



Chippewa Luce Mackinac Conservation District

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www.clmcd.org • 906-635-1278



Request for Qualifications (RFQ)

Chippewa Luce Mackinac Conservation District (CLMCD)

Brimley Area Schools Rain Garden Project

Requests Open: **December 18th, 2024 – January 17th, 2025 at 2:00 PM**

Opening: **January 17th, 2025 at 2:01 PM**

Brimley Area Schools Rain Garden Project

CLMCD invites qualified consulting engineering firms to submit a statement of qualifications for engineering services to manage and complete aspects of the U.S. Forest Service Grant (USFS) as described herein:

I. SUMMARY

Professional consultants with proven experience and expertise in green infrastructure and stormwater management, specifically with stormwater capturing and filtration using green infrastructure or nature-based solutions, are invited to submit a qualifications package in response to the Request for Qualifications from CLMCD. The Consultant should also have experience with federal grants, collecting technical data such as surveying, soil borings and engineering design.

The Request for Qualifications (RFQ) does not constitute a contract for services performed or to be performed. Following the selection of the successful consultant, CLMCD and the Consultant will negotiate a contract including a full scope of services. If there are any questions, contact Mr. Michael McCarthy, CLMCD Executive Director at 906-635-1278 or clmcd@macd.org.

II. PROJECT BACKGROUND

CLMCD was recently awarded a federal grant from the USFS for the establishment of a rain garden at Brimley Area Schools. A problematic ditch at Brimley Area Schools will be transformed into a 7,000 sq ft rain garden that will infiltrate stormwater runoff from the roof of the school as well as the parking lots. All work will take place at Brimley Area Schools.

III. ANTICIPATED SCOPE

The anticipated scope for the selected consulting engineering firm is to survey, design, value engineer, communication, and post construction inspection. Surveys can be conducted using any professionally accepted way the engineering consultant prefers, but CLMCD does not wish to have surveys conducted by drone. Due to USFS grant requirements, heavy land grading, installation of significant structures or large manipulation of the area topography will not be allowed. CLMCD requires the design to use green infrastructure or nature-based solutions. The engineering consultant will not be responsible for obtaining permits or communicating with the school, but designs are expected to meet permit requirements if applicable. CLMCD will procure contractors as needed to complete the work according to the design. CLMCD anticipates that the consulting engineer will need to make a minimum of 4 site visits and provide phone, email, or video conferencing communication during various stages of the project, but no more than 10 hours of communication will be required. Post installation inspection will be required by the engineering consultants. The inspection will cite any issues in the construction that isn't built to design and provide any other comments to make the project successful long term. CLMCD expects the engineering firm to use value engineering design while planning the project to achieve the best product for the price. Post installation tree and plant plantings will be completed by CLMCD.

III. SCHEDULE FOR COMPLETION

The CLMCD has signed the agreement from the USFS to begin the project. The signed project schedule will be as follows:

December 2024 – February 2025	Post and award bid; Consult selected; Start design
February – May 2025	Survey and complete design
June– August 2025	Post installation bid and start construction; Post installation inspection
August – September 2025	Planting events
October – December 2025	Finalize work at Brimley Schools

Any bidder will be given the option to participate in an inspection of the project area with CLMCD project staff within the 10 days that this Request for Qualifications is posted, before the contract is awarded. Bidders can request an inspection by contacting Madeline Shepard at 906-748-0837 or madeline.shepard@macd.org.

Changes to timelines or scopes may happen from time to time due to unforeseen circumstances. These changes will be communicated with the chosen engineering consultant and terms may be re-negotiated if required between parties. CLMCD requires that the project be completed in accordance with the USFS and Federal Grant Requirements. The requirements will be shared with the selected consulting engineering firm. Changes to scope or timeline does not require CLMCD to repost the RFQ.

IV. SUBMITTAL REQUIREMENTS

Please submit one electronic copy of the Qualification Package in .PDF format no later than 2:00 PM eastern daylight time on **January 17, 2025** to: Mr. Mike McCarthy at clmcd@macd.org

In the interest of fairness to all consultants and to facilitate timely review of all the Qualification Packages, Qualifications received after the scheduled receipt time stated above will be rejected and not reviewed. All Qualifications received on time become the property of the CLMCD and will not be returned.

In compliance with CLMCD policy, bids will be opened on January 17th, 2025 at 2:01 PM. Bids will be opened by a CLMCD Staff member, analyzed and brought to the CLMCD Board for approval. The public including bidders may be present at the time of opening.

V. SUBMITTAL OUTLINE

To facilitate review of the Qualifications, the Consultants are requested to organize the Qualifications Package as follows:

Cover Letter (Maximum 1 page)

A letter on company letterhead indicating that the Qualification represents an offer by the consultant to provide services for the project to the anticipated schedule. A Principal of the firm authorized to commit

the firm must sign the letter. Contact information to facilitate the public viewing of bid opening should be provided.

Consulting Firm Profile/Background (Maximum 2 pages)

Address the following topics:

- Strengths and special expertise of the firm.
- Previous work with green infrastructure, storm water management, and use of low impact development.
- A minimum of three communities for whom the firm has completed similar watershed conservation projects. Provide name, phone number and e-mail contact information for each community.

Technical Proposal and Qualifications (Maximum 6 pages)

- Identify and describe the approach/methodology proposed to be used for:
- Collecting topographic survey data, soil borings, and other technical field data.
- Design of stormwater runoff filtration garden using green infrastructure or nature-based solutions
- Value engineering or cost-savings measures to extend granted project funds
- Participation in plan reviews and project work sessions
- How will the firm use federal guidelines to complete the project?

Project Team (Maximum 2 Pages)

Include list of dedicated staff assigned to this project, including the engineering consulting firms project manager and experience with CLMCD.

Fee Schedule (Maximum 2 Pages)

Include project fee schedule

Selection Process/Scoring

Selection will be based off how well the consultant engineering firm responds to the RFQ and how much experience they have with working with these types of projects. CLMCD reserves the right to also base selection off previous experience with the firm, work conducted locally in the past, and previous communication/working relationship with the firm.

This request for qualifications does not commit the CLMCD to enter into agreement, to pay any costs incurred in the preparation of a proposal in response to this request or in subsequent negotiations, or to procure a contract for the project. CLMCD will require the selected proposer, if any, to participate in negotiations and to absorb such cost, technical and/or other revisions to the proposals as may result from negotiations. CLMCD reserves the right to perform all or some of the scope items listed herein with its own work force if needed.