



Department of Management Services  
Purchasing Division  
241 West South Street  
Kalamazoo, MI 49007-4796  
Phone: 269.337.8020  
Fax: 269.337.8500  
[www.kalamazoo.org](http://www.kalamazoo.org)  
[purchasing@kalamazoo.org](mailto:purchasing@kalamazoo.org)

### REQUEST FOR QUALIFICATIONS (RFQ)

The City of Kalamazoo, Michigan is soliciting sealed proposals for:

**Project Name:** Well, Pump, & Hydrogeological Services

**Bid Reference #:** 91216-003.0

**RFQ ISSUE DATE:** February 20, 2024

Number of Copies Required:  
**One (1) Original + One (1) copy +  
One (1) USB flash drive**

**PROPOSAL DUE/OPENING DATE:** March 20, 2024 at 3:00 p.m. Local Time (ET)

*Facsimile Proposals Will Not Be Accepted*

#### MAILING ADDRESS & INSTRUCTIONS

**Mail to:**

Purchasing Division  
241 W. South Street  
Kalamazoo, MI 49007

**Questions about this RFQ should be directed to:**

**Joseph Bonhomme, Water Resources Division  
Manager at (269) 337-8716 or  
[bonhommej@kalamazoo.org](mailto:bonhommej@kalamazoo.org)**

You are invited to submit your qualifications for this project. Specifications, terms, conditions and instructions for submitting qualifications are contained herein.

All firms shall answer the questionnaire and submit all information requested herein in order for a submission to be responsive. **FAILURE TO DO SO MAY RESULT IN THE QUALIFICATIONS BEING REJECTED AS NON-RESPONSIVE.** The RFQ document shall be returned in its entirety, in a properly identified and sealed envelope to the Purchasing Division at the above address. **QUALIFICATIONS MUST BE RECEIVED BEFORE THE DUE DATE - LATE QUALIFICATIONS WILL NOT BE CONSIDERED.** The City reserves the right to postpone the qualifications opening for its own convenience.

*Include on the Envelope the Project Name and Bid Reference Number (above). All Envelopes Must Be Sealed.*

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The City reserves the right to accept or reject any or all qualifications and/or proposals and waive informalities and minor irregularities in submissions received.

**STATEMENT OF NO INTEREST**

**NOTE: If you DO NOT intend to submit a Statement of Qualification, please return this form immediately.**

The Purchasing Division of the City of Kalamazoo wishes to keep its vendors list file up-to-date. If, for any reason you cannot supply the commodity/service noted in this bid solicitation, this form must be completed and returned to remain on the particular bid list for future projects of this type.

**If you do not respond to this inquiry within the time set for the qualification opening date and time noted, we will assume that you can no longer supply this commodity/service, and your name will be removed from this bidders list.**

- \_\_\_\_\_ Specifications too "tight", i.e. geared toward one brand or manufacturer only (explain below).
- \_\_\_\_\_ Specifications are unclear (explain below).
- \_\_\_\_\_ We are unable to meet specifications.
- \_\_\_\_\_ Insufficient time to respond to the Request for Qualifications.
- \_\_\_\_\_ Our schedule would not permit us to perform.
- \_\_\_\_\_ We are unable to meet bond requirements.
- \_\_\_\_\_ We are unable to meet insurance requirements.
- \_\_\_\_\_ We do not offer this product or service.
- \_\_\_\_\_ Remove us from your proposers list for this commodity or service.
- \_\_\_\_\_ Other (specify below).

REMARKS: \_\_\_\_\_

SIGNED: \_\_\_\_\_ NAME: \_\_\_\_\_  
(Type or Print)

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

FIRM NAME: \_\_\_\_\_  
(if any)

ADDRESS: \_\_\_\_\_  
(Street address) (City) (State) (Zip)

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**SECTION I  
REQUEST FOR QUALIFICATIONS  
INSTRUCTIONS**

1. **EXAMINATION OF DOCUMENT** - Before submitting qualifications, firms shall carefully examine the requirements and shall fully inform themselves as to all existing conditions and limitations.
2. **PREPARATION OF QUALIFICATIONS** - The response to the RFQ shall be legibly prepared in ink or typed. The qualifications submission shall be properly signed and the complete address of the firm given thereon. **One (1) original, one (1) copy, and one (1) USB flash drive copy** shall be provided and submitted to:

City of Kalamazoo  
Purchasing Division  
241 W. South Street  
Room 103  
Kalamazoo, MI 49007

Submissions shall be tightly sealed in an envelope plainly marked SEALED REQUEST FOR QUALIFICATIONS and identified by project name, due date and time. Envelopes opened by mistake due to improper identification will be so documented and resealed. The Purchasing Division will maintain and guarantee confidentiality of the contents until the specified opening date and time.

3. **EXPLANATIONS** - Any explanation desired by the firm regarding the meaning or interpretation of the RFQ and attachments must be requested in writing and with sufficient time allowed for a reply to reach all prospective firms before the submission of their qualifications. Any information given will be furnished to all as an amendment or addendum to the RFQ, if such information would be prejudicial to uninformed firms. Receipt of amendments or addendum by a firm must be acknowledged in the RFQ by attachment or by letter, e-mail or fax received before the time set for opening of qualifications. Oral explanation or instruction given prior to the opening will not be binding.
4. **WITHDRAWAL OF QUALIFICATIONS** - Qualifications may be withdrawn prior to opening by written or telegraphic request or in person by an authorized representative provided their identity is made known and a receipt is signed for the submission. Once proposals are received, they may not be withdrawn for at least **one-hundred twenty (120) days** after submission due date.
5. **LATE RFQ** - Any qualifications received at the office designated herein after the exact time specified for receipt will not be considered. NOTE: The City reserves the right to consider qualifications that have been determined by the City to be received late due to mishandling by the City after receipt of the qualifications and no award has been made.
6. **BROCHURES** - Illustrated brochures and professional records may be attached and submitted to augment data included in this questionnaire. If brochures include information requested in the questionnaire, the questionnaire may reference the appropriate pages of the brochure.
7. **COMPLETENESS** - All information requested herein shall be submitted with the RFQ. Failure to do so may result in rejection of the RFQ as non-responsive.

**8. QUALIFICATIONS SUBMITTAL** – Proposers can submit sealed qualifications in one of the following ways:

8.1. **Mail your proposal**, to be received before the due date and time indicated in the RFQ document, to the City of Kalamazoo at the following address:

City of Kalamazoo  
Purchasing Division  
241 West South Street  
Kalamazoo, MI 49007

8.2. **Deliver your qualifications to City Hall In-Person** before the due date and time indicated in the RFQ document.

