



REQUEST FOR PROPOSALS

2022 CITY OF GRAND LEDGE

DESIGN AND CONSTRUCTION ENGINEERING SERVICES

GRAND RENOVATIONS FOR DOWNTOWN GRAND LEDGE

| | |
|-------|------------------------|
| DATE: | October 6, 2022 |
|-------|------------------------|

PROPOSAL DUE DATE:

Friday, November 4, 2022, at 12:00 P.M.

PROPOSAL DELIVERY LOCATION:

City of Grand Ledge
ATTN: Ameer King, Assistant City Manager
310 Greenwood Street, Grand Ledge, Michigan 48837

CONTACT: Ameer King, Assistant City Manager
517-622-7925

[Email Ameer King](#)

310 Greenwood Street, Grand Ledge, Michigan 48837

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Request for Proposal (RFP)

2022 CITY OF GRAND LEDGE DESIGN AND CONSTRUCTION ENGINEERING SERVICES FOR GRAND RENOVATIONS FOR DOWNTOWN GRAND LEDGE

Introduction

The City of Grand Ledge is seeking proposals from interested consultants to provide professional design and construction engineering services for a multi-faceted downtown renovation project, Grand Renovations for Downtown Grand Ledge (GRDGL).

Professional engineering consultants must submit statements of experience and qualifications to the City of Grand Ledge in regard to providing design and construction engineering services for major project elements such as downtown streetscape, park refurbishments, structure enhancements, and traffic calming measures for increased pedestrian safety. This request for engineering proposals is for both design and construction services, must comply with all Michigan Department of Transportation (MDOT) regulations, and be in compliance with current City of Grand Ledge construction standards. The submitted proposals will be used as a basis for awarding the work.

The budget for the project is \$4MM in part with funding from the Michigan Economic Development Corporation (MEDC) Revitalization and Placemaking Program (RAP) with the use of Federal American Rescue Plan Act (ARPA) funding. As such, the selected Consultant will be responsible for Davis Bacon wage adherence and reporting along with all requirements of the [American Rescue Plan Act of 2021](#), Public Law 117-2, and comply with its attendant federal regulations, 31 C.F.R. § 35, as may be amended from time to time. Additionally, all [MEDC performance milestones and reporting requirements for RAP grant recipients](#) will need to be followed. Competitive applicants must commit to having the final construction drawings and cost estimate completed by no later than March 1, 2023, and total project construction to be completed no later than December 31, 2024.

A preliminary rendering of the downtown sites and amenities can be found in Attachment A and a preliminary cost estimate can be found in Attachment B. A significant number of GRDGL amenities are critical criteria impacting the City’s award of the RAP grant and therefore must be comprised within the final project.

Consultants with demonstrated experience in engineering design and construction for multi-faceted downtown projects, working with MDOT and managing state and federal funding with an interest in making their services available to the City of Grand Ledge are invited to respond to this RFP.

Selection Timetable

| | |
|---------------------------------|--|
| Release RFP | Thursday, October 6, 2022 |
| RFP Due Date | Friday, November 4, 2022, at 12:00 P.M. |
| Bid Opening | Friday, November 4, 2022, at 12:00 P.M. |
| Interviews (<i>Tentative</i>) | Tuesday, November 8, 2022 |
| Tentative Bid Award | No later than, Monday, November 14, 2022 |

Submittal of Proposal

Deadline: Friday, November 4, 2022, at 12:00 P.M.

Respondents shall submit three (3) paper copies of the RFP response and an electronic version either emailed to Ameer King or submitted with the paper copies on a jump drive. Proposals shall be sealed and clearly labeled “RFP – 2022 Design and Construction Engineering Services – Grand Renovations for Downtown Grand Ledge”.

Proposals, and any questions related to the RFP, may be directed to:

Ameer King, Assistant City Manager
310 Greenwood Street, Grand Ledge, Michigan 48837
517-622-7925
[Email Ameer King](#)

The bid price shall not include an allowance for State Sales Taxes or Federal Excise Tax. The City, upon request, will provide the successful bidder with properly executed tax exemption certificates or tax exemption numbers. All other taxes required by law shall be paid by the successful Consultant.

