

**Request for Qualifications (RFQ)**  
City of Negaunee

**STORMWATER AND WASTEWATER (SAW)  
ASSET MANAGEMENT PLAN DEVELOPMENT**

**October 12, 2017**

The City of Negaunee (hereafter referred to as “City”) invites qualified consulting engineering firms to submit a statement of qualifications for engineering services to manage and complete all aspects of the SAW Grant as described herein:

**1.0 SUMMARY**

- 1.1 Request for Qualifications (RFQ): Professional Consultants with proven experience and expertise in storm water and wastewater asset management plan implementation and also having direct experience with the City’s sanitary sewer systems (including lift station pumping systems and the collection system) are invited to submit a qualifications package in response to the RFQ from the City.
- 1.2 The Request for Qualifications does not constitute a contract for services performed or to be performed. Following the selection of the successful Consultant, the City and the Consultant will negotiate a contract including a full scope of services. If there are any questions, contact Interim DPW Director, Don Larson at 906-475-9991.
- 1.3 Services to Be Performed: The Consultant’s services will consist of providing all necessary labor, equipment and materials for the completion of this project in accordance with the scope of service specifications in Section 2.

**2.0 OBJECTIVES AND ENVISIONED SCOPE OF PROJECT**

- 2.1 Objectives: The City has received a Storm water and Wastewater (SAW) Grant in the amount of \$499,500 from the Michigan Department of Environmental Quality (MDEQ) for implementing a storm water and wastewater asset management plan. A copy of the City’s SAW grant application and attachments are available in the Director of Operations office located at 600 Cherry Street, Negaunee, Michigan 49866.

The objective will be for a consulting engineering firm to assist the City in implementing the storm water and wastewater asset management plan in accordance with the details presented in the SAW grant application.

- 2.2 Interested firms must utilize the outline in the following section to provide the firm’s qualifications and approach to delivering services to meet the requirements of the SAW grant.

2.3 Envisioned Scope of Project: The minimum scope of services for the project:

2.3.1 Task 1 – The first task of the project will entail an initial meeting for the Consultant to examine the City’s sanitary sewer system and pumping facilities and determine appropriate asset management details and to discuss the schedule and scope of the project as outlined in the RFQ.

2.3.2 Task 2 – Conduct GPS RTK data collection, survey and mapping and inspections. Integrate all data into GIS platform and develop asset management reports.

Provide the SAW-eligible activities described and requested in the City’s SAW grant application. The City’s wastewater system includes seven (7) pump stations, forcemain, and gravity sanitary sewer with manholes.

Inspection of the sewer collection system manholes, pipelines and pump station components, condition assessments and all field inventory documentation must be completed by field personnel certified by the National Association of Sewer Service Companies (NASSCO) in Pipeline Assessment and Certification Program (PACP) as well as Manhole Assessment and Certification Program (MACP).

2.3.3 Task 3 – Submit final reports and provide equipment and software and assist with training and presentations as needed.

2.4 Schedule for Completion: While the intermediate milestones for completion of the various tasks involved in the project are to be proposed by the Consultant, the City requires that the project be completed in accordance with the SAW grant requirements which are currently understood as total completion by December 2020.

### **3.0 DELIVERABLES**

3.1 Software and proposed procedures to be used for preparation of the asset management plan report documents and insurance documents should be detailed by the Consultant as part of the submittal.

### **4.0 COMMERCIAL**

4.1 Insurance Requirements: Any contract entered into as a result of this RFQ will require the minimum insurance coverages listed below:

4.1.1 Worker’s Compensation and Employer’s Liability: per State of Michigan statutory requirements.

- 4.1.2 Commercial General Liability (CGL) Insurance: Bodily Injury and Property Damage Combined: \$1,000,000 per occurrence and in aggregate.
- 4.1.3 Comprehensive Automobile Insurance: Bodily Injury and Property Damage Combined: \$1,000,000 per accident. Includes all owned, non-owned, and hired vehicles used in connection with the services under the Agreement.
- 4.1.4 Professional Liability Insurance: \$1,000,000 per claim and in aggregate.

