



City of Grayling
1020 City Blvd - PO Box 549
Grayling, MI 49738
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REQUEST FOR QUALIFICATIONS (RFQ) FOR ENGINEERING SERVICES

The City of Grayling is seeking assistance with engineering services for the following CDBG funded project. [City of Grayling WRI 2025.](#)

The type of project involved is:

Rehabilitation of approximately 18,856 linear feet of severely deteriorated sanitary sewer lines, identified as the highest-priority segments within the city's aging wastewater infrastructure. Many of these pipes are over 80 years old and were prioritized for repair based on condition assessments conducted during a comprehensive 2012 system evaluation.

The primary goal of the project is to restore the integrity of the sewer system by preventing exfiltration of untreated wastewater into the surrounding environment and infiltration of groundwater into the system, which can overload treatment capacity and increase operational costs. Rehabilitation will be achieved using Cured-In-Place Pipe (CIPP) lining, a trenchless technology that minimizes surface disruption while extending the service life of the existing pipes. The roads to be serviced are Smith St, Vine St, Lake St, Ogemaw St, Ottawa St, Ionia St, Ingham St, Erie St, Plum St, Elm St, Park St, Maple St, Chestnut St, Spruce St, Penninsular St, Norway St, Burton Ct, and the alley south of N. James St. and west of Michigan Ave.

The total estimated cost for the project is \$2,025,485

Project Activities Include:

1. Initial Cleaning and Inspection:

All targeted sewer lines will be thoroughly cleaned to remove debris and buildup. This will enable the deployment of closed-circuit television (CCTV) cameras to inspect and evaluate the internal condition of the pipes in detail.

2. Condition Assessment and Planning:

Based on the inspection footage, a detailed condition report will be developed to prioritize sections requiring immediate attention. A strategic plan of action will be created to guide the repair and relining process.

3. CIPP Installation:

The selected segments will be rehabilitated using the CIPP method, a trenchless technology that involves inserting and curing a resin-saturated liner within the existing pipes. This process effectively creates a new, seamless pipe within the old one, extending its service life without excavation.

4. Quality Assurance and Testing:

Post-installation inspections and tests will ensure the integrity and proper function of the relined sewer lines, confirming that all work meets applicable standards.

5. Minimizing Community Impact:

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Since all work will occur underground, disruptions to residents and businesses will be minimal. Traffic, noise, and other surface-level impacts will be carefully managed throughout the project.

PART ONE: SCOPE OF SERVICES

The City of Grayling is soliciting qualification statements for engineering services to assist the city with preliminary engineering in compliance with MEDC and Community Development Block Grant (CDBG) requirements. The agreement will be on a lump sum, fixed price basis (or cost reimbursement “not to exceed” basis), with payment terms to be negotiated with the selected Respondent. Reimbursement for services will be contingent on the city receiving funding from the MEDC. The maximum amount of engineering fees that can be paid with CDBG funds will be determined by MEDC and may require adjustments in the proposed contract amount.

The services to be provided will include, but not be limited to:

1. Pre-design investigations.
2. Designing system improvements and construction engineering.
3. Assisting the administrative consultant with the construction bid package in conformance with applicable federal requirements and supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the bid opening, and issuing the notice to proceed.
4. Assist in conducting the preconstruction conference.
5. Field staking, on-site supervision of construction work, and preparing inspection reports.
6. Reviewing and approving all contractor requests for payment and submitting approved requests to the governing body.
7. Providing reproducible plan drawings to the city upon project completion.
8. Conducting final inspection and testing.

PART TWO: REQUEST FOR QUALIFICATION STATEMENTS

The following information should be included under the title “Request for Qualification Statements for Engineering Services for the” City of Grayling – WRI 2025 Project CDBG Program”:

1. Name of Respondent.
2. Respondent address.
3. Respondent telephone number.
4. Respondent federal tax identification number.
5. Name, title, address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Respondent.

Contents of Qualifications Submittal

Respondents should letter and number responses exactly as the questions are presented herein. Interested Respondents are invited to submit qualifications that contain the following information:

1. Introduction (transmittal letter).
2. Background and Experience.
3. Specialized Knowledge.
4. Personnel/Professional Qualifications.