Any proposal may be withdrawn or modified by written request, provided such request is received by the City at the above address prior to the date and time established for receipt of proposals. Proposals not so withdrawn shall constitute a firm offer to provide the services contained therein and shall remain firm for acceptance for sixty (60) days.

The cost of preparing a response to this RFP, including site visits, are the Consultant's sole responsibility and will not be reimbursed by the City of Grand Ledge.

The City reserves the right to reject any or all proposals, to award the contract to a Consultant other than the low bidder, to accept any or all alternatives, to waive irregularities and/or informalities, and, in general, to make the award in any manner deemed by it, in its sole discretion, to be in the best interest of the owner.

Minimum Qualifications:

1. **Corporate Profile:** Describe on one page the background of your company and why it is qualified to provide the requested services for the City of Grand Ledge.
2. **Understanding of the Project:** Describe in two pages or less your understanding of the project including a brief overview of your plan for accomplishing the services being requested by the City of Grand Ledge.
3. **Project Team:** A list of all personnel within your organization who will be involved with the project, in what capacity, the geographic office location of each, and an estimate of the number of hours of involvement each will have. A summary of the qualifications of those individuals, including years of experience, must be included. Resumes for the key person(s) are required.
4. **Experience:** Provide evidence of similar, experience that demonstrates your ability to successfully provide the services being requested in this RFP. Include names and contact information from three (3) past projects for reference purposes.
5. **Cost:** A fee structure must be submitted with a not-to-exceed amount for the design and engineering services as indicated above. A second fee structure must be submitted with a not-to-exceed amount for the construction engineering services as indicated above. The proposals should include the proposed terms and conditions for all engineering services which could reasonably be expected to be required for this project and must include a rate schedule sheet for all personnel and services to be provided. Please provide separate cost proposals for the design and construction engineering phases.

The City of Grand Ledge reserves the right to investigate the qualifications of all firms under consideration including any information furnished by potential candidates.

Note: This RFP does not commit the City of Grand Ledge to negotiate a contract, nor does it obligate payment for any cost incurred in the preparation and submission of the proposal.

Evaluation Process

All proposals will be evaluated by a committee composed of City representatives. The evaluation committee may schedule interviews with finalists, tentatively scheduled for Tuesday, November 8, 2022, to clarify the information provided in the proposals. The City Council will make a final selection based on the evaluation committee recommendations and such other factors as the City Council deems to be in the best interest of the City of Grand Ledge.

Proposals will be evaluated based on the following criteria:

- Qualification of the respondent
- Technical approach
- Financial projections
- Track record and references
- Other offerings and services

Consultants will be required to verify and ensure that employees and sub-contractors providing services will adhere to Davis Bacon wage adherence and reporting along with all requirements of the [American Rescue Plan Act of 2021](#), Public Law 117-2, and comply with its attendant federal regulations, 31 C.F.R. § 35, as may be amended from time to time. Additionally, all [MEDC performance milestones and reporting requirements for RAP grant recipients](#) will need to be followed.

The Consultant must demonstrate its ability to deliver very competitive rates for the noted services. Demonstrated familiarity with local building codes and construction techniques and materials is essential.

Subcontracting

In the execution of the Contract, it may be necessary for the selected firm to sublet part of the work to others. The selected firm will be fully responsible to the City of Grand Ledge for the acts and omissions of subcontractors and of all persons whether directly or indirectly employed by the selected firm. Nothing in the contract shall create any contractual relationship between any subcontractor and the City of Grand Ledge. The selected firm shall not assign, transfer, convey, or otherwise dispose of the contract, or any part thereof, or the firm's right, title, or interest in the same or any part thereof, without the previous written consent of the City of Grand Ledge. The selected firm shall not assign any, of the money due or to become due and payable under the contract, without the previous written consent of the City of Grand Ledge.

Labor Laws and Equal Employment Opportunity

The selected firm and subcontractors must abide by Federal, State, and local regulations pertaining to equal employment, and shall obey and abide by all the laws of the State of Michigan relating to the employment of labor and public work and all ordinances and requirements of the City of Grand Ledge regulating or applying to public improvements.

