



## WEXFORD COUNTY REQUEST FOR PROPOSALS

Central Dispatch 911 Center  
Architectural Services

**ISSUED BY: WEXFORD COUNTY BOARD OF COMMISSIONERS**

**Date: September 28, 2018**

**Project Representative: Elaine Richardson**  
County Co-Administrator  
Wexford County  
437 E. Division St.  
Cadillac, MI 49601  
Phone: (231) 779-9453  
Fax: (231) 779-9745

### **WEXFORD COUNTY NOTICE OF RECEIVING PROPOSALS**

Wexford County seeks bids from qualified firms, on a competitive basis,  
For **Central Dispatch - 911 Center Architectural Services**  
Qualified firms may secure a copy of the bid specifications from:

Wexford County Administration  
Historic Courthouse  
437 E. Division St.  
Cadillac, MI 49601  
[www.wexfordcounty.org](http://www.wexfordcounty.org)

Proposals received on or before **2:00** p.m. on October 22, 2018, will be considered.  
Wexford County reserves the right to reject any or all proposals submitted.

# WEXFORD COUNTY REQUEST FOR PROPOSALS

## Central Dispatch 911 Center Architectural Services

### I. INTRODUCTION

Wexford County is seeking the services of an architectural/engineering firm to provide for the planning, design, construction documents and construction observation of a new Central Dispatch 911 Center. The County visualizes a 2,500 sq. ft. facility that must incorporate Building Code 423.3, Critical Emergency Operations. The building design must include a walk-out basement for operations. This building will be located on the property of the New Sheriff's Department and Jail located at 1015 Lincoln St., Cadillac, Michigan.

#### A. Bid Submittal and Project Representatives

To be considered, firms must submit a complete, sealed response to this Request for Proposals (RFP), to the County Administration Office. In order to be considered, proposals must be received no later than **2:00 p.m., October 22, 2018**. Bids received late will be returned unopened to the bidder. Bids will be publically opened and read aloud at **2:15 p.m. on October 22, 2018**.

Requests for information or interpretation of the intent of the RFP and any/all other inquiries must be addressed to:

**Duane Alworden  
Central Dispatch 911 Director  
Wexford County  
820 S. Carmel St.  
Cadillac, MI 49601  
Cell: (231) 920-5125  
Phone: (231) 779-9213  
Fax: (231) 779-9214  
alworden@wexfordcounty.org**

**Contact with personnel of Wexford County other than the above stated person(s) regarding this RFP will be considered grounds for elimination from the selection process.**

**Each proposal must be plainly marked on the exterior, "Central Dispatch – 911 Center Architectural Services"**. Proposals must be signed by an official authorized to bind the firm to its provisions. To be considered a valid response to this RFP, the proposal must remain valid for at least ninety (90) days. Wexford County is not liable for any cost incurred by the firm prior to the issuance of a contract.

B. Right of Refusal

Wexford County reserves the right to reject any or all proposals, to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the County, to waive irregularities in any proposal and to accept a proposal which best meets the needs of the County, irrespective of the bid price.

C. Disclosure of Proposals

Proposals are subject to disclosure under the Michigan Freedom of Information Act (Act 442, P.A. 1976, as amended, being MCL 15.231 through 15.246). After a contract award, a summary of total price information for all proposals will be furnished upon request.

D. Independent Price Determination

By submitting a proposal you certify, and in the case of a joint proposal, each party certifies as to its own organization, that in connection with this proposal:

1. The prices in its proposal have been determined independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposing party or with any other competitor;
2. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the proposing party and will not be knowingly disclosed to any competitor; and
3. No attempt has been made or will be made by the proposing party to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

E. Each person signing the proposal certifies that:

1. (S)he is the person within the organization responsible for the decision as to prices being offered in the proposal, and that (s)he has not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above; or
2. (S)he is not the person within the organization responsible for the decision as to the prices being offered in the proposal, but that (s)he has been authorized, in writing, to act as an agent for the persons responsible for such decisions in certifying that such persons have not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above; and that (s)he has not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above.

F. Insurance Requirements

The selected firm will be required to provide and maintain public and professional liability, property damage, and worker's compensation insurance protecting, as they may appear, the interests of all parties to any agreement that may result from this RFP. The firm is responsible for insuring the protection of all persons and property at all times. Documentation of the above insurance must be provided by the successful bidder prior to contract execution. Wexford County must be included as a separate named insured.

