

REQUEST FOR QUALIFICATIONS
Engineering and Inspection Services
for Coating of City Tanks and Equipment

City of Big Rapids
Director of Public Works
226 N. Michigan Avenue
Big Rapids, MI 49307

231-592-4018

July 12, 2017

NOTICE TO INTERESTED ENGINEERING FIRMS

PROPOSALS FOR ENGINEERING AND INSPECTION SERVICES FOR COATING OF CITY TANKS AND EQUIPMENT

The City of Big Rapids will accept sealed proposals for ENGINEERING AND INSPECTION SERVICES FOR COATING OF CITY TANKS AND EQUIPMENT SERVICES including MATERIAL TESTING, NETWORK MODELING, and GENERAL ENGINEERING SERVICES: until 3:00 PM, August 11, 2017 in the Office of Public Works, 226 North Michigan Avenue, Big Rapids, MI 49307.

Information packets may be obtained at the Office of the Department of Public Works or on the City's website at www.cityofbr.org All proposals shall be clearly marked "**ENGINEERING AND INSPECTION SERVICES FOR COATING OF CITY TANKS AND EQUIPMENT**".

The City of Big Rapids reserves the right to accept or reject all or any proposals or to waive informalities, and to award the proposal in any manner deemed to be in the best interest of the City.

Heather Bowman
Director of Public Works

The City of Big Rapids is an Equal Opportunity Provider and Employer

The City of Big Rapids is soliciting qualifications from professional and technical engineering firms to provide municipal engineering services for the areas listed above. General description of work includes but is not limited to design and construction related engineering, preparation of bid documents, inspections related to projects, preparation of cost estimates for various projects, administration of construction and material testing, storm water ordinance consultation and systems master planning.

SCOPE OF SERVICES

The City is requesting qualifications from interested parties in order to demonstrate their effectiveness in completing the following scope of services.

Engineering:

- Develop project phasing along with financing options.
- Assist in developing City standards for construction and maintenance of various systems.
- Prepare proposals for work, as required or requested.
- Prepare inspection and provide input regarding maintenance of water towers, ground storage tanks, clarifiers and other equipment.
- Coordinate projects with Engineering Firm contracted with the City of Big Rapids.

Design:

- Preparation of plans and specifications to accurately describe work required of contractor.
- Permit acquisition and assistance for projects.
- Provide basis of design reports as required or requested.

Construction / Inspection Services

- Provide as-built drawings in a digital format.
- Aid in selection of contractor and preparation of proposal documents.
- Provide on-site and off-site materials testing.
- Attend pre-bid, pre-construction and progress meetings, and City Commission meetings as may be necessary.
- Provide construction staking and layout as needed.
- Review and approval shop drawings.
- Prepare progress reports, change orders, recommendations and estimates, and payments to contractor.
- Provide contract management including local, state and federal contracts.
- Perform construction observation and maintain records.
- Assist with Grade Inspection operations.
- Consultant MUST demonstrate they have the ability to use Field Manager software for all federal and state projects.

General:

- Assist the City as requested to maintain compliance with MDEQ and/or USEPA regulations, including anticipating future regulations and ramifications.
- Provide a listing of any engineering services that would need to be out-sourced.
- General consulting services, as the need arises.

POTENTIAL PROJECTS ENVISIONED BY THE CITY

Over the life of the contract, the City may undertake one or more of the following projects. The projects are listed to demonstrate the range of expertise that the City desires in the professional and technical engineering firm that will be retained.

Water Department:

- Construction of new water tower(s)
- Repaint exterior of 1.0-million-gallon reservoir
- Repaint clarifiers

Wastewater Department

- Update Master Plan
- Replace and/or repair lift stations
- Plant expansion to accommodate new MDEQ requirements
- Rehab sludge storage tank
- Blast and repaint clarifier

SELECTION OF ENGINEER

Due to the complex demands associated with selecting a qualified professional and technical engineer for the City, the following information is provided as a guide. Under no condition is the City required to use the following information, in part or in full, as the sole basis for selecting an Engineer. Engineers are requested to submit information they feel is applicable and should be considered by the City, whether specifically mentioned or implied.

Professionalism - As a representative of the City, the Engineer will be required to maintain a positive image and to conduct their efforts in an ethical, moral and legal manner. Specific information regarding the main contact person, and the company as a whole, should be provided.

Experience - The City will rely on the knowledge of the Engineer based on their ability to complete a wide range of projects and to make informed decisions. Experience should be shown with projects completed within the last two to five years for municipalities similar to Big Rapids, whenever possible.

Responsiveness - The ability to complete projects in a timely manner and within the project budget is imperative.