8.3. **Deliver your qualifications to the Treasurer’s Office Payment Drop Box** located in the northwest corner of City Hall (see photos below) before the due date and time indicated in the RFQ document.



1. Open drop box located at City Hall.

2. Insert SEALED PROPOSAL here.



9. **QUALIFICATIONS SUBMITTED LIST**- The Purchasing Division makes an effort to post the list of submitted qualifications to the City of Kalamazoo website within 24 hours after the due date and time at: <https://www.kalamazoo.org/bidopportunities>. However, in certain cases the posting of the list may extend beyond the 24-hour window.

**SECTION II  
QUALIFICATIONS QUESTIONNAIRE**

Please answer the following questions completely. You are not required to submit answers on this form and additional information (brochures, illustrations, etc.) will be used in determining qualifications. **If not using this form, please follow its format.**

1. Firm name: \_\_\_\_\_

2. Established:      Year \_\_\_\_\_                      State \_\_\_\_\_

3. Type of organization:

- a. Individual: \_\_\_\_\_
- b. Partnership: \_\_\_\_\_
- c. Corporation: \_\_\_\_\_
- d. Other: \_\_\_\_\_

4. Former firm name(s) if any, and year(s) in business:

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5. Home office business address and telephone number where work will be performed:

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6. Branch office(s) if work will be performed there:

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7. Personnel of firm who will be working on this project. Attach resumes of key personnel:

NAME AND TITLE	SPECIALTY	YEARS EXPERIENCE	EXPECTED ROLE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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8. Total personnel of firm:

- a. Professional: \_\_\_\_\_
- b. Non-professional: \_\_\_\_\_

- 9. Attach a list of similar projects performed over the last five (5) years. Include: project name, owner, contact person and phone number, description of project, professional services provided.
- 10. Identify projects in Item 9 which most closely match the work required by the City.

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- 11. Provide your understanding of the project and any special qualifications you bring to this project.
- 12. Prepare a timeline showing the standard time allocated to major components of this work. This is for evaluation purposes and a firm timeline will be requested at the time of contract award.
- 13. Identify any additional professional consulting service(s) you will utilize to work on this project and their expected role(s).

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- 14. Describe the experience, qualifications and staff size for your firm’s field inspection and supervisors.
- 15. Provide hourly rates and multiplier (% markup on materials, if any) used to determine fees. **This item shall be presented in a separate sealed envelope marked PRICING and shall include all pages included in Appendix B.**

I hereby certify that all of the information provided is true and answered to the best of my ability.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_  
(Type or Print)

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OF KALAMAZOO  
LOCAL PREFERENCE POLICY AND CERTIFICATION  
PROFESSIONAL SERVICES**

When evaluating the qualifications of the responses received for professional service contracts, the location of Kalamazoo County professional firms will be given additional consideration. The City of Kalamazoo is the sole determiner whether a professional firm qualifies as a Kalamazoo County firm and the ranking of its qualifications as compared to the qualifications of the other professional firms being considered.

During the qualifications evaluation process, an additional weight of approximately two percent will be added to the qualifications of Kalamazoo County professional firms in recognition of the positive economic impact resulting from contracting with them. This weight is given over and above any score already given for location of the firm as it relates to increased efficiency and effectiveness as a result of the proximity of the firm to the City. It is understood, however, that due to the subjective nature of the qualifications evaluation process, and the number and weight of all criteria used, it is impossible to apply a precise, numerical local preference score to those proposals.

To qualify as a Kalamazoo County professional firm, the business must meet both the following criteria:

1. Have a physical presence in Kalamazoo County by maintaining a permanent office in Kalamazoo County and with employees working in Kalamazoo County.
2. Have paid real or personal property taxes related to said business to the City of Kalamazoo, County of Kalamazoo or other municipal corporation within Kalamazoo County in the previous tax year, except that a non-profit entity need not meet this requirement.

This local preference policy applies only to purchases for professional services that are over \$25,000. If more than 50% of the contract is sub-contracted to firms located outside of Kalamazoo County that proposal does not qualify for the local preference policy outlined above. The local preference policy will not apply if prohibited by law. The Purchasing Manager has the authority to make final determination if the bidder qualifies as a Kalamazoo County bidder as set forth herein. The Purchasing Manager may take into account the permanency of the business in Kalamazoo, and whether the business appears to be claiming to be a Kalamazoo County business solely or primarily to qualify as a Kalamazoo County business under this Resolution, and any other material factors.

**CERTIFICATION**

If you qualify as a Kalamazoo County professional firm and wish to be considered for the local preference provisions as provided above please certify that fact by providing the information requested below and attesting to its accuracy.

Firm Name: \_\_\_\_\_

Street Address of Business: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Number of employees working in Kalamazoo County: \_\_\_\_\_

Name the city or township to which business real and/or personal property taxes are paid or provide non-profit status:

\_\_\_\_\_

The above information is accurate:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

**CITY OF KALAMAZOO EX-OFFENDER POLICY CHECKLIST**

As part of the City’s commitment to reducing unacceptable poverty, encouraging rehabilitation, reducing recidivism and strengthening families in Kalamazoo, the City has updated its Purchasing Policy to ensure that firms with whom the City does business share in this commitment by utilizing hiring practices that do not unfairly deny people with arrest and conviction records gainful employment. *(Important: This requirement also extends to any subcontractors the bidder intends to use to fulfill the contract for goods or services being sought from the City.)*

**Part I: Proof that the bidder does not inquire about an individual’s past arrest or criminal history on the bidders employment application form**

- Attach a copy of the current application for employment being used by the bidder

**Part II: Certification that the bidder does not use an individual’s past arrest or criminal history to unlawfully discriminate against them by checking *one or more* of the following:**

- That pursuant to federal or state law bidder is precluded from hiring persons with certain criminal records from holding particular positions or engaging in certain occupations by providing a cite to the applicable statute or regulation; if checking this box, provide a citation to the applicable statute or rule upon which the bidder is relying:\_\_\_\_\_
- That bidder conducts criminal history background checks only as necessary, and only after making a conditional offer of employment; that any withdrawal of an offer of employment to an individual because of a past criminal history is job-related and consistent with business necessity after the individual has been provided an individualized assessment opportunity to review and challenge or supplement the history of past criminal conduct being relied upon by the bidder;
- That the use by bidder of criminal history background checks complies with the U.S. Equal Employment Opportunity Commission’s Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions and that the bidder has not had a determination rendered against it in past 7 years that it discriminated against a person through the use of an individual’s arrest or criminal history

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Position



### SECTION III SCOPE OF WORK & SPECIAL CONDITIONS

#### 1. SCOPE OF WORK

The City of Kalamazoo Department of Public Services is seeking one or more professional contractors to provide service for new and replacement wells, pump repair, well rehabilitation, testing and other related hydrogeological work on an as-needed basis for various water wells in and outside of the City of Kalamazoo. The City is responsible for the maintenance of 91 production water wells and an additional large number of monitoring wells. The Project Manager will provide detailed information on the various types of well rehabilitation, installation/replacement monitoring, and well testing to be performed. The contractor may be requested to perform hydrogeological services. The Contractor's unit price should include the crew and equipment prices to reflect methods and types of services that may be needed by the City to perform described services. Information regarding Contractors previous well drilling/installation is requested to assist in evaluating the performance of the Contractor.

#### 2. AWARD CRITERIA AND CONTRACTOR SELECTION

The selection of the successful contractor(s) will be based on a combination of factors that, in the City's opinion, will best serve the City's interest in obtaining the desired service.

Contractor need not be proficient in all methods and aspects of the work to be considered. Please indicate which service your firm is qualified to provide and include your experience and qualifications in your submittal. The City anticipates selecting one or more contractors for the work. The Contractor must have experience in drilling and installing municipal water wells in Kalamazoo County or in similar geological and hydrogeological conditions with at least a 1,000 gallon per minute capacity.

Contractor must have experience with vertical turbine pump installation and maintenance.

Contractor must have experience performing water source hydrogeological exploratory studies, including the use of geophysical methods.

Contractor must demonstrate capacity and the ability to perform the work within the stated deadline.

Contractor must provide a list of references from other clients, cities/local governmental agencies regarding similar assignments and contracts and the contract award amounts.

Location of the office where work will be provided for this project will be a factor in the selection.

Contractor must provide Detailed Specifications for the drilling and construction of 12-inch to 16-inch diameter Type I Public Water Supply System municipal drinking water wells **for each type of drilling** (e.g. Cable-Tool, Direct Rotary, Reverse Circulation Rotary) that they desire to be pre-qualified for the City of Kalamazoo. Specifications shall include - but not necessarily be limited to – the general scope of work such as Contractor responsibilities, and applicable references to the Michigan Well Construction Code, American Water Works Association (AWWA) Standards, and other relevant industry standards. Specifications will also include a detailed description of work, such as test drilling, formation sampling and evaluation, casing, screen, gravel packing or naturally developed, well construction methods, development methods, test pumping, plumbness and alignment, well completion, well plugging, and record documentation. Detailed Specifications are to be no longer than four standard 8.5 by 11 inches sized pages for each type of drilling method for which the Contractor is seeking pre-qualification.

### **AWARD CRITERIA AND CONTRACTOR SELECTION (*cont*)**

Responsiveness to the proposal: All contractors must clearly state the intent and scope of service(s) that the contractor intends to deliver and at what cost (cost is to be provided as outlined in Appendix B). The Contractor must list the number of positions and each position's responsibility to project as part of the proposed scope of the proposal. All pages, documents and the information requested herein must be furnished completely in compliance with the instructions. The manner of submission is essential to permit prompt evaluation of all proposals on a fair and uniform basis. Accordingly, the City reserves the right to declare as non-responsive and reject any incoming proposal if material information requested is not furnished or where indirect or incomplete answers or information is provided.

An interview and presentation may be requested.

This Request for Qualifications is part one of a two-step process. The City will first select firm(s), who, based upon qualifications, the City believes will best be able to provide the required professional services. Those firms will be placed on a pre-qualified list. The second step will be asking firms to submit proposals for performing the professional services at the time the specific project is initiated.

Selection of the firms to be pre-qualified will be performed by a committee made up of City personnel. Information requested, either in writing or by oral presentation, shall be provided at no additional cost to the City.

### **3. SERVICES OF CONTRACTOR**

At the request of the City, the contractor shall obtain and provide necessary physical and hydrogeological information so that efficient test and monitoring wells can be designed, and aquifer characteristic such as safe yield, storability, transmissivity, and hydraulic conductivities can be determined and, if assigned, so that production wells can be designed at proposed pumping rates. Techniques to collect this information shall include but not be limited to test drilling, aquifer performance testing, geophysical testing, production well drilling, and well testing. Contractor will provide verbal and written reports and recommendations on an as-requested basis and attend meetings as deemed necessary by the City.

At the request of the City, the Contractor shall perform pump and well maintenance, and well testing on selected wells. The City will provide all appropriate available historic information regarding the wells and pumps so that the Contractor can best recommend necessary well and/or pump maintenance or testing.

Based on recommendations, the City shall advise the Contractor to proceed or not to proceed with each aspect of the recommended testing or maintenance. Contractor will provide verbal and written reports and recommendations on an as-requested basis and attend meetings as deemed necessary by the City.

Contractor shall televise the entire well casing, screened interval and pump string prior to and following well maintenance activities (prior to pump setting). New wells shall be televised prior to setting the pump. Televising shall be accomplished using equipment with the highest resolution necessary to clearly identify deficiencies in materials and workmanship. Videos shall be submitted to the City, via means to be coordinated with the prequalified firm(s), for review within 48 hours of completing televising activities. Videos and documentation of all existing and newly installed well equipment shall be clearly documented and provided to the City before payment is authorized.

#### 4. CONTRACTOR’S RESPONSIBILITIES

Contractor shall schedule all services with, and obtain access permission from, the City’s Project Manager or designated representative of the City prior to beginning any work.

Contractor shall provide all necessary equipment, machinery, tools, supplies, instruments, and personnel to conduct and complete all of the scope of work.

Contractor is responsible for all MISS DIG arrangements and utility clearances, as necessary.

Contractor shall prepare and submit well logs, pump installation logs, and well abandonment logs to the City of Kalamazoo, The Michigan Department of Environmental Quality (MDEQ), Kalamazoo County Health Department, and all appropriate parties, as required under MDEQ regulations.

Contractor shall comply with all security measures as directed by the Department of Public Services and their designated representatives.

