



**CHESTERFIELD TOWNSHIP, MICHIGAN
REQUEST FOR PROPOSALS**

**2021 Municipal Office Proposed Interior Renovation
RFP-2021-FO-50**

ISSUED BY: Cindy Berry, Clerk 47275 Sugarbush Chesterfield, MI 48047 (586) 949-6436

cberry@chesterfieldtwp.org

Date: Sept 27th, 2021

**PROPOSAL DUE DATE:
FRIDAY OCTOBER 8th
10:00AM**

**NOTICE
OFFER TO RECEIVE BID FOR THE
CHARTER TOWNSHIP OF CHESTERFIELD**

**2021 Municipal Office Proposed Interior Renovation
RFP-2021-FO-50**

OVERVIEW

Chesterfield Township is looking to hire a professional architectural firm to assist them with the design, documentation and oversight of the proposed interior improvements project at the Chesterfield Municipal Office. The Municipal Office Building is located at 47275 Sugarbush Road, Chesterfield Township, MI 48047.

The existing building was constructed in (2) phases; the first consisting of approximately 25,500SF (completed in 1991) and the second consisting of approximately 10,250SF (completed in 2002). The existing building contains many enclosed offices, open office areas, board room, meeting rooms and the Township's Senior Center.

The proposed renovation area is located in the original 1991 building (refer to shaded green area on plan page A2.4) and consists of approximately 11,075 SF of Office Area, 450 SF of Toilet Rooms (1 Men's and 1 Women's), and a 3,225 SF Board Room for a total renovation area of 14,750 SF.

The building's existing mechanical systems and associated controls are also in need to improvement. The entire system should be evaluated by the selected firm and appropriate recommendations for improvement / replacement made.

The anticipated scope will include reconfiguring space, lighting replacement, updating finishes, mechanical system improvements and other related work.

A summary of current items to be addressed are as follows:

General

- New window shades
- ADA-compliant signage throughout renovated areas
- Complete assessment of existing mechanical system and controls (RTU's and any failing related equipment will be replaced during this project)
- Mechanical system upgrades / replacement as needed

Office Area

- Demolition and reconfiguration of private perimeter offices with the goal of allowing additional daylighting into shared office space
- Reconfiguration of service counter for increased security and privacy
- Space planning and relocation of existing furniture
- Server room upgrades
- New lighting as needed

- New interior finishes (carpeting, paint, acoustic lay-in ceiling in private offices)
- New window shades

Restrooms

- Reconfiguration of restrooms to comply with ADA accessibility requirements
- New plumbing fixtures and toilet partitions
- New interior finishes (floor tile, wall tile, acoustic lay-in ceiling)
- New toilet accessories
- Mechanical demolition and new work as determined by assessment of existing conditions.
- New lighting

Board Room

- Construction of ramp for ADA access to existing Board Seating
- Update lighting
- New interior finishes (carpeting, paint)
- Renovate existing township board seating area.
- New Desk surface with updated charging stations and power supplies

Scope of Services

1. Define the project: Evaluate the existing building conditions, meet with Township staff and various departments to determine project requirements and space needs.
2. Evaluate / assess the entire building's mechanical system (and controls) to determine the best course of action for the Township to consider. Create a prioritized list of recommendations for improvement / replacement.
3. Create an anticipated design / construction schedule.
4. Develop various floor plan configurations (within the current building footprint) to address the space needs of the Township. Present the various options to the Township, making revisions as necessary.
5. Prepare a construction cost estimate for the proposed building and mechanical system improvements. Estimate should provide enough detail to allow the Township to understand the cost implications of each area of improvement.
6. Further develop selected floor plan design and create a set of construction documents (drawings, specifications and contract requirements) to be used for competitive general contractor bidding, permitting and construction.
7. Assist the Township with the competitive bidding process. Attend / lead the pre-bid walkthrough, review the submitted bids, interview the contractors and make a formal recommendation for contract award.
8. Monitor preconstruction and construction activities and progress. Plan on weekly meetings with the Township and Contractor.
9. Review shop drawing submittals.
10. Review / certify monthly Contractor Applications for Payment.
11. Respond to Contractor questions, issue clarifications as needed.
12. Attend Township Board Meetings as necessary to present or discuss the project.
13. Meet with the Township staff as needed throughout the project.

Contract

The selected firm will be required to enter into a Professional Services Contract with the Township. The contract will cover the scope of services to accomplish this project. The Township at its sole discretion, may also choose to utilize this contract for additional architectural / engineering work within the Township. If additional work is requested, an equitable adjustment in the contract sum will be agreed upon prior to proceeding.

A pre-bid walk-through of the Municipal Office will be held on Thursday September 30th 10:00AM - 12:00PM beginning in the North Annex meeting room located at: 47275 Sugarbush, Chesterfield MI 48047.

1. SUBMISSION AND RECEIPT OF BIDS

Sealed bids will be received by the Charter Township of Chesterfield at the office of the **Township Clerk, 47275 Sugarbush Road, Chesterfield, Michigan, 48047 no later than 10:00 a.m. EST Friday, October 8, 2021.** The bids will be publicly opened and read aloud immediately following the 10:00 a.m. deadline.

