

**REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES
Beaver Creek-Grayling Townships Utility Authority (BCGTUA)**

Project: Planning, Design and Construction Engineering Services for the Development of new Municipal Water and Wastewater Systems for the Four Mile Road Service District, Crawford County, Michigan.

Selection Basis: The BCGTUA is seeking Statements of Qualifications from Professional Engineering firms, licensed in the State of Michigan, for the Four Mile Road Water and Wastewater project. The Authority will be utilizing a Qualifications Based Selection (QBS) process for the selection of a Professional Engineering firm. The methodology and criteria upon which the selection will be based are contained within this document.

Required Submission: Responding firms must submit five (5) bound hard copies of the statement of qualifications. Submit Qualifications no later than 1:30 p.m., August 31, 2016

Address submittals to:
Beaver Creek-Grayling Townships Utility Authority
c/o Beaver Creek Township Hall
8888 S. Grayling Road
Grayling, MI 49738

Contact with questions: Mr. Rick Harland, Grayling Township Supervisor, 989-348-4361, rharland@twp.grayling.mi.us.

Project Description/Scope of Services:

The Beaver Creek-Grayling Townships Utility Authority (Authority) is currently in the planning/funding application stage for the development of new municipal water and wastewater utility systems for the Four Mile Road service district. The potential project funding will be via Economic Development Administration Grant, Rural Development loan and Special Assessment of the district properties.

The need for the new utility systems is being driven by the development of new facilities in the corridor, including a new Arauco particle board plant and a new Kirtland Community College Health Sciences Center, along with some existing commercial entities and undeveloped property.

The new municipal water system will need to be designed to comply with MDEQ Type 1 requirements which will include a minimum of two groundwater wells, well houses, a 750,000 gallon ground storage tank and a distribution system sized for large fire demand.

The new wastewater system will include a gravity collection system, pump stations and wastewater treatment facility with approximately 50,000 gallon per day capacity. The facility will need to provide treatment suitable for a groundwater discharge.

The intent is to have the project construction completed and in operation during 2017. The preliminary estimate of total project cost is \$7.3 million.

It is the intent that the selected consultant will provide design, bidding and construction engineering services for this project, including assistance with all necessary permits, grant administration, special assessments, and all other services required for a complete project.

Required Information:

1. **Firm background:** Provide information regarding the background and history of the firm, including pertinent services and office locations. Include the name and contact information for the lead contact for this project.
2. **Statement of Understanding:** Provide an overview of your understanding of the project and the strategy involved in completing this project. Include discussion of your understanding of the needs of the Authority, Townships and potential users.
3. **Proposed Project Team and Resumes:** Provide a project team diagram that identifies the key professional personnel and proposed sub consultants 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. Provide detailed experience information of the proposed Project Manager.
4. **Relevant Experience:** Provide an overview of the firm's experience with projects of similar scope and nature, including:
 - a. Water supply and wastewater treatment systems of similar size and nature.
 - b. Water supply and wastewater treatment systems in the same geographic area.
 - c. Projects that included Rural Development, EDA, special assessment and other similar funding sources.
5. **Quality Control Standards/Program:** Provide a brief discussion/outline of the firm's corporate and project quality control standards and procedures.
6. **Work Plan/Approach:** Describe the firm's work plan/approach for completing the project. Include specific discussion on providing efficient and effective project management, and a quality based communications protocol between the selected firm and the Authority.
7. **References:** Provide a list of references with contact information for projects similar in nature.
8. **Other Information:** Provide any other information the firm believes will illustrate its experience and qualifications. Include no more than two (2) additional pages of information not included above that may be useful and applicable to this project.

Selection Methodology and Criteria:

The procedure to be followed in the selection of the Professional Engineering firm is as follows:

1. Firms to submit Statement of Qualifications for their firm along with other information noted herein.
2. The BCGTUA will utilize a selection committee to evaluate the proposals, shortlist firms and conduct interviews those firms deemed most qualified. It is anticipated that up to the top 3 firms will be selected for interview.

The following criteria will be used for scoring the submittals:

<u>Item</u>	<u>Maximum Points</u>
Project Understanding	15
Work Plan/Approach/Quality Control	20
Qualifications/Experience of the Project Manager	15
Qualifications/Experience of the Project Team	15
Relevant Funding Experience	15
Proximity of Project Manager/Project Team	10
References	<u>10</u>
	100

3. Interviews will be held with each short-listed firm to review their firm’s submittal and to discuss, in further detail, the scope of services being offered by their firm and any other relevant information.
4. The Authority will select the top rated firm to begin negotiations with. If the Authority fails to reach an agreement with the top rated firm, the Authority will then begin negotiations with the next highest rated firm, and continue this process until an acceptable agreement is reached.
5. The final agreement with the Professional Engineering Firm will be submitted to the Authority Board for approval. The final agreements must be in EJCDC format acceptable to, and within any cost guidelines of Rural Development, Economic Development Administration, the Authority and any other involved funding agencies.