



*Cheboygan County
P.O. Box 70
County Building
Cheboygan, MI 49721*

**CHEBOYGAN COUNTY
REQUEST FOR PROPOSALS
PROFESSIONAL CONSULTING
SERVICES FOR
BUILDING ENVELOPE / HVAC
SYSTEM
IMPROVMENTS
CHEBOYGAN COUNTY BUILDING**

July 2021

July 12, 2021

Dear Consultant:

Cheboygan County, Michigan is requesting cost proposals from qualified consultants to prepare a Building Envelope and HVAC Study of the County Building consisting of the inspection of the current building envelope and HVAC systems with the development of preliminary plan alternatives and estimates for the replacement and /or addition of energy efficient HVAC equipment, energy efficient window replacement and other envelope modifications to improve indoor air quality limiting the spread of airborne virus or other environmental hazards within the County Building located at 870 South Main St., Cheboygan, MI 49721. The following information is provided to assist consultants interested in submitting proposals for this project. This project will utilize American Rescue Plan funding.

Project Title: Cheboygan County Building Professional Consulting Services Envelope/ HVAC System Improvements

The Request for Proposals (RFP) includes the following:

- Scope of Work – Attachment I
- Submittals Required – Attachment II
- Proposed Project Schedule – Attachment III
- Supplemental Requirements and Information – Attachment IV

Proposals should be presented in accordance with the specified requirements in Attachment II. Supplementary materials such as exhibits, biographical information, and other documentation may also be submitted separately bound from the proposal. Proposals shall be valid for **Ninety (90) days** from the date they are due.

Two (2) copies of the cost proposal shall be submitted together, sealed and clearly marked: Cheboygan County Building Professional Consulting Services Envelope/ HVAC System Improvements

Proposals shall be submitted to the office of the County Administrator, 870 South Main Street, P.O. Box 70, Cheboygan, MI 49721 no later than 2:00 p.m. Friday, August 20, 2021 at which time they will be opened. The County Administrator and/or County Representative will be available to meet with consultants. Meetings may be arranged by contacting the County Administrator office at 231-627-8858.

Cheboygan County reserves the right to accept or reject any or all proposals in the best interest of the County.

The execution of a service agreement will conclude this consultant selection process unless all proposals are rejected.

It is expected that the selected consultant should be ready to proceed with the project upon the County's execution of the service agreement.

Questions concerning this RFP should be directed to County Administrator Jeffery B. Lawson, at 231-627-8858.

Sincerely,

Jeffery B. Lawson
Cheboygan County Administrator

ATTACHMENT I

Scope of Work

Cheboygan County is seeking a consultant to complete an inspection of the current building envelope and HVAC systems for the development of preliminary plan alternatives and estimates for the replacement and/or addition of energy efficient HVAC equipment, energy efficient window replacement and other envelope modifications to improve indoor air quality limiting the spread of airborne virus or other environmental hazards within the County Building.

Project will consist of:

- Review existing building and HVAC drawings. Conduct a detailed inspection/ site survey to document condition of existing windows, building envelop and HVAC equipment and systems to identify needed replacement and/or addition of new energy efficient HVAC equipment/windows or other envelope modifications to improve air quality limiting the spread of airborne virus or other environmental hazards within the County Building.
- Develop preliminary plan alternatives with estimates.

The following items shall be addressed by the Consultant and are included, as a minimum, regarding the scope of work for the project:

1. Review existing building and HVAC drawings and conduct a detailed inspection/ site survey of County Building.
2. Preliminary plan alternatives and detailed cost estimate
 - a. Ensure design includes systems and materials that are energy efficient as well as improve air quality limiting the spread of airborne virus or other environmental hazards within the County Building.

ATTACHMENT II
Submittals Required

Each proposal should contain, at a minimum, the following information:

A. Approach:

1. Provide an approach for completing the Scope of Work as described.
2. Discuss any unique ideas/concerns relating to the project.

B. Project Organization:

1. Lead firm (or firms)
 - Name(s)
 - Address (es)
 - Telephone number(s)
 - Name of responsible corporate officer(s)
 - Office location where the majority of the day-to-day work will be accomplished
2. Subcontractors
 - Name
 - Address (es)
 - Telephone number(s)
 - Name of responsible corporate officer(s)
 - Office location where the majority of the day-to-day work will be accomplished
3. Brief description of responsibilities and summary resumes of key professional personnel emphasizing experience directly relating to responsibilities on this project as well as any specialty certification that demonstrates special qualifications related to this project.
4. Estimated amount of time each key person will devote to the work on this project.

A. Schedule:

Work schedule for major tasks including those described in Attachment III and Approach. Include expected starting dates and completion dates referenced to Notice to Proceed. State assumptions for time needed to complete tasks.

B. Personnel Effort:

An estimate of the required personnel hours, by task and job title, for performing all inspection, engineering and architectural services, as required.

C. Experience and Reference:

Brief description of project(s) similar to the work to be undertaken.

G. Compensation:

Compensation shall be on the basis of an hourly cost or the maximum not-to-exceed cost; whichever is less, to complete the scope of work. List the following for each category of personnel, for each of the services required and as described below:

1. The rate per hour.
2. The estimate of hours.
3. General and administrative overhead.
4. Expenses.
5. Maximum not-to-exceed cost.

ATTACHMENT III

PROPOSED PROJECT SCHEDULE

TASK

ESTIMATED SCHEDULE

Consultant Selection

Approximately September 14, 2021

Notice to Proceed

Approximately September 15, 2021

Plan Alternatives and Estimates

Completed by December 15, 2022

***NOTE: Please insert schedule to complete contract task if different than above.**

ATTACHMENT IV
Supplemental Requirements and Information

A. Insurance Required:

The consultant shall purchase and maintain such insurance as will protect Cheboygan County from liability for claims set forth below, which may result from the consultant's operation under the contract with the County, whether such operations be conducted by the consultant or any subcontractor working for the consultant, or by any person directly or indirectly employed by the consultant and/or sub-contractor, or anyone for whose acts they may be liable.

1. Claims under workers compensation, disability benefit and other similar employee benefit acts or policies.
2. Claims for damages because of bodily injury, sickness or disease or death of any person or persons.
3. Claims for damages insured by usual personal injury liability coverage, which are sustained by (1) any person as the result of any offense directly or indirectly related to the employment of such person by the consultant, or (2) any other person.
4. Claims for damages other than to the work itself, because of injury to or destruction of tangible property, including loss of use resulting there from.
5. Claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance or operation of any motor vehicle.
6. Claims for damages arising out of the performance of professional services caused by any errors, omissions or negligent acts. Minimum \$350,000.

The liability required shall include Contractual Liability applicable to consultants' obligations.

Certificates of Insurance acceptable to the owner shall be filed with the County prior to commencement of the work. Said certificates shall contain a provision that coverage afforded there under shall not be cancelled until at least thirty (30) days prior written notice has been provided to the owner.

B. Incurring Costs:

Cheboygan County shall not be liable for any costs incurred by consultants prior to approval and issuance of a contract, and then only for such costs incurred as are therein stipulated.

C. Project Control:

The consultants shall perform the work under the direction of the County Administrator.

D. Rejection of Proposals:

Cheboygan County reserves the right to reject any or all proposals received as a result of this request to ensure that the best interests of the County are served.

E. Independent Contractor Status:

1. The consultant shall agree that all documents and work product prepared by consultant in the course of performing the consulting service shall become the property of the County for all purposes.
2. The consultant shall enter into a written contract with the County specifying the parties' respective rights and obligations in connection with the services to be performed by consultant. The terms of the written contract shall be mutually acceptable to both parties.