#### 5. SAFETY/ENVIRONMENTAL PROVISION

Contractor shall be responsible for providing appropriate health and safety equipment and training for their employees so that they can perform the necessary work for the City of Kalamazoo in a safe and efficient manner. Contractor shall use the necessary measures to keep work areas as neat and orderly as possible to maximize safety. Contractor shall be responsible for being in compliance with all appropriate federal, state, and local laws and regulations.

Contractor shall use the necessary measures to maintain optimum site appearance by taking proper care of drilling cuttings (soil), and shall also protect the environment from erosional impacts (such as from pumping during development and testing) by the use of tarpaulins, straw, etc.

Contractor shall use the necessary measures to prevent the occurrence of adverse environmental impacts (i.e. chemical, fuel and oil spills, etc.) related to their work-related activities.

Contractor shall keep tree cutting and trimming to a minimum. Cutting and trimming shall only be completed if absolutely necessary for equipment access and if previously approved by the City’s Project Manager or designated City representative.

#### 6. PRICING

A price proposal shall be submitted in a separate sealed envelope marked “**Pricing**”. **The pricing in the sealed envelope shall be the only listed pricing in the proposal.** This price proposal shall only be opened by City personnel after the scoring of other evaluation criteria has been completed. The price proposal must include the information requested in **Appendix B - Pricing**.

All prices set forth herein by Contractors shall be firm for the term of the contract.

If a one-year contract extension is initiated, the Contractor may submit price adjustments equivalent to material cost increases and decreases to the Contractor from its manufacturer and/or supplier(s). Any request for price adjustment shall be in writing to the Purchasing Division Manager and City’s Project Manager.

**PRICING (cont.)**

No increase over the base bid price will be permitted to compensate the Contractor for inefficiency or errors in judgment, increase in labor costs or profit.

The Contractor will have an opportunity to inspect City-selected and owned well fields so they can base unit prices on known well field conditions. No pleas of ignorance of conditions which exist will be accepted as a basis for any claims of any nature for an increase in unit prices or the overall cost to the City to complete work by the Contractor.

**7. AVAILABILITY**

The contractor needs to provide services and support on an as-needed basis. Response to work requests must be timely and efficient to meet project demands.

**8. EVALUATION CRITERIA**

Qualifications will be evaluated by City staff based on the responsiveness of the proposal to this RFQ. All proposals will be evaluated using the criteria listed below:

- 8.1. General Municipal Public Water Supply System (PWSS) Experience and Qualifications (200 Points)
- 8.2. Specific City of Kalamazoo PWSS Experience (200 Points)
- 8.3. Overall Service Capacity (Resources/Variety of Services) (200 Points)
- 8.4. Location of firm/staff serving Kalamazoo (200 Points)
- 8.5. Overall Cost for relevant services
  - 8.5.1. Well Rehabilitation (100 points)
  - 8.5.2. Well Construction (50 points)
  - 8.5.3. Monitoring/Testing Wells (10 points)
  - 8.5.4. Hydrogeological Services (20 points)
  - 8.5.5. Materials (20 points)

**9. CONTRACT PERIOD AND EXTENSIONS**

The contract shall be in effect for a three (3)-year period commencing **June 1, 2024** and continuing through **May 31, 2027**.

The City may opt to extend the contract for up to two (2) additional one (1)-year periods. All extensions shall be upon mutual agreement of both parties and made in writing.

**10. CHANGES AND ADDENDA TO RFQ DOCUMENTS**

Each change or addendum issued in relation to this RFQ will be posted on the City's website at <https://www.kalamazoocity.org/bidopportunities>. It shall be the proposer's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all proposers shall be bound by such changes or addenda. In order for a proposal to be responsive, all addenda must be returned (signed by the proposer) with the proposal. If you have already submitted your proposal, acknowledge receipt and acceptance of the addenda by signing in the place provided and returning them to the Purchasing Division, and they shall be incorporated in your proposal. Please identify your return envelope with the proposal reference number and project description.

**11. NO THIRD-PARTY RIGHTS**

It is agreed and understood that the contract is made solely for benefit of the City of Kalamazoo and the Contractor, that it is not made for the benefit of any third party, and that no action or defense may be founded upon this contract except by the parties signatory hereto.

**12. PROJECT MANAGER**

Water Resources Division Manager, Joseph Bonhomme, herein referred to as the Project Manager or his designated representative shall be the City's representative under the contract. The Project Manager shall have general supervisory authority over service provided herein by the Contractor.

**13. POST-QUALIFICATION INFORMATION**

After review of qualifications, the City may request interviews and further information or clarification in selected areas. Requested information shall be provided by the Contractor either in writing or by oral presentation at no additional cost to the City.

**14. CONFIDENTIALITY**

In view of the possible confidential nature of some testing required by the City, no information whatsoever may be made to any person, firm, association, partnership, corporation, government subdivision or other legal entity other than the City except for information specifically required as a matter of law.

**15. PAYMENT/COMPENSATION**

The Contractor shall perform all of the work specified on a project basis and shall bill the City of Kalamazoo on a monthly basis or other mutually agreed upon time period for work completed with a fully documented invoice detailing all of the work performed. Payment shall be only for work actually performed for the City as authorized and directed by a representative of the City.

The Contractor will be reimbursed for all materials such as well chemicals, well screens, castings, pipes, pumps or other materials that become a permanent or essential part of the project or job. Payment to the Contractor shall be made upon submittal of itemized invoices to the City showing Contractor's direct cost for such materials plus any markup percentage shown by contractor indicated in this request. A copy of all invoices from the Contractor's supplier shall be submitted for reimbursement. The Contractor shall utilize competition when purchasing materials for City projects to optimize dollars spent for quality materials purchased.

**16. CONFLICT OF INTEREST**

Submitting firms shall notify the City of any potential conflicts of interest in their proposal submittal.

**17. RFQ TIMELINE**

Following is a detailed schedule of activities that identifies procurement process milestones. Dates provided are subject to change.

**RFQ TIMELINE (cont.)**

<b>ACTIVITY</b>	<b>DATE</b>
Issue Request for Qualifications (RFQ)	February 20, 2024
Deadline for Written Questions	March 5, 2024 by 3:00 p.m. ET
Response to Questions Posted Online (Addendum)	By March 12, 2024
Proposals Due	March 20, 2024 at 3:00 p.m. ET
Review and Scoring of Proposals	March 21 – April 5, 2024
Interviews (if Required)	April 8 – 12, 2024
Pre-Qualification Award	April 19, 2024

**18. QUESTIONS**

Questions relative to the scope of work may be addressed to Joseph Bonhomme, Water Resources Division Manager at (269) 337-8716. Questions relative to general submission requirements may be addressed to Craig Hull, Senior Buyer at (269) 337-8444. This does not relieve the proposers, however, from the requirements of Item 3, Page 1.