Bids to receive consideration shall be received prior to the specified deadline time. **NO LATE BIDS WILL BE ACCEPTED.** Bids are considered received when in the possession of the Chesterfield Township Clerk's Office. **ALL BIDS MUST BE LABELED: 2021 Municipal Office Proposed Interior Renovation RFP-2021-FO-50**

Three (3) hard copies of bids must be sealed and include a digital **thumb drive** when submitted. Digital copies must be in PDF or TIFF format. Bids must be typewritten or printed in ink and legibly prepared. Bids having erasures or corrections thereon may be rejected unless explained or initialed by bidder. Bids shall be mailed or delivered to the Township Clerk's Office before the stated deadline. **The digital copy submitted on the thumb drive/usb must be identical to the hard copy.**

2. ADDITIONAL BID INFORMATION

Unless otherwise specified, the Township reserves the right to accept any item in the bids. Bidders may submit on any item or group of items, provided however, that the unit prices are shown as required. It is the vendor's responsibility to acquire knowledge of any change, modifications or additions to the bid documents. Any vendor who submits a bid and later claims it had no knowledge of any change, modifications or additions made by the Charter Township of Chesterfield to the bid specifications, shall be bound by the bid, including any changes, modifications or additions made by the Charter Township of Chesterfield to the bid specifications, and that vendor fails to accept the bid award, the Charter Township of Chesterfield may pursue costs and expenses to re-bid the item from that vendor.

The Charter Township of Chesterfield officially distributes bid documents from the Township Clerk's Office upon request, on our website: Chesterfieldtp.org, or through the BIDNET website. Only those vendors who obtain bid documents from the Township Clerk's Office, Township Website, or through the BIDNET website are guaranteed access to receive addendum information, if such information is issued that is not in the original bid documents. Each change or addendum issued in relation to this bid will be on file in the Township Clerk's Office. It shall be the bidder's responsibility to make inquiry as to the changes or addenda issued, unless the addendum is contained in the original bid documents.

3. SPECIFICATIONS

The bidder, if awarded the contract, will be required to furnish the particular item(s) referred to in the specifications or description unless departure or substitution is clearly noted and described in the bid.

The Charter Township of Chesterfield reserves the right to determine if equipment/product or service being bid is equal to the specified equipment/product or service requested.

4. ALTERNATE BIDS

Bidders are cautioned that any alternate bid, unless requested by the Township, or any changes, insertions, or omissions to the terms and conditions, specifications, or any other requirements of this bid, may be considered non-responsive and in the opinion of the Township, may result in rejection of the bid.

5. PRICING

Prices shall be stated in units of quantity specified in the bid document. In case of a discrepancy in computing the amount of the bid, the unit price bid will govern.

Submit the completed table on the last sheet of the bid packet (Attachment A) and provide required hourly rates, other costs, estimated timeline and team information.

6. QUANTITIES

All quantities stated, unless indicated otherwise, are estimates and the Township reserves the right to increase or decrease the quantity at the unit price bid as best fits it need. In addition, the Township reserves the right to make future purchases at the unit price submitted for all Township departments, including the Public Safety Department.

7. DELIVERY

Bids shall include all charges for delivery, packing, crating, etc. All deliveries will be FOB: Delivered. General delivery hours are 8:00 a.m. to 4:00 p.m. Monday-Friday.

8. TAXES, TERMS AND CONDITIONS

The Charter Township of Chesterfield is exempt from Federal Excise, State Sales Tax and Personal Property Tax. The Township's tax I.D. number is 38-6006891.

9. AWARD

The bid will be awarded to that responsible, responsive bidder whose bid, conforming to this solicitation, will be most advantageous to the Township, with price and other factors considered. **The Charter Township of Chesterfield reserves the right to accept any bid, to reject any or all bids, or waive irregularities in any bid in the best interest of the Township.** Bidders may submit bids on any item or groups of items provided unit prices are clearly shown and a notation is made on the bid document clearly indicating bidder's intent.

10. WITHDRAWALS OF BIDS

Bids may be withdrawn in person by a bidder, or authorized representative, provided their identity is made known and a receipt is signed for the bid, but only if the withdrawal is made prior to the stated bid deadline. No bid may be withdrawn for at least 90 days after bid opening. In case of error by the bidder in making up a bid, the Township may, by discretion, reject such a bid upon presentation of a letter by the bidder which sets forth the error, the cause thereof and sufficient evidence to substantiate the claim.

11. DEFAULT CONDITIONS

In case of default by the contractor, the Charter Township of Chesterfield may procure the articles or services from other sources and hold the bidder responsible for any excess cost occasioned thereby. In case of error by the bidder relating to a Contract, the Township may, by discretion upon presentation of a written explanation by the bidder substantiating the error, reject the Contract and award to the next qualified bidder. Such error may be subject to default conditions.

