

**REQUEST FOR PROPOSALS
PROFESSIONAL ENGINEERING DESIGN SERVICES
MILL POND WEIR REPAIR
CITY OF MT. PLEASANT PARKS AND RECREATION DEPARTMENT**

The City of Mt. Pleasant is seeking proposals for the design of the restoration of stone weirs along the Chippewa River within the Millpond Park. Millpond is a 90 acre park and wetland area which is centrally located within the City and is bisected by the Chippewa River. The existing Millpond Park weirs are a series of human made structures that were incorporated into the Chippewa River to control river flow when the original dam structure was removed in 2002. The design is based on the placement of metal sheet pilings, offset from one another causing the water to slow down, creating rapids. The five (5) existing weirs are made of heavy metal sheet piling driven into the riverbed with natural stone placed between and around the sheet pilings. Stone reduces the scouring effects on the pilings, and creates a natural look to the rapids. Stone is also placed along the shoreline to reduce erosion. The sheet piling, which serves as the foundation to the weirs is structurally strong, but the stones, which are placed to protect the pilings, can shift.

Since the weir's installation in 2002, high water levels especially in spring of 2014 have caused the stones that once fortified the structures and shoreline to shift or be removed from the site entirely. This movement has caused the sheet metal to be exposed and increased soil erosion along the shore bank. It is imperative that the stones be replaced and reengineered back to the original placement to fortify the structure by:

1. Managing river flow during high water level events.
2. Maintaining critical water levels needed to protect Millpond's vast wetland area and sediment base.
3. Eliminating erosion on the shoreline due to fast moving water scouring the shore's edge.
4. Solidifying the structural strength of the sheet metal pilings.
5. Keeping a proper channel opening to allow for 60 miles of habitat for spawning fish.
6. Returning/maintaining the water velocity to the speeds designed for the whitewater course.

Approximately nineteen tons of new stone is needed to fortify the existing weirs. The plan calls for placement of larger stones to avoid displacement from flowing water and users climbing on the weirs. Stone placement shall be designed to maintain proper water levels and continue to protect weirs and adjacent riverbank while providing whitewater as a recreational opportunity. This project will require a hydraulic analysis by a licensed engineer to make certain larger proposed rocks and their placement will properly manage the water flow. The more detailed hydraulic report prepared for the original design is available along with this document on the City website at www.mt-pleasant.org/bids. The engineer will prepare the required MDEQ permit along with the plan for temporarily diverting of the river flow to complete the project.

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 Mill Pond Weir Repair Project. Construction is

expected to take place during the 2015 construction season. The original 2002 construction plans, specifications, MDEQ permit, and detailed hydraulic report can be found along with this document on the City of Mt. Pleasant Web Site at www.mt-pleasant.org/bids. 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:

- 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 MDEQ regarding permitting of the project.
- Prepare all required permits.
- Coordinate with utility owners for any necessary relocation of existing facilities within the project area.
- Hydraulic analysis.
- A signed and sealed plan and specification set utilizing city standard supplemental specifications and the 2012 MDOT standard specifications where applicable.
- Engineer's estimate of construction time and cost.
- 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.
- The total project budget including engineering is \$120,000.

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 cbundy@mt-pleasant.org. Questions must be received by 10/14/14. Answers will be posted to the City website.

Please visit <http://www.mt-pleasant.org/bids> 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 10/21/14. It is the intent of the City to interview the highest-scored firm by 10/28/14, make a recommendation to be

approved by the City Commission on 11/10/14, and develop a contract with that firm deemed most qualified by 11/14/14. 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 – MILL POND WEIR REPAIR**, and received by the City of Mt. Pleasant at the Office of the City Clerk by 1:30 p.m., 10/21/14. 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 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.