



**James R. Fouts, Mayor**

**Purchasing Division  
Office of the Controller**  
One City Square, 4<sup>th</sup> Floor, Suite 425  
Warren, Mi 48093-5289

Vincent Mikiel, Buyer  
586-574-4675

**RFP-W-7866**

**March 20, 2009**

Requests for proposals for **ARCHITECT/ENGINEERING SERVICES FOR LIBRARY AND POLICE MINI-STATION** are being publicly accepted by the Downtown Development Authority (DDA), City of Warren.

**REQUESTS FOR PROPOSALS MUST BE DELIVERED TO THE**

**DIVISION OF PURCHASING,**  
**CITY OF WARREN,**  
**ONE CITY SQUARE, 4<sup>TH</sup> FLOOR**  
**WARREN, MI 48093-5289,**

**ON OR BEFORE 12:30 PM, APRIL 8, 2009**

PROPOSALS RECEIVED AFTER 12:30 PM OF THE DATE THEY ARE DUE WILL NOT BE ACCEPTED OR WILL BE MARKED LATE, AND RETAINED UNOPENED. **SUBMIT ORIGINAL AND ONE (1) COPY IN AN ENVELOPE AND EIGHT (8) ADDITIONAL COPIES IN A SEPARATE SEALED CONTAINER – DO NOT SUBMIT ORIGINAL AND COPIES IN SAME CONTAINER.**

BIDS WILL BE TRANSPORTED OVER TO THE CITY COUNCIL CHAMBERS, AUDITORIUM, WARREN COMMUNITY CENTER, 5460 ARDEN, WARREN, MI, AFTER THE PURCHASING DEPARTMENT HAS REGISTERED AND SORTED THE BIDS. THEY WILL BE OPENED AT 1:00 PM. THIS INQUIRY IMPLIES NO OBLIGATION ON THE PART OF THE BUYER.

**ADDENDA, CLARIFICATIONS AND CHANGES TO THE BID DOCUMENTS MUST BE OBTAINED ON LINE BY REGISTERING (FREE REGISTRATION AVAILABLE) FOR THE MITN SYSTEM AS FOLLOWS: 1) GO TO [WWW.MITN.INFO](http://WWW.MITN.INFO) SELECT THE MICHIGAN MITN SYSTEM, 2) SELECT VENDOR REGISTRATION AT THE TOP OF THE PAGE, 3) REVIEW THE VENDOR REGISTRATION OPTIONS THAT ARE AVAILABLE TO VENDORS, AND THEN 4) SELECT VENDOR REGISTRATION AT THE BOTTOM OF THE PAGE TO REGISTER. BID TABULATIONS WILL BE POSTED ON MITN.**

YOU SHOULD REGISTER FOR:

**90607 - ARCHITECT SERVICES, PROFESSIONAL**  
**96010 - BUILDINGS - ARCHITECTURAL DESIGN**  
**90627 - ENERGY MANAGEMENT - ARCHITECTURAL**

**A PRE-BID MEETING WILL BE HELD IN THE VILLAGE CONFERENCE ROOM, 2<sup>ND</sup> FLOOR OF THE WARREN CITY HALL, ONE CITY SQUARE, WARREN, MI 48093 ON **MONDAY, MARCH 26, 2009 AT 2:00 PM.****

THIS INQUIRY IMPLIES NO OBLIGATION ON THE PART OF THE CITY OF WARREN. THE CITY OF WARREN RESERVES THE RIGHT TO; ACCEPT OR REJECT ANY AND ALL RESPONSES OR A PORTION THERE OF, TO WAIVE ANY AND ALL IRREGULARITIES, AND TO ACCEPT THE RESPONSE WHICH WILL BEST SERVE ITS INTEREST.

ADDITIONAL INFORMATION REGARDING THIS BID OR ANY QUESTIONS CAN BE ANSWERED BY CONTACTING THE BUYER, VINCENT MIKIEL OF THE CITY OF WARREN PURCHASING DIVISION AT (586) 574-4675 OR PREFERABLY E-MAIL [vmikiel@cityofwarren.org](mailto:vmikiel@cityofwarren.org) , *Subject: RFP-W-7866.*

Sincerely,  
Vincent Mikiel  
Buyer

**PROPOSAL:**

The undersigned proposes to furnish **ARCHITECT/ENGINEERING SERVICES FOR LIBRARY AND POLICE MINI-STATION** in accordance with the attached specification requirements to be considered an integral part of this proposal at the price **DETAILED IN THIS PROPOSAL:**

**The undersigned has carefully checked the proposal figures and understands that they shall be responsible for any error of omission in this proposal offer and is in receipt of all addenda as issued.**

Signature of \_\_\_\_\_ DATE \_\_\_\_\_  
Authorized Company Representative

\_\_\_\_\_  
(Print name of Signature) COMPANY NAME \_\_\_\_\_

ADDRESS CITY STATE ZIP CODE

TELEPHONE NUMBER FAX NUMBER E-MAIL ADDRESS

WARRANTY (If Applicable) BID PAYMENT TERMS (Blank will be considered NET 45)

**EXCEPTIONS:** Where an exception to any specification is taken, such exception shall be clearly indicated below and along with the specifications attached hereto, shall be considered an integral part of this bid proposal.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IT IS MANDATORY OF ALL RESPONDENTS TO RETURN THIS SHEET FULLY COMPLETED INCLUDING SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE WITH THEIR SEALED RFP.**

Company Name: \_\_\_\_\_

**PRICE CLAUSE:**

The proposed prices shall be held firm for 120 days or final proposal award, whichever comes first, except for the successful respondent whose proposal pricing shall be held firm for the entire length of the project. The City of Warren DDA reserves the right to join the selected vendor in the negotiation of pricing, delivery, terms and/or other conditions when it is determined to be to the mutual benefit of both parties. Pricing shall be for each Division/component as indicated in the attached RFP proposal form.

**Authorized signature for \_\_\_\_\_**  
**Price Clause**

**PROPOSAL FORMAT**

Your proposal must include all of the requested information within this proposal as well as fixed, pricing. For ease of evaluation and to assist in the reading of proposals, the following order of presentation as detailed in the following pages should be followed:

1. Firm Overview
2. Experience of staff that will be assigned to project
3. Work plan
4. Proposed schedule & budget
5. Fee basis for proposal

**Company Name:** \_\_\_\_\_

**INSURANCE:**

The awarded Respondent will be required to provide the DDA with certificates of insurance naming the City of Warren Downtown Development Authority, City of Warren, City of Warren Municipal Building Authority, the 37<sup>th</sup> District Court, all elected appointed officials, employees and volunteers as individuals acting within the scope of their authority, AS AN ADDITIONAL INSURED:

and providing the following coverage and limits. Sub-contractors utilized by the awarded Respondent shall be subject to these same conditions:

**COMMERCIAL GENERAL LIABILITY:**

The following coverage is part of the General Liability policy:

Policy should be on an OCCURANCE BASIS WITH COMBINED SINGLE LIMITS.

General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage-Any one fire	\$ 50,000
Medical Expense-Any one person	\$ 5,000
Per project aggregate limit, Independent contractors coverage, broad form property damage	
Blanket contractual liability coverage	

**AUTOMOBILE LIABILITY:**

Automobile liability insurance coverage shall be \$1,000,000 combined single limit for any auto and include **hired autos and non-owned autos.**

**WORKERS' COMPENSATION INSURANCE:**

Workers' compensation insurance shall be statutory under the State of Michigan Workers' Compensation Act.

