



CITY OF BROWN CITY

"Brown City: Rooted in Tradition Growing with Heart"

4205 Main Street, P.O. Box 99, Brown City, Michigan 48416-0099

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REQUEST FOR STATEMENT OF QUALIFICATIONS FOR ENGINEERING SERVICES

City of Brown City

Sanilac County, Michigan

DATE OF REQUEST:

Wednesday, September 16, 2026

SUBMIT QUALIFICATION STATEMENTS TO:

Kyle Harris
City Manager
City of Brown City
4205 Main St
PO Box 99
Brown City, MI 48416
kharris@cityofbrowncity.net

CONTACT PERSON:

Kyle Harris
City Manager
(810) 346-2325
kharris@cityofbrowncity.net

DEADLINE FOR QUALIFICATION STATEMENTS:

Friday, October 16, 2026 at 12:00p.m.

DELIVERY OF QUALIFICATION STATEMENT WILL BE BY EMAIL ONLY TO:

kharris@cityofbrowncity.net

QUESTIONS REGARDING REQUEST FOR STATEMENT OF QUALIFICATIONS BE DIRECTED TO: Kyle Harris, City Manager: kharris@cityofbrowncity.net and/or (810) 346-2325.

INTENT: The City of Brown City invites statements of qualifications, experience, and interest from qualified engineering consultants for providing all required surveying, grant administration, planning, preliminary and final design, and construction engineering services for sewer utility replacement, storm sewer replacement, and street reconstruction in various parts of the City as identified in the City's capital planning documents. The project includes planning, new sewer main, new storm sewer main, road reconstruction, and rehabilitation of disturbed landscaping during the project.

PROJECT NAME: City of Brown City Sewer Infrastructure Upgrades

The City of Brown City will conduct an evaluation of the Statements of Qualifications. The Statement of Qualifications received will be reviewed and evaluated by the City staff and/or the City Council's subcommittee on Sewer and Water. The firm determined to be most qualified will be recommended to the City Council to complete this project. It is the intention of the City to retain the selected engineering firm by November, 2026.

The City reserves the right to accept or reject all RFQ's, waive any informalities, and award the contract to the most qualified firm.

Responses to this RFQ shall be no longer than 10 pages and must include the following information:

1. Experience with planning, to include televising, assessing, and mapping of sewer infrastructure.
2. Experience with wastewater improvements, storm sewer reconstruction, and road reconstruction. Provide a description and location of these types of projects completed.
3. Experience in assisting communities with obtaining grants and providing grant administration services with federal funding, as well as experience with ensuring compliance with federal provisions such as Build America Buy America and the National Environmental Policy Act.
4. Organizational chart showing staff assigned for each portion of the project.
5. Qualifications and Experience of Key Staff to be assigned to the project.
6. List of references from communities with similar projects worked on.

Applicants are to submit seven (7) hard copies and a thumb drive containing a digital copy.

Statements of Qualifications will be scored on the following criteria:

1. Experience with planning and construction phases of the project (___/10)
2. Experience with grant writing and grant administration (___/10)
3. Qualifications of staff assigned to the project (___/10)
4. References (___/10)