

REQUEST FOR QUALIFICATIONS

June 8, 2020

**Tawas Utilities Authority
Clean Water State Revolving Fund Application,
Project Plan, and Green Project Reserve Funding Plan**

Due Date: July 31, 2020 before 4:00 p.m. EST

Issued By:

Tawas Utilities Authority
Attn: Julie Potts, Secretary
760 Newman Street
East Tawas, Michigan 48730
989-362-6161, jpotts@easttawas.com

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SECTION I- GENERAL INFORMATION

A. OBJECTIVE

The Tawas Utilities Authority (TUA) is seeking a qualified engineering Consultant to develop a Clean Water State Revolving Fund (SRF) Project Plan and Green Project Reserve (GPR) funding plan for our wastewater treatment plant (WWTP) that meets the Michigan Department of Environment, Great Lakes, and Energy's (EGLE) requirements and as outlined in Section II of this RFP.

B. BACKGROUND

The TUA's WWTP was originally constructed in 1966 for the City of East Tawas and was expanded in 1989 to include treatment of the City of Tawas City's sewer. The WWTP consists of influent bar screening, grit removal, primary clarifiers, oxidation ditches, secondary clarifiers, chemical treatment of ferric chloride, chlorine gas, and sulfur dioxide, anaerobic digesters, sludge storage, and controls. The facility is also equipped with a diesel generator for standby power and an activated carbon odor control system.

The facility is designed to treat a maximum monthly flow of 2.4 million gallons per day (mgd) and a maximum daily flow of 7.2 mgd. Current flow averages are 0.93 mgd and the current maximum day flow is 2.4 mgd.

The TUA is in the process of evaluating operations. This will be an important aspect of the proposed project plan's development to improve efficiencies, care, and operations of the facility.

The successful Consultant will coordinate work with the TUA's operations manager who will provide access to the WWTP, capital improvement plans, asset information, and provide TUA records necessary to address the Scope of Services.

C. QUESTIONS AND CLARIFICATIONS

All questions regarding this RFP shall be submitted via e-mail. Questions will be accepted and answered in accordance with the terms and conditions of this RFP.

All questions shall be submitted on or before 2:00 p.m. on July 28, 2020, and should be addressed as follows:

Scope of Work/Proposal Content questions shall be e-mailed to:
Julie Potts, TUA Secretary, (989) 860-8282, jpotts@easttawas.com

RFP Process and Compliance questions shall be e-mailed to:
Kathy Roeder, Project Manager, Michigan Department of EGLE,
517-284-5012, RoederK1@Michigan.gov

Should any prospective Consultant be in doubt as to the true meaning of any portion of this RFP, or should the Consultant find any ambiguity, inconsistency, or omission therein, the Consultant shall make a written request for an official interpretation or correction by the due date for questions as listed above.

All interpretations, corrections, or additions to this RFP will be made only as an official addendum that will be posted to www.easttawas.com and tawascity.org and it shall be the Consultant's responsibility to ensure they have received all addenda before submitting a proposal. Any addendum issued by the TUA shall become part of the RFP and must be incorporated in the proposal where applicable.

D. PRE-PROPOSAL MEETING

There is no mandatory pre-proposal meeting. Upon request, interested offerors can schedule a time to access and tour the WWTP.

E. PROPOSAL FORMAT

To be considered, each Consultant must submit a response to this RFP using the format provided in Section III. An official authorized to bind the Consultant to its provisions must sign the proposal in ink. Each proposal must remain valid for at least ninety days from the due date of this RFP.

Proposals should be prepared simply and economically providing a straightforward, concise description of the Consultant's ability to meet the requirements of the RFP. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.

F. SELECTION CRITERIA

Responses to this RFP will be evaluated using a point system as shown in Section III. A selection committee created by the TUA will complete the evaluation.

The fee proposals will not be reviewed during the initial evaluation. The initial evaluation may include interviewing key personnel assigned by the selected Consultant to this project. If the TUA chooses to interview any respondents, the interviews are planned to be tentatively held the week of August 10, 2020. After the initial evaluation, the TUA will rank Consultants and review the fee proposal for the highest ranked Consultant for negotiations.

All proposals submitted may be subject to clarifications during the evaluation process. All agreements resulting from negotiations that differ from what is represented within the RFP or in the Consultant's response shall be documented and included as part of the final contract.

G. SEALED PROPOSAL SUBMISSION

All proposals are due and must be delivered before July 31, 2020, at 4:00 p.m. (local time). Proposals submitted late or via oral, telephonic, telegraphic, electronic mail or facsimile **will not** be considered or accepted.

