

BIDDERS COMPANY NAME

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**REQUEST FOR PROPOSAL**

**# 6057**

**ARCHITECTURAL SERVICES**

**FOR**

**PARK HEADQUARTERS AND ACTIVITY CENTER FACILITY**

**INDEPENDENCE LAKE COUNTY PARK**

**WHITMORE LAKE**

**Washtenaw County, Michigan**

Prepared by:

Washtenaw County Purchasing  
Administration Building  
P.O. Box 8645  
220 N. Main B-35  
Ann arbor, MI 48107

Robert G. Devault, C.P.M.  
Purchasing Manager  
Phone: (734) 222-6760





**WASHTENAW COUNTY  
FINANCE DEPARTMENT**

Purchasing Division

P.O. Box 8645, 220 N. Main, Ann Arbor, MI 48107-8645  
Phone (734) 222-6760, Fax (734) 222-6764

**REQUEST FOR PROPOSAL # 6057**

February 18, 2003

Washtenaw County Purchasing Division on behalf of the Washtenaw County Parks and Recreation Department is issuing a Request for Proposal (RFP) #6057 to provide interested consultants with sufficient information to enable them to prepare and submit proposals for consideration by the Washtenaw County Parks and Recreation Commission (WCPARC) for the Architectural Services required to design a new Park Headquarters and Activity Center Facility at Independence Lake County Park.

**Sealed Proposals:** Contractor will deliver **Ten copies (10)**, the **original and nine (9) copies, (one copy unbound and suitable for photocopying)** to the following address:

**Washtenaw County  
Administration Building  
Purchasing Division  
220 N. Main St. Room B-35  
P.O. Box 8645  
Ann Arbor, MI 48107**

**by 2:00 p.m. on Monday March 17, 2003**

**Proposals received after the above cited time will be considered a late bid and are not acceptable unless waived by the Purchasing Manager.**

- Please use the attached self-addressed label or the envelope should be clearly marked **"SEALED RFP # 6057"**.
- Please direct purchasing and procedural questions regarding this RFP to Robert G. Devault at **734-222-6760**.
- Please direct technical questions regarding this RFP to Tom Freeman at **734-971-6337 x 323** or **freemant@ewashtenaw.org**

Thank you for your interest.

**PROPOSAL INFORMATION**

<b>Definitions</b>	<b>“Bidder”</b>	an individual or business submitting a bid to Washtenaw County
	<b>“Contractor”</b>	One who contracts to perform services in accordance with a contract
	<b>“County”</b>	is Washtenaw County in Michigan
	<b>“WCPARC”</b>	is the Washtenaw County Parks and Recreation Commission

**PROPOSAL TERMS**

A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Contractors qualifications and capabilities to provide the specified service, and other factors that the County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the County’s specifications and needs.

B. The County reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interests of the County even though not the lowest bid.

C. Proposals must be signed by an official authorized to bind the contractor to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.

D. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of RFP's may be adjusted to allow for revisions. The **entire** proposal document with any amendments should be returned. To be considered, **Ten copies (10), the original and nine (9) copies, (one copy unbound and suitable for photocopying)** must be at the County on or before the date specified.

E. Proposals should be prepared simply and economically providing a straight forward, concise description of the contractor's ability to meet the requirements of the RFP. Proposals shall be typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.

F. A standard Washtenaw County Services Agreement will be executed between the WCPARC and the consultant (see Appendix A). The WCPARC reserves the right to award the total proposal, to reject any and all proposals in whole or in part, and to waive any informality or technical defects if, in the WCPARC’s sole judgment, the best interests of Washtenaw County will be so served.

## PROPOSAL SPECIFICS

### I. Project Purpose

The intent of this document is to provide interested consultants with sufficient information to enable them to prepare and submit proposals for consideration by the Washtenaw County Parks and Recreation Commission (WCPARC) for the **Architectural Services** required to design a new **Park Headquarters and Activity Center Facility** at Independence Lake County Park.

*This project must proceed on an **accelerated schedule**. Consultants must be committed to meeting the schedule in Section VI. of this proposal (page 7) as a requirement for selection by WCPARC. It is imperative that the Consultant prepare the necessary construction bidding documents so that the project can be put out to bid, and so that a **Building Contractor** can be selected and ready to **commence work** on the site on **September 2, 2003**.*

### II. Description and Purpose of Proposed Work

The Washtenaw County Parks and Recreation system is comprised of 12 parks and approximately 1,400 acres of total parkland. Independence Lake Park is one of the most popular and attractive parks in the county system. The 312 acre park, located on the eastern shore of Independence Lake in Webster Township, offers swimming, boating, fishing, trails and nature programs. The current headquarters, though attractive and well sited, is inadequate to accommodate the current park operations that have recently been expanded to a full year basis. The goal of this project is to provide a larger, more multifunctional facility to replace the existing headquarters.

The county will provide the consultant with a program statement, preliminary site plan and conceptual floor plan of the building which is expected to be approximately 3,500 square feet in gross area.

