



FISCAL SERVICES DEPARTMENT
PURCHASING DIVISION

Kent County Administration Building, 300 Monroe Avenue N.W., Grand Rapids, Michigan 49503-2289
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SOLICITATION

Requesting Agencies	Kent County
Solicitation Type	Request for Proposals (RFP)
Solicitation Number	3746
Description	Architect/Engineer Services – City of Cedar Springs
Date of Issuance	8/8/2019
Inquiries Deadline Date & Time (local)	8/21/2019, 2 PM
Due Date & Time (local)	8/30/2019, 2 PM
Buyer Name	Brinks
Purchasing Website	www.accesskent.com/purchasing

INTRODUCTION

The Kent County Purchasing Division is soliciting Request for Proposals (Qualifications) for Architect/Engineer Services on behalf of the City of Cedar Springs. The Project consists of the construction of the City-owned Cedar Springs 55 acres West Street Industrial Park which includes West Street and West Street Court roads, water main, storm sewers, sanitary mains and a sanitary sewer pump station to the Wastewater Treatment Plant. This project is funded by Federal Grant 2CFR Part 200 and Federal grant requirements apply.

SCOPE

The deliverables include all project phases necessary to design and construct the project including, but not limited to Programming/Schematic Design, Design Development Package, Construction Drawings, Bidding/Negotiations, Construction Administration, Project Close Out, and Miscellaneous (i.e. general administrative leadership, meeting management, etc.)

The scope of work includes:

- 800 LF x 36 feet wide West Street roadway with a cul-de-sac bulb and one driveway,
- 400 LF x 24 feet wide West Court roadway,
- 2,435 LF curb and gutter,
- 8 inch 1,150 LF water main,
- 8 inch 605 LF sanitary sewer,
- 6 inch 200 LF sanitary lateral,
- 6 inch 1,720 LF force main,
- Lift station,
- Under drain 2,425,
- 225 LF 12 Inch storm sewer,

- 220 LF 15 Inch storm sewer,
- 470 LF 18 Inch storm sewer,
- 2,029 CY clay cap over contaminated soils,
- 1,681 CY contaminated soil handling,
- restoration,
- soil erosion and control,
- traffic control,
- and all miscellaneous appurtenances.

Dimensions are for general reference only and are approximate.

Project timeline is to secure A/E services, finalize and bid project in 2019 for construction beginning Spring 2020 and completion by not later than June 2021.

The [Kent County Standard Submission Terms](#) posted on the Bid Opportunities page of the Kent County Purchasing Division website are incorporated by reference into the solicitation.

For contracts over \$100,000, an executed copy of the Certification Regarding Lobbying has been submitted from the contractor as required by Section 1352, Title 31, of the U.S. Code.

PRE-SUBMISSION CONFERENCE

Conference Date	8/19/2019
Conference Time (local)	2 PM
Mandatory	Yes (no minutes provided)
Call-In Option Available	Yes - Registration is required for conference phone attendees. Email purchasing@kentcountymi.gov by 5 pm local time the day prior to the scheduled conference to register and receive call-in number and access code.
Conference Location	Kent County Administration Building 2 nd Floor Training & Development Center located at 300 Monroe Avenue, NW Grand Rapids, MI 49503

A pre-submission conference is scheduled for this request. Attendees should arrive a minimum of five (5) minutes before the conference scheduled date and time. The conference purpose is to provide equal opportunity to seek clarifications and inspect the location (if applicable). Attendees shall have fully reviewed all solicitation documents and correspondence prior to the conference. Dimensions, if furnished, are for general reference only and should be verified by Respondents.

Attendees will not be allowed to sign in after the conference has commenced at mandatory meetings and are disqualified from the process. Attendee shall be an employee or authorized reseller of the Respondent with requisite knowledge, skill and abilities to participate.

Meeting attendees assume all possible technical issues associated with teleconferencing and deem the County and its service provider harmless and without fault regardless of the reason. Attendees requiring special services are asked to provide their requirements to the Kent County Purchasing Division at least forty-eight (48) hours in advance to allow for accommodations.

REQUESTING AGENCIES

This solicitation is issued in collaboration with the named local governmental agencies. The solicitation terms and conditions apply on behalf of the local agencies unless otherwise waived by an authorized agent. For the purposes of this solicitation, the term “Kent County” or “County” shall include all named local governmental agencies unless specifically stated otherwise.

Each local agency reserves its right to award at its sole discretion without regard to the terms and conditions in this request. Each local agency is independently and solely responsible for the awards each local agency accepts. Awards made by Kent County for Kent County shall state the award is a Kent County award for which Kent County is responsible.