Cost of Professional Services - Due to the wide range of classifications typically associated with the engineering field, a standard rate sheet has been included. All applicants will be required to have the enclosed form completed and submitted in a **sealed** envelope along with the remaining information. In addition to this form, provide a list of projects completed within the last three to five years that illustrate total engineering related services compared to final construction cost.

Project Team - One method of providing quality engineering services includes having a team assigned to complete tasks for the City. Engineers will include a detailed list of people that will be routinely involved with various projects, and the qualifications of each member. A primary contact person should be specifically named as well as a principal in charge.

References - A list of projects completed for various governmental agencies should be included along with contact names and phone numbers. A brief description of the project should be included. Projects should mirror the areas listed in the Notice to Interested Engineering Firms.

Accessibility – The ability to show a routine presence in the Big Rapids area is important. A list of clients, or projects located close to the city should be provided as well as a brief description of actual projects completed or currently progressing. Please include small city experience, including political and financial involvement, and note where realistic, practical solutions were employed to solve problems.

Questions - If you have any questions about this RFQ, please contact Heather Bowman at 231-592-4018.

Evaluation of the qualifications of the professional and technical engineering firms will be conducted by some or all of the following individuals or such other individuals as the City may deem appropriate:

City Manager
Public Works Director
Water Plant Superintendent
Wastewater Plant Superintendent

The interview committee intends to select no more than four firms for an interview. Following the selection process, the Committee will notify the first choice firm of their selection, and the sealed Rate Sheet will be opened and evaluated. Award of the contract will be made by the City Commission.

Please submit with your original RFQ, **four** copies of the RFQ in one sealed envelope. *Please be sure to submit **one** copy of the rate list in a separate sealed envelope for each of the original and four copies.*

Please also submit a completed and signed agreement with your original RFQ. You may use your own agreement or the sample agreement that has been included with this document.

PERIOD OF SERVICES

The agreement shall be for a four year period, beginning on October 02, 2017 through September 1, 2021. Two, two year extensions of the contract will be considered.

SUBMISSION OF QUALIFICATIONS

Qualifications should be submitted in a sealed envelope marked "**ENGINEERING AND INSPECTION SERVICES FOR COATING OF CITY TANKS AND EQUIPMENT**" to the Office of the Public Works, 226 N. Michigan Avenue, Big Rapids, MI 49307, no later than 3:00 PM, August 11, 2017. Packages will be evaluated and the firms selected for interviews will be contacted.

ESTIMATED SEQUENCE OF EVENTS

The following information has been provided as a guideline. The City reserves the right to alter the sequence, or duration of any or all of the following events based on information submitted by consultants.

Packages sent to consultants	07/12/17
Due date for submission of RFQ's	08/11/17
Evaluation by City personnel and notification to selected firms	08/17/17
Interviews	08/24/17
Notification of selected consultant (not later than)	09/22/17
Approval by City Commission	09/18/17
Contract signed (not later than)	09/29/17
Commence Engineering Services	10/02/17

RATE SHEET

Consultants are requested to provide standard rates for each classification associated with the project team. The City expects to be billed on an hourly basis for actual hours spent. Rates should include, but are not limited to, travel time, outside consultant fees (material testing labs, soil borings, etc.), business overhead, all machinery such as survey equipment, computers, troxler gauges and general office supplies. In other words, all expenses incurred by the consultant to complete projects should be included in the fixed rate on the attached schedule. Consultants are required to include one fixed amount for each category; ranges for each classification are not acceptable. *As noted earlier, rates are to be submitted in a separate, sealed envelope.*

ENGINEERING CONTRACT

Consultants are advised that the City expects to receive a proposal from the consultant for each project anticipated by the City. The proposal shall define the scope of the project, and provide a work plan for the project. The work plan shall identify the work required, staff involved in accomplishing the work, and an estimate of cost, including all supporting services, for the project. Proposals will then be reviewed by City staff and approved by the City Commission before the consultant begins the project. In general, the proposal submitted by the consultant will be the only proposal solicited by the City for each project. Consultants are advised, however, that the City reserves the right during the course of the engineering contract to seek proposals from other firms for a project being considered by the city.

INSURANCE

The consultant shall carry the following insurance and prior to entering into an Agreement, provide the City proof of said insurance. Separate proofs of insurance will be required during each contract year:

- a. Worker's Compensation in accordance with Michigan Statutes; and
- b. Contractor's Public Liability with limits of not less than \$1,000,000 to protect the contractor and City against claims for the injury or death of one or more persons and \$1,000,000 to protect the contractor and City against claims for injury to or destruction of property; and
- c. Motor Vehicle Liability insurance with limits of not less than \$1,000,000

Notification of cancellation – The consultant shall immediately notify the City prior to the cancellation of or change in, any such insurance required herein. If any of the insurance is canceled, the contractor shall cease operations on the date of termination and shall not resume operations until new insurance is in force.

