



## **REQUEST FOR PROPOSALS**

### **City of Grand Haven Public Safety Storage Building**

Request for Proposals issued .....November 11, 2024  
Deadline for Questions to be submitted.....3:00 PM on November 18, 2024  
Deadline for City’s response to questions.....5:00 PM on November 22, 2024  
Due date for proposals ..... 10:00 AM on December 4, 2024

## Scope of Work

### 1. OVERVIEW

As guided by the City's Project Team ("Project Team"), Contractor shall provide comprehensive design-build services summarized and broken out into the following tasks as further detailed in this Attachment A:

- 1.1** Task 1 - Design a new storage building for the City's Public Safety Department to include a confirmation of utility needs.
- 1.2** Task 2 – Develop all technical specifications and drawings necessary for the construction of the storage building, any needed site improvements around the proposed building and necessary utility connections to support the building's use and operation.
- 1.3** Task 3 - Provide the City with detailed construction costs for the entire project for the City's consideration.
- 1.4** It is the City's desire to engage with a single Contractor that is able to not only design, but also perform the construction work. Upon completion of Task 2, it is the City's intent to submit the construction plans and specifications provided by Contractor to a third-party firm able to provide an independent cost estimate for comparison to Contractor's bid submitted through Task 3. If Contractor's bid proves reasonable and the City is satisfied with Contractor's work, then this Agreement may be amended to include a construction phase.
- 1.5** The proposed building is to be built in the existing public safety parking lot at the corner of Columbus Avenue and North 6<sup>th</sup> Street.



The overall project concept is as follows:

- Construction of an approximately 3,300 sq. ft. building
- Building is expected to be a pre-engineered steel building with a preference of a portion having brick or a brick veneer façade if budget allows.
- Eave height of 17' is preferred
- Building shall contain at least a single man door and two overhead doors
- The facility shall have a simple interior buildout with basic electrical, lighting, and a single bathroom/mop sink area.
- Building shall be temperature controlled.

## **2. TASK 1 - DESIGN SERVICES**

- 2.1 Contractor shall design a storage building and associated site improvements as generally described and portrayed in Section 1.5.
- 2.2 During this task, Contractor shall:
  - 2.2.1 Discuss the basic needs for the new storage addition and propane tank with the City's Project Team to set critical design parameters.
  - 2.2.2 Develop a basic design to meet all critical design parameters including a few potential alternates for enhancing the basic design.
  - 2.2.3 Go through two complete design iterations with the City's Project Team, one to review the initial design and alternates and one to review the final draft design and alternates incorporating feedback following each to produce a final design deliverable.

## **3. TASK 2 - TECHNICAL SPECIFICATIONS AND DRAWINGS**

Provided the City approves Contractor to pursue and complete this task:

- 3.1 Contractor shall develop the technical specifications and drawings necessary to construct the design and any alternates selected by the Project Team upon completion of Task 1 which are expected to include, at a minimum:
  - 3.1.1 A new public safety storage building;
  - 3.1.2 Utility connections;
  - 3.1.3 Site improvements and restoration.
  - 3.1.4 Site plan for submittal and review by City Planning Department Staff to review for conformity to all applicable planning and zoning ordinances

## **4. TASK 3 – DEVELOP AND SUBMIT A CONSTRUCTION BID**

Provided the City approves Contractor to pursue and complete this task:

- 4.1 Contractor shall prepare and present for the City's consideration, a detailed construction bid based on the construction drawings and specifications developed in previous tasks as selected by the Project Team.
- 4.2 At a minimum, Contractor's construction bid shall include a breakdown of costs into

not-to-exceed lump sum amounts for:

- 4.2.1 A new storage building
  - 4.2.2 Utility connections;
  - 4.2.3 Site Improvements and restoration; and
  - 4.2.4 All Other Costs including permits, inspections, general condition, construction administration, etc.
- 4.3** Contractor's construction bid shall be firm for 90 days from the date the bid is submitted to the City for consideration and shall include:
- 4.3.1 The cost of a performance and payment bond.
  - 4.3.2 A construction timeline.
  - 4.3.3 A list of subcontractors to be used noting the scope of services each will be performing.

**5. ADDITIONAL NOTES**

- 5.1** Contractor shall provide City with a complete set of deliverables (designs, drawings and technical specifications) in digital format following each of Tasks 1 and 2 with no restrictions on their use by the City.
- 5.2** The City shall be under no obligation to use Contractor to complete all Tasks in this Scope or Work and may use deliverables provided by Contractor to secure services from other contractors at the City's sole discretion.
- 5.3** The City shall be under no obligation to use Contractor to complete all Tasks in this Scope or Work and may use deliverables provided by Contractor to secure services from other contractors at the City's sole discretion.
- 5.4** All work is to be coordinated through:

Dana Kollewehr  
Deputy Public Works Director  
City of Grand Haven  
Department of Public Works  
[dkollewehr@grandhaven.org](mailto:dkollewehr@grandhaven.org)  
616-847-3493

## Attachment B – Cost Proposal

### 6. COST PROPOSAL

Unless otherwise noted by the Contractor and agreed to in writing by the City, all costs associated with the scope of work outlined in Attachment A are itemized in this Cost Proposal taking the following into consideration:

#### 6.1 Taxes

The City is exempt from Federal Excise Tax and Michigan Sales Tax.

