



Request for Proposals

General Architectural and/or

General Contractor Services

RFP#: 2021-04

Community Action of Allegran County
323 Water St.
Allegran, MI 49010

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General Architectural and/or General Contractor Services RFP
COMMUNITY ACTION OF ALLEGAN COUNTY
Implementation Timetable

Public Notice.....	(August 10, 2021)
Request for Proposal Released.....	(August 10, 2021)
Bidders' Emailed Questions Accepted Until.....	(August 24, 2021)
Proposal Deadline.....	(September 17, 2021)

GENERAL INFORMATION

Community Action of Allegan County (Agency) is seeking proposals from a qualified firm(s) to provide architectural services and/or general contractor services related to but not limited to the planning, designing, bidding, and construction oversight phases of a project deemed to be in the best interest of the Agency. Proposals will be accepted at the main office of Community Action of Allegan County 323 Water St. Allegan, MI 49010

Project Goal:

The Agency's intent is to retain a company(s) with the qualifications and staff resources necessary to perform any and/or all of the following: planning, designing, bidding, and construction oversight phases of various projects deemed to be in the best interest of the Agency. The successful company(s) will provide services for Community Action of Allegan County as outlined in Section II Scope of Work. The Agency is looking for company(s) with the capability to also provide added value services including, but not limited, to structural engineering, security consultation, technology consultation, interior design, etc.

Immediate anticipated projects include:

1. Provide design development and cost estimation for the remodeling of a to be determined facility for accommodating the agency inclusive of an early education facility.
2. Provide bid documents and construction administration assistance for any approved design.
3. Provide design development and cost estimation for the construction of facility for accommodating the agency inclusive of an early education facility at a to be determined property.
4. Assist in the preparation of probable construction costs for various small to medium scope facilities improvement projects for internal budget requests.

The proposer shall demonstrate substantial experience in undertaking and completing the type of work required. Questions about this project should be directed to:

Mr. Darrell Oakley
Deputy Director of Housing and Community Services
323 Water St.
Allegan, MI 49010
E-Mail: doakley@communityactionallegan.org

SCOPE OF WORK

The following scope of services is included as a guide for the proposer. It is designed to identify the minimum service level expected from successful firm(s) and as such should be modified and augmented, based upon the experience of the proposer, as necessary to complete the project:

General:

The company(s) being selected through this Request for Proposal process will enter into an agreement with Community Action of Allegan County to provide architectural services and/or general contractor services related to projects at various stages. Stages include but are not limited to site selection, design and construction. The level of service requested will vary based on the scope of any given project. Based on the requirements of Community Action of Allegan County selected company(s) shall provide architectural and/or construction services meeting all standards and codes used in design for basic services as required on projects as follows:

1. Pre-Design Site Evaluation
2. Cost Estimating / Condition Survey and Report
3. Schematic Design
4. Design Development
5. Contract Documents
6. Bidding/Award
7. Construction Administration
8. Resident Project Representation (RPR)
9. Commissioning

Proposal for Services may include any or all of the following:

1. Review existing drawings, plans, and actual conditions, and advise the Agency on issues of concern in regard to design, equipment selection, material selection, cost estimation as well as cost (life-cycle) analysis.
2. Provide schematic and design development, bid documents, and a detailed cost estimate at each phase, which may include:
 - a. Attend coordination meetings
 - b. Provide progress prints/cost estimates (labor and materials) at appropriate intervals
 - c. Include elevations of exposed mechanical or electrical units, and/or three-dimensional renderings (as

requested)

- d. Provide architectural design drawings which shall include all components and accessories
3. Assist in the bidding phases:
 - a. Attend pre-bid and pre-construction meetings
 - b. Answer questions/clarifications during bidding
 4. Review and evaluate submittals and claims for extra costs.
 5. Inspect the construction site and actively participate in on-site construction meetings. Advise the Agency regarding interpretations of contract documents and payments to contractors.
 6. Conduct and assist the Agency for substantial completion by preparing a punch list and conducting a final inspection.

Proposal for Services may be for any or all of the following Phases:

Pre-Design Evaluation: Consult with the Agency and other necessary and appropriate government units, utilities, organizations, and persons in order to ascertain project requirements and review the program prepared by the Agency, recommending any necessary revisions.

Cost Estimating/Condition Survey and Report: Investigate, analyze and measure the existing facilities to the extent necessary to determine the information necessary for project work. Measure and verify floor plans and equipment locations in the existing building. Review existing system replacement studies (if applicable), analyze building components, heating/cooling load requirements, Agency floor plans and drawings (as available) and make system recommendations. Prepare drawings and a report summarizing existing facilities and their condition. Prepare probable construction cost estimates to assist the Agency in the preparation of Capital Improvement Program requests for internal use. As part of the investigation, identify and document issues pertaining to any future project (accessibility, operations impact, etc.). Assist in the identification of grant or alternate funding opportunities including preparation of documents required for compliance at request of Community Action of Allegan County.

