

FOREST LAKE PROPERTY OWNERS ASSOCIATION

REQUEST FOR PROPOSAL

FOR THE DESIGN AND IMPLEMENTATION OF A LAKE DREDGING PROJECT

DECEMBER 2020

The Forest Lake Property Owners Association (FLPOA) requests a proposal (RFP) for professional engineering services associated with the design and implementation of a lake dredging project. The EGLE permit No. WRP021433v.1 prepared by Lapham and Associates shall serve as the basis for the proposal.

Required Engineering Services

Engineering services to be provided shall include the following major tasks:

- Preparation of contract documents for a lake dredging project including, but not limited to, plans, specifications, bidding requirements, proposal form, insurance requirements and legal contract forms for the construction contract between FLPOA and the Contractor. All dredging spoils shall be deposited on the Frank Seder property unless designated otherwise by the owner.
- Submission of contract documents to all applicable Federal, State and County Agencies as required to obtain all necessary approvals and permits for the project. FLPOA will provide payment for all permit fees.
- Preparation of a list of qualified contractors for FLPOA approval. Issuance of design and construction documents for bidding, conduct a pre bid meeting, preparation of any addenda which may be required, receipt of bids, bid opening with FLPOA presence and submittal of a bid tabulation and comparative analysis to FLPOA.
- Preparation of legal Contract forms for signature by the Contractor and FLPOA.
- Engineering during construction including, but not limited to, chairing a pre-construction meeting, establishment of a chain of command between the engineer/Contractor/FLPOA, Contract administration, recording of minutes for all construction meetings, processing and evaluation of the Contractors progress payments requests, construction photographs, preparation of change orders which may be required, review of the Contactor's quotations for change orders and submittal of change orders/quotations to FLPOA for approval prior to authorizing the Contractor to proceed with the changes.
- Construction layout and staking to define the limits of dredging at each dredging site.
- The Contract documents shall include construction of a sediment pond and dam for Crane Bay.

Additional Specific Contract Document Requirements

- The contract documents shall indicate the existing lake bottom contours at each dredging location and the proposed limits of dredging and the proposed lake bottom contours and cross sections. The bidders shall be responsible for determining dredging volumes and shall provide a lump sum price to complete the work as shown on the documents. If the limits of dredging are revised by change order the contractor shall provide a lump sum quote for the additional work.
- The engineer shall confirm that the contractor has completed the work in compliance with the Contract documents.
- The bid proposal form shall include a price breakdown with lump sum pricing for dredging at each dredging site and the construction of the Crane Bay sediment pond and dam.
- All changes in the work shall be described in writing by the Engineer and submitted to the Contractor for quotation. After the quotation has been reviewed and approved by the Engineer, a Change Order shall be prepared by the Engineer and submitted to FLPOA for final approval prior to authorizing the Contractor to proceed with the changes.