

# REQUEST FOR PROPOSAL

## Design Services and Construction Work at Oakland Township Hall

The Charter Township of Oakland, Michigan is soliciting proposals for design services to prepare plans, related documents, and construction for the repair/replacement of the existing steps/approach, railing and ADA access ramp to the Township Hall located at 4393 Collins Road, Rochester, MI 48306

Attendance at a pre-proposal meeting on Wednesday July 30, 2014 11:00 a.m. at the Township Hall is mandatory or can be scheduled separately (if necessary) between July 30<sup>th</sup> and August 1<sup>st</sup>, 2014. Proposals will be accepted up to August 8, 2014 until 2:00 p.m. by the Township Manager, Oakland Township, 4393 Collins Road, Rochester MI 48306. Proposals received after the above date and time will not be considered.

The firm(s) selected shall agree not to discriminate against any employee or applicant for employment because of gender, race, age, religion, color, national origin, or disability status.

The Charter Township of Oakland reserves the right to reject any and all proposals, to waive any formalities and to award the contract in any manner deemed to be in the best interest of the Township.

For further information, call Ann K. Capela, Township Manager at:  
(248) 218-6951 or [acapela@oaklandtownship.org](mailto:acapela@oaklandtownship.org)

Ann K. Capela  
Township Manager

# REQUEST FOR PROPOSAL

## Design Services and Construction Work at the Oakland Township Hall

### I. INTRODUCTION

The Charter Township of Oakland is soliciting proposals from qualified construction firms for the preparation of plans, related documents, material recommendation and costs for the repair/replacement of an existing steps, railing, ADA access ramp and related work and material at the Oakland Township Hall.

There will be a mandatory pre-proposal meeting on Wednesday July 30<sup>th</sup>, 2014 at 11:00 a.m. at the Oakland Township Hall located on 4393 Collins Road, Rochester, MI 48306 or a separate meeting can be scheduled (if necessary) between July 30<sup>th</sup> and August 1, 2014. Proposals will be accepted until 2:00 p.m. on Friday August 8, 2014 by the Township Manager, Oakland Township, 4393 Collins Road, Rochester MI 48306. Proposals received after the above date and time will not be considered.

The selected firm will work with the Township Manager and other Township representatives and officials to repair/construct the entry approach, the steps, railing and ADA ramp that incorporates the Township's needs at an affordable cost in accordance with all Township ordinances and applicable laws including but not limited to safety for public use.

### II. SCOPE OF SERVICES

A full range of professional design services is required, including:

- Site evaluation and planning for the steps, rail, ADA ramp and approach
- Initial conceptual/schematic layout designs
- Estimates of construction, site development and any other related project costs
- Disposal/Removal of all old cement and rails, construction items and any other items not within design
- Responsible for acquiring any and all permits necessary for project
- Securing area while work is not being preformed
- Accommodate for **temporary** public entrance
- Construction contract administration and oversight through project completion and one year follow up
- Other related tasks as identified by the Township
- Adhere to timeline as agreed upon unless interrupted due to events beyond the control of selected contractor or the Township

### III. PROPOSAL REQUIREMENTS

Submit eight (8) complete copies of the proposal. The proposal shall include the following information in the listed order:

#### 1) Team Profile

- Name, address, phone, e-mail address, and fax number of the primary contact person.
- The proposed project team, including design and other major participants, including engineers and other consultants to be used (if applicable). Summarize the organization of the team and major responsibilities and tasks of each team member.

#### 2) Team Experience

- Describe the design team's experience with similar projects.
  - References/completed projects. Identify at least three (3) completed comparable projects which the team members have done within the past five years that best represent the present skills of the project team members.
  - Brief description of the project, including illustrative photograph
  - Gross square footage of the project
  - Estimated and actual cost of construction
  - Client contacts for references

#### 4) Schedule

- Schedule for start through completion of the project tasks
- Progress and interim reporting procedures

#### 5) Fees

- Include a description of the manner in which fees for services shall be calculated for the entire project and costs controlled. Upon final selection after interviews, fee negotiation will begin with the selected firm. If a satisfactory contract cost cannot be reached, another firm will be contacted.
- Provide a thorough itemization of fees that cover all proposed services.

Please feel free to submit additional information that you feel may be pertinent to this proposal. All submissions become property of the Township.

## V. EVALUATION CRITERIA

Submitted proposals shall be evaluated on the following criteria:

- Relevant experience and qualifications of the design team personnel assigned to the project
- Fee structure, cost estimation, and control
- Project schedule
- Proposed methodology
- Ability to communicate-written statement and RFP
- Overall evaluation of team's ability to accomplish the project
- Understanding of the project objectives and scope, and completeness of proposal
- Reputation of the firm, based on references

The Board of Trustees will be provided all proposals for review and discussion prior to making a decision as to which proposal will be selected.

## VI. NO REIMBURSEMENT FOR PROPOSAL COSTS

The Charter Township of Oakland shall not pay for any information solicited or obtained. Further, the Township shall not be liable for any costs incurred in proposal preparation, presentation, or contract negotiation.

## VII. ADDITIONAL INFORMATION

The Charter Township of Oakland reserves the right to request any additional information that might be deemed necessary after RFP information has been received. The Township has the right to request interview(s) with firms that have submitted an RFP to provide the proposed services.

## VIII. CONTRACTUAL REQUIREMENTS/FEEES

The selected company shall be required to enter into a formal contract with the Charter Township of Oakland to provide services for the project. The Township reserves the right to terminate the contract should the company fail to provide services to the satisfaction of the Township as outlined in the RFP.

## IX. INSURANCE AND PERMITS REQUIREMENTS

At the time of contract is signed, the company shall provide the Charter Township of Oakland:

- Statutory workers compensation insurance
- Comprehensive general liability insurance: \$1,000,000.00
- Statutory comprehensive owned and non-owned automobile liability insurance

- Professional liability insurance coverage with an annual aggregate limit of not less than \$1,000,000.00

All certificates of insurance forwarded to the Township by the company shall include a clause which shall state that the company shall defend, indemnify, and hold the Township and the employees of the Township harmless from any and all claims and judgements to which the Township may be subjected or which it may suffer or incur by reason of a contract with the primary insured named in the certificate. All certificates shall give thirty (30) days notice of intent to cancel or materially change coverage in any way to the Township. Insurance coverage must be written through an insurance company that is licensed as an admitted carrier to do business in the State of Michigan by the State of Michigan Insurance Department.

X. PROPOSED (ESTIMATED) SELECTION SCHEDULE

Advertise for RFP	July 23, 2014
Mandatory Pre-proposal Meeting	July 30, 2014 up to August 1, 2014
Proposal Due Date	August 8, 2014
Company Selected	August 12, 2014

\*Project to start no later than 10 days following the notice to proceed.