



# CITY OF FLINT

## Department of Purchases & Supplies

Dr. Karen Weaver  
Mayor

Derrick F. Jones  
Purchasing Manager

**TO:** All Bidders

**FROM:** Derrick F. Jones,   
Purchasing Manager

**DATE:** June 13, 2017

**SUBJECT:** Program Management Services, Proposal # 18-542

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The City of Flint, (the City), Purchases & Supplies Department has issued addendum #1 (revised) to the above referenced proposal. Please include this and any additional attached documents as part of the specification.

The City has also revised the following page:

1. Page 14 of 19 – Under the “Minimum Requirements” section, the City has removed requirement #2 from the specification. Revised page is attached.

Currently, the due date for this proposal will remain on **Thursday, June 29, 2017 by 3:00 PM (EST)**. Please note that proposals may not be faxed into the Purchasing Department for acceptance.

If you have any questions, please feel free to contact me at the number listed below.

**Revised Page:**

1. Page 14 of 19 – Under the “Minimum Requirements” section, the City has removed requirement #2 from the specification.

bids and submit recommendation to the City's Purchasing Department for final review and approval. The Purchasing Department will process appropriate paperwork for approval and submittal to governing body. Selected vendor may have to attend Council and or RTAB meeting to answer any questions concerning recommendation.

- **Coordinate Construction Schedule** – Upon contract award, coordinate construction scheduling for the work activities.
- **Review Contractor Submittals** – Verify that the contractor's shop drawing submittals are provided to the design engineer for review and approval, and provide responses. Also verify that the design engineer responds to contractor's requests for information related to the construction documents and bulletins issued during the bidding phase.
- **On-site Inspection** – Perform on-site inspections of the construction activities as needed from the field. Develop summary information on a monthly basis and submit to the client in a status report.
- **Measurement and Payment** – Based on contractor performance and the method of payment, make recommendations for payment based on completed work.
- **Conduct Progress Meetings** – Conduct progress meetings, as needed.

The objective of this project is to achieve more effective and efficient operation of the Flint water system given the long-term water source selection.

#### **B. Minimum Requirements**

To be considered for award of this RFP, a vendor must meet the following minimum requirements:

- (1) Complete the RFP and submit response, including forms, by deadline
- (2) The team shall have demonstrated experience in Program Management for at least five (5) programs that exceed one hundred and fifty million dollars (\$150,000,000) in capital projects in the past 10 years.
- (3) The team shall have demonstrated experience in using technology to provide project status through open source data systems.
- (4) The team shall have demonstrated successful experience in planning and executing projects and other services delineated within this solicitation.

As conceptualized, services will include program management and delivery, design management, program/budget administration, project delivery, program evaluation, technical and logistical assistance, data management, construction management, and communication of project and program status with the public and other stakeholders.

#### **C. Duration of Service**

The duration of the work is expected to be three (3) to five (5) years.