

REQUEST FOR PROPOSALS (RFP)

ARCHITECTURAL SERVICES

Emergency Response Facility (Fire and Police)
Township Facilities & Grounds Maintenance
Kalamazoo Area Building Authority



OCTOBER 6, 2015

Oshtemo Charter Township
7275 West Main Street, Kalamazoo, MI. 49009

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The Charter Township of Oshtemo, Michigan

Request for Proposals (RFP) for Architectural Services for:

1. Fire & Rescue Department
2. Police Services
3. Facilities & Grounds Maintenance
4. Kalamazoo Area Building Authority

INTENT

The Charter Township of Oshtemo (hereto referred to as Township) is inviting qualified architectural firms and their teams (hereto referred to as Architect or Firm) to submit a proposal for consideration to provide consulting services for all three architectural phases as described in Attachment B. Areas under review include Oshtemo's emergency services (Fire and Police), facilities and grounds maintenance services, and the Kalamazoo Area Building Authority (KABA).

SECTION I: GENERAL SCOPE/PURPOSE

The TOWNSHIP is inviting qualified firms to submit proposals for consideration to provide consulting services to qualify and quantify the current and foreseeable future space needs for the aforementioned TOWNSHIP services. The goal is to provide the TOWNSHIP with the infrastructure to house and provide these services for the next 30 years.

Due to the complexity and designation of an emergency response structure and recognition that it is an essential facility (see Michigan building code Risk Category IV), experience in space and master planning of this type of facility is a vital criterion for selection. As part of this proposal, firms are asked to submit statements of qualifications and specific experience for four (4) similar projects within the past five (5) years. The focus shall be on the emergency response components and shall be of a comparable size and project scope to the anticipated needs of Oshtemo Township. We believe that a firm, and their team, that is well versed and experienced in the facility needs for fire and police can also address the other two components needed by facilities and grounds maintenance as well as building authority.

The Township desires to have a facility designed with energy efficiency and cost effective alternative energy systems in mind. LEED goals for site development and facilities are welcome though not compulsory. In addition, this facility must support a healthy environment for its occupants and visitors. The successful firm must be able to demonstrate that they have the capability of achieving these goals.

The Township Supervisor is the owner's representative and signatory to any agreement. The Project Manager is the day to day point of contact. To insure consistency in this selection process, the Township has appointed their Project Manager as the point of contract for any and all communications as they relate to this RFP. Please see Section VI for that information.

SECTION II: SCOPE of WORK

The selected firm shall meet with the TOWNSHIP's officials, team of staff representatives and project manager who will provide requested information concerning the project. The

requirements for data and programming shall be reviewed and established. The firm shall collect available information from the TOWNSHIP and other sources to identify and document spatial needs that will influence the design. The firm shall perform the following phased functions and other necessary requirements as part of the scope of work:

A. Information Gathering

The FIRM shall work with the TOWNSHIP to gather all relative and necessary information including population numbers and trends, historical and projected staffing needs, the types of services currently offered and what may be offered in the foreseeable future. All information about the existing facilities will be gathered including photo documentation of the interior and exterior to demonstrate the facility's existing conditions. The Township will provide any available architectural drawings.

B. Phase I - Space Planning

The FIRM shall provide a space needs analysis including current needs and future requirements in the form of a master plan to include:

- a. Evaluation of current site issues and constraints.
- b. Provision of ideal building relationship layouts (Bubble Diagrams), including relative cost comparisons of options.
- c. An evaluation of and recommendation for the re-use of existing spaces is also to be provided.
- d. The use of a participatory process is anticipated.

C. Phase II – Conceptual Schematic Drawings

This phase is designed to provide the TOWNSHIP with further development of one or more options, with the goal of achieving consensus of a final design. The firm shall identify estimated construction costs/constraints based upon the criteria developed and the master plan.