#### 6.2 Variances

Where a variance exists or other discrepancies are noted between prices on this Cost Proposal and prices specified anywhere else in Contractor's proposal, the pricing shown in this Cost Proposal shall prevail.

#### 6.3 Quality

All materials used for the manufacture or construction of any items to be provided under this Agreement shall be new. Pricing shall be for items in new condition representing the latest model of the best quality and highest grade of workmanship.

#### 6.4 Cost Tables

Once completed, the following cost tables shall establish the pricing to be charged unless otherwise negotiated in writing.

<b>PROJECT TASKS</b>	<b>NOT TO EXCEED COST</b>
<b>TASK 1 – DESIGN SERVICES</b>	\$
<b>TASK 2 – TECHNICAL SPECIFICATIONS</b>	\$
<b>TASK 3 – DEVELOP AND SUBMIT A CONSTRUCTION COST BID</b>	\$

#### 6.5 General Conditions Matrix

Please complete and return the attached general conditions matrix with final proposal.

**6.6 Cost Proposal Certification**

Bid shall be firm for 90 days minimum from the RFP submittal deadline and signed by the following individual authorized to certify pricing and enter into agreements.

Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Representative Name (Print): \_\_\_\_\_

Representative Signature: \_\_\_\_\_

Representative Title: \_\_\_\_\_

## Instructions to Contractors

Contractors interested in responding to this Request for Proposal (RFP) must follow the bidding process outlined below. The City will not reimburse firms for any expenses incurred in preparing and submitting proposals in response to this RFP. Copies of this RFP in Microsoft Word format are available upon request. Should prospective contractors require further information or clarification, contact the City's representation for the project, Dana Kollewehr, at [dkollewehr@grandhaven.org](mailto:dkollewehr@grandhaven.org). All deadlines are Eastern Prevailing Time.

- **Proposal and Contract Examination**

Before submitting a proposal, contractors should carefully examine the entire RFP packet. By the submission of a proposal, Contractor will be understood to have read and be fully informed as to the contents of this RFP packet and accepting of the terms and conditions herein, unless noted in the proposal submitted by the Contractor and affirmed in any final agreement by the City.

- **Pre-Bid Meeting / Site Visits – Self-guided**

Contractor may independently visit and view the site from dusk to dawn, seven days a week. During self-guided site visits, if Contractors have any questions regarding the scope of work or identify additional needs, these should be noted and sent to the City, ideally with a photo requesting clarification according to the instructions in Section 7.3. The City does not intend to offer any opportunities for contractors to see the inside of the building as initial bid costs are for design services, not construction services.

- **Contractor Inquiries – due by 3:00 p.m. on November 18, 2024.**

Should Contractor find any discrepancies, omissions, ambiguities, or conflicts within the RFP packet, be in doubt about their meaning, or have any questions about the RFP process or the scope of work, they should bring such questions in writing to the attention of:

Dana Kollewehr, Deputy Public Works Director  
City of Grand Haven  
Department of Public Works  
[dkollewehr@grandhaven.org](mailto:dkollewehr@grandhaven.org)

- **City Response – posted by 5:00 p.m. on November 22, 2024.**

The City will compile and review all questions received from contractors and post responses to the City's website at <https://grandhaven.org/> RFP Clarification. Clarifications modifying the Agreement or Scope of Work will be incorporated into the final Agreement. The City will not be responsible for any oral instructions.

- **Proposal Submission – due by 10:00 a.m. on December 4, 2024.** Proposals will be publicly opened and recorded at this time.

- Contractors may either mail or hand deliver a copy of their proposal with the subject line **RFP Public Safety Storage Building Design and Build Services** to:

Maria Boersma, City Clerk  
City of Grand Haven  
519 Washington Avenue

It is the sole responsibility of contractor to ensure that the proposal reaches the City by the specified deadline.

- **Withdrawal of Proposals**

A written request for the withdrawal of a proposal or any part thereof will be granted if the request is received by the Project Management Specialist prior to the specified proposal due date and time. Proposals, amendments thereto, or requests for withdrawal of proposals received by the Project Management Specialist after the specified proposal due date and time will not be considered.

- **Freedom of Information Act**

All information submitted by a Contractor in a proposal and any resulting contract is subject to the Michigan Freedom of Information Act and may not be held in confidence by the City after a proposal is opened or contract awarded. All proposals shall be available for review after City staff has evaluated them.

