

**REQUEST FOR PROPOSALS
PROFESSIONAL ENGINEERING SERVICES
WATER SYSTEM RELIABILITY STUDY
CITY OF MT. PLEASANT WATER DEPARTMENT**

The City of Mt. Pleasant, Michigan, is seeking a consultant to prepare a Reliability Study of the City's water supply system to meet the requirements of Part 12, Rule 325.11203 promulgated under Michigan's Safe Drinking Water Act, 1976 P.A. 399, as amended by the Michigan Department of Environmental Quality (MDEQ). This Study will be an update to the City's Master Utilities Plan.

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 services for the Water System Reliability Study project. The project must gather data during the high water system demand period, typically summer and early fall, and must be complete by December 5, 2014. A map of the existing facilities is available upon request.

Scope of Services

Services will include all aspects of water system analysis, including but not limited to the following:

- Meeting the requirements of a MDEQ Reliability Study for the water supply system requirements Part 12, Rule 325.11203 promulgated under Michigan's Safe Drinking Water Act, 1976 P.A. 399, as amended.
- Assessment of current and future conditions.
- Review the City's hydraulic model, test utilizing the latest ISO Rating data and additional flow tests, and update the model as necessary.
- Recommendations for the distribution system issues identified herein.
- Meetings as required with City staff.

Existing System Data Availability

The City will make available to the hired Consultant the necessary documents to complete the requested work. In addition, other relevant data will be provided in paper and electronic formats as available, and as required for the Consultant's work. This includes the following:

- City of Mt. Pleasant Utilities Master Plan Update (1985)
- ISO Rating Document
- MDEQ Sanitary Survey
- The last hydraulic model (completed in 2004, and converted to WaterCad software)

Firms will be ranked on experience, cost, and qualifications; including but not limited to: previous, similar water system reliability studies, key personnel qualifications, availability, and ability to meet 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 May 16, 2014. 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 bids. 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 May 27, 2014. It is the intent of the City to interview the highest-scored firms by June 10, 2014, and develop a contract with that firm deemed most qualified by June 13, 2014, to be approved by the City Commission on June 23, 2014. 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 SERVICES – WATER SYSTEM RELIABILITY STUDY**, and received by the City of Mt. Pleasant at the City Clerk's Office address listed below by 1:30 p.m., May 27, 2014. 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.

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 \$1,000,000 per occurrence and/or aggregate combined single limits, and errors and omissions.

EVALUATION CRITERIA

The following section describes the elements that should be included in each of these proposal sections and the weighted point system that will be used for evaluation of the proposals. The City will use a Qualifications-Based Section process to assist in hiring the consultant.

A. Professional Qualifications – 20 points

1. State the full name and address of your organization and, if applicable, the branch office or other subordinates that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation. If as a corporation, include the state in which it is incorporated. If appropriate, indicate whether it is licensed to operate in the State of Michigan.
2. Include the number of executive and professional personnel by skill and qualification that will be employed in the work. Show where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the project. Identify only individuals who will do the work on this project by name and title. Resumes or qualifications are required for proposed project personnel who will be assigned to the project. Qualifications and capabilities of any sub-consultants must also be included.

3. State history of the firm, in terms of length of existence, types of services provided, etc. 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. Identify the technical details which make the firm qualified for this work.

B. Past involvement with Similar Projects - 30 points

The written proposal must include a list of past, specific experience that demonstrates your ability to successfully provide the services being requested in this RFP. The proposal must also indicate proven ability to have projects completed within the budgeted amounts. A list of three (3) client references must be provided for similar projects recently completed. The list shall include firm/agency's name, contact's name, project title, owner's name, address, and phone number.

C. Scope of Work Outline - 30 points

A detailed work plan of two pages or less is to be presented which lists all tasks determined to be necessary to accomplish the work of this project. The work plan shall define resources needed for each task (title and individual person-hours) and the firm's staff person completing the project task.

1. The work plan shall be sufficiently detailed and clear to identify the progress milestones (i.e., when project elements, measures, and deliverables are to be completed) and the extent and timing of the City personnel involvement. Additional project elements suggested by the Consultant are to be included in the work plan and identified as Consultant suggested elements.
2. The work plan must identify information the Consultant will need from City staff in order to complete the project. Include estimated time and resource commitment from City staff.
3. The work plan shall include any other information that the Consultant believes to be pertinent but not specifically asked for elsewhere.
4. Also include in the work plan, proposed steps, if any, to expedite completion of the project. This will be given due consideration during evaluation of proposals.

In the scoring for this section, consultants shall be evaluated on the clarity, thoroughness, and content of their responses to the above items.

D. Fee Proposal - 20 points

Fee proposals shall be submitted in a single separate sealed envelope with the proposal. Any proposal not complying with this requirement may be subject to disqualification.

Fee proposals are to include the names, titles, hourly rates, overhead factors, and any other details by which the overall and project element costs have been derived. Rates shall include travel time to and from the site as needed. Additional travel expenses will not be honored as part of this contract without written approval from the City, and only for extenuating circumstances under the sole discretion of the City.

The total fee proposal may be adjusted after negotiations with the City and prior to signing a formal contract, if justified. 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.

E. Authorized Negotiator

Include the name and phone number of person(s) in your organization authorized to negotiate the Scope of Work with the City.

Proposal Evaluation

1. The Selection Committee will evaluate each proposal by the above described criteria and point system (A through D) to select a short list of firms for further consideration. A proposal with all the requested information does not guarantee the proposing firm to be a candidate for an interview. The Committee may contact references to verify material submitted by the Respondents. The City will determine whether the final scope of the project to be negotiated will be entirely as described in this RFP, a portion of the scope, or a revised scope.
2. If needed, the Committee then will schedule the interviews with the selected firms. The selected firms will be given the opportunity to discuss in more detail their qualifications, past experience, proposed work plan and fee proposal. The interview must include the project team members expected to complete a majority of work on the project, but no more than four members total. The interview shall consist of a presentation of approximately thirty (30) minutes by the Respondent, including the person who will be the project manager on this Contract, followed by approximately thirty (30) minutes of questions and answers. Audiovisual aids may be used during the oral interviews.

3. The firms interviewed will then be re-evaluated by the described criteria (A through D) and adjustments to scoring will be made as appropriate.
4. After evaluation of the proposals, further negotiation with the selected firm may be pursued leading to the award of a contract by the City Commission, if suitable proposals are received.

The City reserves the right to not consider any proposal which is determined to be unresponsive and deficient in any of the information requested for evaluation. The City also reserves the right to waive the interview process and evaluate the consultants based on their proposals and fee schedules alone.

The City will determine whether the final scope of the project to be negotiated will be entirely as described in this Request for Proposals, a portion of the scope, or a revised scope.