**PROFESSIONAL LIABILITY INSURANCE:**

Professional liability insurance coverage shall be \$250,000.00 (ok—Denise said 2 million is more than enough)

Insurance certificates shall contain a provision to the effect that the insurance company SHALL NOTIFY the DDA by certified mail with return receipt requested at least thirty (30) days prior to CANCELLATION OR MATERIAL CHANGE of the insurance (SEE SAMPLE CERTIFICATE).

- ( ) Can meet insurance as indicated.
- ( ) Cannot meet but offer the following: \_\_\_\_\_

Company Name: \_\_\_\_\_

**GENERAL CONDITIONS - CITY OF WARREN SEALED PROPOSALS**

Proposals and all information requested of the vendor shall be entered in the appropriate space on the enclosed "Request for Proposal" form and signature page. Failure to do so may disqualify your offer.

Proposals must be submitted by the date specified and at or prior to the time specified to be considered. No late bids, FAX, telegraphic, or telephone bids will be accepted.

All proposals shall be signed by an authorized officer or employee of the bidder.

Corrections and/or modifications received after the closing time specified will not be accepted.

All information shall be entered in ink or typewritten. Mistakes may be crossed out and corrections inserted before submission of your proposal. Corrections shall be initialed in ink by the person signing the proposal.

Time of delivery may be a consideration in the award.

**ALL PRICES WILL BE BID F.O.B. DESTINATION, INCLUDE ALL DELIVERY AND ANY ADDITIONAL CHARGES**, and remain in effect for at least 90 days unless otherwise specified.

The City's normal payment terms are 45 days in connection with cash discounts specified with this bid. Time will be computed from the date of complete delivery of supplies or equipment as specified, or from the date correct invoices are received in the Office of the City Controller, if the latter is later than the date of delivery. Prices will be considered as net if no cash discount is shown.

**THE ABOVE GENERAL CONDITIONS ARE CONSIDERED IN FORCE UNLESS SPECIFICALLY ADDRESSED IN ANOTHER SECTION OF THE RFP DOCUMENT.**

Company Name: \_\_\_\_\_

**City of Warren  
Downtown Development Authority**

**Proposal Requirements  
Architect/Engineering Services  
for  
Library and Police Mini-Station**

**RFP-W-7866**

**March 6, 2009**

Company Name: \_\_\_\_\_

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**SECTION**

1. Instruction To Design Professional
2. Project Objective
3. Project Size And Budget
4. Project Schedule
5. Scope Of Work
6. Proposal Requirements
7. Architect/Engineer Interviews
8. Architect Selection/Evaluation Criteria

Company Name: \_\_\_\_\_

## **1. INSTRUCTION TO DESIGN PROFESSIONAL**

The City of Warren Downtown Development Authority (DDA) is requesting proposals from qualified architects for site selection assistance and design services for an Area Library and Satellite Police Department.

This request for Proposal defines the requirements and expectations for the site selection and design services, and provides information defining the project, expected agreement, and guidelines for preparation of proposals for the DDA's use in evaluating and selecting an Architectural Team for the project.

The selection of the successful design team will be based on the proposal and the interview.

## **2. PROJECT OBJECTIVE**

The Civic Satellite Building project consists of four primary phases: site selection, schematic design, design and construction documents, and construction administration. The DDA requests the assistance of an Architectural Team to the selection of a site and design services for a building and site to serve as a visible anchor and catalyst for revitalization of the southern portion of the Van Dyke corridor in Warren. At a minimum, the space shall feature a library and a police satellite station.

The goal of the project is to replace the existing Burnette Branch Library with a state-of-the-art facility and to provide a visible presence of the Warren Police Department. The new library must meet the needs of the surrounding residential neighborhood while also serving as a driver of economic development in the area, offering amenities that additionally provide a regional draw.

Other goals include:

1. Provide for outstanding pedestrian access
2. Provide a regional draw to promote revitalization of the area
3. Maximize services utilizing existing library staffing levels
4. Minimize operational costs
5. Incorporate revenue generating opportunities, including but not limited to potential tenant space for complimentary goods or services
6. Provide minimally finished storage area that may be converted for future expansion
7. Minimize paved parking area
8. Define and incorporate design elements that may be applied elsewhere in the area as unifying elements
9. Identify and fill service gaps in Warren's Library system
10. Provide an outdoor garden area suitable for passive use as well as community programs
11. Identify and fill space needs for the surrounding residential and commercial neighborhood and the community and social services agencies targeting their efforts in the area,

Company Name: \_\_\_\_\_



particularly the need for public gathering space, classroom space, and to educate the public as to available social services

12. Provide design and documentation required for LEED certification
13. Utilize local resources including labor, suppliers, and materials

The Architectural Team, working closely with the rest of the project team, shall participate in the effort to establish the overall character and common theme or elements for the southern Van Dyke corridor. All services are to be performed under the supervision of persons appropriately licensed or registered under Michigan laws governing the practice of architecture and engineering.

Professional design services shall begin immediately upon notification to proceed. Services will include standard architectural and engineering services from program validation through schematic design, design development, construction documents, bidding and negotiation, construction oversight and commissioning phases of the project. Fee proposals shall be based upon the basic services as outlined in the Scope of Work. Other services may be requested at a later date and as mutually agreed to in writing by the DDA and the selected Design Professional.

### **3. PROJECT SIZE and BUDGET**

#### Building Size

Library and community/shared space	12,000-15,000 SF
Police offices	1,000-3,000 SF
Rentable	1,000-3,000 SF
Shelled/temporary storage	0 – 15,000 SF
Total	Up to 36,000 SF
<hr/>	
Surface Parking	As required
Outdoor Garden	As space and program dictate
<hr/>	
Project Budget	\$2.5 million to \$3.5 million
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The DDA welcomes alternatives presented in the proposal discussing approaches that might reduce project costs and/or increase functionality of the programmed space.

The Program Documents prepared by the DDA will be provided at the pre-proposal conference.

Company Name: \_\_\_\_\_

#### **4. PROJECT SCHEDULE**

The DDA proposes the following tentative schedule for the project.

Issue Architecture Team Requests for Proposals	March 23 2009
Pre-proposal Conference	March 26, 2009 at 2 p.m.
Architecture Team Proposals Due	April 8, 2009
Architecture Team Interviews	April 27 and 28, 2009
Tour Buildings of Interest	Week of May 5, 2009
Architecture Team Contract Award	May 19, 2009
Site selection recommendation to DDA and TIFA	July 1, 2009
Schematic Design and Site Plan Complete	August 1, 2009
Construction Documents Complete	November 1, 2009
Construction Complete	Fall, 2010

Firms shall base their fees on this schedule. However, the DDA welcomes alternatives presented in the proposal discussing approaches that might improve the delivery process, reduce durations and/or corresponding project costs.

#### **5. SCOPE OF WORK**

It is the intention of the DDA to award a contract for these services based on an evaluation of all proposals received to ensure a turnkey solution. However, the DDA reserves the right to retain another Architecture and Engineering Team for final design and contract administration services.

Broadly stated, the DDA desires to seek all Architecture and Engineering services that include but may not be limited to:

1. Site Selection
  - A. Consultation with representatives of the DDA to confirm the scope and related requirements of the project as stated above.
  - B. Evaluate three to four potential sites provided by the DDA and provide a recommendation as to which site will provide the best long-term value based upon the
  - C. The three sites include (a) a vacant parcel; (b) the renovation of an existing 15,000 sf single-story block building with a full basement; and (c) the potential for renovation and expansion of the existing Burnette Branch Library.

Company Name: \_\_\_\_\_

The DDA also requests that the Architectural Team conduct a brief windshield survey, working directly with DDA representatives, of the properties on Van Dyke Avenue between 8 Mile and Stephens roads in the City of Warren to determine if there is a fourth site option that warrants serious consideration.

