

CITY OF WHITE CLOUD
REQUEST FOR PROPOSALS
SMITH PARK IMPROVEMENTS
PRIME PROFESSIONAL ENGINEERING/CONSTRUCTION MANAGEMENT SERVICES
10/01/2024

Section 1: Instructions

1.1 Purpose: This Request for Proposals (RFP) for Project Prime Professional and Construction Management Services is open to all interested firms to provide comprehensive project prime professional and comprehensive construction management services throughout preconstruction, construction, and post construction phases, as well as project reporting, compliance, and community engagement. The Project Prime Professional shall prepare the plans, specifications and bid documents for the project, and oversee project construction.

1.2 Selection Process: Interested firms must respond to the requirements included herein. This technical proposal, as well as an interview (if determined necessary), will be evaluated to determine the lowest qualified bid to provide project prime professional and construction management services for this project. The City of White Cloud reserves the right to reject any and all proposals and may stop the selection process for the project at any time.

1.3 Selection criteria: Submissions will be evaluated based on the following criteria.

Evaluation Criteria	<u>Points</u>
• Work Plan / Approach	30
• Cost	20
• Personnel (experience and qualifications)	20
• Capability (firm experience/references)	20
• Completeness of Response	10
<u>TOTAL Available</u>	<u>100</u>

Respondents scoring less than 70 points on all non-cost criteria may be determined unqualified.

1.4 Instructions for Proposal and Deadline: Bidders must submit a complete, straightforward response to this RFP. The proposal must be submitted via email to citymanager@cityofwhitecloud.org or via USPS at City of White Cloud, Attn: April Storms, City Manager, Po Box 607, White Cloud, MI 49349. To be considered responsible and responsive, proposals must be received by 11/07/2024. Please limit file sizes to 5mb or less. The bidder's failure to submit a proposal as required may result in being deemed nonresponsive. The City of White Cloud reserves the right to extend the deadline for submissions of responses.

Schedule

RFP Released: 10/01/2024

Questions due: 10/17/2024

Responses to questions issued: 10/24/2024

Proposals due: 11/07/2024

Interviews (if necessary)/ City Review: 11/11-11/22/2024

Recommendation to Council Packets: 11/27/2024

Council Approval (Council Meeting): 12/03/2024

- 1.5 Contract Award:** Contract award will be undertaken by The City of White Cloud with the firm whose proposal is determined to be the lowest qualified bidder. The interview, if needed, may be conducted in the City of White Cloud or in a virtual format. In the event The City of White Cloud and the successful candidate are unable to agree upon the terms and provisions of a definitive agreement, the City of White Cloud reserves the right to negotiate with another firm or firms.
- 1.6 Additional Information:** The City of White Cloud reserves the right to require supplemental or clarifying information from any responding party, without having been deemed to have changed the terms of this RFP.
- 1.7 Rejection of Proposals:** The City of White Cloud reserves the right to reject any or all proposals, in whole or in part, received as a result of this RFP.
- 1.8 Incurring Costs:** The City of White Cloud is not responsible for any cost incurred by bidders prior to acceptance of a proposal and the award and execution of a contract.
- 1.9 Responsibilities of the Project Prime Professional:** The Project Prime Professional is responsible for all services of the contract including development of design drawings, and managing bidding processes and overseeing the preconstruction, construction, and postconstruction phases, as well as project reporting, compliance, and community engagement. The Project Prime Professional is responsible for permit owner occupancy at the earliest possible dates and to assure that the project costs will remain within the project budget. The construction management services shall include but are not necessarily limited to developing design documents, cost estimating, coordinating design modifications, leading/supporting community engagement to assess community priorities regarding design modifications, assembling contract bidding documents, promoting bid opportunities to veteran, women, and minority owned businesses, taking bids, compliance with competitive bid requirements, and entering into contracts for all required construction phase services. Responsibilities also include the supervision of trade construction contractors in the performance of their contracts assuring efficient use of materials to provide quality construction at the lowest responsive, responsible cost in accordance with the architectural/engineering contract documents, drawings and specifications with owner approved modifications.