



CITY OF FERRYSBURG

17290 ROOSEVELT ROAD
P.O. BOX 38
FERRYSBURG, MI 49409-0038

PHONE 616-842-5363
FAX 616-844-0300
www.ferrysburg.org

August 18, 2010

TO: Prospective Bidder

FROM: Craig Bessinger, City Manager

RE: Request for Qualifications

I am please to invite you to participate in a Request for Qualifications (RFQ) for preparing preliminary design, construction design and project administration services for the new Ferrysburg Department of Public Works Salt Barn located at 410 Fifth Street.

The purpose of the RFQ is to give firms a chance to formally express their interest in assisting the City with the construction of a new Salt Barn. This RFQ does not commit the City to any particular course of action.

**CITY OF FERRYSBURG
REQUEST FOR QUALIFICATIONS
PRELIMINARY DESIGN and CONSTRUCTION DESIGN and PROJECT
ADMINISTRATION SERVICES**

NEW FERRYSBURG SALT BARN

The City of Ferrysburg is soliciting Statements of Qualifications from qualified firms for the purpose of preparing preliminary design, construction design and project administration services for the new Ferrysburg Department of Public Works Salt Barn located at 410 Fifth Street.

Submittals will be received by the City of Ferrysburg, 17290 Roosevelt Road, P.O. Box 38, Ferrysburg, MI 49409-0038, until 10:00 a.m. local time on Tuesday, August 31, 2010. Submittals received after this time and date will not be considered. Submittals should be delivered to Debbie Wierenga, City Clerk, marked as "New Salt Barn."

August 18, 2010

The City of Ferrysburg, Michigan, is requesting cost proposals from qualified Architectural Consultants to provide the City with preliminary design, construction design and project administration services for a Salt Barn to be located behind the Ferrysburg Department of Public Works at 410 Fifth Street.

The project consists of a Preliminary Architectural design and completion of a design and estimating costs.

The following information is provided to assist consultants interested in submitting proposals for this project.

Project Title: Ferrysburg DPW Salt Barn

The request for proposals (RFP) includes the following:

- Scope of Work – Attachment I
- Submittals Required – Attachment II
- Proposed Project Schedule – Attachment III
- Supplemental Requirements and Information – Attachment IV

Proposals should be presented in accordance with the specified requirements in Attachment II.

It is expected that the selected consultant should be ready to proceed with the project upon the City's execution of the service agreement.

Questions concerning this RFQ should be directed to Public Works Supervisor, George Dunning or Craig Bessinger, City Manager at (616) 842-5803.

ATTACHMENT I Scope of Work

The proposed location of the Salt Barn is directly north of the existing Ferrysburg Department of Public Works Building. Consideration should be given to possible future expansion of the Public Works Building. A Wetland Boundary Map has been prepared for the site and a copy of the map is included.

The first step will be the evaluation of the Statement of Qualifications received. The Ferrysburg City Council may select a firm at their meeting on Tuesday, September 7, 2010.

The Consultant will submit preliminary designs for review and meet with the Ferrysburg City Council to discuss the preliminary designs. The Salt Barn ought to include space to hold 250 tons of road salt and an area for loading the road salt. After modifications have been completed to the preliminary plans, the Consultant will prepare cost estimates and meet with the Ferrysburg City Council to review the revised plans. After receiving approval to proceed, the consultant will prepare final design plans and specifications and will provide construction administration. The Architectural Consultant shall provide, as a minimum, the following information to fulfill the scope of the project.

- A. Initial Conference with City Representatives
 - 1. Meet with Staff to discuss expectations for the building.
 - 2. Review and prepare conceptual drawings and floor plans.
 - 3. Review and prepare conceptual drawings and floor plans for possible additional uses that could be incorporated into the building.
 - 4. Prepare conceptual drawings of building exterior.
 - 5. Review for compliance of all applicable laws.

- B. Preliminary Design and Conference
 - 1. Provide initial proposal that conforms to compliance regulations along with addressed concerns as discussed in the initial meeting.
 - 2. Address concerns and modify.

- C. Provide Construction Design Plans and Specifications
 - 1. Develop a complete set of construction plans and specifications for bidding.

- D. Provide Construction Administration and Inspection
 - 1. Provide bidding services, bid review and make recommendation of contract award
 - 2. Provide construction inspection of project as needed and conduct progress meetings
 - 3. Provide construction administration

ATTACHMENT II
Submittals Required

Each proposal should contain, as a minimum, the following information.

A. Approach:

1. Provide an approach for completing the Scope of Work as described (See Attachment I)
2. Present project review and quality assurance program
3. Discuss any unique ideas/concerns relating to the project

B. Project Organization:

1. Firm
 - Name(s)
 - Address
 - Telephone number(s)
2. Brief description of responsibilities and summary resumes of key professional personnel Emphasizing experience directly relating to responsibilities on this project as well as any specialty certification that demonstrates special qualifications related to this project.
3. Estimated amount time each key person will devote to the work on this project.

C. Schedule:

Work schedule for major tasks including those described in Attachment III and Approach. Include expected starting dates and completion dates referenced to Notice to Proceed. State assumptions for time requirements.

D. Personnel Effort:

An estimate of the required personnel hours, by task and job title, for performing all architectural services, as required.

E. Management Control Programs:

1. Schedule control method/system
2. Proposed project status reporting system

F. Experience and Reference:

1. Brief description of not more than three (3) projects similar to the work to be undertaken within the last ten (10) years.
2. Name, address, and telephone number of references for each of the projects described above.

