

# Request For Proposal

**Department of Public Works  
Facility Analysis and Space  
Needs Assessment**

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*City of St. Joseph, Department of Public Works  
1160 Broad Street, St. Joseph, MI 49085*

## **I. Purpose**

The City of St. Joseph is soliciting proposals from qualified firms to perform a facility analysis and space needs assessment of the Public Works Facility located at 1160 Broad St. The purpose of the study is to assess the current Public Works Facility to determine the condition of the existing buildings, the current and future space demands, and to determine if the current location is the most efficient and practical location for the Facility.

Favorable pricing will be one element of the selection process, but the experience of the firm, qualifications, experience and ability of assigned staff, completeness of the level of service proposed and timeliness of service proposed by the Bidder will be significant factors in the award of this contract. The final decision on the selection of the Bidder for this project will be determined by the City Commission. The City reserves the right to reject any or all proposals or parts of proposals. The City also reserves the right to waive any irregularities, inconsistencies, or to take whatever action is appropriate as determined by the City to be in the best interest of the City.

A complete Request for Proposal may be viewed or downloaded at [www.sjcity.com](http://www.sjcity.com), or mailed by contacting the City Clerk at 269-983-6325 or [clerk@sjcity.com](mailto:clerk@sjcity.com).

REQUEST FOR PROPOSAL: Department of Public Works Facility Analysis  
CLOSING DATE AND TIME: **3:00 pm Tuesday, March 21, 2023**

## **II. Scope of Work:**

The City of St. Joseph's Public Works Facility – located at 1160 Broad Street, St. Joseph, MI – houses the Streets and Sanitation Department, Water & Sewer Department and the Parks and Cemetery Department. The Public Works facility contains a main building with seven offices, a lunchroom, motor pool garage, large equipment garage and divisional work areas. Also on site is a large storage facility for salt and three garage/storage sheds, one of which contains police lost or stolen property. The fueling station is located in the back of the property. All loose construction fill material and spoils are stored on site.

The Public Works Department also stores equipment in a Quonset hut located at 282 Anchors Way, which is deteriorating. The items located inside will need to be incorporated into the storage needs at the Public Works facility.

In addition to serving the City of St. Joseph, the Water & Sewer Department provides municipal drinking water to properties within the city, as well as to the communities of Lincoln Charter Township, St. Joseph Charter Township, the Village of Shoreham, and the Village of Stevensville.

Note that the City plans to add a CSO storage tank to the public works facility property, with construction expected to run from 2025 to 2027. The tank will be placed at the NW end of the property. The City is currently exploring an above ground option to the west of the facility (approx. 100 feet in diameter and 30 ft tall) or a partially buried option in the location of the parking lot

highlighted on the map below (note that this would allow the parking lot to remain in use). Updates on this effort can be provided to the selected consultant throughout the engagement.

### **III. Specifications:**

The City seeks a qualified firm to:

1. Identify facility needs and gaps for the Department of Public Works. Needs can be identified through conversations with Department of Public Works management and staff, but should include:
  - a. Fuel dispensing
  - b. Vehicle and equipment maintenance and storage
  - c. Parking
  - d. Office space
  - e. Storage space
  - f. Locker room and shower space
  - g. Lunch and break rooms
  - h. Meeting rooms
  - i. Room for growth

***Identifying needs to comply with the ADA, OSHA, and stated and federal environmental laws is a critical component of the facility needs analysis.***

2. Determine if the current DPW facility can meet the Department's current and future needs. If so, identify the estimated costs to meet the needs, a rough timeframe, and any gaps that would remain. If relevant, identify phasing necessary to maintain current operations. Identify pros and cons of this option.
3. Identify at least three viable alternatives to the current DPW facility, located within or in close proximity to the City of St. Joseph, in one of the communities served by the Water & Sewer Department.
  - a. Develop site plans for viable alternative locations, showing the general layout of driveways, buildings, circulation, bulk material storage, and parking.
  - b. Conceptual layouts as described above should be simple single-line drawings showing the general floor plan. Detailed concepts or architectural drawings are not required.
  - c. Include costs and a rough timeframe associated with each conceptual layout along with the pros and cons of each.
  - d. If rebuilding on the current DPW site is a viable option, include it as one of the three alternatives.
  - e. Identify any gaps that alternative sites could not meet.

4. If none of the initial options are viable for the City, the City would like the opportunity to work with the consultant as identified in item 3, above, as additional potentially viable sites are identified.

#### **IV. Supporting Documentation**

Upon request, the City can provide the following documentation:

- Soil borings from the CSO project
- Environmental study
- Flood Plain maps
- Public Works Pavement Improvement Plans

#### **V. Submittal Requirements**

Proposals should demonstrate the qualifications, experience, service level, cost of services, competence, and capacity to satisfactorily implement the Scope of Work outlined in this RFP.

Proposals must include the following information:

1. Cover letter. The letter should include a Project Statement, describing the proposer's understanding of the goals and objectives, as well as the approach and philosophy regarding the project.
2. Firm Background. Full name and address of the firm with a short description of the firm, including the following information: a. Business organization b. Year established c. EIN d. Michigan tax ID number, if applicable e. The firm's legal formation (e.g. corporation, sole proprietor, etc.) f. State of incorporation, if applicable g. List of the firm's officers (up to three)
3. Work Plan. A proposed approach / work plan and timeline for the project.
4. Proposed Project Team Members. Include a description of the organization, an organizational chart, and the primary role and responsibility of each team member. Clearly designate the team leader and primary contact for this project.
5. Individual Experience. Include information on the background of key members and detail their specific contributions to past projects, as related to this project.
6. Specific Project Experience. Provide examples of similar successfully executed government projects.
7. Affirmative statement regarding ability to start immediately upon award of the contract.

