

**INLAND TOWNSHIP
REQUEST FOR PROPOSAL
ARCHITECTURE AND DESIGN SERVICES
NEW FIRE STATION AND TOWNSHIP OFFICES**

Inland Township is inviting qualified architectural firms and their teams (herein referred to as Architect or Firm) to submit a bid for consideration to provide architecture and design services for the purpose of designing a new Fire Station and Township Offices.

BACKGROUND:

Inland Township moved to its current building in 2009 when the township formed its own fire department. Inland Township Fire Department handles emergency and non-emergency calls to Inland Township and surrounding townships when requested.

The Fire Department is currently located within the same building of the township offices. The proposed new location for the combined fire station and township offices, is on township property located at the northwest corner of US-31 and Lake Ann Rd.

SCOPE OF WORK:

The goal is to provide Inland Township with the infrastructure to house a Fire Department and Township Offices. A Fire Station and Township Office facility is a complex structure that has many requirements. The integral components of the operation must have internal and external security considered, and the interior carefully planned to house the various technical, operational, and administrative components. The ideal space will be designed specifically for Firefighters and Township officials to complete their duties.

Due to the complexity of a Fire Department recognition that this will be an “essential facility,” experience in space and planning of a public safety facility is a preferable criterion for selection. Inland Township desires to have a facility designed with energy efficiency and cost-effective alternative energy systems in mind. LEED goals for site development and facilities are welcome though not compulsory. In addition, this facility must support a healthy environment for its occupants and visitors. The successful firm must be able to demonstrate that they have the capability of achieving these goals.

The Township Board and Fire Chief are the owner’s representative and project managers. To ensure consistency in this selection process, the Fire Chief is also the point of contact for all communications as it relates to this RFP.

This project may consist of two phases with an option for Inland Township to negotiate separate contractual terms with the same firm for services identified as Phase II. This is at the sole discretion of Inland Township. The following shall be considered as part of the proposal.

- Customary architectural services
- Multiple preliminary designs (based on a collaborative session with project stakeholders)
- Customary engineering services including but not limited to civil, structural, mechanical and electrical

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- Detailed cost estimating (three options for design and cost based on information gathered from project stakeholders during a collaborative session)
- Landscape design
- Architectural Interior Design
- Schematic Designs for three options with costs
- Telecommunications/Data Design
- Furniture, Furnishings, and Equipment Design
- Digital renderings of the envisioned building
- Operational equipment control design and compatibility
- Utility relocations as may be required
- An estimated timeline
- This building will have uninterruptible power (UPS) and generator connection, proper grounding as well as lightning arrestor considerations

Additional design consideration should include but not be limited to the following:

- The consultant will be responsible for any topographic surveying and mapping required to complete the project.
- Schematic design to include parameters of the structural material type, size and location of the Project.
- Programming
- Multiple preliminary designs showing alternatives to determine optimal building utilization.
- Multiple preliminary site plans designs showing alternatives as may be required.
- Final site plan approval as may be required.
- Coordination/Meetings with Project Managers
- Temporary and permanent systems/plans to address site issues.
- Consideration for barrier free access.

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- Consideration for building security.
- Design Development of approved schematic design documents including plans, sections, elevations, typical construction details and diagrammatic of mechanical systems.
- Cost estimates, including the necessary information for fundraising.
- Prepare construction documents based on approved design development documents.
- Bidding services for competitive bidding for one (1) or more construction contracts.
- Other services that may be required or recommended.
- Storage

SUBMISSION OF PROPOSALS:

Interested firms must submit five (5) copies of sealed proposals and one (1) digital copy which should include at a minimum the following information:

1. Narrative in which the firm delineates their understanding of what is being requested by the Township in this proposal including the items of work they will accomplish for the Township, noting any work items they may feel should normally be accomplished under or related to this request, but in their opinion are beyond the scope of what is being requested and therefore not part of this proposal.
2. The methodology, approach, or work plan, including timelines, which would be used to complete the project.
3. Proposal Sheet with "Not to Exceed" project cost.

Sealed proposals must be submitted to

Dayton Pfost, Fire Chief

19668 Honor Hwy

Interlochen, Michigan, 49643

no later than 3:00 p.m., September 5th, 2022. "Fire Station and Township Offices Project" shall be clearly marked on the outside of the sealed envelope. Submittals sent by email or telefax will not be accepted. Questions regarding the process may be addressed to Dayton Pfost at 231-499-9453.

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EVALUATION OF PROPOSALS:

All proposals received shall be subject to evaluation by Inland Township. This evaluation will be conducted in the manner appropriate, as may be deemed by the Township, for the selection of a firm for the purpose of entering into a contract to perform this project. Price alone shall not be the basis for the award of this work but shall be only one of the components considered. The Township does not intend to award a contract for this work solely on the basis of any response made to this request. The following facts, along with other items, will be considered:

1. The firm's expertise and experience as related to the required work.
2. The firm's understanding of the project scope and quality of the firm's project approach.
3. The cost and time scheduled as proposed.
4. Qualifications and availability of the key staff members proposed to work on this project.
5. Involvement of the firm in similar types of projects, reference responses and quality of work on previous projects.

