

KI Sawyer – Marquette County
Request for Qualifications-Engineering Services
Drinking Water Asset Management Project

This is a request for qualifications to provide design, engineering and construction management services in connection with the KI Sawyer Drinking Water Asset Management (DWAM) Project. This project will be funded via a recently awarded EGLE DWAM grant. Activities may include design, analysis, engineering and management activities associated with the DWAM Grant project.

The County of Marquette, K.I. Sawyer Water Department, (County) seeks a Statement of Qualifications (SOQ) from qualified firms for Engineering Services related to the KI Sawyer Water Department Drinking Water Asset Management (DWAM) Project. SOQs must be submitted no later than 11:00 a.m. local time, November 29, 2021. The SOQ must use the format described in this Request for Qualifications (RFQ) and be submitted by mail or in person in a sealed envelope, which identifies the proponent and states “Engineering Services for K.I. Sawyer Drinking Water Asset Management (DWAM) Project.” Proposals must be delivered to Airport Services Center, 125 G Avenue, Gwinn, Michigan 49841. The submitted SOQ will be publicly opened and all submitters will be read aloud at the date, time, and place mentioned above. Engineering Services will be retained on a Qualifications Based Selection (QBS) basis. SOQ submittals shall exclude fees or costs.

TIME SCHEDULE

Conditional proposals will not be accepted. All questions submitted in writing by November 10, 2021 will be answered by addenda by November 17, 2021

SCHEDULE OF EVENTS

October 25, 2021	RFP/Q issued to Vendors
November 10, 2021	Questions from Vendors due (written only)
November 17, 2021	Addendum issued (If required)
November 29, 2021	<u>DUE DATE FOR RFQ</u> (by 11:00am EST; Bid Opening Immediately After)

Responses received after the deadline cannot be considered and if mailed, will be returned unopened. The County is not responsible for delays occasioned by the US Postal Service, the internal mail delivery system of the county, or any other delivery method employed by the Vendor.

SUBMISSION: Submit five complete sets of documents.

METHOD OF SUBMITTAL: By mail or delivered in person.

CONTACT PERSON

The sole point of contact for this RFQ is:

Duane DuRay, CM
Director of Operations/Airport Manager
KI Sawyer/ Marquette County
125 G Avenue
Gwinn, MI 49841
dduray@mqtco.org

Three copies of the proposal should be submitted in accordance with the following sections of this Request for Qualifications:

- A. Problem Statement
- B. Scope of Work
- C. Project Schedule
- D. Hourly Rate Schedule
- E. Proposal Content
- F. Factors for Award/Evaluation Criteria

KI Sawyer will enter into a contract with the Engineer whose proposal of qualifications is determined to be the most advantageous to the County. Factors to be considered, the method used in the evaluation of the proposal and selection of the Engineer are set forth in Section F.

KI Sawyer – Marquette County

Request for Qualifications-Engineering Services

Drinking Water Asset Management Project

A. Problem Statement

KI Sawyer has been awarded an EGLE DWAM Grant. Marquette County does not have sufficient design and/or engineering staff necessary to complete the proposed engineering services for the DWAM Grant project.

B. Scope of Work

KI Sawyer is soliciting proposals from qualified firms for the design, engineering and management services necessary to implement the DWAM Grant project within the

approved budget and allotted time schedule. The selected consultant will be expected to provide the following services at a minimum as part of the project's scope of services.

See attached EGLE approved DWAM Grant Application

C. Project Schedule

Start of project is anticipated in Summer of 2022 with completion by late 2024. A final schedule will be further developed after selection of engineer.

D. Hourly Rate Schedule

For purpose of evaluating proposals of qualifications and in accordance with the Brooks Act and N.C.G.S 143-64.31, the Engineer is requested to submit only an hourly rate schedule for all personnel to be involved in the project. The hourly rates should include fringe benefits, indirect costs and profit. The Engineer's charge for reimbursable expenses should also be provided. Upon review of qualifications, Marquette County will negotiate a final contract fee with the selected consultant whose qualifications are most advantageous to the Marquette County. The hourly rate schedule will not be the sole criteria for selection of the Engineer. A total project price or fee to complete the work should not be submitted. It is not part of the evaluation criteria. Submission of a total project price or fee may result in disqualification.

