



**Village of Maple Rapids**  
**118 W Adelaide**  
**PO Box 200**  
**Maple Rapids, MI 48853**  
**Ph: 989-682-9227 Fax: 989-682-4411**

January 18, 2023

The Village of Maple Rapids is seeking qualified consultants to provide engineering services for improvement to the water and sewer utility systems in the Village as follows:

- Replacement of distribution piping,
- Lead service line replacement,
- Wastewater collection system improvements,
- Wastewater pumping station rehabilitation,
- Improvement to the existing treatment lagoons,
- Street rehabilitation related to the utility work.

The Village has submitted an Intent to Apply notice for State of Michigan Drinking Water State Revolving Funds (DWSRF) and Clean Water State Revolving Funds (CWSRF) loan funding in Fiscal Year 2024.

Qualifications submittal shall include statements of interest, ability to complete the work within the required time, experience, and qualifications. The Village of Maple Rapids will select one consultant based on a combination of experience and qualifications. Specific items to be addressed are listed below:

- A. A cover letter should be included and signed by a member of the consulting firm empowered to commit the firm to a contract arrangement with the Village. It should also outline your understanding of the assignment.
- B. The number of years in private practice and descriptions of areas of general and specific expertise.
- C. A list of similar completed projects, a maximum of five, providing for each:
  1. Location and description,
  2. References.
- D. A listing of State of Michigan SRF projects the firm has worked on, from the project plan phase through construction, in the past five years.
- E. A listing of individual staff that would be involved, including responsibilities, education, and similar background experience.
- F. A narrative statement on your perception of the project and any unique features which you believe make you the most qualified firm.
- G. A detail of when the payment would be required, with the understanding the Village may not have funding for the project available until after the work is bid and the construction loan is closed.

Qualification statements will be accepted until February 3, 2023, at 5:00 pm. Submittals received late or via oral, telephonic, telegraphic, or facsimile will not be considered or accepted.

Each respondent must submit the following in a sealed envelope:

1. one (1) original qualification statement,
2. three (3) additional copies,
3. one (1) digital copy in PDF format on a USB/flash drive.

Qualification statements submitted must be clearly marked: "Maple Rapids Project Plan Qualifications" and list the consultant's name and address.

Submission of a proposal indicates acceptance by the consultant of the conditions contained in this RFQ unless clearly and specifically noted in the qualification statement submitted.

Qualification statements will be reviewed by the Village and submitted for review and approval at their special Council meeting on February 15, 2023, at 6:30 pm to be held at the Maple Rapids Community Center located at 209 W. Union Street, Maple Rapids. . Attendance by a member of the firm is strongly encouraged during this meeting to address Council and answer any questions that may arise prior to final selection

Questions on this RFQ should be directed to Bill Schmidt by email at [whsontheweb@yahoo.com](mailto:whsontheweb@yahoo.com). All questions regarding this RFQ shall be submitted via email. Questions will be accepted and answered in accordance with the terms and conditions of this RFQ.

All questions shall be submitted on or before 2:00 pm on January 31, 2023

Sincerely,

A handwritten signature in blue ink that reads "Daryl Trefil". The signature is written in a cursive, flowing style.

Daryl Trefil  
Village President

## SCOPE OF WORK

### **Water System Improvements:**

1. Construct Packaged Water Booster Pump Station (at Standpipe)
2. Well/Pump #1 – Rehabilitate Well/Pump/Screen
3. Well House #1 and #2 – Upgrade Electrical
4. Main St. (Poplar to Ashland) – Replace Water Main (2,400 ft)
5. Poplar St. (Main to Hyde) – Replace Water Main (2,600 ft)
6. Construct Well #2 to Main St. Water Main Loop (1,100 ft)
7. Replace Lead Water Services (approximately 200)

### **Wastewater System Improvements:**

1. Construct Packaged Wastewater Pump Station (and Demolish the Existing Pump Station)
2. Remove Sludge from Lagoon Cell #1
3. Replace Lagoon Outfall Headwall
4. Replace Lagoon Gravel Berm Drives
5. Repair 9,500 ft of 8" Sanitary Sewers via Trenchless Methods (per SAW)
6. Main St. (Poplar to Ashland) – Replace Storm Sewer (2,200 ft)