8. Additional suggested and/or proposed steps, actions or deliverables which members of the firm deem advisable, along with associated costs, if applicable.

9. References. Include a minimum of three (3) references for similar projects completed within the past five (5) years. Include the name, telephone number and email address for the primary contact, as well as the year the project was completed. List services provided to each client.

10. Compensation/Fees: Provide a complete, detailed breakdown of costs to complete the work as described in this Request for Proposal. Include all staffing necessary to complete the project as outlined above and any additional recommendations submitted in your proposal. All reimbursable expenses should be included.

#### **VI. Issuing Officer (Point of Contact)**

Questions regarding the scope of work to be accomplished may be directed to:

- Greg Grothous, Director of Public Works at (269) 985-0309; [ggrothous@sjcity.com](mailto:ggrothous@sjcity.com).

All questions should be submitted by Monday March 14 at 3PM.

#### **VII. Registration and Addenda**

In the event it becomes necessary to modify any part of this Request for Proposal, an addendum will be issued to all parties who received the original RFP.

Interested parties are encouraged to send an email to [ggrothous@sjcity.com](mailto:ggrothous@sjcity.com) to register their intent to respond to this RFP. All firms expressing interest will be added to the email distribution list and will be notified if additional information related to the RFP is issued.

#### **VIII. Instructions to Proposers**

Sealed proposals are due at the at the St. Joseph City Clerk's Office no later than **3:00pm Tuesday, March 21, 2023**.

The City will hold a walkthrough of the Facility prior to the submission deadline. The tour will take place at the Public Works Facility located at 1160 Broad Street on **Tuesday March 7, 2023 at 10:00am**. Interested firms are strongly encouraged to attend.

Proposals may be mailed or delivered to the City of St. Joseph City Clerk, 700 Broad Street, St. Joseph, Michigan 49085. Sealed envelopes should be plainly marked:

Attention: City Clerk  
Re: **Public Works Facility Analysis**  
700 Broad Street  
St. Joseph, MI 49085

It is the sole responsibility of the Bidder to see that its proposal is received within the required time period. The City is not responsible for any errors or irregularities with the delivery method utilized for submittal of the Proposal. Any proposals received after the closing date and time will be returned unopened.

**IX. Incurring Costs**

The City is not liable for any costs related to respondents' preparation of their proposal.

**X. Withdrawal of Proposal**

Any Bidder may withdraw its proposal in person, by facsimile, or by letter, any time prior to the scheduled closing time for receipt of proposals. Each proposal shall be considered binding and in effect for a period of Sixty (60) days after the closing date.

**XI. Opening of Proposals**

Proposals will be opened publicly at **3:00 pm Tuesday, March 21, 2023** in the Commission Chambers on the 2<sup>nd</sup> floor of City Hall. Proposals will be evaluated as soon as practical after that date.

**XII. Evaluation of Proposals**

It is the intent of the City to evaluate all proposals quickly and be prepared to recommend an award at the April 10, 2023 City Commission meeting.

The following proposal evaluation criteria will be used in consideration of proposals:

- Previous relevant experience - 25%
- Project understanding and approach - 25%
- Project schedule - 10%
- Strength of team - 20%
- Cost - 20%

**XIII. Negotiations**

The City reserves the right to reject any and all proposals and negotiate with any source, in any manner necessary, deemed to be in its best interest.

**XIV. Award of Contract / Acceptance of Proposal (Terms and Conditions)**

The contents of this RFP and the respondent's proposal, as submitted and/or modified, shall become contractual obligations to be executed by the authorized contracting agents of both parties.

The successful bidder must procure and maintain the following insurance on an occurrence basis with carriers acceptable to the City and admitted to do business in the State of Michigan, and provide proof of the same to the City:

- **Worker's Compensation Insurance**, including employers' Liability coverage, in accordance with Michigan law.
- **Commercial General Liability** Insurance on an "Occurrence Basis" with limits of liability not less than \$2,000,000 per occurrence and aggregate. Coverage shall include the following extensions: A) contractual liability, B) Broad form general liability extensions or equivalent.
- **Motor Vehicle Liability** Insurance, including Michigan No-Fault coverages, with limits not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage. Coverage shall include all owned vehicles, non-owned vehicles, and hired vehicles.

The Commercial General Liability Insurances shall include an endorsement naming as an additional insured the City of St. Joseph, all elected and appointed officials, employees, volunteers, boards, commissions, and/or authorities and boards, including members, employees and volunteers thereof. Bidder's insurance shall be primary and any other insurance City may have in effect shall be considered secondary and/or excess. Coverage shall be maintained throughout the term of the agreement. The stated insurance requirements should not be interpreted to limit the bidder's liability.

All insurance shall include an endorsement that contains a 30-day advance written notice of cancellation to the City Manager, City of St. Joseph, Michigan, 700 Broad Street, St. Joseph, Michigan 49085.

#### **XV. Nondiscrimination**

The successful bidder shall not discriminate in its provision of accommodations or services, nor against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, sexual orientation, gender identity, height, weight, marital status, or because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of the agreement.

#### **XVI. Payment Terms:**

The City shall make payments to the successful bidder for actual services rendered within thirty (30) days following receipt of an acceptable invoice; or as otherwise mutually agreed.



Appendix A - Public Works Facility Overview