D. Phase III – Construction Documents

The firm shall provide all detailed working drawings and specifications used for bidding, construction and construction observation services.

E. Additional Duties

Proposal should include meetings with the Township staff and Board as necessary to discuss information and recommendations. The selected firm shall be solely responsible for planning and other required services identified to complete the project contained herein. Teaming is expected and supported; however, one team member will be identified as the primary Project Architectural consultant under the negotiated contract with the TOWNSHIP.

F. Additional Requirements

Additional requirements necessary to complete the facility needs may be added to the contract and negotiated at the sole discretion of the TOWNSHIP as mutually agreed upon by both parties.

G. All Consultants

All firms shall ensure **compliance with all laws, rules, codes, ordinances, and licensing requirements** that are applicable to the conduct of its business, including those of federal, State, and local agencies having jurisdiction and authority.

H. Estimated Project Time Table

Phase I: 2015- early 2016.

Phase II: 2016.

Phase III: Late 2016 to early 2017.

Note: The Township will authorize work to commence on each phase separately.

SECTION III: PROPOSAL REQUIREMENTS AND EVALUATION CRITERIA

Interested firms shall include the following information in their submittals in the exact order listed with separating page tabs A-F in an 8.5 by 11 page format. The page tabs must be included so that those evaluating the submittals can compare each tabbed section with others that are submitted.

The RFP shall include a cover letter (up to three pages), table of contents plus a **maximum** of fifty (50) pages to address the criteria specified below (including resumes). The table of contents and tabbed pages will not count towards the total page count.

Failure to comply with the following criteria are grounds for disqualification:

- Receipt of a signed submittal after the specified cut-off date and time.
- Failure to provide the number of originals and/or copies of the submittal specified.
- Adherence to the maximum 53 total page requirement.

Each page side with criteria information will be counted. Pages that have photos, charts and graphs will be counted towards the maximum number of pages. Please number all pages with the exception of the cover letter, table of contents and tabbed dividers.

A. Cover Letter

A cover letter stating your interest in this project and signed by the person who will have contract authority over this project. Provide an overview of the key areas of the proposal and summarize the proposer's position as to why the firm should be selected. This same person must sign and submit attachment C.

B. Company Background/Related Services

Description of your firm, including location(s) of office(s) and person responsible for contracting services. Include an organizational chart of your firm showing the working relationship of the management structure.

C. Experience / Project Team

Describe experience completing most recent and similar work for other entities as Firm of Record, including dates, locations and brief description of at least four (4) most similar projects. Also, include short biographies of key staff that would be assigned to this project. Please state the maximum number that could reasonably be assigned to this project at any given time to help expedite various projects.

D. Project Understanding/Approach/Timeline

Describe your understanding of this projects scope of work (Section II), as well as your ability to meet its intent and projected timeline (Section II, B-D). Additionally, include innovative or alternative value-added processes or approaches that your firm has used which may be considered applicable to this project.

E. Recent, Current, and Projected Workloads

Description of the firm's recent, current, and projected workloads that may affect the firm's ability to manage this project and meet the time and budget requirements of the TOWNSHIP.

F. References

Include the name of a responsible individual, address, telephone number and email of at least five (5) client references for most similar projects.

SECTION IV: SUBMITTALS

Each firm shall submit seven (7) printed copies of its proposal and an electronic PDF copy of the same proposal. At least one submittal must have an original signature. If only one original signature is submitted, please mark on the outside of the submittal indicating which copy is the original.

The seven (7) copies of the proposal and an electronic copy shall be submitted in a SEALED envelope, clearly marked on the outside as follows:

Consultant services for Architectural Services for Oshtemo Township.
NAME, ADDRESS, EMAIL & TELEPHONE NUMBER OF PROPOSING FIRM

The TOWNSHIP will receive submittals until **NOON OCTOBER 29, 2015**. Any submittals received after that time will be disqualified. A public opening of the RFPs will take place at 1:00 PM EST at the Township Offices.

