



REQUEST FOR QUALIFICATIONS

PROJECT NAME: 2025 Industrial Park and Sherman Lift Stations Improvements – Design and Construction Engineering Services

DATE OF ISSUANCE: February 28, 2025

DATE PROPOSAL DUE: March 27, 2025

ISSUING OFFICE:

City of Muskegon
Department of Public Works
Attn: Todd Myers, Deputy Director of
Public Works
1350 E. Keating Ave.
Muskegon, MI 49442
(231) 724-6920
todd.myers@shorelinecity.com

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Note: Should any of the pages or documents listed above be missing from your packet, or if you have any questions regarding this RFQ, please contact Todd Myers at the City of Muskegon via (231) 724-6920 or via E-mail at todd.myers@shorelinecity.com

PROPOSAL & AWARD

The undersigned having become thoroughly familiar with and understanding of all the proposal documents attached hereto, agrees to provide the services as specified herein, for the total fees as stipulated herein, subject to negotiation.

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this proposal which will become a binding contract if accepted by the City of Muskegon.

I hereby state that I have read, understand and agree to be bound by all of the terms of this proposal document.

Signature _____ Title _____

Print Name _____ Date _____

Firm Name _____

Address _____

Telephone No. _____

Email _____

Fax No. _____

INSTRUCTIONS TO BIDDERS

Qualifications

All proposals must be submitted following the proposal format supplied by the City of Muskegon in this document and shall be subject to all requirements of this document.

The City may consider as irregular any proposal in which there is an alteration of or departure from the format stated in the documents, and at its option may reject the same.

Each bidder will include in their proposal a listing of any proposed sub-consultant/contractor and the name and address of each which may be involved in the project.

Before executing any subcontract, the successful firm shall submit the name and experience of any proposed subcontractor for prior approval.

Submittal of Proposals

Three (3) copies of the proposal documents shall be submitted in a sealed envelope to:

City of Muskegon
Clerk's Office
933 Terrace St
Muskegon, MI 49440

The envelope shall be clearly marked on the exterior denoting the name of the firm submitting the proposal and the name of the particular contract for which the proposal is offered.

The proposals shall be submitted no later than 2:00 PM, March 27, 2025.

Award/Rejection of a Contract

The City reserves the right to reject any and all proposals and to waive any irregularity in proposals received whenever such rejection or waiver is in the best interest of the City. The bidder to whom the award is made will be notified at the earliest possible date. All bidders submitting proposals will be notified when the award is made.

Award will not be completed until confirmed and recommended by the City Commission.

City Responsibilities

The City of Muskegon will provide information as to the City's requirements for the project and make available pertinent information which may be useful in the project work.

The City will designate a person to act as the City's Project Manager (Todd Myers) with respect to the work to be performed. Such person will have the authority to transmit instructions, receive information, interpret and define the City's policies and decisions with respect to elements pertinent to the project.

The City will examine all studies, reports, estimates, proposals, and other documents prepared by the bidder and render in writing, if necessary, decisions pertinent thereto within a reasonable time.

The City will direct the consultant in writing to begin the work on each phase of the project upon receipt of written evidence from the firm of the appropriateness of such action.

The City will direct the bidder in writing to furnish any special services, sub-consultants and/or extra work that may be required on the project upon receipt of written evidence from the firm detailing as to cost, time schedule, and reason for such special service or extra work.

SPECIFIC PROJECT INFORMATION/SCOPE OF WORK

Invitation

The City of Muskegon Department of Public Works (hereinafter referred to as “City”) is looking to obtain design and construction engineering services for improvements to their Industrial Park and Sherman lift stations. For the Sherman Lift Station, the City desires to replace the control panel, piping, valves, instrumentation, debris basket, wet well vent tube, and possibly install a retrofit safety grate in the wet well access hatch. For the Industrial Park Lift Station, the City desires to replace the control panel, piping, valves, instrumentation, and wet well vent tube. The City’s purpose of this Request for Proposals (hereinafter referred to as “RFP”) is to enter into a contract for Design and Construction Engineering services.

Scope of Work

Design & Bidding Services

- Gather and review record plans, private utility information, and any available records pertinent to each project area.
- Visit each site to confirm existing conditions.
- Complete a topographic survey for each site, including establishing controls and benchmarks.
- Prepare a basis of design. It can be assumed that the firm capacity of each station will remain the same since the pumps are not to be replaced.
- Complete a site design, including control panel location and bypass connection.
- Complete a lift station design, including valve and piping layout, vent tube, electrical, controls, and instrumentation
- Develop lift station construction plans and project specifications for use in contract documents.
- Attend one design review meeting.
- Compile and assist City with submittal of EGLE Part 41 and Road Commission Right-of-Way permit applications (City to pay permit fees).
- Prepare estimate of probable cost based on preliminary design.
- Provide bidding assistance including answering bidding questions, issuing addenda, accepting bids, reviewing bids, bid tabulations, and recommendation of award.
- Prepare Notice of Award and Notice to Proceed.
- Assist City with preparation of final contracts for signing by Contractor.

Construction Phase

- Schedule and attend pre-construction meeting and prepare minutes.
- Track and review shop drawings.
- Respond to RFI’s and prepare payment applications and change orders as necessary.
- Provide Construction Engineering services commensurate with the scope of work.

Schedule

Complete design and obtain necessary permits for advertising and receiving construction bids by July 10, 2025.

CONTENTS OF PROPOSAL SUBMITTAL

At a minimum, each proposal shall include the following items:

QUALIFICATIONS OF TEAM

Include a brief narrative description of the key members of the team and the roles they will play in the successful implementation of this project. Highlight similar past experiences, and technical competence as it relates to the specific project details and previously completed projects. Include any key members of sub consultants within the narrative and description. Provide resumes for key members and an organizational chart specific to the project.

