

COUNTY OF SAGINAW

BRIAN J. WENDLING
PUBLIC WORKS COMMISSIONER

Governmental Center
111 S. Michigan Avenue
Saginaw, Michigan 48602-2086
Phone 989-790-5258 • FAX 989-790-5259



REQUEST FOR QUALIFICATIONS (RFQ) FOR ENGINEERING SERVICES AND GRANT ADMINISTRATION

The Saginaw County Public Works Commissioner (SCPWC) is seeking assistance for engineering and grant administrator services, for the engineering design, bidding, construction administration and grant administration of the King Street Drain Flood Protection Project in compliance with Michigan Economic Development Corporation (MEDC) and Community Development Block Grant (CDBG) requirements. The project is funded by a CDBG. The project involves the design and construction of new flood control dikes and the enhancement of existing dikes to provide a flood protection zone from Saginaw River flood waters, the design and construction of a storm water detention basin, a flood control structure consisting of flap gates, and a storm water pump station. During periods when the Saginaw River is at high stage, the detention pond would be utilized to store storm runoff from the King Street Tile Drain. The detention pond would dewater via gravity to the river through the control structure after flood conditions recede on the Saginaw River. The stormwater pump station will have the ability to aid in dewatering the detention basin. This would be employed to prevent the basin from becoming overwhelmed during a large rain event or to provide storage volume for subsequent storm events. Easements will be required to construct the dikes/detention basin/pump station. Discussions with property owners for potential easements have already begun.

The estimated project budget is as follows:

PROJECT BUDGET

ITEM	COST
Construction	\$ 3,983,600.00
Engineering	\$ 319,000.00
Construction Engineering, Administration, Staking, Inspection	\$ 279,000.00
Legal and Financing	\$ 160,000.00
Environmental Review	\$ 20,000.00
Grant Administration	\$ 40,000.00
Capitalized Interest (5% of Construction)	\$ 199,180.00
Subtotal	\$5,000,780.00
Contingency (15% - Required per PA 40 of 1956)	\$ 750,117.00
Total	\$5,750,897.00

OVERVIEW

The **Saginaw County Public Works Commissioner** will award a fixed sum contract subject to approval by MEDC.

PART ONE: SCOPE

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. The maximum amount of engineering fees that can be paid with CDBG 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 storm water control dikes, detention basin, flap gate structure, pump station and any other items deemed necessary for the project and construction engineering.
3. Assisting with easement preparation and acquisition.
4. Preparing permits required for the project, including EGLE Joint Permit Application, permits from local municipalities and any other permits necessary for the work.
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. 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 Saginaw County Public Works Commissioner.
9. Providing reproducible as-built plan drawings to the Saginaw County Public Works Commissioner upon project completion.
10. Conducting final inspection and testing.
11. Grant administration Services to be included, but not limited to:
 - a. General Tasks such as maintaining project files and documentation, preparing and submitting semi-annual reports, preparing grant amendments, if necessary, assist the SCPWC in meeting the Citizen Participation requirements and other general tasks related to program compliance.
 - b. Financial Management items such as preparing payment requests, making progress inspections, certifying match investments, review change orders and assist the SCPWC with annual audit certification completion and submission to MEDC.
 - c. Collecting all documentation from the Environmental Review. Releasing funds for payment of the Review and assisting the SCPWC in creating environmental amendment materials.
 - d. Assist SCPWC in complying with regulations governing easements, land acquisition or donation of property for construction of the project.
 - e. Assist in bid document preparation consistent with state and federal regulations. Secure the Department of Labor’s federal wage decision and include it in the bid documents. Review construction contracts to ensure they comply with state and federal regulations. Check weekly payrolls and complete Payroll Review Worksheets to ensure compliance with federal wage decision(s) with wage and fringe benefit information. Review documents to ensure all documentation is provided. Conduct on-site interviews and

compare the results with the appropriate payrolls. Review contractor payment applications. File any inspection reports related to the project. Monitor administrative paperwork to ensure compliance with equal opportunity, labor standards provisions, and Section 3 requirements.