### **CONSIDERATIONS FOR THE COST PROPOSAL**

- **Discounts and Incentives**

The City will consider discounts and other pricing incentives in each individual proposal prior to determining the successful contractor.

- **Quantities**

The quantities or usage specified on the Cost Proposal Form are estimated only unless otherwise stated. No guarantee or warranty is given or implied by the City as to the total amount that may be or may not be purchased through any resulting contracts. These quantities are for Contractor's information only and will be used for bid tabulation and cost comparison. The City reserves the right to increase or decrease quantities until contract is finalized.

### **PROPOSAL EVALUATION AND CONTRACT AWARD**

In evaluating proposals and awarding contracts, the City will use the following process:

- **Proposal Evaluation**

Proposals will be evaluated and scored by an evaluation team comprised of representatives from the Public Works Department, Public Safety Department, and City Manager's office. The City reserves the right to award to other than the lowest price proposal.

- **Supplemental Information**

During the evaluation process, the City reserves the right to request additional information or clarifications from Contractor, or to allow corrections of errors or omissions.

- **Contractor Presentations, Product Demonstrations and Interviews**

Contractors scoring in a competitive range may be invited by the City to make a presentation and be interviewed in person or remotely. Should this become necessary, the City will contact Contractor and expects them to be available within two weeks of notification. Contractor shall not receive payment from the City for costs that may be incurred through this step in the evaluation process. The original scoring of non-price criteria may be modified based on the



results of this presentation, demonstration, and/or interview.

- **Contract Finalization**

Should any material changes to the Agreement, Scope of Work or Contractor's Proposal need to be clarified or negotiated, a revised agreement may be drafted and sent to Contractor for review and signature.

- **Contract Award**

Once finalized, an agreement will be processed for final approval and award of a firm, fixed price contract by the necessary City authority. Upon award, Contractor will be contacted to plan and schedule work.

Notification of award will be posted to the City's website along with a bid tabulation. Notification letters will also be sent to each contractor that submitted a proposal.

- **Rejection of Proposals**

The City reserves the right to reject any and all proposals for sound, documentable, business reasons or to accept the proposal or any part thereof which it determines to best serve the needs of the City and to waive any informalities or irregularities in the proposals. While cost is a factor in any contract award, it is not the only factor and may not be the determining factor.

## **Proposal Submissions**

### **Proposal Requirements**

- **General Instructions**

Before submitting a proposal, Contractor should carefully examine the entire RFP Packet and have a full understanding of the contents needed for a proposal. Submission of a response constitutes Contractor's understanding of the contents of this RFP. Any erasures or corrections to this RFP packet or the Contractor's proposal must be initialed in ink by Contractor. The Agreement and Cost Proposal Tables in Attachment B must be typed into or filled out with pen and ink and be signed in longhand, in ink, by a principal authorized to make contracts.

- **Proposal Organization and Length:**

Contractor's proposal and all supporting documentation should be organized and formatted to ensure the City receives only the most relevant information necessary to select a contractor.

In responding to proposal content requested in the following Section, please reference the number and the question before each response and respond in sequence of the questions asked.

### **Proposal Content**

#### **Company Information:**

- State the legal name under which Contractor carries out business, the year the company was established and the approximate size of the company in terms of total employees and annual revenues.
- Identify the location of the office from which work described here will be managed and the year that office was established if other than above.
- Provide the contact information (name, title, telephone number and email) for Contractor representative submitting proposal.
- Indicate whether any disciplinary action has been taken or is pending against Contractor by state regulatory bodies, professional organizations, or through legal action in the past five years. If no, so state. If yes, detail the circumstances and current status of such action.
- Overview of company safety program
- Firm Bonding Capacity

#### **Company Experience:**

- Confirm your firm's ability to provide both architectural & engineering design as well as general construction services under a single contract.
- Describe whether your firm will provide all of the architectural & engineering design and general construction services requested or whether you would work with other firms through established partnerships to deliver the entire suite of services. If using established partnerships, state the firms involved and their role as well as general information on that firms capacity and experience.

- List three clients in Michigan for whom your firm has performed similar work to that requested in this RFP. Name the firm, agency or organization for whom the work was performed, briefly describe the scope of work and provide the name and telephone number or email of the individual who may be contacted as a reference.

**Scope of Work:**

- Note any proposed variances from the City's scope of work or qualifying statements or conditions applicable to your firm's proposal.
- Assuming an award date of January 6, 2025 state your firm's expected timeline for completing each of Tasks 1, 2 and 3.
- Assuming the contract is amended to include construction, based on the general description for the scope of work provided, which aspects of the work would your firm be providing directly and which aspects would your firm expect to subcontract?
- Assuming the contract is amended to include construction, describe the standard labor warranty to be provided on workmanship noting any limitations or exceptions.