

DOUGLASS TOWNSHIP
REQUEST FOR PROPOSALS
SANITARY SEWER FEASIBILITY STUDY
Approved to publish with extension on November 20, 2024

Proposals

The Township of Douglass, Montcalm County Michigan, is requesting proposals from qualified and experienced engineering consultants to complete a study to determine the feasibility of establishing a sanitary sewer system to serve properties primarily, but not exclusively, located around lakes within the Township. The outcomes from this study may result in a sanitary sewer system serving several lakes in the Township, including: Dickerson Lake, Clifford Lake, and Lake Stanton.

Deadline for submission of proposals is midnight on January 31st, 2025.

Background

The Township of Douglass is located in Montcalm County Michigan. The Township is governed by a five-member board. For the last several months, the Board has discussed the possibility of establishing a sanitary sewer system. The purpose of the sanitary sewer feasibility study is to assess the viability of installing a sewer system across several local lakes in the Township.

Scope of Services

The Township of Douglass seeks a Feasibility Study to assess the possibility of implementing a sanitary sewer system. The Feasibility Study will assess the following identified areas lakes:

1. Dickerson Lake
2. Clifford Lake (with and without the north shore lots)
3. Lake Stanton
4. Dickerson Lake and Clifford Lake
5. Connecting sanitary sewer to the City of Stanton Water Treatment Facility

The Feasibility Study shall include the following components:

- Review any existing sanitary sewer system(s) capable of providing sanitary sewer service.
- Evaluate the potential sanitary sewer systems in each of the identified areas/ lakes and assess the feasibility of each based on the following:
 - The initial impacts (both positive and negative) of implementing a sanitary sewer system in each of the identified areas/ lakes.
 - Calculation of estimated future sanitary flows from a sewer system at the identified areas/ lakes.
 - Engineering Challenges.
 - Legal and regulatory requirements/ challenges.
 - Geography, natural features, and physical constraints that would impact development/ construction of a sanitary sewer system.
 - Other factors identified during the evaluation process.
- Financial Analysis
 - Projection of estimated construction costs.
 - Projection of estimated maintenance and operation costs.
- Make a formal recommendation to the Township Board regarding the feasibility of a sanitary sewer system at each of the identified areas/ lakes. Include the evaluation factors and analysis that led to these determinations.
- Prepare and deliver a presentation of the final Feasibility Study to the Douglass Township Board.

Submission Requirements

Proposals should include the following information:

1. Explanation of how the consultant will approach the project.
2. Estimated timeline for completion of the Feasibility Study, including projected start date and time to complete the work described. (For planning purposes, assume the earliest start date to be following Board approval of a contract on February 19th, 2025.)
3. Cost to complete the Feasibility Study.
4. Description of experience completing similar projects.
5. Names of key personnel, including the name of the individual that will lead the project, and their resumes.
6. References from past clients.

Selection Criteria

The Township will base its selection upon the following criteria:

Experience in providing services similar to the Scope of Services; the quality of the respondent's management, reputation, and references; and favorable history, if any, in contracting or doing business with the Township,

Project start date and time to complete the work described,

Proposed fee.

Douglass Township reserves the right to select the respondent who best meets the requirements of the RFP, and not necessarily the lowest bidder. The Township reserves the right to waive any informality or irregularities in the request for proposals or process, to reject any or all proposals; and award the contract in a manner which it considers to be in the best interest of the Township. The Township reserves the right to use whatever reasonable and sensible evaluation techniques it deems appropriate.

Questions

Please email any questions regarding this RFP to cindyshick.douglass@gmail.com no later than midnight on January 10th, 2025. Responses will be provided to the person who initiated the question by email no later than midnight on January 24th, 2025.

Non-Discrimination Requirement

Neither Contractor nor its employees will discriminate against any person based on race; religion; creed; color; sex; pregnancy; childbirth; breastfeeding; medical conditions related to pregnancy, childbirth, or breastfeeding; sexual orientation; marital status; age; national origin; ancestry; genetic information; disability; veteran status; or any class protected by local, state, or federal law.

Project Award

All RFP awards must be approved by the Douglass Township Board. The award of this proposal is anticipated to go to the Board on February 19th 2025. Following Board approval, notification of award will be made in writing by the Township.

Freedom of Information Act

Contractors are hereby notified that all information contained in their proposal is subject to the provisions of the Michigan Freedom of Information Act.