

# **REQUEST FOR QUALIFICATIONS**

## **GENERAL ENGINEERING SERVICES CITY OF OWOSSO, MICHIGAN**



**CITY OF OWOSSO**

**301 W. MAIN STREET  
OWOSSO, MI 48867**

**October 1, 2025**

**INSTRUCTIONS TO BIDDERS  
ADVERTISEMENT  
AFFIDAVIT  
LEGAL STATUS OF BIDDER  
DESCRIPTION AND DETAILS  
EXHIBIT A: RFQ RATING SHEET  
EXHIBIT B: GENERAL CONDITIONS**

## INSTRUCTIONS TO BIDDERS

1. Each proposal must be signed by the bidder with his usual signature. Bids by partnerships should be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and title of the person signing. Proposals by corporations must be signed with the name of the corporation, followed by the signature and designation of the president, vice-president or person authorized to bind it in the matter. ***Any paperwork not filled out properly or signed will cause the bid to be considered non-responsive and shall be rejected by the city.***
2. Proposals, to receive consideration, must be received prior to the specified time of opening and reading as designated in the invitation.
3. Bidders are required to submit their qualifications proposals into sealed envelopes when submitted and clearly marked on the outside indicating the subject of the bid.
4. Proposals having any erasures or corrections thereon may be rejected unless explained or noted over the signature of the bidder.
5. References in the specifications or description of materials, supplies, equipment, or services to a particular trade name, manufacturer's catalog, or model number are made for descriptive purposes to guide the bidder in interpreting the type of materials or supplies, equipment, or nature of the work desired. They should not be construed as excluding proposals on equivalent types of materials, supplies, and equipment or for performing the work in a manner other than specified. However, the bidders' attention is called to General Condition (6).
6. Proposals should be mailed or delivered to the Bid Coordinator's Office, Owosso City Hall, 301 W. Main Street, Owosso, MI 48867.
7. Special Conditions included in this inquiry shall take precedence over any conditions listed under *General Conditions* or *Instructions to Bidders*.
8. The City of Owosso has a local preference policy for the purchase of goods and services. The policy in part states: *A business located within the city limits and paying real or personal property taxes to the City of Owosso will be granted a 6% bid advantage or \$2,500, whichever is less, over a business located outside the city limits but within Shiawassee County and paying property taxes to the County will be granted a 3% bid advantage or \$2,500, whichever is less, over a business located outside Shiawassee County. The preference also applies to subcontractors performing 25% or more of the work of a general contract.*
9. Submitter shall submit five (5) copies of signed proposals in its sealed packet.

**ADVERTISEMENT  
GENERAL ENGINEERING SERVICES**

**CITY OF OWOSSO, MICHIGAN**

Sealed proposals addressed to the Bid Coordinator's Office, Owosso City Hall, 301 West Main Street, Owosso, Michigan 48867, will be received until 3:00 p.m. on Tuesday, November 4, 2025. All copies of bid should be in a sealed packet marked **"General Engineering Services"**.

Proposals shall include description of furnishing full engineering and construction administration services for various municipal engineering services including land surveying, structural engineering, electrical engineering, transportation engineering, bridge engineering and inspection, municipal planning and development, water transmission and distribution systems, storm water collection systems, and wastewater collection systems.

The proposal, contract forms, and specifications are on file and may be obtained at the Owosso City Hall, 301 W. Main St., Owosso, Michigan 48867, or on our website at [www.ci.owosso.mi.us](http://www.ci.owosso.mi.us). Please direct any questions to Clayton Wehner, PE at (989) 725-0551.

The City reserves the right to accept any proposal; or to reject any proposal; to waive irregularities in a proposal; or to negotiate if it appears to be in the best interest of the City of Owosso.

The City of Owosso has a local preference policy for the purchase of goods and services. The policy in part state: A business located within the city limits and paying real or personal property taxes to the City of Owosso will be granted a 6% bid advantage of \$2,500, whichever is less, over a business located outside Shiawassee County. A business located outside the city limits but within Shiawassee County and paying property taxes to the County will be granted a 3% bid advantage or \$2,500, whichever is less, over a business located outside Shiawassee County. The preference also applies to subcontractors performing 25% or more of the work of a general contract.

The following affidavit should be completed for a bidder located within Shiawassee County or intends to sub-contract more than twenty-five percent (25%) to a Shiawassee County based business.

