

Request for Proposal

**Design Services and
Construction Administration for
Dickinson Park Improvements**

*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 and Landscape Design firms with sufficient information to submit proposals for consideration by the City of St. Joseph ("City") in connection with its needs for Design Services and Construction Administration for Dickinson Park Improvements.

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 award of this contract. Final decision on 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 take what other 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: Design Services and Construction Administration for Dickinson Park Improvements.

CLOSING DATE AND TIME: **3:00 pm Tuesday, October 22, 2024**

Scope of Work & Bid Specifications:

It is the City's desire to select a highly qualified firm that will assign the best available landscaping, architectural & engineering design services for the construction of a new restroom facility, parking lot and other site amenities at Dickinson Park. The scope of professional engineering services includes all necessary work to complete the design and development of bid documents for project bidding.

The new restroom facility will consist of four (4) accessible, unisex single toilet rooms, a mechanical chase and storage area.

Additional priorities for the project include: parking lot with 30 parking spaces, including three (3) van accessible ADA spaces, 6' wide sidewalk connection from the ADA Parking to the perimeter sidewalk and the northeast ball field, an 8' wide walk connecting the restroom to the southwest ballfield.

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

1. Provide all design and construction services to implement the goals of this project, including but not limited to architectural and landscape architectural design, civil, electrical, structural, mechanical, and geotechnical engineering services and specialty design consultants as needed. *Note: detail design drawings will be based on the conceptual plan developed in 2023 by Abonmarche. (See Appendix 1)*
2. Provide all construction services as needed to complete the design, cost estimation, permitting, and construction processes including scheduling, project administration, and management.
3. Oversee the coordination of design development, cost estimation, and pricing with City staff to ensure project goals are being met.
4. Manage and perform all construction services including permitting, scheduling, budget oversight, and the construction process.
5. Effectively coordinate and communicate design and construction activities with City staff throughout the process.
6. Provide construction administration to include, staking, inspections, testing and leading bi-weekly progress meetings during construction.

Scope and Approach

State the services your firm/team is 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, and its 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 at the St. Joseph City Clerk's Office no later than **3:00 pm, October 22, 2024**.

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: **Dickinson Park Improvements**
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.

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, October 22, 2024** 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 October 28, 2024 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.

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.

The successful 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 shall not be interpreted to limit the contractor's liability.

Professional Liability in an amount not less than \$1,000,000 per occurrence and aggregate. If this policy is claims made form, then the contractor shall be required to keep the policy in force, or purchase “tail” coverage, for a minimum of 3 years after the termination of this contract.

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.

Bond Requirements. 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. A bid bond is not required.

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 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 required by April 11, 2025. Substantial completion of construction services by March 1, 2026.

Proposal Form for the Development of Dickinson Park

Business Name: _____

Contact: _____ Email: _____

Address: _____

Telephone Number: _____ Fax: _____

Total Not-to-Exceed Cost Design: \$ _____

Boundary & Topographic Survey: \$ _____

Geotechnical Engineering Services: \$ _____

Construction Administration Cost: \$ _____

CITY OF ST. JOSEPH, MICHIGAN

Dickinson Park Design & Construction Administration

CONSULTANTS NAME: _____

LIST OF PROPOSED SUB CONTRACTORS:

<u>SUBCONTRACTOR</u>	<u>ADDRESS</u>	<u>SCOPE OF WORK</u>
1. _____	_____	_____
	_____	_____
2. _____	_____	_____
	_____	_____
3. _____	_____	_____
	_____	_____
4. _____	_____	_____
	_____	_____

CITY OF ST. JOSEPH, MICHIGAN

Dickinson Park Design & Construction Administration

(Please list projects similar to work requested for this project.)