Schematic Design: Upon receipt of written notification to proceed, prepare schematic designs for review and approval by the Agency. The schematic drawings shall show project design features. A detailed cost estimate separating labor and materials shall accompany the schematic drawings for each design option developed. Life-cycle cost estimates to be provided upon request. Advancement to next design phase pending Agency review of report, comments and Notice to Proceed.

Design Development: After the approval of the final schematic design submission, the Agency shall issue a written order to proceed with the Design Development phase. Submit detailed design drawings showing the general design, outline specifications, revised cost estimates, material cut sheets and material selection. If alternate layouts, design, work items and materials exist, the alternatives are to be prioritized with a recommendation of the best alternative with selection rationale

outlined. Provide architectural design drawings which shall include all components and accessories, including system elevations (when applicable) in relation to project. Prepare a list of all permits, licenses, review, and approvals as required. Advancement to next design phase pending Agency review of report, comments and Notice to Proceed.

Contract Documents: Perform the final design and the preparation of detailed contract documents in accordance with applicable City, County, State, and Federal regulations (“codes”) for all elements of work including architectural plans, custom details, phasing plans and structural and/or engineering modifications, as needed. Provide design progress reviews with the Agency and other authorities as required (typically at 50% and 95% completion). Provide progress prints, specifications and revised cost estimates at specified intervals for the Agency’s review and approval. Provide for approval by the Agency, the Contract Documents including bidding forms, the Contract Agreement, and General Conditions, using standard Agency Contract Conditions, project specifications and working drawings for the Project. The bid documents are to conform with Agency Standards wherever applicable.

Bidding / Award: The selected company(s) is to assist the Agency in pre-bid and pre-award meetings, obtaining bids, and reviewing and recommendation awards, evaluating alternate bids, and preparing a construction contract, as well as assist in the evaluation of product or systems substitutions. Prepare addenda for Agency advertisement/issuance.

Construction Administration: Provide during the construction contract to be entered into by the Agency for the construction of the project, to the satisfaction of the Agency, adherence to the design and to assist in the administration of the construction until final completion and acceptance by the Agency. Conduct a preconstruction conference after receipt of a written request to do so from the Agency. Such preconstruction conference shall include at least the Architect, or its authorized representative, the contractor(s), authorized representatives of the Agency, as well as representatives of any other public or private agencies which the Agency determines should be in attendance. At the preconstruction conference, the company shall:

1. Observe that all necessary permits and licenses have been obtained prior to work commencement.
2. Raise for discussion and decision, the manner in which the construction will be administered by itself and the Agency, the scheduling of construction, and any and all other issues or questions which in the opinion of the Agency must be settled before the start of construction. Before convening the preconstruction conference, the company shall confer with an authorized representative of the Agency concerning the agenda and who is to attend.
3. Throughout all Phases, prepare and update on an interval that is mutually agreed upon, an Estimate of Construction Cost consistent with the Agency’s funding requirements in a format acceptable to the Agency. The Estimate of Construction Costs shall document approved change orders (CO’s) and any and all anticipated changes to the construction cost on an individual prime contract basis and indicate contingency balance.
4. Recommend necessary or desirable changes (adds and credits) to the Agency, review requests for changes, assist in

negotiating Contractor's proposals, submit recommendations to the Agency. If they are accepted, review change orders for the Agency's authorization. There shall be no change in the scope of the work or in materials specified by the Architect until approval for such change has been given in writing by the Agency.

5. Determine, based on inspections and the contractor's applications for payment, the amount owing to the contractor and will issue certificates for payment in such amounts. By reviewing and approving a certificate for payment, the company will also represent to the Agency that, to the best of its knowledge, information, and belief, based on what its observations have revealed, the quality of the work is in accordance with the Contract Documents. Review and make recommendations to the Agency on any claims received from contractors.

6. Make visits to the job site (at a frequency dictated by specific project) during power service cut and re- routing for the purpose of clarifying or interpreting any phase of the work and monitoring job progress, where necessary and/or requested. Conduct and attend on-the-job field meetings (at a frequency dictated by specific project) to review procedures, progress, scheduling, contractor compliance and other issues. Provide and distribute minutes of these meetings to the Agency and to parties designated by the Agency within a specified time period. Where field condition differs from contract documents or disputes arise, the company shall resolve issues satisfactorily to the Agency.

7. Issue punch list(s) and re-inspect as necessary, coordinate warranty submissions with manufacturers. Following the contractor's completion of the punch list, conduct final inspections in conjunction with the Agency. The company shall create a "closeout" checklist for each contract and shall monitor the closeout process as part of the Certificate of Substantial Completion of the work. The approval of the Agency, or other Agency approvals, shall be required as a condition for the acceptance of the work by the Agency.