The vendor will be required to furnish the County with appropriate certificates of insurance prior to commencement of any work associated with any contract.

The effective dates and expiration dates of all policies should coincide with the term of the contract. If any of the insurance expires during the contract period, it will be necessary for a current certificate of insurance to be issued and filed with the County.

Wexford County's minimum insurance requirements are as follows:

1. Commercial general liability insurance of limits not less than \$3,000,000 per occurrence. The limit may be higher depending upon the hazard involved, subject to review and recommendation of the County's licensed insurance counselor. Coverage is to include, but is not limited to premises, operations, products and/or completed operations, personal injury and contract liability.
2. Automobile liability including statutory no-fault coverage, including all owned, non-owned, and hired autos within limits of a minimum of \$3,000,000. The limit may be higher depending upon the hazard involved, subject to review and recommendation of the County's insurance counselor.
3. Worker's Compensation and Employers' Liability if the selected firm hires one or more persons or currently has employees. If the selected firm does not have any employees, an affidavit must be filed with the County stating that the firm has no employees and will not hire any while working for Wexford County as a vendor or a subcontractor, etc. In addition, a Certificate of Assumed Name must be filed with the County.
4. Professional Liability (Errors and Omissions) Insurance: The Contractor shall possess Professional Liability Insurance (errors and omissions) with limits of not less than \$3,000,000.00 per occurrence or claim. If the Professional Liability Insurance is on a claims-made basis, the Contractor shall purchase extended reporting period "tail" coverage for a minimum of three (3) years after termination of the Agreement.

Failure to comply with these insurance requirements may result in contract termination or delay in receipt of funds. The vendor will be required to secure any/all necessary certificates and permits from municipal or other public authorities and comply with all licensing requirements and all federal, state and municipal laws, ordinances and regulations as may be required.

G. County Liability

Officers, agents and employees of Wexford County will not, in any manner, be liable for any loss or damage to any person or property connected to or resulting from any work done on this project. In addition, the selected firm agrees to indemnify, defend and save harmless, the County, its officers, agents and employees from any and all claims and losses accruing or resulting from the negligent performance of work as described in any agreement that results from this RFP. These same standards will apply to subcontractors of the selected firm. The County will be relieved from all risks of loss or to equipment or personnel, except when such loss or damage is due to the fault or negligence of the County. However, nothing herein shall be construed to waive the County's governmental immunity.

## **II. SCOPE OF WORK**

The services are to be performed in the following sequence of steps, each requiring written authorization before proceeding:

1. Conceptual design and site plan
  - a. Develop a building program including conceptual design and site plan based on conceptual design attached to this RFP labeled **Attachment A**. Include a project development timeline and document production schedule. The building program will be complete to the extent necessary to fully define space requirements of the building.
2. Schematic design and project estimates
  - a. Identify and document all regulatory and approval processes and measures required for the project. Building Code: 423.3 Critical Emergency Operations is imperative.
  - b. Review and evaluate existing site to coordinate development of infrastructure including sewer, water, gas, power, storm drainage, and communication systems.
  - c. Analyze and develop criteria for building systems including plumbing, electrical, mechanical, architectural, and structural relative to performance and cost.
  - d. Develop and prepare a schematic design of floor plans, illustrating room functions, with rough dimensions, cross sections, exterior elevations and the type of construction proposed.
  - e. Prepare a report of probable construction costs and a construction timeline with key milestone dates including delivery of design and construction documents. Major project components, including building systems, shall be defined with their related budget estimates.
  - f. Meet with designated County personnel to review design and project estimates. Make corrections and changes as requested.
  - g. Submit 13 copies of final schematic design and project cost estimate report, bound and in presentation quality, to the County for review by the Board of Commissioners.
3. Design development
  - a. Prepare the design development drawings and preliminary specifications. Plans shall be submitted to the County in electronic form and printed sheets sized 30" x 42" or other size approved by the County. All text documents shall be formatted for 8.5" x 11" pages and be submitted in Microsoft Word files or other format if approved by the County. The design shall consist of floor plans, elevations, cross sections, landscaping plan, site and grading plans, site survey and other drawings to scale and showing the location of walls, doors, windows, equipment fixtures and other necessary items. The design shall also include requirements for the plumbing, air-conditioning, heating, electrical and other work needed to complete the project.
  - b. Define performance criteria and distribution systems for electrical and mechanical system components.
  - c. Prepare design development opinion of probable construction cost of building systems and components including all related costs and estimated contingencies.
  - d. Identify planning entitlements and permits required, prepare applications and make presentations describing the project as needed.

