



Public Lighting Authority

2020 Engineering, Design
and Work Content Services

Request for Qualifications
January 6, 2020

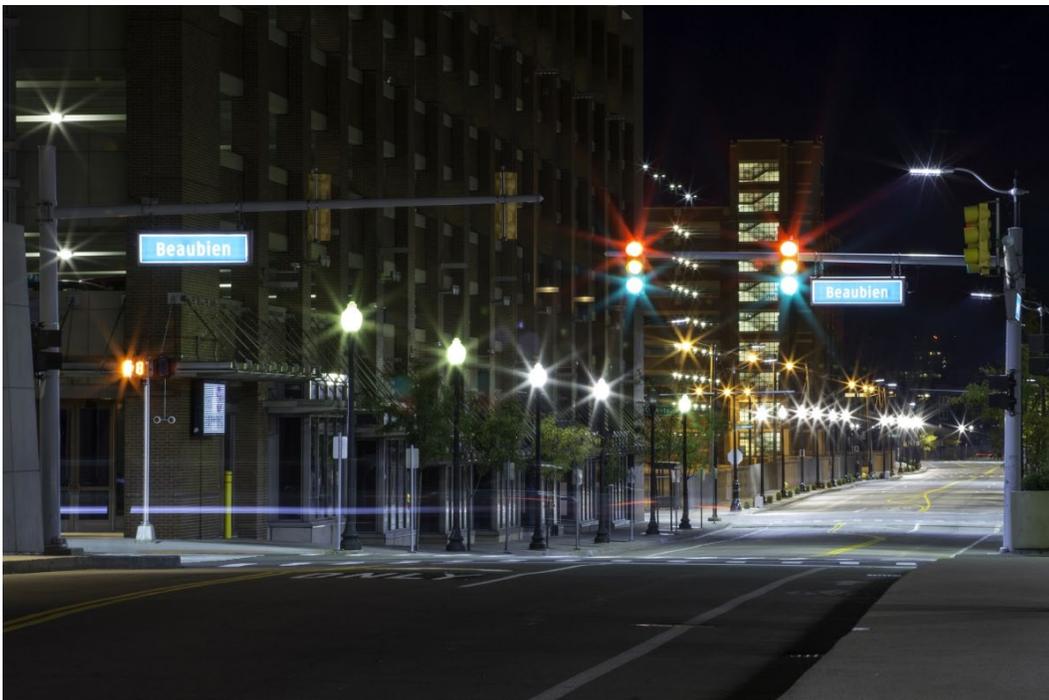


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Issue Date: January 6, 2020
Issuer: Beau Taylor, Executive Director
Services Required: City of Detroit Streetlight Engineering Services
Period of Contract: 2-3 years
Due Date: Proposals will be received until January 17, 2019

In compliance with this Request for Qualifications and subject to all the conditions imposed in Section VII thereof, the undersigned offers and agrees to furnish the services in accordance with the attached statement or as mutually agreed upon by subsequent negotiation:

DATE: _____

NAME OF FIRM: _____

PRINCIPAL BUSINESS ADDRESS: _____

PRIMARY CONTACT INFORMATION

NAME: _____

TITLE: _____

PHONE: _____

EMAIL: _____

FEDERAL EMPLOYER ID #: _____

Article 1: Definitions and Abbreviations

Capitalized terms and abbreviations used in this Request for Proposal are defined below.

“Arm” Support from pole to lamp housing.

“Attribute” A property inherent in a database entity or associated with that entity for database purposes

“City” shall mean the City of Detroit

“Contractor or Respondent” shall mean the entity that responds to this RFQ by submitting a Proposal in accordance with the requirements herein.

“Damage” Bent, parts missing, entire assembly missing, broken glass, part of pole missing, cracked or splintering, pole less than 35 feet tall, spray-painted with graffiti, public could be hurt by part if left in production, broken or cracked welds, hole(s) in assembly, wires appear to have been pulled from housing.

“Easement” Location of the street light that is not in an alley or street. Normally in a homeowners’ yard or a property owner other than the City of Detroit.

“ESRI” GIS Software for mapping street lights

“GIS” A geographic information system (GIS) that allows the user to visualize, question, analyze, interpret, and understand data to reveal relationships, patterns, and trends.

“Good” Operational, can be added to other working parts to create a fully functional street light.

“Light Location” Particular place or position of light. “A” is equal to Alley, “S” is equal to Street, “E” is equal to Easement.

“OH” Overhead, refers to the Service Feed coming from overhead

“PLA or Company” shall mean the Public Lighting Authority located in Detroit, MI as authorized by the Michigan Legislature in 2012 to support and develop a plan to improve public lighting in the City.

“PLA Street Light Number” This would be the DTE Street light serial number.

“Post” Wooden pole that the Arm extends from and the Service Feed attaches to.

