

REQUEST FOR QUALIFICATIONS (RFQ) FOR PLANNING AND ENGINEERING SERVICES

ORGANIZATION: Gerrish Lyon Utility Authority (GLUA)

Location: Gerrish Township and Lyon Township, Michigan

DATE OF REQUEST:__October 10, 2024

SUBMIT QUALIFICATION STATEMENTS TO: Glua@glua.org

CONTACT PERSON: Jim Barnwell, GLUA Board Chairman

DEADLINE FOR QUALIFICATION STATEMENTS:_November 11, 2024, 8:30 a.m. EST

QUESTIONS REGARDING REQUEST FOR QUALIFICATIONS TO BE EMAILED TO : glua@glua.org

INTENT:

The intent of this Request for Qualifications (RFQ) is to determine the best firm through a Qualifications Based Selection (QBS) process. The GLUA invites statements of qualifications (SOQ) including experience, and interest from qualified municipal planning and engineering consultants to assist the GLUA with project management, planning, and initial engineering services, with the ultimate goal to engage in construction engineering & inspections, construction project closeout, utility start-up operations and project management throughout.

Project management to include, but not limited to overall management services for the project including assistance with funding and ordinance development.

The overarching project consists of a sanitary collection sewer and wastewater treatment facility, with the current proposal being a new low pressure sewer system via Septic Tank Effluent Pumping (STEP) and a mechanical wastewater treatment facility. The engineering services will include a review and evaluation of the current proposal. System alternatives, including phasing approaches, shall be reviewed on a quality-based evaluation.

The total scope of the intended project will include, but is not limited to, the following:

A. Project Management

- Project Scheduling and Budgeting/Estimating/tracking
- Development of funding options and mechanisms
- Development of Public Information
- Coordination with Governmental and other entities
- Develop Ordinances
- Develop Operational forms
- Coordination with other consultants
- Assist with Bid process
- Periodic evaluations of system project alternatives (per developmental phases, as needed)

B. Preliminary Planning

- Coordination with GLUA and Grant Administrator
- Community outreach, meetings, letters, etc.

C. WWTP Permitting

- Hydrogeological Report
- Part 22 - WWTP Groundwater Discharge Permit Application

D. Wastewater System Survey and Mapping

- Mapping and Orthophotography
- Parcel line Mapping over orthophotography
- Field verification – selected property corners at road ROW
- Public road ROW, plat and meets/bounds parcel description review

- E. Preliminary Design Development
 - o Collection System Basis of Design
 - o WWTP System Basis of Design

- F. Final Construction Plans Design and bid documents
 - o Collection System
 - o WWTP System
 - o Permitting

- G. Construction Engineering
 - o Construction Layout
 - o Inspection
 - o Administration

- H. Construction Project Closeout
 - o As Built Drawings
 - o Closeout of Grants, Permits

- I. Sewer System Project Startup and Initial Operations

PROJECT BACKGROUND:

Information on GLUA and the project can be viewed on our website GLUA.ORG

This RFQ is pursuant to an EPA Community Grant given to the GLUA to support wastewater infrastructure. This initial grant is focused on items A,B, and D noted above. The overarching charge of Gerrish Lyon Utility Authority is to create a new wastewater collection system and treatment plant around Higgins Lake to protect the Lake and surrounding watershed from contaminants coming from failing septic systems. It is anticipated that there will be over 4,000 service connections in the finished sewer system. The overall project cost was originally estimated at \$115,000,000.

The WWTP land has been identified and preliminary work has been done to prepare for WWTP permitting, including soil borings and laboratory analysis, and aerial LiDAR and photography.

SUBMITTAL FORMAT AND CONTENT:

The SOQ shall be limited to a total of 12 pages, excluding resumes, and shall include the following information:

1. Qualifications of the firm and project team members proposed. Include office location(s) staff size, relevant qualifications of staff.
2. Experience on similar types of planning and engineering projects (wastewater infrastructure). Include a summary of the project(s), overall cost, your firms involvement and community contact individuals that can be reached for references. While initial work for GLUA focuses on elements A,B and D above, please include experience related to all work elements, A-I above.
3. Experience working with communities in rural Michigan over the past 10 years.
4. Experience working with and managing grants, especially Federal grants.
5. Design Approach
6. Current Rate Schedule
7. Additional information you deem pertinent

SCORING:

The general categories for scoring the Statements of Qualifications are listed below.

Statement of Qualifications – Basis of Evaluation (100 points total)

- Experience on similar types of planning and engineering projects 30 points
- Qualifications of the firm and project team members proposed 20 points
- Experience working with and managing grants, especially Federal grants 15 points
- Design approach – include system costs, phasing and long-term maintenance needs 15 points
- Experience working with communities in rural Michigan over the past 10 years 10 points
- Firm's capacity to complete the project in a timely fashion 10 points

The SOQ's will be evaluated and scored by GLUA. The GLUA anticipates inviting the top 3 candidates to meet for in-person interviews. The GLUA will determine the firm(s) who they determine to be most qualified to complete the intended scope of work

The GLUA reserves the right to accept or reject all SOQ's and waive any informalities.

Area Map on following page.

This black boundary around Higgins Lake depicts the proposed GLUA service area.

