

REQUEST FOR PROPOSALS
FOR
ARCHITECTURAL AND ENGINEERING EVALUATION SERVICES
FOR THE PUBLIC SAFETY BUILDING
CITY OF OWOSSO, MICHIGAN



CITY OF OWOSSO
301 W. MAIN STREET
OWOSSO, MICHIGAN 48867

February 23, 2017

NOTICE TO BIDDERS

REQUEST FOR PROPOSALS
ARCHITECTURAL AND ENGINEERING EVALUATION SERVICES
FOR THE PUBLIC SAFETY BUILDING
FOR THE CITY OF OWOSSO, MICHIGAN

Proposals addressed to the Bid Coordinator, City of Owosso, 301 W. Main St., Owosso, Michigan 48867 will be accepted until **3:00 p.m. Tuesday, April 11, 2017** for ARCHITECTURAL AND ENGINEERING EVALUATION SERVICES FOR THE PUBLIC SAFETY BUILDING. All proposals shall be in a sealed envelope marked "ARCHITECTURAL AND ENGINEERING EVALUATION SERVICES FOR THE PUBLIC SAFETY BUILDING."

The City of Owosso is seeking proposals from qualified firms with considerable, prior experience in municipal facility design and facility assessment to provide architectural and engineering evaluation services for the Public Safety Building, which includes the Fire Hall and Police Station.

All proposals must be in writing and must contain an original signature by an authorized officer of the firm. Electronic bids (i.e., telephonic, fax, email, etc.) are not acceptable.

The proposal, contract forms and specifications are on file and may be obtained for a fee in accordance with the city's FOIA Policy at the office of the Bid Coordinator, City Hall, 301 West Main Street, Owosso, Michigan 48867. Proposal documents are available at no charge on our website at www.ci.owosso.mi.us or on the MITN website at www.mitn.info.

The city reserves the right to accept any proposal; or to reject any proposal; to waive irregularities in a proposal; or to negotiate if it appears to be in the best interest of the city of Owosso.

Request for Proposals
To Provide
Architectural and Engineering Evaluation Services
For The
Public Safety Building
City of Owosso, Michigan

The City of Owosso is seeking proposals from qualified firms with considerable, prior experience in municipal facility design and facility assessment to provide architectural and engineering evaluation services for the Public Safety Building, which includes the Fire Hall and Police Station. Firms must respond to the requirements outlined in this Request for Proposals (RFP).

Proposals shall be submitted to the office of the Bid Coordinator, Owosso, Michigan 48867, in a sealed envelope marked "ARCHITECTURAL AND ENGINEERING EVALUATION SERVICES FOR THE PUBLIC SAFETY BUILDING." no later than 3:00 PM, on April 11, 2017, at which time receipt of proposals will publicly be acknowledged. Each bidder shall submit (5) five hard copies and one electronic copy of its proposal to the City of Owosso.

A separate, sealed envelope shall be submitted, which shall include the proposed fee. It is the intent of the City of Owosso to review the qualifications package of each proposer first, and rank the firms on the basis of qualifications. Once ranked the City shall open the fee proposals for consideration.

Proposals will be considered only from architectural firms that have successfully completed like projects involving municipal facility design/redesign/construction. The project is to be completed by an Architect with considerable prior experience in municipal facility design and facility assessment.

Contact Information: Questions concerning this RFP should be directed to Kevin Lenkart, Chief of Public Safety, at 989-725-0580 or kevin.lenkart@ci.owosso.mi.us

Mandatory Pre-bid Meeting: A mandatory pre-bid meeting will be held on March 23rd at 10:00 a.m., Owosso City Hall, Council Chambers, 301 W. Main, Owosso MI 48867. All firms who wish to submit a proposal must attend.

Reservation of Rights: The City of Owosso reserves the right to: (1) reject any and all bids; (2) waive any errors or irregularities in the bidding process or in any bid; (3) rebid all or part of the project; (4) negotiate with any bidder for a reduced price, or for an increased price to include any alternates that the bidder may propose; and (4) defer or abandon the study. The City also reserves the right to request supplemental information if deemed necessary.

Disclosure of RFP Responses: All information in a bidder's proposal, including any attachments or exhibits, is subject to possible disclosure under the Michigan Freedom of Information Act. Any information submitted in response to the RFP will generally be subject to disclosure at the time the bids are opened.