- D. The design of a programmable outdoor space, preferably featuring an educational component, shall be part of the services provided by this proposal. Site Civil and Electrical Engineering services shall be part of the Architecture and Engineering services provided by this proposal.
  - E. Working with the DDA and Construction Manager to develop a project schedule defining and establishing all owner, consulting, architect, engineer, design, and construction activities and milestones.
  - F. Working with the DDA to select a Construction Management Team.
  - G. The DDA may concurrently undertake a streetscape and public parking project. The DDA expects the design professional to provide comments and attend up to four meetings to support the development of a coordinated design for public spaces along the Van Dyke corridor from 8 Mile Road to Stephens Road.
  - H. All construction elements will be competitively bid, potentially in a phased mode. Bid packages will be further defined after selection of the Construction Manager.
  - I. The DDA expects the design professional to fully participate in partnering activities throughout the life of the project.
2. Program Validation
- A. Validate the project program prepared by the DDA.
  - B. Validate the 2002 Library Program.
  - C. Review and incorporate applicable aspects of Van Dyke Corridor Study—maximize library space and services within existing operating budget.
  - D. Conduct stakeholder workshop(s) to identify space/service gaps that may be filled with Civic Satellite Building (school district, community college, city and county departments, churches, social service agencies, business owners, Van Dyke-8 Mile Gateway Collaborative, etc.)
  - E. Address all functional and operational requirements for technology.
  - F. Review and resolve any discrepancies or proposed revisions with the DDA.
3. Parking Program
- A. With the DDA develop the parking program to address all functional and operational requirements of proposed parking.
  - B. Prepare initial estimates of probable construction cost and operating costs.  
Incorporate DDA comments in the final Program.

Company Name: \_\_\_\_\_

#### 4. Civic Satellite Building Schematic Design

- A. Conduct public design workshop(s) to receive public input on the design character of the building and site. Prepare a 24"x36" poster to describe the event(s).
- B. Prepare conceptual alternative plans responding to the design workshops and existing Library and Corridor studies for DDA and the Program Manager review.
- C. Prepare presentation material for community review of the conceptual plans.
- D. Prepare conceptual alternative plans responding to the technology requirements for DDA.
- E. Review the relative cost impacts of the alternatives with the DDA and the Construction Manager.
- F. Develop a Final Site Plan of the preferred concept incorporating DDA comments.
- G. Prepare a Schematic Design including drawings, outline specifications and a narrative report describing the materials and systems proposed for the project.
- H. Meet with the DDA, the Construction Manager and the Building Committee regularly to assure a well-coordinated project.
- I. Prepare a schedule for implementation.
- J. Prepare an initial estimate of probable construction cost.
- K. Prepare an initial estimate of annual operating cost.
- L. Present the completed Schematic Design to the DDA for approval.
- M. Prepare presentation materials, including an electronic project model for display at the existing City Hall and on the city web site, for community review of the Schematic Design.
- N. Provide Schematic Design Documents outlined above and a sample of the Architect's Division 1 Specification, to the DDA to describe the project for potential Construction Managers.
- O. Provide requested assistance to the DDA during the selection process of the Construction Management Team including the necessary bidding information, forms, conditions of the contract, etc.

#### 5. Design Development for the Civic Satellite Building

- A. Incorporate the DDA Schematic Design comments and prepare appropriate documents to fix and describe the size and character of the Civic Satellite Building and its components.
- B. Assist the Construction Manager as they prepare their initial estimate of probable construction cost.

