

City of Negaunee

Request for Proposal

General Engineering Services

February 21, 2018

1. INTENT

The City requests proposals for engineering services for projects designed to assist the City with upgrades to its public infrastructure as outlined below. The City is seeking Firm(s) for a 3-5 year proposal with annual updates on wages and Staff. The projects may include:

Roads/Alleys

Water System

Waste Water

Electrical Power Utility

Municipal Buildings, Structural, Non-structural

Municipal Parks, Cemetery, Trails

Capital Outlay

Equipment

Streetscaping

Downtown building façade improvements

Contracts for engineering services for these projects may be awarded for each project separately, or for any combination of projects. The City reserves the right to accept or reject any or all proposals received or to negotiate service contracts based upon mutually agreed upon modifications of any proposals submitted hereunder.

2. PROPOSAL SUBMITTAL

Deadline and proposal opening will be at 1:00 PM (EDT), March 15, 2018. Location of opening will be at Negaunee City Hall 319 West Case Street conference room, the following information shall be included in the submittal package.

1. A general statement of understanding of the work to be performed for services.
2. Descriptions of similar projects performed for other clients within the last five years and utilizing the same designer, design team, and / or project leader, together with the name and contact information of at least one representative at each of the clients who was the point of contact for the project or was otherwise intimately involved in the project coordination.
3. Qualifications and experience of staff to be assigned to the project.
4. Job classifications and hourly rates to be billed for staff assigned to the project.

All proposals must be submitted in **triplicate** in a sealed envelope clearly labelled "General Engineering Services Proposal". No fax or electronic proposals will be accepted.

Mail Proposal to:

OR

Delivered to:

City Manager
PO Box 70
Negaunee, Mi. 49866

319 West Case Street
Negaunee, Mi.

3. INSURANCE REQUIREMENTS

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

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

Commercial General Liability (CGL) Insurance: Bodily Injury and Property Damage Combined: \$1,000,000 per occurrence and in aggregate.

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.

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.

4. PROPOSAL EVALUATION CRITERIA

Proposals shall be reviewed and evaluated by the DPW Supervisor, City Manager, or a designated alternate. They will be evaluated using the following criteria:

1. Qualifications and experience of project team
2. Experience with project of similar scope
3. Statement of understanding of the General Services
4. Location of firm
5. Cost

5. QUESTIONS AND FINAL PROPOSAL SUBMISSION

All questions concerning this RFP should be directed to:

DPW Supervisor
600 Cherry Street
Negaunee, Mi. 49866
906-475-9991