

CHARTER TOWNSHIP OF COMSTOCK DEPARTMENT OF FIRE & RESCUE
REQUESTS FOR PROPOSALS
Professional Architectural/Engineering Services Fire Station 9-3

Comstock Fire Rescue hereby requests proposals from qualified firms interested in providing Professional ***Architectural/Engineering Services for Fire Station 9-3*** for Comstock Fire Rescue.

Proposals shall be due May 9, 2025, at 10:00 a.m. Please mark the sealed envelope as "Comstock Fire Rescue Professional Architectural/Engineering Services for Fire Station 9-3".

Comstock Fire Rescue
ATTN: Matt Beauchamp
Fire Chief
8700 E. Michigan Ave
Galesburg, MI 49053
Phone: 269-345-9244

These specifications describe the conditions, requirements, and responsibilities accepted by firms when bidding on providing these services to Charter Township of Comstock Department of Fire & Rescue (Comstock Fire Rescue or Department).

I. INTRODUCTION

1.1 Background

Comstock Fire Rescue is a full-service Department:

- Fire Department Administrative Offices
- Emergency Services (Fire, Medical, Rescue)
- Fire Investigations
- Fire Inspections
- Public Relations/Education/Training
- Community Risk Reduction

This **Request for Proposal** is intended to solicit and secure proposals from firms with experience working with diverse interests within municipalities of a size similar to Comstock Township. In 2022 the department completed a planning analysis to study the feasibility of a new fire station to replace the current Fire Station 9-3 at 8700 E. Michigan Ave. Station 9-3 is one of three stations in the department. The analysis included a programming component to identify current and future needs of the department, including a space needs analysis, which resulted in identifying an approximately 25,000 square foot facility on 2.8 acres. The study needs to be revisited to finalize layout before moving forward with design.

The following is a summary of the Program Elements (not all-inclusive list):

Healthy and Sustainable building design

- Hot-Warm-Cold Zone separations
- Low maintenance and high efficiency
- Durable and resilient

Living Quarters for three (3) shifts

- Private offices – Officers Room and Radio Room/Watch Office
- Kitchen with refrigerators, and dry storage, open to Day Room
- Day Room with connection to patio
- Dining area with community table, open to the Day Room
- Six Bunk Rooms with private sleeping areas
- Private restrooms/showers (2)
- Uniform lockers for 25 people
- Domestic laundry that is separated from the decontamination area

Apparatus Bays

- Five bays (76' deep, drive-through)
- Shop/tool room
- SCBA/clean work room
- EMS/Med Supply Room
- Hose Dry Room
- Restrooms
- Mezzanine area

Contaminant Separation

- Hot/Warm/Cold zone separation
- Decontamination area

Turnout Gear

- Gear lockers for 30 people in a dedicated room
- Gear wash area

Administration Area

- Public Entry
- Open Conference Area
- Offices for nine (9) Staff including a Sheriff's Office Substation Area
- Restrooms
- Office Storage
- General Storage
- Small kitchenette

Training

- Community/Training Room for 50 people (also used as a polling station)
- Multiple restrooms nearby

- Pre-function area
- Conference Room
- Furniture Storage
- Non-burn training tower: three stories with door and window openings, near a hydrant, interior stairwell access
- Fitness room – with overhead door opening to exterior patio area

Support

- General storage
- Excess turnout gear storage
- SCBA fill station
- Generator for the entire facility
- Mechanical/Electrical/Server area

Site

- Resilient landscaping and on-site stormwater management
- Parking for staff and training room at capacity
- Fire hydrant

1.2 Minimum Qualifications

Proposals will be accepted from firms who meet the following minimum qualifications. Individuals or firms that do not meet these minimum qualifications shall be deemed non-responsive and will not receive further consideration.

A. Standard Insurance Requirements:

- 1) Commercial General Liability Coverage: Commercial General Liability Coverage including products/completed operations, contractual liability, and personal injury. This insurance shall be on a commercial insurance, occurrence form. The limit amount for this insurance shall be not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
- 2) Workers Compensation Coverage: At a minimum, Workers Compensation Insurance as required by State of Michigan law, Michigan statutory coverage, or evidence of an exemption for sole proprietors or a State issued exemption for corporations, partnerships or LLCs who have three or less employees. Employer Liability limits of \$500,000 each accident, \$500,000 disease policy limit and \$500,000 disease each employee.