## AFFIDAVIT

In accordance with Section 2-348 of the Owosso City Code, the bid from a business located in Shiawassee County shall be adjusted to reflect a preference. In order for the City to calculate the adjustment, the bidder hereby deposes and states that their business address is registered, and they are currently paying real and/or personal property taxes in Shiawassee County at the following address:

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Registered Business Address

The affiant further deposes and states that a sub-contract with a business registered, and paying real and/or personal property taxes in Shiawassee County will be executed for a percentage equal to or greater than twenty-five percent (25%) as stated below:

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Business Name and Address of Sub-Contractor

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Percent of Contract

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Authorized Signature

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Date

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Name of Company

## LEGAL STATUS OF THE BIDDER

On behalf of \_\_\_\_\_, I hereby submit this proposal for **GENERAL ENGINEERING SERVICES** for your consideration. The undersigned acknowledges that this proposal is subject to the General Conditions and the General Specifications included in the contract documents. The undersigned certifies that he is an official legally authorized to bind his firm and to enter into a contract should the city accept this proposal. In submitting this proposal, it is understood that the right is reserved by the CITY to reject any and all proposals and waive any irregularities in the bidding process. The CITY may award this contract based on any combination of the total bid and/or alternates.

**Bid proposal by (Name of Firm):** \_\_\_\_\_

**Please check the appropriate box and USE CORRECT LEGAL NAME.**

☐ Corporation

State of Incorporation: \_\_\_\_\_

☐ Partnership

List of names: \_\_\_\_\_

☐ DBA

State full name: \_\_\_\_\_

☐ Other

Explain: \_\_\_\_\_

**Contract Signer Print Name, Title,** \_\_\_\_\_

**And Email:** \_\_\_\_\_

**Signature of Bidder:** \_\_\_\_\_

**Print Name and Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Signed this** \_\_\_\_\_

**Day of** \_\_\_\_\_

**2025**

**Bidder acknowledges receipt of the following Addenda:** \_\_\_\_\_

**ADDENDUM NO: BIDDER'S INITIALS:** \_\_\_\_\_

**PROJECT DESCRIPTION AND DETAILS  
GENERAL ENGINEERING SERVICES  
CITY OF OWOSSO, MICHIGAN**

**A. INTRODUCTION**

The city of Owosso provides its citizens with a wide range of planning and engineering services that include water, sewer, street maintenance, transportation, bridge, geographical information system (GIS), parks, and any other services related to municipal government work. At times, the city engineering department staff work load requires the need to add skilled services of a qualified firm (consultant) to perform general engineering duties for the division. The objective of this Request for Qualifications is to procure services of up to four (4) chosen firms that will submit future cost proposals for consideration and award by City Council.

1. The scope of services under this request for qualifications involves a wide range of projects as they may apply to municipal government. The amount of work will depend primarily upon budget constraints and need. The City will make reasonable effort to inform chosen firms of potential projects both on a long-term and short-term development basis.
2. Chosen firms will be invited to submit proposals for projects to the Director of Engineering on an as-needed basis. The city will score the proposals and the Director of Engineering will submit the proposals and recommendations to City Council for award.
3. The Director will inform chosen firms as to the form of the cost portion of the proposal. Cost proposals may be in any of the following forms:
  - Cost Not To Exceed
  - Lump Sum
  - Lump Sum Plus Hourly Fee Schedule
  - Hourly With Fee Schedule
4. The term of this agreement will be annual based upon the City's fiscal year which begins every July 1 and ends every June 30. The start date of this agreement will be July 1, 2026. The City of Owosso intends to renew these services each year with the chosen firms through June 30, 2029; but holds sole option to not renew said services with any firm at end of any fiscal year.
5. Current list of potential projects that are under consideration for procuring future services are itemized below.
  - Water Main Replacements as part of current Project Plan through the EGLE Drinking Water State Revolving Fund
  - Water Service Line Replacements
  - Annual Street Improvement Projects
  - Furnish land survey and CAD services for developing preliminary drawings for street and infrastructure projects
  - Furnish design and construction administration services for future federal aid projects requiring MDOT oversight
  - Assist city staff in advancing the city's GIS
  - Assist city staff on the design of water main and sanitary sewer projects
  - Design and construction oversight of decorative streetlights and electric circuits downtown
  - Perform periodic bridge inspections per MDOT standards and criteria
  - Perform material testing and analysis for public improvement projects
  - Perform hydraulic analysis and advisement of storm water systems

## **B. GENERAL SCOPE OF PROSPECTIVE SERVICES**

The following information is provided as a general outline of expected services from chosen Firm's as result of this RFQ:

### **1. DESIGN ENGINEERING:**

- a. Consultant's duties, as a minimum, shall include; pre-design meetings; engineering survey; preparation and submittal of construction plans and specifications; estimate of probable construction cost; utility coordination; organize and attend pre-construction meeting.