CONSULTANT NAME: _____

LIST OF REFERENCES:

<u>REFERENCE NAME & PROJECT</u>	<u>REFERENCE ADDRESS</u>	<u>REFERENCE TELEPHONE & EMAIL ADDRESS</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Proposal Deadline: 3:00pm Tuesday, October 22, 2024

Proposals shall be delivered or mailed to:

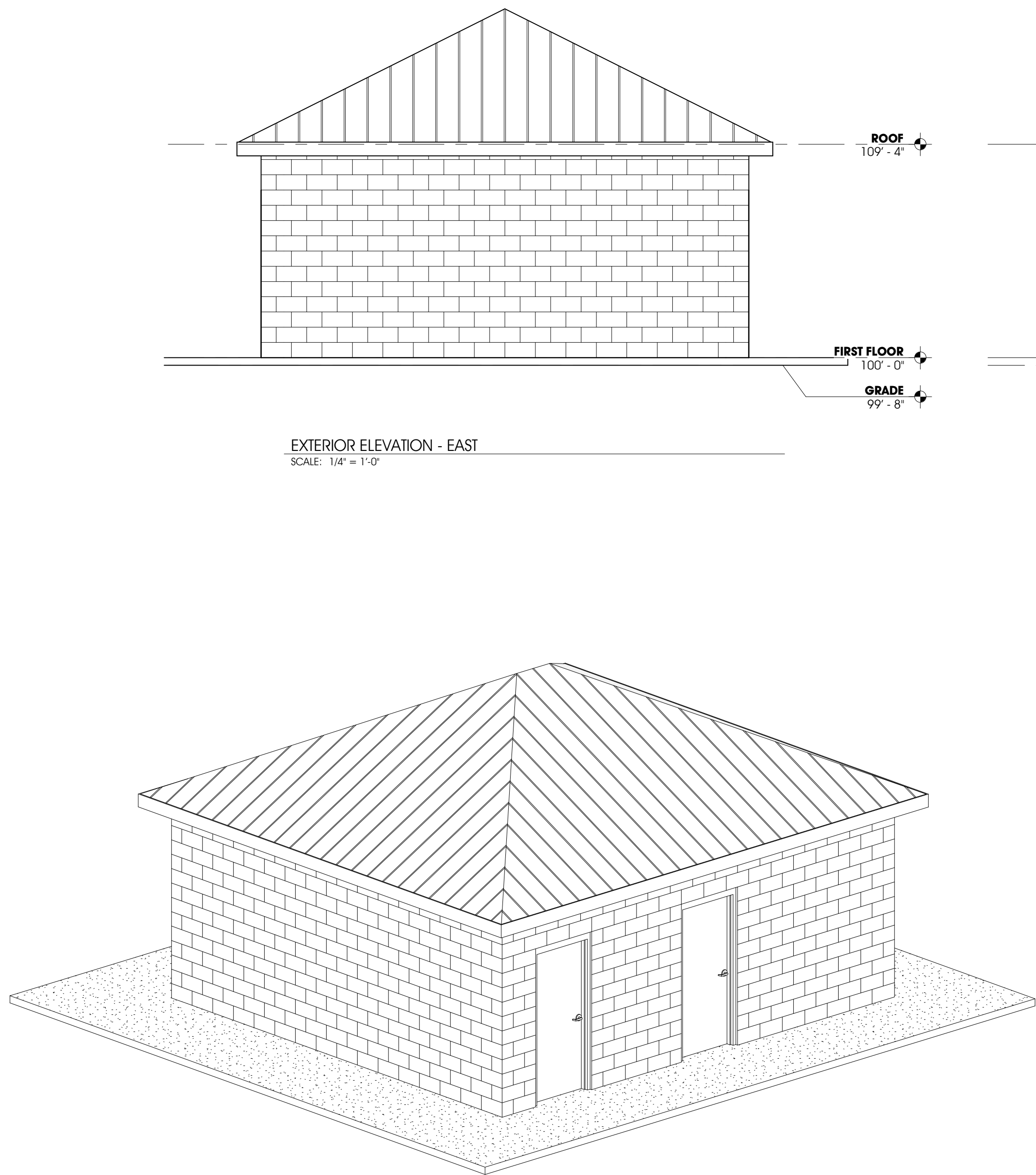
City of St. Joseph
Attention: City Clerk
Re: **Dickinson Park Development**
700 Broad Street, St. Joseph, MI 49085

