



**REQUEST FOR QUALIFICATIONS
RFQ-VOGL-001-2026**

**CIVIL ENGINEERING SERVICES FOR THE
VILLAGE OF GRASS LAKE ON AN AS NEEDED BASIS**

Prepared By:
Sabrina Edgar
Grass Lake Village Manager
119 North Lake Street
P.O. Box 737
Grass Lake, MI 49240

Deadline for Submission: Monday, September 21, 2026 at 4:00 p.m.

Request for Qualifications (RFQ)

Civil Engineering Services

Village of Grass Lake, Michigan

1. Introduction & Objective

The Village of Grass Lake is soliciting **Statements of Qualifications** from experienced and qualified civil engineering firms to provide professional engineering services to the Village on an **as-needed basis**.

The selected firm will support the Village across a range of planning, design, regulatory, and infrastructure-related needs.

2. Scope of Services

Engineering services may include, but are not limited to:

- **Asset Management**
- **Capital Improvement Planning**
- **Construction Services**
- **Design**
- **Infrastructure Improvements**
- **Permitting**
- **Plan Review**
- **Project Management**
- **Regulatory Compliance**

The firm must demonstrate past knowledge and experience with:

- **Lift Stations**
- **Parking Facilities**
- **Parks and Recreation Infrastructure**
- **Pressure Sewers**
- **Sanitary Sewers**
- **Sidewalks**
- **Streets**
- **Storm Drainage Systems**
- **Water Distribution Systems**
- **Water Treatment Facilities**
- **Grant Writing**

At least one member of the firm must hold a **current Professional Engineer (P.E.) license in the State of Michigan**.

3. Proposal Requirements

3.1 Cover Letter

Provide a cover letter on firm letterhead including:

- Firm name, office location(s), telephone number, and website
- Primary contact person for this RFQ, with full contact information
- Type of organization (individual, partnership, corporation, etc.)
- Number of years the firm has provided related services

3.2 Technical Approach

- Describe why your firm is qualified for this engagement
- Provide a detailed summary of services your firm has previously delivered that demonstrate capability and alignment with this RFQ

3.3 Qualifications & Management

- Identify the proposed project team
- Describe roles and responsibilities of key personnel
- Provide résumés for all key team members
- Explain the firm's project management approach
- Provide an overview of quality assurance and quality control procedures

3.4 Relevant Experience

Provide at least **three (3)** examples of relevant work for public agencies similar in scope to this RFQ. For each agency, include:

- Agency name, address, phone number, and website
- Contact person's name, phone number, and email address
- Brief description of the services provided

3.5 Billing Rates

Submit the firm's current **standard billing rate schedule**.

4. Submission Instructions

Submit **three (3) sealed copies** of your RFQ no later than:

4:00 p.m. — Monday, September 21, 2026

Deliver or mail to: **ATTN: Sabrina Edgar**

Village of Grass Lake: *RFQ-VOGL-001-2026*

119 North Lake St., P.O. Box 737, Grass Lake, MI 49240

5. Selection Process

5.1 Interviews

The Village reserves the right to conduct oral interviews with selected firms.

5.2 Evaluation Criteria

Selection will be based on:

- Demonstrated understanding of the scope of work
- Experience with similar public agencies
- Professional qualifications and technical capability of assigned staff
- Ability to dedicate adequate personnel to Village projects
- Historic and current working relationship with the Village
- Staff experience with grant applications and funding opportunities
- Standard billing rates

6. Questions

All questions must be submitted **via email** no later than:

Monday, September 14, 2026

Send inquiries to: **Sabrina Edgar, Village Manager** s.edgar@villageofgrasslake.com