E. Proposal Content

The proposal must contain the following parts and be no longer than 15 single sided pages, plus a cover page and any dividers (optional)

- **Technical Approach/Understanding of the Program.** Describe the approach to be taken in addressing the proposed scope of work, as well as opportunities for optimizing the funds available. This description is to include delineation of specific tasks to be undertaken and a project schedule showing start and completion dates for major tasks.
- **Work Management Plan/Experience of Proposed Personnel.** Describe the management plan to be used, staffing configurations, etc. specifying work to be completed relative to the DWAM Grant project. A brief resume of the individuals involved in the project are required.
- **Experience of the Firm.** Provide a brief description of experience as it relates to water asset management and DWAM Grants.
- **Familiarity with Locality.** Include a list of projects and or experiences conducted within KI Sawyer. Describe any grant experiences or related work that indicates a level of understanding and familiarity with the DWAM Grant Program.
- **Hourly Rate Schedule.** See Section D.

F. Factors for Award/Evaluation Criteria

These factors will be used in evaluating the proposal of qualifications and negotiation of a contract.

- Technical Approach/Understanding of Program. (25 points)

- Work Management Plan/Experience of Proposed Personnel. (20 points)
- Engineering Experience. (25 points)
- Familiarity with Locality. (25 points)
- Hourly Rate Schedule. (5 points)

SELECTION PROCESS

1. The County of Marquette will award the work to the firm having the best qualifications, experience, and knowledge. The County reserves the right to reject any or all proposals and to waive irregularities in the proposals
2. Proposals that do not meet the minimum required qualifications will be rejected. Proposals meeting the minimum required qualifications will be evaluated by an evaluation committee based upon the scoring criteria identified in this RFQ.
3. County will appoint an evaluation committee of no fewer than three individuals to review, score, and rank each proposal. The evaluation committee may contact references provided in each proposal.
4. The evaluation committee may request interviews. Interviews will be scored on the same criteria and points as the initial submission of proposal. Upon completion of the interviews, if any, the evaluation committee will provide County the results of the scoring and ranking of each proposal. If County does not cancel the RFQ after it receives the results of the scoring and ranking of each proposal, County will issue a notice of intent to award and, after the expiration of any protest period, begin negotiating a contract with the highest-ranked proposer.
5. Contract negotiations with the highest-ranked proposer will be directed toward obtaining written agreement on (a) the consultant's performance obligations and a performance schedule, and (b) the payment methodology and a maximum, not-to-exceed contract price that is fair and reasonable to County, as determined by County, taking into account the estimated value, scope, complexity and nature of the Services. County reserves the right to negotiate a final contract that is in the best interest of County.
6. If negotiations with the highest-ranked proposer fail to result in a contract, County reserves the right to formally terminate negotiations and enter into negotiations with the second-ranked proposer and, if necessary, the third-ranked proposer and so on, until the negotiations result in a contract. If the subsequent rounds of negotiations fail to result in a contract within a reasonable amount of time, as determined by County, the RFQ may be formally terminated.
7. Any contract entered into by County and the selected consultant will contain terms and conditions required under applicable law, including, without limitation, certain state and federal requirements applicable to funding sources, and will otherwise be in form and content satisfactory to County. Without otherwise limiting the generality of the immediately preceding sentence, each contract will include terms and conditions concerning, among other things, acceptable standards of performance, compensation, minimum insurance requirements, compliance with laws, federal contract clauses, state contract clauses, indemnification, and representations and warranties.

Qualifications will be reviewed by a selection committee and a recommendation will be forwarded to the County Board of Commissioners for consideration. After considering factors outlined in Section F, the firm will be selected based on qualifications most advantageous to KI Sawyer, subject to negotiation of a fair and reasonable compensation.

ATTACHMENTS

The following attachments are incorporated into this RFQ:

1. County of Marquette's insurance coverage standards.
2. EGLE drinking Water Assets Management Project (DWAM) Grant Agreement

Consultant Selection Process Record

The following Consulting Firms responded to the advertisement with Statements of Qualifications:

Consulting Firm Ranking:

(Most Qualified)

(Least Qualified)