
RFP ADDENDUM #1
Date of Addendum: Sept. 1. 2023

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

PROPOSAL SUBMITTAL DEADLINE

The Proposal submittal deadline has been changed as noted herein, and modifies the deadline stated in the RFP. The new Proposal submittal deadline is 3:00 pm on **Friday, September 8, 2023.**

1.0 – RFP

Item	Section	Description of Change
1.1	Submittal of Proposals	The original RFP lacked a time for the deadline. Because of this, and early closing of city offices for the Labor Day Holiday, the submission deadline has been moved to 3:00 PM on Friday, September 8, 2023.

END OF ADDENDUM



Request for Proposals

6 Year Capital Improvement Plan Water Reliability Study Asset Management

Issue date: August 1, 2023

Submission deadline: ~~September 1, 2023~~
3:00 PM Sept. 8, 2023 (see addendum)

The **PRINCIPAL CONTACT** with the City of Perry will be:

Kevin Tyler
Superintendent of Public Works
203 W. Polly St.
Perry, MI 48872
dpw@perry.mi.us

1. Introduction

The City of Perry is looking to update the Water Reliability Study based on state recommended guidelines. Our previous plan is out of date. With a lot of the data and information overlapping, we feel it would be a good time to update the Capital Improvement Plan as well as Asset Management Plan.

1.1 Submittal of Proposals

Proposals Must be sealed with 3 copies, and must be submitted no later than ~~September 1, 2023~~ **3:00 PM Sept. 8, 2023 (see addendum)**:

City Clerk's Office
203 W. Polly St.
Perry Mi. 48872

Proposals arriving after the date and time will remain unopened and will be disqualified. Any proposal may be withdrawn by giving written notice to the City Clerk before the day and time of the opening.

Questions regarding the proposal may be emailed to Kevin Tyler, Superintendent of Public Works, City of Perry at dpw@perry.mi.us. Questions must be received no later Monday, August 21st, at 2pm. Written responses to all questions received will be furnished through an addendum to all Contractors **by August 28, 2023 at 1:00 p.m.** No oral questions will be entertained. The RFP and addendum's can be downloaded from the City's website at www.perry.mi.us.

2.General information

The City of Perry currently has a water reliability study (WRS) that was last completed May 31, 2014 which can be viewed upon request. We do have digital copies that can be shared upon request as well. The Capital Improvement Plan (CIP) will need to be developed more extensively as well as the asset management plan (AMP).

2.1 Demographics

The City of Perry has an estimated population of 2100 people spread out in an approximate 2.5 square miles. It is located south of I-69 bisected by M-52. The water system was constructed in the early 1900's following a massive fire that claimed most of the structures. The sanitary sewer system was constructed in the 1970's that is comprised of 8- and 10-inch gravity sewer mains and 7 pumping stations, as well as a 4-cell waste water treatment lagoon. There is 21 lane miles of road that are maintained throughout the City of Perry. There are 2 Parks, and a large community building as well.

2.2 City goals and Objectives

The City intends to gain professional assistance in development of a Capital Improvement Plan that includes Water, Sewer, Streets, Buildings as well as other major infrastructure, an Asset Management Plan that includes roads, sidewalks, streetlighting, parking, recreational facilities and buildings, infrastructure such as sewer and water systems, stormwater, fleet vehicles, and information technologies. An asset management plan to aid in planning, purchasing, renewal, and maintenance of all City-wide assets. Also, a water reliability study to focus areas of concern and longevity of our drinking water infrastructure.

The City believes in maintaining a high level of commitment to quality customer service. In procuring the service described in this R.F.P., the City intends to meet all requirements set forth by state and federal government in regards to planning and maintenance to all assets and major infrastructure maintained and operated by the City of Perry.

2.3 Reservation of rights

The City reserves the right to accept any proposal, to reject any and all proposals, to waive defects in proposals submitted in response to this request, and to select the proposal deemed to be in the best interest for the City of Perry. Issuance of this proposal does not obligate the City to award a contract. The city accepts no responsibility for reimbursing consultants for expenses incurred in responding to this request for proposals.

The City further reserves the right to issue clarifications and other directives concerning this RFP, to require clarification or further information with respect to any proposal, and to determine the final terms of any contract.

Interviews may be required by the City with select firms to clarify contract proposals and to allow for contract negotiations upon selection of a proposal. Acceptance of any proposal will be based on factors including, but not limited to: cost of service; completeness of proposal; thoroughness of information provided; customer service standards; value added service; and prior successful performance with engineering contracts similar to a scale described herein.

3. Basis of Proposal

Proposals submitted will be for the completion of the listed services, and will no way be subject to long term engineering contracts or in any way, be exclusive to one firm or organization.

3.1 Proposed term of Contract

The City of Perry would like all work completed in a timely fashion. We will set a goal of January 1, 2024 but will be subject to change based on feasibility.

4. Qualifications

The City requires the submission of the following certified supporting data regarding the qualifications in order to determine whether they are qualified and responsible.

1. Satisfactory evidence or references that the company can fulfill the contract obligation.
2. Evidence that company is licensed with the State of Michigan Board of Professional Engineers.
3. Any other documentation that may pertain to workmanship and qualifications related to the request.

5. General Terms

The contract with the City shall include, but not be limited to, general terms that are substantially as follows.

5.1 Compensation Payment Schedule

The contractor shall bill the City monthly for services provided. Within 60 days of the start of the Contract, engineering firm shall coordinate with the City's Treasurer to establish mutually acceptable billing forms. The engineering firm shall bill the City monthly for services provided or other payment terms agreed upon by both parties.

5.2 Final Contract Stipulations

The City expects high levels of customer service. The final contract will include provisions for performance failures, penalties for certain infractions, contract default, force majeure, indemnifications and insurance. These items, and others, will be negotiated as part of the final contract.

5.3 Compliance with Laws and Miscellaneous

The engineering firm shall be responsible at its expense for obtaining and complying with all necessary permits, ordinances, and laws. The contract shall also include provisions concerning independent contractor status, equal employment opportunity, non-assignment, disclosure of information and records, applicable law, and such other terms and conditions as the City may require.

6. Self-Reliance

The City makes no guarantee on any of the estimates contained in the RFP and provides this data for informational purposes only. Contractors are expected to conduct their own investigations and research of relevant information used to develop their proposals.