

AGENDA REPORT

TO: Mayor & City Commission
FROM: Ken Hibl, City Manager
DATE: August 11, 2016
RE: Selection of Engineer – ICE Grant (Ann Arbor Trail) Project

For the Agenda of August 15, 2016

Background. The City has been invited to submit a Part II application for a Michigan Economic Development Infrastructure Capacity Enhancement (ICE) grant in the amount of \$509K to upgrade three blocks of four-inch water main on Ann Arbor Trail to eight-inch main lines and concurrently reconstruct the three blocks of roadway/street; we accepted the invitation. The City now requires the services of an engineering firm to complete the design of the project and provide oversight of construction during the course of the project. The grant criteria mandate that the engineer must be selected on a competitive basis.

The City solicited (*see copy of att'd notice and RFQ criteria*) Requests for Qualifications (RFQs) of engineers interested in providing the needed services. Six (CES of Milford, MI; Fleis & Vandenbrink of Midland, MI; Gourdie-Fraser of Traverse City, MI; Lapham Associates of Clare, MI; Moore & Bruggink of Grand Rapids, MI; and Rowe Professional Services Company of Mt. Pleasant, MI) RFQ proposals were received; all proposals met the RFQ criteria.

Three members of the City Staff (Steve Kingsbury, Al Jessup, and I) collectively reviewed and individually scored all of the proposals received and then added our individual scores with the mutual understanding that the highest combined score would likely be our recommended candidate engineer.

The engineering firm of Gourdie-Fraser received the highest numerical score. Steve, Al, & I unanimously selected GFA as our individual top choice, and we collectively recommend they be selected to be the company to provide the needed engineering services for this project. The City Commission is asked to affirm the recommendation by selecting Gourdie-Fraser to provide the required services.

Issues & Questions Specified. Should the City Commission designate Gourdie-Fraser to provide engineering services required for the ICE Grant (Ann Arbor Trail) Project?

Alternatives.

1. Designate Gourdie-Fraser to provide the engineering services for this project.
2. Designate one of the other five engineering firms that submitted proposals to provide the engineering services for the project.
3. Direct the solicitation of new/additional proposals.
4. Defer decision regarding the matter to a subsequently scheduled meeting.

Financial Impact. The financial impact is presently unknown; with the approval of the City Commission, the Clare City Manager will negotiate the cost of the needed services with the selected engineer.

Recommendation. I recommend that the City Commission designate Gourdie-Fraser as the firm to provide engineering services for the ICE/Ann Arbor Trail Grant Project and direct the Clare City Manager to negotiate the cost of the engineering services by adoption of Resolution 2016-090 (*copy att'd*).

Attachments.

1. RFQ Notice.
2. RFQ.
3. Resolution 2016-090.

REQUEST FOR QUALIFICATIONS
**ENGINEERING SERVICES FOR UPGRADE OF THREE BLOCKS OF 4-INCH WATER MAIN
LINES AND CONCURRENT RECONSTRUCTION OF THREE BLOCKS OF CITY STREET**

The City of Clare is soliciting a Request for Qualifications for Engineering Services for the upgrade of three blocks of water main line and concurrent reconstruction of three blocks of city street. The purpose of this Request for Qualifications (RFQ) is to seek a qualified engineering firm to review and update completed design for the project; prepare bid documents and oversee/manage the project bid solicitation process; and provide construction engineering services; and to meet all the stipulated requirements of the MEDC and/or other state agencies in respect to design, construction, reporting, and administration associated with this project. The successful proposal will include the full discipline of engineering expertise and services including civil, mechanical, storm water, water, and environmental engineering. Complete requirements for this RFQ may be obtained by contacting the City Clerk at 989-386-7541 and are available at Clare City Hall.

Firms must submit a complete response to this RFQ in the format prescribed **by 5:00 p.m. Eastern time, Friday, August 5, 2016**, to the attention of the City Clerk at the City of Clare, 202 West Fifth Street, Clare, MI 48617.

If you have questions regarding this RFQ, please contact Ken Hibl, City Manager at khibl@cityofclare.org; (989) 386-4469.

The City of Clare is an equal opportunity provider and employer.



