

April 13, 2018

Re: Silver Lake Sanitary Sewer - Request For Proposal

To Whom It May Concern:

Golden Township invites qualified consultants to submit your firm's qualifications and experience and a project work plan for professional engineering services for permitting and installation of a sanitary sewer collection system and treatment system serving the residents around Silver Lake located on the western edge of Golden Township. Prospective consultants interested in submitting a Q&E/Work Plan for this project shall be licensed Professional Engineers in the State of Michigan, and experienced in design and permitting of different collection and/or treatment systems including, but not limited to, a septic tank effluent pump (STEP) design.

BACKGROUND

Silver Lake has been experiencing increased nutrient loading ever since development in the area began. The area consists primarily of seasonal homes, seasonal businesses, and seasonal RV parks. The projected population for Silver Lake and Upper Silver Lake areas including the cottages/residences, campgrounds, and hotels is estimated to range from 425 persons in February to over 20,000 persons in July.

Currently, the Silver Lake area does not have any centralized sanitary sewer collection/treatment system. All existing facilities are privately owned and operated onsite systems. There are an estimated 900 private onsite treatment systems within the proposed service area. The majority of these onsite systems are impacted by high water tables and limited by available land. Nutrient loading has increasingly become an issue on the lake due to the close proximity of the onsite septic systems and the sandy, highly permeable nature of the native soils.

In order to improve the water quality of the lake and to provide a safe environment for recreation, a centralized sewer system is required. An engineering study was conducted in November, 2017

analyzing two collection and treatment system alternatives. The engineering firm ultimately receiving this award may conduct its own preliminary engineering study to evaluate all potential remedies.

PROCUREMENT

Q&E/Project Work Plan Submittal

The Township Clerk will receive Q&E/Project Work Plan submittals until Monday, May 7, 2018 at 1:00 p.m. local time. The Township will review the submittals, and interview up to three firms prior to selection of the firm to provide the engineering services.

Mailing Instructions

Golden Township Hall
5527 West Fox Road
P.O. Box 26
Mears, Michigan 49436

Q&E/Project Work Plan Submittal Format

Submittals must include the following:

Background on Firm

A brief description of the firm, including, but not limited to, size of the organization, location of offices, years in business, and organizational chart. Qualifications of individuals who will perform the work and who will be the main contact for the project shall also be included.

Project Work Plan

Outline specific task descriptions as necessary to go through the entire process starting with production of a preliminary engineering study; survey, easement acquisition, through design and permitting, and completion of construction and system start-up. Work plan should include attendance at public hearings during the permitting process, ongoing attendance at Council meetings and community meetings to provide any needed informational material to the community, and construction progress meetings through the construction period. List all tasks that would be included in the engineering fee which would be negotiated upon final selection of an engineering firm.

Project Schedule

Outline a project schedule with significant milestone events or deadlines. At this point, the schedule should be based upon financing being secured by August 1, 2018.

References

Furnish names, addresses, and telephone numbers of owner representatives for four (4) projects which are similar in scope to the project described in the request for Q&E/Project Work Plan. Include time period of project and brief description of scope of services provided.

Billing Rate

Furnish the standard billing rate sheet for staff to be utilized on this project.

Additional Information

Golden Township has outlined design requirements in as much detail as currently available. Submitting firms may attach additional information not specifically requested. However, information provided shall be in addition to, not instead of, the requested information.

INQUIRIES/QUESTIONS

Please direct all questions to Edward J. McNeely (616)233-2501, or ejm@mc-law.com Golden Township legal representative who will field all questions with the help of technical support hired by the Township.

EVALUATION CRITERIA

Each firm's offer of services shall be evaluated under the following criteria:

- Submittal demonstrates clear understanding of Scope of Work outlined in the request for Q&E/Project Work Plan.
- Recent experience with system designs, relevant experience and technical competence of the Consultant, project staff, and key project personnel.
- Consultant demonstrates skill in facilitating public meetings and presentations as necessary and understands the public process.
- Positive or negative reviews provided by references.

FINAL WORK SCOPE AND FEE AGREEMENT

Golden Township recognizes that this Q&E/Project Work Plan is insufficient to fully describe the work envisioned. Upon completion of the interview process, the final work scope and engineering fee will be negotiated with the selected engineering firm. Currently the Township is seeking project funding through USDA - Rural Development Office. If funding is provided by USDA, all requirements and reporting from USDA will be built into the final contract and fee per their requirements.

REFERENCE MATERIAL FEE

A check for a fee of \$150.00, made payable to Golden Township, shall be paid immediately to the Township for digital copies of reference materials by any firm wishing to submit a Q&E/Project Work Plan

ADDITIONAL INFORMATION

- This Q&E/Project Work Plan submittal, or payment of the associated Reference Material Fee, does not obligate Golden Township to award a contract or accept or contract for any expressed or implied services.
- Golden Township reserves the right to accept or reject any or all submittals, and to waive informalities of any submittal reviewed.
- Golden Township reserves the right to seek further clarification from any firm on information submitted, or to provide additional material deemed necessary to assist in the selection of a consultant.

CONFLICT OF INTEREST

By submission of your Q&E/Project Work Plan, the proposer warrants and covenants that no official or employee of Golden Township, nor any business entity in which an official of Golden Township has an interest, has been employed or retained to solicit or assist in procuring a resulting contract, nor that any such activities will occur without immediate divulgence to Golden Township.

Sincerely,

Carl Fuehring
Golden Township Supervisor