



**CITY OF BERKLEY, MICHIGAN  
COOLIDGE CORRIDOR STUDY  
PRELIMINARY ENGINEERING DESIGN AND  
FUNDING ASSISTANCE**

**REQUEST FOR PROPOSALS**

**Proposal Due Date:**

Friday, June 26th, 2026 at or before 3 p.m.

**Issued by:**

City of Berkley  
3338 Coolidge Hwy  
Berkley, MI 48072



# **CITY OF BERKLEY, MICHIGAN COOLIDGE CORRIDOR STUDY PRELIMINARY ENGINEERING DESIGN AND FUNDING ASSISTANCE REQUEST FOR PROPOSAL**

## **REQUEST FOR PROPOSALS (RFP) FOR PRELIMINARY ENGINEERING DESIGN AND FUNDING ASSISTANCE**

The City of Berkley (hereafter "City") is soliciting proposals from engineering firm(s) interested in providing preliminary engineering design and funding assistance options for a proposed 3R rehabilitation of Coolidge Hwy from 11 Mile Rd to Webster Rd. The selection of the engineering firm will be made by the City Council.

## **DESCRIPTION OF THE COMMUNITY**

Berkley, population 14,934, is roughly 2.62 square miles in area and located in Oakland County, Michigan. The city is responsible for 51 miles of roads, 51 miles of water mains, and 69 miles of combined sewer mains. The City is in the Clinton River Watershed and the G. W. Kuhn drainage district. Water for City distribution is supplied by the South Oakland County Water Authority (SOCWA). There are approximately 6,400 homes and 400 commercial structures in the City. Commercial uses are primarily found along Woodward, Twelve Mile Road, Coolidge Hwy, and a portion of Greenfield. The City's southern border, Eleven Mile Road, features a mix of residential, commercial, and industrial uses.

## **PRE-PROPOSAL MEETING**

No pre-proposal meeting will be held for this RFP. However, interested firms are strongly encouraged to visit and become familiar with the community prior to submitting a response to this RFP.

## **Intent**

The information contained in this Request for Proposals (RFP) is provided to give prospective responders background for completing their responses to this request. In reviewing proposals, consideration will be given to qualifications, experience, depth, breadth of services, responsiveness, and quality, in addition to hourly billing rates.

The City of Berkley reserves the right to reject any or all submittals or any part thereof, and to waive any minor irregularities. A contract may be awarded to the firm(s) deemed to best serve the interest of the City of Berkley.

## PROJECT OBJECTIVES AND SCOPE OF WORK

The City of Berkley aims to complete a comprehensive corridor study, including a 3R rehabilitation of Coolidge Hwy from 11 Mile Rd to Webster Rd. The selected firm must be fully prepared to administer this project through the Michigan Department of Transportation (MDOT) Local Agency Programs (LAP) unit and follow National Environmental Protection Act (NEPA) regulations.

At a minimum, the project design should address the following improvements:

- Asphalt rehabilitation by mill and overlay and as-needed base repair.
- Curb and gutter replacement and re-configuration.
- As-needed drainage upgrades (i.e., catch basin and lead replacement).
- Integration of traffic calming measures like curb extensions, raised crosswalks, signing and striping.
- Installation of Rectangular Rapid Flashing Beacons (RRFBs).
- Corridor traffic signal enhancements including signal timing.
- Aesthetic and functional streetscape improvements.
- Water Main and Service Line Replacements
- Storm Water Improvements

The scope of services to be provided generally falls into these tasks:

1. **Kickoff Meeting:** Facilitation of an in-person meeting with key City personnel and stakeholders to establish alignment and confirm the scope of work.
2. **Existing Conditions & Data Gathering:** A comprehensive baseline analysis, including a review of planning documents, field assessments, and a crash analysis.
3. **Public Participation & Stakeholder Engagement:** An ADA-compliant engagement process featuring a minimum of four (4) Advisory Group meetings, one (1) Public Visioning Meeting, and two (2) City Council Public Meetings.
4. **Preliminary Engineering:** Providing three (3) conceptual designs that follow NACTO, MDOT, RCOC, and ADA standards, and a corridor streetscape plan with conceptual graphics at four (4) representative locations.
5. **Preferred Concept Development:** Creation of early Preliminary Plans, cross-sections, and detailed planning-level estimates for the finalized design.
6. **Funding Application Preparation:** Strategic preparation of grant applications using standard formats to secure funding.