- 3) Automobile Liability Coverage: The Automobile Liability Coverage shall cover all owned, non-owned, and hired automobiles with a limit of not less than \$1,000,000 combined single limit each accident.
- 4) Professional Liability Insurance: An errors and omissions policy covering an actual or alleged error, statement, act, omission, neglect, or breach of official duty, including misfeasance, malfeasance, and nonfeasance in an amount not less than \$2,000,000 per claim.
- 5) Cancellation: Cancellation clause of insurance not less than thirty (30) days.
- 6) Proof of Insurance: The Department reserves the right to require complete, certified copies of all required insurance policies at any time.

1.3 Funding

Any contract awarded as a result of this Request for Proposal is contingent upon the availability of funding, as determined by the Township Board.

1.4 Period of Performance

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about May 26, 2025, and conclude at a time to be determined based on the approval to begin with actual construction.

II. GENERAL INFORMATION FOR CONSULTANTS

2.1 Project Administrator

The Project Administrator is the sole point of contact for this procurement. All communication between prospective bidders and the Department upon receipt of this RFP shall be with the Project Administrator, as follows:

Matt Beauchamp
Fire Chief
8700 E. Michigan Ave.
Galesburg, MI 49053
Telephone: (269) 345-9244
E-mail: mbeauchamp@comstockmi.gov

Prospective bidders are to rely on written statements issued by the Project Administrator. Any other communication will be considered unofficial and non-binding on the Department or Township. Communication directed at parties other than the Project Administrator may result in disqualification of the prospective bidder.

2.2 Estimated Schedule of Procurement Activities

- ☐ Issue request for proposals April 11, 2025
- ☐ Proposals due May 9, 2025
- ☐ Evaluates proposals week of May 12, 2025
- ☐ Approval of contract week of May 19, 2025
- ☐ Project Begins week of May 26, 2025
- ☐ Project Concludes TBD

2.3 Submission of Proposals

Responding firms are required to submit one (1) physical copy in a sealed envelope. The proposal, whether mailed or hand delivered, must arrive at the Comstock Department of Fire Rescue no later than 10:00 a.m., local time, on Friday May 9, 2025.

Proposals must include all the information outlined in Section 4 of this document.

The proposal is to be sent to the Project Administrator at the address noted in Section 2.1 above. The envelope should be clearly marked "Comstock Fire Rescue Professional Architectural/Engineering Services for Fire Station 9-3" and addressed to the attention of the Project Administrator.

Bidders who mail proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the Project Administrator. Respondents assume the risk for the method of delivery chosen. The Department assumes no responsibility for delays caused by any delivery service. Proposals may not be transmitted using electronic media such as facsimile or email transmission.

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any documentation accompanying have become the property of the Department and will not be returned.

2.4 Proprietary Information and Public Disclosure

Materials submitted in response to this competitive procurement shall become the property of the Department. All proposals received shall remain confidential until the deadline for submission of bids or proposals has expired, as defined by Michigan statute (MCL 15.243 (1)(i), the Freedom of Information Act).

2.5 Revisions to the RFP

In the event it becomes necessary to revise any part of this RFP, the addenda will be reduced to writing and submitted to all prospective bidders known to the Department. For this purpose, the published questions and answers and any other pertinent information will be considered an addendum to the RFP and will be provided to

prospective bidders. The Department reserves the right to cancel or reissue the RFP in whole or in part prior to executing a contract.

2.6 Acceptance Period

Proposals must provide 60 days for acceptance by the Department from the due date for receipt of proposals.

2.7 Responsiveness

All proposals will be reviewed by the Project Administrator to determine compliance with administrative requirements and instructions specified in this RFP. Failure to comply with any part of the RFP may result in the rejection of the proposal as non-responsive. The Department also reserves the right, at its sole discretion, to waive minor administrative irregularities.

2.8 Most Favorable Terms

The Department reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms that the respondent could propose. There will be no best and final offer procedure. The Department does reserve the right to contact a respondent for clarification of its proposal. The Respondent should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some of or the Respondent's entire proposal. It is understood that the proposal will become a part of the official procurement file on this matter without the obligation of the Department.

2.9 Costs of Proposal

The Department will not be liable for any costs incurred by the Respondent in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

2.10 No Obligation Contract

This RFP does not obligate the Comstock Department of Fire Rescue to award a contract for services specified herein.

2.11 Rejection of Proposals

The Department reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

2.12 Failure to Comply

The Respondent is specifically notified that failure to comply with any part of the RFP may result in the rejection of the proposal as non-responsive.

2.13 Commitment of Funds

The Comstock Township Board or their delegates are the only individuals who may legally commit the Department to the expenditure of funds for a contract resulting from

this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

2.14 Signatures

The proposal must be signed and dated by a person authorized to legally bind the Respondent to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship.