All submittals must be delivered to:
Oshtemo Charter Township
C/O Deb Everett, Township Clerk
7275 West Main Street
Kalamazoo, Michigan 49009

SECTION V: EVALUATION OF THE SUBMITTALS

Submittals will be evaluated by Oshtemo Township to ascertain which proposal(s) best meets the needs of the TOWNSHIP. The TOWNSHIP reserves the right to reject any or all proposals and/or waive any minor irregularities or qualifications that the TOWNSHIP determines to be in the best interest of the TOWNSHIP.

Please note that evaluation & selection of the firm is intended to be completed based upon but not necessarily limited to components listed in Section III.

The firms found most qualified may be short-listed and asked to make an in-person presentation(s). The TOWNSHIP reserves the option to conduct interviews or to reject any/all proposals received. This means the TOWNSHIP may select the proposal from written submittals or after interviews. The TOWNSHIP will select the firm found to be best suited to provide the needed services at its discretion.

If selected for interview, the presentation shall be provided by the Project Architect for this project.

SECTION VI: MISCELLANEOUS

A. Modifications

The TOWNSHIP reserves the right to modify, alter or change the scope, size or other aspects of this project. See below.

B. Requests for Clarification / RFP Addenda

In order to ensure consistent and correct information, prospective firms shall submit all questions and requests for clarification of this RFP in writing to the TOWNSHIP Project

Manager, Fire Chief Mark Barnes, via email at mbarnes@oshtemo.org. Telephone inquiries will **not** be accepted. If information requested is deemed to be beyond common knowledge, a written RFP addendum will be issued and posted on the TOWNSHIP'S website at www.oshtemo.org. It will be the responsibility of the firm to ascertain if any addenda has been issued, to obtain all such addenda and to acknowledge receipt of the addenda in their proposal.

The TOWNSHIP will not respond to questions submitted less than six (6) business days prior to the proposal's due date. Deadline for submitting questions is **NOON OCTOBER 21, 2015.**

C. Level Playing Field

The contents of this Request for Proposals are intended to provide a level playing field on which firms or individuals may base their responses.

D. Pre-Bid Facilities Tour

The Township will provide an onsite tour for all potential bidders. This will be accomplished as a group so that any questions asked by any one bidder will be answered to all bidders.

This (not mandatory) tour will be held **Wednesday, October 14, 2015 at 9:00 AM.**

E. Sealed Bid

It is the Township's intent to use one firm for all three phases of this work. However, the firm shall provide one written bid quote for each of the three phases in a separately sealed envelope. That envelope shall be sealed within their RFP response yet separately sealed so that opening the RFP will **not** open the sealed bid. This sealed envelope shall be marked:

"SEALED BID"

(Firm's Name)

F. Contract

The selected firm shall be expected to execute a TOWNSHIP contract negotiated in accordance with TOWNSHIP Policies and Procedures. This agreement may be terminated by either party upon thirty (30) days prior written notice.

G. Limitations

This RFP does not commit the TOWNSHIP to the award of a contract or to pay any costs incurred in the preparation for a response to this RFP. There is no obligation on the part of the TOWNSHIP to select and award any submitted response or to any firm or individual submitting a response. No work is guaranteed under this RFP. A professional services agreement will be negotiated with the selected firm.

H. Public Record

Firms are advised that all responses are deemed a public record and open to public scrutiny after they have been received by the Township.

I. Conflict of Interest

All FIRMS must disclose any potential conflict of interest with Oshtemo Township or any of its employees.

J. Financial Ability

The selected FIRM may be required to demonstrate financial stability to the TOWNSHIP.

K. Evaluation of Submittal Criteria

The Township Team will review and rank Proposals by means of qualitative discussion and a quantitative point system in accordance with the components outlined in section III of these

specifications. Recommendation(s) will be submitted through the Township Supervisor to the Board for final consideration and approval.