“Proposal” shall mean a Contractor’s submittal in response to this RFQ.

“Scope of Work” shall mean the work detailed in Attachment A of this RFQ.

“Service Feed” AC Voltage line from light pole to source. The source is normally in an alley or backyard. The source is normally 120-240VAC.

“Support Structure” Base for the pole that supports the Service Feed. It is fed underground.

“SME” Subject matter expert

“Street Light Head” Lamp housing that produces light (luminaire).

“RFQ” shall mean this Request for Qualification describing the PLA’s needs and seeking responses to fulfill those needs.

“UG” Underground, refers to the Service Feed coming from underground

Attachments

- A. Engineering Design Scope of Work dated December 17, 2019
- B. Pricing Input Sheet dated December 6, 2019

Article 2: Corporate Introduction

The PLA is a governmental agency that has been authorized by the State of Michigan to be the authority responsible for restoring, repairing, and replacing the City’s street lighting system.

The PLA is committed to utilizing Detroit based businesses where possible. It is the expectation that the Contractor investigates and pursues local sourcing of work and utilize Detroit and Michigan based businesses in support of this effort wherever practical. Please identify in your response opportunities provided from Detroit and Michigan based companies.

For more information, please visit the PLA website at www.pladetroit.org

Article 3: Scope of Services Overview

The PLA has released this RFQ to identify qualified Contractors who will execute the work outlined in Scope of Work Attachment A. This RFQ is part of a long-term plan that will span over several years to improve the street light system in the City.

The PLA plans to use this RFQ to retain a strong bench of qualified engineering/planning firms. Upon scope determination, PLA Scope Documents will be issued to the retained engineering/planning firms for pricing. Purchase orders may be issued to the lowest responsible engineering/planning firms based on responses to the PLA Scope Document.

Issuance of a contract as a retained engineering/planning firm in no way guarantees work or issuance of a purchase order from the PLA

Interested bidders may submit qualifications for either engineering design services as described in Attachment A.

If multiple parties are providing their services, one Proposal shall be submitted, and each parties portion of the work shall be specifically outlined in the Proposal.

Article 4: Preferred Respondent Qualification

It is preferred the Respondent meets the following criteria.

- A. Significant experience and understanding of the electrical distribution system
- B. Specialized internal subject matter experts familiar with streetlight maintenance and/or utility industry
- C. Detroit headquarters preferred
- D. Experience working in ESRI is required
- E. Knowledge of City of Detroit and other relevant codes

Article 5: Required Proposal Format

Respondents' Proposal shall be numbered sections 1-7 and match the headings below. The detailed requirements of each section are contained below. Proposals shall be uploaded in *MS Word or PDF* format for all sections with the exception of section 7 which must be provided in excel. PDF's for pricing document will not be accepted. Please do not include sales and marketing information in the Proposal. Failure to number response 1-7 may result in a "non-conforming" bid submittal.

1. Profile of Respondent
2. Project Staffing
3. Relevant Experience
4. Safety Program
5. Proposal Exceptions
6. Proposal Validity
7. Pricing

Summary of Requirement

1. Profile of Respondent

Describe the highlights, key features and distinguishing points of the Proposal. On a separate sheet, include a list of contacts for the Proposal and how to communicate with them. Limit this section to a total of two (2) pages excluding the separate contact sheet.

Respondent shall include a brief description of the Respondent's business and its corporate organization structure, the number of years in business, the names of all applicable affiliates, diverse business status, history, and future plans.

2. Project Staffing

Describe how the project will be staffed. Key project team members shall be identified by name, title, and specific responsibilities on the project. Please **do not** include résumés of individuals; rather a brief paragraph explaining their relevant experience and background. A detailed organizational chart for project execution must also be included.

2.1 Use of Detroit Residents / Best Value

The Public Lighting Authority uses a Best Value procurement process for all purchases of the PLA, based on the Michigan Municipal Lighting Authority Act 2012 PA 392. "Best Value" means the overall combination of the presence of a locally headquartered company, the proportion of the company's workforce that resides locally, any "capacity building" commitments the company is willing to make, quality, price and other elements of a proposal that, when considered together, in response to the requirements described in this solicitation document, provide the greatest overall benefit to the PLA and the citizens of Detroit.

Respondents will be required to submit their specific "capacity building" commitments focusing on:

- 1) Use of Detroit Based Businesses
- 2) Interface with PLA Inclusion Program
- 3) Cooperation via the execution of a separate "Best Values Agreement"

3. Relevant Experience

Respondent shall provide a brief history of relevant street light engineering, planning and design experience including the following:

Contractor shall provide detailed design experience or other engineering and planning services as may be necessary as listed below:

- A. All examples in the past ten years where Respondent developed street light design specifications that were implemented including the customer name.
- B. All examples in the past ten years where Respondent was the lead firm for new street light design and engineering that was implemented including the customer name.
- C. Examples where the Respondent executed detailed planning, design, and engineering for other associated utility work (example: overhead and underground construction, substation, etc.)
- D. Provide relevant sample drawings completed by Respondent.
- E. Describe Respondent's experience in utilizing the ESRI software system including customer name and contact information.

