

# **REQUEST FOR QUALIFICATIONS (RFQ) FOR ENGINEERING SERVICES**

The City of Menominee, MI is seeking assistance for engineering services for the following USDA RD and/or DWRP funded project. **Menominee Utility Replacement Project.**

The scope of project includes:

Siting, permitting, design, and construction of a possible second lake intake for an optional and standby alternative water source for the city

Analysis, permitting, design and construction of equipment modification and upgrades for controlling disinfection byproducts at the water filtration plant, and within the distribution and storage.

Construction of a multiutility linear pipe project for water distribution, sanitary collection, and street restoration.

Construction contract administration.

Resident Project Representative (construction observation) services.

Funding agency documentation and associated require submittals.

## **PART ONE: SCOPE OF SERVICES**

Menominee, MI is soliciting qualification statements for engineering services to assist the City with professional engineering services in compliance with USDA RD and MDEQ/RWRF requirements. The agreement will be in the format required by the associated funding agency with all scope items identified in three areas labeled as basic, additional, and Resident Representatives (RPR) services as required under the USDA RD system. The cost components are to be lump sum for basic and the various components of additional engineering plus hourly cost reimbursement "not to exceed" basis for the RPR services. The final payment terms to be negotiated with the selected Respondent. Reimbursement for contract services will be contingent on the City receiving funding from the aforementioned funding sources and the City's decision to move forward is contingent on City Council approval.

The services to be provided will include, but not be limited to:

1. Siting, permitting, design, and construction contract administration of a possible second lake intake for an optional and standby alternative water source for the city.
2. Analysis, permitting, design and construction administration of equipment modification and upgrades for controlling disinfection byproducts at the water filtration plant, and within the distribution and storage.
3. Design of a multiutility linear pipe project for water distribution, sanitary collection, and street restoration.
4. Design of required drainage upgrades associated with these improvements.
5. Development of contract documents including, specifications, bidding documents, construction contracting agreements.
6. Designing system improvements and construction engineering.

7. Assisting with the construction bid package in conformance with applicable federal requirements including the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the bid opening, and issuing the notice to proceed.
8. Assist in conducting the preconstruction conference.
9. Construction contract administration including but limited to progress meetings, approving submittals and shop drawings, preparing change orders, site visits by the engineer, preparation of substantial completion documentation, start up services for mechanical equipment and O & M manual modifications as needed.
10. Reviewing and approving all contractor requests for payment and submitting approved requests to the governing body.
11. Field staking, on-site observation of construction work, and preparing inspection reports.
12. Providing reproducible plan drawings to the City upon project completion.
13. Conducting final inspection and testing.

## **PART TWO: REQUEST FOR QUALIFICATION STATEMENTS**

The following information should be included under the title "Request for Qualification Statements for Engineering Services for the" Menominee Utility Replacement Project":

1. Name of Respondent.
2. Respondent address.
3. Respondent telephone number.
4. Respondent federal tax identification number.
5. Name, title, address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Respondent.

### **Contents of Qualifications Submittal**

Respondents should organize responses as the questions are presented herein. Interested Respondents are invited to submit qualifications that contain the following information:

1. Introduction (transmittal letter).
2. RFQ summary
3. Background and Experience.
4. Specialized Knowledge.
5. Personnel/Professional Qualifications.

#### **1. Introduction (transmittal letter)**

By signing the letter, the Respondent certifies that the signatory is authorized to bind the Respondent.

#### **2. RFQ Summary**

The RFQ summary should include:

- a. A brief statement of the Respondent's understanding of the scope of the work to be performed;
- b. A certification that the Respondent meets the appropriate state licensing requirements to practice in the State of Michigan;
- c. A certification that the Respondent has not engaged in any unethical practices within the last five years;
- d. Any other information that the Respondent feels is appropriate;

- e. The signature of an individual who is authorized to provide information of this nature in the name of the Respondent submitting the qualifications.

### **3. Background and Experience**

Respondents should:

- a. Describe Respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure, and any recent or materially significant proposed change in ownership.
- b. Describe any prior engagements in which Respondent's firm assisted a governmental entity in dealings with USDA RD and MDEQ's DWRP funded projects. Respondent should include examples of work on similar projects as described in the scope of the project. Respondent should provide a list of recently completed projects. Preference is for the types of projects similar to those described in scope of project. Respondent should provide the names, phone numbers, and emails of contact persons in the organizations for similar project references.
- c. Describe any issue and /or experience in which the characteristics would be uniquely relevant in evaluating the experience of Respondent's firm to handle the proposed project(s) include previous experience with multi-utility type projects.
- d. Describe any projects the Respondent firm has had with the City of Menominee.
- e. Describe Respondent's firm's presence in and commitment to Michigan.
- f. Provide current information on professional errors and omissions coverage carried by Respondent's firm, including amount of coverage.
- g. The City of Menominee reserves the right to request any additional information to assure itself of a Respondent's financial status.

### **4. Personnel/Professional Qualifications**

Respondents should:

- a. Identify staff members who would be assigned to act for Respondent's firm in key management and field positions providing the services described in Part One: Scope of Services, and the functions to be performed by each.
- b. Include resumes of each such staff member designated above, including name, education, and years and type of experience.
- c. Estimate the number of persons to be assigned to this project.

### **PART THREE: SELECTION CRITERIA**

The City of Menominee shall evaluate each consultant in terms of its:

1. Professional qualifications necessary for satisfactory performance of required services;
2. Specialized experience and technical competence in the type of work required;
3. Capacity to accomplish the work in the required time;
4. Past performance on similar projects in terms of cost control, quality of work, and compliance with performance schedules;
5. Knowledge of the locality of the project and specifics of this project.

Questions should be addressed to City Manager Tony Graff at 906-863-1747. Responses to this RFQ should be delivered to the City of Menominee, City Clerk's Office 2511 Tenth St. Menominee, MI 49858.

Responses to this RFQ must be received no later than November 20, 2018. Please state "Menominee Utilities Replacement Project Qualifications Statement-Engineering Services" on the cover.