

**REQUEST FOR PROPOSALS
PROFESSIONAL ENGINEERING DESIGN SERVICES
1 MILLION GALLON RESERVOIR BYPASS PROJECT
CITY OF MT. PLEASANT DIVISION OF PUBLIC WORKS**

The City of Mt. Pleasant is seeking proposals for the design of the 1 Million Gallon Reservoir Bypass. The project is the design of a method to bypass the 1 Million Gallon Reservoir. The bypass would allow the Water Treatment Plant to continue to operate when the 1 Million Gallon Reservoir is taken out of service. The bypass would also allow either the High service Pump Station (HSP Station) to continue to operate, or an alternative pumping solution would be placed in service.

Interested Professional Engineering Consultants are requested to submit statements of experience and qualifications to the City of Mt. Pleasant in regard to providing professional engineering design services for the 1 MG Reservoir Bypass Project. The design of the project is to be completed by November 30th, 2017. Construction on the project is expected to begin in March of 2018.

A site inspection is highly recommended prior to submittal of a proposal.

Scope of Services

Services will include all aspects of design, including but not limited to the following:

- Inspection of the site and facilities.
- Review of existing drawings and records.
- Any topographic or related survey needed.
- Attend two meetings with City staff during design phase.
- Soils and concrete investigations, as needed.
- Coordinate with utility owners for any necessary relocation of existing facilities within the project area.
- Structural and hydraulic analysis and report as required.
- A signed and sealed plan and specification set utilizing City standard special provisions and the 2012 MDOT standard specifications where applicable.
- Engineer's estimate of construction time and cost.
- Shop drawing review.
- Preparation of contract documents.
- MDEQ permit preparation assistance.
- The total project budget (engineering & construction) is \$220,000.

Firms will be ranked on experience, cost, and qualifications; including but not limited to: previous similar designs, key personnel qualifications, availability, ability to meet schedules, and ability to meet any federal and state requirements.

IMPORTANT INFORMATION regarding questions about this RFP!

Any questions relative to the scope of services must be submitted by e-mail to mfox@mt-pleasant.org. Questions must be received by 8/1/17. Answers will be posted.

Please visit <http://www.mt-pleasant.org> to receive up-to-date information regarding this RFP including answers to all questions submitted. It is the responsibility of the bidders to check the website for new questions and answers prior to submitting bids. The names of vendors submitting questions will not be posted. Site inspections will be allowed as needed.

As stated below, proposals will be due by 1:30 p.m., on 9/5/17. It is the intent of the City to interview the highest-scored firm by 9/15/17, make a recommendation to be approved by the City Commission on 9/25/17, and develop a contract with that firm deemed most qualified by 9/29/17. These dates are not final and may change depending on the best interests of the City of Mt. Pleasant.

SUBMITTAL INSTRUCTIONS

Qualifications Based Selection – The City of Mt. Pleasant staff will review all Qualification Packages submitted for this project. To be considered as a qualified respondent, five copies of the Proposal Package must be submitted in a sealed envelope and clearly marked **RFP: PROFESSIONAL ENGINEERING DESIGN SERVICES – 1MG RESERVOIR BYPASS PROJECT**, and received by the City of Mt. Pleasant at the City Clerk’s Office address listed below by 1:30 p.m., 9/5/17. Proposal packages must be mailed or delivered to the following address:

City Clerk’s Office
320 West Broadway Street
Mt. Pleasant, MI 48858-2447
(989) 779-5361

Any packages received after this date and time will be deemed unresponsive. The City reserves the right to accept or reject any and all proposals, to re-solicit proposals, to waive any irregularities, to negotiate pricing, and to select the proposal deemed to be in the best interest of the City. Issuance of this RFP does not obligate the City to award a contract nor is the City liable for any costs incurred by the proponent in the preparation and submittal of the proposal. All proposals must include the following information in the order stated below:

1. **Corporate Profile**: Describe on one page the background of your company and why it is qualified to provide the requested services for the City of Mt. Pleasant.

2. **Understanding of the Project:** Describe in two pages or less your understanding of the project including a brief overview of your plan on accomplishing the services being requested by the City of Mt. Pleasant.
3. **Project Team:** Describe the qualifications of the key person(s) who will be responsible for providing the requested services. Resumes for key person(s) are required. (Limit resumes to two pages for each key person listed.)
4. **Experience:** Provide evidence of similar, past experience that demonstrates your ability to successfully provide the services being requested in this RFP. Include names and contact information from past projects for reference purposes.
5. **Cost:** Provide a lump sum fee for all of the services outlined in the scope of services with a breakdown of hours and hourly rates. Provide a separate lump sum line item for contract administration and construction services with a breakdown of hours and hourly rates.
6. **Schedule:** Include a project schedule based on the anticipated award date listed above.

FEE NEGOTIATIONS

At the time of awarding the contract to the successful firm, the City of Mt. Pleasant will negotiate a not-to-exceed fee for required services. If the City of Mt. Pleasant and the successful firm cannot agree on a firm cost, the City will solicit a fee from the next highest-scored firm. The City requests to be billed on a monthly basis for any services provided.

INSURANCE REQUIREMENTS

The engineering firm shall not begin any work under any contract until it has obtained the required insurance, and the City of Mt. Pleasant has approved such insurance. The successful firm shall not allow any subconsultant to commence work on its contract until all similar insurance required of the consultant has been so obtained and approved. Insurance requirements include:

- Workers Compensation Insurance including Employers Liability Coverage in accordance with all applicable statutes of the State of Michigan.
- Commercial General Liability Insurance on an “occurrence basis” with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, personal injury, bodily injury and property damage.

- Professional Liability Insurance for the life of the contract with limits of liability not less than \$2,000,000 per occurrence and/or aggregate combined single limits, and errors and omissions.