road surface.
- 3.4 When shoveling blacktop out of the trucks, any blacktop that is spilled on the roadway must be cleaned up
- 3.5 When patching roads, you are required to patch one lane at a time going with traffic on all roads.

- 3.6 Road Department staff will give Contractor crews a list of roads to patch every morning. Crews will be required to return the list of completed roads to Road Department staff daily at the end of every shift.
- 3.7 Road Department staff will be working Monday through Friday-7:00 A.M till 3:30-4:00 P.M. at the latest to start the patching season but scheduled work hours may be adjusted as it gets lighter in the mornings.
- 3.8 Road Department staff will notify work crews as to that day's job staging site every morning to get checked in and to get loaded
- 3.9 Contractor work crews will not be required to put out road signs because crews are a moving operation. All vehicle hazard lights must be working at all times when on the job.
- 3.10 Patching activity will be called off for the day when the road surface is wet or weather conditions are not conducive to patching pot holes.
- 3.11 Where possible porta potties will be placed at work staging site for the use of Contractor work crews
- 3.12 Safety inspections will be conducted by Road Department staff prior to loading Contractor's trucks each morning. Trucks that do not pass inspections will be warned and given an appropriate amount of time for repairs or trucks may be suspended from patching based upon the severity of the defect.
- 3.13 The Road Department and the Contractor's crews will use environmentally approved release agents for spraying off equipment surfaces and cleaning tools.
- 3.14 The County does not provide a guaranteed amount of pot hole patching projects, days or hours for each work crew. The Road Department reserves the right to limit the time or amount of patching required by contractor or per crew at any point in the patching season.

4.0 STATEMENT OF QUALIFICATIONS:

Statements of Qualifications must include the following:

- 4.1 List your company's legal name, address, and telephone number. Include parent company information if applicable.
- 4.2 How long has your company been in the business of applying bituminous materials?

- 4.3 Provide at least three references for work on county road construction projects including name, phone number, and email address.
- 4.4 How many employees do you have?
- 4.5 Provide a list of equipment that could be used for each assigned project.
- 4.6 State your concurrence with the requirement to follow GVW restrictions and how your vehicles will comply
- 4.7 Provide a safety plan which confirms your understanding of the safety requirements for your workers and equipment and states how you will maintain compliance including drivers with the proper license.
- 4.8 Concluding Statement: The Contractor should state the reasons in requesting consideration for providing the County with patching services. (The Contractor may include a maximum of one page of additional information not included above, if it is deemed useful and applicable to this project.)
- 4.9 Statement of Qualifications must be signed and dated by authorized representative.
- 4.10 Provide your fixed hourly rate for a 2 person crew, truck, tools, and equipment necessary to perform the work. Lunch breaks will not be allowed in the hourly rate.
- 4.11 List in your statement of qualifications which County you are requesting to become qualified to patch potholes in.

5.0 EVALUATION CRITERIA

A number of factors will influence the County's decision in awarding this contract. In addition to cost considerations, final proposals will be evaluated on the basis of the following factors, not necessarily in order of importance:

- 5.1 Qualifications of firm
- 5.2 References for work on comparable county road construction projects
- 5.3 Vehicle & Equipment list (statement of compliance with GVW restrictions)
- 5.4 Safety Plan
- 5.5 Hourly rate

5.6 Concluding Statement

5.7 Completeness and responsiveness of Contractor's Statement of Qualification