



**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 received preliminary approval for FY 2020 State Revolving Fund (SRF) loan. This schedule requires that the design work be initiated in early summer and bidding occur in fall 2019. The City desires to construct the first project in calendar year 2019, with construction of the remaining projects occurring in calendar year 2020.

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 FY 2020 SRF Projects**

**ANTICIPATED SCHEDULE**

DATE OF REQUEST:	February 21, 2019
LAST DAY FOR QUESTIONS:	March 15, 2019
<b>STATEMENT DUE DATE:</b>	<b>March 21, 2019</b>
PROJECT SCOPE DISCUSSIONS:	March 25 – March 29, 2019
FEE NEGOTIATIONS:	April 1 – 5, 2019
COUNCIL CONTRACT AWARD:	April 15, 2019

## **INSTRUCTIONS TO CONSULTANTS**

### **Submittal of Proposals / Qualifications**

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

Tonya Miller  
City Clerk  
RE: FY 2020 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](mailto:dswallow@tecumseh.mi.us)

or

Todd Knepper  
Utilities Superintendent  
[tknepper@tecumseh.mi.us](mailto:tknepper@tecumseh.mi.us)

**The qualification statements shall be submitted no later than 4:00 P.M., March 21, 2019 (Thursday). Last Day for Questions is March 15, 2019.**

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 a time and materials, 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 system asset management plan. There were several needs identified that the City wishes to take immediate action upon. Those needs include:

**Project 1:** Replacement of the wastewater treatment plant electrical transformer. The City may choose to complete this project in the 2019 construction season.

**Project 2:** Replacement of multiple air actuated control valves, located throughout the wastewater treatment plant, and replace with electronically controlled mechanical valves.

**Project 3:** Grade 5 sanitary sewer repairs at multiple locations throughout the sanitary sewer collection system. Repairs are expected to be a combination of excavated repairs and replacement as well as Cured In Place Pipe (CIPP) lining. Final determination of construction methods will be determined by reviewing previous video documentation.

**Project 4:** Cyl-Tec Pump Station Replacement. The 1970 steel pump station will be replaced. A submersible pump station has been selected for the replacement.

The City is using a previously approved SRF Project Plan with loan closing in FY 2020 Q1. This schedule demands that the design work be initiated in early summer and bidding occur in fall 2019. Construction of Projects 2 through 4 will occur in calendar year 2020. The City may wish to construct Project 1 in calendar year 2019.

## **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 2019 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**

- |  |           |
|--|-----------|
| 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 |

<b>TOTAL</b>	<b>100 points</b>
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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:

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