



VILLAGE OF GRASS LAKE
And
GRASS LAKE CHARTER TOWNSHIP
JACKSON COUNTY, MICHIGAN

REQUEST FOR PROPOSALS
Sanitary Sewer Evaluation Study

Submission Deadline: September 29, 2025, 9:30 AM

Sealed Bid Opening: September 29, 2025, 10:00 AM



Village of Grass Lake
Grass Lake Charter Township
Jackson County, Michigan
Request for Proposals
Sanitary Sewer Evaluation Study
Issued: August 25, 2025

Summary

Qualified consultants are invited to submit a response to this Request for Proposal (RFP) for review and consideration by the Village of Grass Lake (Municipality) and Grass Lake Charter Township (Municipality) to conduct a Sanitary Sewer Evaluation Study (SSES).

Please submit three (3) single-sided original, complete, and sealed proposals to:
Village of Grass Lake, 119 N. Lake St., PO BOX 737, Grass Lake, MI 49240, ATTN: Village Clerk

Notwithstanding any other provisions of the RFP, the Municipalities reserve the right to reject any or all proposals, to waive any irregularity in a proposal, and to accept or reject any item or a combination of items when to do so would be to the advantage of the Municipalities, or their taxpayers. It is further within the right of the Municipalities to reject proposals that do not contain all elements and information requested in this document. The Municipalities shall not be liable for any losses incurred by any responders throughout this process.

Critical Dates

Identified below are the critical dates associated with this Request for Proposals. Further details and requirements are contained in the specific sections or attachments included in this package.

Request for Proposals Issued: August 25, 2025

Proposal Due Date: September 29, 2025, 9:30 AM

Bids will be Publicly Open: September 29, 2025, 10:00 AM

Bid opening Location: 119 N. Lake St., Grass Lake, MI 49240

Interested parties are encouraged to submit questions regarding the Request for Proposal via email to village manager Sabrina Edgar at s.edgar@villageofgrasslake.com. Responses to questions will be provided directly by email.

Scope of Services

The Municipalities wish to contract with a vendor to perform a Sanitary Sewer Evaluation Study (SSES) to determine potential volume and location of Inflow and Infiltration of ground water into the sanitary sewer system. The Municipalities are requesting proposals from several engineering firms to undertake the following scope of services:

- 1) Sanitary Flow and I&I Analysis
 - a. Installation of flow meters and data collection for analysis.
 - b. Develop hydrologic flow models for metered locations.
 - c. Provide Summary Table of I&I analysis.
 - d. Provide a ranked list of priority areas with high I&I.
- 2) Smoke Testing
 - a. Determination of the necessity for smoke testing.
 - b. Complete Smoke testing to identify direct sources of I&I into the system.
 - c. Provide Summary Table of smoke test findings.
 - d. Provide smoke testing results in GIS format.
- 3) MACP Condition Assessment
 - a. Condition assessment for the Municipalities manholes.
 - b. Provide list of recommended defects and remediation to address defects.
 - c. Be able to procure and provide oversight for PACP certified CCTV contractor should activity be determined as needed.
- 4) Sanitary Sewer Study Technical Memorandum
 - a. Provide Technical Memorandum of study results.
 - b. Provide recommendations for addressing I&I issues.
 - c. Outline next steps to be completed in order to pursue SRF funding.

Content of Proposal

Proposals shall contain the following information:

- 1) Cover letter and introduction including the name of the consultant and the name and telephone numbers of the person(s) authorized to represent the company regarding all matters related to the proposal.
- 2) Prospective providers should indicate how they envision being able to provide services to the Municipalities, and how those services will fit with the goals for this project.
- 3) Provide a final report of all findings at the conclusion of the study.

- 4) A fee schedule identifying specific rates for services.
- 5) Provide proposal in a cost-not-to-exceed format.
- 6) Provide any additional information that you feel is pertinent to the decision on selecting a consultant for this study.
- 7) Timeline with milestones for tasks and study completion.

Offer Expiration Date

Proposals in response to this RFP will be valid for sixty (60) days from the proposal due date. The Municipalities reserve the right to ask for an extension of time if needed.

Ownership of Materials

All materials submitted in response to the RFP become the property of the Municipalities, supporting materials will not be returned. The Municipalities are not responsible for any costs incurred by the company in the preparation of the proposal or for presentation or related meeting time.

Contract and Insurance

The successful proposer will be asked to enter into a contract and to provide a certificate of insurance showing coverage for liability and workers compensation. The service agreement will contain a provision specifying a deadline for submitting invoices. Any invoices submitted for services not billed in accordance with the deadline may, at the sole discretion of the Municipalities, be considered invalid and payment may be refused. Any future relationship between the Contractor and the Municipalities will be an "at will" relationship and may be terminated by either party, for any reason, following a 30-day notice.

Conflict of Interest

The Municipalities require that consultants disclose conflicts of interest when they may occur. Past or pending client relationships may or may not be determined to be conflicts but should always be disclosed and discussed with the Municipalities.

Approval of the Proposal

A select number of firms may be requested to discuss their proposals with a joint subcommittee of the Municipalities. The Village Manager will be in contact with the firms responding to the RFP once the proposals are received and a determination is made for interviews, if any, that will be held and when. The Municipalities anticipate considering the proposals at the first scheduled meeting of the Joint Committee after proposals are presented. The Joint Committee will then present their recommendation at the first regular meeting of each Municipality after the regularly scheduled Joint Committee meeting.