GENERAL

Consultants are forewarned that the individuals listed as the project team should have their respective rates included. The City reserves the right to call on any of the team members at any time during the length of contract and will be billed according to the rates provided. No additional classifications will be justified during the term of contract unless agreed upon by City personnel. The City will be notified of employee promotions that will change their billing classifications.

Please provide resumes for individuals of each classification. Providing resumes for all people listed is not realistic or necessary but a representative sample would be helpful.

Consultants are further advised that the City of Big Rapids requires employers to withhold City income taxes for their employees on the wages paid for all work billed to the City of Big Rapids. A letter of explanation is included in this specification package.

The committee intends to select no more than four firms for an interview by the committee. The consultant selected by the Committee following the interviews will be notified of their selection, and the sealed Rate Sheet opened and evaluated. Award of the contract will be made by the City Commission.

ENGINEERING RATE SHEET FOR PROJECT TEAM MEMBERS SELECTED

Expert Witness	\$	/hour
Expert Witness (Office, Travel, Court)	\$	/hour
Principal	\$	/hour
Registered Professional Engineer	\$	/hour
Staff Engineer	\$	/hour
Project Manager	\$	/hour
Assistant Project Manager	\$	/hour
CAD Supervisor	\$	/hour
CAD Technician	\$	/hour
CAWI or CWI Welding Inspector	\$	/hour
Certified NACE Inspector	\$	/hour
Inspector – Level III, Level II, Level I	\$	/hour
Other Categories:		
	\$	/per review
	\$	/hour
	\$	/hour
	\$	/hour

Please provide an attachment detailing rates indicated in the "other categories" including a general job description for each listing.

Date _____ Signature _____

Phone _____ Company _____

Fax _____ Address _____

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Consultant hereby agrees to abide by the following requirements for affirmative action with respect to the work to be performed under this Contract.

1. Consultant shall not discriminate against any employee or applicant for employment because of race, religion, creed, color, national origin or sex and will take affirmative action to prevent such discrimination. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.
2. In soliciting or advertising for employees placed by or on behalf of the Consultant, Consultant shall state that all qualified applicants will receive consideration for employment without regard to race, creed, color, national origin or sex. For this purpose it shall suffice to place the words "An Equal Opportunity Employer" in a predominant place at the office of said Consultant.
3. Consultant shall send notice of the City's policy regarding affirmative action to each labor union or representative of workers with which Consultant has any agreement, contract or other understanding.
4. Consultant shall furnish information and reports as requested by the City in accordance with this policy. Consultant shall provide access to his or her employment books, records and accounts to any duly authorized representative of the City in order to allow such representative to ascertain whether or not this policy is being complied with by the Consultant.

The undersigned has examined the requirements herein and is prepared to perform all work in strict accordance with the stipulations contained in the EQUAL EMPLOYMENT OPPORTUNITY STATEMENT.

NAME OF COMPANY _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE NUMBER _____

AUTHORIZED SIGNATURE _____

TITLE _____

DATE _____

NAME, ADDRESS, LEGAL STATUS
AND
SIGNATURE OF ENGINEERING FIRM

This Proposal is submitted in the name of: _____

The undersigned hereby designates below his business to which all notices, directions or other communications may be served or mailed:

Street _____
City _____
State _____ Zip Code _____

The undersigned hereby declares that he has the legal status checked below:

- INDIVIDUAL
- INDIVIDUAL DOING BUSINESS UNDER AN ASSUMED NAME
- PARTNERSHIP registered in _____ County, Michigan
 - Limited Liability Company (LLC) under the name of _____
_____ organized under the laws of the
State of _____
 - CORPORATION INCORPORATED UNDER THE LAWS OF THE STATE
of _____

The Corporation or Limited Liability Company is:

- LICENSED TO DO BUSINESS IN MICHIGAN
- NOT NOW LICENSED TO DO BUSINESS IN MICHIGAN

The name, titles and home addresses of all persons who are Owners, Officers, Partners or members in the organization are as follows:

NAME AND TITLE	HOME ADDRESS
_____	_____
_____	_____
_____	_____

SIGNED AND SEALED This _____ day of _____

BY (Signature) _____ PRINTED NAME OF SIGNER _____

TITLE _____ TELEPHONE NUMBER _____

INCOME TAX REGULATIONS REGARDING BIDS/RFQ PROPOSALS:

REFERENCE: City of Big Rapids filing of **Withholding and Big Rapids Income Tax Return** for projects within the City of Big Rapids, Michigan 49307.