All proposals submitted must include "not to exceed" cost figures for the Fire Station and Township Offices Project.

INSURANCE:

The Firm is required to provide and maintain at all times during this project the following insurance. Certified copies, setting forth the limits and coverage, shall be furnished to the Township before commencing with any work. The policy shall contain endorsements stating that a 10-day notice will be given to the Township prior to termination or any change in the policy and shall describe the project and provide coverage for the following terms:

- A. Comprehensive General Liability Insurance with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit with the Township listed as an additional insured, and a Project Specific Endorsement to the Policy.
- B. Professional liability insurance coverage in the amount of \$1,000,000 minimum.
- C. Motor Vehicle Liability Insurance, including applicable no-fault coverage, combined single limit bodily injury and property damage shall be maintained during the life of the contract. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- D. Workers Compensation Insurance, including Employers' Liability Coverage in accordance with all applicable statutes of the State of Michigan.
- E. If any of the insurance is canceled, the Firm shall cease operations, and shall not resume until new insurance is obtained.

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SUPPLEMENTAL INFORMATION AND REQUIREMENTS:

Inland Township reserves the right to waive any informality or defect in any proposal, to accept any proposal or parts thereof or to reject any or all proposals, should it deem it to be in the best interest of Inland Township to do so. The Township reserves the right to revise the contents of the proposal and to negotiate all aspects of this proposal and any future agreement with the successful firm of the Township's choice. The Township further accepts no responsibility for expenses which may be incurred in the preparation of such proposals. The selected firm shall be expected to comply with all applicable State and Federal laws in the performance of services. Submittals to the Township are considered public information. The Township has the right to disclose information contained in the submittals. The Township further reserves the right to photocopy, circulate or otherwise distribute any material submitted in response to the Request for Proposal (R.F.P.). Original materials which the consultant may wish returned shall be clearly marked to be returned to them.

The selection of the successful firm shall be made without regard to race, color, sex, age, religion, sexual preferences, handicap, political affiliation, veteran status, or national origin. The Township is an Equal Opportunity Employer.

The selected Firm will be required to enter into a Consultant Agreement for this project.

Any questions regarding this request for proposal shall be submitted in writing to the Fire Chief at least seven (7) days prior to the deadline for submitting the request for proposal. Written answers to questions, which in the opinion of the Township may change or substantially clarify the request for proposal, will be submitted to all prospective firms.

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PROPOSAL SHEET

TITLE: REQUEST FOR PROPOSAL: Fire Station and Township Offices Project

DUE DATE: 2:00 p.m., September 5th, 2022

Having carefully examined the attached R.F.P. and any other applicable information, the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this proposal. The undersigned understands and agrees that they must be licensed to do business as Professional Engineers in the State of Michigan. The undersigned submits this proposal and agrees to meet or exceed all requirements and specifications listed on the R.F.P., unless otherwise indicated in writing and attached hereto. The undersigned understands and agrees, if selected to be awarded this work, to enter into an agreement with the Township to supply this work. The undersigned understands that the Township reserves the right to accept any or all proposals in whole or in part and to waive irregularities in any proposal in the interest of the Township. The Proposal will be evaluated and awarded on the basis of best value to the Township. The decision criteria to be used, but will not be limited to, is price, accessories, options and overall capability to meet the needs of the Township. The undersigned agrees that the proposal may not be withdrawn for a period of 120 days from the actual date of the opening of proposals.

REQUIRED SERVICES FOR EXPANDED FOOTPRINT

General Design Services	\$ _____
Collaborative session with stakeholders and public involvement	\$ _____
Schematic Design Phase Services for three options with cost estimates	\$ _____
Design Development Phase Services	\$ _____
Construction Document Phase Services	\$ _____
Bidding and Award Phase Services	\$ _____
Topographic Surveying and Mapping Services	\$ _____
Landscape design	\$ _____
Architectural Interior Design	\$ _____
Telecommunications/Data Design	\$ _____
Furniture, Furnishings, and Equipment Design	\$ _____
Not to Exceed Design Services Cost	\$ _____

OPTIONAL SERVICES

Construction Phase Services \$ _____

Submitted by:

(Signature)

(Name & Title - print)

(Company Name)

(Company Address)

(Telephone Number)

(City, State, Zip Code)

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Appendix A:

Requirements for the Fire Station

- A. 4 drive thru apparatus bays 80 to 100ft long
- B. Gear room
- C. Laundry/utility room
- D. Tool/mechanics/SCBA compressor room
- E. 2 unisex bathrooms with shower
- F. 2 to 4 bedrooms
- G. Kitchen
- H. Day room
- I. Weight room
- J. Chief's office
- K. Officer's office
- L. Radio/firefighter's office
- M. Ems storage room
- N. Fire storage room

Requirements for the Township Office

- I. 4 Offices (clerk, supervisor, treasure, planning/zoning)
- II. Meeting room (roughly 50x50)
- III. Room for all electronics for building and meeting room
- IV. Storage room for tables and chairs for meeting room
- V. 2 unisex bathroom
- VI. Storage room for voting equipment
- VII. Storage room for Township files