



NOTICE TO CONSULTANTS

**WASTEWATER TREATMENT
REQUEST FOR QUALIFICATIONS (RFQ)**

**City of Tecumseh
309 E. Chicago Blvd.
Tecumseh, MI 49286
(517) 423-2107**

NOTICE TO CONSULTANTS**WASTEWATER TREATMENT****REQUEST FOR QUALIFICATIONS (RFQ)**

The City of Tecumseh, Michigan, is seeking Statements of Qualifications from engineering consulting firms for the design and construction engineering of four wastewater system projects identified as priorities in its recently completed Wastewater Asset Management Plan. The City has applied for a FY18 State Revolving Fund (SRF) loan. This schedule requires that the design work be initiated in early summer and bidding occur in fall 2017. The City desires to construct the first project in calendar year 2017, with construction of the remaining projects occurring in calendar year 2018.

All Consultants shall submit all information requested herein in the proposal document in its entirety, in order for the proposal to be responsive. Failure to do so may result in the proposal being declared non-responsive and rejected.

PROJECT NAME: Tecumseh FY18 SRF Projects**ANTICIPATED SCHEDULE**

DATE OF REQUEST:	May 1, 2017
LAST DAY FOR QUESTIONS:	May 15, 2017
STATEMENT DUE DATE:	May 22, 2017
PROJECT SCOPE DISCUSSIONS:	May 22-29, 2017
FEE NEGOTIATIONS:	May 29- 30, 2017
COUNCIL CONTRACT AWARD:	June 5, 2017

INSTRUCTIONS TO CONSULTANTS

Submittal of Proposals / Qualifications

Five copies of the proposal documents shall be submitted in a sealed envelope. Send the documents to:

Jessica Emrick
City Clerk
RE: SRF Projects Proposal
309 East Chicago Blvd.
Tecumseh, MI 49286

Any questions must be in writing and submitted by e-mail to:

Dan Swallow
City Manager
dswallow@tecumseh.mi.us

The qualification statements shall be submitted no later than 4:00 P.M., May 22, 2017 (Monday). Last Day for Questions is May 15, 2017.

Note: This is a qualifications based selection; please do not submit fees with initial proposal.

Award of Contract / Rejection of Proposals

The contract will be awarded to the firm who provides a proposal that is most responsive to meeting both the needs of the project and the City of Tecumseh.

The City reserves the right to reject any and all statements and to waive any irregularity in statements received whenever such rejection or waiver is in the best interest of the City. The firm to whom the Award is made will be notified at the earliest possible date. The successful firm will be asked to prepare a detailed scope of work and cost proposal that meets the requirements of the City of Tecumseh. All firms submitting statements will be notified when the award is made.

Type of Contract

It is proposed that the contract entered into as a result of this RFQ will have an hourly rate, not to exceed cost. A fee and scope of work will be negotiated with the selected firm.

SPECIFIC PROJECT INFORMATION

Introduction to Project

In 2017, the City of Tecumseh completed a wastewater asset management system. There were several needs identified that the City wishes to take immediate action upon. Those needs include:

Project 1: Replacement of two sections of corrugated metal pipe sanitary sewer in M-50 immediately upstream of the WWTP. This project is desired to be completed in the 2017 construction season.

Project 2: Replacement of 1,817 feet of 15-inch sanitary sewer south of the WWTP. This pipe has settled resulting in numerous offset joints. A replacement sewer has been identified as the solution.

Project 3: Country Club Pump Station Replacement. The 1970 steel pump station will be replaced. A submersible pump station was selected for the replacement.

Project 4: Sludge Pump Replacement. The City has four sludge plunger pumps that are near failure. The City desires assistance in specifying the replacement pumps for the City staff to install.

The City has applied for a FY18 SRF loan with loan closing in Q1. This schedule demands that the work be initiated in early summer and bidding occur in fall 2017. Construction of projects 2 through 4 will occur in calendar year 2018. The City desires to construct project 1 in calendar year 2017.

CONTENTS OF PROPOSAL

As a minimum each proposal shall include the following items:

1. Business Organization

State the full name and address of your organization, and if applicable, any branch offices or other subordinate elements that will perform or assist in performing the work. Indicate whether you operate as an individual, partnership, limited liability company or corporation. If a corporation or limited liability Company, indicate the State in which you are incorporated. State that you are licensed to operate in the State of Michigan.

2. Applicable Experience

Include a brief description of similar wastewater collection and treatment projects that your firm has completed in the last 10 years.

3. Approach to the Project

Describe in narrative form your technical plan for accomplishing the work. Explain the choice of methodology including its strengths and weaknesses. Provide a time line indicating in a bar chart display each event task and decision points in your work plan. Confirm capacity to complete design and oversight for Project 1 in the 2017 calendar year.

4. Project Staffing

Identify the key professional personnel by skill and qualification that will be employed in the work and include their resumes. Indicate where these individual personnel will be physically located during the time they are engaged in the work. Tecumseh feels there is value in having the consulting team located in close proximity to Tecumseh to facilitate progress meetings, observing construction progress, and short-notice problem resolution.

5. Authorized Negotiators

Include the names, telephone numbers and e-mail addresses of those persons in your organization authorized to negotiate the proposed contract with the City of Tecumseh.

6. Additional Information

The firm may also include any additional information and/or comments believed to be pertinent but not specifically requested elsewhere in the document.

SCOPE OF SERVICES

Services may consist of the following.

1. Land surveying to support design
2. Easement document preparation
3. Design of replacement/rehabilitated infrastructure
4. MDEQ permitting
5. Bidding services
6. Construction observation and administration
7. SRF loan support

Interested firms shall show their credentials in all of these areas and all disciplines required to complete these services.

EVALUATION OF PROPOSALS

All proposals received shall be subject to an evaluation by representatives of the City of Tecumseh. The following factors will be considered in making the final selection:

Understanding of the Projects / Problems

Will be based upon the understanding exhibited by the firm in statements of work presented in the proposal.

Method of Approach

Will be based upon the technical soundness of the firm’s stated approach to the projects, the comprehensiveness of the proposed work tasks, the techniques to be used and the products to be delivered.

Experience

Will be based upon applicable experience of the firm and key team members with similar type projects within the recent past.

Proposed Scoring Criteria

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|---|-----------|
| 1. Understanding of Projects | 10 points |
| 2. Method of Approach | 30 points |
| 3. Experience with Similar Projects | 30 points |
| 4. Firm’s Proximity to Tecumseh and/or Familiarity
with Local Geography and Conditions | 20 points |
| 5. Experience with Tecumseh’s Wastewater System | 10 points |

TOTAL	100 points
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Proposal Contents

Proposals shall be limited to 10 typed pages exclusive of staff resumes.

TECUMSEH FY18 SRF PROJECTS
SCORE SHEET

Firm Name: _____

Date of Review: _____

Reviewer's Name: _____

- 1. Understanding of Project _____/10
- 2. Method of Approach _____/30
- 3. Experience with Similar Projects _____/30
- 4. Firm's Proximity to Tecumseh and/or Familiarity
with Local Geography and Conditions _____/20
- 5. Experience with Tecumseh's Wastewater System _____/10

TOTAL _____/100

Reviewer's Comments:
