

PROFESSIONAL ENGINEERING SERVICES REQUEST FOR QUALIFICATIONS

Saginaw County Public Works Commissioner (“County”) is accepting proposals for Professional Engineering Services required by the County for implementation of a Community Development Block Grant Disaster Recovery (CDBG-DR) Infrastructure Grant for the Center Road Sewer Separation Project – Phase 1.

Earlier this year, the County in partnership with Saginaw Charter Township, completed a study utilizing a CDBG Planning Grant that identified how the Center Road District could be separated from a combined sewer district into separate storm and sanitary sewer systems. This study identified four subdistricts within the Center Road District that could utilize four different County Drains for the stormwater outlets.

With the completion of the study, the County in partnership with Saginaw Charter Township applied for a CDBG-DR Grant for \$3M to begin the process of sewer separation for one of the subdistricts of the Center Road District, located in Saginaw Charter Township. Phase 1 of the sewer separation project will consist of the re-establishment of and improvements to approximately 2800 lineal ft of the Gempel Drain which will serve as the stormwater outlet for this area. The project also includes the installation of approximately 1400 lineal ft of new sanitary sewer that will serve the subdistrict. Road replacement or repairs will also be required for the implementation of the project.

PART ONE: SCOPE

The scope of work the Consultant must be prepared and qualified to provide is as follows:

1. General Support

- a. Attend regular meetings with MEDC throughout the project development and construction.
- b. Coordinate with the County, Township, the Grant Administrator and MEDC as needed throughout the project, providing the necessary reports, photographs, updates and other documentation required.
- c. Other general tasks as related to CDBG-DR program compliance.

2. Design

- a. Perform survey work for the proposed work areas.
- b. Prepare design plans and specifications for the proposed storm sewer, open drain, sanitary sewer, and roadway improvements.
- c. Coordinate with the Environmental Review Consultant, providing drawings, documentation and other information required to complete the National Environmental Policy Act (NEPA) Review to secure the required clearances to proceed with the project.
- d. Coordinate with the State Historic Preservation Office (SHPO) Consultant, providing drawings, documentation and other information required to complete the Section 106 review to secure the required clearances to proceed with the project.
- e. Coordinate with utility companies and local agencies as needed.

- f. Participate in required meetings and assist in notices and mailings required by the Drain Code for the work associated with the stormwater system. Prepare maps and coordinate with the County's attorney to provide required information.
- g. Prepare required calculations, maps, drawings, applications, basis of design for permit applications.
- h. Complete required permit applications required for construction including soil erosion and sedimentation control, Part 41 Construction Permit, SCRC ROW permits, etc.
- i. Meet with the County and the Township to review the proposed design documents.
- j. Complete the design plans and specifications for MEDC review and bidding purposes.
- k. Prepare the front-end documents for compliance with MEDC CDBG-DR program requirements.
- l. Coordinate with Grant Administrator for bidding document preparation.
- m. Finalize bidding documents for advertisement based on review comments received.
- n. It is anticipated that the project would be ready for bid by March 2027, pending permits, clearances and MEDC approval.

3. Bid Assistance

- a. Prepare the construction bid advertisement for posting on the County's website, with viewing houses and other means of public notification.
- b. Schedule and host a pre-bid meeting. Prepare and distribute pre-bid meeting minutes.
- c. Answer Contractor and supplier questions during the bidding period.
- d. Prepare and publish addendums.
- e. Attend, open, and publicly read bids.
- f. Prepare bid tabulation.
- g. Research the qualifications and background of the low bidder if the County or the Engineer are not familiar with them.
- h. Coordinate with Grant Administrator and MEDC for recommendation for award.

4. Construction Administration, Staking, Inspection, and Material Testing

- a. Prepare the Contract Documents and distribute them to the Contractor.
- b. Review the completed Contract Documents, the insurance certificates, and bonds.
- c. Schedule and host the preconstruction meeting. Prepare and distribute pre-bid meeting minutes.
- d. Provide construction staking necessary to construct the project.
- e. Verify the Soil Erosion and Sedimentation Control (SESC) measures are installed per the approved plan and perform required permit inspections.
- f. Provide general oversight of the construction project, monitoring progress and quality, reviewing shop drawings and progress payments for County approval and representing the County on the site.
- g. Provide full-time inspection to oversee the work, to verify the work is completed in conformance with the plans, specifications and permit requirements.
- h. Provide construction materials testing, such as density testing, asphalt testing and concrete testing, to ensure materials used during construction meet specifications.
- i. Hold progress meetings as needed during construction.
- j. Prepare any necessary Change Orders and coordinate with MEDC.
- k. Perform walkthrough inspection(s) with County staff and prepare the punch list.

- l. Revise the plans to reflect the revisions made during the construction and furnish a set to the County and the Township.
- m. Close out the construction project and provide required documentation to MEDC.

PART TWO: PROPOSALS

To be considered, proposals must be received by the County prior to **4:00 PM EST on August 17, 2026**. Questions concerning this request should be addressed to **Brian Wendling, Saginaw County Public Works Commissioner** at **989-790-5258** or **bwendling@saginawcountymi.gov**. Proposals can be delivered to Brian Wendling by email at **bwendling@saginawcountymi.gov** or in person or by mail at **111 S Michigan, Saginaw, MI 48602**.

Qualifications:

- Consultant shall have a minimum of fifteen (15) years of experience in stormwater and sanitary sewer engineering projects and be familiar with the Michigan Drain Code.
- The project manager shall hold a professional engineering license in the State of Michigan and be able to sign and seal plans and specifications required for permitting.
- Consultant shall be able to perform all project scope task items without the use of subconsultants, or those subconsultants shall be specifically named in the proposal.
- Consultant shall have recent experience with MEDC CDBG DR projects and the grant process.
- Consultant shall have recent working experience (within the last 5 years) with Saginaw County Public Works Commissioner and Saginaw Charter Township. Preferences will be given for firms located within Saginaw County, MI.

The proposal must include:

1. A letter agreement outlining the proposed scope to complete the project.
2. A brief history of the firm and qualifications of each person in the firm who will be assigned to the project.
3. Demonstration of compliance with the qualifications listed above.

Award of Contract:

The County reserves the right to reject any and all proposals, including without limitation the rights to reject any or all nonconforming, nonresponsive, or conditional proposals and to reject the proposal if the County believes that it would not be in the best interest of the County and the Project to make an award to that consultant, whether because the proposal is not responsive or the consultant is unqualified or fails to meet any other pertinent standard or criteria established by the County. The County also reserves the right to waive all informalities not involving time or changes in the Work, and to negotiate contract terms with the successful consultant.

In evaluating proposals, the County will consider the qualifications of the consultants, whether or not the proposals comply with the prescribed requirements, and other data, as may be requested. The County may conduct such investigations as the County deems necessary to assist in the evaluation of any proposal and to establish the responsibility and qualifications of consultants, to perform the work in a timely manner.

Phase I of Center Rd Sewer Separation Project



Saginaw GIS



Map Publication:

03/11/2026 12:41 PM



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