

REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES
Ishpeming Area Joint Wastewater Treatment Authority (IAJWWTA)
Treatment Plant Upgrades

Issued: May 6, 2024

Submission Deadline: June 11, 2024 by 2:00 p.m. (Local Time)

Submission To: Casey Rose, Director, via email: casey@ishpemingwastewater.com

IAJWWTA reserves the right to reject any and all proposals, to change or modify criteria, and to waive irregularities in any submittal.

SCOPE OF SERVICES:

IAJWWTA requests statements of qualifications for engineering services to assist with design and construction engineering of wastewater treatment plant improvements including:

- RAS/WAS Pumping Improvements
- Biosolids Treatment Improvements

To be funded by grant and loan from Clean Water State Revolving Fund (CWSRF). Services to be provided include, but are not limited to:

1. CWSRF Part I, Part II, and Part III Applications including all required application information and assurances.
2. Detailed project description, cost breakdown, and schedule.
3. Completion and publishing of the Environmental Assessment and FNSI Clearance.
4. Design of system improvements, construction permitting, bidding services, construction engineering and inspection, and project closeout.
5. Generate the construction bid package; prepare the Advertisements for Bids, prepare addenda as necessary, attend the opening, prepare a bid tabulation and recommendation for award, facilitate the award process, including preparation of the construction contracts.
6. Issue the Notice to Proceed and conduct the Preconstruction Conference.
7. Perform onsite inspection, as required, including preparation of routine inspection reports and construction progress photos.
8. Review Contractor's Pay Requests and prepare Change Orders with presentations to IAJWWTA together with processing of pay request reimbursement to the CWSRF administrator.
9. Routinely report to the Plant Director and IAJWWTA Board on status of projects and provide coordination with Contractor(s) and Plant Operators.
10. Conduct final inspections, punch list, and follow up.
11. Provide As-Built drawings, and Operation and Maintenance Manuals.
12. Assist IAJWWTA with grant/loan administration and project closeout.

REQUEST FOR QUALIFICATIONS:

The following should be included in Respondent's Qualifications Statement:

Basic Data:

- Firm Name
- Address
- Phone Number
- EIN #
- Name, phone number, and email address of the assigned licensed Professional Engineer who will have day to day responsibility of engineering and routine communications with IAJWTA (this individual shall be designated as the Project Engineer).
- A brief statement of the Project Engineer's understanding of the scope of work to be performed.
- A certification that the Project Engineer meets the appropriate state licensing requirements to practice in the State of Michigan.
- A certification that the Project Engineer has not had a record of substandard work within the last five years.
- A certification that the Project Engineer has not engaged in any unethical practices within the last five years.
- A certification that, if awarded the contract, the Project Engineer acknowledges complete responsibility for the entire engineering contract.
- Any other information that the Project Engineer feels is appropriate.
- The signature of the Project Engineer.

Background and Experience:

For the Project Team, the following minimum information should be provided:

1. Number and identification (name and date) of wastewater treatment plant projects (meaning construction projects of one million dollars construction cost) for which the firm's team had primary day to day responsibility.
2. A statement of prior experience of the firm's team with wastewater treatment projects involving Biosolids Treatment.
3. A statement of prior experience of the firm's team with wastewater treatment projects involving SRF grant and loan program projects.

SELECTION CRITERIA:

Respondents will be evaluated with approximately equal weight given to the Background and Experience Criteria above AND:

- A. As to the Project Engineer the known quality of work and compliance with expectations and performance schedules.

- B. As to the Project Engineer, known communication and administrative skills.
- C. As to the Project Engineer, previous project experience and knowledge of the IAJWWTA Plant.

Geographic Preference will be considered. Office location(s) and addresses of staff to be assigned to the project should also be provided.