

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.
- Submit a total project cost estimate for the entire project.

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.