

**REQUEST FOR STATEMENT OF QUALIFICATIONS
FOR ENGINEERING SERVICES**

**Bay County Department of Water and Sewer
Bay County, Michigan**

Project: Wastewater Infrastructure Improvements
Funding Source: Federal, State, and Local Funds

DATE OF REQUEST: March 3, 2026

SUBMIT QUALIFICATIONS TO: Bay County Department of Water and Sewer
3933 Patterson Rd.
Bay City, MI 48706

CONTACT PERSON: Wastewater Superintendent
(989) 439-7232
acardinal@baycountydwsmi.gov

DEADLINE FOR QUALIFICATIONS: 4:00 P.M. on March 27, 2026

DELIVERY OF QUALIFICATIONS SHALL BE BY EMAIL ONLY TO: acardinal@baycountydwsmi.gov

QUESTIONS REGARDING THIS RFQ MAY BE EMAILED ONLY TO: acardinal@baycountydwsmi.gov

I. PROJECT OVERVIEW

Bay County Department of Water and Sewer (BCDWS) is seeking Statements of Qualifications (SOQ) from qualified engineering consulting firms to provide grant administration, surveying, preliminary and final design, permitting assistance, and construction engineering services related to water and wastewater infrastructure.

The overall project scope may include, but is not limited to, the following: gravity sewer replacement, lift station upgrades, new lift stations, force main improvements, new force main, and improvements at the West Bay County Regional Wastewater Treatment Plant (WWTP) to accommodate increased flows and loadings.

The project is specifically intended to improve BCDWS's wastewater collection, treatment, and associated systems to promote economic development and resilience within the county. BCDWS is pursuing funding from various sources with the intent of implementing infrastructure capacity improvements.

II. FUNDING REQUIREMENTS

The project is anticipated to be funded in part by federal programs, including the U.S. Economic Development Administration (EDA). As such, the selection process will be a Qualifications-Based Selection (QBS) pursuant to federal procurement standards. No cost or fee proposals shall be submitted with the SOQ.

III. SCOPE OF SERVICES

The intended project will consist of, but is not limited to:

- A. **Grant Administration:** Assistance with grant/funding applications, environmental documentation, and ongoing compliance/reporting.
- B. **Project Scope and Narrative:** Preparation of a Preliminary Engineering Report (PER) in accordance with EDA Form ED-900C, including scope, feasibility, and opinions of probable costs to support federal grant applications.
- C. **Hydraulic Analysis & Pre-development:** Preparation of calculations and design basis for the recommended improvements to the collection system and WWTP.
- D. **Final Engineering:** Preparation of final design drawings and specifications.
- E. **Permitting Assistance:** Prepare and submit required permit applications on BCDWS's behalf.
- F. **Construction Services:** Bidding assistance, construction observation, and federal labor standards monitoring.
- G. **Closeout and Monitoring:** Assistance with post-project monitoring and subsequent funding agency monitoring (e.g., GPRA reporting).

IV. SUBMISSION REQUIREMENTS

Firms must limit their SOQ to **15 pages** (excluding resumes and cover letter) and include the following:

- A. **Firm Background:** A description of the firm, office locations, and services provided.
- B. **Technical Approach:** A description of the firm's philosophy on supporting communities to promote economic growth and improve infrastructure.
- C. **Relevant Experience:** Brief description of the firm's experience with water and wastewater utilities including at least three (3) similar projects.
- D. **Federal Funding Experience:** Firm's history with federally funded projects including a list of at least three (3) EDA-funded projects completed or in progress, including contact information for the client. Include projects with multiple funding sources.
- E. **Key Personnel:** An organization chart and brief resumes for staff assigned specifically to the project.
- F. **Local Presence:** Statement of the firm's history with BCDWS and familiarity with its collection and treatment systems, including office proximity.

V. EVALUATION CRITERIA

BCDWS will evaluate firms based on the following weighted criteria:

- A. **Firm Experience and Approach (25%):** Specific technical expertise in identifying and resolving water and wastewater infrastructure needs to facilitate economic development.
- B. **EDA Grant Success & Administration (20%):** Demonstrated success in securing and administering EDA Public Works and other federal grants/funds specifically within the last five (5) years.
- C. **Qualifications of Key Staff (20%):** Experience of the Project Team in successful delivery of municipal water and wastewater projects.
- D. **Local Knowledge & System Continuity (20%):** Familiarity with BCDWS and recent work history. Knowledge of specific challenges related to the project including project drivers and need.

- E. **Capacity to Perform (15%):** Ability to promptly notify BCDWS of funding opportunities, submit grant applications on BCDWS's behalf, and respond to and meet application milestones.

VI. SELECTION PROCESS

BCDWS Staff will review all SOQs. The firm determined to be most qualified will be recommended for contract negotiation. If a fair and reasonable price cannot be negotiated with the top-ranked firm, BCDWS will terminate negotiations and begin with the second-ranked firm.

BCDWS reserves the right to adjust, rescale, or negotiate the project scope and associated fees to align with available local or alternative funding sources. Selection of a firm under this RFQ does not guarantee a contract for the full scope of services if funding conditions change.

VII. EQUAL OPPORTUNITY AND NON-DISCRIMINATION REQUIREMENTS

BCDWS is an equal opportunity employer. In accordance with 2 CFR § 200.321, BCDWS encourages qualifications from small, minority-owned, and women-owned business enterprises. No firm will be discriminated against on the basis of race, color, religion, sex, national origin, age, or disability. By submitting a SOQ, the firm certifies that it is not currently debarred or suspended from federal programs and that its compliance with all applicable federal anti-discrimination laws is material to the government's payment decisions under the EDA grant and other federal funding programs.

BCDWS reserves the right to reject any or all SOQs and to waive any informalities in the best interest of the Department, the project, and funding requirements.