



City of Perry

203 W. Polly St., Perry, MI 48872

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[www.perry.mi.us](http://www.perry.mi.us)

## Request for Proposals

# 6 Year Capital Improvement Plan & Asset Management

**Issue date: November 18, 2024**

**Mandatory Pre-Bid Meeting: December 3, 2024**

**Submission deadline: January 10, 2025**

**PRINCIPAL CONTACT** with the City of Perry:

Kevin Tyler

Superintendent of Public Works

203 W. Polly St.

Perry, MI 48872

[dpw@perry.mi.us](mailto:dpw@perry.mi.us)

## **1. Introduction**

The City of Perry is looking to create a Capital Improvement Plan as well as an Asset Management Plan.

### **1.1 Submittal of Proposals**

Proposals must be sealed with 3 copies, and must be submitted no later than January 10, 2025 at 3:00 PM.

#### **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 Any proposal may be withdrawn by giving written notice to the City Clerk before the day and time of the opening.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](mailto:dpw@perry.mi.us). Questions must be received no later than December 23, at 2pm. No oral questions will be entertained. Written responses to all questions received will be furnished through an addendum by December 30, at 2pm. The RFP and addendum's can be downloaded from the City's website at [www.perry.mi.us](http://www.perry.mi.us).

### **1.2 Pre-Bid Meeting**

A MANDATORY pre-bid meeting will be held Tuesday, December 3, 2024, at 10:00 a.m. If you plan to submit a proposal, you must attend this meeting. Meeting to be held at City Hall in Council Chambers. 1<sup>st</sup> Floor – 203 W. Polly, Perry, MI 48872.

## **2. General information**

The Capital Improvement Plan (CIP) will need to be developed utilizing the [City's 2024 Master Plan](#) goals and objectives, as well as develop an asset management plan (AMP).

### **2.1 Demographics**

The City of Perry has an estimated population of 2,100 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. The Asset Management Plan should include 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 should aid in planning, purchasing, renewal, and maintenance of all City-wide assets.

The City believes in maintaining a high level of commitment to quality customer service. In procuring the service described in this RFP, 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 Redevelopment Ready Communities**

The City has started the process of becoming a Redevelopment Ready Community (RRC) through the Michigan Economic Development Corporation. As part of that certification process the City seeks to incorporate RRC-aligned plans. An RRC Improvement Plan Guide can be viewed, [HERE](#). The components of the CIP & AMP must also align with the [RRC Best Practices](#).

### **2.4 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. Proposed date of completion: March 31, 2025, subject to change based on feasibility.

### **3.2 Fee For Service**

Itemize the fee for service of each project included in the proposal.

## **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 SEDP, on behalf of the City shall include, but not limited to, general terms that are substantially as follows.

### ***5.1 Compensation Payment Schedule***

Within 60 days of the start of the Contract, engineering firm shall coordinate with the SEDP to establish mutually acceptable billing forms. The contractor shall bill the SEDP 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.