L. Ownership of Proposals

All materials submitted in response to this request shall become the property of the Township and may become a part of any resulting contract. Award or rejection does not affect this right.

M. Release of Claims

Under no circumstances shall the Township be responsible for any proposal preparation expenses, submission costs or any other expenses, costs or damages of whatever nature incurred as the result of a respondent's participation in this RFP process. The respondent understands and agrees that it submits its proposal at its own risk and expense and releases the Township from any claims or damages or other liability arising out of the RFP and award process.

N. Infringement Indemnification

1. The architect or firm warrants that information received in developing the space needs analysis will not infringe on any third party's right of publicity or privacy.
2. The architect or firm warrants that the space needs analysis shall not infringe on the intellectual property rights of any third party.
3. The architect or firm agrees to defend, indemnify, and hold the Township harmless for any and all damages, changes, losses, and expenses (including reasonable attorney fees and costs) for any claim arising out of the breach of this section, provided that the indemnifying party receives timely notice of such claims and controls all litigation and settlements.

SECTION VII: RFP TIMELINE

Listed below are planned dates of actions related to this RFP. In the event that the Township finds it necessary to significantly change any of these, it will do so by issuing an amendment to the RFP as outlined in Section VI.

<u>Date</u>	<u>Event</u>
10/06/2015	Issuance of RFP
10/14/2015 – 9:00 AM	Voluntary Site Tour
10/21/2015 - Noon	Last day to submit questions
10/22/2015	Final Addendum posted (if any) www.oshtemo.org
10/29/2015 - Noon	Submission Deadline
10/29/2015 – 1:30 PM EST	RFP Response Opening

The final recommendation and award dates will be determined based upon whether the Township conducts in-person interviews.

ATTACHMENT A – Brief Overview of Oshtemo Township and its Current Facilities.

Oshtemo Township

Oshtemo Township is located in Kalamazoo County Michigan. It is strategically located halfway between the cities of Chicago and Detroit, just north of Interstate 94 with U.S. 131 bisecting the eastern side of the township north-to-south. Originally known as an agricultural community, Oshtemo is now predominantly a residential community with strong and growing commercial areas generally serving communities in the western and northern parts of the county and beyond.

Oshtemo embraces 21,705 residents (2010 Censes) in almost 36 square miles. It is bordered by the City of and Township of Kalamazoo to the east, Alamo Township to the north, Texas Township to the south, and Almena Township to the west in Van Buren County. Regional accessibility to the Township is provided by a nearby interchange along I-94 and two interchanges along US 131.

Additional information can be found in our Master Plan: <http://www.oshtemo.org/master-plan/>

Township Headquarters Fire Station

This facility has seen a number of alterations and additions within its lengthy lifetime. It currently houses our administrative offices, on-duty personnel and fire apparatus as follows:

1. Five separate office spaces and one open meeting/conference area.
2. Apparatus:
 - a. Engines – 2
 - b. Aerial platform – 1
 - c. EMS quick response – 1
 - d. Staff cars – 2 (third is parked outside)
 - e. Brush Truck – 1.
3. Living quarters.
 - a. A single open bunkroom
 - b. Two unisex restrooms
 - c. A single open space containing kitchen, dining and dayroom.

Law Enforcement – Contracted Tenant

Open office space for up to three on-duty deputies and one generic locker room. Private office space for one lieutenant supervisor. Secured overnight storage for four police vehicles.

Township Facilities and Grounds Maintenance

The Township provides facilities maintenance for its own property (fire stations, parks, cemeteries, township offices...). This includes lawn maintenance, light building repairs and snow removal. Spaces include office areas for two persons. In a separate building, storage for two pickup trucks, trailers, lawn mowers and adjunct equipment. A very small heated workshop area.