Background: The original building was constructed in 1969 as the new home for the Owosso Fire Department. In 1979 an addition was added for the Police Department for use as their

headquarters. Today both departments (Owosso Fire Department and Owosso Police Department) are housed at the Public Safety Building.

Scope of Work: The scope of the work of the Study is to evaluate the physical condition of the Public Safety Building including operational, security, efficiency of the existing building, energy usage, and to provide building improvement recommendations and associated construction cost estimates for the recommended improvements. These elements include the following building features of concern:

- Lack of adequate insulation on the roof.
- Outdated HVAC system.
- Update security aspects of the building.

The Study shall evaluate how to make the Public Safety Building more energy efficient. Energy Saving Elements may include:

- New HVAC System.
- Electrical updates as needed.
- Windows and glazing.
- Replacing overhead garage doors.
- Building insulation; roof and walls.

In addition, the City wishes to compare the costs of the study's recommendations against the cost of building a new facility. Each proposer shall be required to include in its proposal the cost to develop a space needs assessment for the Public Safety Department. The Space Needs Assessment shall identify current and future needs of the department, and identify the area required for a new facility. Working with the Department, the selected consultant shall identify one site for a new facility, and develop a conceptual site and floor plan. The consultant shall prepare a conceptual Project Cost Projection for such a new facility, which shall be used to enable the City of Owosso to explore options.

The city of Owosso is in the process of obtaining scans of the blueprints for the building. These prints will be made available to the selected consultant.

Project Schedule and Performance Expectation: Proposal must include a project schedule with benchmarks. Upon award of the contract, the selected firm shall prepare the required report and meet with the City Manager and Public Safety Director to provide a verbal summary of the findings along with five (5) copies of the final report.

Ownership of Documents: The City of Owosso will retain ownership of all documents prepared, secured and developed through the completion of the work. The selected consultant will be required to transfer to the City all project documents, including digital and electronic files. Consultant shall be allowed to retain the content of the Study for consultant's own use, and for use on future projects consultant may be involved with.

Cost of Preparation: Consultants desirous of submitting a proposal for the services noted

herein will be required to bear all costs of proposal preparation. The City of Owosso will not reimburse any bidder for costs incurred in responding to this RFP.

SELECTION CRITERIA

Experience and Qualifications - Architectural firm has personnel who have experience with similar projects as described herein as well as experience in working with municipal government.

- Submit the resumes of the Key Personnel that will be assigned to this project. Include the key personnel of sub consultants you intend to utilize for this study.
- Provide examples of comparable public safety projects that have been successfully completed by architectural firm.

Capacity - Architectural firm's capability to accomplish projects with its present work force and availability based on current and anticipated workload.

References

- Provide a list of public safety client references.
- Provide a list of other municipal client references.

Fee Proposal (to be submitted in a separate sealed envelope)

- Submit a schedule of hourly rates for all design professionals within the company.
- Submit a schedule of hourly rates and fees for all sub-consultants that firm may utilize in performing services for the City; include any administrative fees or other up-charges for the use of sub-consultants.
- Submit a schedule of reimbursable expenses for prints, copies, travel, etc.

Interview

CRITERIA FOR SELECTION

A Committee comprised of City Staff will review the proposals. The City of Owosso reserves the right to award this proposal to the firm considered the most qualified based upon a combination of factors including but not limited to the following:

- Completeness of the proposal.
- Financial strength and capacity of the firm.
- Correlation of the proposals submitted to the needs of the City of Owosso.
- Cost
- Any other factors which may be deemed to be in the City's best interest.

SIGNATURE PAGE AND LEGAL STATUS

The undersigned certifies that he is an official legally authorized to bind his firm and to enter into a contract should the city accept this proposal.

Bid proposal by _____
(Name of Firm)

Legal status of bidder. Please check the appropriate box and **USE CORRECT LEGAL NAME.**

A. Corporation ____ ; State of Incorporation _____

B. Partnership ____ ; List of names _____

C. DBA ____ ; State full name _____ DBA

D. Other ____ ; Explain _____

Signature of Bidder _____ Title _____
(Authorized Signature)

Signature of Bidder _____ Title _____
(Authorized Signature)

Address _____ City _____ Zip _____

Telephone () _____

Signed this _____ day of _____ 20____.

Bidder acknowledges receipt of the following Addenda:

ADDENDUM NO.	BIDDER'S INITIALS
_____	_____
_____	_____
_____	_____