

REQUEST FOR QUALIFICATIONS (RFQ) DESIGN/BUILD SERVICES FOR A NEW MAINTENANCE FACILITY

The Mason County Road Commission (MCRC) is seeking DESIGN/BUILD (DB) qualification statements from a DB Team for the planning, design and construction services for MCRC's new Maintenance Facility. Design and construction of all infrastructure to service the new building with an element of design for compatible integration and layout of future site plan development. The project, once completed, must comply with applicable federal, state and local building and zoning requirements. The DB Team will be required to secure Mason County Zoning site & building plan approval for the purposes of constructing a new Maintenance Facility at 2055 East US-10, Custer, Michigan 49405.

A digital proposal in .pdf format for Architectural/ Engineering Design Services must be received no later than **12:00 noon on Tuesday, October 18, 2022.** Along with six (6) hard copies.

The Proposal shall be addressed as follows:

Mary Samuels, Manager
Mason County Road Commission
510 E State Street PO Box 247
Scottville, Michigan 49454

Lower Right Corner: **Proposal for Design/Build Services**

MCRC expressly reserves the right to accept or reject any and all proposals submitted and is under no legal requirement to execute a resulting contract on the basis of this RFQ and intends the material provided only as a means of identifying the various consultant alternatives. MCRC will base its decision on a combination of competence, qualifications, and other items as listed in **Section 4 Selection Criteria.** The selected DB Team will be contacted to negotiate and enter into an industry standard AIA A141, Standard Form of Agreement between Owner and Design-Builder, published by the American Institute of Architects.

This RFQ does not commit the MCRC to pay any costs incurred prior to execution of a contract. Issuance of this material in no way obligates the MCRC to award a contract or to pay any costs incurred in the preparation of a response. The MCRC specifically reserves the right to vary all provisions set forth at any time prior to execution of a contract where it deems it to be in the best interest of the MCRC, allowing the selected consultant to adjust the proposal accordingly.

Any inquiries relating to this RFQ must be submitted in writing to Mary Samuels and received no later than **12:00 noon Tuesday, October 11, 2022,** via email to marysamuels@masoncountyroads.com.

1. General Information: The DB Team shall furnish all services and labor necessary to conduct and complete the Professional Services described herein. The DB Team shall also furnish all materials, equipment, supplies, and incidentals necessary to conduct this work. The consultant agrees to demonstrate knowledge of, and performance in compliance with, State and local development and building requirements consistent with the building trades standards.

1.1 Purpose: This RFQ provides DB Teams with sufficient information to enable them to

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prepare and submit a **Qualifications Proposal for Design-Build Services.**

- 1.2 Issuing Office:** This RFQ is issued by the MCRC Manager on behalf of the Mason County Board of Road Commissioners. The contact person for this RFQ is Mary Samuels, Manager.
- 1.3 Project:** The proposed work scope will generally consist of the design, estimating and implementation of a new maintenance facility, that includes a Maintenance Garage with Office Area, restrooms with wash & shower facilities, Safety amenities including eye wash station and hazmat shower, In-floor radiant heat, Fuel site controller location, Bulk oil, new and waste-drums, DEF fluid-tote, Windshield washer fluid -drums, stockroom for maintenance and equipment parts, back up power supply, Fuel Authorization and Dispensing, Fuel Island Terminals - 2, Fuel Terminal Pedestal - 1, Fuel Island Canopy, 500 gallon gasoline tank with containment field, Administrative Offices, Sign Technician shop, Truck Barn, Fabrication Shop, and Truck Wash Area. The DB Team will be required to develop the EMP at risk for MCRC's use in preparation of application to the USDA Rural Development Application for financing. Upon the successful award for financing through the USDA-RD, the DB Team will commence the required services to develop the GMP and construct the facility.
- 1.4 Anticipated Schedule of DB Team Services:** Development of the Estimated Maximum Price (EMP) anticipated to be September 2022 thru March 2023. Development of the Guaranteed Maximum Price (GMP) thru Construction Administration and Project Close-out anticipated to be after design is complete and sub contractor pricing is procured.
- 1.5 Services Required:** The services required of the selected DB Team include, but are not limited to:
- 1.5.1** Full architectural and engineering services including IT/Tel-Com.
 - 1.5.2** Coordination with the Owner's selected furniture provider/installer.
 - 1.5.3** Project Management and estimating services.
 - 1.5.4** Full-time site supervision.
 - 1.5.5** Any other services required to deliver a complete and fully functioning facility per the GMP.
 - 1.5.6 General Design Standards:** The current Federal/State/County/Local Building Codes and site development requirements.
 - 1.5.7 MCRC Responsibilities:** On a project-by-project basis, MCRC shall assign a project manager who shall furnish or make available for review to the consultant all the specific project information deemed necessary for the services required herein. Provide general monitoring to assure that the project has been completed in reasonable conformance with the applicable design standards and to determine that the work performed to date by the consultant for services rendered is reasonable and appropriate before approving the DB Team's request for payments. MCRC will procure the office furniture and miscellaneous equipment and shelving needed to support their move-in operations.

