

REQUEST FOR PROPOSALS

QUALIFICATIONS AND PRICE QUOTATIONS FOR PROFESSIONAL ENGINEERING SERVICES

Shiawassee County Infrastructure Project

Durand – Creek Pointe Subdivision

Issue Date: May 20th 2026

Proposal Due Date: June 3rd 2026

Bid Opening: June 4th 2026

Board Deliberations: June 10th 2026

Award of Contract: June 11th 2026 (MSHDA Approval Pending)

Services to Start: June 15th 2026 (MSHDA Approval Pending)

Point of Contact:

Dr. Brian Boggs

County Administrator

Shiawassee County

(989)743-2222

Bboggs@shiawassee.net

Submissions Due To:

201 N. Shiawassee St, First Floor, Corunna, MI 48817

Submission Deadline: June 3rd 2026 at 4 pm

1.0 PURPOSE

Shiawassee County is soliciting proposals from qualified engineering firms to provide professional engineering services for the Durand – Creek Pointe Subdivision Infrastructure Project. The project is anticipated to be funded in whole or in part through MSHDA CDBG funds and will require compliance with all applicable federal, state, and local requirements.

The selected engineering firm will support the County and project partners through design, cost estimating, bidding, contractor procurement support, construction oversight, contractor compliance coordination, and project closeout.

2.0 INTRODUCTION

Shiawassee County is working in partnership with the City of Durand to support infrastructure improvements necessary to facilitate new housing development within Creek Pointe Subdivision, in the City of Durand. The project is intended to support the creation of new residential units and improve public infrastructure serving the development area.

Because the project may utilize federal CDBG funds, the selected engineering firm must be familiar with federally funded infrastructure projects, including applicable procurement standards, Davis-Bacon labor standards, Build America Buy America requirements, American Iron and Steel requirements, environmental review coordination, and documentation necessary to demonstrate cost reasonableness and grant compliance.

3.0 GENERAL INFORMATION

3.1 Right of Rejection

Shiawassee County reserves the right to reject any and all proposals, waive informalities or irregularities, and select the proposal deemed to be in the best interest of the County.

3.2 Vendor Responsibilities

The selected engineering firm shall assume responsibility for all services offered in its proposal. The selected firm will serve as the primary engineering point of contact for the County and project partners. Any subcontractors must be clearly identified in the proposal.

3.3 Pre-Opening Inquiries / Response

Questions regarding this RFP must be submitted in writing to:

Dr. Brian Boggs
County Administrator
Bboggs@shiawassee.net

Responses to questions may be provided in writing and shared with all prospective respondents as an addendum to this RFP.

4.0 PROJECT DESCRIPTION

The Durand – Creek Pointe Subdivision Infrastructure Project includes infrastructure improvements necessary to support housing development within the project area. Anticipated activities may include, but are not limited to:

- Roadway and right-of-way infrastructure;
- Water, sewer, stormwater, and drainage improvements;
- Site grading and related infrastructure preparation;
- Utility coordination;
- Preparation of plans, specifications, and cost estimates;
- Construction bidding and contractor procurement support;
- Construction observation and compliance documentation;
- Final inspection and project closeout support.

The final scope will be determined based on project design, environmental review requirements, grant eligibility, available funding, and coordination with the County, local jurisdiction, project partners, and MSHDA.

5.0 SCOPE OF SERVICES

The County is seeking engineering services that may include the following:

- Serve as engineering consultant and technical advisor for the project.
- Review existing project information, site conditions, plans, surveys, and infrastructure needs.
- Prepare preliminary and final engineering plans, specifications, and cost estimates.
- Assist with determining eligible infrastructure costs under the applicable funding source.
- Coordinate with the County, local jurisdiction, utility providers, road commission, drain commissioner, and other relevant agencies.
- Support environmental review needs by providing maps, project descriptions, site plans, engineering details, and technical documentation as requested.
- Prepare bid documents and assist with contractor procurement in compliance with applicable federal, state, and local procurement requirements.
- Assist with bid review, bid tabulation, cost reasonableness documentation, and contractor recommendation.
- Support compliance with Davis-Bacon, Build America Buy America, American Iron and Steel, and other applicable federal requirements.
- Conduct pre-construction meetings and provide construction administration services.