Dear General Contractor:

According to the City of Big Rapids Income Tax Ordinance and Rules and Regulations, all employers (including general contractors and subcontractors) in Big Rapids having one or more employees and all employers outside of Big Rapids who conduct business in Big Rapids, are required to **withhold tax** from employees and **file a tax return**.

In order to be in compliance with the City's Income Tax Ordinance, please provide a **list** of all subcontractors and addresses, doing business at the above address of \$25,000 or more to the City of Big Rapids Income Tax Office.

As an employer, if you are withholding, please notify this office to verify the Federal I.D. Number and the Name (Doing Business As) which you are reporting. If you are not currently withholding, please contact this office to complete and return the EMPLOYER REGISTRATION CARD and begin withholding.

All employers are required to remit monthly if the monthly withholding exceeds \$100 and quarterly if the monthly withholding is less than \$100. The *Registration Card*, instructions, and coupons for withholding are available on the City of Big Rapids website: www.cityofbr.org.

Section 61 of the City of Big Rapids Income Tax Ordinance states:

An employer shall file with the City a reconciliation of quarterly returns on or before the last day of February following each calendar year in which the employer has withheld from an employee's compensation.

The same filing date applies to W-2's. The ordinance does not allow for an extension of time for filing the reconciliation or the W-2's.

If you have any questions, please feel free to call me at (231) 592-4012.

Sincerely,

Paul B. Cole,
Income Tax Administrator

REQUEST FOR QUALIFICATIONS FOR “ENGINEERING AND INSPECTION SERVICES FOR COATING OF CITY TANKS AND EQUIPMENT ” was sent to the following firms:

Dixon Engineering
1104 Third Ave.
Lake Odessa, MI 48849

Nelson Tank Engineering & Consulting, Inc
16240 National Parkway
Lansing, MI 48906

AGREEMENT

THIS AGREEMENT, is made as of the _____ day of _____, by and between the CITY OF BIG RAPIDS, the OWNER, and _____, the CONTRACTOR.

The OWNER intends to contract for _____, hereinafter called the Project, in accordance with the Plans, Specifications and other Contract Documents as prepared by the City of Big Rapids, and as submitted by the CONTRACTOR to the OWNER.

NOW, THEREFORE, THE OWNER and CONTRACTOR for the consideration stated herein agree as follows:

I. THE CONTRACTOR AGREES to furnish all the necessary labor, materials, equipment, tools and services necessary for completing the project: _____ in a workmanlike manner, and all work required herein shall be done in strict compliance with the Contract Documents which are part of this Agreement.

A. Contract Time: Work under this Agreement shall commence upon written notice to proceed, and shall be completed within the period of _____ through _____.

If the CONTRACTOR refuses or fails to prosecute the work, or any separate part thereof, with such diligence as will insure the needs of the OWNER will be met, to provide the completed project on time and ready for use by the OWNER within the number of consecutive calendar days specified herein, or any extension thereof, or if the CONTRACTOR fails to complete the work within such time, the OWNER may, by written notice to the CONTRACTOR, terminate the CONTRACTOR'S right to continue work on the Project. In such event, the OWNER may reassign contracted services to another contractor or contractors as may be deemed appropriate by the OWNER.

B. The CONTRACTOR shall not have the right to assign, transfer or sublet the interests or obligations hereunder without written consent of the OWNER.

II. THE OWNER AGREES to pay, and the CONTRACTOR agrees to accept, in full payment for the performance of this Contract, the UNIT PRICE AMOUNT set forth on the BID PROPOSAL FORM.

See enclosed copy of Resolution _____

III. AUTHORITY AND RESPONSIBILITY OF THE OWNER, THE CITY OF BIG RAPIDS:

All work shall be done under the general supervision of the OWNER, the City of Big Rapids. The OWNER shall decide any and all questions which may arise as to the quality and acceptability of materials furnished, work performed, rate of progress of work, interpretation of Plans and Specifications and all questions as to the acceptable fulfillment of the Contract on the part of the CONTRACTOR.

IV. SUCCESSOR AND ASSIGNS: This Agreement and all of its covenants and provisions shall inure to the benefit of and be binding upon the OWNER AND THE CONTRACTOR respectively, and the CONTRACTOR'S partners, successors, assigns and legal representatives. Neither the OWNER nor the CONTRACTOR shall have the right to assign, transfer or sublet the interests or obligations of this Agreement without the written consent of the other party.

The parties have made and executed this Agreement, effective as of the day and year first above written.

Witness

CONTRACTOR

By

Title

BUSINESS ADDRESS

Telephone

OWNER
CITY OF BIG RAPIDS

Witness

Mark J. Warba

Title

Drafted by:
Eric D. Williams
City Attorney
524 N. State Street
Big Rapids, MI 49307