

**VILLAGE OF VERMONTVILLE
COUNTY OF EATON, MICHIGAN**

REQUEST FOR QUALIFICATIONS (RFQ)

**QUALIFICATION BASED-SELECTION (QBS) PROCESS FOR CONSULTING
ENGINEERING SERVICES FOR VILLAGE'S SRF WASTEWATER SYSTEM
IMPROVEMENT PROJECT**

The Village of Vermontville, Eaton County, Michigan (the "Village") is soliciting Statements of Qualification ("SOQ") for an engineering firm to perform all professional engineering services for the Village's proposed wastewater system improvement project (the "Project"), which is slated for funding through the Michigan Department of Environmental Quality's ("MDEQ") State Revolving Fund ("SRF") program in the third quarter of 2016.

I. Project description

The Village's SRF Project Plan, engineer's opinion of probable costs, and timetable are available on the Village's website at www.vermontville-mi.gov.

II. Scope of work

Modify the existing wastewater treatment system to surface water discharge to meet the current NPDES permit using a polishing pond, correct piping deficiencies, and chemical feed system identified in the SSES. Complete replacement of Lift Station #1 at 386 East Main St; and, pump and piping improvements to Lift Station #3 at 873 Nut St.

The selected engineering firm (the "Consultant") (and associated subcontracted consultants) may be requested to perform the following duties:

- a. Preliminary and final design engineering for the Project
- b. Preparation of construction bid documents; support bid process (including, but not limited to, bid advertising, opening, tabulation, references, bid recommendation and evaluation, and award processes; bidder communications (e.g., notice to proceed, bidder meetings, pre-construction conference(s))
- c. Project management (including, but not limited to, review and approval of contractor pay applications, change order reviews and determinations, claims resolution, punch list items and project closeout)
- d. Permit activities
- e. Construction progress meetings
- f. Construction inspection, on-site supervision, inspection reporting
- g. Construction engineering including testing
- h. SRF program compliance
- i. Preparation of as-built drawings at project completion in a recommended format
- j. Other similar or related tasks

III. Evaluation criteria and process

The Village will review, evaluate, and rate SOQs using the following criteria (75 Points):

- a. Reputation for professional integrity and competence (15 points);
- b. Experience and familiarity with the Village of Vermontville, MDEQ, SRF Program, the Village's SRF Project Plan, and the proposed Project (20 points);
- c. Experience and reputation providing similar services to other communities in Michigan (10 points);
- d. A list of clients and references for which similar services were provided, most specifically over the past 5 years (10 points); and
- e. Key personnel or team members and their experience in performing the duties as outlined in this RFQ (20 points).

The Village Water/Sewer Committee will review the submitted SOQs. In accordance with the QBS process, the Village will identify the most advantageous submittal(s) using the criteria listed above. The Village reserves the right to short-list and interview multiple firms and/or select the most advantageous firm based solely on the SOQs submitted without conducting interviews. The Village may require selected firm(s) to make a presentation to the Village Council.

The Village reserves the right to accept or reject any or all SOQs or any part of a SOQ, to waive formalities or informalities, and to award to the Consultant deemed to be in the best interest of the Project.

IV. SOQ submittal requirements

Interested Consulting Engineers should submit eight (8) copies of the SOQ consisting of no more than ten 8 ½-inches x 11 inches single sided pages along with no more than four additional pages of 11" x 17" fold outs (single sided) no later than 4:00 PM, November 5, 2015 to:

Ruth Wineman, Village President
Village of Vermontville
121 Eastside Dr.
PO Box K
Vermontville, MI 49096
Phone: (517) 726-1429
FAX: (517) 726-0707
E-Mail: president@vermontville-mi.gov

Interested Consulting Engineers should submit a copy of the firm's insurance certificate showing, at a minimum, general and professional liability, auto and workers' compensation insurance coverages.

PRICES OR RATE SCHEDULES WILL NOT BE CONSIDERED IN THIS SELECTION PROCESS AND SHOULD NOT BE SUBMITTED WITH THE CONSULTANT'S SOQ.

V. **Questions**

Any questions may be directed to the above or to the Public Works Supervisor, Christopher Rumsey, at (517) 726-1444.

Village Council of the
Village of Vermontville