

REQUEST FOR QUALIFICATIONS & PROPOSALS
LAKE MANAGEMENT SERVICES FOR LAKE LANSING



DEPARTMENT OF PUBLIC WORKS & ENGINEERING
CHARTER TOWNSHIP OF MERIDIAN
INGHAM COUNTY, MICHIGAN

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LAKE MANAGEMENT SERVICES FOR LAKE LANSING

BACKGROUND

The Charter Township of Meridian is soliciting qualifications and proposals from qualified consulting firms with demonstrated expertise in comprehensive lake management, lake and watershed assessment, and the development and implementation of lake management programs. Lake Lansing is a 450-acre lake located in Meridian Township, Ingham County. In 1998, at the request of lake residents, the Township Board established a Special Assessment District (SAD) to fund water-quality management and lake-improvement initiatives. An advisory committee consisting of six lake residents and representatives from Ingham County Parks, the Ingham County Drain Commissioner's Office, and the Township was established to oversee administration of the SAD. The SAD was renewed in 2002, 2007, and 2017 and is scheduled for renewal consideration in 2027. Since its establishment, SAD-funded lake management activities have included targeted aquatic herbicide treatments, mechanical harvesting, improvements addressing drain discharges and stormwater runoff, and the development of educational materials. Through this solicitation, the Township seeks a qualified professional consultant to provide coordinated, science-based lake management services that protect and enhance Lake Lansing's water quality, ecological health, recreational value, and long-term economic benefit to the community.

SCOPE OF WORK

The selected consultant shall provide comprehensive lake management services for Lake Lansing and its watershed, including, at a minimum, the following:

- a. Update the Lake Management Plan in coordination with the Advisory Committee, Lake Lansing Property Owners Association, Township, Ingham County, and Michigan Department of Environment, Great Lakes, and Energy. The current plan and recent annual reports will be available upon request.
- b. Develop and implement a water-quality monitoring program for Lake Lansing and its contributing drains in coordination with the Ingham County Health Department, Ingham County Parks, and designated volunteers.
- c. Conduct periodic aquatic plant surveys and provide findings and management recommendations.
- d. Develop an aquatic plant management and control program.

- e. Prepare plans, specifications, permit applications, and contract documents for aquatic plant control, runoff treatment, and other necessary work using recognized water-quality management practices.
- f. Solicit competitive bids, as required, for mechanical harvesting, aquatic herbicide treatment, surface-water-quality initiatives, and related projects in accordance with Township purchasing policies.
- g. Administer contracts and oversee contracted work at the Township's direction.
- h. Develop and support community education and public outreach programs, including lake related newsletters.
- i. Identify applicable state, regional, and federal grant opportunities for water-quality and lake-improvement initiatives, as directed by the Township and Advisory Committee.
- j. Advise the Advisory Committee on preventing and controlling emerging invasive species and other conditions affecting the lake.
- k. Attend meetings of the Advisory Committee, Township Board, and other designated bodies, as requested.
- l. Prepare an annual Lake Lansing Management Report and present it to the Advisory Committee and Township Board.
- m. Develop measurable performance indicators, in consultation with the Advisory Committee, to assess progress toward the SAD's goals.
- n. Establish baseline conditions and benchmarks for each approved performance indicator.

Insurance

The Consultant shall not commence work under this Contract until all the insurance required under this section has been obtained and approved by the Owner, nor shall the Consultant allow any subcontractor to commence work until all similar insurance required of the subcontractor has also been obtained and approved. Contractors and subcontractors are required to file with the Owner completed certificates of insurance, as evidence that they carry adequate insurance to comply with the requirements of this section. New Certificates of Insurance shall be furnished to the Owner at the renewal date of all policies named on these certificates.

A. Policies, Coverages and Endorsements

The Contractor agrees to maintain, or to cause its personnel and subcontractors providing services under this Contract to maintain, at its sole cost and expense or the cost and expense of his personnel and subcontractors, the following insurance policies, with the specified coverages and limits, to protect and insure the Owner and Contractor against any claim for damages arising in connection with Contractors responsibilities or the

responsibilities of Contractors personnel and subcontractors under this Contract and all extensions and amendments thereto.

1. Commercial General Liability

- | | | |
|----|-------------------|-------------|
| a. | General Aggregate | \$2,000,000 |
| b. | Each Occurrence | \$1,000,000 |

Such insurance shall include, but not be limited to, coverage for:
Comprehensive form, Premises-operations, Explosion and collapse hazard,
Underground hazard, Products/completed operations hazard, Contractual insurance,
Broad form property damage, Independent contractor, Personal injury

2. Workers' Compensation & Employer' Liability *(if any employees will be in the field)*

- | | | |
|----|---------------------------|-------------------------|
| a. | Medical & Indemnity | Statutory Requirements |
| b. | Bodily Injury by Accident | \$500,000 Each Accident |
| c. | Bodily Injury by Disease | \$500,000 Each Employee |
| d. | Bodily Injury by Disease | \$500,000 Policy Limit |
| e. | Employers Liability | \$500,000 |

3. Automobile Liability

Including hired and non-owned Automobiles \$1,000,000 (Combined Single Limit)

Such insurance shall include, but not be limited to, coverage for:

Comprehensive form, Owned vehicles, Hired vehicles, Non-owned vehicles

B. Professional Liability

The Contractor shall procure and shall maintain during the life of this Contract Professional Liability Insurance, listing the Owner as the named insured. The minimum limit of liability shall be not less than \$1,000,000.00 per occurrence/aggregate.

