



**CITY OF WHITE CLOUD, MICHIGAN
REQUEST FOR PROPOSALS FOR
PRIME PROFESSIONAL – DESIGN, ENGINEERING, CONSTRUCTION
ADMINISTRATION SERVICES
SMITH PARK IMPROVMENTS
Issue Date: January 7, 2025**

Proposals will be accepted until January 21, 2025

Section 1: Instructions

1.1 Purpose: The City of White Cloud is releasing this Request for Proposals (RFP) for a Project Prime Professional open to all interested firms to provide comprehensive project prime professional services throughout preconstruction, construction and post construction phases that includes design, community engagement, permitting (if required), grant reporting and compliance and construction oversight. The Prime Professional shall prepare plans, specifications and bid documents for the project and oversee the project construction. Funding for this project is provided by the Council of Michigan Foundations (CMF) through a partnership with the Michigan Department of Natural Resources (MDNR) Spark Grant Program (American Rescue Plan Act of 2021 – State and Local Fiscal Recovery Funds (SLFRF) and certain Federal provisions will apply.

1.2: Selection Process: Interested firms must respond to the requirements included herein. This technical proposal, as well as interview (if determined necessary) will be evaluated to determine the lowest qualified bid to provide project prime professional 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 on the following criteria:

Criteria	Points
Quality of the Work Plan/Approach	30
Cost Effectiveness	20
Personnel (experience, qualifications, knowledge of project area/community, specific experience with public parks and projects funded by MDNR, state and federal grants)	20
Capability (firm experience, references, ability to complete project tasks on time and budget)	20
Completeness of Response	10
Total Available Points	100

Respondents scoring less than 75 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 to 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 4:00 pm EST January 21, 2025. Please limit file sizes to 10mb or less. 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

Questions due: January 14, 2025

Responses to questions issued: January 16, 2025

Proposals due: January 21, 2025, by 4:00pm

Interviews (if necessary): January 22-23, 2025

Recommendation to CMF for Approval: January 23, 2025

Recommendation to City Council for Approval: February 4, 2025

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. All costs incurred for the proposal preparation presentation, or contract negotiations are the responsibility of the project prime professional. The City of White Cloud shall not be responsible for, and will not pay, the cost for any information solicited or received.

1.9 Responsibilities of the Project Prime Professional: The 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 Prime