



# THE CITY OF MT. PLEASANT, MICHIGAN

## CITY HALL

320 W. Broadway • 48858-2447  
(989) 779-5300  
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## PUBLIC SAFETY

804 E. High • 48858-3595  
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## PUBLIC WORKS

1303 N. Franklin • 48858-4682  
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## CITY OF MT. PLEASANT – WASTEWATER TREATMENT PLANT REQUEST FOR PROPOSALS - PROFESSIONAL ENGINEERING DESIGN SERVICES FOR REPLACEMENT OF CHEMICAL CONTAINMENT & DELIVERY SYSTEMS

The City of Mt. Pleasant is requesting sealed proposals for engineering services for the design of a new chemical containment structure. The project will include:

- Placement of two new 9,000 gallon capacity storage vessels for ferrous chloride;
- Placement of one new 4,000 gallon sodium hypochlorite vessel;
- Transfer and installation of two existing 350 gallon mixing/storage tanks for sodium sulfite into a new containment structure.

The containment structure should be heated to the extent that it will prevent freezing of chemicals in the winter months, and, if practical and economically viable, the project will include the use of the current hot water system for heating. The ferrous fill system will include the ability to filter incoming product to 150 micron @ 150 GPM and the ability to transfer between vessels utilizing an air operated diaphragm pump. The associated piping will allow for withdrawal or fill from either vessel independent of the other. All containment area floors in the structure should be coated and sloped to facilitate spillage or wash water movement towards a sump that will be plumbed to a nearby process. Each chemical system will have flow metering and two metering pumps, one intended as redundancy. The project will include plans for conduit and piping for water, electrical service, communications, and low pressure air. Low pressure air will be provided by installation of a small compressor in the structure. The building should include one roll-up door and an entry door for each end of the building.

**A pre-bid meeting will be held on Tuesday, December 19, 2017 at 10:30 a.m. at the City of Mt Pleasant - Wastewater Treatment Plant, located at 1301 North Franklin Street, Mt. Pleasant, Michigan, 48858.**

### **Scope of Services**

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

- Topographical survey of site with established control points for future construction staking;
- Attend two meetings with City staff and stakeholders during design phase;
- Soils investigations, as needed;
- Attend one meeting with the Michigan Department of Environmental Quality (MDEQ), as required;
- Prepare a MDEQ Part 41 permit and any other applicable permits;
- A signed and sealed plan and specifications set utilizing City standard special provisions, NEC, applicable local codes, and the 2012 MDOT standard specifications, where applicable;
- Engineer's estimate of construction time and cost. The City of Mt. Pleasant has budgeted approximately \$450,000 for the entire project, including engineering services.

- Bidding services, including preparation of the construction contracts and invitation to bid, attendance of the pre-bid meeting, answering any questions that arise during bidding, and assisting in review and analysis of bids and selection of contractor;
- Shop drawing review;
- Provide a separate line item fee for construction services including contract administration, construction observation, and materials testing with a breakdown of hours and hourly rates.

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 [tmiddleton@mt-pleasant.org](mailto:tmiddleton@mt-pleasant.org). **Questions must be received by January 2, 2018.** Answers will be posted on the City's website under the Bids and Quotes tab.

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 disclosed. Personal visits and phone calls will not be allowed.

**A pre-bid meeting will be held on Tuesday, December 19, 2017 at 10:30 a.m. at the City of Mt Pleasant - Wastewater Treatment Plant, located at 1301 North Franklin Street, Mt. Pleasant, Michigan, 48858.** Proposals are due by 1:30 p.m. on January 9, 2018. It is the intent of the City to interview the highest-scored firm by January 16, 2018, make a recommendation to the City Commission on January 22, 2018, and develop a contract with that firm deemed most qualified by January 30, 2018. 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 proposals 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 – CHEMICAL CONTAINMENT AND DELIVERY SYSTEM**, and received at the City Clerk's Office address listed below by 1:30 p.m., on January 9, 2018. Proposal packages must be mailed or delivered to the following address:

City of Mt. Pleasant  
Office of the City Clerk  
320 W. Broadway Street  
Mt. Pleasant, MI 48858-2447

Any packages received after the due date and time will be deemed unresponsive. The City reserves the right to accept or reject any and all proposals, to resolicit 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 sub-consultant 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.

Tim Middleton  
WWTP Superintendent  
1301 N. Franklin St.  
Mt. Pleasant, MI 48858  
(989) 779-5451

Jeremy Howard  
City Clerk