

CITY OF SAULT STE. MARIE

REQUEST FOR PROPOSAL

Rotary Park Pavilion Project – Professional Architectural/Engineering Services

B-10-24

The City of Sault Ste. Marie will receive sealed bids in the office of the City Clerk, City Hall - 225 East Portage Ave., Sault Ste. Marie, Michigan 49783, for Rotary Park Pavilion Project Professional Architectural/Engineering Services.

Sealed bids will be publicly opened on **Wednesday, April 3, 2024, at 3pm (local time)** in the City Clerk's office.

To order bid documents or for questions regarding the bidding process please contact the City Clerk's Office at (906) 632-5715 or visit www.saultcity.com.

The City reserves the right to reject any and all bids and to waive irregularities in bids and to accept any bids which in the opinion of the City Commission may be most advantageous to the City of Sault Ste. Marie and in accordance with the City's "Award Process" and other bidding documents.

ROBIN R. TROYER MMC, DEPUTY CITY MANAGER

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Rotary Park Pavilion Project – Professional Architectural/Engineering Services

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I. DESCRIPTION OF PROJECT

The City of Sault Ste. Marie is requesting proposals from qualified architectural/engineering firms to provide Professional Architectural/Engineering Services for the design and construction of the Rotary Park Pavilion on the mainland side of Rotary Park (Parcel 051-039-035-00/1519 Riverside Drive) within the City of Sault Ste. Marie. The Architectural and Engineering related services shall include the design work necessary to provide complete plans, specifications, cost estimates and other related documents for the project as described below.

A. Proposed Improvements

Concepts and budget cost numbers for the various improvements subject to this RFP were outlined in the recent Michigan Department of Natural Resources Trust Fund Grant Award TF23-0144 as well as the 5-year Master Recreation Plan.

- Demolition and removal of pit toilets on island – salvage to City DPW yard
- Development project for a pavilion and restroom combination facility at Rotary Park on the St. Marys River. The project also includes accessible walkways and adjacent parking. In addition to family restrooms, the project will feature accessible picnic tables, bike racks, landscaping and a water bottle filling station – see full list in MNRTF budget.
- Read entire MNRTF Grant application for further elements of design to ensure grant compliance.
- Review the Supplemental Narrative that explains the site plan changes and interpretive sign requirements.
- Review the 5-year Master Recreation Plan pages 42, 83, 85,90, and 119.

B. Project Schedule

The schedule is a critical component of the project so that we remain compliant with our MNRTF Grant. Construction needs to be completed 2 years from MNRTF Project Agreement or an anticipated end of construction season 2026. The U.S. Army Corps lease for the island portion of the park says we have to advise them of any changes to the property, even the mainland side. Their turnaround is typically slower so this needs to be considered when planning. For ADA issues, UPSAIL was engaged and helped us secure this grant and we have committed a site review with them which will need to be coordinated in advance of bidding. The Rotary Club and Parks and Recreation Board may also want to have input on the design.

C. Project Delivery

This project will be a design, bid, build project constructed by a General Contractor with A/E oversight. The Consultant will be expected to be knowledgeable about construction staging and sequencing necessary for the project to be constructed within the schedule constraints identified above and include such constraints in the bidding documents.

D. Project Funding & Budget

MNRTF Grant amount is \$275,400 with match of \$124,600 from our local Rotary Club, and \$60,000 from the City for a total estimated project cost of \$460,000. Full budget that was submitted as part of the MNRTF Grant application is included.

II. SCOPE OF SERVICES

This Request for Proposals (RFP) shall be prepared for Design, Bidding and Construction Architectural/Engineering Services. Consulting firms (along with proposed sub-consultants) that are submitting proposals for the professional services under this proposal must be capable of providing all disciplines necessary for the complete design and construction oversight for the project. The Architectural/Engineering Services shall include the following:

A. Basis of Design Report

Using existing reports and resources, site visits, and input from meetings, the selected Consultant shall consolidate proposed improvements into a comprehensive Basis of Design Report. The Report shall include updated cost estimates, schematics and renderings and details of the project including material and color descriptions, equipment and furnishing that will be included in the project. The Report will be used as the basis for the bidding documents, confirm the City's and Consultant's understanding of the scope of the project and public meeting required by the grant. The Consultant shall include in this phase the preparation of all necessary drawings, site visits, and analysis of the existing facility in order to prepare an accurate cost estimate.

The Consultant shall recommend the frequency of meetings needed to obtain input in preparation of the Basis of Design Report. A minimum of two meetings is expected and can be done electronically.

Consultant shall have adequate representation of the design disciplines at meetings as necessary to discuss design issues and alternatives allowing for deliberative discussions resulting in quick decisions to be made regarding design and cost implications.

B. Design Phase

This phase shall include the development of construction plans and specifications suitable for public bidding and issuance of permits. It is expected that few design meetings will take place during this phase, however, what review and input is needed at this stage will be with the City Engineer and Public Works Director. These meetings can be done electronically. The final plans and bidding documents shall be completed to an extent that will allow the

City to complete a review of the project and provide comments prior to advertising the project for bids.