4. Safety Program

Respondent shall provide their company's comprehensive safety policy or safety manual. A separate attachment may be uploaded to poweradvocate.com if needed.

5. Proposal Exceptions

Describe any exceptions or requested changes the Respondent has to PLA's form agreements, terms and conditions, insurance, specifications, and scope of work. If there are no exceptions noted, it is assumed the Respondent will accept all form agreements, attachments and requirements identified in this RFQ. Only items identified as exceptions will be open to later negotiation by the selected respondent.

If exceptions to PLA's form agreements are taken, please submit the marked-up documents in Word format, using the track changes feature.

6. Proposal Validity

The Proposal to be submitted must be valid for three months after submittal. Please list any exceptions to this duration.

7. Pricing

A selected few contractors will be retained to perform engineering, design, planning, and work content services. The PLA will supply work scope documents to all retained Respondents for pricing.

The Respondent will be required to provide their standard billing rates by job classification, material costs, travel and any other fees that may be associated with a specific purchase order. Job classification type shall include a short description of specific work tasks, number of years of experience, certifications, etc.

All pricing shall be provided in a Microsoft Excel format utilizing the attachment "Pricing Input Sheet" dated December 6, 2019.

In Respondent's submission, it shall also contain definitions (i.e. years of experience, education, etc.) that are required for each position listed in the response.

1. Respondent shall provide the anticipated Time and Material labor rates utilized by Respondent for the engineering and design. Rates shall be broken down by job classification.
2. Reimbursable Expenses
Respondent shall provide a breakdown of any additional expenses that the PLA may encounter in the course of executing Work (mileage, subcontractor fee, permitting fees, travel, etc.)

Article 6: Timing and Schedule

Questions must be received by January 14, 2020 5:00PM EST. Proposals must be received by January 17, 2020 12:00PM EST. Questions and Proposals will not be considered unless they are submitted to Marie A. Brown, Chief Administrative Officer at (mbrown@pladetroit.org).

Any exceptions to the response date will be accepted at PLA's sole discretion. PLA reserves the right, in its sole discretion, to extend the RFQ due date.

Issue RFQ	January 6, 2020
Respondent's pre-bid conference 400 Monroe St., Ste. 485, Detroit, MI 48226	January 10, 2020 1:00 PM
Respondent Questions Due	January 14, 2020 5:00 PM
RFQ Responses Due	January 17, 2020 12:00 PM
Award Contract	January 24, 2020

Article 7: RFQ Review and Evaluation Criteria

Proposals will be evaluated using a multi-step process as follows:

Step 1 - The information provided in the Proposal will first be evaluated for completeness and consistency with the Proposal content and RFQ requirements.

Step 2 - As a result of this screening review, PLA will eliminate Proposals that in PLA's sole discretion do not meet the requirements described in this RFQ from further consideration. PLA will limit follow up contacts to clarify Proposals or request additional information only to those Proposals that meet the requirements described in this RFQ. PLA will evaluate the Proposals based on the following criteria, in no particular order:

- A. Relevant Experience
- B. Safety
- C. Creditworthiness and financial viability
- D. Proposal exceptions
- E. Location of Respondent (prefer Detroit) and plan to utilize Detroit residents
- F. Pricing

Article 8: Additional RFQ Guidelines and Terms

These guidelines and terms are not subjected to exemption. Please carefully review the following guidelines and terms that apply to this RFP. Submission of the Intent to Respond Field will be interpreted as an understanding and acceptance of these guidelines and terms:

1. **Disclaimer** - This is not a contract offer by the PLA; the RFP responses to this RFP do not bind PLA in any way. PLA reserves the right to discontinue or modify the RFP process at any time and makes no commitments, implied or otherwise, that this process will result in a business transaction or negotiation with one or more Respondents. All costs incurred by a Respondent in preparing a response to this RFP and in providing or obtaining additional information to or from PLA shall be borne by the Respondent.
2. **Right of Rejection / Acceptance** - PLA reserves the right to reject any or all responses, to accept any response, or to select any combination of responses. PLA reserves the right to

waive any irregularity contained in any response.

