

**Request for Proposal
City of Fraser
Engineering Services**

Fraser is the hidden gem of Macomb County. It is a small town with hometown values, where the residents take pride in their community and all it has to offer. The City has a population of approximately 14,600 people, a median household income of \$51,230 and a median age of 44.1 years. The City is 4.16 miles square that borders Sterling Heights, Clinton Township, Roseville, and Warren. Its boundaries are 13 Mile Rd. to 15 Mile Rd. and Hayes Rd. to Kelly Rd. To give an idea of the City's infrastructure size please see the following list of assets:

- 8.07 Miles of Major Roads
- 34.63 Miles of Local Roads
- 78.18 Miles of Watermain
- 66.04 Miles of Sanitary Sewer
- 48 Miles of Storm Sewer
- 1562 Catch Basins
- 822 Fire Hydrants
- Buildings include but not limited to, City Hall, D.P.W. Office, and Garage, 75 Unit Senior Highrise Apartment Building, and Senior Activity Center.
- 9 City owned Parks
- 2 Sanitary Sewer Pumpstations
- 2 Storm Sewer Pumpstations

To continue to support and enhance the quality of life and to further encourage redevelopment within the City, the City of Fraser is requesting qualifications from firms to provide ongoing professional Engineering expertise to the Superintendent of Public Works, City Manager, City Council, the Planning Commission, Zoning Board of Appeals and other members of City Staff.

DESCRIPTION OF REQUESTED SERVICES

The scope of services should include preliminary engineering, final engineering, bidding, construction engineering, and construction observation for all projects completed by the successful bidder. The City reserves the right to select multiple contractors to provide these services, if it is desired that multiple firms or partnerships will be established for engineering services.

Any bidder who is unable to provide services for the aforementioned items, or other civil engineering fields, must include information within the proposal that indicates sub-consultants are regularly available.

Omission of Services

If a respondent believes that some of the services being requested are not necessary, please identify those services and reasons for why they should be excluded from the list. Conversely, if a respondent believes that some required services are not included on the list, please identify those services and the reasons why they should be included.

Engineering Services

It is anticipated that the Professional Engineer shall provide the following services:

1. Technical guidance and advice
2. Development of detailed studies on specific subjects
3. Public infrastructure design including but not limited to: streets and roads, bridges, buildings, storm drain age systems, parks, water supply and sanitary sewage systems, water resources, environmental, hydrological, surveying, transportation, and geotechnical
4. Private development project site plan review - technical aspects (road design, drainage and water retention plans, etc.)
5. Inspection, investigation, engineering review and/or construction observation of private sector developments and/or private sector extensions of public infrastructure to be turned over the City for operation and maintenance
6. Research, review and other assistance in drafting and modifying City ordinances
7. Assistance in establishing Special Assessment Districts
8. Grant application preparation and submittal
9. On-site representation and project management for public infrastructure projects
10. Attendance on an as requested basis at City Council, Planning Commission, or ZBA meetings to represent the interests of the City to provide professional advice on technical engineering matters
11. Survey capabilities
12. Engineering assistance, including infrastructure design, cost estimating and project management on Community Development Block Grant (CDBG) projects

PROPOSAL REQUIREMENTS

The proposal shall be written in 8 1/2" X 11" format. A total of ten (10) hard copies plus one electronic pdf copy must be received no later than July 15, 2022, by 1:00pm. The proposal shall be no more than 30 pages, including references, project sheets and hourly rates.

Proposals received after this deadline may not be considered. All costs incurred for proposal preparation, presentation or contract negotiation shall be the responsibility of the consultant. Questions regarding specifications or handling of proposals shall be directed to the Public Works Superintendent Mark Ragsdale at (586) 293-2001 option 5.

Proposals shall be delivered in a sealed envelope to the Fraser City Hall Clerk's Office at the following address:

City of Fraser
Engineering Bids
33000 Garfield
Fraser, MI 48026

PROPOSAL FORMAT

Proposals shall include the following information:

1. Cover Letter
2. Corporate Background
3. The office location where work associated with the project would be performed
4. A description of the range of services provided by your firm. Specify any area of expertise the firm has, or members of the firm that have special qualifications to handle Engineering services.
5. Professional Staff: Identify the individuals who will provide Engineering services to the City. List their credentials and professional experience in providing Engineering services to cities and communities of a similar in size and character.
6. Experience and References: Provide descriptions of recent experience with similar communities within the last five (5) years. For each project or client, include the name, title and telephone number or email address of a representative that the City may contact to discuss your experience.
7. Availability: Include your proposed procedure for being available for staff and the public who may need to contact you regarding engineering questions or processes/procedures. Describe how your firm and staff will be available, whether by phone, email, or other means.
8. Fees: The hourly rate should detail the rate for each type of service to be provided. If a lump sum retainer is proposed, please include what services will be covered by the retainer and what services require additional fees.
9. Insurance: Contractor must provide proof of insurance and liability of at least \$2,000,000.00
10. Disclosure: The City of Fraser requires each potential Consultant to identify all potential conflicts of interests and the plan for handling these matters.

PROPOSAL REVIEW, EVALUATION AND SELECTION PROCESS

Selection of an Engineering Consultant(s) will be made at the complete discretion of the City of Fraser, which reserves the right to accept or reject any and all proposals. All submissions or parts thereof become property of the City and are subject to Freedom of Information Act release.

The City will evaluate the proposals based upon your ability to provide the service required, qualifications of personnel assigned, compatibility of submission with respect to the Request for Proposals, reference analysis from other communities, and past experience of the firm with the City of Fraser and/or similar communities.

The evaluation will be based on the criteria described above and the following:

- Experience and Qualifications
- The lead engineer assigned to the city
- Additional staff for support or also available to the city
- Capacity of the firm to provide the services specified
- Understanding of the community
- Scope of services
- Proximity to community (including the ease of availability for City staff)
- Cost for Services as outlined
- Potential Interview

DESCRIPTION OF REQUESTED SERVICES

The scope of services should include preliminary engineering, final engineering, bidding, construction engineering, and construction observation for all projects completed by the successful bidder.

Any bidder who is unable to provide services for the aforementioned items, or other civil engineering fields, must include information within the proposal that indicates sub-consultants are regularly available.

CONTRACTUAL TERMS AND CONDITIONS

Indemnification and -Hold Harmless

A vendor selected as a contractor shall, at its own expense, protect, defend, indemnify, save and hold harmless City Council and their elected and appointed officers, employees and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, all costs from administrative proceedings, court costs and attorney fees that the City of Fraser and their elected and appointed officers, employees and agents may incur as a result of the acts, omissions or negligence of the contractor or its employees, servants, agents or subcontractors that may arise out of the agreement.

The contractor's indemnification responsibility under this section shall include the sum of damages, costs and expenses which are in excess of the sum of damages, costs and expenses which are paid out in behalf of or reimbursed to the City their officers, employees and agents by the insurance coverage obtained and/or maintained by the contractor.

Application Law and Venue

This agreement shall be construed according to the laws of the State of Michigan. The City of Fraser and the Contractor agree that the venue for any legal or equitable action under this agreement shall be established in accordance with the statutes of the State of Michigan and/or Michigan Court Rules. In the event that any action is brought under this agreement in Federal Court, the venue for such action shall be the Federal Judicial District of Michigan, Eastern District, Southern Division.

Compliance with the Law

Vendors shall render the services to be provided pursuant to this agreement in compliance with all applicable Federal, State, and local laws, ordinances, rules, and regulations.