4. Construction documents
  - a. Prepare final working drawings, materials required, finishes, workmanship, and equipment required for the building systems and other components of construction necessary to provide the County with a complete and functional project for its intended purpose.
  - b. Assist County with preparation of bid forms, notice to bidders, procurement instructions, and general and supplemental instructions as they apply to the project.
  - c. Prepare final opinion of probable construction cost and explain in writing differences from the Design Development cost estimate.
  
5. Bidding and Award
  - a. Deliver the final completed original drawings and specifications for printing and distribution of bid sets to interested contractors.
  - b. Prepare a list of potentially interested contractors for County review.
  - c. Attend a pre-bid conference scheduled by the County.
  - d. Respond to bid questions and prepare written addendum and addendum drawings, if necessary, to clarify intent of the construction documents to bidders. Such addenda shall be delivered to the County no later than 10 days prior to scheduled bid opening.
  - e. Assist the County in evaluating bids and determining lowest responsible bidder.
  - f. Assist the County in obtaining all necessary bonds, Bid Bond, Performance and Completion Bond, Labor and Material (payment) Bond, Maintenance Bond, necessary for any construction contract(s) that result from the Architect's work. All bonds must be submitted at least ten (10) days prior to the commencement of work under the contract.
  
6. Construction observation
  - a. Attend pre-construction meeting.
  - b. Review submittals including equipment data, shop drawings, and product data to assure compliance with contract documents.
  - c. Within 2 days of County's request for information (RFI), respond to the County or Contractor, with information or drawing needed from Architect to clarify the intent of construction contract plans and specifications of the project. Architect shall review Contractor's cost proposal for all change orders associated with additional work as may be necessary by RFI clarification.
  - d. Provide drawings and work necessary to make modifications in response to County change of scope of project or modifications directed by the Board of Commissioners which shall be compensated as an Extra Service, provided such change order does not result from a negligent error, act or omission of the Architect in which case the Architect shall not be compensated as an Extra Service for time or costs associated with the correction thereof. Further, the cost of rework of installed work resulting from a negligent error, act or omission of the Architect shall be assessed upon the Architect's contract payment.
  - e. Make recommendations to the County on all claims of the County or construction contractor and all other matters relating to the execution and progress of work, including interpretation of the Architect's documents.
  - f. Observe construction regularly and at key dates including startup and testing of equipment.
  - g. Verify completion of punchlist items and prepare supplementary punchlists.
  - h. Review project closeout submittals from contractor including drawings, operations, and maintenance manuals and data, and warranties.
  - i. Certify substantial completion, final completion, and final payment to contractor.

