

**CITY OF EASTPOINTE BUILDING AUTHORITY
REQUEST FOR PROPOSALS
FOR
ARCHITECTURAL DESIGN SERVICES**

Project #: BA-06-03

The City of Eastpointe's Building Authority is seeking Request for Proposals for Architectural Design Services. This RFP is being initiated to secure the services of a qualified firm to program, design, provide construction documents and construction supervision for projects such as, roof replacement projects, HVAC projects, and renovation projects at several of the City's current buildings.

The Request for Proposal will be submitted to and received by the City of Eastpointe Clerk's Office, 23200 Gratiot Ave. Eastpointe, Michigan 48021. The proposal containers shall be marked "Architectural Design Services." Proposals received after the deadline of February 16, 2006, will be returned unopened to the proposer, C.O.D. It is the proposer's responsibility to insure that the proposal is received prior to the deadline as no exception to this policy will be made.

BACKGROUND

The City of Eastpointe has two buildings, City Hall and the Community Center that need to replace their roofs immediately because of leaking. Due to the age of each building, the need for major repairs/replacements of boilers, electrical systems, and the need to look at renovation issues etc. have surfaced and over the next several years the City is planning on funding these types of projects.

SCOPE OF SERVICES

Architectural Design services are requested for the replacement of both roofs and described above. The services would include the programming, schematic design, design development, construction documents, bidding assistance and construction supervision.

INSURANCE REQUIREMENTS

The City of Eastpointe requires that the Company who is awarded the bid to provide the City of Eastpointe and the City of Eastpointe's Building Authority a Liability policy of not less than One Million Dollars (\$1,000,000.00) combined single limit for bodily injury and/or property damage. The City requires that the policy of the company name the City and Building Authority as additional insured under the liability insurance policy, and coverage for liability for the City under the policy will not less than One Million Dollars (\$1,000,000.00) combined single limit for bodily injury and/or property damage.

LIVING WAGE REQUIREMENTS

The City of Eastpointe shall not enter into any service contract with any Contractor who does not demonstrate that it pays its work force a Living Wage as defined in the Codified Ordinances of the City of Eastpointe chapter 213, Ordinance No. 901. (See Attachment: Ordinance #901).

The Contractor shall certify that the Contractor is following the Living Wage Ordinance.

The 2005 Living Wage is presently \$ 9.68/hr with health care benefits and \$12.10/hr if the employee does not receive health care benefits. This figure is calculated every February by the Federal Government and is released in late February or March.

SUBMISSION REQUIREMENTS

Proposals submitted in response to the RFP shall be neatly typed and printed on 8 ½" X 11" paper with a minimum spacing of one and one-half lines.

Proposals are to include detailed answers to the questions proposed on the attached Request For Proposal Questionnaire.

Each firm is encouraged to amplify and expand on the services they have to offer the City of Eastpointe Building Authority as part of their proposal

The City of Eastpointe's Building Authority is not responsible for any costs incurred prior to awarding of the contract by the City.

All proposals shall be good for a minimum period of One Hundred Twenty (120) days from February 16, 2006.

The City of Eastpointe Building Authority reserves the right to reject all proposals or waive defects or irregularities in the proposals if it is in the best interest of the community. The City of Eastpointe's Building Authority reserves the right to negotiate the terms of the contract with the successful firm. The City of Eastpointe's Building Authority further reserves the right to award the contract to the next qualified firm if the most qualified bidder does not execute a contract after the award.

SELECTION PROCESS

A Selection Committee will evaluate the Proposals composed of the Building Authority (City Manager, Finance Director, City's Building Official) and the Assistant City Manager/Purchasing Agent. The Selection Committee will forward their recommendation to the City of Eastpointe's City Council for final action on the award and contract.

The City of Eastpointe Building Authority reserves the right to prepare a short list of firms from the submitted proposals. This decision will be based on the number and quality of proposals received. If Interviews are scheduled, they would be held within thirty (30) days of the bid opening. The Authority may decide to conduct interviews with firms on that short list, which would be held at the City of Eastpointe's City Hall, at a time mutually convenient during business hours.