

Gladwin County Emergency Management Fire Well Project

REQUEST FOR QUALIFICATIONS (RFQ) FOR ENGINEERING SERVICES

The County of Gladwin, Emergency Management Office is seeking assistance for engineering services, for the engineering design, bidding, and construction administration of the Community Center Project in compliance with the Michigan Economic Development Corporation (MEDC) and Community Development Block Grant Disaster Recovery (CDBG-DR) requirements.

The type of project involved is: Design and installation of eight (8) large diameter wells, pumps, power, fittings, backup power, and all ground related work, and appropriate interaction with Gladwin County Emergency Management, Environmental, SHPO review, and all other processes or coordination required for completion of the project, and in compliance with all grant or other involved agency requirements.

The massive flooding in May 2020 in Gladwin County resulted in local, state and federal (4547-DR) disaster declarations.

Approximately 72 points on roads and bridges throughout the county were compromised or damaged by flood waters and left one bridge to east to west travel in the county.

The flood made it impossible to access water for fire fighting tanker operations. After the flood the rivers were drawn down to ease pressure on the remaining damaged dams, eliminating water access.

This project would provide the ability to access water supply for fire suppression throughout the county. Outside the cities of Gladwin and Beaverton, all fire operations to respond and protect the community are dependent on tanker water supply. High water, low water (drawn down after a flood or severe drought), or a flood receding to normal levels leaving muddy access tankers cannot utilize makes responding to obtain a water supply difficult to impossible.

The 8 sites to install large diameter wells for fire fighting operations are strategically placed on paved roads with electric infrastructure at their fire stations, township halls or other property. Generators for these wells are also proposed to ensure water access during power failures. They are also placed to allow for multiple access options when road loss occurs due to flooding.

This project provides protection for LMI citizens in the entire county as mutual aid with all 7 departments in place.

The estimated project budget and funding is as follows:

CDBG-DR	\$1,500,000
---------	-------------

OVERVIEW

The County of Gladwin Emergency Management Office will award a fixed sum contract subject to approval by MEDC.

PART ONE: SCOPE OF SERVICES

The agreement will be on a lump sum, fixed price basis (or cost reimbursement "not to exceed" basis), with payment terms to be negotiated with the selected Respondent. Reimbursement for services will be contingent on the County receiving funding from the MEDC. The maximum amount of engineering fees that can be paid with CDBG-DR funds will be determined by MEDC and may require adjustments in the proposed contract amount.

The services to be provided will include, but not be limited to:

1. Preliminary Design/Investigations.

2. Designing system improvements and construction engineering.
3. Assisting the administrative consultant with the construction bid package in conformance with applicable federal requirements and supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the bid opening, and issuing the notice to proceed.
4. Preparing permits required for the project.
5. Preparing the construction bid package in conformance with applicable federal requirements and supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the bid opening, and issuing the notice to proceed. Coordinating with the grant administrator to ensure all documents meet MEDC and the CDBG requirements.
6. Assist in conducting the preconstruction conference.
7. Field staking, on-site supervision of construction work, and preparing inspection reports.
8. Reviewing and approving all contractor requests for payment and submitting approved requests to the governing body.
9. Providing reproducible plan drawings to the City upon project completion.
10. Conducting final inspection and testing.

PART TWO: REQUEST FOR QUALIFICATION STATEMENTS

The following information should be included under the title "Request for Qualification Statements for Engineering Services for the" Gladwin County Emergency Management Fire Well Project CDBG Program":

1. Name of Respondent.
2. Respondent address.
3. Respondent telephone number.
4. Respondent federal tax identification number.
5. Name, title, address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Respondent.

Contents of Qualifications Submittal

Respondents should letter and number responses exactly as the questions are presented herein. Interested Respondents are invited to submit qualifications that contain the following information:

1. Introduction (transmittal letter).
2. Background and Experience.
3. Specialized Knowledge.
4. Personnel/Professional Qualifications.