REQUEST FOR QUALIFICATIONS

**ENGINEERING SERVICES FOR UPGRADE OF THREE BLOCKS OF 4-INCH WATER
MAIN LINES AND CONCURRENT RECONSTRUCTION OF THREE BLOCKS OF CITY
STREET**

CITY OF CLARE

DUE DATE: Friday, August 5, 2016 at 5:00 pm

Issued By

**City of Clare
202 West Fifth Street
Clare, Michigan 48617**

**Point of Contact: Ken Hibl, City Manager
Alternate Point of Contact: Steven Kingsbury**

Phone: 989.386-7541

Fax: 989.386-4508

Email: khibl@cityofclare.org or skingsbury@cityofclare.org

PART I

Scope of Work

- A. Description of Owner.** The City of Clare is an incorporated, full-service municipality and a Michigan Home Rule City.
- B. Project Description.** The City of Clare has received approval of a Part I Application for a \$509,000 Infrastructure Capacity Enhancement (ICE) grant from the Michigan Economic Development Corporation (MEDC) and has been invited to submit a Part II Application for the upgrade of three blocks of 4-inch water main line to 8-inch line and concurrent reconstruction of three blocks of city street. The purpose of this Request for Qualifications (RFQ) is to seek a qualified engineering firm to review and update completed design for the project; prepare bid documents and oversee/manage the project bid solicitation process; and provide construction engineering services; and to meet all the stipulated requirements of the MEDC and/or other state agencies in respect to design, construction, reporting, and administration associated with this project. The successful proposal will include the full discipline of engineering expertise and services including civil, mechanical, storm water, water, and environmental engineering. The selected firm will also have to demonstrate its past experience and list its successfully completed projects utilizing federal and state grant funds and will be required to demonstrate its ability to quickly assimilate and integrate the infrastructure of this project with the City's existing infrastructure. The engineering services to be provided will include:
- Attend City Commission meetings; provide presentations, advice, and recommendations at these meetings.
 - Coordination and meetings with the city staff, members of the MEDC staff, state agencies (MDEQ, etc.), Michigan public service providers (Consumer's Energy, DTE, etc.), other engineering firms, and other agencies and entities as directed by the City.
 - Review and update (as needed) completed design of all infrastructure elements of the project.
 - Provide necessary or required survey services.
 - Provide copies of "as-built" plans to the City upon completion of the project.
 - Retain copies of copies of all project records for a minimum of three years after grant close-out.
 - Prepare and distribute detailed plans for all project infrastructure elements.
 - Prepare, submit, and obtain applicable local, state, and federal permits related to the project or ensure that construction contractors obtain necessary permits.
 - Prepare and submit all required reports mandated by the City and other local and state agencies.

- Provide project construction management, oversight, and construction inspection services during the construction phase(s) of the project.
- Develop bid specifications, solicit bids, review and evaluate bids received, and make recommendations regarding selection of bidders/vendors for the project.
- Perform other duties and provide other project-related services requested by the City of Clare.

Any proposal that is received that does not include the services requested must include an explanation of how these services will be provided.

- C. **Statement of Qualifications Review.** The Clare City Staff will serve as the City's selection committee; will review the Statement of Qualifications received; will select individuals or firms for interviews, as determined necessary; and will conduct all pre-determined interviews. The selection committee will present its recommendation(s) to the Clare City Commission, which is the approval authority for the individual or firm selected and the approval authority for any/all contracts that will result from selection or are required for the project.

PART II

PROJECT CONTROL AND REPORTS

Project Control. Once selection of the individual or firm is approved by the Clare City Commission, the firm/individual (contractor) will report to the City Staff under the direction of the Clare City Manager. The Clare City Manager will determine the need for reports and forward all matters requiring decisions by the City's governing body to the Clare City Commission in accordance with the City's established purchasing policies and procedures. Progress reports will be submitted to the MEDC as required by that agency.

PART III

INFORMATION REQUIRED FROM ENGINEERING FIRMS OR APPLICANTS

All Statements of Qualifications must provide sufficient information to permit a determination that the engineering firm or individual has the expertise to meet the job requirements. The City of Clare reserves full discretion and authority to reject any Statement of Qualifications that it determines does not provide sufficient information to facilitate a determination of qualification for the job requirements. The most qualified bidder and the one that is deemed by the City to provide the most project benefit will be selected. The City's selection is final.

