

December 9, 2013

## **RFQ GENERAL ENGINEERING SERVICES COMPENDIUM OF FREQUENTLY ASKED QUESTIONS**

The following information is provided for interested firms. Reason is to better define the scope of services sought by the City of Owosso and assist interested firms in building a better proposal:

### Question and Answers

1. What is the scale of the projects the City expects to use under this RFQ? **The City intends to use this process to service its needs for small to medium level projects for a community of its size. Decisions on large scale projects will be made on a case basis.**
2. Is there any priority in services being sought by the City? **Yes, current priority in ranked order:**
  - **Surveying and Auto-Cad development of preliminary plans for design purposes.**
  - **Hydraulic analysis and advisement of storm water issues plus representing the City in discussions with other agencies, especially with the County Drain Commissioner.**
  - **'Turn-key' engineering services for Federal-Aid Urban projects. Mr. Chesney will act as the local agency engineer and project manager on the City's end.**
  - **Structural engineering services for wide variety of municipal projects and needs.**
  - **Electrical engineering services for various municipal projects.**
  - **GIS support services on an as-needed basis.**
  - **Design level engineering services for watermain improvements.**
  - **Other various engineering services on an as-needed basis.**
3. Will the City utilize this RFQ for any pending or future engineering services related to its water distribution and sanitary sewer improvements at its plants or pipelines? **No, not at this time. Those large scale projects will be administered separately.**
4. How will these services coordinate with current engineering staff? **Current city staff is limited to a part-time engineer and full-time engineering technician. These services are sought as an extension of the engineering staff to supplement needs of the city during heavy work periods or when a specialty service is required.**
5. How should an interested firm that may not provide the wide variety of listed services within the RFQ respond? **The City expects that some firms may not have the capacity to provide all listed services, but should explain how it may address any deficiencies. The City will evaluate the proposal as to its merit in meeting the primary objectives of the RFQ.**
6. What are the primary objectives of the RFQ? **The City desires to secure services of up to three firms that can best meet the interests of the City. The City seeks the services of a firm that can best meet the current and future needs at reasonable cost.**
7. Are there any guidelines or thoughts towards the interview process? **The guidelines and procedures for the interview level selection process will be developed after reading RFQ submittals of interested firms. City administration is weighing an idea of conducting the interviews at the firm's office. That decision will be made at a later date.**
8. Who will sit on the City's Selection Committee? **The Selection Committee will most likely be the same people, with one exception, that did the selection for Gould Street Bridge; Donald Crawford, City Manager; Mark Sedlak, Director of Public Service; with exception for Adam Zettel, Assistant City Manager, who will not sit on this committee.**