## PROPOSAL FORMAT

Proposals should be prepared simply and economically and provided in a straightforward, concise description of the responder's ability to fulfill the needs of the City of Berkley. To be considered, each firm(s) must submit a response to the RFP in the following format: Each response to the RFP must remain valid for at least ninety (90) days from the due date indicated on the cover page of this document.

1. **Letter of Transmittal:**
  - Briefly outline the Firm's understanding of the work and the specific needs of the City of Berkley.
  - Briefly outline the Firm's ability to meet the individual scopes of work as defined.

- The name that is provided for the Firm's Liaison/Engineer/Client Manager will be used as the primary contact person during the RFP evaluation process.
  - The letter of transmittal shall be signed by the person empowered to commit the Firm to a contractual arrangement with the City.
2. **Company/Firm Overview:** Provide general information about the Firm, along with its area(s) of expertise and experience as it relates to this RFP.
- Firms must have provided professional consulting engineering services within the State of Michigan and Oakland County for a minimum of three (3) continuous years for the period immediately preceding the date of this request.
  - State the size of the Firm, the size of the Firm's professional staff, the location of the office where the work on this project will be performed, and the size of the staff in the latter.
  - State the professional licensure, certifications, credentials, expertise, and affiliations of the Firm and its employees in both the office location that would primarily be responsible for serving the City of Berkley and in other locations (if any).
3. **Management and Project Staff:** Include a flow chart showing the communication path between City of Berkley staff and your Firm.
- The name of the individual that the Firm, if selected, envisions will be readily available to meet with representatives of the City, act as the City's advocate within and outside of the Firm, coordinate work efforts, and interact routinely with the City, including attendance at City Council meetings.
  - Identify those who may serve as primary liaisons, project managers, and senior project professionals for the City of Berkley and include their primary contact information.
  - Include resumes of key team members to demonstrate applicable experience.
  - Provide the name(s) and location(s) of other sub-consulting firms that would be used by the firm(s). Include all sub-consultants' staff on the project team flow chart.
  - Provide the qualifications and experience of all sub-consultant staff working on the project.
4. **Relevant Experience:** Describe relevant experience working for local municipal/government clients in the State of Michigan and Oakland County.
- Describe relevant experience working for local municipal/government clients, including specific projects and assignments, utilizing current staff.
  - Include experience and capabilities related to the service areas listed above in the SCOPE OF WORK section.
  - Identify the individuals primarily intended to serve the City of Berkley who have worked on the referenced projects.
  - Identify whether the project or assignment was completed on time and within budget.
5. **Availability and Assurance of Prompt Service:** Describe the availability of key project team members and support services for each scope of work as defined.
- Discuss your Firm's ability to integrate this role for the City into your present workload.
  - Include a statement to specify if your Firm currently can undertake the agreement or whether it intends to hire additional staff or partner with sub-consultants.
6. **Compensation:** Present the Standard Hourly Billing Rate Schedule for all employees as well as a list of unit price charges for project-related expenses, including but not limited to mileage, per diem, printing, etc. Please also present a fee schedule broken down by the

Tasks 1-6 detailed in the Scope of Work. The rates must be readily relatable to the individuals identified as Management and Project Staff.

7. **Disclosure:** The City of Berkley expects each potential Engineering Firm or Consultant to identify any potential conflicts of interest and the plan for handling these matters.
  
8. **Understanding of the Scope/Agreement Terms and Conditions:** Provide a statement that indicates you have read and understand the City's intent and agree to the terms and conditions provided. Any exceptions by the Firm must be clearly stated in this section.
  
