

## **REQUEST FOR QUALIFICATIONS**

**ENGINEERING SERVICES FOR REPLACING UNDERSIZED AND DETERIORATED  
WATER MAINS IN THE EXISTING SYSTEM  
ON WEST, PARK & BROOKS STREETS AND TWO ALLEYS WITHIN THE VILLAGE**

**Village of Central Lake**

**Due Date: Friday, September 2, 2016 at 4:00 p.m.**

**Issued By  
Village of Central Lake  
1622 North M-88  
Central Lake, MI 49622**

**Point of Contact: Larry Eckhardt, President  
Alternate Point of Contact: Racheal Antaya, Clerk/Treasurer  
Phone: (231) 544-6483  
Fax: (231) 544-2218**

**Email: [president@centrallakemi.org](mailto:president@centrallakemi.org) or [villageclerk@centrallakemi.org](mailto:villageclerk@centrallakemi.org)**

## PART I

### Scope of Work

- A. **Description of Owner.** The Village of Central Lake is an incorporated, full-service municipality and a participating community in the Project Rising Tide.
- B. **Project Description.** The Village of Central Lake Village of Central Lake has been recommended to proceed in the application process for a \$744,844 Infrastructure Capacity Enhancement (ICE) Grant. The purpose of this Request for Qualifications (RFQ) is to seek a qualified engineering firm to provide design and construction engineering services to design the water main improvements to replace undersized and deteriorated existing mains located in the water system. This will include design, construction, reporting, and administration associated with this project. The selected firm will also have to demonstrate its past experience and list its successfully completed projects utilizing federal and state grant funds and will be required to demonstrate its ability to quickly assimilate and integrate the infrastructure of this project with the Village's existing infrastructure. The engineering services to be provided will include:
- Attend Village Commission, Village Planning Commission; provide presentations, advice, and recommendations at these meetings.
  - Coordination and meetings with the Village staff, members the MECC staff, state agencies (MDOT, MDEQ, etc.), Michigan public service providers (Consumer's Energy, DTE, etc.), other engineering firms, Property Owners, and other agencies and entities as directed by the Village.
  - Full design to include water main, hydrant, valves and water service leads, removal/replacement of streets and/or alleys, and integration of public services, (electric, gas, communication/data/telephone, etc.), all within the public right-of-way.
  - Provide necessary or required survey services.
  - Develop bid specifications, solicit bids, review and evaluate bids received, and make recommendations regarding selection of bidders/vendors for the project.
  - Prepare and distribute detailed plans for all project infrastructure elements.
  - Prepare, submit, and obtain applicable local, state, and federal permits related to the project or ensure that construction contractors obtain necessary permits.
  - Prepare and submit all required reports mandated by the Village and other local, state, and federal agencies.
  - Provide project construction management, oversight, and construction inspection services during the construction phase(s) of the project.
  - Provide copies of Record Drawings to the Village upon completion of the project.
  - Retain copies of all project records for a minimum of three years after grant close-out.
  - Perform other duties and provide other project-related services requested by the Village of Central Lake.

Any proposal that is received that does not include the services requested must include an explanation of how these services will be provided.

- C. **Statement of Qualifications Review.** The Village Staff will serve as the selection committee and will review the Statement of Qualifications received. The selection committee will present its recommendation(s) to the Village Commission, which is the approval authority for the individual or firm selected and the approval authority for any/all contracts that will result from selection or are required for the project.

## PART II

### PROJECT CONTROL AND REPORTS

**Project Control.** Once selection of the individual or firm is approved by the Village for water main improvements to replace undersized and deteriorated existing mains located in the Village's water system, the firm/individual (contractor) will report to the Village Staff under the direction of the Central Lake Village President. The Village President will determine the need for reports and forward all matters requiring decisions by the Village's governing body to the Village Commission, in accordance with the Village's established purchasing policies and procedures. Quarterly progress reports will be submitted to MEDC.

## PART III

### INFORMATION REQUIRED FROM ENGINEERING FIRMS OR APPLICANTS

All Statements of Qualifications must provide sufficient information to permit a determination that the engineering firm or individual has the expertise to meet the job requirements. The Village of Central Lake reserves full discretion and authority to reject any Statement of Qualifications that it determines does not provide sufficient information to facilitate a determination of qualification for the job requirements. The most qualified bidder and the one that is deemed, by the Village, to provide the most project benefit will be selected. The Village's selection is final.

Statements of Qualification must be submitted in the format prescribed below.

- A. **Business Organization.** State the full name and address of your organization and, if applicable, the branch office or other subordinate element that will perform or assist in performing the work requested and to be performed. Indicate whether you operate as an individual, partnership, or corporation. If operating as a corporation, indicate the state in which you are incorporated. State whether you are licensed to operate and perform services in Michigan.

- B. Statement of Job Requirements.** State in succinct terms your understanding of the job duties, functions, and responsibilities presented in this RFQ.
- C. Management Summary.** Describe in narrative form the management structure, methods, and principles of your organization to provide the services described in this RFQ.
- D. Authorized Negotiators.** Include the names, phone number, and any other contact information of personnel in your organization that are authorized to negotiate required contracts for this project.
- E. Prior Experience Disclosure.** Using the project description and the required engineering services to be provided in this RFQ as a guide, applicants must clearly demonstrate an established competence and proven record of accomplishments – particularly in working with municipalities and on federal grant-funded projects.