1. Introduction (transmittal letter)

By signing the letter, the Respondent certifies that the signatory is authorized to bind the Respondent. The RFQ response should include:

- a. A brief statement of the Respondent's understanding of the scope of the work to be performed;
- b. A certification that the Respondent meets the appropriate state licensing requirements to practice in the State of Michigan;
- c. A certification that the Respondent has not had a record of substandard work within the last five years;
- d. A certification that the Respondent has not engaged in any unethical practices within the last five years;
- e. A certification that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
- f. Any other information that the Respondent feels is appropriate;

- g. The signature of an individual who is authorized to provide information of this nature in the name of the Respondent submitting the qualifications.

2. Background and Experience

Respondents should:

- a. Describe Respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure, and any recent or materially significant proposed change in ownership.
- b. Describe any prior engagements in which Respondent's firm assisted a governmental entity in dealings with CDBG and any other projects relating to CDBG, Respondent should include all examples of work on similar projects as described in Part One. Respondent should provide a list of completed CDBG projects. Preference is for the types of projects similar to those described in Part One. (For example; if the RFQ is for drainage projects it is only of secondary importance to provide information on how many sewer or water CDBG projects Respondent has performed.) Respondent should provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted. Respondent should include written references (letters or forms are acceptable) from previous clients attesting to the quality of work and compliance with performance schedules Respondent cites in this section.
- c. Describe the firm's workload and current capacity to accomplish the work in the required time.
- d. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Respondent's firm to handle the proposed project(s).
- e. Describe Respondent's firm's presence in commitment to Michigan.
- f. Provide current information on professional errors and omissions coverage carried by Respondent's firm, including amount of coverage.
- g. The Gladwin County Emergency Management office reserves the right to request any additional information to assure itself of a Respondent's financial status.

3. Specialized Knowledge

Respondents should:

- a. Describe their knowledge and experience in the particular types of projects described in Part One.
- b. Describe their knowledge of HUD's requirements for the CDBG.

4. Personnel/Professional Qualifications

Respondents should:

- a. Identify staff members who would be assigned to act for Respondent's firm in key management and field positions providing the services described in Part One: Scope of Services, and the functions to be performed by each.
- b. Include resumes or curriculum vitae of each such staff member designated above, including name, position, telephone number, fax number, email address, education, and years and type of experience. Describe, for each such person, the projects relevant to CDBG on which they have worked.
- c. Estimate the number of persons to be assigned to this project, indicating the number working in Michigan and the number working elsewhere.

PART THREE: SELECTION CRITERIA

The Gladwin County Emergency Management office shall evaluate each potential contractor in terms on its:

1. Professional qualifications necessary for satisfactory performance of required services;
2. Specialized experience and technical competence in the type of work required;
3. Capacity to accomplish the work in the required time;
4. Past performance on contract with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules;

5. Location in the general geographical area of the project and knowledge of the locality of the project; provided, that application of this criterion leaves an appropriate number of qualified firms, given the nature and size of the project; **

Suggested rating points

Respondents will be evaluated on the basis of the written material submitted and according to the following factors:

*

1. Experience of the firm with this particular type of construction project(s) as described in Part One. 40 pts.
2. Experience of the firm with other type of CDBG construction projects. 10 pts.
3. Current capacity to accomplish the work in the required time. 30 pts.
4. Reference from other clients attesting to firms:
 - a. Quality of work. 20 pts.
 - b. Compliance with performance schedules. 20 pts.

In the event of a tie, oral interviews will be held with those firms. As a result of the interviews, the Gladwin County Emergency Management office will determine which firm will be selected to enter into contract negotiations. Unsuccessful firms will be notified as soon as possible.

Questions should be addressed to Robert North, Gladwin County Emergency Manager at 989-426-6871 or rnorth@gladwin@county-mi.gov. Responses to this RFQ should be hand-delivered to Robert North at the Gladwin County Emergency Management office at 555 W. Cedar Avenue Gladwin, MI 48624 or mailed to the same person and address.

Responses to this RFQ must be received no later than December 20th, 2024. Please state "CDBG Qualifications Statement-Engineering Services" on the cover.

**Geographic preference may be used as a selection factor for engineering services if adequate competitions (two or more firms that are responsive and responsible) are located within the distances identified.