

**Request for Proposals to Provide
Feasibility Study & Architectural &
Engineering (A/E) Services**

For:

**City of Buchanan
DPW Services Building**



Sealed proposals shall be delivered to:
Buchanan City Hall at 302 N Red Bud Trail
Phone: (269) 823-3572

**Submissions must be received
NO LATER THAN
July 12, 2021 @ 1PM**

I. Background and Project Overview

The City of Buchanan (City) has a clear span building of about 12,500SF for its Department of Public Works (DPW) building located at 606 Clark St. that needs to be replaced. The City has five employees in the department that service more than 28 miles of roadways. They need storage for large equipment and maintenance vehicles as well as work space.

At this point, the city has several options for sites and committed financing for the project. Overall, they would like to have approximately 300SF office with exterior views, a bathroom, kitchen/breakroom, locker room with a shower and laundry equipment, as well as mechanical room and tool storage area. The structure will need to have 3 phase electric, at least 20' high overhead doors, exterior lighting, and be as efficient as possible.

In addition, the facility needs to comply with OSHA regulations, all building codes, and allow room for future growth.

II. General Description of the Scope of Work

The successful A/E firm will work directly with select members of the City and The Barton Group (Owner's representatives) first to review and secondly to update the programing needs and help to determine the best site and method (DPW vs. multi-use city services building) for construction. Upon confirmation of the chosen site by the city commission, it will be the A/E firm's role to provide design services which will result in an efficient, new or significantly remodeled facility for the City.

The A/E firm will include schematic design, design development, construction documents, including structural, civil/site/landscape, mechanical, electrical and plumbing design, bidding and construction administration services. The City will require exterior renderings and interior renderings to assist with public outreach and marketing for the project. Other specific work required will include budgeting starting at the schematic phase through construction document completion. It is expected that the A/E firm will work with the team to obtain all necessary approvals and permits from municipalities and other regulatory agencies as required.

Work will meet all state, local and federal guidelines and standards. The professional engaged will furnish all expertise, labor and resources for a complete project in accordance with the requirements of this RFP and a subsequent contract.

III. Submittal Requirements

Proposers are required to submit ten (10) sealed, original bound copies along with 1 electronic (thumb drive) copy no later than 1pm on July 12, 2021 at Buchanan City Hall c/o The Barton Group. The proposals will then be publicly opened and read at 1:15pm that same day.

Questions

Any explanation desired by a proposer regarding the meaning or interpretation of this RFP and attachments must be requested in writing to Amelia Lietzau at The Barton Group at Amelia@bartongroupllc.com no later than 3:00PM on July 6th.

Submittal Instructions:

The proposal shall include the following:

Cover Letter - One (1) page maximum

A cover letter on the bidder's letterhead offering to provide the services included in bidder's proposal, containing an irrevocable offer valid for acceptance by the City for not less than ninety (90) days from the date that proposals are due.

The cover letter must include the name, title, and contact information of the person(s) authorized to answer questions about this RFP. Proposal must be signed by an individual authorized to sign contracts on behalf of the bidding firm.

1. Introductory Letter - One (1) page maximum

Summarize the strengths of your organization, your interest in this project and describe how your experience will benefit the DPW. Include a description of your organization's capabilities and experience in the feasibility, evaluation and programming work for municipal projects, your public work experiences, and your organization's understanding of the project Scope of Work.

2. Legal and Business Organization and Key Personnel - No page limit

State the full name and address of the organization and, if applicable, the branch office, consultants, or other subordinate elements that will provide or assist in providing services.

Indicate if you are bidding as an individual, partnership, or corporation. State the names of the principals of your organization that are licensed to practice in Michigan.

Explain the role, responsibility and contribution of your proposed team, along with resumes or biographies of relevant individuals including sub-consultants and subcontractors, if any. Firms choosing to consolidate their resources with another are required to define the relationship for this project and the relevant qualifications of each team member. Include an organization diagram of your team's project approach and resumes for all key staff that will be used to perform the required services. The resumes must include their Professional Education, Professional Registrations/ Licenses and relevant experience. For each executive and professional, identify his/her skill, qualifications, describe their role in the project and indicate the percentage of time that each will allocate to this project and phase. Include a brief description of recent projects in which the individual was instrumental. Provide a brief statement as to the current workloads of the individuals involved in the proposal, and the availability of each of the Key Personnel should the Department award a contract.

Identify any litigation, arbitration, or claims filed against your company by a client and the outcome.

3. Project Understanding, Approach and Work Plan - Three (3) pages maximum

State briefly your understanding of the major requirements of this project that are required for successful completion.

Describe in detail the process and work plan you would follow and a related schedule. Describe the methods you would use to maintain your schedule. Discuss how and why your work plan will lead to a successful project. Mention also your team approach with owner, owner's rep, government entities, and general contractor/construction manager. Explain your approach to accountability and your ability to help facilitate problem solving.

Detail any concerns in regards to schedule, budget, or site that you observe. Give us notice to any value engineering your team can offer.

4. Project Experience & References - Two (2) pages per project

Provide specific information on three completed projects of a similar scale to this project. Please focus on public work design/studies if possible. For each one, include a brief description of the job, as well as a contact name, phone number, and email address for an owner reference.

Include the names of those from your organization that worked on each project and their roles. Provide any client letters of recommendation or reference support.

IV. Time Table

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| June 30, 2021 | Optional Pre-bid Tour (10AM at the DPW) |
| July 6, 2021 | Deadline to submit questions |
| July 8, 2021 | RFP Addendum emailed to all who expressed interest |
| July 12, 2021 | Proposals due by 1 PM |
| July 13-16, 2021 | Interviews |
| July 26, 2021 | City Commission Selection |

*Project award will be made as soon as possible after bids are fully evaluated

V. *Evaluation Criteria*

Responsiveness

The extent to which the response meets the requirements of the solicitation and the extent to which the respondent is likely to be able to achieve the desired results, including:

- Qualifications and experience of assigned staff members.
- Understanding of the project and the owner's objectives.
- Familiarity with municipal building design.
- Knowledge and proximity to the area and project site.
- The degree of response to the requirements of the solicitation.

Responsibility

The capabilities, integrity, and reliability of the respondent, including experience and history of the firm, and the availability of personnel will be considered.

Fee

While fee is not the overriding determinant, the fee shall cover all services necessary for the complete and successful execution of the project.

- Fee should be expressed as a *fixed* fee plus normal reimbursable expenses (list reimbursable expenses and a projected not-to-exceed cost for each expense.)
- Fee should include site and topographical survey of chosen location
- Mechanical, electrical and plumbing design needs to be included
- Civil and landscaping design should also be included

General

Other evaluation criteria described or suggested by reference in this RFP will be considered. The selection committee reserves the right to include as part of its evaluation any personal, institutional, or other knowledge, qualifications or performance, past or current as evaluation criteria to this proposal.