The Statement of Qualifications submitted should include a listing of qualifying experience, past project descriptions (including project costs for each project listed), the role the applicant played in each of the past projects listed in the submittal, the starting and ending dates of projects successfully completed, a statement of whether the projects were completed within the timelines and budget parameters established by the client, and whether the client was satisfied by the work accomplished by the applicant. Additionally, the application must include the name, address, and contact information of the responsible official of the client organization who can verify the information submitted for each project listed.

- F. Personnel.** The applicant must identify the firm that he/she is representing. Include the number of executive and professional personnel by skill and qualifications that will be employed for this specific project should the applicant be selected to complete the scope of work for the Village of Central Lake. Identify key personnel by name and title and include resumes for the professional personnel listed.
- G. Time Frame.** Strictly for planning purposes of the selected applicant, the Village of Central Lake anticipates that the duration of this project shall be two years from contract issuance to grant close-out.

## **PART IV**

### **INTERVIEW SELECTION CRITERIA**

All Statements of Qualifications received shall be subject to an evaluation by the staff of the Village of Central Lake. This evaluation may be conducted in a manner appropriate to select firms for interview that may ultimately result in a recommendation to the Village

Commission to enter into an agreement/contract to provide and perform the work described herein.

## PART V

### GENERAL TERMS

- A. Point of Contact.** This Request for Qualifications is issued by the Village of Central Lake. The point of contact for the purposes of contract administration and questions regarding this RFQ is Larry Eckhardt, President, Village of Central Lake, 1622 North M-88, Central Lake, MI 49622, phone: 231-544-6483; president@centrallakemi.org
- B. Contract Award.** Interviews will be undertaken with those applicants whose Statement of Qualifications, in the sole discretion of the Village of Central Lake's election committee, show them to be the most qualified, most responsible, most capable of performing the work, and providing the most benefit to the project. The selection will be subject to subsequent successful negotiation of compensation with the applicant considered best qualified. If agreement regarding compensation is not successfully achieved, subsequent negotiations will be undertaken with the next and subsequent best-qualified applicant(s) until compensation agreement is reached.
- C. Rejection of Proposals.** The Village of Central Lake reserves the right to reject any and all proposals received or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the Village and provide the most benefit to the project. The Village of Central Lake does not intend to select the best-qualified applicant solely on the basis of any response made to this solicitation but rather a compilation of all information available to the Village.
- D. Incurring Costs.** The Village of Central Lake is not liable or responsible for any costs incurred by any applicant prior to the issuance of a contract between the Village and the selected firm/applicant.
- E. Inquiries.** Questions that arise as a result of this RFQ which require a written response shall be submitted in writing to the Village President. All questions must be submitted on or before the date specified as the due date for applications, which is Friday, September 2, 2016 at 4:00 p.m.
- F. Addenda to the RFQ.** In the event it becomes necessary to revise any part of this RFQ, addenda will be provided to all firms who received or requested a copy of the RFQ. It is the applicant's responsibility to notify the Village President with the names and contact information of the applicant's key individual(s) to receive addenda.

- G. Statement of Qualifications.** To be considered, firms must submit a complete response to this RFQ using the format prescribed in Part III. Each Statement of Qualifications must be submitted in three (3) copies to the Village of Central Lake President, 1622 North M-88, Central Lake, MI, 49622. One of the three copies must be unbound. Statements of Qualification must be signed by an official of the applicant firm who is authorized to enter into contracts for the firm.
- H. Contract Payment Schedule.** Payment schedules will be determined in conjunction with contract negotiations with the selected applicant.
- I. Disclosure of Contents.** Statements of Qualifications are subject to disclosure under the Michigan Freedom of Information Act (P.A. 1976, Act 442).
- J. Independent Statement of Qualifications Determination.** By submission of a Statement of Qualifications, and in the case of a joint Statement of Qualifications, each party thereto certifies as to its own organization, that in connection with the Statement of Qualifications no attempt has been made or will be made to induce any other person or firm to submit or not submit a Statement of Qualifications for the purpose of restricting competition.
- K. Applicant's Liability.** Liability insurance and other liability matters will be stipulated in the contract negotiated between the successful applicant and the Village of Central Lake. Minimum insurance coverage required by the Village will be \$2,000,000 per claim and \$4,000,000 aggregate for public and profession liability; \$1,000,000 per claim and \$2,000,000 for property damage/general liability; \$500,000 per accident for errors & omissions and worker's compensation; and \$1,000,000 automotive liability.
- L. Village of Central Lake Liability.** The Village of Central Lake, its officers, agents, and employees shall not, in any manner, be liable for any loss or damage to any person or property connected to or resulting from any work done under this project. Additionally, the selected applicant agrees to indemnify, defend, and save harmless the Village of Central Lake, its officers, agents, and employees from any and all claims and losses accruing or resulting from this RFQ.