



**VILLAGE OF MANCHESTER**  
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MANCHESTER, MI 48158  
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October 22, 2020

Request for Qualifications for Engineering Services  
WWTP Improvements  
Village of Manchester

- I. **Invitation:** The Village of Manchester (Village), with this Request for Qualifications (RFQ), is soliciting Statements of Qualifications from qualified firms or teams of firms interested in providing professional services relating to the design and construction of upgrades to the Village of Manchester Wastewater Treatment system. Firms with relevant experience in WWTP design and construction engineering are encouraged to apply. Responses to the RFQ will require a full explanation of the organization and specific roles of the project team participants. The firm or team of firms (the Consultant) ultimately selected by The Village of Manchester will provide engineering services for the Village of Manchester WWTP Improvements. The project is funded by the Michigan Department of Energy, Great Lakes, and Energy (EGLE) clean water revolving local fund.
- II. **Responses:** The response to this RFQ shall be submitted in such form and quantity and at the location as is provided in this Request. The response must be submitted *no later than 3:00 p.m. local time, November 5, 2020.*
- III. **Project Description:** The project includes replacement of the Riverside Pump Station and Force Main, construction of equalization and new headworks at the Village of Manchester wastewater treatment plant (WWTP) in the Village of Manchester, as well as other minor miscellaneous improvements to the WWTP.
- IV. **Scope of Work:** The scope of services included in the project includes, but is not necessarily limited to, the following items:
  - A. Preliminary and Design Engineering:
    1. Topographic and wetland survey, as needed
    2. Preliminary engineering including coordination of any necessary geotechnical investigation, obtaining franchise utility information, and evaluation of alternative materials and construction methods available shall also be included.
    3. Design engineering including preparation of construction plans and specifications in accordance with all agencies having jurisdiction over the project. The design shall include a suggested sequence of construction to minimize interruptions to the operation of the WWTP. The design phase shall include up to two meetings with The Village of Manchester staff to review and discuss the proposed work. Preparation of applications for any permits required to construct the wastewater system improvements shall be included.

4. Conduct an on-site pre-bid conference to ensure that prospective bidders are aware of the scope of work and fully understand the requirements for continuous reliable operation and the constraints of the suggested sequence of construction.
5. Preparation of the advertisement of bids, assistance in securing bids, tabulation of bids received, evaluation of the responsiveness of bids received and recommendation as to the award of the contract.

B. Contract Administration:

1. Upon award of the Contract by the Village of Manchester, prepare the requisite number of Contract Documents and a draft Notice of Award letter for issuance by the Village of Manchester Village Council.
2. Review the partially-executed Contract Documents, certificates of insurance, performance and other securities prior to execution of the Contract by the Village of Manchester.
3. Upon execution of the Contract Documents, coordinate and conduct the preconstruction conference.
4. Check shop drawings, materials certifications, and other documentation submitted by the contractor.
5. Consult with and advise the Village of Manchester or its designated representatives during construction.
6. Prepare or review and process periodic payment estimates for the contractor.
7. Prepare change orders
8. Perform preliminary and final reviews of the completed project and prepare substantial completion and final completion certificates. Preparation of punch lists and confirmation of resolution of punch list items shall be included.
9. Supply the Village of Manchester with record plans within 60 calendar days of substantial completion of the project in a digital (AutoCAD and Adobe Acrobat) format along with two hard copies.

C. Construction Observation:

1. Provide periodic site visits and part-time resident project representatives and need to properly observe the various construction operations to ensure compliance with the Village of Manchester standards or project specifications.
2. Notify the contractor and the Village of Manchester when the contractor's operations are not in conformance with the Village of Manchester standards or project specifications.
3. Prepare daily reports and quantities as needed for payment purposes.
4. Coordinate other services, such as materials, testing, and any other specialized consultants that may be required for construction of the project.

D. Construction Engineering:

1. Attend and participate in periodic progress meetings as specified in the Contract Documents and attend special meetings when reasonably requested by the Village of Manchester.
2. Assist the Village of Manchester in responding to impacts on and concerns of customers resulting from the construction operations
3. Prepare plan changes or sketches, as required to meet unforeseen conditions that may arise during construction.
4. Resolve disputes between the contractor and the on-site representative of the Consulting Engineer as to materials or construction methods.