Each respondent must submit in a sealed envelope:

- **one (1) original, signed proposal**
- **three (3) additional proposal copies**
- **one (1) digital copy of the proposal, preferably on a USB/flash drive, as one file in PDF format**

Each respondent must submit, in a single separate sealed envelope marked Fee Proposal:

- **two (2) copies of the fee proposal**

The fee proposal and all costs must be separate from the rest of the proposal.

Proposals submitted must be clearly marked: **“TUA Project Plan Proposal”** and list the Consultant’s name and address. Proposals must be addressed and delivered to:

Tawas Utilities Authority
Attn: Julie Potts, Secretary
760 Newman Street
East Tawas, Michigan 48730

All proposals received on or before the due date will be publicly opened and recorded on the due date. No immediate decisions will be rendered.

Hand delivered proposals must be date/time stamped by staff at the address above to be considered. Delivery hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding holidays, by appointment.

The TUA will not be liable to any Consultant for any unforeseen circumstances, delivery, or postal delays. Postmarking on the due date will not substitute for receipt of the proposal. Consultants are responsible for submission of their proposal. Additional time will not be granted to a single Consultant. However, additional time may be granted to all Consultants at the discretion of the TUA.

H. DISCLOSURES

Under the Michigan Freedom of Information Act (Public Act 442 of 1976), the TUA 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.

I. CONTRACT

The Consultant chosen shall enter a contract with the TUA.

The TUA reserves the right to award the total proposal, to reject any or all proposals in whole or in part, and to waive any informality or technical defects if, in the TUA's sole judgment, it is in the best interest of the TUA.

This RFP and the selected Consultant's response thereto, shall constitute the basis of the scope of services in the contract by reference.

J. COST LIABILITY

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

K. SCHEDULE

The proposals submitted should define an appropriate schedule in accordance with the requirements of the Scope of Services in Section II.

The following is the schedule for this RFP process.

Activity/Event	Anticipated Date
Advertise	June 8, 2020
Written Question Deadline	July 28, 2020 at 2:00 p.m.
Proposal Due Date	July 31 at 4:00 p.m.
Tentative Interviews (if needed)	Week of August 10, 2020
Tentative Selection/Negotiations	Week of August 17, 2020
Expected TUA Authorizations	September 14, 2020

The above schedule is for information purposes only and is subject to change at the TUA's discretion.

L. RESERVATION OF RIGHTS

1. The TUA reserves the right in its sole and absolute discretion to accept or reject any or all proposals, or alternative proposals, in whole or in part, with or without cause.
2. The TUA reserves the right to waive, or not waive, informalities or irregularities in terms or conditions of any proposal if determined by the TUA to be in its best interest.
3. The TUA reserves the right to request additional information from any or all

Consultants.

4. The TUA reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested within RFP.
5. The TUA reserves the right to determine whether the scope of the project will be entirely as described in the RFP, a portion of the scope, or a revised scope be implemented.
6. The TUA reserves the right to select one or more Consultants to perform services.
7. The TUA reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Consultant of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted.
8. The TUA reserves the right to disqualify proposals that fail to respond to any requirements outlined in the RFP, or failure to enclose copies of the required documents outlined within RFP.

M. INSURANCE REQUIREMENTS

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

SECTION II - SCOPE OF SERVICES

Task 1: Review of Historic Data

- A. 1988 Plant Operations Guide
- B. 2010 Rate Analysis
- C. 2013 Evaluation
- D. 2017 Asset Management Plan
- E. 2019 Evaluation
- F. Budget & Activity History Report

Task 2: Meet TUA Board and Tour WWTP Facility

- A. Meet with TUA Board to confirm objectives.
- B. Visit WWTP facility to understand treatment process, conditions, and operations.

Task 3: Develop Project Scope

- A. Recommend Clean Water State Revolving Fund (SRF) and Green Project Reserve (GPR) scope options.
- B. Meet with TUA Board to review and develop project scope.

Task 4: SRF Project Plan and GPR Fund Plan

- A. Prepare SRF Project Plan and GPR Funding Plan in accordance with current EGLE guidelines and submit to EGLE on behalf of TUA.
- B. Provide necessary communication between EGLE and TUA to facilitate application and review process.
- C. Facilitate public participation requirements as required by EGLE.
- D. Provide response to EGLE review questions as needed throughout EGLE's review process.

SCHEDULE

The Consultant shall submit a proposed task schedule that delineates dates, tasks and staff and includes the number of meetings with TUA representatives during the project. Also, as part of their proposal, the Consultant shall submit a list of expectations for the TUA regarding information and the expected schedule for each item.