3. **Right of Withdrawal** - Response may be withdrawn at any time prior to the RFP Due Date. Any request to withdraw a response must be sent via e-mail to Marie A. Brown at mbrown@pladetroit.org
4. **Documents** - PLA makes no representations or warranties regarding the accuracy or completeness of the information contained in this RFP, including the attachments. The Respondent is responsible for making its own evaluation of information and data contained in this RFP and in preparing and submitting responses to this RFP.
5. **Confidentiality** - The documents, including but not limited to written, printed, graphic, electronic, photographic or voicemail materials and/or transcriptions, recordings or reproductions thereof, submitted in response to this RFP become public record upon submission to the PLA, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law.
6. **Post Bid Interview** - The PLA may shortlist Respondent(s) to conduct an in-person interview explaining the details of their proposal.
7. **Organization and Good Standing.** Respondent is duly organized, validly existing and in good standing under the laws of the State under which it is organized, has all requisite power and authority to own, operate and lease its properties and is duly authorized to do business in the State of Michigan.
8. **Power and Authority.** Respondent has all requisite power to submit a proposal to the PLA and to carry out and perform its proposed obligations under any Agreement that may be formalized between Respondent and the PLA pursuant to this RFP. All actions required on the part of the Respondent and its officers, and agents for the authorization, execution, and delivery of this proposal have been taken.
9. **No Conflict or Breach.** The proposed execution, delivery and performance by the Respondent of its proposed obligations under any Agreement that may be formalized pursuant to this RFP will not result in any violation of, be in conflict with or constitute a default under, in any material respect, any material instrument, mortgage, deed of trust, loan, contract, commitment, judgment, decree, order or obligation binding upon the Respondent or result in the creation of any mortgage, pledge, lien, encumbrance or charge upon any of its properties or assets.
10. **No Debarment, Pending Governmental Action or Record of Violations.** Respondent has not been debarred by either the federal, state or any local unit of government from providing services, nor is it currently the subject of any debarment or similar proceedings. Respondent has no record of violation of any federal, state or local government's procurement, and contracting or ethics rules.
11. **Conflicts; No Undue or Improper Influence or Inducement.** Respondent represents and warrants that no conflicts of interest exist between the Respondent and the PLA. Respondent represents and warrants that it has not, and will not, offer to PLA or any of PLA's employees any unlawful inducement, prohibited benefit, or improper incentive to enter into any

agreement with PLA. Respondent understands and agrees that no person associated with Respondent shall contact any Public Lighting Authority Director or Officer to attempt to solicit business or to in any way influence such Director or Officer outside of the contact provided pursuant to the RFP. Failure to comply will result in debarment of respondent from doing business with the PLA.

- 12. Performance of; Compliance with Law.** The Services proposed to be performed under any Agreement that may be formalized pursuant to this RFP will be performed in a diligent manner in accordance with industry practices, by individuals of suitable training and skill. Respondent's actions and performance of the Services under any Agreement that may be formalized pursuant to this RFP throughout the term of such Agreement shall be in full compliance with all applicable federal, state and local laws, rules, regulations, and standards, including all laws applicable to PLA's operations or to which PLA is otherwise bound. Respondent has and will maintain throughout the term of such Agreement, all licenses, permits, authorizations, and approvals necessary for the lawful conduct of its business. No representation or warranty of Respondent contained in any proposal submitted pursuant to this RFP contains any untrue statement of material fact or omits to state a material fact necessary to make the statements and facts contained herein not misleading.
- 13. Notice to Proceed; Purchase Orders.** Respondent understands and agrees that no work is to be performed under its proposal unless and until an Agreement is signed and a purchase order for the specific work is issued by the PLA.
- 14. Approval of Board; Subject to Contract Negotiations.** Respondent understands and agrees that any vote by the PLA Board of Directors merely evidences the PLA's intent to enter into negotiations with Respondent. Respondent understands and agrees that its proposal shall not be construed as a contract offer and that the PLA is the only Party that may make an offer to Respondent once the Board has approved negotiations with pursuant to this RFP. No action by the PLA shall be construed to represent that an Agreement or any contractual obligation exists other than the full execution by both Parties of a final Agreement. Respondent further understands and agrees: (1) that, even if the PLA approves negotiations with Respondent, a final contract may not be executed, and Respondent has no right or cause of action against the PLA in the event that a final agreement cannot be reached by the Parties; and (2) the PLA may choose to not enter into an Agreement with Respondent at any time, and for any reason.
- 15. Assurances or Reassurances.** The PLA has the right to request any Assurances or Reassurances from Respondent it deems necessary at any time to ensure Respondent has the capacity to carry out the work. Such Assurances or Reassurances maybe in the form: (1) of a sample of the method of contract performance Respondent proposes, (2) requesting financial information from Respondent to ensure it possesses the financial capacity to fund the work; or (3) any other actions or information the PLA, in its sole judgment, deems necessary. Respondent understands and agrees that the PLA has no obligation to compensate Respondent for any costs associated with providing such Assurances or Reassurances.
- 16. Contract Approval Does Not Guarantee Any Work; Multiple Vendors; Multiple Scopes.** Respondent understands and agrees that any Agreement that may be entered into between Respondent and the PLA does not guarantee any specific amount, quantity, or quality of work. All work assigned by the PLA shall be evidenced in the form of a validly issued purchase

order that will only be issued after a valid Agreement is executed by the Parties. Respondent further understands and agrees that the PLA may select one or more responding vendors to perform all or any portion of the work the PLA requires at any time before, during or after an initial selection. Respondent has no rights, contractual or otherwise, to any work under this RFP, and may be assigned only a portion of the work the PLA requires. If the pricing proposed under this RFP is dependent upon a specific quantity of work, Respondent must state the range of pricing it will charge based on the specific quantities of work assigned.



