



REQUESTS FOR PROPOSALS (RFP)
RFP ID: CASS STREET WATERMAIN INSTALLATION

Issue Date: January 7th, 2026
RFP ID: CASS ST. WATERMAIN INSTALLATION
Issued By: City of St Johns Water Division

Direct inquiries or project specific questions should be directed to Calvin Galecka, Water Systems Supervisor via email only: Cgalecka@stjohnsmi.gov

Proposal Due Date: January 26th, 2026 @ 10 am EST

Delivery Submissions by mail or in person:	City of St Johns Attention: Mindy Seavey PO Box 477 100 E. State Street, Suite #1100 St Johns, Michigan 48879 RE: Cass Street Watermain
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*100 East State Street, P.O. Box 477, St. Johns, Michigan 48879-0477
(989) 224-8944 Fax (989) 224-2204
E-mail: csj@sjjohnsmi.gov*

The City of St Johns reserves the right to reject any or all bids and to waive any defects in the bids in the best interest of the City of St Johns and to accept the proposal which, in the opinion of the commission, best serves the interest and needs of the City of St Johns.

The City of St Johns does not discriminate based on race, color, age, religion, sex, disability and national origin; nor does it discriminate based on handicap status and activities as to employment or the provisions of services. The City of St Johns is an equal opportunity employer.

Respondents are cautioned not to make changes to any of the terms and conditions in this solicitation. Doing so may render a respondent's proposal unacceptable and unresponsive for award. Questions and inquiries must be made in writing.

I. Scope of Proposal

The City of St Johns Water Division is requesting proposal for the installation of 8" Watermain with 1" service lines on Cass St. from Lansing St. continuing east on Cass St to Church St. Watermain must be installed, disinfected and pressure tested according to AWWA and City of St Johns Standards. All changes and or deviations from the approved plans must be approved by City of St Johns Water Division Staff. The project is part of the annual City of St Johns Street project therefore no restoration of asphalt, concrete and or lawn repairs at service line connections.

Please note:

1-All specifications for the proposed watermain installations are included in the engineered construction plans attached

II. Anticipated Project Start

Proposals will be reviewed once opened on January 26th and a formal recommendation will be presented to the St Johns City Commission at their meeting in February for approval. Once approved and the contract signed, the contractor will be expected to begin securing parts and supplies for an early May 2026 start date.

III. Pricing

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Please provide lump sum pricing for the complete project.

IV. Proposal Submittal Requirements

The respondent shall submit Three (3) copies of their proposal in sealed envelope to the City of St Johns.

No facsimile or email responses will be accepted or considered. Submittals received after the deadline or submitted by any method other than those outlined above will not be considered or evaluated.

V. RFP Questions

Questions concerning this RFP shall be submitted in writing as outlined above. Indicate RFP name in the subject heading of the email. Only emailed questions will be addressed and answered. The issuance of such written is the only official method by which interpretation, clarification or additional information will be given by the City of St Johns. Only requests answered by formal written response will be binding. Oral or other interpretations or clarifications will be without legal effect. RFP questions will be shared with all respondents upon request. Visits to the site must be made by appointment with Calvin Galecka, Water Systems Supervisor.

VI. Proposal Submittal Format and Contents

The instructions below provide guidance and information to respondents to prepare and submit concise responses to this RFP. The purpose is to establish the format and contents of the proposal so that the responses are complete, contain all essential information and can be easily evaluated.

Proposal Form

The proposal should be no longer than twenty (20) pages in length, presented in a well-organized and concise manner. The proposal shall be bound, and tabs shall be utilized to separate out sections given in the proposal content. The cover letter, tabs and table of contents do not count toward the page count. Pages shall be 8.5x11 size format, three (3) of those pages may be 11x17 fold out sheets for charts only.

Proposal Content

The following items must be addressed in your package:

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(989) 224-8944 Fax (989) 224-2204
E-mail: csj@sjjohnsmi.gov*

1. Introductory letter: Respondents shall submit a clear, concise response identifying the following:

A. Name of Firm

B. Primary contact person working on the proposal with contact info.

C. Firm Contact info.

D. Acknowledgement of any RFP Amendments posted.

2. Signed Bid Proposal sheet.

VII. Evaluation Method

All proposals will be evaluated based on the following criteria:

1. Firm experience/reputation

2. Ability to meet schedule

3. Communications with Water Division Staff

4. Cost

Proposals will be reviewed by a selection committee, who will make a recommendation to the City Commission.

During the evaluation process the City of St Johns reserves the right, where it may serve the authority's best interest, to request additional information or clarification from respondents or to allow corrections for errors or omissions. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal (RFP) unless clearly and specifically noted in the proposal submitted and confirmed in the engagement between the City of St Johns and the firm selected.

The City of St Johns reserves the right to reject any and all proposals.

All materials submitted in response to the RFP become property of the City of St Johns and supporting materials will not be returned. The City of St Johns is not responsible for any cost incurred by the respondent in the preparation of the proposal or for the presentation or related meeting time.

VIII. Bid Proposal

I/We agree to the installation of Cass Street Watermain project per the attached design prints.

TOTAL: \$ _____

Total amount in words

The undersigned agrees that this proposal shall be effective for a period of thirty (30) days from the date established for opening of all bids.

Signature _____ Date _____

Print Name _____ Fax _____

Company _____ Cell _____

Address _____

Email _____

FED ID# _____ Company Phone Number _____