

December 20, 2002

Dear Consultant:

The City of Kingsford, Michigan is requesting cost proposals from qualified architectural consultants to provide the City with preliminary design, construction design and project administration services for improvements to the City of Kingsford City Hall. The following information is provided to assist consultants interested in submitting proposals for this project.

Project Title: **Kingsford City Hall 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.

Seven (7) copies of the cost proposal shall be submitted together, sealed and clearly marked **"Kingsford City Hall Improvements"**.

Proposals shall be submitted to the office of the City Clerk, P.O. Box 3535, 305 S. Carpenter Avenue, Kingsford, Michigan 49802 **no later than 4:30 p.m., Central Time, Monday, February 3, 2003**. The City Manager and/or the Superintendent of Public Works will be available to meet with consultants. Meetings may be arranged by contacting the City Manager.

The City of Kingsford reserves the right to accept or reject any or all proposals in the best interest of the City.

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 City's execution of the service agreement.

Questions concerning this RFP should be directed to City Manager Darryl K. Wickman at (906) 774-3526 or Superintendent of Public Works Tony Edlebeck at (906) 774-3070.

Sincerely,

Darryl K. Wickman
City Manager/Clerk

ATTACHMENT I
Scope of Work

It is the intention of the City of Kingsford to bring the Kingsford City Hall into compliance with the requirements of the Americans with Disabilities Act and to provide other mechanical, aesthetic and ergonomic improvements to update this historic landmark. An Architectural Consultant will be selected by the City of Kingsford to review the recently completed ADA Compliance Evaluation Report and to meet with representatives of the City to review the other improvement concerns. After meeting with city officials, the Consultant shall submit a preliminary design for review and approval (modifications may be required at this stage). Upon approval, the Consultant shall then provide final design plans and specifications, bid phase administration, and construction administration. The following items shall be addressed by the Consultant and are included, as a minimum, regarding the scope of work for the project:

- A. Initial Conference with City Representatives
 - 1. Review ADA Compliance Evaluation of City Hall
 - a. Elevator/Entrance Access
 - b. Building and office/s accessibility
 - c. Restroom renovations
 - d. Accessible drinking fountain
 - e. Accessible service counter
 - f. Required signing and alarms
 - g. Exterior parking modifications
 - h. Parking lot to building entrance accessibility
 - 2. Review other ergonomic, aesthetic, safety, and mechanical concerns of the City Hall
 - a. HVAC renovation/upgrade
 - b. Acoustics - Council Chamber
 - c. Sound system - Council Chamber
 - d. Lighting - Council Chamber
 - e. Enclose stairwells for fire safety concerns
 - f. Conference Room/Office conversion upstairs

- B. Preliminary Design and Conference
 - 1. Provide preliminary design and concepts that conform to regulations and address concerns as discussed in the initial meeting.
 - 2. Address any additional concerns and modify as appropriate.
 - 3. Provide preliminary construction cost estimates prior to final design

- C. Provide Final Design, Construction Plans and Specifications, and Bid Documents
 - 1. submit for City's final review and approval
 - 2. provide consulting services throughout the bid phase
 - 3. tabulate bids and offer recommendations for contract award

- D. Provide Construction Administration and Inspection
 - 1. Provide construction inspection as needed and conduct progress meetings
 - 2. Provide construction administration

ATTACHMENT II
Submittals Required

Each proposal should contain, as a minimum, the following information.

A. Approach:

1. Provide an approach for completing the Scope of Work as described (See Attachment I)
2. Present project review and quality assurance program
3. 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 work will be performed
3. Organization chart
4. 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
5. Estimated amount of time each key person will devote to the work on this project
6. Indicate which team members will participate in each area of the work

C. 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 requirements.

D. Personnel Effort:

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

E. Management Control Programs:

1. Schedule control method/system
2. Proposed project status reporting system

F. Experience and Reference:

1. Project Manager – brief description of not more than three (3) projects similar to the work to be undertaken within the last ten (10) years performed by the proposed project manager.
2. Project Architect – brief description of not more than three (3) projects similar to the work to be undertaken within the last ten (10) years performed by the proposed project architect(s)
3. Name, address, and telephone number of references for each of the projects described above

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

<u>Task</u>	<u>Estimated Schedule</u>
Consultant Selection	approximately February 17, 2003
Notice to Proceed	approximately February 24, 2003
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*NOTE: The above tasks are those that are necessary to complete the entire scope of work and must be included in the schedule. The Consultant may utilize its standard schedule format complete with all major tasks.

ATTACHMENT IV
Supplemental Requirements and Information

A. Insurance Required:

The consultant shall purchase and maintain such insurance as will protect the City of Kingsford from liability for claims set forth below, which may result from the consultant's operation under the contract with the City, whether such operations be conducted by the consultant or any sub-contractor 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 therefrom.
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.

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

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

B. Incurring Costs:

The City of Kingsford 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 City Manager.

D. Rejection of Proposals:

The City of Kingsford reserves the right to reject any or all proposals received as a result of this request to insure that the best interests of the City are served.