Public Lighting Authority

Attachment A Engineering Design Scope of Work



Engineering Design Scope of Work Attachment A

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Engineering Design Scope of Work

Attachment A

Article 1: Engineering and Design Services

1.1 Design and Engineering Requirements:

Engineering activities include all tasks required to prepare engineering related project documentation and drawings from the issuance of engineering Purchase Order (PO) until As-built turn over.

For each PO issued by the Company, the Contractor shall provide:

- a) Complete functional and operational street light design for construction
- b) At the end of the project, marked up revisions to design (as-built) drawings will be provided by the Company and the Contractor will generate new drawings with as-built corrections.
- c) At the end of the project, the ESRI, Arch Map software at the Public Lighting Authority offices will be up-dated by the Contractor.

Contractor shall use industry best practices to design street light circuits that produce low-cost lighting; requires minimum maintenance; demonstrates high reliability and safety; and has a minimum 30-year design life.

The Contractor shall provide design documents to fully disclose the design and its basis, to include but not limited to the following:

- A. National Electrical Code (NEC), codes and compliance.
- B. National Electrical Safety Code (NESC), codes and compliance.
- C. Public Lighting Authority (PLA) design standards and compliance.
- D. Installation guidelines and procedures
- E. Bill of materials
- F. Installation and removal construction units predetermined by the Company
- G. Create ESRI Arch Map Meta data for each PO issued to the contractor.
- H. One line electrical diagrams (ESRI layer) for street light circuit design (circuit maps)
- I. Key equipment specifications as provided by the manufacturer
- J. Design calculations
- K. Electrical design
- L. Permit & brief summary of construction plans
- M. Traffic control plan as required by Authorities Having Jurisdiction (AHJ)



Engineering Design Scope of Work

Attachment A

- N. Crane and/or heavy equipment plans (where appropriate)
- O. Electrical interconnection with local utility
- P. Electrical load data, as required by the local utility

The following may be required on a project by project basis when required by PO.

- A. Photometric study
- B. Civil and Structural, design
- C. Site security plans and measures
- D. Site-specific safety plans – Safety manual shall be required
- E. Quality plan and inspection records
- F. Acceptance test details, guidelines, and procedures
- G. Maintenance plan including any safety systems needed to properly maintain equipment
- H. Master document list
- I. Topographical Survey

1.4 Traffic Control Plan

All street light designs will be accompanied with a traffic control plan (compliant with AHJ).

1.5 Electrical Design

The electrical design and installation for the street light design shall conform to the current NEC, Company, and AHJ design standards.

Field Investigations will be required for design. This will include assessing existing site conditions and evaluating existing electrical distribution systems (Public Lighting Department and DTE Electric), street light circuits, street lights, foundations, and pole assemblies. Contractor will develop engineering drawings and specifications for underground electrical conduit and cable that will service street lighting along the project areas. One line wiring diagrams will be furnished showing interconnection, light control, and street light locations as part of the design. The contractor will be required to locate and identify new DTE Electric power sources for new street light circuits. The new design will incorporate converting all underground PLD fed lights into DTE Electric fed lights while maintaining lighting for public safety during construction.



Engineering Design Scope of Work

Attachment A

Article 2: Drawing Requirements

2.1 Drawing Overview

Contractor shall provide all drawings for each discipline required (architectural, structural, etc.), with separate plans for new work and demolition as well as special types of drawings where necessary, such as enlarged plans, and equipment details, etc.

Each drawing shall indicate project title, project number, A/E firm, A/E's address and/or phone number, contract number, drawing title, drawing type, drawing number, revision level, PO number, Street Light Circuit number, street light pole numbers, and key plan. A cover sheet shall be provided and shall include a list of the drawings, legend, vicinity map and location map in addition to all items required for each drawing.

Each drawing submission shall be clearly dated and labeled (e.g. 90% Design Development Submission, 100% Check Set Submission, Construction Document Submission, As-Built Drawings, etc.). Each drawing sheet submitted shall include a graphic scale in the lower right-hand portion of the sheet. The final set shall be signed by, bear the seal of, and show the State of Michigan Certificate Number of the architect and/ or engineer who prepared the document and/or is responsible for its preparation. These final documents shall be provided in electronic format on Compact Discs (CD) and shall be compatible with the Company software.

