

## REQUEST FOR STATEMENT OF QUALIFICATIONS FOR ENGINEERING SERVICES

**Village of Sparta**  
Kent County, Michigan

**Project:** Water and Wastewater Infrastructure Improvements  
**Funding Source:** Federal and Local Funds

**DATE OF REQUEST:** January 29, 2026

**SUBMIT QUALIFICATIONS TO:** Village of Sparta  
276 W. Division Street  
Sparta, MI 49345

**CONTACT PERSON:** James Lower  
Village Manager  
(616) 887-8251  
[villagemanager@spartami.org](mailto:villagemanager@spartami.org)

**DEADLINE FOR QUALIFICATIONS:** 2:00 PM on February 26, 2026

**DELIVERY OF QUALIFICATIONS SHALL BE BY EMAIL ONLY TO:** [villagemanager@spartami.org](mailto:villagemanager@spartami.org)

**QUESTIONS REGARDING THIS RFQ MAY BE EMAILED ONLY TO:** [villagemanager@spartami.org](mailto:villagemanager@spartami.org)

### **I. INTENT**

The Village of Sparta (the “Village”) is seeking Statements of Qualifications (SOQ) from qualified engineering consulting firms to provide surveying, grant administration, preliminary and final design, and construction engineering services.

The project is specifically intended to improve the Village’s wastewater collection and water distribution systems to relieve hydraulic bottlenecks and promote growth, specifically in the Gardner Street and Martindale Street areas. These improvements are vital to increasing system capacity, allowing for new customers, and promoting economic resilience within the Village.

### **II. PROJECT OVERVIEW**

This project is anticipated to be funded in part by federal programs, including the U.S. Economic Development Administration (EDA). As such, the selection process will be a Qualifications-Based Selection (QBS) pursuant to federal procurement standards. No cost or fee proposals shall be submitted with the SOQ.

### **III. SCOPE OF SERVICES**

The intended project will consist of, but is not limited to:

- A. **Grant Administration:** Assistance with grant/funding applications, environmental documentation, and ongoing compliance/reporting.

- B. **Project Scope and Narrative:** Preparation of a Preliminary Engineering Report (PER) in accordance with EDA Form ED-900C, including scope, feasibility, and opinions of probable costs to support federal grant applications.
- C. **Hydraulic Analysis & Pre-development:** Preparation of calculations and design basis for the recommended improvements.
- D. **Final Engineering:** Preparation of final design drawings and specifications.
- E. **Permitting Assistance:** Prepare and submit required permit applications on the Village's behalf.
- F. **Construction Services:** Bidding assistance, construction observation, and federal labor standards monitoring.
- G. **Closeout and Monitoring:** Assistance with post-project monitoring and subsequent funding agency monitoring (e.g., GPRA reporting).

#### **IV. SUBMISSION REQUIREMENTS**

Firms must limit their SOQ to **20 pages** (excluding resumes and cover letters) and include the following:

- A. **Firm Background:** A description of the firm, office locations, and services provided.
- B. **Technical Approach:** A description of the firm's philosophy on supporting communities to promote economic growth and improve infrastructure.
- C. **Relevant Experience:** Brief description of the firm's experience with water and wastewater utilities, including at least three (3) similar projects.
- D. **Federal Funding Experience:** Firm's history with federally funded projects, including a list of at least three (3) EDA-funded projects completed or in progress, including contact information for the client. Include projects with multiple funding sources.
- E. **Key Personnel:** An organization chart and brief resumes for staff assigned specifically to the Sparta project.
- F. **Local Presence:** Statement of the firm's history with the Village of Sparta and familiarity with the Village, including office proximity.

#### **V. EVALUATION CRITERIA**

The Village will evaluate firms based on the following weighted criteria:

- A. **Firm Experience (25%):** Specific technical expertise in identifying and resolving water and wastewater infrastructure needs to facilitate economic development.
- B. **EDA Grant Success & Administration (20%):** Demonstrated success in securing and administering EDA Public Works and other federal grants/funds specifically within the last five (5) years.
- C. **Local Knowledge & System Continuity (20%):** Familiarity with the Village of Sparta and recent work history. Knowledge of specific challenges related to the Gardner/Martindale corridors, including the project need.
- D. **Qualifications of Key Staff (20%):** Experience of the Project Team in the successful delivery of municipal water and wastewater projects.
- E. **Capacity to Perform (15%):** Ability to promptly notify the Village of funding opportunities, submit grant applications on the Village's behalf, and respond to and meet application milestones.

**VI. SELECTION PROCESS**

Village Staff will review all SOQs. The firm determined to be most qualified will be recommended to the Village Council for contract negotiation. If a fair and reasonable price cannot be negotiated with the top-ranked firm, the Village will terminate negotiations and begin with the second-ranked firm.

The Village's intent is to proceed with the full scope of work upon the award of EDA or other federal funding. However, the Village reserves the right to adjust, rescale, or negotiate the project scope and associated fees to align with available local or alternative funding sources should federal grant assistance not be realized. Selection of a firm under this RFQ does not guarantee a contract for the full scope of services if funding conditions change.

**VII. EQUAL OPPORTUNITY AND NON-DISCRIMINATION REQUIREMENTS**

The Village of Sparta is an equal opportunity employer. In accordance with 2 CFR § 200.321, the Village encourages qualifications from small, minority-owned, and women-owned business enterprises. No firm will be discriminated against on the basis of race, color, religion, sex, national origin, age, or disability. By submitting a SOQ, the firm certifies that it is not currently debarred or suspended from federal programs and that its compliance with all applicable federal anti-discrimination laws is material to the government's payment decisions under the EDA grant and other federal funding programs.

**The Village reserves the right to reject any or all SOQs and to waive any informalities in the best interests of the Village and in accordance with federal funding requirements.**