12. INFRINGEMENTS AND INDEMNIFICATIONS

The bidder, if awarded a contract, agrees to protect, defend and save the Township and herein, its officials, employees, departments, and agents, harmless against; any demand for payment for the use of any patented material, process, or device that may enter into the manufacture, construction, or from a part of the work covered by either order or contract; and from suits or a charge of every nature and description brought against it for, or on account of, any injuries or damages received or sustained by the parties by or from any of the facts of the contractor, the contractor's employees, or agents; from all liability claims, demands, judgments and expenses to persons or property occasioned, wholly, or in part, by the acts or omissions of the bidder, contractor, agents or employee.

13. BONDING

Bonding is not necessary for the design phase.

14. INSURANCE (REQUIRED FOR WORK ON OR WITHIN TOWNSHIP PROPER/FACILITIES)

- Worker's Compensations and Related Coverages
 - State: Statutory
 - Applicable (e.g. Longshoreman's): Statutory
 - Employer's Liability
 - Max Limit Each Accident
 - Max Limit Policy Limit
 - Max Limit Each Employee
- Contractor's General Liability
 - General Aggregate: \$1,000,000
 - Products – Completed Operations Aggregate: \$1,000,000
 - Personal and Advertising Injury: \$1,000,000
 - Each Occurrence (Bodily Injury and Property Damage): \$1,000,000
 - Property Damage liability insurance will provide Explosion, Collapse, and Underground coverages where applicable
 - Excess or Umbrella Liability:
 - General Aggregate: \$2,000,000
 - Each Occurrence: \$2,000,000
 - Fire Damage: \$50,000
 - Medical Payments: \$5,000
- Automobile Liability

- Combined Single Limit: \$1,000,000
- Contractual Liability
 - Bodily Injury:
 - Each Accident: \$1,000,000
 - Annual Aggregate: \$1,000,000
 - Property Damage
 - Each Accident: \$1,000,000
 - Annual Aggregate: \$1,000,000
- Owner's and Contractor's Protective Liability Insurance Policy shall include as additional insured all persons/entities listed below
 - Charter Township of Chesterfield
 - Chesterfield Township Department of Public Works
- Owner's and Contractor's Protective Liability
 - General Aggregate: \$2,000,000
 - Each Occurrence: \$1,000,000
 - Combined Single Limit: \$1,000,000

15. GENERAL INFORMATION (COULD BE AN APPENDIX AS WELL)

**All invoices shall be sent to:
 Chesterfield Township
 Attn: Accounts Payable
 47275 Sugarbush Rd
 Chesterfield, MI 48047**

16. SPECIFICATIONS AND PRICING

N/A

17. FIRM PRICE GUARANTEE

If additional work is requested, an equitable adjustment in the contract sum will be agreed upon prior to proceeding.

18. WARRANTY

N/A

19. REFERENCES (Provide three)

<u>Company</u>	<u>Contact Person</u>	<u>Phone #</u>
1. _____		

2. _____

3. _____

19.. CONTRACT TERMINATION

The Township reserves the right, upon thirty (30) days written notice, to terminate this contract for failure of vendor to comply with terms and conditions set forth herein. Nonperformance on the part of the vendor shall constitute breach of contract and shall nullify any and all contractual obligations between the seller and the purchaser.

20. APPROVAL ACCEPTANCE/ACCEPTANCE OF SPECIFICATIONS

The undersigned herein submits this proposal and agrees to enter into an agreement, if awarded the contract, with the Charter Township of Chesterfield in accordance with the contract documents.

NAME OF BIDDER _____

BUSINESS ADDRESS OF BIDDER _____

BUSINESS TELEPHONE NUMBER OF BIDDER _____

AUTHORIZED SIGNATURE _____

TITLE OF SIGNER _____

DATE OF SIGNATURE _____

FAX NUMBER _____

EMAIL _____

Please contact Josh Sonnenberg, Director of Facilities and Operations, with any questions at (586) 305-8550 or at jsonnenberg@chesterfieldtwp.org

Attachment A

Key Dates

1. **RFP Posted** - Monday September 27th 10:00AM
2. **Site Tour** - Thursday September 30th at 10:00AM
3. **Questions Due** - Friday October 1st at 12:00PM
4. **Responses Provided** - Monday October 1st by 4:00PM
5. **Bids Due at Township** - Friday October 8th by 10:00AM
6. **Bids Opening** - Friday October 8th 10:00AM

Price Sheet

1. **Fee – Provide a lump sum fee for each of the phases**
 - a. \$ _____ **Design / Construction Documents** (this includes: project definition, building / mechanical assessment, design)
 - b. \$ _____ **Bidding Phase**
 - c. \$ _____ **Construction Administration**

\$ **Total Proposal: of cost of a,b,&c**

2. **Hourly Rates** – Provide an hourly rate schedule
3. **Other Costs** – Identify other costs / reimbursable expenses that are not included in the proposed lump sum fees. Describe how these are charged.
4. **Estimated Timeline** – Provide an estimated timeline
5. **Team** – Identify your proposed key team members and their roles in the project. Provide an organization chart and individual resumes.

AUTHORIZED SIGNATURE (X) _____

NAME OF BIDDER _____

TITLE OF SIGNER _____

DATE _____