Company Name: \_\_\_\_\_

- C. Fully assist the DDA and Construction Manager in evaluating value-engineering suggestions.
  - D. Update the initial estimate of annual operating cost.
  - E. Present the developed Civic Satellite Building design to the DDA.
  - F. Update the project model for display.
6. Construction Documents for the Civic Satellite Building
- A. All design work shall be included within the Architect's scope of work. To insure coordination of all building and site elements, the DDA does not intend to separately contract for any aspects of building or site design.
  - B. Incorporate the DDA comments and prepare construction documents with drawings and specifications in CSI format relative to the requirements for the construction of the Civic Satellite Building.
  - C. Meet with DDA, Construction Manager, and Building Committee periodically to assure a well-coordinated project.
  - D. All improvements must be designed in accordance with all applicable building codes including the Americans with Disabilities Act (ADA).
  - E. Incorporate the Commissioning Agent's specification and Commissioning Manual in the construction documents.
  - F. Provide Construction Documents for review by the DDA, Construction Manager and Commissioning Agent at the 50% complete and 95% complete stages. Meet with the DDA, Construction Manager and Commissioning Agent to review and incorporate comments.
  - G. Prepare Technology Construction Documents.
  - H. Assist the Construction Manager with updates of the estimate of probable construction cost.
  - I. Assist the DDA and Construction Manager in the preparation of the necessary bidding information, forms, conditions of the contract, etc.
7. Bidding and Negotiation Phase for the Civic Satellite Building
- A. Conduct the pre-bid conference in conjunction with the DDA designated representative to encourage competent, responsive, competitive Construction Manager bids and clarify any questions that may arise about the project.
  - B. Conduct pre-bid conferences in conjunction with the Construction Manager and DDA to encourage competent, responsive, competitive subcontractor bids and clarify any questions that may arise about the project.

Company Name: \_\_\_\_\_

- C. Assist the DDA with its review and the evaluation of the bids for Construction Management services.
  - D. Provide the DDA with a written recommendation for the Construction Manager bid award.
  - E. Assist the DDA with its review and the evaluation of the subcontractor bids as submitted by the Construction Manager.
8. Construction Phase for the Civic Satellite Building
- A. Provide administration of the construction contract.
    - 1) Visit the construction site a minimum of once a week and as appropriate to observe and document the quality and progress of the work in accordance with the contract documents.
    - 2) Provide written weekly status reports to the DDA.
    - 3) Attend weekly project meetings with the Building Committee and Construction Manager.
    - 4) Assist with the processing of contractor pay requests including verification of the work completed and certification of pay requests.
    - 5) Review and take timely appropriate action on contractor's submittal of drawings, samples, etc.
    - 6) Prepare change orders for DDA approval and execution. Change orders shall include an explanation of the reason why the work to be performed was not included within the original scope of work. The same shall be provided for construction change orders as requested.
    - 7) Conduct such inspections as are necessary to determine final completion of the work and verifying that all close-out documents, guarantees, O & M manuals, bonds, warranties, as built drawings, etc. are received and turned over to the DDA.
  - B. Respond promptly to Requests for Information from the contractor to assure smooth progression of the work.
  - C. Provide assistance to the Commissioning Agent for all technology, mechanical and electrical systems.
  - D. Coordinate and sign-off on training of City maintenance personnel on systems and equipment.
  - E. Provide advice and assistance to the DDA throughout the construction.
9. Furniture, Fixtures, and Equipment
- A. All furniture, fixtures, and equipment shall be specified by the Architect.

Company Name: \_\_\_\_\_

- B. The DDA prefers to utilize technology that is consistent with the existing Civic Center Library.
  - C. The telephone system shall be compatible with the existing Cisco System at the Civic Center Library.
  - D. Public art shall be incorporated into the project.
  - E. An educational component shall be incorporated into the project.
10. Leadership in Energy Efficiency and Design (L.E.E.D.) Certification
- A. The DDA intends to pursue L.E.E.D. certification of this project. The Architect shall provide a design that meets minimum standards for certification with alternatives that may be implemented at the discretion of the DDA to reach a higher certification level. The DDA and the Construction Manager will provide support as required.
  - B. The Architect shall be primarily responsible for preparing the application for certification.
  - C. The Architect shall coordinate with the Construction Manager and the DDA so that certification requirements are met.

