

BENTON HARBOR – ST. JOSEPH JOINT WASTEWATER TREATMENT PLANT

Producing clean water for the environment

RFP: CWSRF Project Plan_Rev.2.0 Proposal Due Date: 01/31/24 Company Name: _____

Project Overview:

The Benton Harbor – St. Joseph Wastewater Treatment Plant (**BHSJWWTP**) is interested in identifying services for the purpose of generating a 5-year Clean Water State Revolving Funds (**CWSRF**) project plan.

Project Goals:

The winning company will partner with the BHSJWWTP to create and submit a FY25 CWSRF project plan. This will be based on the BHSJWWTP's most recent Strategic Capital Improvement Plan (SCIP) and/or Asset Management Plan (AMP). The BHSJWWTP will complete Capital Improvement and Infrastructure projects to sustain/improve Plant Operations and continue to "Produce clean water for the environment."

Scope of Work:

Supply expertise and services to submit CWSRF plans for the BHSJWWTP for Capital Improvement and Infrastructure project funding. Agreement timeline 1/1/24 – 12/31/27. (note current projects **may not** be included in this agreement)

Extra Work: During the period of this contract there may be occasions when extra services are needed which are not a part of this contract. This work would be subject to current Hourly Rates charged by the consultant.

Termination, Suspension or Abandonment:

This Agreement may be ended by either party upon not less than seven (7) days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

If the pursuit of CWSRF funding is suspended by the BHSJWWTP for more than 30 consecutive days, the Consultant will be compensated for services performed prior to notice of such suspension. When the pursuit of CWSRF funding is resumed, the compensation of the Consultant shall be equitably adjusted to provide for expenses incurred in the interruption and resumption of the services of the Consultant. Suspension under this section shall not give rise to any claim against the BHSJWWTP.

If the agreement is ended by the BHSJWWTP for the default of the Consultant, the BHSJWWTP may take over the work and services.

Submission Requirements:

- Hourly Rates

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- Rates quoted should be inclusive of all expenses including, but not limited to personnel services, fringe benefits, overhead, and profit required by the Consultant.
- Fixed Fee (not to exceed) for FY25 CWSRF Project Plan Submittal
- Contact information
 - Consultant Contact Name
 - Telephone Number
 - Email Address
 - Postal Address

The BHSJWWTP will use this information to communicate with you in the event of an addendum or change to this RFP is issued. If you do not send this information to the BHSJWWTP, you will not receive any follow-up notification of any changes to the project.

Previously completed CWSRF projects/References: (Within last 5 years)

Name of Unit/ Company	Project Contact Person	Phone	Construction Cost	Funding Received	Planning/ Submittal Cost

(If more than three projects have been performed, please list the top three.)

Evaluation Metrics and Criteria:

A summary of all proposals (Including, but not limited to Submission Requirements and Previously completed Projects/References) will be presented to the BHSJWWTP Board of Directors for review to award the winning proposal.

NOTICE: Any notice or communication required or permitted under this Agreement shall be sufficiently given if delivered in person, email, or by certified mail, (return receipt requested), to the address set forth below or to such other address as one party may have furnished to the other in writing.

Contractor
Attn:

BHSJWWTP
Attn: Plant Manager
269 Anchors Way
St. Joseph, MI 49085
(269) 983-7719
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