



THE CITY OF  
MT. PLEASANT, MICHIGAN

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**CITY HALL**

320 W. Broadway St. • 48858-2312  
(989) 779-5300  
(989) 773-4691 fax

**PUBLIC SAFETY**

804 E. High • 48858-3595  
(989) 779-5100  
(989) 773-4020 fax

**PUBLIC WORKS**

1303 N. Franklin • 48858-4682  
(989) 779-5400  
(989) 772-6250 fax

## REQUEST FOR QUALIFICATIONS

2012

### Professional Engineering Services – Wastewater Settling Tanks

The City of Mt. Pleasant, Michigan, is requesting sealed proposals at the Office of the City Clerk, City Hall, 320 W. Broadway Street, Mt. Pleasant, Michigan 48858, until 1:30 p.m. (local time), on Tuesday, November 6, 2012. Consultants are requested to submit statements of experience and qualifications in regard to providing professional consulting engineering services on an as-needed basis. All proposals shall be submitted in a sealed envelope, plainly marked "2012 RFQ Professional Engineering Services – Wastewater Settling Tanks – November 6, 2012."

The City of Mt. Pleasant is seeking qualifications from engineering firms capable of providing project management for the replacement of all mechanical equipment in one of two final settling tanks at the wastewater treatment plant in Mt. Pleasant.

To view and download the Scope of Work at no charge, visit the City of Mt. Pleasant website at [www.mt-pleasant.org](http://www.mt-pleasant.org). **Questions must be submitted via e-mail to [shein@mt-pleasant.org](mailto:shein@mt-pleasant.org)** no later than Friday, November 2, 2012. Answers will be posted as questions are received. It is the responsibility of the submitter to check the website for new questions and answers prior to submitting proposals.

The City of Mt. Pleasant reserves the right to accept or reject any or all proposals, to waive any irregularities in the proposals, and to select the proposal considered most advantageous to the city.

Steve Hein, Supervisor  
Wastewater Treatment Plant  
(989) 779-5451

Jeremy Howard  
City Clerk

**CITY OF MT. PLEASANT WASTEWATER TREATMENT PLANT  
REQUEST FOR PROPOSALS  
PROFESSIONAL ENGINEERING SERVICES  
REPLACEMENT OF MECHANICAL EQUIPMENT  
OF WASTEWATER FINAL SETTLING TANKS**

The City of Mt. Pleasant (Owner) is seeking proposals for engineering services for the replacement of all mechanical equipment in one of two wastewater final settling tanks. The remaining final settling tank will be replaced in the following fiscal year. It is the intent of this request that the drawings and other documents can be used for the replacement of the mechanical equipment in the second identical tank. The existing equipment is to be demolished and replaced by new equipment as specified by the chosen engineering firm in conjunction with the Owner.

It is the intent of this request that the selected engineering firm provides all services, recommendations and advice to insure a successful bidding and construction process. Any services not listed above, but commonly necessary in projects of this type, are expected to be provided as well.

Firms will be ranked on experience, cost, and qualifications; including but not limited to: previous, similar design and support work, key personnel qualifications, availability, and ability to meeting federal and state requirements.

**IMPORTANT INFORMATION regarding questions about this RFP!**

Any questions relative to the scope of services must be submitted by email to [shein@mt-pleasant.org](mailto:shein@mt-pleasant.org). Questions must be received by Thursday, November 1, 2012. Answers will be posted as questions are received.

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 the RFP. The names of vendors submitting questions will not be disclosed. Personal visits and phone calls will not be allowed.

As stated below, proposals will be due by 1:30 p.m. on Tuesday, November 6, 2012. It is the intent of the City of Mt. Pleasant to interview the highest-scored firm by December 7, 2012. Proposal packages must be mailed or delivered to the following address:

City of Mt. Pleasant  
Office of the City Clerk  
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 interests 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 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:** List standard billing rates along with an estimate of the time involved in creating the design and other documents as requested.

### **Fee Negotiations**

At 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 set 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 requirements of the consultant has been so obtained and approved. Insurance requirements include:

- o 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 \$3,000,000 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 \$5,000,000 per occurrence and/or aggregate combined single limits, and errors and omissions.

### **Scope of Services**

The Scope of Services to be provided by the selected engineering firm, include, but are not limited to, the following:

- Review existing drawings and provide new drawings and any other documents as required for bidding and construction.
- Discuss with the Owner alternatives to the existing design and make recommendations for possible process improvements by utilizing new or alternate technology.
- Aid in the selection of replacement drive unit(s) to be installed as part of the upgrade.
- Coordinate with the State of Michigan Department of Environmental Quality (MDEQ) to determine if the project requires a Part 451 permit and, if necessary, prepare and submit the permit application. Review the need for any other permits and facilitate obtaining any that are necessary.
- Provide preliminary and final bidding documents and specifications based on comments received from the MDEQ and the Owner. These will include process, electrical details, and technical specifications to insure potential bidders understand the scope of work. The engineering firm will provide assistance in addressing the contractor’s questions and will provide any addenda determined to be required during the bidding process.
- Develop a sequence of work that will allow the wastewater treatment plant to continue to operate without violating their NPDES permit due to construction activities.
- Review proposed equipment submittals and process appropriately.
- Attend the preconstruction meeting(s) and provide technical assistance as requested by the Owner or contractor during construction. The Owner will provide day to day construction oversight, and will process pay requests. It is expected that an engineering firm representative will visit the site at least weekly during construction.