C. Insured Parties

All policies shall contain a provision naming the Owner (and its officers, agents and employees) as Additional Insured parties on the original policy and all renewals or replacements during the term of this Contract.

D. Acceptable Insurance Companies

All insurance companies required by this section shall be: 1) acceptable to the Owner; 2) authorized to do business in the State of Michigan by the Michigan Department of Licensing & Regulatory Affairs Office of Financial and Insurance Regulations, and 3) have an A.M. Best Company's Insurance reporting rating of no less than A- (Excellent). Upon request, the Contractor shall submit evidence of such insurance.

E. Indemnification and Hold Harmless

The Contractor shall, at its own expense, protect, defend, indemnify and hold harmless the Owner and its elected and appointed officers, employees, and agents from all claims, damages, costs, lawsuits and expenses, including, but not limited to, all costs for administrative proceedings, court costs and attorney fees that they may incur as a result of any acts, omissions, or negligence of the Contractor, its subcontractors, sub-subcontractors or any of their officers, employees, or agents. This includes but is not limited to injury or death to any person or persons, including the contractors' employees, and damage to

property. The furnishing by the Contractor of any insurance required by this Contract, or the acceptance or approval thereof by the Owner as provided in this Contract, or otherwise, shall not diminish the Contractor's obligation to fully indemnify the Owner, its elected and appointed officers, employees, and agents as required in this section.

The Contractor shall not cancel or reduce the coverage of any insurance required by this section without providing 30-day prior written notice to the Owner. All such insurance must include an endorsement whereby the insurer shall agree to notify the Owner immediately of any reduction by the Contractor. The Contractor shall cease operations on the occurrence of any such cancellation or reduction and shall not resume operations until new insurance is in force.

PROJECT SCHEDULE

After reviewing the proposals submitted, and selection of the service provider has been made, the final scope of work and contract for the services will be negotiated. The Township anticipates contracting for the lake management services by end of November 2026. The contract will be for one year, with Township option to renew at the end of each year of the first three years.

CRITERIA FOR SELECTION

Emphasis shall be on completeness and clarity of content. The following factors will be taken into consideration in the choice of consultant:

1. Qualifications of the firm and individuals responsible for the work, including specific qualifications of each staff member for the role they would have.
2. Experience with similar projects and reference information for related projects completed by the firm and the proposed staff, including a list of current clients.
3. Proposed method for meeting the objectives of the project, including approach, time frame or phases, and man-hour estimate.
4. Identify any new methods, objectives, or practices that should be included in the lake management plan.
5. Accessibility of the staff/proximity to the project location.
6. Price (separate envelope). Note that the selection committee will consider price as a factor, however qualifications and experience will be weighted more heavily.

OTHER INFORMATION

1. Addenda to the RFQP: In the event it is necessary to revise any part of the RFQP, addenda will be provided to all consultants who received the RFQP.
2. Freedom of Information Act: Responses to the RFQP and contents therein may be eligible for review under the FOIA.
3. Acceptance of the Proposal: The contents of the proposal of the successful firm may become an obligation if a contract results. The proposal will be

incorporated by reference into any resulting contract to the extent accepted by the Township.

4. Contract Compliance: The selected firm shall comply with all relevant requirements of the Charter Township of Meridian.
5. The Township reserves the right to retain all proposals submitted. By submitting a proposal, the consultant agrees to accept the conditions contained in the RFQP, unless exceptions are clearly and specifically noted in the proposal submitted. There is no expressed or implied obligation by the Township to reimburse any expenses incurred in responding to the Request for Qualifications/Proposal.

RIGHT RESERVED BY THE TOWNSHIP

The Township reserves the right to reject any or all proposals, waive irregularities in submitted proposals in the best interest of the Township, to reject proposals which do not conform to the requirements, to reissue RFQP's, and to request additional information. The Township reserves the right to negotiate the terms and conditions of all or any part of the proposal or to accept any proposal determined by the Township to be in the best interest of the Township.

FURTHER INFORMATION

For further information, please contact:

Younes Ishraidi, PE, CFM
Township Engineer/ Deputy Director of Public Works
Charter Township of Meridian
5151 Marsh Road, Okemos, MI 48864
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E-mail: ishraidi@meridian.mi.us

DEADLINE FOR SUBMISSION OF PROPOSAL

Sealed proposals will be received at the Meridian Township Municipal Building, Clerk's Office, 5151 Marsh Road, Okemos, MI 48864-1198, up to **11:00 a.m. EDT on Thursday, October 28, 2026**. Please provide an original and ten (10) copies of your signed proposal in sealed envelopes with the company name and the following written on the outside of envelopes,

"Proposal for Lake Management Services for Lake Lansing", and an original of your price proposal in a separate sealed envelope with the company name and the following written on the outside of the envelope,

"Price Proposal for Lake Management Services for Lake Lansing".

Also, provide a PDF of the proposal only by **noon EDT of October 28, 2026**.