Kalamazoo Area Building Authority (KABA) – Contracted Tenant

The Kalamazoo Area Building Authority (KABA) is a current tenant. This is a cooperative effort between four local municipalities to provide building inspection services. Their work area holds typical office features and shared space for public interaction. Note: A 2015 space analysis is available for KABA.

ATTACHMENT B – Project Phases.

Oshtemo Township
2015 – 2017

Phase I - Space Needs Analysis

The space needs analysis (or programming) is the fundamental basis of a facility’s design. It identifies shortfalls of existing conditions and projects future needs and their relationships to each other.



real time,

The process should encourage active participation from both the impacted staff, elected officials and the community. This phase will provide space needs assessment in immediately determining the raw square foot costs of a proposed facility. Community input can be achieved through a charrette process.

Architectural Bubble Diagramming



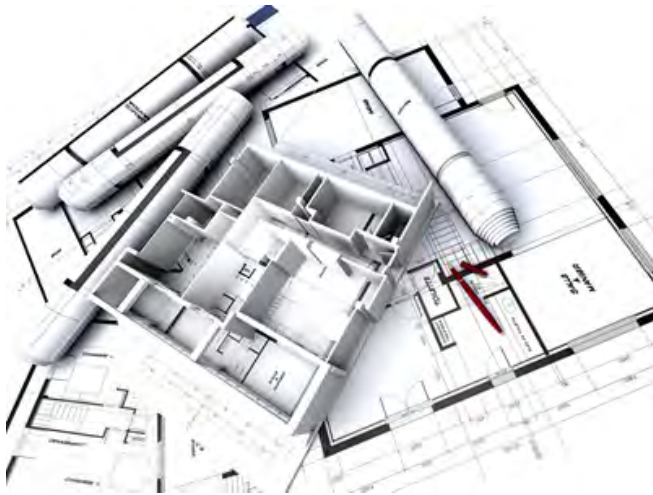
Phase II - Conceptual Schematic Drawings:

Arriving at a final selected schematic design is seldom an act of linear thinking, but rather a circulating route of analyzing pros and cons from several concepts while balancing community input, budget, schedules, and civic visions. This phase will produce a number of options for the Township to consider. Various combinations of existing facility re-use intermingled with new construction will result in a wide array of options. The more detail put into phase I will result in finer tuned schematic drawings in which to select from.

It is during phase II that exact location of any new construction will need to be completed.

Final schematic deliverables include a site plan, floor plans, building elevations, 3D renderings, construction schedule, and cost estimates.

Phase III - Construction Documents.



The typical third stage of [services](#) provided by an [architect](#) is where the rubber meets the road. They will [prepare](#) highly detailed working drawings used for bidding and final construction. They may also prepare various models to assist in understanding the finished product.

This is a long and tedious process and one that deserves studious consideration. Changes made after this step are expensive and can lead to significant setbacks.

ATTACHMENT C – Proposer’s Certification.

I have carefully examined this Request for Proposal (RFP) which includes scope, requirements for submission, general information and the evaluation and award process.

I acknowledge receipt of the following addenda, and the cost, if any, of such revisions has been included in the price of the proposal.

_____	_____
Addendum#1	Date
_____	_____
Addendum#2	Date

I hereby propose to provide the services requested in this proposal. I agree that the TOWNSHIP terms and conditions herein shall take precedence over any conflicting terms and conditions submitted with the proposal and agree to abide by all conditions of this document.

I certify that all information contained in the proposal is truthful to be best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its agent and that the firm is ready, willing and able to perform if awarded a contract.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, company or corporation submitting a proposal for the same product or service; no officer, employee or agent of the TOWNSHIP or of any other Company who is interested in said proposal; and that the undersigned executed this Proposer’s Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

NAME OF BUSINESS

MAILING ADDRESS

AUTHORIZED SIGNATURE

CITY, STATE & ZIP CODE

TYPED NAME AND TITLE

TELEPHONE NUMBER / FAX NUMBER

E-MAIL ADDRESS

End of Document