

**CITY OF MUSKEGON HEIGHTS**  
**REQUEST FOR PROPOSAL**  
**CONSULTING SERVICES / WATER SYSTEM ALTERNATIVES ANALYSIS**

**Introduction**

The City of Muskegon Heights seeks a qualified consulting firm to conduct a comprehensive analysis of water supply and service delivery alternatives. The City invites interested firms with experience in assessing the operation, management, and finances of public utilities to submit a written proposal.

The scope of the study shall include both the water treatment and the water distribution systems. The selected consulting firm will be accountable to the City Council but works closely with the City Manager. The study must be finalized in a manner and timeframe that complies with requirements set forth by the State of Michigan, Department of Environment, Great Lakes and Energy (EGLE) administrative consent agreement (ACA-399-13-2023) part 2.15(b) and subject to EGLE's review and comment prior to being shared publicly. The City of Muskegon Heights is in the process of requesting an extension of time from EGLE to complete the study pursuant to section 4.14 of the ACA.

**Background**

The City of Muskegon Heights is a community of approximately 9,900 residents in southwest Michigan. It occupies approximately 3.2 square miles in Muskegon County and is surrounded by the cities of Muskegon and Norton Shores. The City obtains its water from Lake Michigan and treats the water through conventional treatment consisting of coagulation, flocculation, sedimentation, and filtration. Chlorine is added as a disinfectant. The City's Water Filtration Plant is rated at 25.2 million gallons per day (MGD). The current average day demand is approximately 1.4 MGD with an approximate maximum day demand of 2.6 MGD. A large reduction in flow occurred in 2015, when two neighboring communities discontinued service from the City of Muskegon Heights.

Prein&Newhof, Inc. has been assisting the City with various projects and studies related to the City's infrastructure including its water system. Prein&Newhof will continue to provide services during the alternatives analysis study and will assist the City as needed during the process to make information available to the selected consultant.

A list of reports and documents available during the RFP are provided in Exhibit A. These are available at:

<https://muskegonheights.us/request-for-proposal-consulting-services-water-system-alternatives-analysis/>

The City is in the process of updating its Water System Reliability Study and preparing a Water Asset Management Plan. These will not be completed until Fall of 2024.

**Scope of Services**

Task 1: Conduct introductory research.

Task 2: Convene stakeholder group and prepare a public participation plan.

Task 3: Establish initial alternatives list and assess the feasibility of potential water supply sources and service delivery options. Characterize the feasibility of the preliminary range of alternative water supply and service delivery options using any or all applicable from the following categories:

- Ability to integrate with existing distribution system (as applicable)
- Costs and cost effectiveness (construction and O&M)
- Environmental impacts (for example, greenhouse gas emissions)
- Funding needs
- Hazard/risk analysis
- Permitting and regulatory compliance
- Potential impacts on operational staffing needs, certifications, system designation
- Potential impacts on operations of the Water System, Wastewater Collection System, and Wastewater Treatment System
- Potential legal constraints (e.g., water rights, intertie agreements, water trading)
- Public education/perception
- Rate impacts (considered across all customer classes)
- Regionalization Potential (with considerations for affordability)
- Revenue impacts (considered across all customer classes)
- Scalability of alternatives/ future demand
- Supply source resiliency (seasonal availability, dry year impacts)
- Timeline for implementation / phased approach for portfolios of alternatives
- Water chemistry/quality/treatability
- Other criteria recommended by the water staff, city manager, stakeholder group, or consultant

Task 4: Develop alternative portfolios of *reasonable* water supply and service delivery options.

Task 5: Develop and Finalize Alternatives Analysis Study.

## **Proposal**

Proposals should provide a straightforward and concise summation of qualifications, adequate to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. The City Council requires that all proposals contain the following sections:

- Summaries of Experience and Qualifications (See below for details)
- Detailed description of proposed approach which ensures all of the below elements are covered:
  - i. Stakeholder/ public participation plan
  - ii. Technical evaluations of alternatives
  - iii. Financial and sustainability assessment
  - iv. Impacts to customer rates
  - v. References to methodology used for the study and decision criteria system for recommendations (should include reference to the Level of Service from City's Asset Management Plan and/or industry standards and best practices)
- Identification of Conflict of Interest (if any)

- Identification of Subconsultants (if any)
- Proposed Timeline and Milestones for Deliverables
- Proposed Compensation, including any proposed retainer and rates for all other subcontractors expected to perform work.

**Statement of Qualifications**

Itemize and briefly describe similar work successfully completed by your firm. Include examples of up to five (5) projects completed in the past 5-10 years with similar services to those required by this RFP. Include a project description, contact name and number, initial fee, and final costs including amendments and claims.

Project Team Qualifications: Identify the project team members and discuss the roles and experience of the firm’s Project Manager and key support personnel. Identify the education, professional credentials, licensing, and experience of each member of the Team. Include any subconsultants required for the project.

Be sure to highlight the following, at a minimum: Professional facilitation skills for fully and effectively engaging stakeholders and the public; Significant subject matter expertise, technical ability, and analytical skills for analyzing water sources and service delivery options, developing portfolios of options, and documenting a reasonable proposed path forward for achieving the level of service goals; and Professional writing skills (clear, concise, and use of active voice) for all deliverables.

**Submission**

Twelve copies of the proposal are due to the City Clerk no later than 4:00 pm on **March 14, 2024**. A digital copy is also required to be submitted with the paper copies on a flash drive. Documents can be mailed or hand-delivered to:

City Clerk  
 City of Muskegon Heights  
 2724 Peck Street  
 Muskegon Heights, MI, 49444

Submissions should be contained in a sealed package or envelope. The exterior of the package or envelope should be clearly labeled “Water System Alternatives Analysis RFP”.

**Evaluation and Selection**

1. Firms who submit proposals may be requested to make an oral presentation to the City Council or participate in an interview with City staff.
2. The City Manager will make a recommendation to the Mayor and City Council based on City Staff reviews. Each proposal will be evaluated in regards to the ability of the firm to provide the City of Muskegon Heights with quality consulting services in a cost effective, efficient and timely manner.

3. The contract for consulting services will be an at will contract that can be terminated by either party with thirty (30) day written notification.
4. A contract awarded for consulting services as a result of this RFP will be expected to take effect no more than 30 days after the City Council makes the selection.
5. The City of Muskegon Heights reserves the right to reject any or all proposals and to waive any irregularities in a proposal and to award a contract that, in the Mayor and City Council's judgment, is in the best interests of the City without regard to cost.

### **Inquiries**

Questions regarding the RFP should be submitted in writing by February 15, 2024 to: to Melvin C. Burns II, Interim City Manager at [m burns@muskegonheights.us](mailto:m burns@muskegonheights.us). Responses will be posted by February 22, 2024 to the City's website at: [www.muskegonheights.us](http://www.muskegonheights.us).

**EXHIBIT A**

**BACKGROUND INFORMATION FOR REVIEW AT CITY'S WEBSITE**

2015 Sanitary Survey Muskegon Heights - DEQ

2014 Water Filtration Plant Reliability Study – HRC

2015 Water System Reliability Study (Distribution) – Prein&Newhof

2022 Sanitary Survey Muskegon Heights – EGLE

2023 City of Muskegon Heights ACA-399-13-2023 - EGLE

2023 City of Muskegon Heights ACA-399-13-2023 Exhibit A

2023 City of Muskegon Heights ACA-399-13-2023 Exhibit B