



City of Marine City
REQUEST FOR QUALIFICATIONS (RFQ)
FOR
PROFESSIONAL ENGINEERING AND SURVEYING SERVICES

The City of Marine City (hereafter "City") is soliciting proposals from qualified engineering firms interested in providing complete engineering and surveying services for the City. This waterfront community with a population of approximately 4,200, is roughly 3 square miles in area, located in central St Clair County, Michigan. As a minimum standard, bidders for this proposal must present evidence that they are licensed in the State of Michigan, experienced in civil engineering and surveying, and have provided municipal services for communities of comparable size or larger as further specified in this RFQ.

FIRM'S STATEMENT OF QUALIFICATIONS

Your firm's Statement of Qualifications shall include the following and shall be a minimum requirement for services that you are expected to be able to perform within your firm:

1. Cover Letter

- a. Name of firm, address, telephone number, fax number, website address, type of firm (i.e., corporation), and name of principal contact(s).
- b. Letter must be signed by a representative of the firm with authorization to bind the firm by contract.

2. Firm Information

- a. Brief history of firm.
- b. Organization of firm and number of full-time employees.

- c. Location of office where the City projects will be designed and managed.
- d. List of all municipal clients for the past ten (10) years, indicating the duration of furnishing services for each municipal client.
- e. List all municipal projects completed by the firm in the last three (3) years and the dollar value of each of those projects including original contract cost and final project cost.
- f. List all municipal projects in progress at your firm, the status, and current contract cost.
- g. Proposed Professional Licensed Engineers in the State of Michigan that will be assigned to serve the City and professional qualifications of each member of the consultant team that will also serve the City. Please limit resumes of key staff to 2 pages per resume. List any special certifications, such as Certified Floodplain Managers (CFM), etc.
- h. Description of Construction Engineering service capabilities, including contract administrative and construction observation services. List any certifications held, such as CSI, Field Manager, and Office Tech training, concrete, and asphalt inspection certifications, etc.
- i. Description of Professional Surveying capabilities, including the number of Licensed Professional Surveyors in the State of Michigan.

3. Project Approach

- a. Proposed team members to serve the City and full professional qualifications of each member including name, classification, and estimated percentage of work each is projected to perform.
- b. Organizational plan of team members including primary contact to the City.
- c. Briefly describe your understanding of the scope of consulting engineering and surveying services and your firm's approach to providing these services.
- d. Indicate any unique qualifications, prior experience, or similar projects to strengthen your approach and understanding.

4. Firm Resources

Explain the firm's technical capabilities in the following areas:

- a. Quality Control/Quality Assurance Procedures (including coordination of design disciplines).
- b. CAD capabilities.
- c. GIS capabilities.
- d. Survey capabilities.
- e. PASER Assessment experience.
- f. Description of facilities and equipment.

5. Project Experience

Provide an outline of your firm's experience and success in the following areas and others that you believe to be relevant.

- a. Road Reconstruction, Resurfacing, and Rehabilitation Projects.
- b. Water main open-excavation replacement, directional drilling, and pipe-bursting.
- c. Water Distribution Systems Reliability Studies and Modeling.
- d. Drinking Water Pump and Tank Reservoir Systems.
- e. Sanitary and/or Storm Sewer Cleaning & Televising.
- f. Sanitary and/or Storm Sewer Rehabilitation by means of Pipe Bursting, Partial and Full-Length Cast-In-Place Lining, Directional Drilling.
- g. Grant Writing and History of Successful Awards.
- h. State Revolving Fund Loan Applications and History of Successful Awards.
- i. Ordinance Writing.
- j. Special Assessment Districts.
- k. Bridge Inspections.
- l. Engineering Design Standards Development.
- m. Floodplain Management.
- n. Storm Water Management.
- o. Storm and Sanitary Sewer Lift/Pump Stations.
- p. Structural Engineering.
- q. Plan Reviews.
- r. Construction Administration Services.
- s. Waterfront Community experience.

6. Financial Disclosures

- a. Provide the current Dunn and Bradstreet number and credit rating of your firm.
- b. Provide copy of errors and omissions insurance.
- c. Provide a list of claims over the past three years, paid against errors and omissions insurance.
- d. A full disclosure statement identifying any business relationship that your firm has had with any elected City officials or City employees during the last three (3) years.
- e. A full disclosure statement identifying any business relationship that your firm has had with the City or surrounding communities during the last three (3) years.
- f. Fully disclose any involvement during the last three (3) years regarding legal action taken against the City of Marine City. The consultant's role in any legal action taken against the City shall be described in detail.
- g. Consultant shall provide proof of the ability to obtain valid certificates of coverage for Professional Liability Insurance, Workmen's Compensation, and General Liability Insurance.

7. Firm References

- a. Provide at least three (3) references from separate and current municipal clients of your choice, whose populations are more than 5,000.
- b. Provide three (3) letters-of-recommendation from three (3) other municipalities, not used as references above, where your firm completed projects for the municipal client within the last three (3) years. At least one of these municipalities must have a population of more than 10,000.

RFQ SUBMITTAL

All firms wishing to be considered for these services, which are licensed to do business in the State of Michigan and meeting the minimum City qualifications, are invited to submit six (6) copies of their Statements of Qualifications, following these RFQ documents.

Completed Statements of Qualifications must be mailed or returned to the office of the City Clerk, City of Marine City, 260 S. Parker Street, Marine City, Michigan 48039 in a sealed envelope clearly marked "Professional Engineering and Surveying Services - Request for Qualifications" by **Monday, December 21, 2023, at 4:00 p.m.**

For general information about the City, please visit www.cityofmarinecity.org

SELECTION PROCESS

At the sole discretion of the City of Marine City, and in the best interest of the City, one or more qualified responding firms may be "short-listed" through the following selection process:

- Each statement of qualifications will be reviewed based on the firm's capabilities and resources, qualifications of key individuals, firm experience of similar municipal work and references.
- From that group, one or more firms may be invited to be interviewed.
- If interviews are deemed desirable, required interview guidelines will be provided to the candidate firms in advance.
- All materials submitted with your response shall become the property of the City upon receipt and will not be returned.

Requests for Proposals will then be requested from the selected firms following the Request for Qualifications process. The City reserves the right to accept or reject any or all Statements of Qualifications or to waive any irregularities or informalities or both, and in general to award the contract in any manner deemed by the City, in its sole discretion, to be in the best interest of the City of Marine City. The City reserves the right to contract with other firms for services as it deems necessary. All submittals become property of the City and are subject to Freedom of Information Act release.

Dated: November 13, 2023