- f. Attend and Assist SCPWC during the MEDC's monitoring visit(s) and assist with close-out documentation.

PART TWO: PROPOSALS

To be considered, proposals must be received by the **Saginaw County Public Works Commissioner** prior to **4 PM** on Monday, October 7, 2024. The **Saginaw County Public Works Commissioner** reserves the right to reject any or all proposals. Questions concerning this request should be addressed to **Marya Colpaert** at 989-790-5258. Proposals can be delivered to Marya Colpaert.

1. By email at **mcolpaert@saginawcounty.com**
2. In person at Saginaw County Courthouse, 111 S. Michigan Avenue, Room 103, Saginaw, MI 48602
3. By mail at Saginaw County Public Works Commissioner, 111 S. Michigan Avenue, Room 103, Saginaw, MI 48602

The qualifications for engineering/grant administration contract must include:

1. A Qualifications Submittal including introduction with a brief statement of the Respondent's understanding of the scope of the work to be performed; a certification that the Respondent meets the appropriate state licensing requirements to practice in the State of Michigan; a certification that the Respondent has not had a record of substandard work within the last five years; a certification that the Respondent has not engaged in any unethical practices within the last five years; 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; any other information that the Respondent feels is appropriate; the signature of an individual who is authorized to provide information of this nature in the name of the Respondent submitting the qualifications.
2. A section with the firms' background and experience which describes 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. Describes 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. Respondent should provide a list of completed CDBG projects. Preference is for the types of projects similar to proposed project. 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. Describe the firm's workload and current capacity to accomplish the work in the required time. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Respondent's firm to handle the proposed project. Describe Respondent's firm's presence in commitment to Michigan. Provide current information on professional errors and omissions coverage carried by Respondent's firm, including amount of coverage. The Saginaw County Public Works Commissioner reserves the right to request any additional information to assure itself of a Respondent's financial status.

3. Respondents should describe their specialized knowledge and experience in the particular types of projects similar to the proposed project and requirements for the CDBG.
4. Respondents should identify personnel/professional qualifications noting staff members who would be assigned to act for Respondent's firm in key management and field positions providing the services for the project and the functions to be performed by each. 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. Estimate the number of persons to be assigned to this project, indicating the number working in Michigan and the number working elsewhere.
5. Respondents should identify the additional information for the grant administrative services:
 - The total number of hours for each task and proposed fee for each task
 - An hourly rate, including fringe benefits plus travel and material costs, if applicable, for each individual for each task.
 - A list of the Unit of General Local Government's (UGLG) that Respondent has previously worked with on other CDBG administration during the last three calendar years, and the type of CDBG projects previously under contract, and references from those UGLG's.

PART THREE: SELECTION CRITERIA

The Saginaw County Public Works Commissioner shall evaluate respondents based on the written material submitted and according to the following factors and point system (highest points available of 100):

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| 1. Lowest cost proposal | 20 pts |
| 2. Experience of the firm with this particular type of construction projects | 15 pts. |
| 3. Experience of the firm with other type of CDBG construction projects. | 5 pts. |
| 4. Proximity of the firm to the project site | 10 pts. |
| 5. Current capacity to accomplish the work in the required time. | 10 pts. |
| 6. Reference from other clients attesting to firms: | |
| a. Quality of work. | 10 pts. |
| b. Compliance with performance schedules. | 10 pts. |
| 7. Firm is a certified Section 3 Business | 5 pts. |
| 8. Firm is a Minority Business Enterprise | 5 pts. |
| 9. Firm is a Women Business Enterprise | 5 pts. |
| 10. Firm is a Disadvantaged Business Enterprise | 5 pts. |

In the event of a tie, oral interviews will be held with those firms. As a result of the interviews, the Saginaw County Public Works Commissioner will determine which firm will be selected to enter into contract negotiations. The responsible consultant whose proposal ranks the highest in the point system and will be most advantageous to the SCPWC will be selected. Unsuccessful firms will be notified as soon as possible.