III. SCOPE OF WORK

3.1 General Scope of Work

The Department is seeking professional architectural and engineering services from qualified firms to revisit and revise, as needed, the conceptual drawings completed in 2022. Complete the site design for construction of a new approximately 25,000 square foot Station 9-3 on a new and vacant 2.8-acre parcel. Groundbreaking for the project is desired for the first quarter of 2027.

It is the intention of the Department to hire an Owners Representative to oversee the construction of the Fire Station and assist throughout the entire process. The scope of services includes a complete Fire Station design package including field surveys, structural, mechanical, utility, electrical, HVAC and landscape site design.

Each phase shall be completed and approved by the Department prior to authorization to proceed with the subsequent phase.

A. Preliminary Design – The firm shall use the available planning analysis and conceptual design to work with the department to finalize a conceptual design. Once finalized, work with the department to develop a preliminary architectural and engineering document. Preliminary design shall include all topographic and property surveying of the area selected in the preliminary report as well as all subsurface soils testing and utility investigation. Preliminary design will include:

- 1) Architectural/Engineering Drawings (85% complete)
- 2) Mechanical/Structural Design
- 3) Architectural/Site Plan
- 4) Conceptual Landscaping
- 5) Architectural Renderings
- 6) Final Construction Estimate

B. Final Design (pending township board approval to fund the project) – Upon written authorization from the Department, the firm shall proceed with final design and specifications and preparation of bidding documents of the proposed facility. Final design will include:

- 1) Requested Changes
- 2) Engineering Plans (100% Complete)
- 3) Electrical/Mechanical/Plumbing Drawings
- 4) Architectural Plans
- 5) Landscaping Plans

C. Optional Service List –

- 1) Bidding Assistance
- 2) Construction Documents
- 3) Construction Contract Administration

IV. PROPOSAL CONTENT

After fully evaluating the proposal requirements and the project description, each bidder shall develop a proposal that will describe the proposed method for project implementation. Bidders are encouraged to be creative in their project submissions, however each proposal must contain, at a minimum, the following information:

4.1 Business Organization

State the full name and address of your organization and, if applicable, the branch office, consultants, or other subordinate elements that will provide or assist in providing the service. Include phone number(s), email address(es) and respondent's website address.

4.2 Executive Summary

Summarize the respondent's strong points and how experience, particularly with similar responsibilities, will benefit the stakeholders. Include a brief description of the scope, staffing and dates.

4.3 Project Proposal

Describe in narrative form, the methods proposed for completing the scope of services outlined in **Section III**. Identify deliverables with emphasis on the stated scope and intent of the project, including tasks and timelines. Emphasis on clarity and detail of the proposal is an important consideration in evaluation of the responses. The proposal must identify a timeline for this project, including proposed beginning date, length of time to conduct each phase and completion date.

4.4 Authorized Negotiations

Include the names and telephone numbers of those people in your organization authorized to negotiate the proposed contract with the Department.

4.5 References

Provide a minimum of three (3) relevant references preferably of similar scope and

complexity. Include the names of the projects, location, completion date, project cost and specific challenges; identify project team members and references for each project including telephone numbers and email addresses.

Provide permission for the Department to contact any municipality or individuals, whether offered as references or otherwise, to obtain information that will assist the Department in evaluating the Proposal. The Department retains the right to use such information to make selection decisions. The submittal of a proposal is an agreement that the Department may contact and utilize such information.

4.6 Additional Information

The respondent may also include any additional information and/or comments believed to be pertinent but not specifically requested elsewhere in the document.

V. EVALUATION CRITERIA

5.1 Evaluation

The Fire Chief will be responsible for evaluating the submitted proposals for the project award. Though there are no formal evaluation criteria, the Fire Chief will focus on the following items when evaluating the proposals:

- A. Verification of the basic information provided by the firm including, but not limited to, entity name, principals, incorporation, licensing, and references.
- B. Completeness of the proposal.
- C. Responsiveness to all elements outlined in the request for proposal.
- D. Project proposal and the likelihood will satisfactorily address the needs of the Department regarding the scope of services.
- E. Experience and qualifications of the Respondent and all team members identified.
- F. Experience and results in performing the services desired by the Department.
- G. Cost proposal that is advantageous to the Department.

Should firms be requested to present their proposals, they will receive a minimum of seven (7) days' notice.

Submission of a proposal indicates acceptance by the firm of the conditions contained in the Request for Proposal.