Indemnification and Hold Harmless

The selected firm agrees to indemnify and hold harmless the City of Grand Ledge and their officers, employees, and agents from any and all liability, loss, or damage as a result of claims, actions, suits, causes of action, proceedings, costs, expenses, judgments and liabilities of any kind whatsoever arising out of selected firm's performance of the contractual work. It is further agreed that the selected firm shall have the responsibility to the City of Grand Ledge for the proper performance of its professional services in conformity with the customary and usual result of the failure of such performance, provided such damages suffered by the City of Grand Ledge as a result of the failure of such performance, provided such damages are caused by the selected firm's error, omission or negligent act, or the error, omission or negligent act of its officers, agents, or employees. No compensation will be paid to the selected firm for services required to correct work arising out of the selected firm's errors or omissions; however, the selected firm shall be responsible for any payment to other consultants/contractors to correct work arising from this RFP for the selected firm's errors and omissions. A representative of the selected firm shall sign and submit Hold Harmless Agreement as evidence prior to the commencement of the contractual work.

Insurances

The selected firm shall procure and maintain during the life of the contract the following insurance coverage from a company or companies licensed to sell insurance in Michigan with an A+ A.M. Best rating, or equivalent: Workers Compensation in compliance with Michigan law; Comprehensive General Liability Insurance in the amount of \$1,000,000 each occurrence for Bodily Injury Liability and Property Damage Liability; and, Automobile Liability Insurance in the amount of \$1,000,000 each occurrence. In addition, the successful Consultant will procure and maintain an Umbrella Liability policy in the amount of \$2,000,000. Such insurance will protect the Consultant and shall name the City of Grand Ledge and the project site(s) as additional or co-insured, but only to the extent of any negligence of the Consultant and consistent with the terms and conditions of the Consultant's insurance policies.

The insurance required shall be written for the greater of limits not less than the limits of liability specified or required by the law OR primary coverage of \$1,000,000 per occurrence on an occurrence basis coverage shall be maintained without interruption from the date of commencement of operations under the contract until the date herein specified that coverage is no longer required.

All certificates of insurance must be forwarded to the City of Grand Ledge prior to the commencement of any work. Required insurance policies shall not be changed or canceled without thirty (30) days prior written notice to the City of Grand Ledge.

General Notes

1. The Consultant's personnel are expected to maintain a high-quality professional attitude while on site. Consultants and subcontractors shall be subject to such rules and regulations for the conduct of the work as the City of Grand Ledge may establish. Possession or consumption of alcoholic beverages or drugs or noxious behavior on site is strictly prohibited. Violations of any of the above will result in the removal of the individual and employer from the project and they will be held liable for any damages which may result due to their actions.
2. All personnel will be required to provide identifying information and wear an identification badge at all times while on site.

Type of Contract

The City of Grand Ledge contemplates the award of a firm, fixed-price contract.

Project Description

The project is expected to consist of the specific improvements found within Attachment A and Attachment B.

Scope of Work

Proposals should be based on performing the engineering and design services as generally outlined below:

Design Phase:

1. Perform field survey services, which would include soil testing and boring, as necessary.
2. Prepare the base project design and submit it to utility companies for comment and the location of facilities.
3. Complete preliminary design drawings, specifications, and an opinion of probable construction cost. Submit preliminary drawings and specifications for review and comment by the City of Grand Ledge.
4. Revise plans and specifications as required.
5. Submission of final plans/drawings, specifications, opinions of probable cost, and other materials required to advertise and bid on the project will be required to be submitted to the City no later than March 1, 2023. The MEDC RAP grant requires the City to submit all bid-related GRDGL documents for their review no later than March 15, 2023.
6. Per MEDC RAP grant requirements, final renderings of the project must be high-resolution images 300dpi, at least 5,000 pixels WxH, with a raw file preferred or a high-resolution JPG format.

Construction is expected to take place during the 2023 and 2024 construction seasons with all work completed no later than October 31, 2024. Per the MEDC RAP grant requirements, all program funds must be obligated and the project completed by December 31, 2024.

Construction Phase:

1. Schedule and conduct a pre-construction meeting.
2. Provide construction surveying and layout.
3. Provide a full-time inspector for the project.