#### SECTION IV INDEMNITY AND INSURANCE

Contractor, or any of their subcontractors, shall not commence work under this contract until they have obtained the insurance required under this paragraph, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to the City of Kalamazoo within ten (10) days of the Notice of Award.

The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and SIR's are the responsibility of the Contractor.

The Contractor shall procure and maintain the following insurance coverage:

Workers' Compensation Insurance including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included and (E) XCU coverage if the nature of the contract requires XC or U work.

Automobile Liability in accordance with all applicable statutes of the State of Michigan, with limits of liability not less than \$1,000,000 per occurrence, combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

Additional Insured: Commercial General Liability and Automobile Liability, as described above, shall include an endorsement stating that the following shall be *Additional Insureds*: The City of Kalamazoo, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed that by naming the City of Kalamazoo as additional insured, coverage afforded is considered to be primary and any other insurance the City of Kalamazoo may have in effect shall be considered secondary and/or excess.

To the fullest extent permitted by law the Contractor agrees to pay on behalf of, indemnify, and hold harmless the City of Kalamazoo, its elected and appointed officials, and employees against any claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of Kalamazoo, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, caused in whole or part by any negligent act or omission by the Contractor, its employees, agents, or officers which arises out of, or is in any way connected or associated with, this contract.

Cancellation Notice: All policies, as described above, shall include an endorsement stating that it is understood and agreed that thirty (30) days, or ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: City of Kalamazoo, Purchasing Division, 241 W. South Street, Kalamazoo, MI 49007.

Proof of Insurance Coverage: The Contractor shall provide the City of Kalamazoo at the time that the contracts are returned by him/her for execution, or within 10 days of Notice of Award, whichever is earlier, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above shall be furnished, if so requested.

**INDEMNITY AND INSURANCE**  
*Continued*

If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and/or policies to City of Kalamazoo at least ten (10) days prior to the expiration date.

Scope of Coverage: The above requirements and conditions shall not be interpreted to limit the liability of the Contractor under this Contract, but shall be interpreted to provide the greatest benefit to the City and its officers and employees. The above listed coverages shall protect the Contractor, its employees, agents, representatives and subcontractors against claims arising out of the work performed. It shall be the Contractor's responsibility to provide similar insurance for each subcontractor or to provide evidence that each subcontractor carries such insurance in like amount prior to the time such subcontractor proceeds to perform under the contract.

**SPECIAL INSURANCE REQUIREMENTS**

The selected proposer shall provide insurance coverage as follows:

- A. Comprehensive professional (errors and omissions) liability insurance with limits no less than \$1,000,000 aggregate which shall insure against acts which are in the nature of professional services performed by engineering consulting and design firms. If a contract is entered into, the Contractor shall maintain such insurance during the life of the contract.



**SECTION V**  
**TERMS AND CONDITIONS**

**1. AWARD OF CONTRACT**

- A. The contract will be awarded to that responsible proposer whose proposal, conforming to this solicitation, will be most advantageous to the City according to the criteria outlined herein. The City reserves the right to accept or reject any or all proposals and waive informalities and minor irregularities in proposals received. Other factors include, as an example but not limited to, delivery time, conformance to specifications, incidental costs such as demurrage and deposits, etc.

Notification of award will be in writing by the Purchasing Manager. Upon notification, the Consultant/ Professional Firm (hereinafter Firm) shall submit to the Purchasing Division all required insurance certificates and such other documentation as may be requested or required hereunder. Upon their receipt and subsequent approval by the City, the Purchasing Manager will forward to the Firm a written **NOTICE TO PROCEED**. Work shall **NOT** be started until such **NOTICE TO PROCEED** is received by the Firm.

- B. Unilateral changes in proposal prices by the proposer shall not be allowed. However, the City, at its sole option, reserves the right to negotiate with proposers.

**2. REQUEST FOR PROPOSAL AS CONTRACT**

As projects are identified, appropriate City project managers will ask one or more of the pre-qualified firms to complete and submit a Request for Proposal for the actual work to be performed. A separate agreement containing the consultant's proposal, these terms and conditions, and any addenda are the basis for any contract resulting from the pre-qualification process.

**3. SUBCONTRACTORS - NON ASSIGNMENT**

Proposers shall state in writing any and all sub-contractors to be associated with this proposal, including the type of work to be performed. The Firm shall cooperate with the City of Kalamazoo in meeting its commitments and goals with regard to maximum utilization of minority and women-owned business enterprises.

The Firm hereby agrees and understands that the contract resulting from this proposal shall not be transferred, assigned or sublet without prior written consent of the City of Kalamazoo.

**4. TAXES**

The City of Kalamazoo is exempt from all federal excise tax and state sales and use taxes.

## 5. INVOICING

All original invoice(s) will be sent to the Financial Services Division, 241 W. South Street, Kalamazoo, MI 49007 or via email at [apinvoice@kalamazoocity.org](mailto:apinvoice@kalamazoocity.org). The Finance Division processes payments after receipt of an original invoice from the Contractor and approval by the department. The City of Kalamazoo's policy is to pay invoice(s) within 30 days from the receipt of the original invoice, if the services or supplies are satisfactory and the proper paperwork and procedures have been followed. **In order to guarantee payment to the vendor on a timely basis, the vendor needs to receive a purchase order number before supplying the City of Kalamazoo with goods or services.** All original, and copies of original invoice(s), will clearly state which purchase order they are being billed against.

**The City of Kalamazoo is a government municipality and therefore is tax exempt from all sales tax.**

**The vendor is responsible for supplying the Finance Division with a copy of their W9 if they are providing a service to the City of Kalamazoo.**

## 6. PAYMENTS

Unless otherwise specified by the City in this proposal, the Firm will be paid in not more than thirty (30) days after receipt of a properly executed invoice, the sum stipulated herein for service rendered and accepted. Payments are processed by the Management Services Financial Services Division after receipt of an original invoice from the Firm and approval by the department.

## 7. CHANGES AND/OR CONTRACT MODIFICATIONS

The City reserves the right to increase or decrease services or requirements, or make any changes necessary at any time during the term of this contract, or any negotiated extension thereof. Price adjustments due to any of the foregoing changes shall be negotiated and mutually agreed upon by the Firm and the City.