## **PROPOSAL SUBMITTAL REQUIREMENTS**

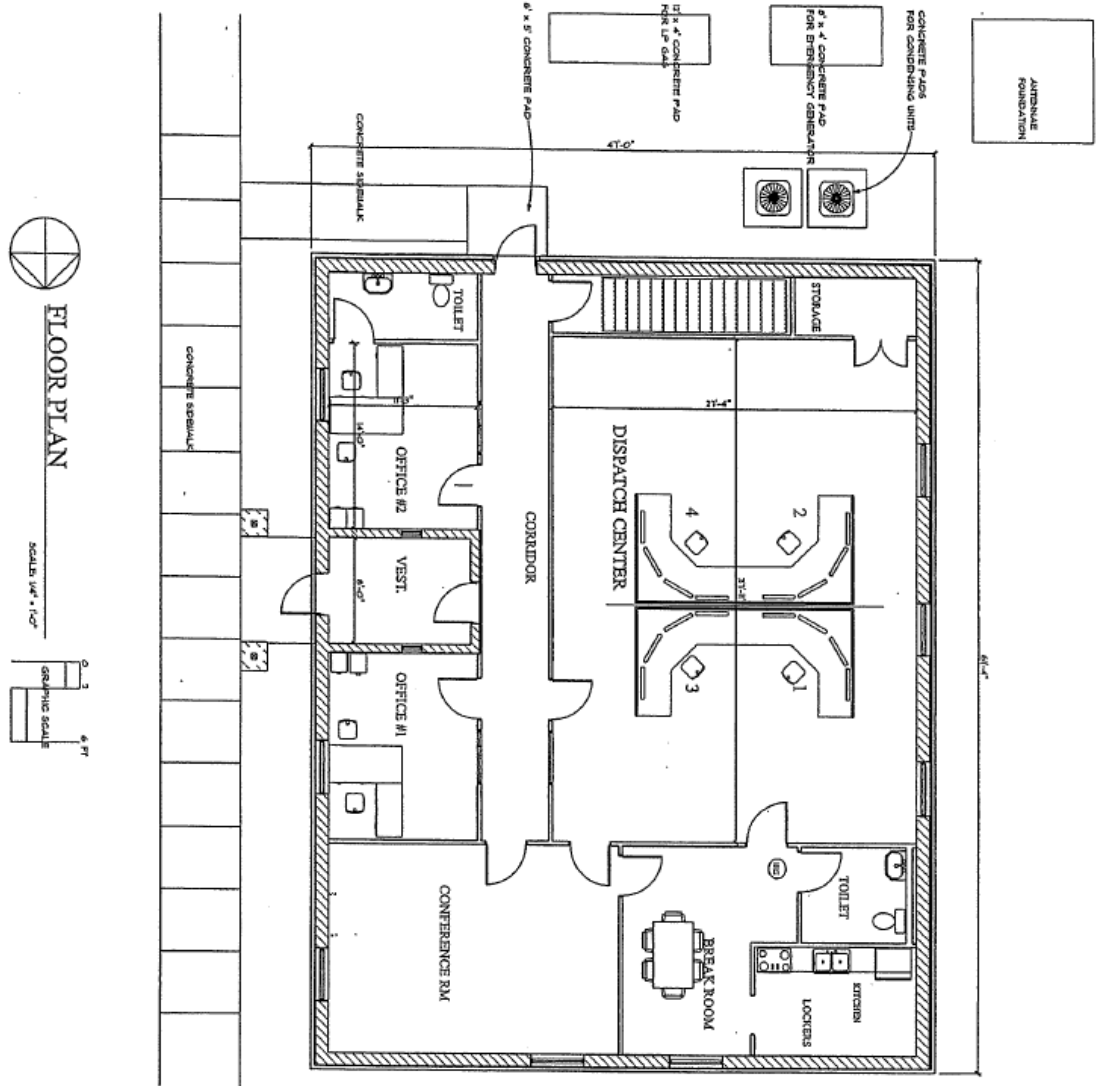
- a. Proposals shall be bound in a single volume.
- b. Firm name, address, phone number, fax number, e-mail address and web page address.
- c. Specify type of organization and state of organization or registration.
- d. List firm principals who will be responsible for the project, their education, credentials, and experience in similar work.
- e. Key personnel who will be assigned to work on the project, their education, credentials, and experience on similar projects. Indicated the tasks and expected time or effort of these key individuals to be committed to the project.
- f. Number of present staff and classification.
- g. List current projects or commitments for services of your firm/office.
- h. List at least three additional references of present or past clients with their telephone numbers or email addresses.
- i. Explain in detail how the project will be approached and accomplished. Each phase listed in the scope of work shall be addressed.
- j. Provide a timeline and project schedule to complete the phases detailed in the scope of work.
- k. The firm's basic hourly rate schedule for all current employee classifications and hourly rates for Court appearances and testimony.
- l. Provide an estimated fee based on the scope of work defined in this request for proposal.
- m. Signed Certificate of Compliance with State of Michigan Public Act 517 of 2012.

### **Attachment B**

## **III. BID AWARD**

It is anticipated that a decision will be made on or before November 7, 2018.

# Attachment A



PROPOSED BUILDING FOR:  
**WEXFORD COUNTY  
 CENTRAL DISPATCH**  
 LINCOLN DRIVE  
 CADILLAC, MICHIGAN

FLOOR  
 PLAN



**Attachment B**

**CERTIFICATE OF COMPLIANCE  
WITH PUBLIC ACT 517 OF 2012**

*(Please type or print clearly in ink only)*

I certify that neither \_\_\_\_\_  
(Company), nor any of its successors, parent companies, subsidiaries, or companies under common control, is an “Iran Linked Business” engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this solicitation, Company will not become an “Iran linked business” during the course of performing the work under the Contract.

NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN \$250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

\_\_\_\_\_  
*(Name of Company)*

By: \_\_\_\_\_

Date: \_\_\_\_\_

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