



Request for Proposals
To Provide
Architectural and Engineering Evaluation Services
For
Public Safety Building (Fire Hall/Police Station)
For
City of Ishpeming, Michigan

The City of Ishpeming is seeking cost proposals from pre-approved firms to provide architectural and engineering evaluation services for the Public Safety Building, which includes the Fire Hall and Police Station. All pre-approved firms must respond to the requirements outlined in this **Request for Proposals (RFP)**. Proposals shall be submitted to the City Manager's Office, 100 E Division Street, Ishpeming, Michigan 49849, to the attention of Jered Ottenwess, City Manager, in a sealed envelope marked "**City of Ishpeming Public Safety Building Evaluation Services**" no later than 2:00 pm, on January 14, 2011, at which time proposals will be publicly opened and read aloud.

Mandatory Pre-bid Meeting: A mandatory pre-bid meeting will be held and all firms who wish to submit a proposal must attend.

Reservation of Rights: The City of Ishpeming reserves the right to: (1) reject any and all bids; (2) waive any errors or irregularities in the bidding process or in any bid; (3) rebid all or part of the project; (4) negotiate with any bidder for a reduced price, or for an increased price to include any alternates that the bidder may propose; (5) reduce the scope of the project, and rebid or renegotiate with any bidder regarding the revised project; and (6) defer or abandon the project. The City also reserves the right to request supplemental information if deemed necessary.

Disclosure of RFP Responses: All information in a bidder's proposal, including any attachments or exhibits, is subject to possible disclosure under the Michigan Freedom of Information Act. Any information submitted in response to the RFP will generally be subject to disclosure at the time the bids are opened.

The City prepares its specifications to afford all pre-approved firms the equal opportunity to compete.

Background: The City of Ishpeming is an historic community with aging infrastructure, including existing facilities which house various departments. The Public Safety Building, which houses the Fire and Police Departments, is located on Lake Street, south of Hematite Drive. The building is currently showing signs of aging including, but not limited to, the

roofing, concrete slab finishes in the Fire Hall, structural slabs at the ground level and ground water problems in the basement. The City of Ishpeming recognizes that structural and visual issues may potentially lead to significant maintenance and financial burdens in the future and wishes to quantify costs of rehabilitation of the facility, and compare those costs with the cost of a new facility.

Scope of Work: The scope of the work is to evaluate the following existing conditions and to provide construction cost estimates for the following repairs and/or improvements to extend the life for at least 40 years:

1. New roof;
2. Eliminate ground water flowing in basement;
3. Determine if ground water flow into basement has undermined the structural integrity of the building;
4. Remove terrazzo floor in main garage area and recommend replacement floor;
5. Expand Fire Hall to accommodate additional pumper/ladder truck (approximately 50' in length);
6. Design indoor space for five (5) police vehicles on existing site;
7. New HVAC System;
8. Electrical updates as needed;
9. Replace and/or remove windows;
10. Replace overhead garage doors;
11. Provide separate emergency entrance/exit for firefighters;
12. Provide separate bathroom for firefighters with shower facilities (separate facilities for male and female firefighters);
13. Reinsulate building;
14. Emergency generator/backup power for police and fire;
15. Address any other improvements that may be required; and
16. Estimated cost of a new replacement facility without a basement.

Each of the above items must have an opinion of probable construction cost attached to them.

Each bidder shall be required to perform at least one on-site visit and shall meet with the City Manager to sufficiently determine the existing and future uses of the building.

Each bidder shall submit ten (10) copies of its proposal to the City of Ishpeming.

Project Schedule and Performance Expectation: Proposal must include a project schedule with benchmarks. Upon award of the contract, the selected firm shall prepare the required report and meet with the City Manager to provide a verbal summary of the findings along with ten (10) copies of the final report.

Ownership of Documents: The City of Ishpeming will retain ownership of all documents prepared, secured and developed through the completion of the work. The selected consultant will be required to transfer to the City all project documents, including digital and electronic files.

Cost of Preparation: Consultants desirous of submitting a proposal for the services noted herein will be required to bear all costs of proposal preparation. The City of Ishpeming will not reimburse any bidder for costs incurred in responding to this RFP.

Fee Proposal: A time and materials task-based contract is required for this RFP, with a not to exceed price. Include in the proposal language regarding direct expenses and reimbursable charges.

Contact Information: Questions concerning this RFP should be directed to Jon Kangas, City Engineer / Director of the Department of Public Works, at (906) 486-9371.

Dated: December 7, 2010

Jered Ottenwess, City Manager