The bid documents may include various alternatives in the event that the costs exceed the amount available for the project.

Consultant may utilize EJCDC/AIA documents with modifications as needed to meet City procurement requirements.

C. Bidding Phase

This phase shall include, at a minimum, answering bidders' questions, help with addendums, help with formulating a list of qualified contractors, and possibly assisting the City with the selection of the Contractor. The City will issue and distribute bid documents with an advertising period required by our procurement policy.

D. Construction Phase

This phase shall include at a minimum assembly of contract documents, shop drawing review, conducting pre-construction and progress meetings, issuing RFIs, Work Orders and Change Orders, monitoring Contractor's schedule, and providing on-site representation part-time on an as-needed basis, and reviews to document that the construction is in conformance with the plans and specifications, address design issues and facilitate timely communication between the Contractor and Owner.

E. Other

1. The design shall be in compliance with Michigan Building Code and the Americans with Disabilities Act and any other codes or laws relevant to the project and use of the building.
2. All applicable permits will need to be filed with the City and State.
3. Consultant shall remain cognizant of the total budget for design, construction, furnishing and contingencies and shall tailor the final scope of the project to fit the budget for this project.

III. CONTENTS OF PROPOSAL

The proposals in response to this RFP shall be concise, limited to the number of 8 ½" x 11" pages as indicated below and contain the following minimum information:

A. Firm Profile (Max. of 5 pages)

Firm name, address, telephone and facsimile numbers, contact person, organization and legal status (corporation or partnership, etc.). Describe the relevant services that your firm provides. Include the location of the offices, stating which office(s) would be providing the services on this project, and include a listing of the key staff that will provide the architectural and engineering design services, with their resumes indicating educational background and professional registration and their primary work office. This should also include the sub-consultants that would be used. (No more than 5 pages)

B. Project Approach (Max. of 2 pages)

Provide a brief description of your understanding of this project. Provide a description of the architectural, engineering, construction, environmental, scheduling, outside agency and public involvement problems that you anticipate and how you propose to overcome them.

Include a complete schedule for plan preparation. The schedule shall make provisions for at least two (2) meetings during the Basis of Design phase and City review and approvals prior to proceeding to the next phase of the project. Also include the dates identified elsewhere in this RFP.

C. Relevant Project Experience & References (Max. of 5 pages)

Provide descriptions of projects that represent the experience and qualifications relevant to this project including the name, address and phone number of the client involved. Please include any projects that are MNRTF related.

D. Fee

Furnish a current Rate Schedule for your firm. The Rate Schedule shall include the rate per hour for each job classification as well as hourly rental rates for equipment which may be necessary. The rate schedule should also include rates for such items as per diem, travel and other miscellaneous supplies which may be necessary on the project. The rates as listed in the rate schedule shall include all direct and indirect costs including overhead and profit.

Furnish a summary of the proposed hours and corresponding work disciplines as planned to be utilized during each phase of the project. Also include all other miscellaneous expenses within each total. The sub-consultant fees shall be listed separately for the project. This information should correspond to the schedule and include a sequence and relationship of tasks, anticipated sub-consultant work and all other services which are necessary to complete the project design services by the specified date(s) as mentioned herein.

The fee schedule shall also list assumptions associated with the number of hours represented that will be used as the basis for the negotiated contract and scope changes, if needed.

E. Proposed Terms & Conditions

Include a copy of your firm's Standard Terms & Conditions which will be used as the basis of the contract.

F. Insurance

The architectural/engineering firm eventually selected will be required to provide insurance coverage with provisions as shown on the attached "City of Sault Ste. Marie, Consultant Insurance Requirements."

IV. RFP SUBMITTAL REQUIREMENTS AND REVIEW PROCESS

A. Submittal Date & Location

Proposals to be considered must be received by or before **3:00 pm on Wednesday, April 3, 2024**, at the office of the City Clerk.

1 copy of the proposal should be submitted in sealed envelopes clearly marked **“Rotary Park Pavilion Project B-10-24”** to:

City of Sault Ste. Marie Clerk’s Office
225 E. Portage Avenue
Sault Ste. Marie, Michigan 49783
Phone: (906) 632-5715

B. Review Process

Upon receiving all responses to the RFP, the City of Sault Ste. Marie will evaluate the proposals. Firms may be interviewed by the selection team.

The following general criteria will be used to evaluate and select the firm to be awarded:

Relevant Project Experience
Project Understanding and Approach
Ability to meet the Project Schedule
Fee

Timeline

Due date: April 3, 2024

Review: April 4-10, 2024

City Commission Award: April 15, 2024

Notice to Proceed: April 16, 2024

C. Other

The City reserves the right to reduce the scope of services required under this proposal. The City also reserves the right to reject any or all Proposals, waive irregularities in any Proposal and make the award in the best interest of the City.

Questions regarding this request for proposals should be directed to:

David S. Boyle, P.E.
City Engineer
225 E. Portage Avenue
Sault Ste. Marie, MI 49783
dboyle@saultcity.com/tlaitinen@saultcity.com
Phone: (906) 632-5734