



# FREMONT Michigan

*"NOW AND ALWAYS -- A Fine City • A Great Community"*

## REQUEST FOR PROPOSALS For WASTEWATER LAGOON SYSTEM ENGINEERING SERVICES

The City of Fremont is seeking a qualified engineering firm to evaluate its wastewater treatment lagoon system's site operations and provide recommendation and guidance to the City regarding any necessary operational changes and/or improvements that may be needed to accommodate anticipated growth in the community.

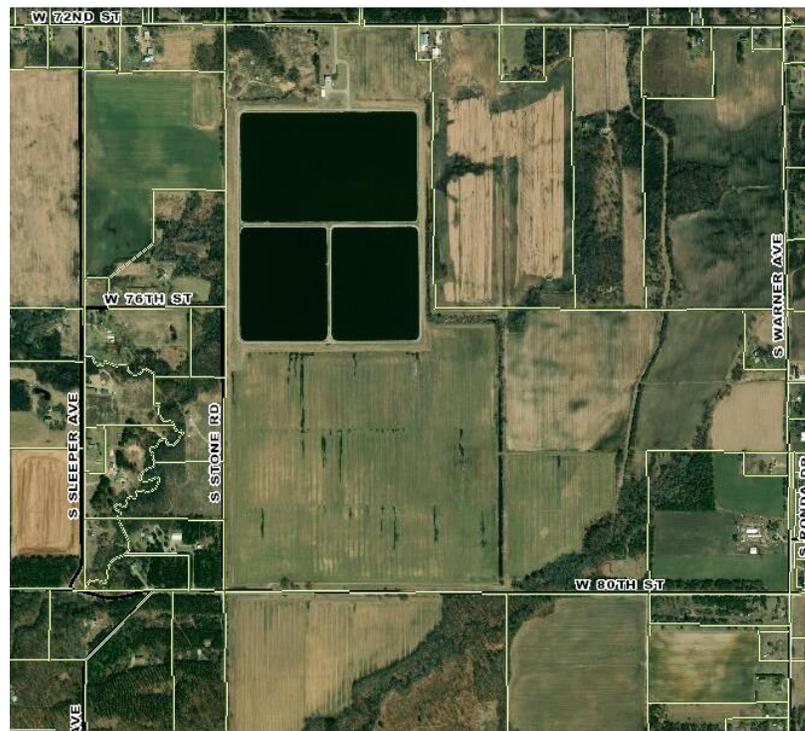
### Background

The City of Fremont ("City") is located in Newaygo County, just 45 miles north of Grand Rapids and 30 miles northeast of Muskegon. The City estimates its population at 4,500 for the upcoming 2020 Census, and with the greater Fremont community totaling over 14,000. Fremont is also home to Gerber Products Company.

The City's sanitary sewer wastewater lagoon system was constructed in 1975 and most of the infrastructure is original. The City increased the lagoon system's capacity by approx. 25% ten years ago by raising the perimeter areas around each lagoon, and more recently renovated the main pumping station and wastewater flood-irrigation systems.

FTC&H has provided wastewater engineering service for the past 25 years, and the City has decided to seek a new engineering firm to provide services for the City's system moving forward. An analysis of the lagoon system's capacity is needed, considering the community's future growth and the addition of a lift station to serve future growth in an area that falls within a Joint 425 Agreement service area in a neighboring township.

The City is also aggressively marketing the remaining 50 acres of vacant land within its Industrial Park, anticipating development within the next year or two. The City would like to be confident that it is capable of handling sewer waste from a food production facility that may create a large amount of sewer waste. Taking this into account, we realize an expansion of our wastewater lagoon system may be needed.



## **Selection Criteria**

A Selection Committee will evaluate responses to this RFP and determine which Respondent(s) may be interviewed in late February or early March. Proposals must include:

- Description of Organization and Professional Staff
- Examples of successful engineered analysis and development of similar nature
- Description of the proposed process for completing the work
- Examples of successful financial analysis and funding guidance with other municipalities with projects of similar nature
- Proposed timeline for completion of analysis, preliminary engineering, bidding and construction, if deemed necessary

During the interview process, the selected Respondent(s) may have the opportunity to discuss the details of their qualifications, experience, costs, and other elements of their proposal.

The City will award a professional services contract to the organization that it believes will be the best fit for Fremont. Key factors will include an organization's knowledge and experience with wastewater lagoon systems, quality of work performed for other municipalities in this field and the planned timeline for completion.

The City reserves the right to reject any and all proposals, if through evaluation it is determined to be in the City's best interest. Proposals whose costs do not accurately represent a reasonable cost for the services being contracted may be automatically disqualified and rejected.

**Proposal submissions shall be received by Noon on Friday, February 21, 2020, to be eligible for consideration and all inquiries to:**

**Todd Blake**, City Manager  
Email: [tblake@cityoffremont.net](mailto:tblake@cityoffremont.net)  
Phone: (231) 924-2101

**Eight (8)** copies must be sealed and delivered to: Todd Blake, City Manager, 101 E. Main Street, Fremont, MI 49412, and must be clearly labeled "RFP-Wastewater Engineering Services." Respondents agree to honor their proposal for a period of **90 days** from the proposal due date.

Prospective Respondents are responsible for the timely receipt of their proposal. All submission material will automatically become the property of the City of Fremont once received, whether awarded or rejected, and will not be returned. All materials submitted to the City should be considered as public record. Late or incomplete proposals will not be considered. After review of the submissions, the City reserves all rights, at its sole discretion, to use without limitation any and all information, concepts and data contained therein. No proposal will be considered received unless all copies of the proposal, including original, printed copies and electronic copies, have been received by the date and time specified.