G. Compensation:

Compensation shall be on the basis of an hourly cost or the maximum not-to-exceed cost; whichever is less, to complete the scope of work. List the following for each category of personnel, for each of the services required and as described below:

1. The estimate of hours
2. Expenses
3. Maximum not-to-exceed cost

ATTACHMENT III
Proposed Project Schedule

<u>Task</u>	<u>Estimated Schedule</u>
Consultant Selection	Approximately _____, 2010
Notice to Proceed	Approximately _____, 2010
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

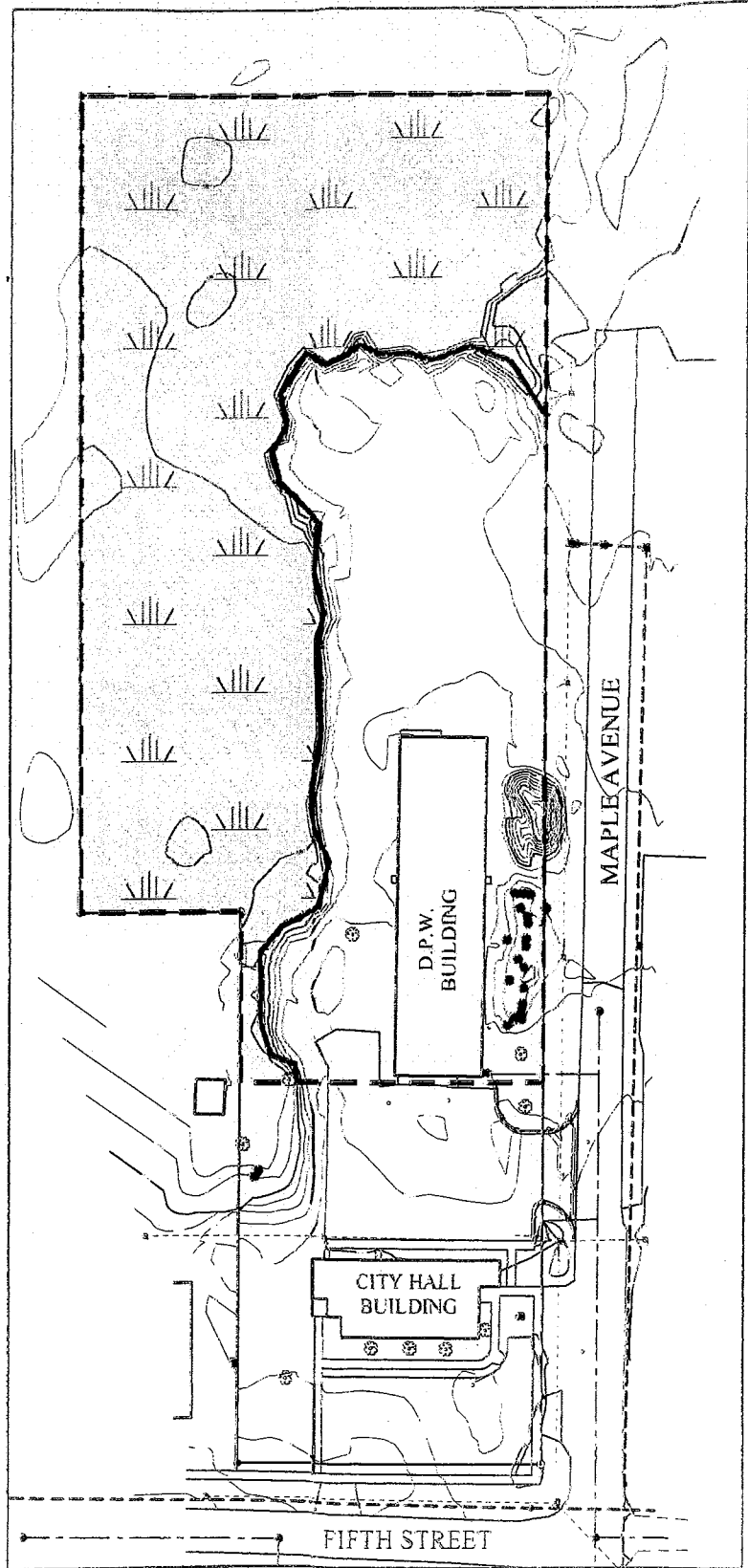
*NOTE: The above tasks are those that are necessary to complete the entire scope of work and must be included in the schedule. The consultant may utilize its standard schedule format complete with all major tasks.

ATTACHMENT IV
Supplemental Requirements and Information


Proposal Due:

One copy of your proposal, on 8 ½" x 11" paper one side only, unbound (may be clipped or clamped), should be delivered to Debbie Wierenga, City Clerk, at Ferrysburg City Hall, **by 10:00 a.m. on Tuesday, August 31, 2010.**

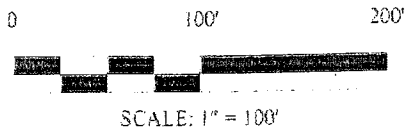
The City of Ferrysburg reserves the right to accept or reject any or all bids and to waive defects and irregularities in the bidding process.



LEGEND

- SITE BOUNDARY
-  1.79 ACRES OF WETLAND REGULATED PER PART 303.

NOTES
 WETLAND BOUNDARY DELINEATED
 ON MAY 8, 2009.



**LAKESHORE
 ENVIRONMENTAL, INC.**

SCIENTISTS • ENGINEERS • DESIGNERS
 408 FIFTH STREET
 FERRYSBURG, MI 49735
 (517) 233-1111

WETLAND BOUNDARY MAP

CITY OF FERRYSBURG
 408 FIFTH STREET
 FERRYSBURG, MI

JOB 09-613-01

MAY, 2009

FIGURE 2