**Street Rehabilitation:** related to water and sewer improvements (2,200 ft)

**Initial Projected Total Project Cost:** \$7,221,000

### SCOPE OF SERVICES:

- A. Project Planning: Provide all engineering services necessary to prepare and submit DWSRF AND CWSRF Project Planning Documents in conformance with current EGLE Guidelines. The Planning Documents shall provide the basis for the design of the proposed work. Work includes the assessment of existing facility conditions, investigation and preparation of required permits, flow evaluation of present and future demands, preliminary design, and estimations of construction costs. The selected consultant will be required to interact with EGLE, local authorities, Village Staff, and other interested agencies.
- B. Design Phase: Based on the Planning Documents, provide all engineering services required to perform underground utility location, survey, geotechnical evaluations, preliminary design, interaction with outside agencies, final design, preparation of contract documents, assistance in pre-bid and preconstruction meetings, bid review and award recommendations.
- C. Construction Phase: Provide all assistance and technical assistance for shop drawing review and approval, construction inspection on an as-needed basis, construction documentation as required by EGLE, preparation of draw requests to EGLE, and preparation of conforming to construction drawings, and contract closeout.

OWNER'S RESPONSIBILITIES: The Village shall provide or perform the following:

1. Access to and reproduction of all pertinent records maintained by the Village,
2. General direction with regard to fundamental project objectives,
3. General review of all materials submitted.

## PROJECT SCHEDULE:

- |  |               |
|--|---------------|
| 1. Award of Engineering Contract             | February 2023 |
| 2. Submittal of Draft PP to EGLE             | May 2023      |
| 3. Submittal of Draft Plans & Specifications | January 2024  |
| 4. Bidding                                   | March 2024    |
| 5. Contract Award                            | June 2024     |
| 6. Construction Completion                   | October 2025  |

## DISCLOSURES

Under the Michigan Freedom of Information Act (Public Act 442 of 1976), the Village is obligated to permit the review of its files if requested by others. All information in a Consultant's proposal is subject to disclosure under this provision. This act also provides for a complete disclosure of contracts and attachments thereto.

## CONTRACT

The consultant chosen shall enter a contract with the Village. The Village reserves the right to award the total proposal, to reject all proposals in whole or in part, and to waive any informality or technical defects if, in the Village's sole judgment, it is in the best interest of the Village.

This RFQ and the selected consultant's response thereto shall constitute the basis of the scope of services in the contract by reference.

## COST LIABILITY

The Village assumes no responsibility or liability for costs incurred by the consultant prior to the execution of a Professional Services Agreement. By submitting a qualification statement, the consultant agrees to bear all costs incurred or related to the preparation, submission, and selection process for the proposal.

## RESERVATION OF RIGHTS

- A. The Village reserves the right, in its sole and absolute discretion, to accept or reject any or all qualification statements or alternative qualification statements, in whole or in part, with or without cause.
- B. The Village reserves the right to waive, or not waive, informalities or irregularities in terms or conditions of any qualification statement if determined by the Village to be in its best interest.
- C. The Village reserves the right to request additional information from any or all consultants.
- D. The Village reserves the right to reject any qualification statement that it determines to be unresponsive and deficient in any of the information requested within the RFQ.
- E. The Village reserves the right to determine whether the scope of the project implemented will be entirely as described in the RFQ, a portion of the scope, or a revised scope.
- F. The Village reserves the right to retain all qualification statements submitted and to use any ideas in a qualification statement regardless of whether that proposal is selected.

- G. The Village reserves the right to disqualify qualification statements that fail to respond to any requirements outlined in the RFQ or fail to provide copies of the required documents outlined within the RFQ.

## INSURANCE REQUIREMENTS

1	Worker's Compensation Insurance	Statutory limits
2	General Liability Insurance	\$1,000,000 minimum per occurrence
3	Professional Liability General Aggregate Insurance	\$2,000,000 minimum
4	Projects Completed Operations	\$2,000,000 minimum
5	Personal & Advertising Injury	\$1,000,000 minimum
6	Comprehensive Auto Liability Insurance	\$1,000,000 minimum
7	Combined Single Limit Bodily Injury and Property Damage Insurance	\$1,000,000 minimum