### **2. CONSTRUCTION ADMINISTRATION:**

- a. Consultant's duties, as a minimum, shall include: furnish sufficient and qualified personnel to provide necessary quality control services; general information and coordination between the City, contractor and other agencies; engineering survey and layout as may be applicable; materials testing and shop drawings; field notes, tests and calibration inspection as may be applicable; cost estimates and change orders/contract modifications; periodic reports; final inspection; final quantities and as-built drawings , etc.; and any other necessary services to complete work; all together in accordance with industry practices and procedures for construction.

### **3. TIME AND COMPLETION**

- a. Consultant to begin work within reasonable time after receiving Notice to Proceed. Timelines for design must satisfy City procedures for project acceptance and funding.
- b. Timelines for construction must satisfy City needs and procedures for successful completion during the construction season.
- c. After successful completion, Consultant to submit final documents and as-builts to the City within sixty (60) calendar days.

### **4. MISCELLANEOUS PROVISIONS**

- a. Completed (As-Built) original documents, such as final contract plans, maps and specifications prepared or obtained by the Consultant as provided under the terms of the Contract will be submitted in final form. The final form of the originals will be submitted in both paper copy and electronic format, delivered to and become the property of the City. Electronic form of As-Built documents shall be adaptable to Auto-Cad 2025 version. The consultant must also possess the ability to furnish documents meeting MDOT's and EGLE's format requirements where necessary.
- b. The use of GPS equipment during field inspection is required to implement new installations into the city's GIS system.
- c. Changes in work may be performed under signed acceptance (Change Order) of both the City and the Consultant. Each Change Order will describe the revision or addition of work in detail. The associated cost of the revision will be defined in a fixed dollar amount, and an adjustment to the payment schedule (if applicable) contained in any Contract will be provided. Any change in the contract time will also be defined in each Change Order.
- d. The Consultant will save harmless the City and other governmental agencies from all claims and liability due to negligence of the Consultant or its subcontractors.
- e. All Consultant work shall be done in conformance with City of Owosso General Conditions, see 'Exhibit B' for its details.

5. PAYMENT

- a. The City will pay the Consultant as full compensation for services rendered as set forth under any contract in the form as agreed upon under the Contract. Periodic progress payments shall be made on a monthly schedule, based upon work completed.

C. SELECTION PROCESS AND PROCEDURE

All RFQ's properly received will be evaluated by the Selection Committee using the criteria explained in 'Section D' of this RFQ. The selection process will be conducted as follows:

1. The RFQ's will be ranked and a short-list consisting of up to six (6) highest ranked firms may be invited to an interview with the Selection Committee. The selected firms will be informed prior to the interview of the interview guidelines, interview score sheet, and evaluation form that will be used to compile scores.
2. After interviews, the Selection Committee will rank the firms and make recommendations to City Council that proposal's from the (up to) four (4) highest-ranked firms be accepted, that it waive competitive bidding, and entertain proposals from the recommended firms for future projects. The final number of chosen firms will be determined by the city after interviews.
3. The City reserves the right to revise its list of selected firms should it be in its best interest to do so. In that event, the City will return to the short-list of firms and begin negotiations with the next highest ranked firm.

D. SELECTION CRITERIA FOR ESTABLISHING SHORT-LIST

All valid RFQ's will be evaluated by using the following criteria that will be weighed and scored as indicated in 'Exhibit A' of this RFQ.

1. Experience: Submitter to provide a list (no more than ten) of municipal projects with client references for evaluating submitter's reputation, professional integrity and competence. Project scope and cost to be included in submittal. Scope of work should include design, construction administration and quality control experience. Submitter to also provide its familiarity with MDOT and EGLE practices and procedures, listing any pre-qualifications it has with the state departments.
2. Budget Control: Submitter to provide an explanation of its understanding and ability to maintain budget of public projects. Submitter to provide a list (no more than five) of municipal projects with client references for evaluating submitter's ability to maintain budget controls, especially on difficult projects.
3. Personnel/Staffing/Quality Control: Submitter to provide staffing chart and complete set of resumes of each significant person. Identify key personnel, or sub-contractor, who would be assigned to a project; listing their abilities, education, qualifications, licenses or certifications, experience on similar projects and anticipated involvement on future projects. Staffing should include ability to perform design, construction administration and quality control of various municipal projects.
4. Ability to Meet Time Schedule: Submitter to exhibit its ability to provide prompt service to any given task. Geographic location of Firm's facilities to the City will be considered. Submitter's ability to manage multiple projects of varying disciplines will be evaluated. Submitter to provide a list (no more than five) of municipal projects with client references for evaluating submitter's ability to meet deadlines, especially on difficult projects.