UNDERSTANDING OF SERVICES

Include a narrative description of your plan for accomplishing the project. Provide a timeline for the project including key milestones to be met and identify dates for completion of project deliverables. Identify critical areas of the project and your plan for addressing the critical needs.

LOCATION OF FIRM

Identify the location of firms that will complete the work. Score will be based on providing preference to local services. Maximum scores will be awarded for work completed entirely within the corporate limits of the City of Muskegon, with reduced scores awarded proportionately based on the proximity to the City of Muskegon.

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.

Proposals narratives should be limited to 5 pages, not inclusive of any graphics and/or resumes.

EVALUATION

The project will be awarded based on Qualifications Based Selection (QBS) criteria to the firm(s) that provide a proposal that is most responsive to meeting both the needs of the project and the City of Muskegon.

Proposals will be scored in four categories, by a scoring team composed of staff from the City of Muskegon:

- Qualifications of Team – 50% of Total Score
- Understanding of Services – 25% of Total Score
- Priced Proposal – 20% of Total Score
- Location of Firm – 5% of Total Score

Qualifications of Team will be scored based on the experience, technical competence, and related

past experience of the project team. Include an organizational chart. Describe the roles of the key members of the team as it relates to the successful completion of the project. Include key members of sub-consultants and what roles will be completed by those sub-consultants. Provide resumes for all key members. Up to three (3) references may be provided for use at the discretion of the scoring team.

Priced Proposal will be based on the scoring team's interpretation of the hours, rates, detailed tasks and total amounts, and the firm with the priced proposal that the team feels best matches the scope of the project and best demonstrates effort proportional to the services requested will be awarded the highest score.

Understanding of Service shall be scored based on the information provided in the proposal that details the understanding of the processes and milestones throughout the project to ensure that the project is completed successfully. Include relevant technical competence in the project areas, and past experience completing projects of similar scope.

Location of Firm will be based on location of the firm's office where project work will be completed. A maximum score will be awarded for firms completing work within the corporate limits of the City of Muskegon. Reduced scores will be awarded to firms proportional to their distance from the City of Muskegon

SCHEDULE FOR AWARD

Issue RFP..... February 28, 2025
Proposal Due DateMarch 27, 2025 (2:00 PM)
City Commission Consideration and Award of Bids April, 2025
Receive Construction BidsBy August 14, 2025

INSURANCE REQUIRMENTS

The Bidder will be required to comply with the following insurance and indemnity requirements BEFORE ANY AGREEMENTS CAN BE EXECUTED:

- a. Hold Harmless Agreements: To the fullest extent permitted by law, Consultant agrees to defend, pay on behalf of, indemnify, and hold harmless the City, its elected and appointed officials, employees, volunteers and others working on behalf of the City against any and all claims, demands, suits, or loss, including any costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City, its elected and appointed officials, employees, volunteers, or others working on behalf of the City, by reason of personal injury, including bodily injury and death, property damage, including loss of use thereof, and/or the effects of or release of toxic and/or hazardous material which arises out of or is in any way connected or associated with this contract. The obligation to defend and hold harmless extends to Consultant’s employees, agents, subcontractors, assigns and successors.
- b. Consultant Insurance Requirements: Consultant shall not commence work under this contract until obtaining the insurance required under this paragraph. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and Best Rated A VIII. All coverage shall be with insurance carriers acceptable to the City.
- c. Workers' Compensation Insurance: The Consultant shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employer's Liability coverage, in accordance with all applicable Statutes of the State of Michigan.
- d. General Liability Insurance: The Consultant shall procure and maintain during the life of this contract, commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$500,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (a) Contractual Liability; (b) Products and Completed Operations; (c) Independent Contractor's Coverage; (d) Broad Form General Liability Extensions or equivalent.
- e. Motor Vehicle Liability: The Consultant shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan no-fault coverage, with limits of liability of not less than \$500,000 per occurrence or combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non- owned vehicles and all hired vehicles.

- f. Professional Liability Insurance: The Consultant shall procure and maintain during the life of this contract and during the performance of all services Professional Liability Insurance covering all performances from the beginning of the consultant's services on a "claims made basis" and shall maintain coverage from commencement of this contract until six (6) months following completion of the consultant's work with limits of liability not less than \$500,000 per claim.
- g. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following shall be "Additional Insured": The CITY OF MUSKEGON, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof.
- h. Cancellation Notice: Workers' Compensation Insurance, General Liability Insurance, Motor Vehicle Liability Insurance, and Professional Liability Insurance, as described above, shall include an endorsement stating the following: "It is understood and agreed that Thirty (30) Days Advance Written Notice of Cancellation, Non-Renewal, Reduction and/or Material Change shall be sent to: CITY OF MUSKEGON ENGINEERING DEPARTMENT.
- i. Proof of Insurance Coverage: The Consultant shall provide the City at the time the contracts are returned by him for execution, certificates and policies as listed below:
- Two (2) copies of Certificate of Insurance for Workers' Compensation Insurance.
 - Two (2) copies of Certificate of Insurance for Commercial General Liability Insurance.
 - Two (2) copies of Certificate of Insurance for Vehicle Liability Insurance.
 - Two (2) copies of Certificate of Insurance for Professional Liability Insurance.
 - If so requested, certified copies of all policies mentioned above will be furnished.

If any of the above coverage expires during the term of this contract, the Consultant shall deliver renewal certificates and/or policies to the City at least ten (10) days prior to the expiration date.