Company Name: \_\_\_\_\_

**6. PROPOSAL REQUIREMENTS**

All firms responding to this RFP must submit complete responses to the information requested in this section and note any exceptions to any information contained in the RFP. Proposals will be evaluated based upon the selection criteria presented below. Proposals should present information in a clear and concise manner, following the format indicated below:

1. Firm Overview
  - A. Name, telephone, address, e-mail and fax numbers of the project representative designated to receive all RFP information, addenda or any other official correspondence relating to the project.
  - B. If a joint venture, list similar information for each firm and the rationale for the joint venture, previous similar experience as a joint venture, and a summary of the joint venture agreement including an organizational chart indicating the roles and responsibilities of each party in the joint venture.
  - C. If subcontractors will be utilized, include an organizational chart illustrating roles and responsibilities by discipline. Provide information regarding staff experience, project experience, and references, clearly indicate responses for each subcontractor.
  - D. Briefly describe, in narrative form, your team's qualifications, experience and ability to successfully manage the design and construction administration of this project.
  - E. In table form, describe your firm's current staffing levels by discipline. List similar information for each firm on the team.
  - F. Describe your team's current and anticipated workload and ability to adequately staff this project and meet the schedule as outlined. Project Experience
  - G. Briefly describe your team's project experience with Libraries, Municipal/Institutional projects, Public Gardens, and L.E.E.D. certified projects. For each project listed provide the following:
    - 1) The services performed by the team for the project.
    - 2) The names of individuals proposed for this project also involved in the listed team experience. Also indicate the individual's role on the project.
    - 3) The project construction budget.
    - 4) The project construction cost.
    - 5) The year completed.
    - 6) A client reference with contact information.
  - H. List sample projects in which "partnering" was used.

Company Name: \_\_\_\_\_



2. Staff Experience

- A. The selection of the Architect/Engineer will be based, in part, on specific members of the team proposed. Please provide resumes for the proposed individuals and discuss their role on the project and your firm's commitment to maintaining the integrity of the assigned team throughout the project.
- B. Include a brief portfolio of recent project images developed by key project designers.

3. Work Plan

- A. Briefly describe the work to be performed in each phase of the project.
- B. Describe the process the team will follow to arrive at a design solution for the overall appearance and function of the Civic Satellite Building.

4. Briefly describe how the team will produce a thorough well-coordinated set of construction documents.

5. Describe the tools the team will utilize to communicate with the DDA and the Construction Manager.

6. Briefly describe how the team will work with the Construction Manager to assure conformance with the construction documents.

7. Schedule and Budget

- A. Provide a statement regarding the sufficiency of the construction budget for the given building size and parking requirement.
- B. Provide a statement regarding the sufficiency of the schedule for the given building size and parking requirement.
- C. Describe the challenges anticipated in performing the requested services, the impact these challenges will have on quality, cost and/or schedule and your proposed solution to address these issues.
- D. Describe the team's approach to management of the project budget.

8. Present a detailed schedule that will explain how you will complete the design within the specified schedule.

9. Proposed Fee Basis and Fee Proposal

Firms shall base their fees on a building size of 30,000 to 45,000 SF, an outdoor garden, and the preliminary project construction budget of \$2.5 million to \$3.5 million including landscaping, furniture, fixtures, and equipment. Site size will vary, depending on the final site selected.

Company Name: \_\_\_\_\_

- A. Using the fee proposal form for Preliminary Design Services provided, indicate proposed fees for each element requested including overhead and profit. Note that the projection of hours is for proposal evaluation purposes only. The Lump Sum Fees quoted will be considered as Lump Sum Fees for each task.
- B. The DDA acknowledges that the professional fees for Design Development through the Construction Administration Phases are difficult to accurately estimate without Schematic Design information. It is, nonetheless, very important for the DDA to understand the Design Professional's approach to these fees.