1. Introduction (transmittal letter)

By signing the letter, the Respondent certifies that the signatory is authorized to bind the Respondent. The RFQ response should include:

- a. A brief statement of the Respondent’s understanding of the scope of the work to be performed;
- b. A certification that the Respondent meets the appropriate state licensing requirements to practice in the State of Michigan;

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- c. A certification that the Respondent has not had a record of substandard work within the last five years;
- d. A certification that the Respondent has not engaged in any unethical practices within the last five years;
- e. A certification that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
- f. Any other information that the Respondent feels is appropriate;
- g. The signature of an individual who is authorized to provide information of this nature in the name of the Respondent submitting the qualifications.

2. Background and Experience

Respondents should:

- a. Describe Respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure, and any recent or materially significant proposed change in ownership.
- b. Describe any prior engagements in which Respondent's firm assisted a governmental entity in dealings with CDBG and any other projects relating to CDBG. Respondent should include all examples of work on similar projects as described in Part One. Respondent should provide a list of completed CDBG projects. Preference is for the types of projects similar to those described in Part One. (For example; if the RFQ is for drainage projects it is only of secondary importance to provide information on how many sewer or water CDBG projects Respondent has performed.) Respondent should provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted. Respondent should include written references (letters or forms are acceptable) from previous clients attesting to the quality of work and compliance with performance schedules Respondent cites in this section.
- c. Describe the firm's workload and current capacity to accomplish the work in the required time.
- d. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Respondent's firm to handle the proposed project(s).
- e. Describe Respondent's firm's presence in commitment to Michigan.
- f. Provide current information on professional errors and omissions coverage carried by Respondent's firm, including amount of coverage.
- g. The city reserves the right to request any additional information to assure itself of a Respondent's financial status.

3. Specialized Knowledge

Respondents should:

- a. Describe their knowledge and experience in the particular types of projects described in Part One.
- b. Describe their knowledge of HUD's requirements for the CDBG.

4. Personnel/Professional Qualifications

Respondents should:

- a. Identify staff members who would be assigned to act for Respondent's firm in key management and field positions providing the services described in Part One: Scope of Services, and the functions to be performed by each.
- b. Include resumes or curriculum vitae of each such staff member designated above, including name, position, telephone number, fax number, email address, education, and years and type of experience. Describe, for each such person, the projects relevant to CDBG on which they have worked.
- c. Estimate the number of persons to be assigned to this project, indicating the number working in Michigan and the number working elsewhere.

PART THREE: SELECTION CRITERIA

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The city shall evaluate each potential contractor in terms on its:

1. Professional qualifications necessary for satisfactory performance of required services;
2. Specialized experience and technical competence in the type of work required;
3. Capacity to accomplish the work in the required time;
4. Past performance on contract with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules;
5. Location in the general geographical area of the project and knowledge of the locality of the project; provided, that application of this criterion leaves an appropriate number of qualified firms, given the nature and size of the project; **

Respondents will be evaluated on the basis of the written material submitted and according to the following factors: *

1. Experience of the firm with this particular type of construction project(s) as described in Part One. 40 pts.
2. Experience of the firm with other type of CDBG construction projects. 10 pts.
3. Current capacity to accomplish the work in the required time. 20 pts.
4. Firm's proximity to the project site 10 pts.
5. Reference from other clients attesting to firms:
 - a. Quality of work. 20 pts.
 - b. Compliance with performance schedules. 20 pts.

In the event of a tie, oral interviews will be held with those firms. As a result of the interviews, the city will determine which firm will be selected to enter into contract negotiations. Unsuccessful firms will be notified as soon as possible.

Questions should be addressed to Erich Podjaske at manager@cityofgrayling.org. Responses to this RFQ should be hand-delivered to Erich Podjaske. Grayling City Hall at 1020 City Blvd., Grayling, MI 49738 or mailed to PO Box 549, Grayling, MI 49738.

Responses to this RFQ must be received no later than September 10, 2025, at 4:00 p.m. Please state "CDBG Qualifications Statement-Engineering Services" on the cover.

**Geographic preference may be used as a selection factor for engineering services if adequate competitions (two or more firms that are responsive and responsible) are located within the distances identified.