2.2 Drafting Method

Design drawings issued for construction shall be produced with the ArcGIS Arch Map software using ArchGIS.com base maps and data by the ESRI Corporation. All equipment designed for installation will have a minimum Meta data associated with it, overhead lights with 26 fields of entry and underground lights with 26 fields of entry.

2.3 Drawing Status

The Contractor performing the design/drafting work is responsible for verifying the as-built status of the drawing. Any inconsistencies or discrepancies found during the verification process must be brought to the immediate attention of the Public Lighting Authority Engineer for disposition.



Engineering Design Scope of Work

Attachment A

Article 3: Company Design Review Process

Prior to the start of any installation activity, Contractor must submit to Company relevant street light drawings. For each design/drawing submission, Company reserves the right to make comments and required changes.

Reviews will be performed by a multi-discipline team during various project phases, 60, 90, and 100 percent review. Company, Contractor, and subcontractor, if applicable, will all participate in the reviews unless otherwise specified.

Contractor will submit designs 5 business days prior to scheduled review meeting for Company review.

3.1 60% Design Review

Contractor is to supply the following to be considered 60% Design. Once the 60% review is completed the Contractor should be capable of applying for permits with AHJ.

- a) One line electrical diagram will accompany each light controlled street light circuit (ESRI layer).
- b) Three light pole choices for design with cut sheets and pricing.
- c) Separate construction prints showing existing equipment for decommissioning/removal and construction units (established by Company) associated with removal
- d) Construction prints showing Road Right of Way (ROW), intersections, driveways, sidewalks, new street light locations, interconnection point, location of light control unit, and construction units (established by Company) associated with the installation of new equipment.
- e) Contractor will contact local municipalities, utilities, and communications companies for the location of their equipment. The design should account for the location of said utilities in the construction drawing.
- f) All associated cut sheets for equipment
- g) Bill of material
- h) Construction Plan



Engineering Design Scope of Work

Attachment A

Meeting notes will be maintained and submitted by the Contractor. At the completion of the 60% Design review, the Contractor will submit typed meeting minutes of the meeting showing design issues to be corrected and decisions made by the Company engineering staff, once the meeting notes are accepted by the Company Engineer payment can be requested by the Contractor.

3.2 90% Design Review

Contractor is to supply the following to be considered 90% Design. All meeting notes and corrections from the 60% Design review will be incorporated into the 90% design. Once the 90% review is completed the Company should be capable of using design for construction and load into the Company ESRI database.

- a) One line electrical diagram will accompany each light controlled street light circuit (ESRI layer).
- b) Equipment cut sheets and pricing.
- c) Separate construction prints showing existing equipment for decommissioning/removal and constructions units (established by Company) associated with removal
- d) Construction prints showing Road Right of Way (ROW), intersections, driveways, sidewalks, new street light locations, interconnection point, location of light control unit, and construction units (established by Company) associated with the installation of new equipment.
- e) Contractor will contact local municipalities, utilities, and communications companies for the location of their equipment. The design should account for the location of said utilities in the construction drawing.
- f) Bill of material
- g) Construction Plan
- h) All permits required by AHJ to construct the project.
- i) Up-date the Company ESRI database of design.

Meeting notes will be maintained and submitted by the Contractor. At the completion of the 90% Design review, the Contractor will submit typed meeting minutes of the meeting showing design issues to be corrected and decisions made by the Company engineering staff, once the meeting notes are accepted by the Company Engineer payment can be requested by the Contractor.



Engineering Design Scope of Work

Attachment A

3.3 100% Design Review

Contractor is to supply the following to be considered 100% Design. All meeting notes and corrections from the 90% Design review will be incorporated into the 100% design. The 100% Design is the final design and

3.4 Bid and Award

Contractor will be available for construction questions concerning the design. This would be during the bid process and construction process.

Review activities will be coordinated by Company. These activities shall include drawing/document transmittal, review and comment, collection and aggregation of comments, dispositions, responses and close-out. Company and Contractor shall agree upon methodology to track all drawing and document review transactions.

The Company will issue a schedule of milestones with the Purchase Order. Contractor will provide Company with documents to be reviewed 5 business days prior to review date. Company may choose to review drawings on a selective basis. The minimum turn around time for a review is five (5) business days unless otherwise agreed upon with the Company. The review duration may vary based on the complexity, number of documents or urgency of the review package.

Article 4: Company As-built Acceptance (Drawing Turn Over)

Drawings shall be turned over to Company in accordance with the project schedule with the Purchase Order. The final drawings shall be complete and reflect the as-built condition of the installation.