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2. **Proposal Submittal:** The MCRC is seeking qualification proposals in the format as outlined in **Section 3 Information Required from Service Provider**. For the purposes of this RFQ, the submitted document shall be referred to as the Proposal.
- 2.1 **Requirements:** A DB Team shall submit for all portions of the above-described project, provided it is qualified to perform the services described. The DB Team shall provide one digital Proposal submittal in .pdf format along with six (6) hard copies. The provider shall sign the Proposal. Required information for the Proposal is included in **Section 3 Information Required from Service Provider**.
- 2.2 **Rejection of Proposals:** The MCRC reserves the right to reject any and all Proposals received as a result of this RFQ or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the MCRC. The MCRC will not pay for the information solicited or obtained through any response.
- 2.3 **Incurring Cost:** The MCRC is not liable for any cost incurred by the service provider prior to an executed contract.
- 2.4 **Inquiries:** Any inquiries relating to the RFQ must be submitted in writing and received no later than **12:00 noon, , October 12, 2022.** Any necessary request for clarification, delineation, or explanation of a DB Team's response will be made in writing by Mary Samuels.
- 2.5 **Addenda to the RFQ:** In the event it becomes necessary to revise any part of this document, addenda will be provided to all service providers who received the document prior to the response date and a new response date, if necessary, will be announced.
- 2.6 **Response Date:** To be considered, RFQ responses must arrive at the issuing office no later than **12:00 noon Tuesday, October 18, 2022.**
- 2.7 **Type of Contract:** The selected Design/Build entity will be contacted to enter into an industry standard AIA A141, Standard Form of Agreement between Owner and Design-Builder, published by the American Institute of Architects. The agreement shall also include:
- 2.7.1 An indemnification provision holding the MCRC harmless for negligence on the part of the DB service provider, the service provider's employees, agents and/or consultants.
- 2.7.2 A requirement that the DB service provider comply with all applicable laws, ordinances, and regulations and is responsible for obtaining all applicable permits, licenses and reviews relating to the project.
- 2.7.3 A requirement that the DB service provider carry and show proof of comprehensive general liability insurance, professional liability insurance, worker's compensation, and any other insurance as required by law.

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- 2.8 Acceptance of the Proposal Content:** To be considered, service providers must submit a complete response to this RFQ. The contents of the Proposal of the selected DB service provider(s) may become a contractual obligation if a contract ensues. The Proposal must be signed by an official authorized to bind the DB Team to its provisions. The service provider will make no other distribution of this document.
- 2.9 Proposal Preparation:** The Proposal should be prepared providing a straightforward, concise description of the respondent's ability to meet the requirements of the RFQ. Emphasis should be on completeness and clarity of content. The proposal shall be limited to a total of thirty (30) double sided content-related pages.
- 2.10 Selection:** The selection committee will review the Proposals submitted. Based on this review, the selection committee will select the DB Team considered most qualified to perform the services. The selected DB Team will be contacted, and a contract will be negotiated and entered into.
- 2.11 DB Service Provider Responsibilities:** The selected DB service provider(s) will be required to assume responsibility for all services offered in the Proposal whether or not the DB service provider produces them. Further, the MCRC will consider the selected DB service provider to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.
- 3. Information Required from Service Provider:** Please provide the Proposal using the following format:
- 3.1 Cover Citation:** Submitted to:
Mary Samuels, Manager
Mason County Road Commission
510 E State Street PO Box 247
Scottville, Michigan 49454
marysamuels@masoncountyroads.com
- RFQ for Design/Build Services for a
New Maintenance Facility
- 3.2 Letter of Transmittal:** The transmittal letter must include the following:
- 3.2.1** Brief statement of understanding of the work to be performed and a positive commitment to perform the work within the time period required by the RFQ.
- 3.2.2** Name of the contact person or representative for the DB Team, their title, address, phone number and email address. State whether the contact person is authorized to bind the DB Team. If not, indicate who is authorized to sign on behalf of the DB Team.
- 3.3 DB Team Information:** The respondent will provide information about the DB Team and the personnel to be assigned to this project. Be sure to include:
- 3.3.1** The name and business address of the company and principal who would be responsible for the work.
- 3.3.2** Current resumes of the staff, including consultants, with applicable