Construction Phase, cont.:

4. Provide office administration to develop pay estimates, Davis Bacon reporting, change orders, and additional documentation as required per adherence and reporting requirements of the [American Rescue Plan Act of 2021](#), Public Law 117-2, and its attendant federal regulations, 31 C.F.R. § 35, as may be amended from time to time. Additionally, all [MEDC performance milestones and reporting requirements for RAP grant recipients](#) will need to be followed.
5. Provide material testing to include soil densities, HMA testing, concrete testing, and all other tests in accordance with MDOT requirements.
6. Review and approve shop drawings.
7. Prepare record drawings in accordance with City of Grand Ledge standards and submit copies of the drawings in AutoCAD and PDF formats on a flash drive and Mylars.
8. Upon project completion, the engineer should anticipate 40 hours of work to complete project close-out which would include but is not limited to such activities as; material review, project audit, developing a punch list of uncompleted items, and final review.



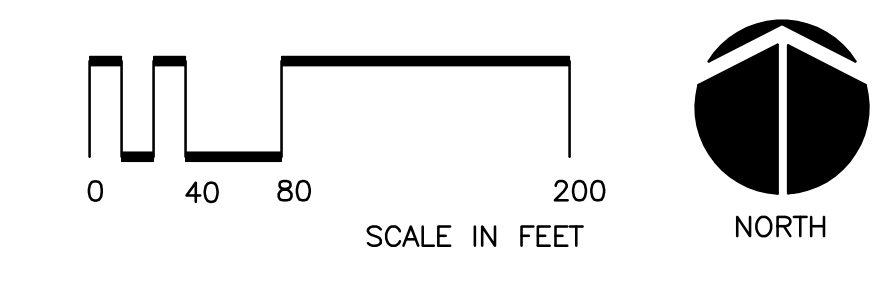
ATTACHMENT A: Maps and Amenities



MASTER PLAN
 MEDC REVITALIZATION AND PLACEMAKING
 CITY OF GRAND LEDGE
 GRAND LEDGE, MICHIGAN

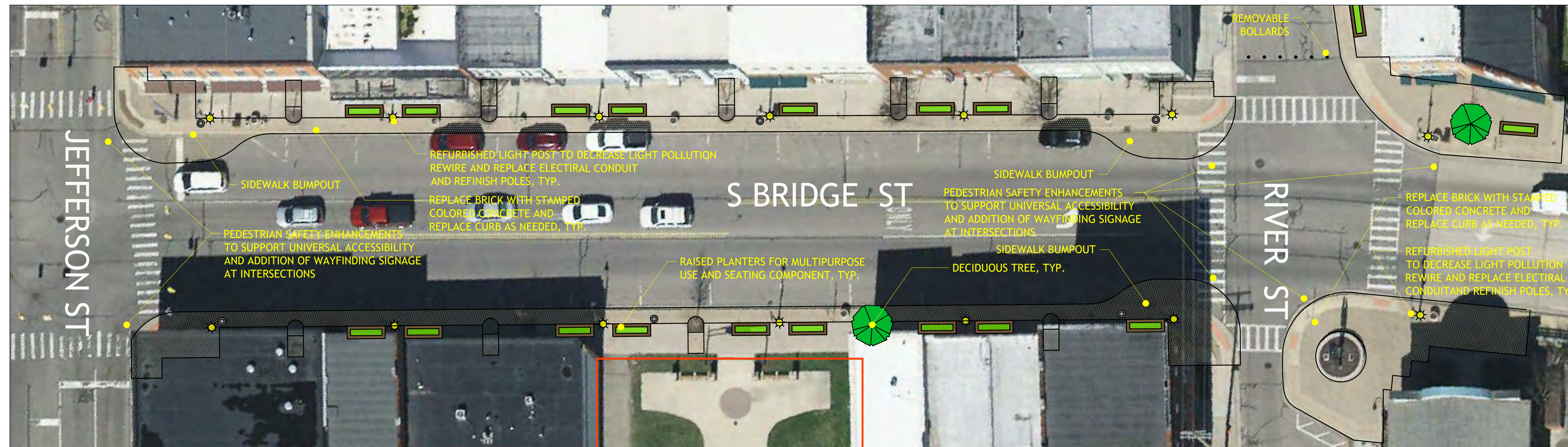
| Revisions | Date |
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Sheet





