

Request for Qualifications (RFQ)
for
City of Negaunee
Campground and Trailhead Development Project

Posting Date:

November 30, 2021

Response Deadline: December 17, 2021
3:00 p.m. Local Time

MAIL OR HAND DELIVER TO:

CITY OF NEGAUNEE
319 West Case Street
P.O. Box 70
Negaunee, MI 49866

I. GENERAL INFORMATION

A. Introduction

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a qualifications-based proposal for engineering services required to construct a campground and trailhead in the City of Negaunee (City). The City intends to proceed with the developments contingent on the successful submission and award of a FY 2021 American Rescue Plan Act Travel, Tourism and Outdoor Recreation Grant from the Economic Development Administration (EDA).

B. Scope

Full professional engineering services for development of a modern campground with approximately 40 full hookup campsites, 20 rustic campsites, shower building, dump station and all other required amenities. The proposed campground is located north of CR 480 near the old Negaunee Mine location. Also included is an ORV and Snowmobile Trailhead development adjacent to the City's Ice Arena.

Requested services include:

- Preliminary Engineering Report
- Environmental Assessment
- Preliminary Design
- Final Design
- Specifications and Estimate
- Construction Engineering Services

C. Procuring and Contracting Agency

This RFQ is issued by the City of Negaunee, the sole point of contact during the selection process. The person responsible for managing the procurement process is Mr. David Nelson, Planning and Zoning Administrator.

D. Site Visit of Project Location

Prospective proposers are responsible for inspecting the project site on their own. **The City will not meet with proposers on-site or in person, questions can be answered by email (dnelson@cityofnegaunee.com)**. It is the proposer's responsibility to inspect the project completely prior to submitting a proposal to determine all requirements associated with the contract.

II. PREPARING AND SUBMITTING A PROPOSAL

A. General Instructions

The evaluation and selection of a consultant will follow a qualifications-based selection process and will be based on the information submitted in the proposal. Proposals shall be organized in a simple, understandable format and modest in nature. The overall organization of the proposal will be taken into account.

B. Incurring Costs

The City is not liable for any cost incurred by proposers in responding to the RFQ.

C. Submitting the Proposal

Proposers must submit **four (4)** original copies of all materials required, for acceptance of their proposal on or before **December 17, 2021 at 3:00 p.m. (local time)** to the address stated above.

III. PROPOSAL SELECTION AND AWARD PROCESS

A. Proposal Scoring

Accepted proposals will be reviewed by the evaluation committee and scored against the stated criteria. The committee will review references. The evaluation committee's scoring will be tabulated and proposals ranked based on the numerical scores received.

B. Evaluation Criteria

The criteria to be used for evaluating the Request for Qualifications are stated below.

<u>Criteria</u>	<u>Points</u>
Project Understanding Statement	100 pts
Firm's Similar Experience	200 pts
Project Team Qualifications	100 pts
References	100 pts
Total	500 pts

C. Right to Reject Proposals

The City reserves the right to reject any and all proposals.

IV. GENERAL PROPOSAL REQUIREMENTS

A. Project Understanding Statement

Describe the firm's understanding of the proposed developments.

B. Firm's Similar Experience

Provide a list of recently completed projects that include elements and/or features similar to those proposed for these projects.

C. Project Team Qualifications

Provide resumes describing the education and work experience for each of the **key staff** that will be assigned to the project. The staff listed will be expected to perform the work on the project for the duration of the project.

D. Proposer References

Proposers must include a list of organizations, including contact name, address and telephone number, which can be used as references for work performed in the area of service required. Selected organizations may be contacted to determine the quality of work performed and personnel assigned to the project.

E. 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.