Statements of Qualification must be submitted in the format prescribed below.

- A. **Business Organization.** State the full name and address of your organization and, if applicable, the branch office or other subordinate element that will perform or assist in performing the work requested and to be performed. Indicate whether you operate as an individual, partnership, or corporation. If operating as a corporation, indicate the state in which you are incorporated. State whether you are licensed to operate and perform services in Michigan.
- B. **Statement of Job Requirements.** State in succinct terms your understanding of the job duties, functions, and responsibilities presented in this RFQ.
- C. **Management Summary.** Describe in narrative form the management structure, methods, and principles of your organization to provide the services described in this RFQ.
- D. **Authorized Negotiators.** Include the names, phone number, and any other contact information of personnel in your organization that are authorized to negotiate required contracts for this project.
- E. **Prior Experience Disclosure.** Using the project description and the required engineering services to be provided in this RFQ as a guide, applicants must clearly demonstrate an established competence and proven record of accomplishments – particularly in working with municipalities and on federal grant-funded projects.

The Statement of Qualifications submitted should include a listing of qualifying experience, past project descriptions (including project costs for each project listed), the role the applicant played in each of the past projects listed in the submittal, the starting and ending dates of projects successfully completed, a statement of whether the projects were completed within the timelines and budget parameters established by the client, and whether the client was satisfied by the work accomplished by the applicant. Additionally, the application must include the name, address, and contact information of the responsible official of the client organization who can verify the information submitted for each project listed.

- F. **Personnel.** The applicant must identify the firm that he/she is representing. Include the number of executive and professional personnel by skill and qualifications that will be employed for this specific project should the applicant be selected to complete the scope of work for the City of Clare. Identify key personnel by name and title and include resumes for the professional personnel listed.

- G. Time Frame.** Strictly for planning purposes of the selected applicant, the City of Clare anticipates that the duration of this project shall be three years from contract issuance to grant close-out.
- H. Miscellaneous.** The successful applicant will be subject to 15 C.F.R., Part 28, “New Limitations in Lobbying”. The selected applicant will be required to familiarize themselves with these provisions, to include qualification, and if selected will be required to provide the City of Clare with a completed Form CD-512 and a completed Form SF-LLL. The award is subject to Sub-Part C of 2 C.F.R, Part 1326.

PART IV

INTERVIEW SELECTION CRITERIA

All Statements of Qualifications received shall be subject to an evaluation by the staff of the City of Clare. This evaluation will be conducted in a manner appropriate to select firms for interview that may ultimately result in a recommendation to the Clare City Commission to enter into an agreement/contract to provide and perform the work described herein.

PART V

GENERAL TERMS

- A. Point of Contact.** This Request for Qualifications is issued by the City of Clare. The point of contact for the purposes of contract administration and questions regarding this RFQ is Ken Hibl, City Manager, City of Clare, 202 West Fifth Street, Clare, Michigan 48617; phone # 989.386.4469; khibl@cityofclare.org.
- B. Contract Award.** Interviews will be undertaken with those applicants whose Statement of Qualifications, in the sole discretion of the City of Clare selection committee, show them to be the most qualified, most responsible, most capable of performing the work, and providing the most benefit to the project. The selection will be subject to subsequent successful negotiation of compensation with the applicant considered best qualified. If agreement regarding compensation is not successfully achieved, subsequent negotiations will be undertaken with the next and subsequent best-qualified applicant(s) until compensation agreement is reached.
- C. Rejection of Proposals.** The City of Clare reserves the right to reject any and all proposals received or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the City and provide the most benefit to the project. The City of Clare does not intend to select the best-qualified

applicant solely on the basis of any response made to this solicitation but rather a compilation of all information available to the City.

