



CITY OF OWOSSO REQUEST FOR QUALIFICATIONS (RFQ) FOR ARCHITECTURAL SERVICES

The City of Owosso seeks highly qualified firms to provide consultant architectural façade services for five historic properties located in Owosso's downtown: 114 N. Washington; 115 N. Washington; 116 N. Washington; both front and rear facades of 216 & 218 W. Main; and 114 W. Main. Hard copies of this RFQ will be available for viewing at the city hall information desk and at the Shiawassee District Library.

IMPORTANT DATES

RFQ Issue Date: January 18, 2018
Response Due Date: **Tuesday, February 13, 2018 by 3:00 P.M.**

PART ONE: SCOPE OF SERVICES

The city of Owosso is soliciting qualification statements for architectural services to assist the city with professional design services in compliance with MEDC and Community Development Block Grant (CDBG) requirements. The agreement will be on a lump sum, fixed price basis (or cost reimbursement "not to exceed" basis), with payment terms to be negotiated with the selected Respondent. Reimbursement for services will be contingent on the city of Owosso receiving funding from the MEDC. The maximum amount of architectural fees that can be paid with CDBG funds will be determined by MEDC and may require adjustments in the proposed contract amount.

The services to be provided will include, but not be limited to:

1. Pre-design investigations.
2. Designing system improvements and construction engineering.
3. Assisting the administrative consultant with the construction bid package in conformance with applicable federal requirements and supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the bid opening, and issuing the notice to proceed.
4. Assist in conducting the preconstruction conference.
5. ~~Field staking, on-site supervision of construction work, and preparing inspection reports.~~
6. ~~Reviewing and approving all contractor requests for payment and submitting approved requests to the governing body.~~
7. ~~Providing reproducible plan drawings to the city of Owosso upon project completion.~~
8. Conducting final inspection and testing.

PART TWO: REQUEST FOR QUALIFICATION STATEMENTS

The following information should be included under the title "Request for Qualification Statements for Architectural Services" for the "2017/18 Owosso Facade Project CDBG Program":