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experience to meet the qualifications required for the DB Services Contract.

- 3.3.3** A list of projects recently completed or underway by the DB and/or Team members of similar and or same scope to that proposed in the State of Michigan.
 - 3.3.4** A list of references from similar or same project type in the State of Michigan, complete with current names, addresses, and phone numbers. Minimum of (5) required.
 - 3.3.5** A statement quantifying the percentage of the DB Team's work completed annually in the State of Michigan for similar and or same clients.
 - 3.3.6** Provide a brief synopsis of the factors the DB Team deems to be most central for the design of the project.
 - 3.3.7** Provide a brief synopsis of the aspects the DB Team deems to be most critical and or challenging of the project.
 - 3.3.8** Provide a brief synopsis of the ecological factors the DB Team deems to be most critical for the design of the project and how they will be accommodated.
- 3.4 Statement of Work:** Identify and outline what the DB Team proposes to do. Describe your approach to performing the specific services required in this project as noted in *Section 1.4 Services Required*.
- 3.5 Method:** The respondent is asked to describe his/her substantive approach to providing the services. What services are to be performed? What equipment and methods will be utilized? How will information be checked for accuracy? Who will oversee the quality control/quality assurance plan? Also in this section, identify any constraints native to the method proposed.
- 4. Selection Criteria:** It is the policy of the MCRC to discourage any unsolicited verbal or written communications from competing companies which may pertain or relate directly or indirectly to any Proposal being evaluated by the selection committee or Mason County Board of Road Commissioners which has been submitted in response to this RFQ and which contemplates award of a professional contract.

Award of the contract will be to the responsive DB service provider whose Proposal demonstrates the ability and experience of the DB Team to perform the work and is most advantageous to the MCRC.

Proposals will be evaluated on evidence of understanding of the project, the objectives to be achieved, and the technical and administrative capabilities in relation to the needs of the project. The following criteria are those that will be applied in evaluation of the Proposal:

- 4.1 Understanding of Service:** The extent to which the DB Team understands the service, innovations, management plan, instrumentation, and methods to be utilized. This information is to be based on the scope of services.
- 4.2 Qualifications of Team:** The structure of the project DB Team including the roles of all key personnel. Evaluation of provided resumes for each of the key staff, with special emphasis on experience and demonstration of competence in performing similar work for

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similar clients.

- 4.3 Availability:** The extent to which the assigned personnel have the time to meet the services identified in this RFQ.
- 4.4 Past Performance:** The extent to which the DB Team has demonstrated competence in performing similar work or the extent of former client satisfaction, including previous performance with the MCRC and other road commission clients in the State of Michigan, including but not limited to accurate budgeting of the projects.
- 4.5 Pricing:** This is an RFQ, therefore no pricing information is to be submitted.

SITE PROGRAM DESIGN ELEMENTS

1. Future growth
2. Access and equipment movement drives
3. Public street access points
4. Staff parking spaces
5. Visitor parking spaces
6. Storm water management
7. Excess soil areas
8. Safety and security fencing
9. Franchise utilities
10. Phased construction
11. ADA compliance
12. Landscaping
13. Site lighting
14. Material Yard