- D. **Incurring Costs.** The City of Clare is not liable or responsible for any costs incurred by any applicant prior to the issuance of a contract between the City and the selected firm/applicant.
- E. **Inquiries.** Questions that arise as a result of this RFQ which require a written response shall be submitted in writing to the Clare City Manager. All questions must be submitted on or before July 29, 2016, which is one week prior to the August 5th due date for applications.
- F. **Addenda to the RFQ.** In the event it becomes necessary to revise any part of this RFQ, addenda will be provided to all firms who received or requested a copy of the RFQ. It is the applicant's responsibility to notify the Clare City Manager with the names and contact information of the applicant's key individual(s) to receive addenda.
- G. **Statement of Qualifications.** To be considered, firms must submit a complete response to this RFQ using the format prescribed in Part III. Each Statement of Qualifications must be submitted in three (3) copies to the City Clerk of the City of Clare, 202 West Fifth Street, Clare, Michigan 48617. One of the three copies must be unbound. Statements of Qualification must be signed by an official of the applicant firm who is authorized to enter into contracts for the firm.
- H. **Contract Payment Schedule.** Payment schedules will be determined in conjunction with contract negotiations with the selected applicant.
- I. **Disclosure of Contents.** Statements of Qualifications are subject to disclosure under the Michigan Freedom of Information Act (P.A. 1976, Act 442).
- J. **Independent Statement of Qualifications Determination.** By submission of a Statement of Qualifications, and in the case of a joint Statement of Qualifications, each party thereto certifies as to its own organization, that in connection with the Statement of Qualifications no attempt has been made or will be made to induce any other person or firm to submit or not submit a Statement of Qualifications for the purpose of restricting competition.
- K. **Applicant's Liability.** Liability insurance and other liability matters will be stipulated in the contract negotiated between the successful applicant and the City of Clare. Minimum insurance coverage required by the City of Clare will \$5,000,000 per claim and \$10,000,000 aggregate for public and profession liability; \$1,000,000 per claim and \$2,000,000 for property damage/general liability; \$5,000,000 per accident for errors & omissions and worker's compensation; and \$1,000,000 automotive liability.

- L. **City of Clare Liability.** The City of Clare, its officers, agents, and employees shall not, in any manner, be liable for any loss or damage to any person or property connected to or resulting from any work done under this project. Additionally, the selected applicant agrees to indemnify, defend, and save harmless the City of Clare, its officers, agents, and employees from any and all claims and losses accruing or resulting from this RFQ.

RESOLUTION 2016-090

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING THE SELECTION OF GOURDIE-FRASER TO PROVIDE ENGINEERING SERVICES FOR THE ANN ARBOR TRAIL INFRASTRUCTURE ENHANCEMENT PROJECT.

WHEREAS, the City of Clare applied to the Michigan Economic Development Corporation (MEDC) for a \$509,000 Infrastructure Enhancement Capacity (ICE) grant to upgrade three blocks of four-inch water main on Ann Arbor Trail to eight-inch main lines and concurrently reconstruct the three blocks of roadway/street; and

WHEREAS, the City has been invited to submit a Part II grant application to MEDC for said project; and

WHEREAS, the City now requires the services of an engineering firm to complete the design of the project and provide oversight of construction during the course of the project; the grant criteria mandate that the engineer must be selected on a competitive basis; and

WHEREAS, the City solicited Requests for Qualifications (RFQs) of engineers interested in providing the needed services; six RFQ proposals were received; and

WHEREAS, all proposals met the RFQ criteria; and

WHEREAS, a City Staff selection team comprised of three members reviewed, evaluated, and numerically scored all six RFQs and unanimously recommended that Gourdie-Fraser of Traverse City be designated as the engineering firm to provide the needed engineering services for this project; and

WHEREAS, the City Commission has duly considered and evaluated said recommendation and concurs with the recommendation.

NOW THEREFORE BE IT RESOLVED THAT, the Clare City Commission hereby selects and designates the engineering firm of Gourdie-Fraser of Traverse City, Michigan to perform all required engineering services for the Ann Arbor Trail Infrastructure Enhancement Project.

BE IT FURTHER RESOLVED THAT the City Commission hereby directs its city manager to negotiate the fees for said services and present the results of said negotiations to the City Commission for consideration.

ALL RESOLUTIONS AND PARTS OF RESOLUTIONS INsofar AS THEY CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION BE AND THE SAME ARE HEREBY RESCINDED.

The Resolution was introduced by Commissioner _____ and supported by Commissioner _____. The Resolution declared adopted by the following roll call vote:

YEAS:

NAYS:

ABSENT:

Resolution approved for adoption on this 15th day of August 2016.

Diane Lyon, Clare City Clerk