9. **Completion of required forms provided by the City of Berkley:**
  - o Non-Discrimination Affidavit
  - o Vendor References
  - o Non-Collusive Affidavit
  - o Conflict of Interest Disclosure Form
  - o Hold Harmless and Indemnity Form
  - o Iran Business Relationship Affidavit

## REVIEW OF SUBMISSIONS

All submissions or parts thereof become public records of the City of Berkley and are subject to the Michigan Freedom of Information Act. Responses to the RFP will be reviewed by the City staff, with a final recommendation made to the City Council. The City reserves the right to request interviews with respondents as needed. All proposals submitted may be subject to clarifications and further negotiation. All agreements resulting from negotiations shall be documented and included as part of the final Professional Services Agreement.

## EVALUATION AND SELECTION PROCESS

Selection of an Engineering firm(s) will be made at the sole discretion of the City Council, which reserves the right to accept or reject any proposals. The City will evaluate the proposals based upon a firm's(s') ability to provide the services required, qualifications of personnel assigned, location of the office which will serve the community, compatibility of submission with items requested, reference analysis from other communities, and experience of the firm(s) or individual with the City of Berkley and/or similar units of local government.

The evaluation will be based on the criteria described above and a review of the following:

1. Experience and Qualifications:
  - o Of the Firm (or You, if submitting as an individual) as a whole
  - o Of the management and project staff assigned to the City of Berkley
  - o Additional staff for support who are also available to the City of Berkley
2. Capacity of the firm(s)/individual to provide the services specified in the scopes of work
3. Demonstrated understanding of the scopes of work being requested within the RFP
4. Proximity to Community (including ease of availability for City staff)
5. Cost for Services as outlined
6. Potential interview

The City of Berkley reserves the right to reject any or all submittals or any part thereof, and to waive any minor irregularities. A contract may be awarded to the firm(s) deemed to best serve the interest of the City of Berkley.

## **QUESTIONS ABOUT REQUEST FOR PROPOSALS**

All questions regarding this Request for Proposals shall be submitted via email on or before Wednesday June 24th, 2026 and should be submitted via the Bidnet/MITN website. Should any respondent be in doubt as to the true meaning of any portion of this RFP, or should the respondent find any ambiguity, inconsistency, or omission therein, the respondent shall make a request via the Bidnet/MITN website for an official interpretation or correction.

## **SUBMISSION**

All responses to this RFP are due and must be emailed to the Deputy City Manager for Public Services on or before June 26th, 2026 at 3 p.m. All proposals shall be clearly marked: *“RFP for Coolidge Highway Preliminary Engineering” and show the respondent’s name and address. Proposals should be emailed to the attention of:*

Shawn Young  
Deputy City Manager for Public Services  
[Syoung@Berkleymt.gov](mailto:Syoung@Berkleymt.gov)

All proposals will be opened on the due date and no immediate decision will be rendered.

## **ADDENDUM**

All interpretations or corrections, as well as any additional RFP provisions that the City may decide to include, will be made only as an official addendum that will be posted to the Bidnet/MITN Purchasing Group, and it shall be the respondent’s responsibility to ensure they have received all addenda before submitting a proposal. All addenda issued by the City shall become part of the RFP and will be incorporated in the proposal.

## **CONTRACT INSURANCE REQUIREMENTS**

During the contract period, the consultant shall provide and maintain, at their own expense, all insurance set forth in the Professional Services Agreement.

## **COST LIABILITY**

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

## **AWARD PROTEST**

All proposal protests must be in writing and filed with the City Clerk within five (5) business days of the award action. The respondent must clearly state the reasons for the protest. The protest shall be reviewed by the City Manager or designee, whose decision shall be final.

## **RESERVATION OF RIGHTS**

1. The City reserves the right in its sole and absolute discretion to accept or reject any or all RFP responses, in whole or in part, with or without cause.
2. The City reserves the right to select multiple firms for each scope of work as defined.
3. The City reserves the right to waive, or not to waive, informalities or irregularities in the RFP process, and to accept or further negotiate cost, terms, or conditions of any proposal determined by the City to be in the best interests of the City, even though not the lowest fee proposal.
4. The City reserves the right to request additional information from any or all respondents. The City reserves the right not to consider any proposal that it determines to be unresponsive and deficient in any of the information requested within the RFP.
5. The City reserves the right to disqualify firms that fail to respond to any requirements outlined in the RFP document.