

REQUEST FOR QUALIFICATIONS (RFQ) and REQUEST FOR PROPOSAL (RFP)

Victor Township is seeking qualified consultants to provide engineering services associated with the Michigan Department of Natural Resources (MDNR) SPARK Grant.

Qualifications submittal shall include statement of interest, ability to complete the work within the required time, experience, and qualifications. The Township 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 Township. 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, maximum of five (5), providing for each:
 1. Location and description,
 2. References.
- D. A listing of recreation projects with grant participation the firm has worked on in the past five (5) 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.

Qualification statements will be accepted until March 06, 2023 at 3:00 pm. Submittals received late or via oral, telephonic, telegraphic, or facsimile will not be considered or accepted.

Each respondent must submit in a sealed envelope the RFQ response:

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: "Victor Township SPARK Grant Qualifications" and list the Consultant's name and address.

Each respondent must also submit at the same time in a separate sealed envelope the RFP response:

1. one (1) original cost proposal for the Grant Application Assistance scope of the project
2. three (3) additional copies,
3. one (1) digital copy in PDF format on a USB/flash drive.


The cost proposal for the grant assistance submitted must be clearly marked: "Victor Township SPARK Grant Application Assistance Cost Proposal" and list the Consultant's name and address.

Submission indicates acceptance by the Consultant of the conditions contained in this RFQ and RFP, unless clearly and specifically noted in the qualification statement submitted.

Questions on this RFQ and RFP should be directed to Paula Willoughby by email at treasurer@victortwp.org. All questions shall be submitted via e-mail.

All questions shall be submitted on or before 2:00 p.m. on February 28th, 2023. Proposals will be opened at 5:30 pm on March 7th, 2023 at Victor Township Hall located at 6843 Alward Road, Laingsburg, MI 48848. All consultants are welcome to attend. The documents will be reviewed and provided to the Planning Commission and Township Board members for review. Selection of a qualified professional service consultant will be on the Agenda of the March 14th Victor Township Board Meeting.

Sincerely,


Paula Willoughby
Treasurer, Victor Township

PROJECT DESCRIPTION

Anticipated Township Park Improvements:

1. Walking Path
2. Pickleball Courts
3. Soccer Field Improvements
4. Additional Playground Equipment

Image of the existing facilities:



Projected Project Cost: up to the grant maximum of \$1,000,000

SCOPE OF SERVICES:

- A. **Grant Application Assistance:** Assist the Township with the development of the scope of the grant application, prepare figures and opinions of probable construction cost for the submittal, assist with technical write-up sections as needed by the Township, and review the overall package for input prior to the submittal. Township staff will be responsible for the majority of the grant narrative and submittal.
- B. **Design Phase:** Based on the submitted grant application, 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 MDNR, preparation of conforming to construction drawings, and contract closeout.

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

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

PROJECT SCHEDULE:

- | | |
|--|------------|
| 1. Award of Engineering Contract | March 2023 |
| 2. Submittal of SPARK Grant Application | 2023 |
| 3. Submittal of Draft Plans & Specifications (if grant is awarded) | 2023 |
| 4. Bidding (if grant is awarded) | 2023 |
| 5. Contract Award (if grant is awarded) | 2024 |
| 6. Construction Completion (if grant is awarded) | 2024 |

DISCLOSURES

Under the Michigan Freedom of Information Act (Public Act 442 of 1976), the Township is obligated to permit 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.

RFQ SELECTION CRITERIA

The selection criteria for the professional services provider is at the discretion of the Township. The baseline for the selection is intended to be made using the following criteria for maximum points:

- Experience of the firm for this type of project 25 pts
- Experience of the firm with recreation grant programs 25 pts
- Approach of the project to assist the Township pursue the grant and perform the project 30 pts
- References from other clients 20 pts

CONTRACT

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

This request and the selected Consultant's response thereto, shall constitute the basis of the scope of services for the Grant Application Assistance in the contract by reference.

COST LIABILITY

The Township 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, Consultant agrees to bear all costs incurred or related to the preparation, submission, and selection process for the project.

RESERVATION OF RIGHTS

- A. The Township 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 Township reserves the right to waive, or not waive, informalities or irregularities in terms or conditions of any qualification statement, if determined by the Township to be in its best interest.
- C. The Township reserves the right to request additional information from any or all consultants.
- D. The Township 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 and RFP.
- E. The Township reserves the right to determine whether the scope of the project implemented will be entirely as described in the RFQ and RFP, a portion of the scope, or a revised scope.
- F. The Township reserves the right to retain all qualification statements submitted and to use any ideas in a qualification statement regardless of whether that it is selected.
- G. The Township reserves the right to disqualify qualification statements that fail to respond to any requirements outlined in the RFQ and RFP, or fail to provide copies of the required documents outlined within the RFQ and RFP.

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

