



August 9, 2018

Subject: Request for Statements of Qualification – Professional Engineering Services

Your firm is invited to submit your Statements of Qualification to become eligible for a possible interview for professional engineering services for City of Montrose.

Instructions

Your Statements of Qualification with seven (7) copies should be forwarded directly to the **Montrose City office at 139 S. Saginaw Street, Montrose, MI 48457** in a sealed envelope clearly marked “Engineering Services” and should be received no later than **4:00 pm on November 1st**. If your firm is selected for an interview, we will then request an electronic (PDF) version of all submittals.

Unnecessarily elaborate Statements of Qualification are not desired. Proposals should be concise, particularly with respect to past experience on other projects and the resumes of key personnel. Related experience is essential. Be specific on past and current assignments and responsibilities.

Your labor rates for the provision of the various services should also be included in a separately sealed envelope labeled "Rate Schedule". Indicate hourly fees by staff classification.

Scope of Work

General. City of Montrose is seeking qualification statements from qualified professional engineering firms so that the City may retain a full service firm to provide a variety of services. The engineering services desired include, but are not limited to, technical guidance and advice, development of detailed studies on specific subjects, design of public infrastructure projects, conducting investigations and engineering and construction observation, preparation of reports, project management, grant material preparation and submittal, and on-site representation during construction of projects. The areas of expertise that will be required will be mainly civil engineering, but mechanical, electrical, sanitary, water, process, and environmental engineering services, as well as, traffic engineering, landscape design, and architectural services may occasionally be needed. The statement of qualifications should clearly explain which of these services would be provided by the consultant's staff and which would be provided by subconsultants. Subconsultants should be named and the consultant's relationship to each subconsultant described.

The duties of the consultant are expected to generally fall within the following categories

- Site Plan Review
- Design Engineering
- Construction and Inspection
- Project Administration
- General Civil Support
- Record Retention and Maintenance

Typical issues and projects may include:

- 1.Site plan engineering review coordinated with the City Manager and DPW Supervisor.
- 2.Contract review and recommendation on all projects.
- 3.Research, review and other assistance in drafting water and sewer ordinances.
- 4.Assistance in establishing Special Assessment Districts.
- 5.As requested, attend City Council meetings and Planning Board meetings to represent the interests of the City and provide professional advice on engineering matters.
- 6.Provide inspection services during the construction of private sector developments. For example, inspections services for residential, commercial, industrial, etc.
- 7.Assist City of Montrose with grant applications and grant compliance activities.
- 8.Provide project management and construction observation services during the construction of the projects and provide monthly reports to the City Council and their designee.

As a part of these services, the Consultant will collect, review, and verify existing information as well as other information provided to the Consultant by City of Montrose, such as surveys, utility plans, topographical maps, right-of-way maps, record drawings, preliminary conceptual plans and drawings, other plans and drawings and available soils investigations; and be responsible for appropriately utilizing any such information in connection with services performed. Additionally, storm water and soil erosion control measures, as required for the proper design and construction of each project and interfacing with the County for enforcement of such measures during the construction and inspection phase, shall be part of the Consultant's responsibility in providing professional services.

Site Plan Review. City of Montrose is a bedroom community in Genesee County with residential and commercial sectors represented. The selected engineering consultant will review preliminary and final site plans in coordination with the City Manager and Planning Board and offer a comprehensive review letter with each review. The reviews will incorporate the requirements of the City's zoning ordinance, private road ordinance, County drainage and soil erosion control, County sanitary sewer standards, consideration of access to public roads and highways, water systems and other regulatory issues of an engineering nature. The engineering consultant will bill individually for each review, since the City assesses these costs to the person requesting the review.

Design Engineering Services. These services will consist of professional and technical engineering services required to prepare construction drawings, specifications, and bid documents for project(s), together with a detailed estimate of the related construction costs. These duties shall include the generation or acquisition of field surveys, materials testing, geotechnical and soils investigations, subaqueous investigations, investigations for contaminated soils and other pertinent information if required for the proper design of a project. These necessary tasks shall be provided by or obtained by the Consultant as a part of the responsibility to provide professional engineering services for any project. The design services shall be

consistent with sound engineering practices and shall meet all applicable codes, regulations, grant or funding requirements, and appropriate standards. These services may include administration of the bidding process including bidder prequalification, plan disbursement, processing and preparation of addendums, participation in bid opening, analysis of bids, and bid award recommendations as directed by the City.

