

**CITY OF BELDING, MICHIGAN
REQUEST FOR LETTERS OF QUALIFICATION
GENERAL CITY ENGINEERING SERVICES**

Notice of Solicitation of Qualifications

The City of Belding, Michigan is accepting statements of qualifications from qualified firms to perform general engineering services for the community. Statements of qualifications along with any additional information the firms wish to submit will be accepted until 4 p.m., January 12, 2000.

Description of the Community

The Council/Manager form of government was adopted in 1964 with five Council members, including the Mayor, who are elected at large. Two Council members are elected in each even-numbered year for two-year terms, and three Council members are elected each odd-numbered year for two-year terms. The Mayor is selected by the Council members for a single-year term. The City Manager is hired by the City Council to oversee the day-to-day operations of the City and its 48 full time employees, including police, fire, ambulance, public works, finance, Dial-A-Ride and administrative departments. The City Manager appoints all the department heads that serve at will. A city Attorney is appointed separately by the City Council. Pursuant to the Michigan Constitution, Belding is a Home Rule City.

Municipal services of note, as it relates to the scope of the contract, are maintained by the Department of Public Works. The Department of Public Works includes seven (7) divisions, employing 10 full-time and 3 part-time (plus regular assistance from prison labor), with much cross-over assignment between divisions:

1. The Water division manages 3 wells with chemical addition and chlorination with a daily demand of 1.8 mgd and peak demand of 3.8. There are 1 million gallons of water in elevated storage.
2. The Sewer division maintains the collection system, 7 lift stations and a 2 mgd treatment plant that uses 5 lagoons for settling and digestion.
3. Major streets totaling 12 miles.
4. Local streets totaling 25 miles.
5. Parks maintenance is undertaking improvements according to a new Parks Master Plan.
6. Two historic cemeteries are maintained by members of the Department of Public Works.
7. The motor pool includes one mechanic that maintains equipment for the Department of Public Works and the automotive components of police, fire, ambulance and DART vehicles.

Attached to this letter are:

1. A list of materials and information that should be included with your letters of Qualification.
2. A general description of the preliminary scope of work.
3. A schedule of dates and requirements for the selection schedule.

Please respond, with a written proposal, to the City Manager's office, City of Belding, 120 S. Pleasant St., Belding, MI 48809. For firms that are selected for an interview, a briefing will be arranged.

Thank you, in advance, for your time and consideration. If you have any questions, or need further information, please call Brian Murphy at (616) 794-4800.

CITY OF BELDING

Brian P. Murphy
City Manager

**CITY OF BELDING, MICHIGAN
REQUIREMENTS FOR LETTERS OF QUALIFICATION
GENERAL CITY ENGINEERING SERVICES**

PROJECT: Professional Engineering Services
General City Engineering Services

Letter of Qualification for this project should include the following information.

1. Name, address and brief history of firm.
2. Resumes for key personnel to be assigned to this contract.
3. Related experience for each project component during the last three years.
 - Include projects where professional engineering services were similar in scope to this one.
 - Include examples of project budgeting, cost estimating and results. This shall also include final project costs and also engineering costs.
 - Also include the name of each project and a contact person.
 - Include a short statement of your anticipated management approach for this contract.
4. Understanding/Interpretation of Scope/Contract Requirements.
5. Additional/Relevant Information: You are invited to include a maximum of two pages of information not included above if you feel it may be useful and applicable to this project.

**CITY OF BELDING, MICHIGAN
PRELIMINARY SCOPE OF WORK
GENERAL CITY ENGINEERING SERVICES**

The contract for this project will be approved by the City Council of the City of Belding.

The following studies, master plans and other documents that are relevant for this project will be available to the short listed firms:

- Planning/zoning map
- Utility maps
- Master Plan
- Park and Recreation Plan
- C.I.P.
- Street Inventory (1994)
- W.W.T.P. (1995)
- Water System Master Plan (1995)

This contract is to include all general city engineering on an as need basis and as requested in writing the Belding City Council or the City Manager as its representative. The scope of services provided can be categorized as follows:

- The Preliminary or “Design Report” Phase – Preliminary studies, layout, cost estimates and design reports, grant application/acquisition.
- The Design Phase – Preparation of drawings, specifications and contract documents, bid analysis.
- The Construction Phase – Owner’s representative during construction.
- Construction Inspection – Technical observation, management and direction of construction.
- Other Professional Engineering Services – Preparation of special reports, studies or master plans and/or the review of private development site plans; easement and rights-of-way acquisition; and other miscellaneous services.

It is anticipated that a contract for General City Engineering Services will be approved by the City Council on March 7, 2000. It is expected that the term of this contract will be for three years from the date of award and may be extended by one-year increments upon the approval of the City Council.

**CITY OF BELDING, MICHIGAN
SCHEDULE OF ACTIVITIES
GENERAL CITY ENGINEERING SERVICES**

The following schedule has been established by City of Belding for the professional engineer selection for *General City Engineering Services*.

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| 15 December 1999 | Requests for Letter of Qualification sent to consulting firms. |
| 12 January 2000 | Letter of Qualification due. |
| 19 January 2000 | Develop short list of 3-5 firms selected for interviews. |
| 20 January 2000 | Memo mailed to short listed firms advising them of date for interview and a date for a briefing. |
| 20 January 2000 | Memo mailed to other firms expressing appreciation for their interest. |
| 2 February 2000 | Briefing for short listed firms. |
| 16 February 2000 | Interviews with short listed firms. Most qualified firm selected. |
| 21-25 February 2000 | Negotiations with most qualified firm as to detailed scope of work and contract price. If negotiations unsuccessful they are terminated and commenced with the next most qualified firm. |
| 7 March 2000 | Contract with selected firm approved by Belding City Council. |