Changes of any nature after contract award which reflect an increase or decrease in requirements or costs shall not be permitted without prior approval by the Purchasing Agent. City Commission approval may also be required.

**ANY CHANGES PERFORMED IN ADVANCE OF PURCHASING AGENT APPROVAL MAY BE SUBJECT TO DENIAL AND NON-PAYMENT.**

## 8. LAWS, ORDINANCES AND REGULATIONS

The Firm shall keep himself/herself fully informed of all local, state and federal laws, ordinances and regulations in any manner affecting those engaged or employed in the work and the equipment used. The Firm and/or employees shall, at all times, serve and comply with such laws, ordinances and regulations.

Any permits, licenses, certificates or fees required for the performance of the work shall be obtained and paid for by the Firm.

This contract shall be governed by the laws of the State of Michigan.

**9. RIGHT TO AUDIT**

The City or its designee shall be entitled to audit all of the Firm's records, and shall be allowed to interview any of the Firm's employees, throughout the term of this contract and for a period of three years after final payment or longer, if required by law, to the extent necessary to adequately permit evaluation and verification of:

- A. Firm's compliance with contract requirements,
- B. Compliance with provisions for pricing change orders, invoices or claims submitted by the Firm or any of its payees.

**10. HOLD HARMLESS**

If the negligent acts or omissions of the Contractor/Vendor or its employees, agents or officers, cause injury to person or property, the Contractor/Vendor shall indemnify and save harmless the City of Kalamazoo, its agents, officials, and employees against all claims, judgments, losses, damages, demands, and payments of any kind to persons or property to the extent occasioned from any claim or demand arising therefrom.

**11. DEFAULT**

The City may at any time, by written notice to the Firm, terminate this contract and the Firm's right to proceed with the work, for just cause, which shall include, but is not limited to the following:

- A. Failure to provide insurance and bonds (when called for), in the exact amounts and within the time specified or any extension thereof.
- B. Failure to perform the services within the time specified herein, or any extension thereof.
- C. Failure to make progress if such failure endangers performance of the contract in accordance with its terms.
- D. Failure to perform in compliance with any provision of the contract.
- E. **Standard of Performance** - Firm guarantees to perform the services rendered herein in accordance with the accepted standards of the industry or industries concerned herein, except that if the specifications calls for higher standards, then such higher standards shall be provided.

Upon notice by the City of the Firm's failure to comply with such standards or to otherwise be in default of this contract in any manner following the Notice to Proceed, the Firm shall immediately remedy said defective performance in a manner acceptable to the City. Should the Firm fail to immediately correct said defective performance, said failure shall be considered a breach of this contract and grounds for termination of the same by the City.

In the event of any breach of this contract by the Firm, the Firm shall pay any cost to the City caused by said breach including but not limited to the replacement cost of such services with another Firm.

The City reserves the right to withhold any or all payments until any defects in performance have been satisfactorily corrected.

In the event the Firm is in breach of this contract in any manner, and such breach has not been satisfactorily corrected, the City may bar the Firm from being awarded any future City contracts.

**DEFAULT (cont.)**

- F. All remedies available to the City herein are cumulative and the election of one remedy by the City shall not be a waiver of any other remedy available to the City, either listed in this contract or available by operation of law.

**12. INDEPENDENT CONTRACTOR**

At all times the Firm, any of its employees, or its sub-contractors, and their subsequent employees shall be considered independent contractors and not as City employees. The Firm shall exercise all supervisory control and general control over all workers' duties, payment of wages to Firm's employees and the right to hire, fire and discipline their employees and workers. As an independent contractor, payment under this contract shall not be subject to any withholding for tax, social security or other purposes, nor shall the Firm or its employees be entitled to City paid sick leave, pension benefit, vacation, medical benefits, life insurance or workers' unemployment compensation or the like.

**13. MEETINGS**

The Firm and/or Project Supervisor shall be available to meet with the Department Head or Project Manager at a mutually agreeable time to discuss problems, issues or concerns relative to the contract. Either party may call a meeting at any time. When such a request for a meeting is made, the meeting date shall, in no case exceed five (5) working days after the request; and, if in the sole opinion of the Department Head, the severity of the circumstance warrants, no more than one (1) working day.

**14. INSPECTION OF WORK SITE**

Before submitting proposals for their work, the Firm shall be responsible for examining the work site and satisfy itself as to the existing conditions under which they will be obliged to operate, or that in any way affects the work under this contract. No allowance shall be made subsequently in behalf of the Firm for any negligence on his/her part.

**15. CONSTRUCTION PHASE SERVICES - If included in scope of work**

The Firm shall make visits to the site at intervals deemed appropriate by the Firm for the various stages of construction to observe as an experienced and qualified design professional the progress and quality of the executed work of contractor(s) and to determine in general if such work is proceeding in compliance with the contract documents. The Firm shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of such work. The Firm shall not be responsible for the means, methods, techniques, sequences or procedures of construction selected by contractor(s) or the safety precautions and programs incidental to the work of contractor(s); however, the Firm shall determine if the work is in compliance with the contract documents. During such site visits, and on the basis of on-site observations, the Firm shall keep the City informed of the progress of the work and shall inform the City of known material defects and deficiencies in such work.

**CONSTRUCTION PHASE SERVICES (cont.)**

Based on the Firm's on-site observations as an experienced and qualified design professional, and on review of applications for payment and the accompanying data and schedules, determine the amount(s) owing to the contractor(s) and recommend, in writing, payments to contractor(s) in such amounts; such recommendations of payment will constitute a representation to the City, based on such observations and review that the work has progressed to the point indicated, that to the best of the Firm's knowledge, information and belief, the quality of such work is in compliance with the contract documents (subject to the evaluation of such work as a functioning project upon substantial completion, the results of any subsequent tests called for in the contract documents, and to any qualifications stated in its recommendation); but by recommending any payment, the Firm will not be thereby deemed to have represented that it has made an examination to ascertain how, or for what purpose, any contractor has used the monies paid on account of the contract price, or that title to any of the work, materials, or equipment has passed the City free and clear of any lien, claims, security interests or encumbrances, or that contractor(s) have completed their work exactly in accordance with the contract documents.

The Firm shall conduct an inspection to determine if the project is substantially complete and a final inspection to determine if the work has been completed in accordance with the contract documents, and if each contractor has fulfilled all of his obligations thereunder so that the Firm may recommend, in writing, final payment to each contractor and may give written notice to the City and the contractor(s) that the work is acceptable (subject to any conditions therein expressed) but any such recommendation and notice shall be subject to the limitations expressed in this section.

