

**LAKE TOWNSHIP**  
8105 W. Kelly Road  
Lake City, MI 49651  
231-839-7655

## **REQUEST FOR QUALIFICATIONS**

### **Design Engineering and Surveying Services Helmer Park Development in Jennings**

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*Deadline for receipt of Qualifications Packet  
Monday, November 6, 2023, 4:00 PM EST*

#### **SUBMISSION AND RECEIPT OF Qualifications Packet**

Qualifications shall be submitted via email. Each email shall include in the subject line: “**Engineering & Survey Services for Helmer Park in Jennings**”. The Consultant will be selected using a qualification-based selection process.

Emails are to be sent to:  
**laketwpsupervisor@gmail.com**

#### **INTRODUCTION**

Lake Township in Missaukee County plans to develop a public park with lake access in Jennings, Michigan utilizing Michigan Spark Grant Program funding, ARPA-0549. The project will include developing an entrance road to the park, fishing dock, kayak launch, boardwalk, pickleball courts, dog park, playground, bathroom, well, septic, drinking fountain, pavilion, fireplace, parking lot, and interpretive as well as historical signing.

#### **SCOPE OF WORK**

Lake Township is accepting qualification packets from qualified engineering firms to provide Design Engineering and Surveying Services for Helmer Park Development in Jennings.

The design engineering and survey services may include, but are not limited to, the following work tasks:

- ❖ Perform topographic survey.
- ❖ Perform geotechnical evaluation.
- ❖ Obtain wetland determination.
- ❖ Prepare and submit EGLE permit applications.

- ❖ Attend a Preliminary Plan Review Meeting with Lake Township and stakeholders.
- ❖ Prepare final design plans, specifications, and an engineer's estimate.
- ❖ Prepare bid package.
- ❖ Coordinate all work with the MDNR and ensure following SPARK grant guidelines.
- ❖ Perform Construction administration, observation and material testing.

**PROFESSIONAL SERVICES SELECTION CRITERIA –**

All responses will be evaluated according to the following criteria and corresponding point system. Points will be anywhere from 0 to the maximum points listed in parenthesis. Proposals will be evaluated based on the written materials. Sufficient information must be included in the proposal to assure the correct number of points is assigned. Incomplete or incorrect information may result in a lower score.

**Consultants shall provide:**

**Consultant Information** – Name, address, phone number, email, contact person(s), years in business, and related corporate information. (Maximum 1 page.)

**Understanding of Services** – Types of services rendered. Lake Township wishes to retain a firm(s) that can provide most, if not all, of the identified work tasks stated. It is anticipated that a majority of the work tasks will be performed by the Prime Consultant's staff. The Project Engineer will work with Lake Township during the development of the project to ascertain the need for work to be performed by outside consultants. This work will be requested and approved by Lake Township. Understanding of Spark and Trust Fund Grant implementation is preferred. (Maximum 1 page.) **(15 points)**

**Work Plan & Method of Approach** - Describe in narrative form your work plan to accomplish the work. Delineate specific tasks to be accomplished by your firm and those that will need specified subconsultant to complete. Include in each task your estimate of Lake Township's involvement. **(10 points)**

**Schedule**

Provide time frames for work development, specific task and overall. (Maximum 2 pages combined for Work Plan, Method of Approach, and Schedule.)

**Experience of the Project Team** – Provide a list of your 3 most recent projects performed for Lake Township, a brief description, and dates of the services. (Maximum 1 page.) **(25 points)**

Also provide brief project resumes of similar projects. We are most interested

in park, trailhead, public spaces, playground, or grant writing project experience, as well as recent road design and construction experience working for County Road Commissions. Include no more than 5 total projects. All submitted projects shall include the name of the project, project description, contact person, contact phone number, consultant fee and construction dollar amount if applicable. Include if grant funding was used for construction costs. (Maximum 1 page per project.)

**Resumes/Qualifications of Professional and Technical Staff** – Submit Resumes and qualifications of key personnel that will direct or conduct specific services required for the project. Provide an organizational chart with key personnel and Sub-Consultant firms identified. Resumes limited to two pages per person. **(20 points)**

**Location** - Location of the Firm and the proposed Project Engineer. Maximum points will be given to firm closest to Lake Township. Pro-rated points will be awarded based on further distances. (Maximum 1 page.) **(25 points)**

**Hourly Rates** – Submit an hourly rate schedule for all personnel proposed to be utilized in providing the service. **(5 points)**

The above information is limited to the number of pages listed. Points will be deducted for additional pages.

All qualifications received shall be subject to an evaluation by the Lake Township Board of Commissioners.

Lake Township Board of Commissioners reserves the right to reject any or all qualifications received as a result of the RFQ. Scope of work provided with the RFQ may change.

Lake Township is not liable for any costs incurred by Consultant prior to issuance of a contract.