

Request For Proposal (RFP) **City of Zeeland Street Maintenance Facility Phase I**

City of Zeeland Overview

The City of Zeeland, Michigan was incorporated in 1907 and named after the Province of Zeeland in the Netherlands. It is located in western Michigan, approximately 25 miles west of Grand Rapids. The City has a population of 5,805 according to the 2000 census and encompasses approximately three square miles. The City of Zeeland takes great pride in its people, products and progress.

Street Maintenance Facility Project Overview

The City of Zeeland recently purchased property for a new Street Maintenance Facility and is seeking proposals for phase I of the project. The goal of phase I is to work with City staff to perform any and all work necessary to obtain a *Special Land Use Permit* from Zeeland Charter Township by no later than **April 21, 2004**. Phase II will be the creation of the final design and architectural oversight of the construction of the new Street Maintenance Facility. The company that is hired for phase I will most likely be hired for phase II, but this will be at the sole discretion of the City of Zeeland.

Project Property Description

Lot 2, Pentatech Subdivision Plat, Zeeland Township, County of Ottawa, State of Michigan, PP# 70-17-07-398-008, and which consists of approximately 4.5 acres. [NOTE: Pentatech Subdivision is owned by Zeeland Development, Inc. (ZDI)]

Target Company

Experienced architectural and construction companies with a proven record of accomplishment.

Project Requirements (Phase I)

The City of Zeeland is looking for a company to help define our requirements, make note of all constraints and look for opportunities. The company will work with the City Services and Infrastructure (CSI) Department to develop a comprehensive set of design requirements. Phase I will result in a generic schematic and preliminary design based on input from City staff that defines organization relationships and guidelines. This will be used to obtain a *Special Land Use Permit* and develop the final design and layout for the new Street Maintenance Facility.

Project Pre-Design Checklist (Phase I)

- Listen and solicit input from City staff.
- Help the City to refine the project goals.
- Examine all City street and motor pool activities.
- Evaluate City staff preferences.
- Review ZDI Declaration of Covenants to determine compliance.
- Help define initial budget and construction quality requirements.
- Balance City needs versus wants.

- Examine similar facilities in this area.
- Employ value engineering to optimize performance and suggest alternatives.
- Prepare any materials necessary for the approval of a *Special Land Use Permit*.
- Work within defined budget.

Required Proposal Format

The proposal must contain a (1) Technical section and (2) a Time-Cost section.

Technical Section

In the technical section of the proposal, the company should include timelines, projected required personnel, and schedules for completing phase I of the project.

Time-Cost Section

In the Time-Cost section of the proposal, the company must detail the time and costs that will be required to complete phase I of the project.

Additional Documentation

Proposal must include a company overview and other appropriate documentation that indicates the company has the ability to complete phase I and II of the Street Maintenance Facility project.

Request For References

Proposal must include at least five customer references, preferably from projects related to street maintenance facility, street garage and/or other public works facility projects.

Deadlines

Proposal must be received by Friday, March 12, 2004 at 5:00 p.m.

Submit Proposal To

Steven J. Hallock, CSI Director
21 South Elm Street
Zeeland, MI 49464-1783

For Additional Information or Clarification on Proposal, Contact

Steven J. Hallock, CSI Director
21 South Elm Street
Zeeland, MI 49464-1783
(616) 772-0870 telephone
(616) 772-5352 fax
csi@ci.zeeland.mi.us

Basis For Award of Contract

“Lowest responsible bidder” as outlined in the City of Zeeland’s *Purchasing Procedures Policy*.

Award Date

Five companies will be selected for interviews. Interviews will be held on Thursday, March 18, 2004 and Friday, March 19, 2004. The company selected will be notified no later than Monday, March 22, 2004 and will have until Wednesday, April 21, 2004 to complete phase I of the project.