REQUEST FOR PROPOSAL SUBMISSION

Late, faxed, or emailed responses will NOT be considered. Submissions must be in the format outlined below:

Executive Summary – One (1) page maximum

Summarize the Respondent’s strong points and how experience, particularly with similar responsibilities, will benefit the stakeholders.

Business Organization – One (1) page maximum

State the full names, addresses, phone numbers, emails, and websites of any parties and their prospective roles. State whether Respondent is authorized to do business in the State of Michigan.

Recommendation

Provide a recommendation focusing on the technical specification. Emphasis on clarity and detail is an important consideration in the evaluation process. The recommendation shall include the below information in the following order:

Problem Statement & Management Summary – Two (2) pages maximum

State in succinct terms your understanding of the major issues of this project. Describe specifically your firm’s intended process to address the main issues of the project. Identify important steps your firm will take to meet the project goals and Kent County expectations.

Programming Plan and Process – Three (3) pages maximum

Describe your firm’s proposed Programming plan and process. In specific, provide past project experience with Work Teams involvement including multiple group programming for similar projects. Discuss how the project organization will be coordinated and how you intend to interface with Kent County.

Cost Estimating Capabilities – Two (2) pages maximum

Describe your strategy, plan and time frame for cost estimating during and upon completion of Project Programming, Schematic Design, Design Development and Construction Documents, including limiting Change Orders and cost overruns.

Timeline & Expectations – Two (2) pages maximum

Provide a timeline to efficiently and effectively implement the recommendation with emphasis on key deliverables and milestones. Disclose necessary County resources, staffing and/or identify other requirements to implement each phase of the recommendation.

Miscellaneous/Other – Two (2) pages maximum

Other pertinent considerations or recommendations otherwise not covered above.

Sales and Marketing material will not be used to determine the award and is not desired.

Project Staffing – One (1) page maximum plus resumes

Provide a chart with the staff committed to the recommendation. Show lines of authority and provide a brief role description with responsibilities as they relate to the recommendation. Include only relevant resumes.

References – One (1) page maximum

Provide three (3) relevant references, preferably for projects of similar scope and complexity. Include the organization, contact person, current telephone number, email address, description and dates of service and total cost. References shall NOT include any current/past Kent County employees.

Pricing Methodology – See comments below.

Do NOT provide fees and expenses within this proposal.

Project fees and expenses will NOT be part of the initial RFP submission. Kent County will develop a short-list of firms that will be asked to present at a future interview. Kent County expects no less than two and no more than four firms to be recommended for the interview. Firms will be notified no less than one week prior to the start of interviews. The firms selected to the interview will receive additional contact information and will be requested to submit a RFP (Part 2 – Fee Proposal). This Fee Proposal will be hand-delivered in a separate sealed envelope at the interview. Those firms selected to present will be asked to clarify their proposals and ensure a mutual understanding of the project. All key members of the project team are required to attend.

Note: The A/E contract compensation cannot be based on the use of the cost-plus-a-percentage-of-cost or percentage of construction cost form of compensation.

Complete submissions must be received in the Kent County Purchasing Division, 300 Monroe Avenue NW, 2nd Floor receptionist, Grand Rapids, MI 49503 (or any other designated area) no later than the due date/time specified by the designated clock (local time).

Responses may be submitted electronically by selecting the "Submit Online" icon on the Bid Opportunities page of the Kent County Purchasing Division's website. Respondent must include a complete proposal as one (1) non-password protected PDF document, unless otherwise designated by Kent County.

The time required to upload a submission may vary. Respondent assumes all risks associated with electronic submission (including all possible technical issues) and deems the County and its service provider harmless and without fault regardless the reason. Successful electronic submissions are confirmed via Respondent's email. Respondent shall view the link in the confirmation email to determine accuracy prior to due date/time.

An unbound hard copy may be submitted in a sealed envelope or package prior to the due date/time. It must be clearly labeled with the solicitation number, due date/time, and organization's name. Respondent shall ensure delivery of submission by due date/time regardless of delivery method. Kent County is not responsible for deliveries made to any place other than the designated address.

Kent County is not liable for cost incurred prior to award. A submission shall constitute an irrevocable offer for a period of sixty (60) days from the due date/time. In the event the notification of award is not made within sixty (60) days from the due date/time, the Respondent may withdraw or provide a written extension of their submission.

Submissions may only be withdrawn by written request if the request is received before the due date/time. Withdrawals subsequent to opening shall be subject to [Kent County Fiscal Policy – Centralized Purchasing 5\(i\)\(2\)](#).

NO BID

Please provide [feedback](#) if you are electing not to participate in this solicitation.