The successful proposer must provide a Certificate of Insurance within fifteen (15) calendar days after notification of award. Certification must include: name and address of insurance company (must be authorized to conduct business in the State of Michigan or be named on the List of Authorized Insurance Agencies maintained by the Michigan Department of Insurance), policy number, and liability coverage and amounts.

## 5.0 SUBMITTAL REQUIREMENTS

General: Please submit one original and two copies (total of three copies) of the Qualification Package in a sealed envelope, marked “SAW Grant”, no later than 1:00 PM on **October 30, 2017** to the attention of City Clerk, located at 319 W. Case Street, Negaunee, Michigan 49866.

In the interest of fairness to all Consultants and to facilitate timely review of all the Qualification Packages by the City, Qualifications received after the scheduled receipt time stated above will not be accepted and will be returned to the sender marked “LATE.” All Qualifications received on time become the property of the City and will not be returned.

- 5.1 Qualification Organization: To facilitate the City’s objective review of the Qualifications from different Consultants, the Consultants are requested to organize the main document as follows.
  - 5.1.1 A letter on company letterhead indicating that the Qualification represents an offer by the Consultant to provide services for the stated fee(s) according to the stated schedule. A Principal of the firm authorized to commit the firm must sign the letter.
  - 5.1.2 Table of Contents
  - 5.1.3 Information of the following topics:

Executive Summary: Should address the highlights of the project, along with the strengths and special expertise of the firm and a list of several references for successful preparation of Asset Management Plans for the SAW program administered by the MDEQ. Provide an organizational chart and background information of people who will be directly involved with this project. Include sub consultants that may participate. Provide an overview of the firm's involvement in the SAW program.

5.1.3.1 A complete list of communities for whom your company has developed SAW applications. Identify those communities for whom you currently are providing SAW services, and provide the name, phone number and e-mail contact information for a reference from each of these communities.

5.1.3.2 A sample list of communities for whom the firm has provided services related to any other MDEQ-managed program related to storm water and/or wastewater. Provide up to three (3) examples of communities for whom you currently are providing these services or have provided these services in the last five (5) years. Provide the name, phone number and e-mail contact information for a reference from each of these communities.

Technical Proposal: Identify and describe the software and hardware to be provided and the approach/methodology proposed to be used.

Basis of Compensation: The City requests a fee schedule and projected hours of preparation for calculation of the amount of Consultant compensation for this project.

Schedule: Please provide the proposed time schedule for delivering the City's SAW-funded asset management plans within the time required by the SAW grant.

Terms and Conditions of the Contract: The City proposes to use a standard EJCDC (E-500) Owner Engineer Agreement. This information shall be provided to the successful Consultant during contract and scope negotiations. Should the Consultant have any special or unusual contract conditions or limitations, the City should be advised of these in this section of the Qualification.

General: This RFQ does not commit the City to enter into agreement, to pay any costs incurred in the preparation of a proposal in response to this request or in subsequent negotiations, or to procure a contract for the project. The City will require the selected proposer, if any, to participate in negotiations and to absorb such cost, technical and/or other revisions to the proposals as may

result from negotiations. The City reserves the right to perform all or some of the services described in this RFQ with its own work force.

- 5.2 Schedule for the Selection Process: The following is the anticipated schedule for the Consultant selection process.

Item	Date
City issues RFQ	October 12, 2016
Completed Qualifications due to City	Must be received by City Clerk no later than 1:00 PM on October 30, 2017.
City Awards Contract	December 14, 2017
City issues Notice To Proceed (NTP)	TBD

- 5.3 Proposed Work Schedule: The following is the proposed work schedule for this project.

Begin Project Work	Following Notice to Proceed
Complete Project Work	In accordance with SAW grant requirements by December 2020

## 6.0 QUALIFICATIONS SCORE SHEET

The following is a consulting engineering firm qualifications score sheet to assess whether the Statement of Qualifications (SOQ) has met desired criteria and to select the best qualified firm.

	Criteria	Score
1.	Office Location & Proximity to City of Negaunee	25
2.	Related SAW Experience	20
3.	Prior Experience and Working Knowledge of City Lift Stations, Sanitary Sewer Systems and similar GIS Systems.	25
4.	Project Team	10
5.	Project Understanding & Approach	20
<b>Total</b>		<b>100</b>