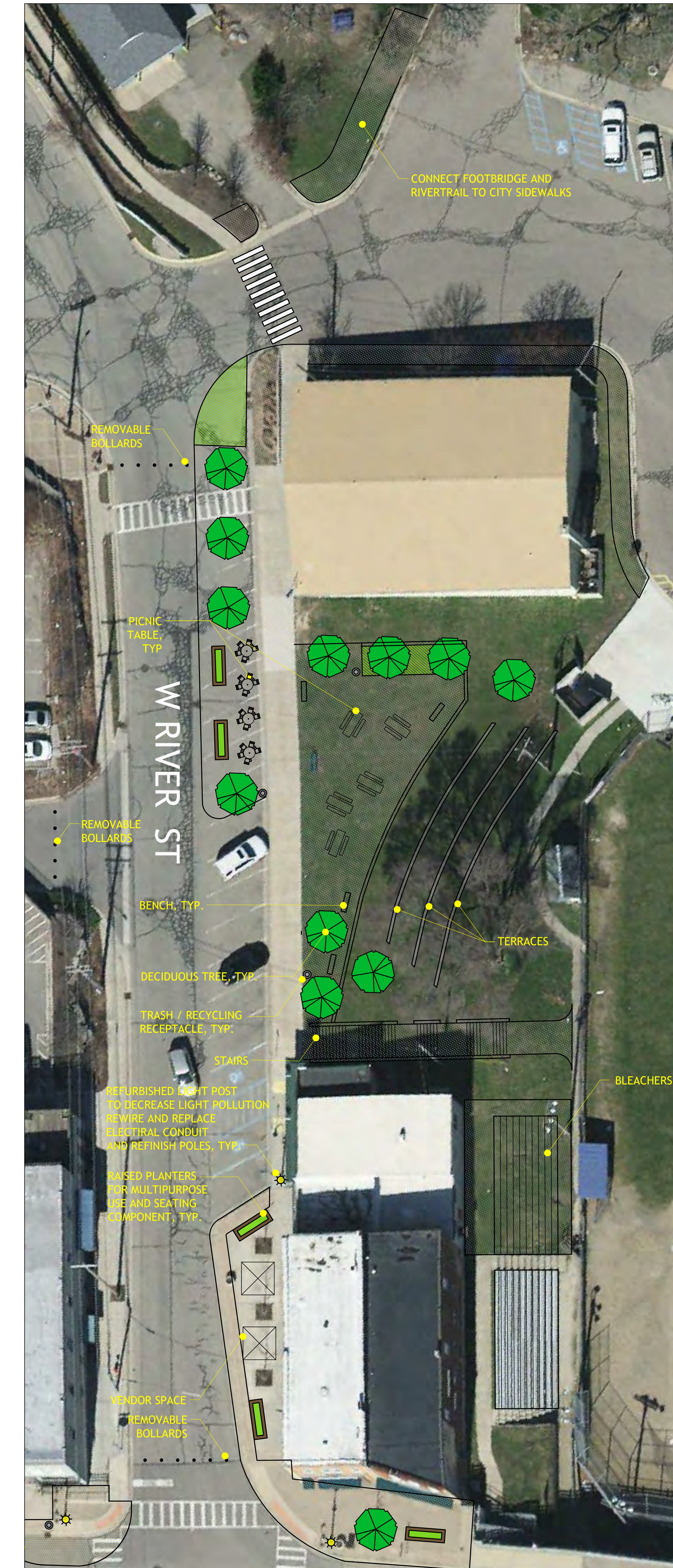
1 BRIDGE STREET BETWEEN SCOTT ST & JEFFERSON ST
SCALE: 1"=20'