5. Review and confirm the construction contractor is in compliance with all EPA and EGLE requirements for CWSRF projects, including Davis-Bacon, American Iron and Steel, etc.
- E. Also identify in the response any other items that you feel will be essential to the project that are not specifically identified in this request. Assistance with satisfying the requirements of the SRF loan program. The project will proceed on a 4<sup>th</sup> quarter schedule during the State of Michigan 2021-22 fiscal year.

Tentative Schedule for Design and Construction

<u>Milestone</u>	<u>Approximate Date</u>
Initiate Design Engineering Phase	December 1, 2020
Draft Plans and Specifications Complete	March 2021
Final Plans and Specifications Complete	April 2021
Issuance of Construction Permits	May 2021
Publication of Bid Advertisement	May 26, 2021
Opening of Bids	June 29, 2021
Construction Start	October 2021
Construction Complete	October 2022

V. **Project Participants:** The Village of Manchester staff will actively collaborate with the Consultant. It is anticipated that a project organizational meeting will be conducted following selection of the Consultant by the Village of Manchester and at least two review meetings will be conducted during the design phase.

VI. **Schedule for RFQ:** The RFQ Process schedule is currently anticipated as follows:

Issue RFP	October 22, 2020
Questions Due	October 30, 2020
Agenda, if any	November 2, 2020
Receive RFP	November 5, 2020
Negotiate with Selected Firm	November 9-13, 2020
Award Project	November 16, 2020

VII. **Submittal Requirements:** Responses to the RFQ will be evaluated based on the following technical considerations. All responses shall adhere to the following format:

- A. **Firm Background (20 Pts.):** Respondents shall provide firm background information including but not limited to date of incorporation, ownership, office location(s), number of years utility related engineering services, staff size.
- B. **Ability to Perform services (40 Pts.):** Respondents shall:
  1. Provide a summary of work experience in the design, maintenance and/or inspection of wastewater treatment facilities. The summary should include a brief description of not more than 3 specific projects completed in the last 4 to 6 years, which exhibit the Consultant's expertise. The summaries should include the project budget, client name, client contact person, and telephone number for reference calls. Include any additional information which may assist the Village of Manchester in evaluation of past performance.

2. Demonstrate knowledge of and familiarity with Village of Manchester utility operations.
3. Outline aspects of the proposed design approach or methods of construction that may be unique.
4. Demonstrate knowledge of and familiarity with SRF loan requirements.

C. **Staff Experience (40 Pts.):** Respondents shall describe the credentials and roles of the key individuals capable of working on a design and/or construction engineering phase of a project. Include project experiences and a prospective organization chart exhibiting roles and responsibilities on a WWTP improvement project. Indicate whether each individual is employed by the Respondent or by a subcontractor.

VIII. Any firm desiring to be considered for this project shall submit four (4) copies of their Statement of Qualifications no later than *3:00 p.m. local time, November 5, 2020* to be considered by the Village of Manchester. Submit sealed statements of qualifications to:

Attention: Village of Manchester  
912 City Rd  
P.O. Box 485  
Manchester, MI 48158

IX. Questions regarding the RFQ will be received in writing (via regular mail, facsimile, or electronic mail) through *October 30, 2020* without exceptions. Inquiries should be directed to Thomas Thompson, WWTP Superintendent, 734-428-7171, [thompsont@vil-manchester.org](mailto:thompsont@vil-manchester.org).

X. **Respondent Contact Information:** Provide the following information on the person who is designated to be the Respondent's key contact with the Village of Manchester:

1. Firm
2. Name
3. Title
4. Address
5. Office telephone number
6. Facsimile phone number
7. Electronic mail address

XI. The Village of Manchester reserves and has the right, in The Village of Manchester's sole discretion: to reject or accept any bid/Qualifications, including without limitation, a non-conforming, non-responsive, unbalanced, incomplete or conditional bid/Qualifications; to waive any failure to comply with or full satisfy the requirements of bid specifications or the specifications of a request for Qualifications; to extend the time for filing a bid of Qualifications; to reject the bid/Qualifications of any bidder/proposer if the Village of Manchester believes it would not be in the best interest of the project or The Village of Manchester to make an award to that bidder/proposer; to reject the bid or Qualifications of any bidder/proposer whom the Village of Manchester finds, after reasonable inquiry, to be non-responsible; to waive all informalities not including price, time or changes in the work; or, to negotiate contract terms with the apparent successful bidder/proposer.