

REQUEST FOR INFORMATION
RFI 24/25-01 REQUEST FOR QUALIFICATIONS FROM CONSULTING FIRMS – LEAD LINE PROJECT

Deadline for Submission of Information – August 20, 2024

The City of Romulus Michigan is soliciting proposals from qualified, licensed Consultant Engineering Firms to provide construction engineering, consulting, and technical project management services for lead water service line removals and replacements. Types of professional services required are likely to include participation in public meetings, surveying, schematic design, cost estimation, construction drawings, and project oversight.

- (1) Qualified firms wishing to submit information must use the forms provided by the City. Official RFI forms may be obtained from the MITN Purchasing Group page of BidNet Direct (<http://www.mitn.info/>). Submittals may be rejected unless made on the forms included with the request for information. Copies of documents obtained from any other source are not considered official copies..
- (2) Clarifications, modifications, or amendments may be made to this solicitation at the discretion of the City. Any and all addenda issued by the City will be posted on the MITN Purchasing Group page of BidNet Direct. All interested parties are instructed to view the MITN website regularly for any issued addenda. It is the responsibility of the developer/firm to obtain all issued addenda and acknowledge receipt of said addenda by including a printed copy of each addendum as part of the required documents for this solicitation and to list the addendum and sign and date the "Acknowledgment of Receipt Addenda Form: supplied in the RFI documents.
- (3) A total of three copies (one marked "Original" and two marked "Copy") of the submittal must be submitted together in one sealed package/envelope and returned to the City Clerk's Office no later than 2:00 PM August 20, 2024. Submittals should be addressed using the RFI package label provided in the RFI documents. Submittals should be addressed using the RFI package label provided in the solicitation documents or submitted electronically on the MITN Purchasing Group page of BidNet Direct.
- (4) At approximately 3:00 p.m., local time all timely received submittals will be publicly acknowledged as received.
- (5) The Company that is awarded the contract will be required to submit proof of all insurance required by the RFI documents and copies of all required endorsements.
- (6) The City reserves the right to postpone the deadline for the submission of information without notification and also reserves the right to reject all submittals and to waive any minor informality or irregularity in submittals received and to award the contract in whole or in part.
- (7) The City reserves the right to cancel this solicitation, in whole or in part, as well as reject any or all submittals and to waive any minor informality or irregularity in submittals received if it is determined that the best interest of the City will be served by so doing.
- (8) Written questions regarding the substance of the RFI documents or scope of services must be submitted via e-mail, by 12:00 pm, August 8, 2024 to Christina Parker, City of Romulus, Purchasing Director Purchasing@romulusgov.com .
- (9) The City of Romulus strictly prohibits the reproduction or publishing of any published document or solicitation without the express written consent of the City of Romulus. Unauthorized posting of any notice of these documents or reference to said documents or solicitations is strictly prohibited.

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