

Request for Proposal

**Engineering Design Services for
the Reconstruction of City
Parking Lot 12**

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

I. Purpose

This Request for Proposal ("RFP") is to provide interested area Engineering firms with sufficient information to submit proposals for consideration by the City of St. Joseph ("City") in connection with its needs for **Engineering Design Services for Reconstruction of City Parking Lot 12.**

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. 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 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, or mailed by contacting the City Clerk.

REQUEST FOR PROPOSAL: Engineering Design Services for Reconstruction of City Parking Lot 12.

CLOSING DATE AND TIME: 3:00 pm Tuesday, December 6, 2022

II. Scope of Work & Bid Specifications:

It is the City's desire to select a highly qualified firm that will provide the best available engineering design services for the reconstruction of City Parking Lot 12. Lot 12 is located on the east side of Church Street between Broad and Pleasant Streets consisting of approximately 90 spaces and four curb cuts along Church Street and utilizing the easterly alley for access to Pleasant Street.

The scope of professional engineering services includes all necessary work to complete the design and development of bid documents needed for project bidding. It is expected that the firm selected through this RFP process will perform, accomplish, or assist in the delivery of comprehensive project engineering design services resulting in the development of final plans & specifications; coordinate with stakeholders, regulatory agencies, and other entities, as needed; and support the City's efforts to reconstruct the parking lot. The City anticipates the bidder to propose innovative solutions and approaches to save cost and time.

The Scope of Work shall include, but is not limited to the following tasks:

1. Provide all engineering design services needed to implement the goals of this project, including but not limited to civil, electrical, environmental, and geotechnical engineering services and specialty design consultants as needed. *Note: Detailed design will be based on the conceptual plan developed in 2022 by OCBA. (See Appendix 1)*
2. Provide a description of all construction services as needed to complete the project, including cost estimation, permitting requirements, construction processes, and projected scheduling.
3. Coordinate with City staff in the preparation of a Request for Proposals for the construction of the project and assist in reviewing proposals submitted.
4. Coordinate with the construction contractor selected and City staff as needed to ensure compliance with the approved engineering design and related requirements of the project, including providing needed staking.

Note: The City has previously conducted some environmental testing on the project site and will provide the bidder with any needed information available, including the results of soil borings.

Firm Scope and Approach: Describe the services of your firm/team that you are proposing to provide. Describe the process and timeline that would be utilized to complete the project for the items listed under Scope of Work.

Cost: Provide a lump sum fee computation broken down by major work task. Provide an hourly fee schedule for the personnel involved in the project.

Experience and Examples: Describe your firm's experience in the required areas of expertise, the experience of your firm's members who will be providing services on this project, and the ability to provide the needed services for the City. Include examples for which your firm has supplied the same or similar services for other municipalities. Provide up to three experience summaries describing similar work and identify client reference contact information.

III. 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.

IV. Addenda

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

V. Instructions to Bidders

Sealed bids are due at the St. Joseph City Clerk's Office no later than **3:00 pm, December 6, 2022**.

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: **Phase II: Engineering Design Services, Parking Lot 12 Reconstruction**
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 submitting the Proposal. Any proposals received after the closing date and time will be returned unopened.

VI. Incurring Costs

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

VII. 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.

VIII. Opening of Proposals

Proposals will be opened publicly at **3:00 pm, December 6, 2022**, in the City Hall Commission Chambers, 700 Broad Street, St. Joseph, Michigan.

IX. Evaluation of Proposals

It is the intent of the City to evaluate all proposals quickly and be prepared to recommend an award at the December 12, 2022, City Commission meeting.

X. 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.

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

The contents of this RFP and the bidder'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 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 \$1,000,000 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.
- **Professional Liability Insurance** in an amount not less than \$2,000,000 per occurrence and aggregate. If this policy is a "claims" made form, OCBA shall keep the policy in force, or purchase tail coverage, for a minimum of 3 years after this Agreement terminates.

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 successful 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.

In accordance with Michigan law, all projects with a contract amount over \$50,000.00 will require a performance and payment bond covering the entire amount of the contract price, which shall become binding upon the award of the contract.

XII. 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 the 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.

XIII. 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.

XIV. Term of Contract:

Substantial completion of design services shall be completed by June 1, 2023.

Proposal Form for the Reconstruction of Parking Lot 12

Business Name: _____

Contact: _____ Email: _____

Address: _____

Telephone Number: _____ Fax: _____

Total Not-to-Exceed Cost: \$ _____

Proposal Deadline: 3:00pm Tuesday, December 6, 2022

Proposals shall be delivered or mailed to:

City of St. Joseph
Attention: City Clerk
Re: **Reconstruction of Parking Lot 12**
700 Broad Street, St. Joseph, MI 49085

Signature: _____

Title: _____

Date: _____

PARKING LOT 12 CONCEPTUAL DESIGN

75 Parking Spaces

7 New On-Street Parking Spaces, 4 Existing

9'x18' Stalls at 90°

24' Two-Way Aisles

Access Drives from Church Street and Pleasant Street

LEGEND

- (A) Existing On-Street Parking
- (B) New On-Street Parking
- (C) New Parking Lot
- (D) Permeable Pavers in Pedestrian Areas
- (E) Electric Vehicle Charging Station - 2 Spaces
- (F) Native Plantings
- (G) New Lighting
- (H) Potential Future Food Truck Parking
- (I) Vegetated Islands with Perforated Pipe
- (J) Potential Future Shuttle Stop