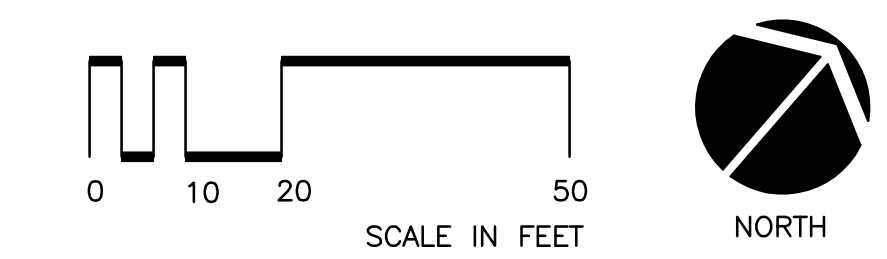
2 BRIDGE STREET BETWEEN JEFFERSON ST & RIVER ST
SCALE: 1"=20'



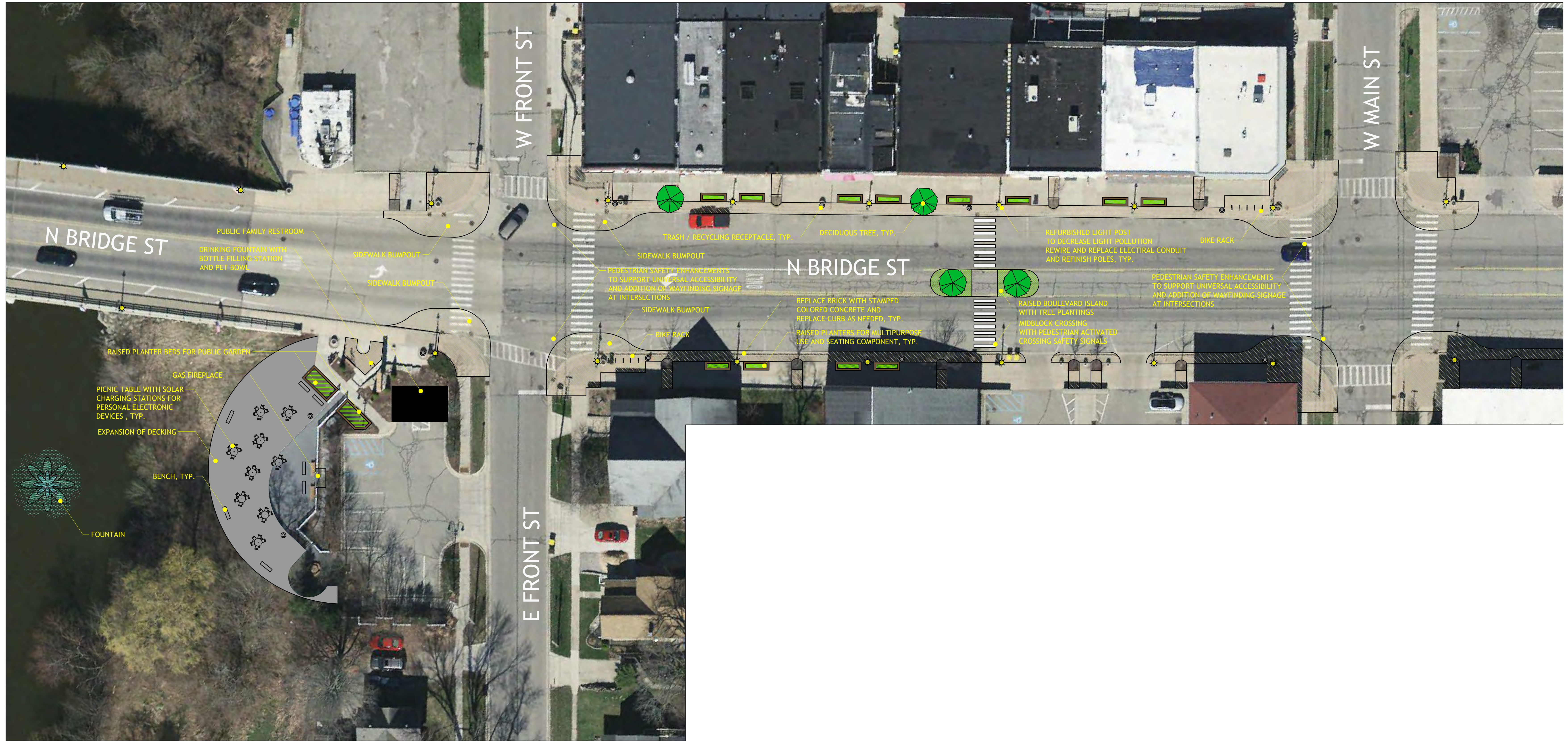
3 BRIDGE TO ISLAND PARK
SCALE: 1"=20'