Contract documents, plans and specifications will be in accordance with the current City of Montrose and its adopted construction standards where applicable. City of Montrose is currently served by Genesee County for sanitary sewer services (Genesee County has standards established for improvements to its system) and owns and operates its own public water which is treated and pumped by the Karegnondi Water Authority.

All design engineering will be in a current version of Auto CAD or similar programs. Specifications shall be prepared using the City's current format for word processing (Microsoft Word/PDF). All drawings, including sanitary sewer and water main, shall be prepared on 24" x 36" sheets and at a 1"-50' scale, unless otherwise approved by the City. All plans, original drawings, electronic files, specifications, reports, photographs, and other documents relative to a project which the Consultant prepares or causes to be prepared in connection with services performed shall, although being maintained and stored by the Consultant, become the property of the City. Also all sketches, charts, and other data prepared by the Consultant shall be available to the City upon request. The Consultant shall be responsible for the preparation of any required permit applications, including any necessary drawings and supporting information and shall assist the City in obtaining the permits.

Construction and Inspection Services. These services will consist of professional construction and inspection services and working with the City staff to adequately assure that work has been completed in compliance with the approved construction drawings and specifications. The construction and inspection services shall be consistent with sound engineering practices and shall include, but not necessarily be limited to, construction administration, inspection services and plan review and approval processes. Field surveys, materials testing, geotechnical and soil investigations, subaqueous investigations, investigations for contaminated soils, and other pertinent information if required for the proper construction of a project shall be provided or obtained by the Consultant as part of the responsibility of providing professional services for a project. Under this phase, the Consultant shall work closely with the City's staff, consult with and advise the City on all aspects of the project, act as the City's professional representative for the project, and perform the duties as the project engineer under the direction of the City Manager, DPW Supervisor or designee of the Montrose City Council.

The Consultant shall review, approve, advise and consult with the City regarding preliminary and final drawings, change orders, guarantees, pay estimates, and other related matters. The Consultant shall maintain and store for the City record drawings (ink jet plot, 3 mil double mat Mylar) and computer digital data of the complete "as built" construction work that will be available to the City within three (3) months of the completion of all projects. At the conclusion of a project a final project report and certification prepared by a professional engineer licensed in the State of Michigan shall be provided to the City.

Project Administration. When working on a specific project, the Consultant will act on behalf of the City, as an agent of the City, in providing administration for the project. Project Administration shall also include the Design Engineering and Construction and Inspection

services. During the Design Engineering phase this may include, but is not limited to, coordinating the advertising of a project for bidding, attending bid openings, tabulating bids, and recommending an acceptable bidder in compliance with all applicable laws, regulations and rules, including without limitation the City's purchasing policy. During the construction engineering and inspection phase project administration may include, but is not limited to, conducting preconstruction meetings, holding progress meetings, preparing meeting notes and progress reports, preparing pay estimates, and coordinating all parts of the project on behalf of the City.

General Civil Support. General Civil Support services shall include a variety of engineering and technical duties. These duties may vary from simple technical tasks supporting staff, to working closely with the City officials and Planning Board to conceptualize and analyze future public improvements in the form of Pre-Design Engineering. General Civil Support may also be understood to include the potential to provide other technical services such as landscape design, architectural services, and environmental analysis, as well as any other support services that may aid the staff in performing the duties of the City departments. The duties listed in General Civil Support will generally fall outside of the categories of Design Engineering Services and Construction and Inspection Services which will normally be performed on a project by project basis.

Insurance. The Consultant shall acquire and continuously maintain during the period in which the Consultant is performing any services on behalf of the City, insurance coverage of types and amounts acceptable to the City. The Consultant must provide the City with acceptable proof of the types and amounts of insurance coverage. A minimum of 30 days notice to the City prior to cancellation of, or material change in, any such insurance shall be noted on each certificate.

Conflicts Of Interest. The consultant should state its policy on conflicts of interest and how it proposes to handle situations where a conflict might occur.

Selection Process

The selection team will evaluate all qualifications and proposals received, developing a short list of consultants. The short listed firms will be scheduled for an interview after review is completed by the City Council. When interviews are concluded, a preferred list of consultants will be identified. Upon review and negotiation of costs, a best and final offer will be requested of the preferred firm. If an agreement on cost cannot be reached, the negotiation process will be terminated and negotiations will begin with the next highest rated firm.