**16. CITY'S RESPONSIBILITIES**

The City agrees to provide full, reliable information regarding its requirements for the Project and, at its expense, shall furnish the information, surveys and reports, if any, as described in the specifications. In addition, the City agrees to provide, at its expense and in a timely manner, the cooperation of its personnel and such additional information with respect to the Project as may be required from time to time, to be provided by the City for the performance of the Firm's work.

**17. TERMINATION**

This Agreement may be terminated by either the City or the Firm by giving written notice at least thirty (30) days prior to the date of termination.

- A. In the event of such termination by the Firm, the City, together with any other remedies which are legally available, may withhold any subsequent payment due under this agreement until such time as the services required to be performed under this Agreement have been completed by the City or another firm. In the event that the City incurs additional expenses caused directly or indirectly by the termination of this Agreement, together with such other remedies as are legally available, the City shall be entitled to deduct such expenses from any unpaid amount due to the Firm under this agreement.
- B. In the event of such termination by the City, the City shall pay the Firm for services and reimbursable expenses performed or incurred prior to the termination date plus all costs and expenses directly attributable to such termination for which the Firm is not otherwise compensated.

**18. USE OF DOCUMENTS**

A. Provided to the City:

All plans, drawings and specifications provided to the City under this Agreement shall become property of the City and shall be deemed public records as required by Michigan law. The City shall be entitled to use such documents for its own municipal purposes only and shall have no authority to sell them at a profit to any third party. Any use of such documents by the City for municipal purposes not related directly or indirectly to the scope of the services provided for by this Agreement shall create no liability for the Firm, and the City agrees to indemnify and hold the Firm harmless from any and all reasonable damages, losses, attorney fees, costs, and/or reasonable expenses which the firm may incur as a result of such use by the City.

B. Provided by the City:

All digital data derived from the City of Kalamazoo's Geographic Information System (GIS), Computer Aided Design (CAD) software, and the Global Positioning System (GPS) provided to the consultant for the purpose of this contract shall remain the property of the City of Kalamazoo. This contract limits the use of this digital data for the purpose of fulfilling the goals of this contract. Failure to comply can result in the termination of the contract and the removal of the contractor's name from future bid lists. Examples of digital data from GIS/CAD/GPS may include, but are not limited to; orthophotography, topographic contours, parcel/lot lines, street centerlines, utilities, hydrography, wells, zoning, building footprints, neighborhood boundaries, census tracts and blocks, voting districts, and school district boundaries.

**19. CONFLICT OF INTEREST**

The Firm shall not be allowed to work as a contractor or sub-contractor on any project within the scope of this contract which constitutes a conflict of interest.

**20. NO WAIVER**

Either party's failure to insist on strict performance of any term or condition of the contract shall not be deemed a waiver of that term or condition even if the party accepting or acquiescing in the nonconforming performance knows of the nature of the performance and fails to object to it.

## APPENDIX A

### NON-DISCRIMINATION CLAUSE FOR ALL CITY OF KALAMAZOO CONTRACTS

The Contractor agrees to comply with the Federal Civil Rights Act of 1964 as amended; the Federal Civil Rights Act of 1991 as amended; the Americans With Disabilities Act of 1990 as amended; the Elliott-Larson Civil Rights Act, Act. No. 453, Public Act of 1976 as amended; the Michigan Handicappers Civil Rights Act, Act No. 220, Public Act of 1976 as amended, City Ordinance 1856 and all other applicable Federal and State laws. The Contractor agrees as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation or gender identity that is unrelated to the individual's ability to perform the duties of the particular job or position. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment advertising, layoff or termination; rates of pay or other forms of compensations; and selection for training, including apprenticeship.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability family status, sexual orientation or gender identity that is unrelated to the individuals ability to perform the duties of the particular job or position.
3. If requested by the City, the Contractor shall furnish information regarding practices, policies and programs and employment statistics for the Contractor and subcontractors. The Contractor and subcontractors shall permit access to all books, records and accounts regarding employment practices by agents and representatives of the City duly charged with investigative duties to assure compliance with this clause.
4. Breach of the covenants herein may be regarded as a material breach of the contract or purchasing agreement as provided in the Elliott-Larsen Civil Rights Act and City Ordinance 1856.
5. The Contractor will include or incorporate by reference the provisions of the foregoing paragraphs 1 through 4 in every subcontract or purchase order unless exempted by the rules, regulations or orders of the Michigan Civil Rights Commission\* and will provide in every subcontract or purchase order that said provision will be binding upon each subcontractor or seller.
6. The Contractor will not preclude a person with a criminal conviction from being considered for employment unless otherwise precluded by federal or state law. (for contracts over \$25,000)

The Elliott-Larson Civil Rights Act, Sec. 202 of Act. No. 453 of 1976 reads in part as follows:

Sec. 202. (1) An employer shall not:

- (a) Fail or refuse to hire, or recruit, or discharge or otherwise discriminate against an individual with respect to employment, compensation, or a term condition or privilege of employment because of religion, race, color, national origin, age, sex, height, weight or marital status.
- (b) Limit, segregate or classify an employee or applicant for employment in a way which deprives or tends to deprive the employee or applicant of an employment opportunity or otherwise adversely affects the status of an employee or applicant because of religion, race, color, national origin, age, sex, height, weight or marital status.
- (c) Segregate, classify or otherwise discriminate against a person on the basis of sex with respect to a term, condition or privilege of employment, including a benefit plan or system.

\* Except for contracts entered into with parties employing less than three employees.

**THE CITY OF KALAMAZOO  
DEPARTMENT OF PUBLIC SERVICES  
WATER RESOURCES DIVISION**

**APPENDIX B - PRICING**

**(TO BE SUBMITTED WITH YOUR QUALIFICATIONS IN A SEALED  
ENVELOPE MARKED "PRICING")**

**Well, Pump and Hydrogeological Services**

**Bid Reference #: 91216-003.0**



**APPENDIX B - PRICING  
WELL, PUMP, & HYDROGEOLOGICAL SERVICES  
PRICING INFORMATION**

The undersigned having become thoroughly familiar with and understanding all of the proposal/contract documents incorporated herein, agrees to provide Well, Pump and Hydrogeological Services as specified herein for the proposed fees stated below:

1. Price per hour for an experienced crew with all necessary equipment (well rig, pump hoist, and/or appropriate service vehicles, etc.), tools, materials and supplies needed to provide well rehabilitation (cleaning and/or repair) and testing services routinely used on Type I Public Water Supply System 12-inch diameter tubular wells, 12-inch screen diameter gravel-packed wells, and 16-inch screen diameter gravel-packed wells up to 400 feet below ground level (bgl). Contractor will perform all necessary pre-maintenance flow tests, pump removal, well rehabilitation, pump reinstallation and post-maintenance flow tests, and City crews will perform pump cleaning, inspection, and repair unless otherwise directed. List price per hour for each well rehabilitation method and associated crew as appropriate.