8. Furnish to Community Action of Allegan County, based on marked up prints, drawings and other data furnished by the contractor, a set of reproducible drawings showing all construction (elements/systems) as actually built. Provide the Agency with AutoCAD files in a format acceptable to the Agency and one set of reproducible drawings. Secure and transmit to the Agency all required guarantees, affidavits, releases, bonds, and waivers and other closeout documents.

Resident Project Representation (RPR): If requested, furnish during the construction period, a full-time or part-time Resident Project Representative. The qualifications of the personnel shall be subject to approval by the Agency. Prepare a daily diary or log book, recording the hours worked on the job site, weather conditions, list of visiting officials, daily activities, decisions, manning levels by trade, observations in general, and specific observations in more detail (as in the case of observing test procedures). At the completion of the Project, the aforementioned diary or log (or certified copy) shall be delivered to the Agency.

Commissioning: The Commissioning agent will develop and coordinate the execution of the testing plan, observe and document performance of the improvements, system integration and functionality in accordance with the documented design.

This shall include testing and observing the operation and function of all components and controls involved in the new systems, including an assessment of responsible parties for correcting any problems and errors in the system. The agent will also review submittals, and start up procedures, witness testing of selected pieces of the system, oversee training and system documentation and review, and approve Operation and Maintenance Manuals from the contractor for completeness. The agent will provide the Agency a written Final Commissioning Report.

Agreements:

The Agency's intent is to retain company(s) with the qualifications and staff resources necessary to perform the services outlined in this document for a minimum of one year. Payment for services is anticipated to be on the basis of an approved hourly rate schedule. The magnitude of services will vary by project. The Agency may request a fee proposal prior to commencing any approved project. The Agency may utilize a professional services agreement outlining mutual promises prior to commencing any approved project.

The Agency will reserve the right to approve additional architectural firms for projects as it deems necessary.

General Requirements

The company, including principals, project managers, and key personnel shall have relevant experience with similar work and shall be competent to perform the services required under this RFP.

The work contemplated is professional in nature. It is understood that the company, acting as an individual, corporation, or other legal entity, is of professional status, and is licensed, as appropriate, to perform in the State of Michigan, and shall be governed by the professional ethics of said professions in its relationship to Community Action of Allegan County.

It is understood that all reports, information, or data prepared or assembled by the company(s) shall be confidential in nature and shall not be made available to any individual or organization, except Community Action of Allegan County, without the prior written approval of Community Action of Allegan County.

The company(s) shall be financially solvent. The Agency reserves the right to request information to determine solvency.

The company(s) shall be responsible for complying with local, state, and federal codes, legislation procedures, and regulations affecting work in their professional area.

Submissions

Proposals will be evaluated on the basis of all information provided. Submissions to this proposal may be in whole or in part for any or all of the services requested. Multiple companies may be selected to work cooperatively to complete the project. Please indicate what portions of the Scope of Work you are providing a proposal for. To evaluate capability for completing the work as outlined in this RFP, each proposal should provide detailed responses to each of the requirements they are submitting for as listed here:

Company Overview and Qualification

1. Name, address, telephone number, and email address of each participating company.
2. Name and addresses of each company's principal officer(s).
3. A description of each company's technical capabilities and areas of expertise.
4. A description of the company's ability to provide the service level as outlined in the Scope of Work.
5. A description of the company's experience in sustainable design to reduce non-renewable resource consumption, minimize waste, and create healthy, productive environments.
6. A description of similar projects completed by the company within a 100-mile radius of Allegan, Michigan. Include the name and telephone number of a reference person from the contracting organization who can be contacted for reference.
7. A description of how the project will be managed; who will do the work and the role the various members of a multi-disciplinary consortium will play in the design process. Include a summary of the company's understanding and experience in coordinating projects with regulatory and other governmental agencies.
8. A description of additional services offered including, but not limited to, structural engineering, security consultation, technology consultation, interior design etc.

Four (4) copies of the proposal must be submitted to the address below by 4:00 p.m. on Friday September 17th, 2021;

CAAC
323 Water Street
Allegan, MI 49010

Selection Process

Agency staff will select a company utilizing a Quality Based Selection (QBS) process. Critical factors in this selection will

include responsiveness of the proposal to this Request for Proposal (RFP); description of approach to the services, relevant project experience, qualifications of the responding firms and principal assigned staff; readiness to undertake the required services; ability to execute an acceptable written contract; and client references. The Agency reserves the right to reject any or all proposals, and to request written clarification of proposals and supporting materials. The Agency reserves the right to accept the proposal most favorable to the project after all proposals have been examined and evaluated.

Interviews may be conducted in-person with one or more responsible entities that have submitted proposals in order to clarify certain elements if such information cannot be satisfactorily obtained by phone or via e-mail.