

**CITY OF NEGAUNEE, MICHIGAN**  
**REQUEST FOR LETTERS OF QUALIFICATION**  
**SURVEYING AND ENVIRONMENTAL SERVICES**

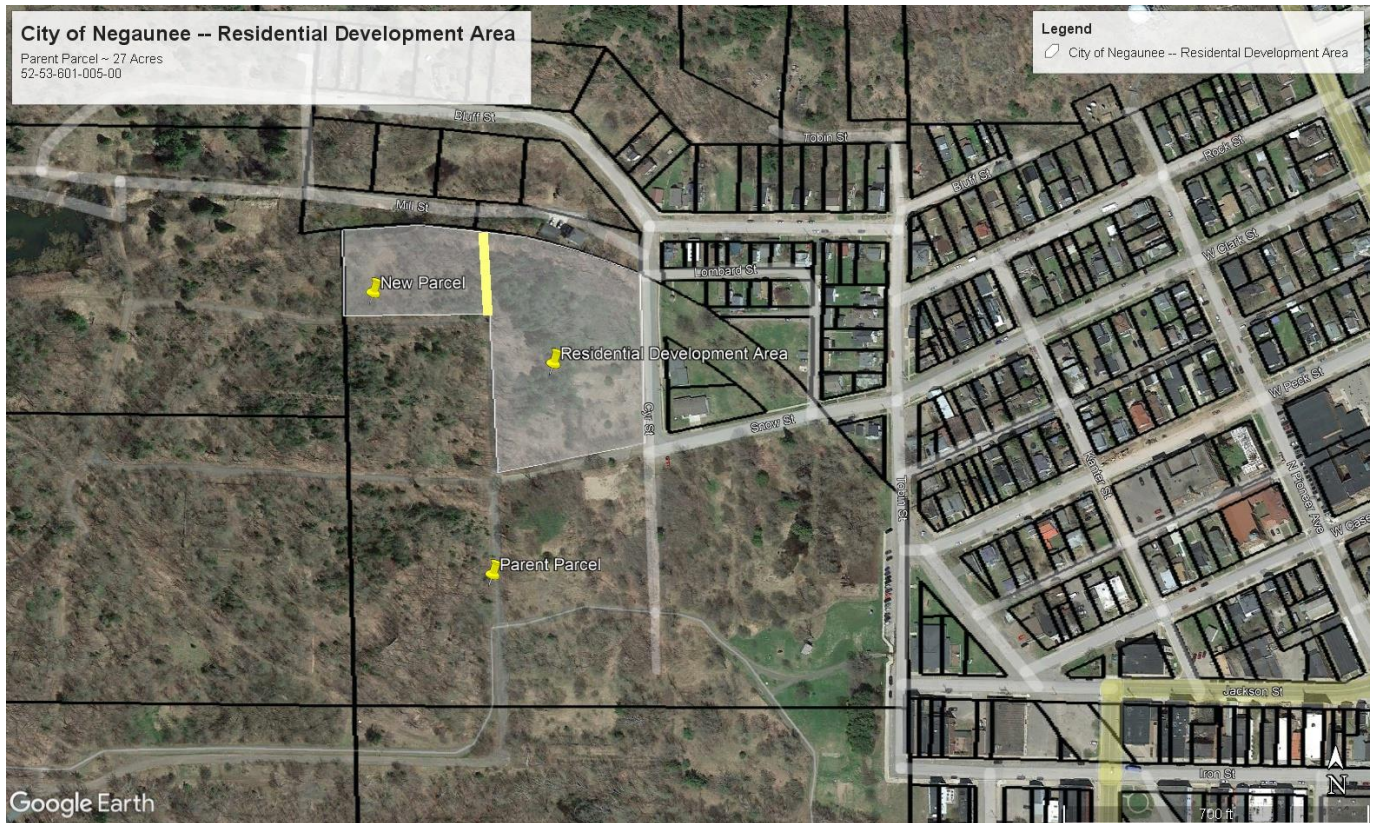
**Notice of Request for Qualifications**

The City of Negaunee, Michigan is accepting proposal from qualified firms to perform surveying and environmental services for the community. Proposals along with any additional information the firms wish to submit will be accepted until 3 p.m., January 27, 2023.

**Description of the Project**

**Surveying and Lot Splitting of a 27 Acres parcel into 3 separate parcels. (Map below)**

**Perform a Phase 1 ESA on the shaded parcel once split**



**CITY OF NEGAUNEE, MICHIGAN**

**REQUIREMENTS FOR PROPOSALS**

**PROJECT: Professional Surveying and Environmental Services**

Deadline will be January 27th @ 3pm; the following information shall be included in the submittal package.

**1. SUBMITTAL REQUIREMENTS**

1. A general statement of understanding of the work to be performed for services.
2. Descriptions of similar projects performed for other clients within the last five years and utilizing the same designer, design team, and / or project leader, together with the name and contact information of at least one representative at each of the clients who was the point of contact for the project or was otherwise intimately involved in the project coordination.
3. Qualifications and experience of staff to be assigned to the project.
4. Job classifications and hourly rates to be billed for staff assigned to the project. All proposals must be submitted in triplicate in a sealed envelope clearly labelled "Residential Development Proposal". No fax or electronic proposals will be accepted.
5. All proposals must be valid for 60 days after submittal

**2. DELIVERY REQUIREMENTS**

Mail proposal OR deliver to:

City of Negaunee  
Attn: Planning and Zoning Administrator  
319 West Case Street  
PO Box 70  
Negaunee, MI. 49866

**3. INSURANCE REQUIREMENTS**

Insurance Requirements: Any contract entered into as a result of this RFP will require the minimum insurance coverages listed below:

Worker's Compensation and Employer's Liability: per State of Michigan statutory requirements.

Commercial General Liability (CGL) Insurance: Bodily Injury and Property Damage Combined: \$1,000,000 per occurrence and in aggregate.

Comprehensive Automobile Insurance: Bodily Injury and Property Damage Combined: \$1,000,000 per accident. Includes all owned, non-owned, and hired vehicles used in connection with the services under the Agreement.

Professional Liability Insurance: \$1,000,000 per claim and in aggregate.

The successful proposer must provide a Certificate of Insurance within fifteen (15) calendar days after notification of award. Certification must include: name and address of insurance company (must be authorized to conduct business in the State of Michigan or be named on the List of Authorized Insurance Agencies maintained by the Michigan Department of Insurance), policy number, and liability coverage and amounts.

#### **4. PROPOSAL EVALUATION CRITERIA**

Proposals shall be reviewed and evaluated by the Planning and Zoning Administrator, DPW Director, City Manager or a designated alternate.

The following criteria will be utilized in evaluating proposals:

1. Qualifications and experience of project team
2. Experience with project of similar scope
3. Statement of understanding of the General Services
4. Location of firm
5. Cost

#### **5. QUESTIONS AND FINAL PROPOSAL SUBMISSION**

All questions concerning this RFP should be directed to:

City of Negaunee  
Attn: Planning and Zoning Administrator  
PO Box 70  
Negaunee, MI. 49866  
906-475-7700 x 12