DELIVERABLES

The Consultant shall submit a draft SRF Project Plan and GPR Funding Plan to the TUA by November 4, 2020 for TUA review and comment. The Consultant shall submit updated plans that addresses and incorporates TUA comments on the drafts by January 6, 2021. The Consultant shall facilitate a public hearing and EGLE review and incorporate associated comments as approved by the TUA into the final SRF Project Plan and GPR Funding Plan prior to March 1, 2021.

The Consultant shall provide all deliverables in PDF format.

SECTION III - MINIMUM INFORMATION REQUIRED

PROPOSAL FORMAT

Consultants should organize Proposals into the following Sections:

- A. Professional Qualifications
- B. Past Involvement with Similar Projects
- C. Proposed Work Plan
- D. Fee Proposal (include in a separate sealed envelope clearly marked "Fee Proposal")
- E. Authorized Negotiator
- F. Attachments

The following describes the elements that should be included in each of the proposal sections and the weighted point system that will be used for evaluation of the proposals.

A. Professional Qualifications – up to 25 points

1. State the full name and address of your organization and, if applicable, the branch office or other subsidiary element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation. If as a corporation, include whether it is licensed to operate in the State of Michigan.
2. Include the name of executive and professional personnel by skill and qualification that will be employed in the work. Show where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the project. Identify only individuals who will do the work on this project by name and title. Resumes and qualifications are required for all proposed project personnel, including all subcontractors. Qualifications and capabilities of any subcontractors must also be included.
3. State history of the Consultant, in terms of length of existence, types of services provided, etc. Identify the technical details that make the Consultant uniquely qualified for this work.

B. Past involvement with Similar Projects – up to 25 points

1. The written proposal must include a list of specific experience in the project area and indicate proven ability in implementing similar projects for the Consultant **and** the individuals to be involved in the project. A complete list of client references must be provided for similar projects recently completed. It shall include the Consultant/agency name, address, telephone number, project title, and contact person.

B. Identify all of those, if any, who will be subcontracted to assist you with this project, and the extent of work for which they will be responsible. Include similar references data for subcontractors and employees as requested in items A. and B. above for the main proposer.

C. Proposed Work Plan – up to 50 points

Provide a detailed and comprehensive description of how the Consultant intends to provide the services requested in this RFP. This discussion shall include, but not be limited to: how the project(s) will be managed and scheduled, how and when data will be delivered to the TUA, communication and coordination, the working relationship between the consultant and TUA representatives, and the company's general philosophy in regards to providing the requested services.

Consultants shall be evaluated on the clarity, thoroughness, and content of their responses to the above items.

D. Fee Proposal

Fee schedules shall be submitted in a separate, sealed, envelope as part of the proposal. Fee quotations are to include the names, title, hourly rates, overhead factors, and any other relevant details. The proposal should highlight key staff and positions that would likely be involved with projects. Consultants shall be capable of justifying the details of the fee proposal relative to personnel costs, overhead, how the overhead rate is derived, material and time.

E. Authorized Negotiator

Include the name, phone number, and e-mail address of persons(s) in your organization authorized to negotiate the agreement with the TUA.

PROPOSAL EVALUATION

1. The selection committee will evaluate each proposal by the above-described criteria and point system (A through C) to select a short-list of Consultants for further consideration. The TUA reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested for evaluation. A proposal with all the requested information does not guarantee the proposing Consultant to be a candidate for an interview. The committee may contact references to verify material submitted by the Consultants.
2. The committee then will schedule interviews with the selected Consultants and rank them. Selected Consultants will be given the opportunity to discuss in more detail their qualifications, experience, and proposed work plan.
3. The interview must include the project team members expected to complete most

of the work on the project, but no more than six members total. The interview shall consist of a presentation of up to thirty minutes (or the length provided by the committee) by the Consultant, including the person who will be the project manager on this contract, followed by approximately thirty minutes of questions and answers. Audiovisual aids may be used during the oral interviews. The committee may record the oral interviews.

4. The Consultants interviewed will then be re-evaluated by the above criteria (A through C), and adjustments to scoring will be made as appropriate and remaining Consultants will be ranked. The TUA will then open the fee proposal for the highest ranked Consultant for negotiations. If the proposal fee is acceptable, the contract will be awarded. If an agreement cannot be reached with the top-ranked Consultant, those negotiations will end, and negotiations will begin with the next most qualified Consultant.

The TUA will determine whether the final scope of the project to be negotiated will be entirely as described in this RFP, a portion of the scope, or a revised scope.

Any proposal that does not conform fully to these instructions may be rejected.