4 RIVER ST NORTH OF BRIDGE ST
SCALE: 1"=20'



| Revisions | Date |
|-----------|------------|
| | 05.12.2022 |
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| | |
| | |
| | |



**BRIDGE ST BETWEEN FRONT ST & MAIN ST
RIVERFRONT PARK**

1

SCALE: 1"=10'

| Revisions | 05.12.2022 |
|-----------|------------|
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Sheet



ATTACHMENT B: Preliminary Cost Estimates

ATTACHMENT B

May 23, 2022



MEDC Revitalization and Placemaking

Early Concept - Budgeting

| Item | Quantity | Unit | Unit Price | Total |
|-------------------------|----------|------|-------------|----------|
| Permit Fees | 1 | LS | \$12,000 | \$12,000 |
| Erosion Control Measure | 1 | LS | \$40,000.00 | \$40,000 |
| | | | Subtotal | \$52,000 |

Bridge Street between Scott St and Jefferson St

| | | | | |
|--|-------|----|-------------|-----------|
| Remove Brick Pavers and Replace w Stamped Concrete | 5,085 | SF | \$12.00 | \$61,020 |
| Replace Curb as Needed | 200 | LF | \$28.00 | \$5,600 |
| Refurbished Light Post | 12 | EA | \$4,100.00 | \$49,200 |
| Raised Planters | 13 | EA | \$8,000.00 | \$104,000 |
| Bike Racks | 5 | EA | \$1,000.00 | \$5,000 |
| Trash / Recycling Receptacles | 6 | EA | \$2,000.00 | \$12,000 |
| Wayfinding Signage at Intersections | 2 | EA | \$20,000.00 | \$40,000 |
| Deciduous Trees | 2 | EA | \$500.00 | \$1,000 |
| | | | Subtotal | \$277,820 |

Bridge Street between Jefferson St and River St

| | | | | |
|--|-------|----|-------------|-----------|
| Remove Brick Pavers and Replace w Stamped Concrete | 7,660 | SF | \$12.00 | \$91,920 |
| Replace Curb as Needed | 200 | LF | \$28.00 | \$5,600 |
| Refurbished Light Post | 14 | EA | \$4,100.00 | \$57,400 |
| Raised Planters | 17 | EA | \$8,000.00 | \$136,000 |
| Trash / Recycling Receptacles | 6 | EA | \$2,000.00 | \$12,000 |
| Wayfinding Signage at Intersection | 1 | EA | \$20,000.00 | \$20,000 |
| Deciduous Trees | 2 | EA | \$500.00 | \$1,000 |
| | | | Subtotal | \$323,920 |

River Street North of Bridge Street

| | | | | |
|---|-------|----|--------------|-----------|
| Strip and Stockpile Topsoil | 9,000 | SF | \$4.00 | \$36,000 |
| Remove Brick Pavers and Replace w Stamped Concrete | 450 | SF | \$12.00 | \$5,400 |
| Concrete Paving | 9,300 | SF | \$10.00 | \$93,000 |
| Replace Curb as Needed | 200 | LF | \$32.00 | \$6,400 |
| Stairs | 1 | LS | \$20,000.00 | \$20,000 |
| Plaza Retaining Wall | 1 | LS | \$50,000.00 | \$50,000 |
| Terrace Walls - 2' High | 250 | LF | \$250.00 | \$62,500 |
| Existing Building Renovation - Year -Round Public Rentals | 1 | LS | \$150,000.00 | \$150,000 |
| Refurbished Light Post | 1 | EA | \$4,100.00 | \$4,100 |
| Raised Planters | 4 | EA | \$8,000.00 | \$32,000 |
| Picnic Tables | 9 | EA | \$3,000.00 | \$27,000 |
| Benches | 4 | EA | \$2,500.00 | \$10,000 |
| Trash / Recycling Receptacles | 2 | EA | \$2,000.00 | \$4,000 |
| Removeable Bollards | 16 | EA | \$500.00 | \$8,000 |
| Deciduous Trees | 11 | EA | \$500.00 | \$5,500 |
| Earthwork - Rough Grading | 2,500 | CY | \$12.00 | \$30,000 |
| Class II Fill | 2,500 | CY | \$25.00 | \$62,500 |
| Fine Grade & Seeding | 5,000 | SF | \$0.35 | \$1,750 |
| | | | Subtotal | \$608,150 |

