



REQUEST FOR QUALIFICATIONS VILLAGE OF PENTWATER

FOR CIVIL ENGINEERING SERVICES

PROPOSAL MUST BE RECEIVED BY

January 16, 2017 – 2:00 p.m.

Village of Pentwater
327 S. Hancock Street
P.O. Box 622
Pentwater, MI 49449
231-869-8301
www.pentwatervillage.org

Request for Qualifications - Village of Pentwater Civil Engineering Services

Village of Pentwater Street Improvement Plan Project

Overview

The Village of Pentwater (“Village”) is soliciting RFQs from selected engineering firms to provide design and construction engineering services and to assist the Village in completing detailed plans for infrastructure improvement and contractor bid solicitation and project execution.

The Village of Pentwater’s residents passed a Street Improvement Plan (SIP) bond proposal on November 8, 2016. This bond was approved after a conclusion was made that 70 percent of Village streets need resurfacing, reconstruction, or repair. In addition to streets, engineers have identified approximately \$1,000,000 of needed sanitary sewer and water system improvements. The project scope is complete infrastructure work in conjunction with road surface work to maximize efficiency.

The current Village roadway system includes:

Major Streets

- 3.36 Miles per Act 51
- Percentage of major streets that are asphalt – 100%

Minor Streets

- 12.14 Miles per Act 51
- Paved Streets – 9.5 Miles (82% of Minor Streets)
- Gravel Streets – 2.1 Miles (18% of Minor Streets)

This project is expected to commence February 2017 and is anticipated to be a five (5) year engineering & construction project.

Five (5) copies of sealed RFQ packets by engineering firms in hard copy must be received no later than 2:00 p.m. on January 16, 2017.

RFQ packets shall contain the firm’s qualifications, experience, references and any other information that would highlight the firm’s ability to perform the services requested in this Request for Qualifications. It shall also contain the firm’s schedule of fees for professional services.

Packets may be mailed in advance and plainly labeled “Proposal for Civil Engineering Services for Village of Pentwater Street Improvement Plan Project” to:

Rob Allard, Village Manager
Village of Pentwater
327 S. Hancock Street
P.O. Box 622
Pentwater, MI 49449

Early responses are acceptable, however, proposals will not be opened until after the submittal deadline. Late proposals will not be accepted. Faxed or e-mailed proposals will not be accepted. Postmarks prior to the deadline are not sufficient for acceptance. The Village will not be responsible for any errors or omissions in the proposals or for any delays in delivery.

Responses to this request will be reviewed and a short list of firms to be interviewed will be developed. All key personnel that will be involved in this project are required to attend the interview. The interviews are tentatively scheduled to be held in late January 2017. The Village will contact all responding firms after review of qualifications to inform them if they have made the short list or not.

Following the interview phase, Village Council will approve the selected firm on February 13, 2017.

The Village reserves the right to accept and/or reject any RFQs, waive any requirements or irregularities in the bidding, negotiate with one or more firms prior to selecting a bid and award to whichever firm the Village feels in to be in the best interests of the Village. Further negotiations will be undertaken with the ultimately selected firm. The Village is not liable for any costs incurred by the bidding firm prior to the issuance of any contract. Notwithstanding its selection as the successful bidder, no contract or other binding agreement of any sort will exist between the Village and the selected firm until the final contract(s) is signed by the Village and the selected firm.

Inquiries

Any questions, interpretations, or clarifications, either administrative or technical, from prospective proposers regarding this RFQ must be requested in writing, no later than January 12, 2017. All inquiries must be submitted to Rob Allard, Village Manager, via e-mail at rallard@pentwatervillage.org. Verbal explanations or instructions given during any phase of this solicitation will not be binding. Any information given to a prospective Proposer will be furnished promptly as an amendment to the solicitation, if that information is necessary in submitting RFQs or if the lack of it would be prejudicial to other prospective proposers.

Solicitation Interpretations and Addenda

Any change to or interpretation of this solicitation by the Village will be sent to each party to which the RFQs have been sent and any such changes or interpretations shall become part of the solicitation for incorporation into any agreement awarded pursuant to this RFQ.

Schedule

RFP Release Date:	December 16, 2016
Deadline to Submit Questions:	January 12, 2017
Proposal Submission Deadline:	January 16, 2017
Evaluation of Proposals:	February 13, 2017

Cost Proposal

Please submit your schedule of fees by professional service.

All proposals shall be irrevocable for sixty (60) days from February 13, 2017. Your RFQ packet must be submitted by January 16, 2017 at 2:00 p.m. local time. An award is expected to be made on February 13, 2017.

The Village is an equal opportunity employer and the successful firm will be required to covenant, on behalf of itself and each of its subcontractors, that it will not discriminate against an employee or application for employment with respect to hire, tenure, terms, conditions or privileges of employment or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status and shall cause a similar covenant to be placed in all contracts with subcontractors. A breach of this covenant will be considered a material breach of the contract.

Please submit all questions in writing to Village Manager Rob Allard at rallard@pentwatervillage.org.

Sincerely,

Rob Allard
Village Manager

Dated: December 16, 2016