4.1 Requirements

The turnover drawings package shall consist of the following:

- a) Final electronic file of the ESRI Arch Map design and all meta data associated with design
- b) PDF (s) files of the design



Engineering Design Scope of Work

Attachment A

- c) One line electrical diagram will accompany each light controlled street light circuit (ESRI layer).
- d) One line electrical diagram will accompany each light controlled street light circuit PDF file.
- e) Master Document List
- f) Printed, legible copies of all documents
- g) Compact disk with said files with the proper labels on disk
- h) The design file must be compatible with the Public Lighting Authority version of ESRI, Arch GIS Map software.
- i) The contractor is responsible for up-dating the Company Computer at the Company Offices with said files.
- j) The PDF(s) must contain all of the appropriate signoffs/signatures.

New and revised drawing(s) prepared for the Company may be subject to review prior to turnover. Any discrepancies found during the review process shall be corrected by the Contractor prior to acceptance by Company. Corrections will be made in a timely manner and resubmitted to Company for verification within ten (10) business days of notification.

Company will not accept drawings containing markups, construction notes or comments for final turnover. All drawing comments must be resolved and incorporated prior to turnover - this includes vendor drawing and document markups.

At the completion of the As-built Drawing Turnover, Contractor can request final payment for services.

Article 5: Payment Schedule

The Contractor shall request payment after the following milestones have been accepted:

- 60% Design Acceptance, 50% Payment of Purchase Order
- 90% Design Acceptance, 40% Payment of Purchase Order
- As-built Acceptance, 10% Payment of Purchase Order



Engineering Design Scope of Work

Attachment A

Article 6: Interconnection

The street lighting design will be connected to DTE Electric system via appropriate equipment ensuring all applicable NEC codes are met. The Design Contractor shall complete a load sheet for the street light circuit including a one-line diagram and site plan and provide it to the designated DTE Electric Company Representative.

Article 7: Construction Plan

The Contractor shall provide an overall written construction plan for each project assigned. This document shall accompany the 60% design submission for Company acceptance. This may include but not be limited to equipment required, procedure for installation of new street lights circuits and the decommissioning of old street light circuits while maintaining the roadway lighting, and any unique requirements for project implementation. The contractor will be required to locate and identify PLD street light series circuits, existing DTE Electric power source and recommend new DTE Electric power sources for new street light circuits. The plan will incorporate converting all PLD fed lights into DTE Electric fed lights while maintaining lighting for public safety during construction.

Article 8: Meeting Attendance

The Contractor shall attend regularly scheduled meetings to provide updates to project progress (weekly) as well as other meetings as necessary to present change requests, resolve scope, schedule and budget issues or to analyze information, data, or equipment/material concerns. Meetings include but not limited to the following:

- A. Project design kickoff meetings with project team
- B. Project 60% Design review meeting
- C. Project 90% Design review meeting
- D. Project 100% Design Review meeting
- E. Bid and Award meeting
- F. As-built Acceptance Drawing Turnover meeting
- G. After action review/continuous improvement meeting



Engineering Design Scope of Work

Attachment A

Article 9: Change Control Process

The Change Control process for cost, scope and schedule management is governed by the Company change review process. The Change Control process is intended to monitor project cost, scope changes and schedule changes (including a project re-baseline without an apparent cost impact) and to address cost management, scope management, and schedule management requirements within the Company and applies to all Company projects.

Contractor shall participate in Change Review Board (CRB) meetings as necessary if changes are pending.

If changes are requested by Contractor, the Contractor shall prepare and submit Change Request (CR) and all relevant CRB documentation at least five (5) business days before the scheduled meeting.

24 man-hours per project for CRB preparation and attendance is covered under the fixed Engineering cost.

Work Content

The Work Content team is responsible for reviewing the survey data for overhead lighting (primarily residential areas and collector streets) and designing the work operations needed to facilitate construction within the approved criteria of the PLA. The assumption is that 50% of the work content can be completed via a desktop exercise using GIS and Google maps. 50% of the light locations will require field verification. NESC construction practices will be used to determine work content.

The work content operation will reside at the contractor office and should consist of ESRI GIS technicians, streetlight subject matter experts, streetlight planners and design/field people.

Process

- The PLA will issue a PO for work content by zip code
- GIS will create a separate folder/file in ESRI for work content using the existing survey map and data
- The existing data will be reviewed based on the PLA lighting criteria (spacing of lights within a residential or thoroughfare block)



Engineering Design Scope of Work

Attachment A

- The lighting criteria will be input into the existing map for review
- Each block will be reviewed based on the criteria to determine:
 - Lights to be removed
 - Lights to be replaced
 - New lights to be placed
- The field verification team will be responsible for:
 - Obtaining DTE Pole # for service wire termination
 - Stake location of new pole, obtain accurate address (miss dig)
 - Verify contact height and building/driveway clearance requirements
 - Update work print with pole and tap location
 - Verify abandoned alley lights for removal
 - Verify existing mid-block lights for removal note the following:
 - Any additional attachments (will require the pole to remain)
 - Any potential issues at tap removal pole (tree trimming)
 - Identify any tree trimming at light locations (mid-block and intersection)
 - Update work print with all notes
- After review and approval, a control sheet of the data will be created in Excel using the GIS data
- Based on the work content, material lists, tree trimming schedule will be created, and construction plans will be issued to the PLA for distribution to the PLA overhead contractors
- As-built information will be reviewed and ESRI updated (additional detail required)

Future Streetscape Projects

Contractor will submit proposal for the preparation of construction documents, including the required photometric studies, cost estimates and as-built drawings based on data provided by the construction contractor for your consideration for the projects itemized below.