Using the fee proposal form for Design Development through Construction Administration provided, indicate proposed fee percentages for each element requested including overhead and profit at each of the budget numbers. Indicate how this percentages would be adjusted if the final construction budget does not fall precisely on one of the three budget numbers. Note that the fee percentages will be converted to Lump Sum Fees Prior to starting the Design Development Phase.

- C. Using the fee proposal form provided, estimate the reimbursable expenses for each phase of the work. Describe the assumptions used to arrive at the estimate.
- D. Specify whether the fees quoted cover all services outlined in this RFP and the sample contract. Indicate fees for any additional services proposed to be provided for the project. Describe and estimate any costs not included in the fee. Proposals shall list any items excluded from the services proposed. Proposals shall also list those services that should be made a part of this scope of work, but were not requested by the DDA. In the latter case, provide a proposed fee for those services.
- E. Include billing rates of all personnel who will work on this project, along with estimated hours of each for each phase of the project. All billing rates shall remain firm through 2010.

#### 8. Sample Contract

- A. A sample professional services contract will be provided at the pre-proposal meeting. Describe in detail any and all exceptions taken to the contract and the reasons for taking the exceptions. The DDA assumes that silence on an article of the contract means acceptance of the article.
- B. Propose substitute language to resolve the exceptions.

Company Name: \_\_\_\_\_

**7. ARCHITECT/ENGINEER INTERVIEWS**

The selection committee will interview each team at the offices of the lead architect. The interviews should be limited to the individuals that will be intimately involved in the project. The tentative schedule for interviews is:

1. MONDAY, APRIL 27, 2009 AT 10:00 A.M.
2. TUESDAY, APRIL 28, 2009 AT 10:00 A.M.
3. WEDNESDAY, APRIL 29, 2009 AT 10:00A.M.

The selection committee would like to tour the architect's office, receive the team's presentation, and have a minimum of 45 minutes for discussion in a one and one-half hour visit.

Indicate team availability and order of preference for each of the times listed above. Please note that the final schedule and order of interviews will be at the convenience of the selection committee.

**8. ARCHITECT SELECTION/EVALUATION CRITERIA**

The DDA will select the Architectural Team that best meets the needs of the DDA for completing the project. The selection will be based on the details contained in the response to the RFP, an interview, and reference checks.

The Architectural Team is also directed to the sample contracts for a comprehensive understanding of the services, roles, responsibilities, and risks that will be assigned to this team member. The DDA reserves the right to contract with any project finalist if terms are not reached, and the contract executed by the selected Architectural Team, within 10 days of announcement.

Specifically, the selection committee will review and consider the following:

1. The quality and comprehensiveness of proposals received in response to this RFP.
2. A Management Plan describing the firm's approach to providing the project on time and within budget.
3. The qualifications of the proposed project team and personnel to successfully deliver this project.
4. A check of references provided by the firms.
5. Fees and rates will be considered to determine the best value for the DDA.

Company Name: \_\_\_\_\_

**APPENDIX A**  
**SAMPLE PROPOSED**  
**CONTRACT**  
(Will be posted at a later date )

Company Name: \_\_\_\_\_

**CHECK LIST FOR RESPONDENTS**

All information required by the terms of the Request for Proposal must be furnished.

**MISTAKES OR OMISSIONS CAN RESULT IN THE REJECTION OF YOUR PROPOSAL.**

Important items for you to check are included in but not limited to, those listed below. This checklist is furnished only to assist you in submitting a proper proposal. Check as you read.

\_\_\_\_\_ Is your proposal properly signed? (Refer to Request for Proposal documents)

\_\_\_\_\_ If required, have you entered a unit price for each proposal item?

\_\_\_\_\_ Is the envelope containing your proposal properly identified that it is a sealed proposal and does it contain the correct project name and proposal opening date?

\_\_\_\_\_ Will your proposal arrive on time? Late proposals will **not** be considered. **Proposals must be received by the Purchasing Office before 12:30 P.M., on the date that the bids are due.**

Company Name: \_\_\_\_\_