#### E. ISSUING OFFICE

1. This RFQ is issued by the City's Engineering Department. All correspondence, questions, and additional information regarding this RFQ shall be addressed in written form and submitted no later than seven (7) days prior to proposal due date to:

Clayton Wehner, PE, Director of Engineering  
City of Owosso  
City Hall, 301 W. Main Street  
Owosso, MI 48867  
(989) 725-0551 (office)  
Clayton.wehner@ci.owosso.mi.us

2. All responses to written questions will be made in the form of written Addendum and posted on the City's website no later than the Friday before the proposal due date.

**EXHIBIT A**  
**RFQ RATING SHEET**

**RFQ Selection Criteria**

The following table will be used by the City's Selection Committee. The Firm (Consultant) is advised that qualification proposals will be weighed as illustrated herein. Therefore, the Consultant is advised to submit proposals that fully address selected criteria so as to gain a maximum score of 500 points from each committee member. The combined scores of the committee members will be used by the City, at its sole discretion, to establish the short-list of the top six firms that may be invited for an interview. The following evaluation sheet will be used to determine which consultant's proposal is 'In the Best Interest of the City':

Firm: \_\_\_\_\_

<u>Selection Criteria</u>	<u>Rating (1-5)</u>	x	<u>Weight</u>	=	<u>Score</u>
1. Firm's Experience:	_____	x	30		
a. Reputation, Integrity, Competence.					
b. Design Services Experience.					
c. Construction Administration Experience.					
d. Quality Control Experience.					
e. MDEQ Grant/SRF/DWRF Experience					
2. Budget Control:	_____	x	30		
a. Understanding of Cost Control					
b. Assurance That Submitted Pricing Will Fulfill Services and Will Maintain Budget					
3. Evaluation of Firm's Key Personnel:	_____	x	20		
a) Experience of Key Members.					
b) Familiarity with Similar Projects.					
c) Identify any Sub-Contractors					
4. Ability to Meet Time Schedule:	_____	x	20		
a) Ability to Provide Prompt Service					
b) Ability to Manage Multiple Projects					
c) Ability to Provide Wide Array of Services					
d) Ability to Meet Deadlines					
Total Score					_____

## EXHIBIT B

### GENERAL CONDITIONS

1. The City of Owosso has a local preference policy for the purchase of goods and services. The policy in part states: *A business located within the city limits and paying real or personal property taxes to the City of Owosso will be granted a 6% bid advantage of \$2,500, whichever is less, over a business located outside Shiawassee County. A business located outside the city limits but within Shiawassee County and paying property taxes to the County will be granted a 3% bid advantage or \$2,500, whichever is less, over a business located outside Shiawassee County. The preference also applies to subcontractors performing 25% or more of the work of a general contract.*
2. The City reserves the right to reject any or all proposals. Unless otherwise specified, the City reserves the right to accept any item in the proposal. In case of error in extending the total amount of the bid, the unit prices shall govern.
3. Unless otherwise stated by the bidder, time, in connection with discount offered, will be computed from date of delivery and acceptance at destination or from date correct bill or claim voucher properly certified by the contractor is received. When so stated herein, partial payments, based on a certified approved estimate by the City of materials, supplies or equipment delivered or work performed, may be made upon presentation of a properly executed claim voucher. The final payment will be made by the City when materials, supplies, equipment or the work performed have been fully delivered or completed to the full satisfaction of the City.
4. In case of default by the bidder or contractor, the City of Owosso may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.
5. Prices should be stated in units of quantity specified.
6. Unless otherwise stated by the bidder, prices quoted will be considered as being based on delivery to designated destination and to include all charges for packing, crating, containers, shipping, etc., and being in strict accordance with specifications and standards as shown.
7. Wherever a reference is made in the specifications of description of the materials, supplies, equipment, or services required, to a particular trade name, manufacturer's catalog, or model number, the bidder if awarded a contract or order, will be required to furnish the particular item referred to in strict accordance with the specifications or description unless a departure or substitution is clearly noted and described in the proposal.
8. The bidder, if awarded an order or contract, agrees to protect, defend, and save the City harmless against any demand for payment for the use of any patented material, process, article, or device that may enter into the manufacture, construction, or form a part of the work covered by either order or contract, and he further agrees to indemnify and save the City harmless from suits or action of every nature and description brought against it, for or on account of any injuries or damages received or sustained by any party or parties, by or from any of the acts of the contractor, his servants, or agents.
9. The laws of the State of Michigan, the Charter of the City of Owosso, and all City ordinances insofar as they apply to the laws of competitive bidding, contracts and purchases, are made a part thereof.
10. Samples, when requested, must be furnished free of expense to the City and if not destroyed, will upon request be returned at the bidder's expense.