Contractor will receive electronic CAD files from the streetscape designers that show roadway geography, curbs, utilities, sidewalks, landscaping, etc., and existing ESRI as-built data from the PLA. Any pavement replacement design will be done by other contractors.

Russell Street	Leland to Canfield
Dexter Avenue	Davison to Fullerton
Evergreen Road	Warren to Joy Road
Seven Mile Road	Gratiot Avenue to Schoenherr



Engineering Design Scope of Work

Attachment A

E. Warren Avenue	Devonshire to Neff
Mt. Elliott Street	I-94 to Georgia
Conant Street	E. Davison to Carpenter
W. Jefferson	Brennan to West End Street
Mound Road	Outer Drive to Casmere Street
Grand River Parklet	Grand River & Plainview & Puritan
E Jefferson	I 375 to Grosse Pointe
W Warren	Archdale to Mettetal

Attachment B

Pricing Input Sheet

Attachment B Pricing Input



Pricing Input Sheet dated 12/6/2019

T&M and Unit Rate per pole

Respondent

Respondent shall include hourly rates for the staff that would typically be required to execute the Scope of Work as requested in the RFP

Title of Billable Employee	Straight Time	Overtime	Description of Job Function
KEY PROJECT STAFF			
1. Project Director			Licensed Professional with 35+ years of experience in project management, coordination, design, cost estimating, scheduling. Responsible for QA/QC and client interface.
2. Project Manager			Degreed Professional with 15+ years of experience in project management, coordination, design, cost estimating, scheduling. May be Licensed or Unlicensed.
3. Lighting Engineer			Degreed Professional with 10+ years of experience in project management, coordination, design, cost estimating, scheduling. May be Licensed or Unlicensed.
4. Traffic Engineer			Degreed Licensed Engineer with 20+ years of experience responsible for traffic management plans.
5. Utility Engineer			Degreed Licensed Engineer with 10+ years of experience responsible for conduit designs.
6. G/S Coordinator			Degreed Planner with 10-15 years of experience with GIS/ESRI software coordinating design.
OTHER STAFF RESOURCES			
7. Project Engineer			Degreed Professional with 10+ years of experience in project management, coordination, design, cost estimating, scheduling. May be Licensed or Unlicensed.
8. Senior Engineer			Degreed Professional with 15+ years of experience in project management, coordination, design, cost estimating, scheduling; supervising capital improvement projects. May be Licensed or Unlicensed.
9. Engineer II			Degreed Engineer with 5-10 years of experience assisting in design scope of work.
10. Engineer I			Degreed Engineer with 5+ years of experience assisting in work content scope of work.
11. Project Engineer			Designer with 25+ years of experience in project management, coordination, design, cost estimating, scheduling.
12. Senior Designer			Designer with 13+ years of experience in project management, coordination, design, cost estimating, scheduling.
13. GIS/CAD Tech II			2 years of Technical Degree with 10+ years of experience.
14. GIS/CAD Tech I			2 years of Technical Degree with 5+ years of experience.
15. Surveyor II			Degreed Licensed Surveyor with 10+ years of experience.
16. Surveyor I			2 years Survey Technician Degree with or with 5+ years of experience.
17. Electrical Inspector			2 years of Technician Degree with 5-10 years of experience.
18. Clerical			Experienced in the use of Microsoft Office Products (Word, Excel, etc.) word processing, administration and document control.
19. Intern			Student enrolled in applicable degree program.

Subcontractor markup percentage 5%

Unit Price per Pole for Work described in Attachment B (all-inclusive price per pole) *(See Exceptions)*

Attachment B Pricing Input



**Supplemental Pricing Input Sheet dated
12/6/2019**

T&M and Unit Rate per pole

Respondent

Respondent shall include hourly rates for the staff that would typically be required to execute the Scope of Work as requested in the RFP

Title of Billable Employee	Straight Time	Overtime	Description of Job Function
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10. Engineer I			Degreed Engineer with 5+ years of experience assisting in work content scope of work.
14. GIS/CAD Tech I			2 years of Technical Degree with 5+ years of experience.
16. Surveyor I			2 years Survey Technician Degree with or with 5+ years of experience.
17. Electrical Inspector			2 years of Technician Degree with 5-10 years of experience.
18. Clerical			Experienced in the use of Microsoft Office Products (Word, Excel, etc.) word processing, administration and document control.