- Perform construction observation and monitor contractor performance for quality, schedule, budget, and compliance.
- Review contractor pay applications, change orders, and project documentation.
- Coordinate final inspections, punch list items, and project closeout documentation.
- Provide other engineering-related services as requested by the County.

6.0 AGREEMENT TERMS AND CONDITIONS

The County anticipates entering into a professional services agreement with the selected firm for the duration of the project. The contract term may be adjusted based on grant timelines, project schedule, construction period, and closeout requirements.

7.0 PROPOSAL REQUIREMENTS

Responding firms must demonstrate that they are licensed and experienced in civil engineering, municipal infrastructure design, and federally funded public infrastructure projects.

Proposals shall include the following:

7.1 Cover Letter

The cover letter shall include:

- Firm name, address, phone number, and email;
- Type of firm or business entity;
- Primary and secondary contacts;
- Disclosure of any potential conflicts of interest;
- Statement confirming the firm's ability to negotiate and execute a professional services agreement;
- Signature of an authorized representative.

7.2 Firm Background

Provide:

- Number of years in business;
- Number of staff and staff credentials;
- Office location where the project will be managed;

- Description of relevant municipal infrastructure projects completed within the last five years;
- Description of current municipal or grant-funded projects in progress;
- Experience with public infrastructure supporting housing development.

7.3 Project Team

Provide:

- Proposed project manager;
- Key staff assigned to the project; including resumes
- Professional qualifications and licenses;
- Organizational chart;
- Primary contact for the County; (if different than project manager)
- Availability and capacity to meet project deadlines.

7.4 Firm Resources and Technical Capabilities

Describe the firm's capabilities in:

- Civil engineering design;
- Road, water, sewer, stormwater, and drainage infrastructure;
- CAD, GIS, and related design software;
- Cost estimating;
- Construction administration;
- Construction inspection;
- Federal grant compliance support;
- Davis-Bacon, BABA, and American Iron and Steel compliance coordination;
- Quality control and quality assurance procedures.

7.5 Grant and Compliance Experience

Provide specific examples of experience with:

- MSHDA CDBG-funded infrastructure projects;
- HUD or federally funded infrastructure projects;
- Municipal procurement requirements;
- Davis-Bacon wage compliance;
- Build America Buy America;
- American Iron and Steel;

- Environmental review coordination;
- Documentation for cost reasonableness and project closeout.

7.6 References

Provide at least three references from municipal or public-sector clients for similar infrastructure or grant-funded projects.

7.7 Work Samples

Provide examples of similar work products, which may include:

- Engineering plans;
- Cost estimates;
- Bid documents;
- Bid tabulations;
- Construction administration reports;
- Closeout documentation.

7.8 Fees

Provide a complete fee schedule, including hourly rates by staff classification. The proposal should identify anticipated costs for design, bidding, construction administration, construction observation, and closeout support.

8.0 DISCLOSURE

Respondents must identify any actual or potential conflicts of interest and describe the process the firm will use to address conflicts if they arise during the project.

9.0 OMISSION OF SERVICES

If a respondent believes any requested services are unnecessary, the proposal should identify those services and explain why they should be excluded. If a respondent believes additional services are necessary for successful project completion, those services should be identified and explained.

10.0 PROPOSAL REVIEW, EVALUATION, AND SELECTION PROCESS

10.1 Selection

Selection will be made by Shiawassee County Board of Commissioners through its applicable review and approval process. The County reserves the right to accept or reject any and all proposals.

10.2 Review

Proposals will be reviewed based on qualifications, experience, capacity, understanding of the project, cost, and ability to comply with applicable grant requirements. Interviews may be requested at the County's discretion.

10.3 Evaluation Criteria

Proposals will be evaluated based on:

- Experience and qualifications of the firm;
- Experience of the assigned project manager and staff;
- Overall knowledge of and experience with the municipality's infrastructure (preferred)
- Demonstrated experience with municipal infrastructure projects;
- Demonstrated experience with federally funded or CDBG-funded projects;
- Understanding of Davis-Bacon, BABA, AIS, and procurement requirements;
- Capacity to complete the project within required timelines;
- Quality of proposed approach;
- Proximity and availability to the project area;
- References from similar projects;
- Cost and fee structure;
- Overall responsiveness to the RFP.