Ballfield

| | | | | |
|----------------------------|-------|----|--------------|-----------|
| Special Event LED Lighting | 1 | LS | \$120,000.00 | \$120,000 |
| Bleachers | 1 | LS | \$20,000.00 | \$20,000 |
| Tree Removal | 10 | EA | \$1,000.00 | \$10,000 |
| Rip Rap | 3,650 | SF | \$20.00 | \$73,000 |
| | | | Subtotal | \$223,000 |

Kayak Launch

| | | | | |
|------------------------------|-----|----|------------|----------|
| Natural Kayak Launch | 735 | SF | \$40.00 | \$29,400 |
| Temporary Kayak Parking Rack | 2 | EA | \$2,500.00 | \$5,000 |
| | | | Subtotal | \$34,400 |

Bridge

| | | | | |
|----------------------------|----|----|-------------|----------|
| Mural Artwork Under Bridge | 1 | LS | \$15,000.00 | \$15,000 |
| Refurbished Light Post | 12 | EA | \$4,100.00 | \$49,200 |
| | | | Subtotal | \$64,200 |

Electric Vehicle Charging Stations

| | | | | |
|---|---|----|-------------|-----------|
| Electric Vehicle Charging Stations behind Gas Station | 2 | EA | \$50,000.00 | \$100,000 |
| | | | Subtotal | \$100,000 |

Bridge Street between Front St and Main St

| | | | | |
|--|--------|----|-------------|-----------|
| Remove Brick Pavers and Replace w Stamped Concrete | 11,875 | SF | \$12.00 | \$142,500 |
| Replace Curb as Needed (allowance) | 200 | LF | \$32.00 | \$6,400 |
| Refurbished Light Post | 16 | EA | \$4,100.00 | \$65,600 |
| Raised Planters | 12 | EA | \$8,000.00 | \$96,000 |
| Bike Racks | 10 | EA | \$1,000.00 | \$10,000 |
| Trash / Recycling Receptacles | 7 | EA | \$2,000.00 | \$14,000 |
| Midblock Crossing w Pedestrian Activated Signal | 1 | LS | \$75,000.00 | \$75,000 |
| Wayfinding Signage at Intersections | 2 | EA | \$20,000.00 | \$40,000 |
| Deciduous Trees | 4 | EA | \$500.00 | \$2,000 |
| | | | Subtotal | \$451,500 |

Riverfront Park

| | | | | |
|--|-------|----|--------------|-----------|
| Public Family Restroom | 1 | LS | \$200,000.00 | \$200,000 |
| Expansion of Deck | 3,500 | SF | \$65.00 | \$227,500 |
| Fountain | 1 | EA | \$15,000.00 | \$15,000 |
| Raised Planter Beds for Public Garden | 250 | SF | \$150.00 | \$37,500 |
| Fireplace | 1 | LS | \$50,000.00 | \$50,000 |
| Picnic Tables w Solar Charging Stations for Personal Devices | 9 | EA | \$3,000.00 | \$27,000 |
| Benches | 7 | EA | \$2,500.00 | \$17,500 |
| Trash / Recycling Receptacles | 2 | EA | \$2,000.00 | \$4,000 |
| Drinking Fountain w Bottle Filling Station and Pet Bowl | 1 | EA | \$6,500.00 | \$6,500 |
| | | | Subtotal | \$585,000 |

| | |
|--|--------------------|
| Subtotal | \$2,719,990 |
| Mobilization and General Conditions (16%) | \$435,198 |
| Construction Total | \$3,155,188 |
| 15% Contingency | \$473,278 |
| A/E Fee | \$315,519 |
| Project Total | \$3,943,986 |

| | |
|----------------|----------------|
| Project Budget | \$3,000,000.00 |
| Difference | (\$943,985.50) |