Signature: _____

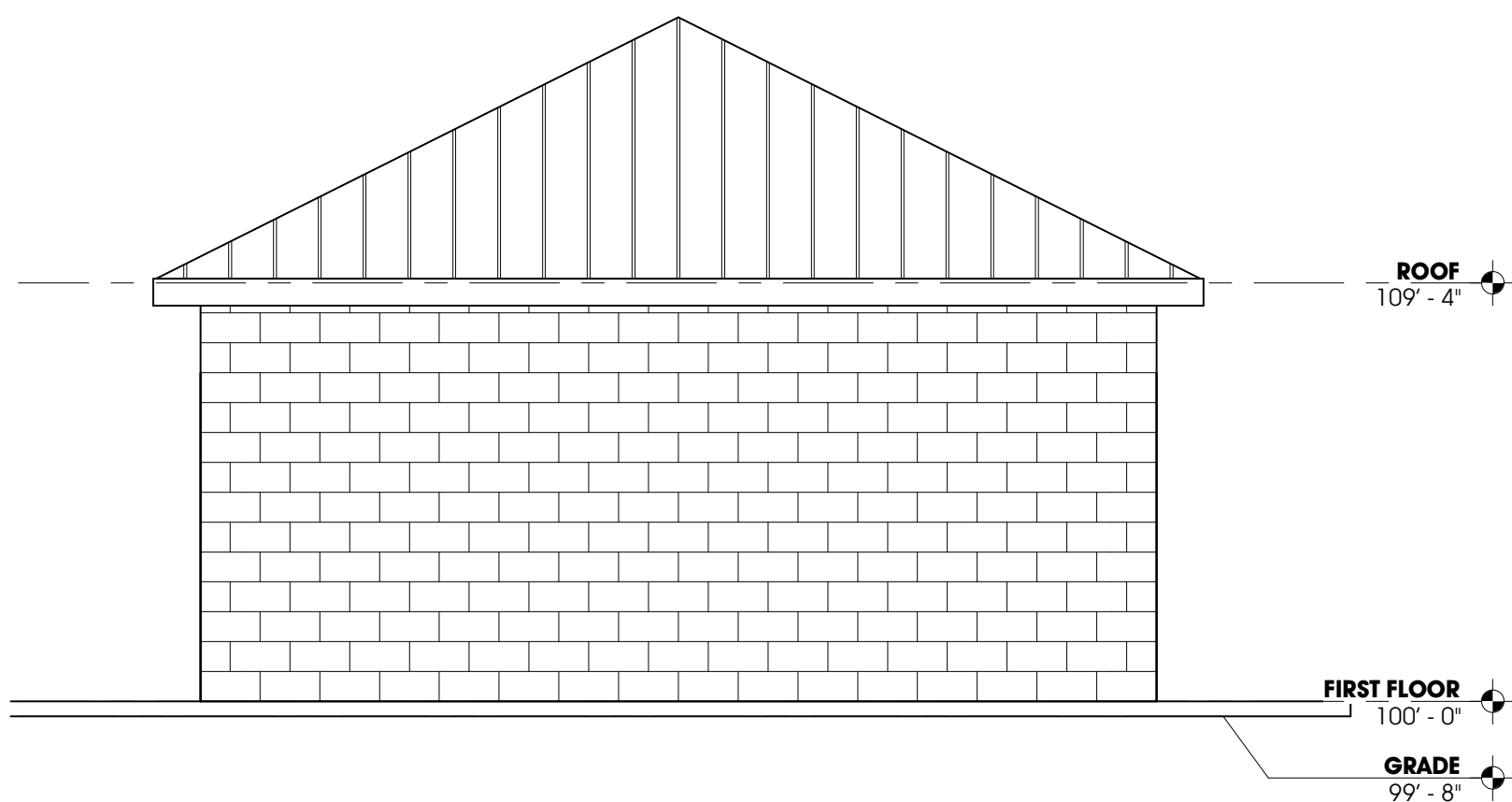
Title: _____

Date: _____

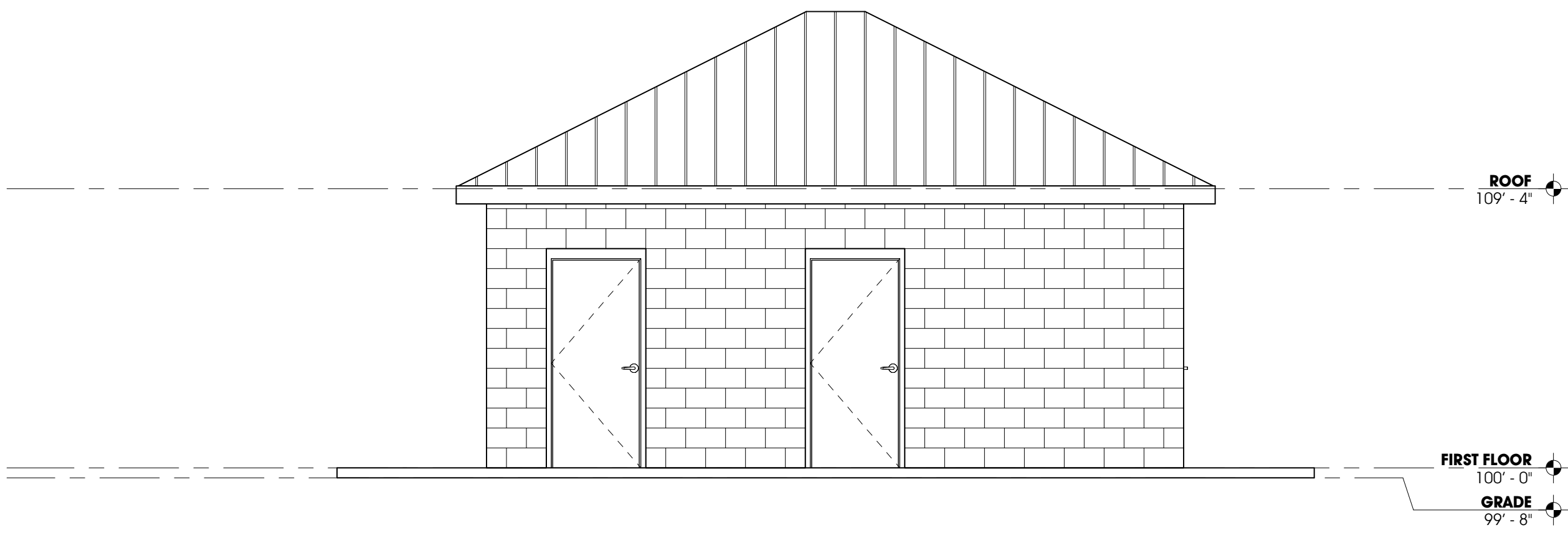
O:\Projects\2022\22-1612 City of St. Joseph - Dickinson Park 2023 LWCF Grant-App\CAD_Arch\2023 Revit\Dickinson park restrooms - Option 1 REV.rvt



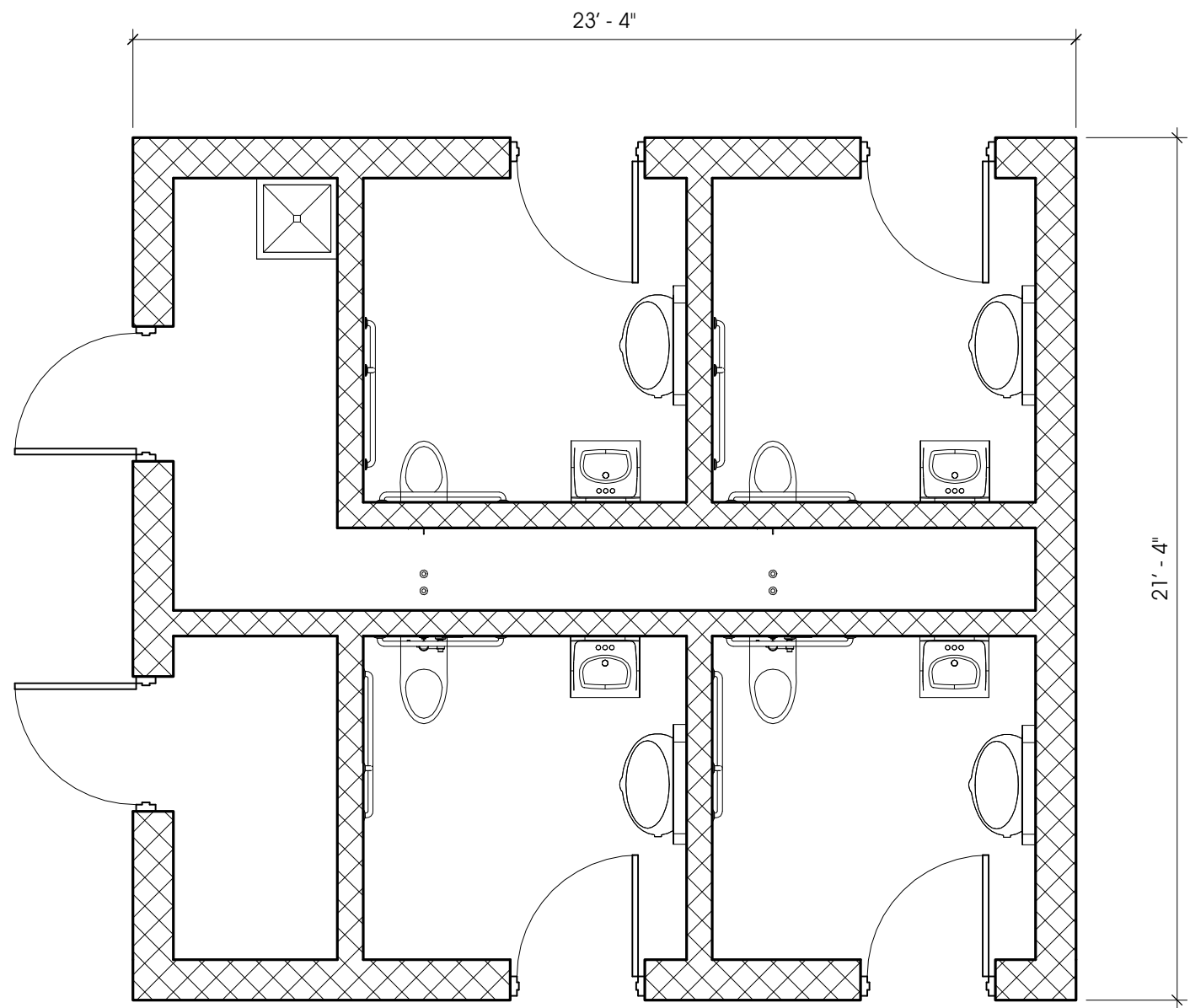
3D ISOMETRIC VIEW
SCALE:



EXTERIOR ELEVATION - EAST
SCALE: 1/4" = 1'-0"



EXTERIOR ELEVATION - NORTH
SCALE: 1/4" = 1'-0"



PROPOSED FLOOR PLAN
SCALE: 1/4" = 1'-0" 498 SF

Appendix 1



95 West Main Street
Benton Harbor, MI 49023
T 269.927.2295
F 269.927.1017
abonmarche.com

Fort Wayne
Crown Point
Hobart

Benton Harbor
Crown Point
Portage

Lafayette
Crown Point
Valparaiso

Engineering, Architecture, Land Surveying

PROJECT:

PROPOSED
DICKINSON PARK
RESTROOM FACILITY
ST. JOSEPH, MI

SHEET TITLE:

NOT FOR CONSTRUCTION
RESTROOM OPTION 1

MODELED BY:

Author

DESIGNED BY:

###

PM REVIEW:

###

QA/QC REVIEW:

###

DATE:

MM/DD/YYYY

SEAL:

SIGNATURE:

DATE:

HARD COPY IS INTENDED TO BE
24" x 36" WHEN PLOTTED
SCALE(S) INDICATED AND
GRAPHIC QUALITY MAY NOT
BE ACCURATE FOR ANY OTHER
SIZES

SCALE:

UNLESS NOTED OTHERWISE

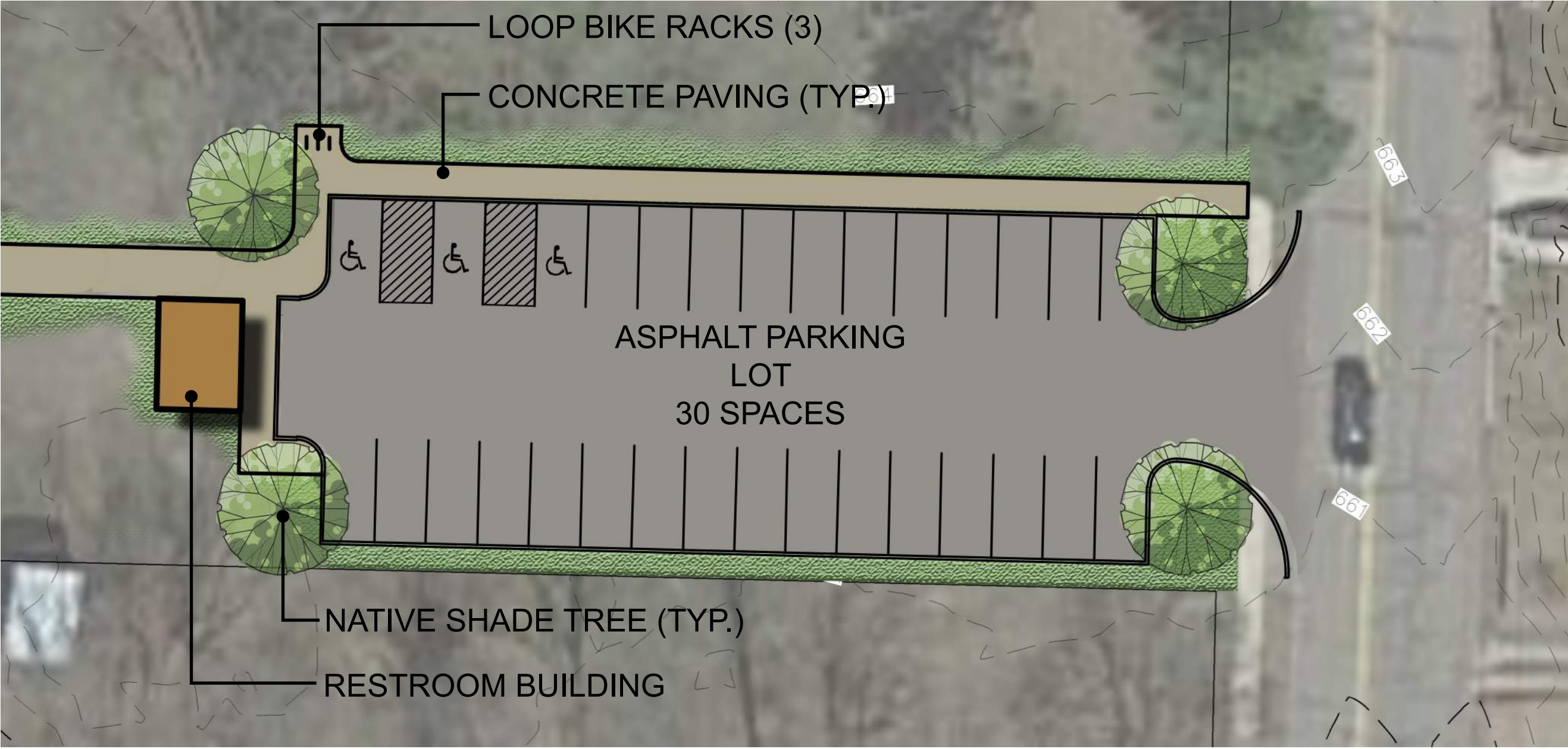
ACI JOB #

22-1612

SHEET NO.

A1.1

NO.	REVISION DESCRIPTION	BY	DATE
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ENLARGEMENT PLAN - 1" = 20'

Appendix 1



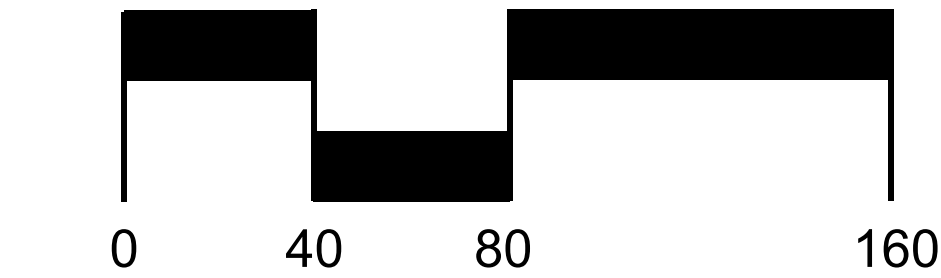
RESTROOM AND PARKING IMPROVEMENTS

DICKINSON PARK
PREPARED FOR: CITY OF ST. JOSEPH, MICHIGAN
DATE: MARCH 10, 2023

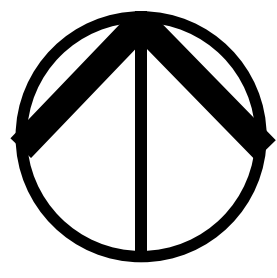


PREPARED BY:

SCALE: 1" = 40' U.N.O.



NORTH



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