		Method (List):	Method (List):	Method (List):	Method (List):
<b>Well Rehabilitation</b>	2024-2027 Hourly Rate				
	12-inch diameter wells to 100 feet bgl	\$ _____	\$ _____	\$ _____	\$ _____
	12-inch diameter wells 101-200 feet bgl	\$ _____	\$ _____	\$ _____	\$ _____
	12-inch diameter wells 201-300 feet bgl	\$ _____	\$ _____	\$ _____	\$ _____
	12-inch diameter wells 301-400 feet bgl	\$ _____	\$ _____	\$ _____	\$ _____
	16-inch diameter wells to 100 feet bgl	\$ _____	\$ _____	\$ _____	\$ _____
	16-inch diameter wells 101-200 feet bgl	\$ _____	\$ _____	\$ _____	\$ _____
	16-inch diameter wells 201-300 feet bgl	\$ _____	\$ _____	\$ _____	\$ _____
	16-inch diameter wells 301-400 feet bgl	\$ _____	\$ _____	\$ _____	\$ _____
	Well pre-test/Pump removal	\$ _____	\$ _____	\$ _____	\$ _____
	Pump Re-installation/Well Post-test	\$ _____	\$ _____	\$ _____	\$ _____
	Mobilization to/from site (round trip)	\$ _____	\$ _____	\$ _____	\$ _____
Televising well (lump sum for equipment & all labor)	\$ _____	\$ _____	\$ _____	\$ _____	
Material Mark-up (percent)	_____ %	_____ %	_____ %	_____ %	

2. Price per hour for an experienced crew with all necessary equipment, materials and supplies to perform well pump maintenance on vertical turbine pumps (300-1500 gallon per minute. Capacity, including pump cleaning, disassembly, inspection, necessary repairs, and re-assembly. In addition, general maintenance (e.g. pumphead) may be requested.

**Pump Repair/General Maintenance** 2024-2027 Hourly Rate \$ \_\_\_\_\_

**B. WATER PRODUCTION WELL DRILLING, CONSTRUCTION, INSTALLATION AND DEVELOPMENT**

1. Price per hour for an experienced crew with all necessary drilling rigs, support vehicles, equipment, tools, and supplies (well construction material *not* to be included in price) used to perform/complete drilling, construction, installation, development, and testing of 12-inch diameter, 14-inch diameter, or 16-inch diameter tubular or gravel-packed wells up to 400 feet bgl. List price per hour for each specific drilling method and associated crew as appropriate. Please have price include a test boring/sieve analyses for well design purposes, and the preparation and submittal of all necessary well logs and pump installation records pursuant to the Michigan Department of Environmental Quality (MDEQ) requirements.

<b>Well Drilling</b>	2024-2027 Hourly Rate	Cable-Tool	Direct Rotary	Reverse Circulation
	12-inch diameter wells to 100 feet bgl	\$ _____	\$ _____	\$ _____
	12-inch diameter wells 101-200 feet bgl	\$ _____	\$ _____	\$ _____
	12-inch diameter wells 201-300 feet bgl	\$ _____	\$ _____	\$ _____
	12-inch diameter wells 301-400 feet bgl	\$ _____	\$ _____	\$ _____
	16-inch diameter wells to 100 feet bgl	\$ _____	\$ _____	\$ _____
	16-inch diameter wells 101-200 feet bgl	\$ _____	\$ _____	\$ _____
	16-inch diameter wells 201-300 feet bgl	\$ _____	\$ _____	\$ _____
	16-inch diameter wells 301-400 feet bgl	\$ _____	\$ _____	\$ _____
	Mobilization to/from site (round trip)	\$ _____	\$ _____	\$ _____
	Material Mark-up (percent)	_____ %	_____ %	_____ %

**C. MONITORING WELL DRILLING, CONSTRUCTION, INSTALLATION AND DEVELOPMENT**

1. Price per hour for an experienced crew with all necessary drilling rigs, support vehicles, equipment, tools, and supplies (well construction material not to be included in price) used to perform/complete drilling, construction, installation, and development of 2-inch diameter or 4-inch diameter monitoring wells up to 400 feet bgl. List price per hour for each specific drilling method and associated crew as appropriate.

				<b>Method</b>
<b>Monitoring Wells</b>	2024-2027 Hourly Rate	2-inch diameter wells	\$ _____	_____
		4-inch diameter wells	\$ _____	_____
		Mobilization to/from site (round trip)	\$ _____	_____
		Material Mark-up (percent)	_____ %	_____

**D. HYDROGEOLOGICAL SERVICES**

1. Price per hour for Manager/Supervisor, an experienced Hydrogeologist/Project Manager (or similar billing category), Groundwater Flow Modeler (including MODFLOW or equivalent), an experienced Geologist, (responsible for field work), and an experienced Field Technician (collect and route field data/sample collector).

<b>Services</b>	2024-2027 Hourly Rate	Manager/Supervisor	\$ _____
		Hydrogeologist/Project Manager	\$ _____
		Groundwater Modeler	\$ _____
		Geologist	\$ _____
		Field Technician	\$ _____
		List other, if appropriate	\$ _____

Proposer/Contractor has examined and carefully studied the bidding documents and attachments, and acknowledges receipt of the following addenda:

Addendum No:

Dated:

Proposer shall provide all of the information as requested herein with their proposal. **Failure to do so and/or failure to provide post-proposal requested information may be cause for rejecting the proposal as non-responsive.**

By my signature below, I certify that the firm bidding on this contract, when making hiring decisions, does not use a past criminal conviction as a bar to or preclude a person with a criminal conviction from being considered for employment with the bidding firm unless otherwise precluded by federal or state law. I further certify that I have read and agree to be bound by the provisions of the City's Non-Discrimination Clause found in Appendix A as updated by City Ordinance 1856.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_