



CITY OF GREENVILLE

"Danish Festival City"

411 South Lafayette Street
Greenville, Michigan 48838

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infocity@greenvillemi.org

November 6, 2014

Geotechnical Company

RE: Geotechnical Work and other A/E services at the Greenville Transit Building

To Whom It May Concern:

The City of Greenville is seeking a Statement of Qualifications from your company based on your reputation for geotechnical and structural expertise for a project at the Greenville Transit Building. The project will be funded through federal and state grants and therefore is subject to a Brooks Act qualifications-based procurement procedure. The applicable federal contract clause for "Professional and A&E, less than \$100,000" is attached for your information and will be part of the final contract for services.

The following description outlines a presumed scope of work:

The Greenville Transit Building is located at 215 E. Fairplains, Greenville, MI 48838. It is a pole building structure that was built in 1987. It has become apparent that the northwest corner of the building has been sinking over the years and has reached a point that has adversely affected even the plumbing of the building.

We expect that the following steps will be necessary to reach a recommendation to stabilize the site, restore the building to original elevations and repair the interior damage in a cost effective manner.

1. Perform a site evaluation to determine the number and location of borings to determine a cause for the settlement.
2. Evaluate soil boring information
3. Recommend a course of action to stop further settlement.
4. Recommend options with associated costs to repair existing damage and provide long-term stability to the building.
5. With City approval of a preferred option, proceed with A/E services to prepare bid documents to accomplish long-term stability of the building and site.
6. The City may or may not elect to include Construction Engineering in the scope of the final work, but the fee for such services will be negotiated as part of the contract.

A selection will be made by a small review committee that will include the Greenville City Manager, City Engineer and Director of Public Services. The committee will evaluate the Statements based on their rankings. Rankings will be scored based on the following criteria, which are listed in order of importance:

The mission of the City of Greenville, as a part of the Coalition of Greater Greenville, is to serve through leadership and action, to assure all citizens a collaborative, planned and visionary community.

1. A re-statement of the scope to indicate your understanding of the problem. Please add any steps that may be necessary but unstated in our expected scope.
2. A general outline of the steps necessary to accomplish the stated goal.
3. Include the 5 most-similar reference projects with client contact information.
4. Identify the actual team to accomplish the work and include their resume.
5. A brief history and background of your company that highlights the necessary areas of expertise. If partnering with another firm, please include that firm's background and history also.
6. Please state how your company or partnership is unique and sets you above your competitors.

If there is a clear consensus among the committee as to the most qualified firm, a recommendation will be sent to the City Council. If there is not a clear consensus, firms in a qualified range will be invited for an interview prior to a recommendation to City Council. If an interview is needed, questions will pertain to the scope of work and how the firm is uniquely qualified to accomplish the work. Interviews could add up to 500 points to the first ranking and will result in a recommendation.

The selection will be made without regard to fees, so please do not submit fee information with your Statement. Fees will be negotiated with the selected company in a firm, fixed price contract. The selected company will receive a Notice to Proceed upon award of the contract.

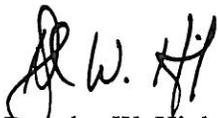
A mandatory scope review meeting will be held at the Greenville Transit Building on Thursday, November 13, 2014 at 10:00 a.m.. Subsequent visits can be arranged by appointment through a procedure to be outlined at the scope review meeting. At the meeting questions can be submitted directly on paper. All subsequent questions must be submitted by email to dhinken@greenvillemi.org. Written answers will be distributed for all questions by email to all firms who have submitted questions or attended the meeting. The deadline for submitting questions is Friday, November 21, 2014 at 5:00 p.m..

Please submit 3 hard copies of your Statement of Qualifications for consideration, no later than Tuesday, November 25, 2014 at 5:00 p.m. to:

Douglas W. Hinken, P.E., City Engineer
City of Greenville
411 S. Lafayette Street
Greenville, MI 48838

The City of Greenville reserves the right to reject any and all proposals for sound, documental, business reasons; and to waive any minor irregularities or informalities. Submitted proposals become the property of the City of Greenville.

Sincerely,
CITY OF GREENVILLE



Douglas W. Hinken, P.E.
City Engineer

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