At present, the main program elements include:

- Offices
- Activity area with fireplace
- Concession snack bar
- Restrooms
- Utility vehicle garage
- Storage
- Utility service alterations
- Mechanical support
- Concession patio

The project will include demolition of the existing seasonal office and bathhouse and minor renovations to an adjacent existing pavilion.

### **III. Scope of Services**

Washtenaw County wishes to obtain the services of a qualified architectural firm in preparing the plans, construction documents, etc. necessary for the accomplishment of this project.

The project will be performed in the following phases:

#### **PHASE 1: REVIEW OF EXISTING DOCUMENTS/PLANS**

1. Review the existing materials, reports, etc., prepared by county staff on the proposed new facility.
2. Review the plans/drawings of existing infrastructure in Independence Lake Park. Of particular interest will be location of existing utility lines and service.

Copies of these documents will be made available to the selected consultant. Additional information will also be provided concerning the specific activities to be conducted in the new facility.

#### **PHASE 2: PREPARATION OF PRELIMINARY DESIGN & COST ESTIMATE**

Utilizing the information gained in Phase 1, the selected consultant will proceed with preparation of a preliminary design for the new facility. Throughout this Phase, as through the remainder of the project, the selected consultant will work closely with Washtenaw County Parks and Recreation Commission staff. The appropriate staff will be identified for the consultant and sufficient time for meeting with the consultant will be made available. The county staff working with the consultant will include the Director, Superintendent of Park Planning, Park Planners, and the Independence Lake Park Superintendent.

Upon completion of the preliminary design, the consultant will prepare a cost estimate of sufficient detail to allow the County to determine the feasibility of accomplishing the project within existing financial limitations. A preliminary construction budget of \$625,000 has been established for this project. Care is to be exercised to ensure the cost of construction does not exceed this amount. All associated costs must be met from within this amount, including equipment, furnishings, and all permit related expenses.

#### **PHASE 3 : DESIGN DEVELOPMENT**

This phase of the project will require preparation of a design based on the work performed in Phases 1 & 2. The design will reflect the needs identified in consultation with county staff and the economic limitations of available funding. It is expected that the building and associated outdoor spaces will harmonize with the natural setting, not deleteriously impact the natural drainage system, facilitate the activities of park staff and attract additional users to the park.

#### **PHASE 4 : FINAL PLANS, SPECIFICATIONS AND BIDDING DOCUMENTS**

In this phase the selected consultant will prepare final plans, specifications and bidding documents for construction of the new facility. In addition, a final cost estimate will be prepared prior to letting the project for bid. The selected consultant will be required to work closely with county staff in preparing suitable plans, specifications and bidding documents.

Letting the project for bid, along with advertising, will be the responsibility of Washtenaw County. The selected consultant will be responsible for providing reproducible copies of the bidding documents (plans, specifications, etc.). The consultant will be responsible for reproduction of the bidding documents but will be reimbursed by the county.

#### **IV. Project Control**

1. The consultant will meet with selected representatives on a regular basis or as determined necessary by the Parks and Recreation Commission's project manager to review progress and provide necessary guidance to the consultant in solving problems which may arise.
2. Although there will be continuous liaison with the consulting team, the Parks and Recreation Commission's project manager will meet as often as required with the consultant's project manager for the purpose of reviewing progress and providing necessary guidance.
3. The consultant will, on a regular basis, submit brief written summaries of the work accomplished during the reporting period, work to be accomplished during the subsequent reporting period, real or anticipated problems and notification of any significant deviation from previously agreed upon work plans.
4. Within 10 working days of the award of the contract, the consultant will submit to the county's project manager for approval a work plan, which includes the following:
  - a. The consultant's project organization structure with names and titles of personnel assigned to the project
  - b. The project breakdown showing subprojects, activities and tasks; indicating the resources required and allocated to each
  - c. The time-phased plan for completing the project

#### **V. Submittal Process and Details**

Proposals are sought from firms with recognized expertise in architecture with experience in a park setting. Proposals should include the following:

1. Consultant's name, address, and name of primary contact person.
2. A description of the specific staff who will comprise the project team for this assignment. This should include background, experience and qualifications. Include similar information on any other significant external resources you

**RFP #6057 Architectural Services for Independence Lake County Park**

propose to use, such as contracted services. Also illustrate the roles and responsibilities of project team members.

3. Samples of related/comparable past projects that would serve as examples of experience and expertise necessary for this project.
4. Statement of qualifications and experience with park building design.
5. Estimated time commitment for each staff person as a percentage of the total time to complete the work.
6. Expected workload during the project period, (i.e., readiness to serve).
7. Evidence of ability to work within tight time constraints.
8. Location and availability of intended subcontractors. (While the County does not require consultants to be local firms, availability to discuss design questions is a primary concern).
9. List of client references.
10. A proposed fee structure for the work to be performed, including costs from all anticipated subcontractors. This information must be included in the proposal.

