

Bushnell Township Request for Qualifications

Professional Engineering Services

Solicitation of Qualifications

Bushnell Township is requesting statements of qualifications (proposals) from qualified firms to provide professional engineering services on a non-exclusive as-needed basis.

Community Description

Bushnell Township is a rural, non-zoned, general law township located in the southern portion of Montcalm County, Michigan. It is approximately 36 square miles with a population of approximately 2,111 people. The Township is governed by its Township Board which is comprised of an elected Supervisor, Clerk, Treasurer, and two Trustees.

Scope of Services

Engineering services will be provided on a non-exclusive as-needed basis. For the purpose of this solicitation, services may include, but are not limited to, the following:

- General civil, environmental, mechanical, electrical, and structural engineering services
- Consulting on engineering aspects of noise, solar farm, and wind energy system regulation
- Site plan review and site development
- Survey and GIS services
- Engineering and construction oversight for Township projects
- Environmental and regulatory permitting services

Solicitation and Selection Timeline

January 26, 2023	Solicitation of proposals posted and distributed to potential firms
February 8, 2023	Requests for clarification due and registration for response are due
February 15, 2023	Deadline for Township's response to requests for clarification to be issued
March 1, 2023	Sealed proposals due
March 7, 2023	Opening of sealed proposals
March 14, 2021	Selection of firms for interviews

March 15, 2023	Mailing to firms selected for interview / mailing to firms advising them of non-selection for interviews
March 22, 2023	Pre-interview briefing for selected firms
April 4, 2023	In-person interviews and firm selection
May 9, 2023	Contract with selected firm presented to the Township Board

Requests for Clarification

Requests for clarification must be submitted by email to the Township Supervisor at supervisor@bushnelltownship.com with the subject line of “Request for Clarification” no later than 5 p.m. February 8, 2023. If a firm does not have any requests for clarification but wishes to receive the Township’s response to the request for clarification, the firm must notify the Township Supervisor by email (listed above) with the subject line “Registration for Response” and the firm’s name in the body of the email no later than 5 p.m. February 8, 2023.

The Township’s response to requests for clarification will be distributed via email no later than February 15, 2023. The response to requests will be emailed to all firms who submitted a request for clarification or registered for a response.

Any firm may obtain the Township’s response to requests for clarification after February 15, 2023, by emailing supervisor@bushnelltownship.com with the subject line “Request for Township Response.”

Proposal Requirements

The Township requires seven (7) copies of the proposal. The proposal must be submitted in a sealed envelope marked “ENGINEERING SERVICES RFQ”.

Proposals must be either mailed or hand-delivered to the following address:

Township Clerk
 Bushnell Township
 175 E. Fenwick Rd.
 Fenwick, MI 48834

Proposals must be received by the Township no later than 5 p.m. March 1, 2023.

Proposals must include the following information:

- Name, address, contact information (including email), and a brief description of the firm and services offered
- Qualifications and experience of key personnel
- Firm experience in matters identified within the scope of services
- Non-exhaustive list of clients (private and municipal)

- A statement of any conflict of interests and, if applicable, how they will be resolved
- General schedule of rates and fees
- References
- Any other information deemed pertinent by the submitting firm

All proposals are subject to disclosure under the Michigan Freedom of Information Act.

Opening of Proposals and Selection for Interviews

Sealed proposals will be opened during a special meeting of the Township Board on March 7, 2023. During a regular meeting of the Township Board on March 14, 2023, the Township Board will discuss the proposals and select no more than three firms for an interview.

Firms will be selected for an interview based on the following criteria:

- Qualifications to perform the scope of services
- Capacity to perform the scope of services
- Prior experience and projects
- Prior experience with municipal clients
- Schedule of rates and fees
- Best interest of the Township

No specific weight is assigned to any of the selection criteria; rather, it is a list of factors to be considered by the Township Board.

Following the selection of firms for interviews, all firms who submitted a response will be advised via mail that they were either selected or not selected for an interview. Notification letters will be mailed on March 15, 2023.

Pre-Interview Briefing

On March 22, 2023, A pre-interview briefing will be held via Microsoft TEAMS for all firms selected for an interview. This is an opportunity for selected firms to seek further guidance regarding the interview process and the Township's objectives.

Interviews and Selection

Interviews will be conducted in person during an April 4, 2023 special meeting of the Township Board. Following interviews, the Township Board will select a firm with whom it will pursue contract negotiations.

Firms will be evaluated on the following criteria:

- Qualifications to perform the scope of services
- Capacity to perform the scope of services
- Prior experience and projects

- Prior experience with municipal clients
- Schedule of rates and fees
- Any other criteria identified during the pre-interview briefing
- Best interest of the Township

No specific weight is assigned to any of the evaluation criteria; rather, it is a list of factors to be considered by the Township Board.

Following firm selection, the Township will engage in contract negotiations with the selected firm. Any proposed contract will be submitted to the Township Board for its consideration during the May 9, 2023 regular meeting. If the Township is unable to negotiate a mutually agreeable contract, the Township may engage in contract negotiations with any other interview-selected firm or re-solicit qualifications.

Reservation of Rights

The Township reserves the right to reject any and all proposals, to waive irregularities and nonconformities in proposals, to waive any process formalities or irregularities, to accept and reject proposals, to negotiate or terminate negotiations with the selected firms, to negotiate for reduced rates and fees, to contact references, to verify material submitted, to award the contract, to enter into or not enter into a final contract, and to solicit proposals as the Township Board deems to be in the best interests of the Township.

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