It is not the intent of this RFP to solicit an overly long response, but it is important the firm's experience/expertise be adequately described. It will, for example, be much more useful to address abilities and expertise directly comparable to this project than to include an exhaustive list of all projects completed by the firm. WCPARC staff will review the submitted proposals and will select firms to meet with in an interview format, to discuss the project and consultant qualifications, in greater detail. Those firms selected will be scheduled for interview on March 25, 2003. Final selection will be made by April 8, 2003. The selected consultant will meet with the County to negotiate compensation for the project, and prepare a contractual agreement between the County and the consultant, as soon after the final selection as is reasonable.

**VI. Preliminary Schedule**

A project schedule shall be provided demonstrating the time elements in weekly intervals. This project schedule must consider all major elements and their relations, as described in the Scope of Services.

Please submit your proposal to meet the following proposed schedule:

RFP sent out	February 23, 2003
<b>Deadline for Proposals</b>	<b>March 17, 2003</b>
Complete Review of Proposals	March 20, 2003
<b>Candidate Interviews</b>	<b>March 25, 2003</b>
Contract Award	April 8, 2003
Kick off Meeting	April 11, 2003
Owner Bid Package Review	June 23, 2003
Project Bid Invitation	July 8, 2003
Bid Opening	July, 28, 2003
Construction Contract Award	August 12, 2003
<b>Start Construction</b>	<b>September 2, 2003</b>
Complete Construction	May 20, 2004



Appendix A

**STANDARD PROVISIONS FOR CONTRACTS**

If a contract is awarded, the selected vendor will be required to adhere to a set of general contract provisions which will become a part of any formal agreement. These provisions are general principles which apply to all contractors of service to the County such as the following:

ARTICLE I - SCOPE OF SERVICES

The Consultant will (***SPELL OUT SCOPE OF SERVICE***)

ARTICLE II - COMPENSATION

Upon completion of the above services and submission of invoices the County will pay the Consultant an amount not to exceed (***SPELL OUT DOLLAR AMOUNT***).

ARTICLE III - REPORTING OF CONSULTANT

Section 1 - The Consultant is to report to (***the Director of Parks and Recreation and/or his designee***) and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Consultant must be dated and bear the Consultant's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Consultant's activities during the term of this contract.

Section 5 - When applicable, the Consultant will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Consultant, the County may review any of the Consultant's internal records, reports, or insurance policies.

ARTICLE IV - TERM

This contract begins on (***MONTH, DAY, YEAR***) and ends on (***MONTH, DAY, YEAR***).

ARTICLE V- PERSONNEL

Section 1 - The Consultant will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Consultant will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that the Consultant is neither an employee nor an agent of the County for any purpose.

ARTICLE VI - INDEMNIFICATION AGREEMENT

The Consultant will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Consultant's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of Consultant, any sub-Consultant, or any employee, agent or representative of the Consultant or any sub-Consultant.

ARTICLE VII- INSURANCE REQUIREMENTS

The Consultant will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Comprehensive/Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and nonowned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.
4. Professional Liability coverage with a minimum limit of \$1,000,000 each occurrence. The County shall be added as "additional insured" on Professional liability policy with respect to the services provided under this contract.

Insurance companies, named insureds and policy forms shall be subject to the approval of the Washtenaw County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Consultant shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Consultant and their inadequate insurance coverage. Consultant shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Consultant until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Consultant expires or is canceled during the term of the contract, services and related payments will be suspended. Consultant shall furnish the County Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to

commencement of services under this contract. Certificates shall be addressed to the County Administrator, P.O. Box 8645, Ann Arbor, MI, 48107, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

**ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS**

The Consultant will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

**ARTICLE IX- INTEREST OF CONSULTANT AND COUNTY**

The Consultant promises that it has no interest which would conflict with the performance of services required by this contract. The Consultant also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

**ARTICLE X- CONTINGENT FEES**

The Consultant promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Consultant, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Consultant, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Consultant.

**ARTICLE XI - EQUAL EMPLOYMENT OPPORTUNITY**

The Consultant will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Consultant will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Consultant agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Consultant, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin,

physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XII - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$8.70 per hour with benefits or \$10.20 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before April 30, 2002 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

ARTICLE XIII - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Consultant, their successors and assigns. Neither the County nor the Consultant will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XIV - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

ARTICLE XV - EQUAL ACCESS

The Consultant shall provide the services set forth in paragraph I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XVI - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Consultant. During the performance of the services, the Consultant will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Consultant must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XVII - PAYROLL TAXES

The Consultant is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability

ARTICLE XVIII - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XIX - CHANGES IN SCOPE OR SCHEDULE OR SERVICES

Changes mutually agreed upon by the County and the Consultant, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XX - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXI - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

ATTESTED TO:

WASHTENAW COUNTY

By: \_\_\_\_\_  
Peggy M. Haines (DATE)  
County Clerk/Register

By: \_\_\_\_\_  
Robert L. Tetens (DATE)  
Director, Parks & Recreation

APPROVED AS TO FORM:

CONSULTANT

By: \_\_\_\_\_  
Curtis N. Hedger (DATE)  
Office of Corporation Counsel

By: \_\_\_\_\_  
Name of Consultant (DATE)